
	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD OPERATING GUIDELINE	
	Subject:	Marking of Disabled Vehicles & Roadway Obstructions
	Reference Number:	SOG-OPS-008
	Effective Date:	23 June 2004
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this guideline is to outline marking of disabled vehicles and roadway obstructions to help prevent repeated responses to the same incident.

Background:

This guideline was adopted by the Albemarle County Fire Rescue Advisory Board (ACFRAB) at the June 2004 meeting.

Scope:

It shall be the policy of all Albemarle County fire departments/companies/stations and rescue squads that all personnel will adhere to the following guideline. It is the intent of this guideline to ensure safety and prevent injury and loss of life of personnel and the public.

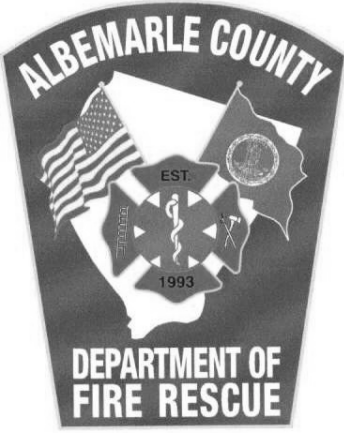

Guideline:

Fire department or rescue squad personnel should attempt to stay with any disabled vehicle, downed utility line, or any other hazard that is blocking traffic lanes until police or other appropriate agency arrives to remedy the situation. Under extreme conditions due to call load or inclement weather it may be necessary to leave an aforementioned hazard in, or adjacent to, the roadway. In those circumstances the following guidelines will be followed to mark the hazard.

1. **Marking Disabled Vehicles and Hazards**

When fire/rescue personnel find it necessary to leave a disabled vehicle or other hazard they should mark it in the following manner:

- Personnel shall attempt to safely wrap or surround the vehicle/hazard with “fire line tape” (or similar yellow caution tape) in such a manner that the tape will be visible to other passers-by.
- Personnel should then notify dispatch of the vehicle/hazard location and that it has been marked. This will be done so that further calls to 911 might result in an identification of the vehicle as already having been investigated, therefore eliminating the need for further response by any fire or rescue agency.

	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD OPERATING GUIDELINE	
	Subject:	Alarm Activation Cancellation
	Reference Number:	SOG-OPS-009
	Effective Date:	23 June 2004
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this guideline is to outline fire department cancellation to alarm activations.

Background:

This guideline was adopted by the Albemarle County Fire Rescue Advisory Board (ACFRAB) at the June 2004 meeting.

Scope:

It will be the policy of all Albemarle County fire departments/companies/stations that all personnel will adhere to the following guideline. It is the intent of this policy to ensure safety and prevent injury and loss of life of personnel and the public.

Guideline:

The following are the most common circumstances for cancellation of an alarm activation.

1. With Proper Pass Code:
 - For all alarm activations where occupant would like to cancel the alarm through contact with the alarm company, and the proper pass code was given, the closest responding fire apparatus may continue in non-emergency to take a report.
 - All other responding units may go in service.
 - All units may cancel at an officer's discretion.

2. Without Proper Pass Code:
 - For all alarm activations where occupants would like to cancel the alarm, and the proper pass code was not given, the closest responding fire apparatus shall continue emergency response.
 - All other responding units may continue responding at a reduced (non-emergency) response.

3. Direct Call to Dispatcher:
 - For all alarm activations where occupants would like to cancel the alarm, the closest responding fire apparatus shall continue emergency response.
 - All other responding units may continue in non-emergency.

4. All Other Circumstances:
 - The officer-in-charge (OIC) on the closest responding fire apparatus will determine the necessary response needed to continue based on information received from the dispatcher.

	 STANDARD OPERATING GUIDELINE	
	Subject:	Two-In/Two-Out (RIT)
	Reference Number:	SOG-OPS-010
	Effective Date:	25 May 2006
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose: To establish standard guidelines and procedures that will serve to provide a safe working environment for all personnel and reduce the risk of injury or death as a result of department operations at emergency incidents. This policy will serve to comply with the Two-In/Two-Out provisions in the OSHA Respiratory Protection Final Rule (29 CFR Part 1910).

Scope: This policy shall apply to all Albemarle County fire rescue personnel and any fire departments, fire companies, and/or rescue squads operating in Albemarle County. This guideline is also consistent with the Charlottesville Fire Department's "Two-In/Two-Out" policy.

Background: This standard operating guideline was adopted by the Albemarle County Fire Rescue Advisory Board at the 24 May 2006 meeting.

Definitions:

1. **IDLH Atmosphere:** An atmospheric concentration of any toxic, corrosive, or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.
2. **Rapid Intervention Team (RIT):** A specifically designated team (minimum two members) designed to provide for the rescue of emergency service members operating at emergency incidents if the need arises.
3. **Incipient Fire:** A fire in the initial or beginning stage which can be controlled or extinguished by portable fire extinguishers. However, it is the policy of the Albemarle County Department of Fire Rescue to deploy a minimum of an 1 3/4" handline anytime there is fire inside of a structure. Though the incipient fire may actually be controlled by a smaller line or portable extinguisher, an 1 3/4 inch hand line shall be used in most cases.
4. **PAR:** Personnel Accountability Report (PAR Check).
5. **Released Firefighter:** An individual meeting the criteria as established in SAP_TRN_004: Minimum Training Standards-Basic.

Guideline:

1. The first arriving company shall determine if the incident involves an IDLH atmosphere. At no time shall individuals enter an IDLH atmosphere independently. Teams of at least two (2) SCBA-equipped personnel shall be required for entry into such an atmosphere at all times.
2. In fire situations, it will be necessary for the incident commander to determine if the fire is in the incipient stage. A team of two released firefighters may take action to extinguish an incipient fire without the establishment of an initial Rapid Intervention Team (RIT).

3. If the presence of an IDLH atmosphere has been determined, and there are less than five (5) released firefighters on the scene, the companies shall wait until at least five (5) qualified firefighters are assembled on the scene before initiating operations within the IDLH atmosphere.

Two (2) released firefighters may begin operating within the IDLH atmosphere as long as two (2) additional, released firefighters (properly equipped) are outside the IDLH atmosphere to serve as the initial Rapid Intervention Team (RIT), and one person maintains the operation of the pump. One (1) of the two (2) initial RIT members must be responsible for establishing the on-scene accountability system. The second RIT member may be assigned other tasks and/or functions so long as these tasks and/or functions can be abandoned, without placing any personnel at additional risk, if rescue or assistance is needed.

4. Members operating in IDLH atmospheres must use SCBA and work in teams of two (2+) or more. They must also maintain voice or visual contact with each other at all times. Portable radios and/or safety rope tethering are not acceptable as replacements for voice or visual contact. Radios can (and should) be used for on-scene communications, including communications between interior and exterior teams. They cannot, however, be the sole tool for accounting for one's partner during interior operations. Team members must be in close proximity to each other to provide assistance in case of an emergency.
5. Until five (5) firefighters are assembled, operations outside of the IDLH atmosphere shall commence immediately. Such operations include, but are not limited to: establishment of water supply; exterior fire attack; establishment of a Hot Zone; utility control; ventilation; placement of ladders; forcible entry; exposure protection; and any other exterior operations deemed appropriate by the incident commander.
6. As the incident progresses to the point of more than one (1+) interior team, an identified and dedicated Rapid Intervention Team (RIT) shall be established and positioned immediately outside the IDLH atmosphere. This team shall be fully outfitted with protective clothing and SCBA with the air mask in a ready position to don, a portable radio, and other required rescue equipment. Both team members will be dedicated to perform rescue and shall not be assigned other duties (except for incident accountability) unless a replacement team member is assigned. A charged hose line shall be dedicated to this team.
7. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of rapid intervention teams so that rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
8. If personnel become trapped, disabled, or otherwise in need of assistance by the RIT, the incident commander shall announce this action to the Emergency Communications Center (ECC) via radio. In turn, ECC shall transmit the Emergency Message Signal (MayDay) and announce that a rescue is in progress. All radio traffic not directly related to the personnel's rescue shall cease immediately to facilitate the rescue. An immediate personnel accountability report (PAR Check) shall be conducted. The incident commander shall then assign personnel to assist in the rescue and to assist the rapid intervention team as deemed appropriate. The RIT shall continue to inform the incident commander of their progress and actions taken during the rescue.
9. Should the incident commander order a building evacuation, a PAR Check shall be conducted immediately after the building has been evacuated. The RIT shall remain in place for immediate activation should a team fail to report during the PAR.

Exceptions:

10. If, upon arrival at a fire emergency, personnel find a fire in its incipient stage, extinguishment of such a fire shall be permitted with less than five (5) persons on the scene. Extinguishment of outside fires such as dumpster, brush, or automobiles, shall be permitted with less than five (5) persons, even if SCBA are being worn.

11. If, upon arrival at the scene, personnel find an imminent life-threatening situation or probable life-threatening situation where immediate action may prevent the loss of life or serious injury, such action shall be permitted with less than five (5) persons on the scene – when the probability of a rescue is made in accordance with normal size-up indicators and evaluation factors. (Examples: report of persons inside, signs of persons inside, etc.). The incident commander shall evaluate the situation, considering the occupancy, time of day, day of week, reports from persons on the scene, signs that persons may be inside the structure, etc. Entry may be considered if signs indicate a probable victim rescue. In the absence of clear signs or a report from a responsible person on the scene that people are in the structure, it is to be assumed that no life hazard exists and interior attack shall not be initiated until the minimum five (5) persons arrive on the scene.
12. If personnel are going to initiate actions that would involve entering an IDLH atmosphere because of a probable or imminent life-threatening situation where immediate action may prevent the loss of life or serious injury, and personnel are not on the scene to establish an initial RIT, the members should carefully evaluate the level of risk that they would be exposed to by taking such actions. In all cases, a minimum of two (2) people shall form the entry team.
13. If it is determined that the situation warrants immediate intervention and five (5) people are not on the scene, the incident commander shall notify ECC of the intent to enter prior to the availability of a RIT. ECC shall then notify all responding companies of this action.
14. Should the incident commander on the scene deviate from this guideline, the actions taken shall be documented on the fire incident report. The narrative of this report shall be made by the incident commander and outline the reasons, rationale, justification, and end result of the deviation. All information in the report shall be of enough depth so as to provide a comprehensive understanding of the actions taken.

	 STANDARD OPERATING GUIDELINE	
	Subject:	Communications Guidelines
	Reference Number:	SOG-OPS-011
	Effective Date:	1 September 2007
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

Common and plain English language is imperative with regard to radio communications. The guidelines below meet the National Incident Management System (NIMS) standard and recommendations from the local NIMS team – consisting of law enforcement, fire, EMS, & ECC personnel. In some cases, the guidelines enhance and exceed the recommendations presented to the ECC Management Board.

These guidelines establish the use of common language in radio transmissions and a switch to the International Phonetic Alphabet. The NIMS Integration Center Guidance on Plain English Communications states: “It is required that plain English be used for multi-agency, multi-jurisdiction, and multi-discipline events...While the NIMS Integration Center doesn’t require plain English for internal operations, we strongly encourage it.” The Common Language Protocol directs public safety agencies to use plain English for day to day operations as first responders tend to revert back to their training in stressful situations.

Background:

This SOG was approved by the Albemarle County Fire Rescue Advisory Board at the 22 August 2007 meeting.

Definitions:

Included as part of guideline.

Guideline:

1. General Communications
 - A. Be clear and concise. Speak in a clear, strong voice relaying all necessary information as quickly as possible.
 - B. Think before speaking, thereby eliminating errors and reducing the possibility of having to repeat a message.
 - C. Never acknowledge a transmission until it is fully understood.
 - D. Keep radio traffic to a minimum at all times.

2. Basic Considerations
 - A. Ensure you are on the correct talk group.
 - B. Listen before transmitting to ensure the talk group is clear and available.
 - C. Avoid lengthy descriptions and unnecessary repetition.
 - D. Prior to speaking, depress the Push-to-Talk (PTT) button and wait for the “talk permit” tone.
 - E. Hold the radio microphone close to the mouth and speak directly into it, not across it.
 - F. Whenever possible, avoid transmitting when horns and sirens are operating.
 - G. Remain calm; avoid uncivil, angry, abusive, derogatory, or sarcastic language/tones.
 - H. Identify one’s self and transmit a message in a single transmission.

Example:

Ambulance 101: “ECC, Ambulance 101 returning ready.”

ECC: “Ambulance 101 returning ready, *time stamp*.”

- I. Avoid the routine use of “radio checks” and do not request strength and readability reports from ECC. In the rare instance that these tests are conducted, a concise statement of the test results must be issued. For example, “loud and clear,” “weak but readable,” and “unreadable” are acceptable test result descriptions.
- J. Never transmit via radio that an injured or deceased victim is fire rescue personnel.
- K. Transmit information using the call reference technique enabling ECC personnel to be prepared to perform a requested task or acknowledge radio traffic:
Examples:
 “ECC, Engine 101 responding”
 “ECC, Tower 101, address check?”
- L. Always use complete radio designation; never use only numerals.

3. Codes & Signals

- A. All radio traffic shall use plain English.
- B. The following are standard exceptions granted by NIMS and the Commonwealth of Virginia Interoperability Office:
 - a. *SIGNAL 1: MAYDAY!* A situation in which either the responder or dispatcher has identified an immediate threat and must convey this to a partner, other responders, or dispatcher without alerting the subject; may be used with or in place of Emergency Call Button. *Signal 1* or *MAYDAY!* may be used interchangeably.
 - b. *SIGNAL 2: ASSISTANCE:* A situation in which a responder needs assistance; however, there is no immediate threat to life
 - c. *SIGNAL 3: TAKE SUBJECT INTO CUSTODY:* Responder is taking subject into custody. A communications officer may also use this code to direct a responder to take a subject into custody and/or to expect resistance.
 - d. *SIGNAL 4: CONFIDENTIAL/CRITICAL INFORMATION TO BE RELAYED:* This code indicates a situation where a responder or communications officer has identified an immediate threat and must convey this information without alerting a subject or individual.

4. Busy Signal

- A. Used to indicate that the Communications Officer is unable to respond to over-the-air communications at the current time.
- B. Radio traffic may continue on the talk group but do not expect communications with the Communications Officer unless a "Priority Traffic" request is transmitted. (See “Priority Traffic” definition below.)

5. Communications Terminology

10-4	"Okay" or "Understood"
Acknowledge	"Let me know that you have received and understood the message"
Address Check	Responding apparatus requesting that an address be repeated or the calling party be contacted again to confirm the location
Advise	"Give this message to..."
Affirmative	"Yes"
Be Advised	Reflects the desire to make another party aware of specific information
Begin Tour	Personnel or apparatus are on duty and ready.
Confirm(ing)	"Verify the accuracy of the entire message that was just transmitted and correct it if necessary"
Correct	"What has just been transmitted is accurate"
Correction	"An error was made in the previous radio transmission. The correct version is..."
End Tour	Personnel or apparatus are off duty.
En Route	Apparatus or personnel are on the way to an event, stand-by, or hospital; used also to indicate a <u>non-emergent</u> response to an incident
Hold Traffic	All on-air personnel cease radio transmissions and traffic.
In-Service	Apparatus is mechanically sound, equipment is functional, and able to respond; <u>not</u> synonymous with "ready"
In-Quarters	Apparatus has safely arrived at a station; if multiple pieces of apparatus arrive in-quarters at once, one piece should transmit "All Station 10 apparatus in-quarters"
Mayday	Emergency distress signal that indicates that one or more personnel require emergency assistance
Negative	"No"
Not-Ready	Apparatus is not ready to respond to an incident; <u>not</u> synonymous with "out-of-service"
Okay	"Your message is received, understood, and will be complied with"
On Location	Apparatus or personnel have arrived at the scene of an incident, stand-by, or event
Out-of-Service	Apparatus is mechanically disabled or equipment is not functional, and unable to respond to incidents; <u>not</u> synonymous with "not-ready"
Priority Traffic	An <i>imminent</i> danger to live, limb, or property exists; <i>not</i> used simply due to heavy radio traffic or to relay routine radio traffic to the ECC
Ready	Apparatus is ready to respond to an incident; <u>not</u> synonymous with "in-service"
Repeat	"Repeat your message. I did not understand it the first time"
Responding	Given apparatus is responding (<u>emergently</u>) to an event or incident
Response Check	Verbal inquiry initiated by ECC to check if apparatus is responding to an incident
Returning	Apparatus or personnel are leaving the scene of an incident; usually used with terms "ready" or "not-ready"
Stand By	"Listen but do not transmit until directed to do so"
Status Air	Apparatus or personnel are away from an assigned location such as a station, performing errands or other tasks
Test Count	Used for the purposes of testing a specific radio or the radio system infrastructure; a five (5) count will be conducted twice: "1, 2, 3, 4, 5... 5., 4, 3, 2, 1."
Understood	"Your message is received, understood, and will be complied with"

6. Radio Designators

A lpha	Vehicle Operator
B ravo	Vehicle Officer or Attendant-In-Charge
C harlie	Jump Seat -Right or Attendant #1
D elta	Jump Seat -Left or Attendant #2
E cho	Tiller Operator

Example:

101A (alpha): Engine 101's operator

101B (bravo): Engine 101's officer

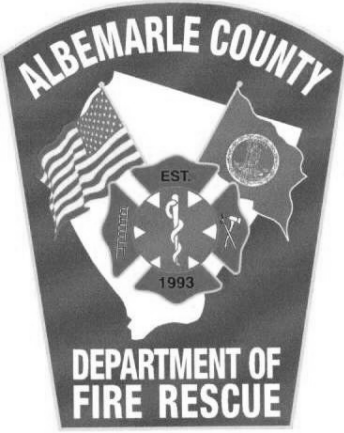
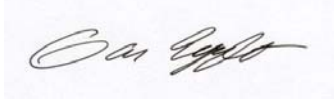
Ambulance	a Basic Life Support (BLS) transport apparatus manned with an EMT-B
Brush Truck/Quick Attack	4WD vehicle used for wildland, grass, or brush firefighting
Command Vehicle	vehicle designed for a Chief Officer to command and control small-to-medium scale incidents; large scale incidents utilize a mobile command post
Company	a crew of three (3) or more trained and released personnel (fire or EMS); <i>Example:</i> Engine Company/Tower Company/Squad Company/Ambulance Company
Duty "X"	a duty officer performing command and coordination responsibilities for a specific area, district, or system-wide
Engine	vehicle designed and used for fire attack; carries, hose and a minimum of 500+ gallons of water, and a fire pump; some with ability to supply foam and usually carries 3-6 personnel
Haz-Mat	vehicle designed to mitigate hazardous materials incidents and operations
Logistics	vehicles used and equipped to respond and handle mass casualty incidents or other specialized incidents
Medic	an Advanced Life Support (ALS) apparatus manned with an EMT-I, EMT-P or EMT-C
SERV or CAR Special Emergency Response Vehicle	non-transport EMS vehicles, first response vehicles, command vehicles, etc.
Squad	a vehicle carrying tools and equipment primarily utilized for vehicle extrication or other types of specialized rescue
Tanker	vehicle used to transport/shuttle large amounts water to the scene of a fire – usually key in rural water supply
Trauma	an Advanced Life Support (ALS) apparatus manned with an EMT-E or EMT-ST
Truck/Ladder/ Aerial/Tower	vehicle used for equipment and ladders; equipment may include lights, generators, salvage, extrication, overhaul tools, forcible entry, rescue, and ventilation tools
Utility	a multi-purpose station vehicle

7. Phonetic Alphabet

- A. To increase the clarity of radio transmissions, use the Phonetic Alphabet.
- B. By using words in conjunction with letters, clarity is enhanced and improved.
- C. When using the Phonetic Alphabet, identify the letter with the corresponding word. (A-Alpha, B-Bravo, C-Charlie, etc.)

A	Alpha	AL fah
B	Bravo	BRAH voh
C	Charlie	CHAR lee
D	Delta	DELL tah
E	Echo	ECK oh
F	Foxtrot	FOKS trot
G	Golf	GOLF
H	Hotel	HOH tell
I	India	IN dee ah
J	Juliet	JEW lee ett
K	Kilo	KEY low
L	Lima	LEE mah
M	Mike	MIKE

N	November	no VEM ber
O	Oscar	OSS car
P	Papa	pah PAH
Q	Quebec	keh BECK
R	Romeo	ROW me oh
S	Sierra	SEE air rah
T	Tango	TANG go
U	Uniform	YOU nee form
V	Victor	VIK tah
W	Whiskey	WISS key
X	X-ray	ECKS ray
Y	Yankee	YANG key
Z	Zulu	ZOO loo

	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD OPERATING GUIDELINE	
	Subject:	Emergency Vehicle Backing of Large Vehicles
	Reference Number:	SOG-OPS-013
	Effective Date:	1 March 2005
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this policy is to establish the safest means of backing large emergency vehicles.

Background:

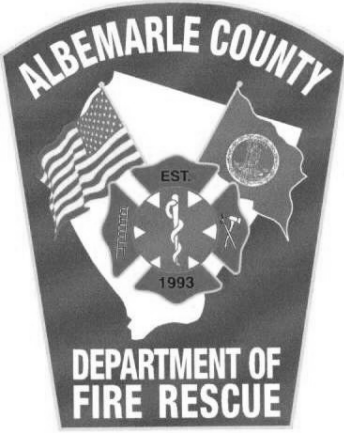

This policy was adopted by the Albemarle County Fire Rescue Advisory Board at the February 2005 meeting.

Definitions:

Large Emergency Vehicles: For the purpose of this SOG, large emergency vehicles are defined as Engines, Trucks, Aerials, Tankers, Squads, Ambulances, Brush Vehicles, Rehab Units, Haz-Mat units, and Vehicles with Trailers.

Guidelines:

1. A spotter shall be used whenever a large emergency vehicle must be backed. The spotter shall stand in clear view of the operator at the rear of the vehicle and direct the driver in a manner that will avoid obstructions in the path of travel. The shared responsibility for proper backing procedures lies with both the driver and the spotter.
2. There must be a clear understanding of what signals shall be used. To ensure clear communications, the driver shall remove his/her headset, and roll down the driver's side window. Mobile or portable radios may be used as needed for clearer communications.
3. When no one is available to spot while backing the vehicle must be stopped and completely circled by the operator to ensure that there are no obstructions or other dangers before backing.

	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD OPERATING GUIDELINE	
	Subject:	Gas Detector Calibration
	Reference Number:	SOG-OPS-014
	Effective Date:	1 July 2005
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

The purpose of this guideline is to establish operational guidelines for calibration of the issued gas detectors to ensure accurate measurements while in use.

Background:

4-Gas detectors are located in all Albemarle County stations to detect the presence of flammable and/or toxic gases.

This guideline was adopted by the Fire Rescue Advisory Board at the June 2005 meeting.

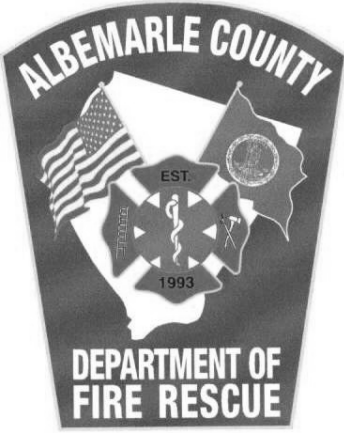

Definitions:

Zellweger Analytics Impact Pro 4-Gas Detector: A user-friendly detector capable of detecting and measuring the amount of Hydrogen Sulfide, Oxygen, Carbon Monoxide, and percent of lower explosions limit (LEL) in a given atmosphere.

Guideline:

Training in the calibration of the gas detectors shall be provided by a member of the county's Hazardous Materials Response Team.

Once properly trained, it shall be the responsibility of each station to ensure that the detectors are calibrated on a weekly basis and that the calibration is recorded on the calibration log report (Attachment A). Any and all discrepancies and deficiencies in the operation and/or calibration of the detectors shall be recorded on the log and reported to the county Fire Rescue office as soon as possible.

	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD OPERATING GUIDELINE	
	Subject:	Car 111 Dispatch & Response
	Reference Number:	SOG-OPS-015
	Effective Date:	15 July 2005
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose: The purpose of this SOG is to establish guidelines for the dispatch and response of Car 111

Background: Car 111 is a quick response vehicle stationed at Monticello Fire Rescue Station 11. The primary purpose of this apparatus is to provide Advanced Life Support (ALS) service to the southern area of the county.

Definitions:

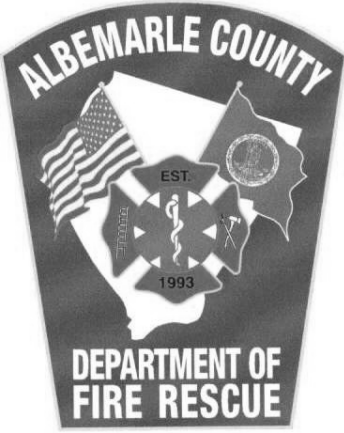
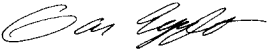
Car: This apparatus is a quick response vehicle that is not routinely designed for transporting patients. It's staffing levels, as well as how it is equipped, varies from agency to agency.

Advanced Life Support (ALS): A level of emergency medical care that includes advanced airway management, establishment of intravenous access, the administration of a wide variety of medications, cardiac defibrillation, cardioversion and external pacing. Car 111 will be equipped with a cardiac level drug box and is staffed by an EMT-Intermediate (or Cardiac Technician) or EMT-Paramedic.

Guidelines:

1. Car 111 will be dispatched automatically to the following incidents:
 - A. ALS (trauma or medic) calls in Rescue 7's first due area (Albemarle County and town of Scottsville) on weekends, holidays when career staff is off, and 1800-0600 Hours on weekdays when ALS is not available per the volunteer staffing report.
 - B. BLS and ALS calls in Rescue 7's first due area (Albemarle County and town of Scottsville) during weekday career staffing hours when the first due apparatus is committed to another incident and an additional Rescue 7 ambulance is not available. An appropriate second due agency will also be dispatched for ambulance response.
 - C. BLS and ALS calls on weekends, holidays when career staff is off, and weekdays 1800-0600 Hours when Rescue 7's building is empty and there is a failed response. An appropriate second due agency will also be dispatched for ambulance response.
 - D. Any confirmed mass casualty incident (MCI). Car 111 will relocate to the area of the first due rescue squad or respond to the scene of the incident at the direction of the Duty Officer or Incident Commander.
 - E. Structure fires, extrications, or technical rescue calls where Engine 111 is dispatched on the first alarm assignment.

2. In addition to the above CAD-guided responses, Car 111 will be dispatched:
 - A. At the request of the Duty Officer for Rescue 1, 5, or 7.
 - B. At the request of an Incident Commander or responding unit.
 - C. To out-of-county mutual aid requests when Rescue 1, 5, or 7 does not have the additional resources available to provide mutual aid response. Car 111 will be dispatched to a location in Albemarle County to rendezvous with the requesting out-of-county unit.

	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD OPERATING GUIDELINE	
	Subject:	Modified Response Plan (Inclement Weather)
	Reference Number:	SOG-OPS-016
	Effective Date:	14 December 2005
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this SOG is to provide general operating guidelines for reduced fire and rescue response to motor vehicle incidents during hazardous weather conditions. This policy is established to help maintain an operationally manageable number of responses during severe weather events, and reduce the associated risk of emergency vehicle accidents. It is preferable, from a dispatching perspective, to have all response agencies in the same mode of operation; however, this policy allows individual agencies to implement the Modified Response Plan on an as-needed basis.

Background:

This policy was adopted by Albemarle County Fire Rescue Advisory Board (ACFRAB) at the 14 December 2005 meeting, and is pre-dated by a Jefferson Country Fire and Rescue Association document.

Guideline:

1. Upon determination that severe weather conditions warrant transition to a “modified response” mode of operation, fire and rescue chief officers may request the Emergency Communications Center implement the Modified Response Plan (Inclement Weather) for their response area.
2. Coordination among the County’s fire and rescue agencies is strongly encouraged. When area rescue squads initiate the modified response plan, the corresponding fire station districts shall also be in modified response mode.
3. The ECC shall notify all personnel by means of radio alert tone, and announcement, that the Modified Response Plan is in effect (either county-wide or for specified areas). An area advisory text message shall also be sent for notification purposes. The same procedures shall be utilized to discontinue the Modified Response Plan as conditions improve.
4. When the Modified Response Plan is in effect, the ECC shall only dispatch responses to motor vehicle collisions (MVCs) when the following information is received:
 - a. Report or confirmation of injury
 - b. Report or confirmation of person(s) trapped (Extrication Response)
 - c. Overturned vehicle
 - d. Smoke or fire showing
 - e. Hazardous situations (including downed power lines, fuel leaks, etc.)
5. In situations where there is no report of personal injury or hazardous conditions; fire and rescue units will typically not be dispatched, unless additional information is received by the ECC, or at the request of a public safety representative.

	 STANDARD OPERATING GUIDELINE	
	Subject:	Vehicle & Traffic Safety
	Reference Number:	SOG-OPS-017
	Effective Date:	April 2006
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose: To provide appropriate safety guidelines for fire and rescue personnel when operating emergency vehicles or deployed at the scene of roadway incidents.

Background: This standard operating guidelines was adopted by the Albemarle County Fire Rescue Advisory Board at the 22 March 2006 meeting.

Guideline:

1. Emergency vehicles shall always be operated with due regard for life and property.
2. Seatbelts should be utilized by all occupants whenever the vehicle is in operation. An exception to this policy is situations where patient care in an ambulance limits the effective use of seatbelts.
3. During emergency responses, vehicles should come to a complete stop prior to proceeding through any controlled intersection against the signal, or, at a minimum, should reduce speed to that required to make a complete stop in order to avoid an accident should conditions require it.
4. Whenever possible, apparatus should be positioned at the scene of a roadway incident in such a manner as to create an effective safety barrier between the scene and moving traffic.
5. When parking an emergency vehicle at a scene, the front wheels should be turned away from where personnel or patients will be located. In the event the vehicle is struck from behind, this reduces the risk of having the unit pushed into the working area.
6. The driver/operator of any emergency vehicle shall ensure that their vehicle's parking brake is applied before exiting the cab at the scene of any incident.
7. Personnel operating in or near a roadway should wear turnout gear or a reflective vest for increased visibility. Helmet use is also highly recommended.
8. Orange traffic cones should be utilized whenever possible to provide a visible safety perimeter around apparatus parked in the roadway. This procedure should include emergency incidents, training activities, and public service events.
 - a. Depending upon traffic speed, cones should be placed at a sufficient distance and intervals from the vehicle(s) to provide approaching drivers with adequate warning and reaction time. On high-speed roads (45 mph or greater) cones ideally should be placed at least 250 feet from the first apparatus.
 - b. Traffic cones should be placed an appropriate distance beside parked apparatus to provide a safety zone for personnel to pass through.
 - c. Traffic cones shall be utilized to protect other vehicles or locations where personnel are working or safety hazard exists.
 - d. The vehicle operator is responsible for timely and appropriate deployment of traffic cones.
9. The use of high-beam headlights at night and/or the placement of scene lighting should be considered with regard to any potential to cause temporary blindness of passing motorists.

	 STANDARD OPERATING GUIDELINE	
	Subject:	Turnout Times (Fire)
	Reference Number:	SOG-OPS-018
	Effective Date:	1 April 2006
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose: To establish standardized alerting procedures for Albemarle County fire departments. These guidelines are also intended to promote effective response times to all emergency incidents. Rescue squads utilize an alternative guideline for turnout times.

Background: This standard operating guidelines was adopted by the Albemarle County Fire Rescue Advisory Board at the 22 March 2006 meeting.

Definitions:

1. Alarm: Radio notification (dispatch) of an emergency incident by the Emergency Communications Center.
2. Turnout Time: The time elapsed between the alarm time (dispatch) and the time staffed apparatus responds; also referred to as response time.
3. Call Rollover: Notification of a next-due station after five (5) minutes has elapsed without response.

Guideline:

1. Fire and rescue apparatus are expected to respond within five (5) minutes of an alarm for emergency incidents. Stations that are adequately staffed should maintain considerably shorter response (turnout) times.
2. After two (2) minutes has elapsed without response, the first-due station shall be re-toned
3. After five (5) minutes has elapsed without response, the first-due station shall be re-toned and the next due station alerted.
 - a. The "all-call" paging tone shall be utilized when re-toning stations.
4. Call rollover to the next due station shall continue every five (5) minutes until the resource need is met or no further resources are available.
5. Call rollover will not automatically occur for:
 - a. Multi-station fire responses (such as structure fires), but shall be left to the discretion of a chief/duty officer or other responding personnel
 - b. Fire department response to typical EMS calls
 - c. For fire department response to possible cardiac arrest calls ("man-down", unresponsive, etc.) which are likely to require additional manpower, automatic call rollover to the next station will occur.
6. Apparatus already on an incident may acknowledge a pending call and respond as soon as possible, or defer the call to the next due station as deemed most appropriate for the situation.

7. If a delayed response occurs after another station has been alerted (or responded), the other station's apparatus may be cancelled as deemed appropriate for the situation.
8. Chief/Duty officers who have marked responding to an incident when their other station resources have not may determine whether or not ECC should alert the next due station.
9. Chief/duty officers generally make response modifications as deemed appropriate; however, any personnel may request additional resources as needed.
10. Apparatus staffing levels are particularly important in the determination of adequate response to both fire and EMS calls. Apparatus should advise their staffing level upon initiation of response. This information can be utilized by other personnel to determine if additional resources are still needed.

	 STANDARD OPERATING GUIDELINE	
	Subject:	Personnel Accountability System
	Reference Number:	SOG-OPS-019
	Effective Date:	25 May 2006
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose: To establish a coordinated system of personnel and company accountability and enable the Incident Manager to identify, locate, and account for the function of companies and personnel operating at an incident.

Scope: This operating guideline applies to all Albemarle County career and volunteer personnel.

Background: It is the intent of the Albemarle County Fire Rescue Advisory Board (ACFRAB) to ensure safety and prevent injury and loss of life of personnel during emergency operations. This guideline supersedes the JCFRA SOP #O-3 adopted 1 June 1998. This guideline was adopted by ACFRAB at the 24 May 2006 meeting.

Definitions:

1. Level I Accountability: Personnel accountability system used during fire rescue responses. PASTAGs are attached with velcro to the back of each fire suppression member's yellow ID tag which remains on the apparatus by their seat assignment. For EMS personnel, PASTAGs are attached to the back of the white County ID or on a TACTRON board in the apparatus. During Level I Accountability, the company PASSPORT and PASIDs stay on the apparatus to which they were assigned. Apparatus passports are affixed with Velcro to the front passenger (officer) side door within easy reach.
2. Level II Accountability: When command has been established on a working incident. The PASSPORTS, with PASIDs, are collected and placed on the Tactron Board or incident management board to track the location and status of all companies and support personnel working at the incident.
3. Level III Accountability: When a special incident is at-hand and a single-point-of-entry cannot be maintained, a second PASTAG must be used. A second yellow ID tag will be issued to each member to be placed in their turnout coat inside pocket for use during Level III Accountability. The secondary PASTAG is given to the division officer for entry to a special hazard area.
4. Tactron (Accountability or Incident Management) Board: A board to which PASSPORTS and PASSPORT TAGS can be attached during Level II Accountability or Level III Accountability where Warm/Hot Zone entry control is maintained. It also serves as the incident management board to be utilized by the first-arriving officer to assign crews and tasks.
5. Incident Commander: The first-arriving officer on the scene of an incident, until such time as command is transferred.
6. Personnel Accountability System Identification: A ½"x2" inch hard plastic tag that will be attached to the back of the yellow ID tag which stays clipped on the back helmet hook until response. The tag will display the member's first and middle initial and last name and will be color-coded.
 - A. White – Chief Officers
 - B. Yellow – Line Officers
 - C. Black – Released Firefighters
 - D. Red – Unreleased Firefighters, Juniors, or other non-suppression personnel
 - E. Blue – Emergency Medical Providers
 - F. Gold – Law Enforcement Personnel

7. Apparatus Passport: 2"x 4" velcro strip with the company (unit) identification on it. The PASSPORT is mounted on velcro on the front passenger (officer) side door within easy reach from the ground. It is the device that all PASTAGS are attached to during collection for personnel who are assigned to that company.
8. Accountability Officer: Person designated by the incident commander to conduct the monitoring and recording of all personnel and company accountability on the scene. He/she collects the Apparatus PASSPORTS and accountability board and tracks them at the command post during Level II and III Accountability operations.

Guidelines:

1. Personnel who are riding on apparatus must place their yellow ID tags in the location determined by their respective department, generally on a hook at/or near the seat assignment.
2. *Individuals who respond directly to the scene shall report to the command post to be tagged-in and be assigned to a functional unit.*
3. After a company/crew leaves for an assignment, PASTAGS from members not originally assigned to the crew/company may only be added to their PASSPORT with the approval of the incident commander or the accountability officer.
4. Each command vehicle will carry a supply of blank PASTAGS and PASSPORTS to be used to create temporary TAGS. Any non-members on the scene of an incident who should be included in the accountability system will be assigned a temporary TAG.
5. During Level I Accountability, the PASTAGS will remain in the vehicle.
6. As soon as possible after establishing Level II and III Accountability, the incident commander should assign someone to coordinate accountability functions. The company PASSPORTS will be collected and assembled at the command post to monitor personnel and company/crew accountability.
7. A second yellow ID with additional PASTAGs will be carried in the turnout coat in case Level III Accountability is activated. A second PASTAG would then be given to the division officer.
8. If a tag is lost, the individual should notify his/her station officer to receive a new tag immediately.
9. Anytime the incident commander or the safety officer determines that the building, fire conditions, or a hazardous condition is too dangerous, the incident commander will call for an immediate evacuation. The *Emergency Message Signal* (MayDay) will be activated and a steady blast of air horns for 15 seconds will be used to alert personnel of danger. The accountability officer should conduct an accountability report with all units and their location as soon as possible after evacuation. At thirty (30) minute intervals, or after any incident milestone, the incident commander or his/her designee will activate a Personnel Accountability Report (PAR Check). The incident commander or accountability officer will initiate the roll call by announcing the group or division designation first and then waiting for a response from that unit. The accountability board will be the checklist for the roll call.
 - A. The response from the units will be the group or division designation and PAR # (this is the total number of personnel in the crew).
10. When the crew/company is released from the scene, the crew must pick up its unit PASSPORT at the command post before returning to service. This lets the accountability officer confirm a crew's safe exit from the incident scene.
11. Crew personnel assignments will not change at any time during an incident unless it is approved by the incident commander and/or accountability officer.
12. The following are examples of when accountability should proceed to Level II or III Accountability. These are to be used only as a guideline – as each incident may dictate different needs:
 - A. Mass Casualty Incident (MCI)
 - B. Hazardous Materials Incident
 - C. Search and Rescue Operations
 - D. Technical Rescue
 - E. Working Structure Fire

F. Any Operation in an Immediate Danger to Life & Health (IDLH) Atmosphere

13. The following are examples of incident milestones when an accountability check (PAR Check) should be performed for all emergency personnel. These are to be used only as a guideline – as each incident may dictate different needs:
- A. After an Emergency Evacuation
 - B. When a Working Fire is Marked Under Control
 - C. After a Major Change in the Incident
 - D. At the Conclusion of the Incident
 - E. Any MayDay Event or when the Emergency Message Signal (MayDay) is Activated

	 STANDARD OPERATING GUIDELINE	
	Subject:	ALS Response
	Reference Number:	SOG-OPS-020
	Effective Date:	1 July 2007
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

To ensure consistent and timely advanced life support (ALS) response throughout the County as needed.

Background:

Appropriate ALS ambulance responses, as determined by dispatch information, may be delayed because of multiple calls and/or intermittent staffing. Because ALS calls for service may involve life threatening situations, the closest ALS resource (including fire department first responders) should be immediately dispatched.

Definitions:

ALS level staffing: An OMD-released provider at the appropriate level for the call being answered. Medic level calls shall be answered by an EMT-Paramedic, EMT-Cardiac, or EMT-Intermediate. Trauma level calls shall be answered by any of the above named level of providers and may also be answered by EMT-Trauma or EMT-Enhanced providers.

Policy:

1. As previously determined by policy, rescue stations shall keep the Emergency Communication Center (ECC) informed of their level of staffing which includes their ALS level staffing. At a minimum, a rescue station's staffing level must be updated at every shift change. Rescue staffing reports should include whether or not the rescue station has an ALS provider (at the station or within the reasonable distance from the station) that is available to respond.
2. Fire Departments with ALS capabilities should also keep the ECC informed of their level of their ALS staffing and notify the ECC when ALS staffing changes occur.
3. When the first-due rescue station is being dispatched for an ALS call, and:
 - a. The rescue station staffing report at ECC indicates that the dispatched rescue station does not have an ALS resource; the ECC shall immediately dispatch the call as an ALS type call and dispatch the next closest ALS resource.
 - b. The rescue station staffing report at ECC indicates that the dispatched rescue station has an ALS resource; the ECC shall dispatch the call as an ALS type call. If an ALS resource is not enroute within 2 minutes, the ECC shall immediately dispatch the next closest ALS resource.
4. Chief/Duty officers may reassign resources as deemed necessary based upon specific dispatch information.



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD OPERATING GUIDELINE

Subject:	SCBA Usage and Atmospheric Monitoring
Reference Number:	SOG-OPS-022
Effective Date:	1 April 2007
Last Revision Date:	N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this guideline is to guide fire rescue personnel with the appropriate use of self-contained breathing apparatus (SCBA) at fire scenes, including the use of atmospheric monitoring.

Background:

This standard operating guideline was adopted by the Albemarle County Fire Rescue Advisory Board at the 28 March 2007 meeting.

Scope:

This guideline applies to all Albemarle County personnel, fire companies, departments, rescue squads, and other organizations/agencies operating in Albemarle County.

Definitions:

IDLH: Immediately Dangerous to Life and Health

Incipient Fire: A fire in the initial or beginning stages which can be controlled or extinguished by portable fire extinguishers.

SCBA: Self-Contained Breathing Apparatus

CO: Carbon Monoxide

Policy:

1. SCBA shall be utilized by any personnel when operating in any environment where the atmosphere is potentially or immediately dangerous to life and health (IDLH). This condition should be assumed for:
 - A. Interior operations at all structure fires, wherever a fire has advanced beyond the incipient phase.
 - B. Any interior or exterior firefighting operations where personnel may be expected to encounter significant amounts of smoke or toxic gases.
2. Personnel operating in an IDLH atmosphere utilizing SCBA shall work in teams of two or more (2+). Personnel must also maintain voice or visual contact with each other at all times.
3. During overhaul or salvage operations, atmospheric monitoring should be utilized to establish that a safe atmosphere exists prior to discontinuing the use of SCBA. Any of the following conditions in the working area require continued use of self-contained breathing apparatus:
 - A. CO levels of 35ppm or greater
 - B. Oxygen (O₂) levels of 19.5% or less
 - C. Continued presence of smoke from combustion

4. This SOG is intended to supplement, not replace, [SOG-OPS-010](#) (Two-In/Two-Out) or any individual organization/station's comprehensive respiratory protection policy.