

Winchester Fire Department



Standard Operating Procedures

Version 2024-01

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: SOP Establishment			Section: 100	Number: 01
Written: 1/2015	Reviewed: 4/2024	Revised: 4/2024	Page 1 of 1	

1. Purpose:

The Winchester Fire Dept. (WFD) Chief shall establish an operational manual containing written, standardized operational procedure (SOP) and references which will promote the effective and efficient operation of the fire department.

2. Procedure:

- A. Pursuant to the authority vested in the Fire Chief, the SOP book is hereby established as the standard, written reference source of all department rules, regulations, policies, guideline/procedures, and operations not otherwise endorsed by the Winchester Board of Commissioners.
- B. The SOP book shall be utilized by all members as the official reference source of written guidelines pertaining to departmental operations of an organizational, routine, or emergency nature. The existence of these written SOPs is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations, which may arise in emergency services. By necessity, many items must be left to loyalty, integrity, and discretion of WFD members.
- C. It shall be the responsibility of all WFD members to familiarize themselves with and conform to the policies and procedures contained within the SOP book.
- D. It shall be the responsibility of all WFD officers to supervise their subordinates within the guidelines and philosophies contained within the SOP book.
- E. It shall be the responsibility of the Fire Chief to approve all new, revised, and deleted SOPs.

3. Philosophy:

- A. Policies in the form of reasonable guidelines are necessary for the proper operations of any organization. Such SOPs must be standardized in a workable, readable format, which is made available to all levels of the organization.
- B. Knowledge of these SOPs by WFD members is essential for the maintenance of discipline and the development of teamwork and morale.
- C. The necessity for periodic review and revision of SOPs is recognized as a highly important component of the system.
- D. This SOP book cannot be expected to provide a solution to every question or problem, which may arise in an organization established to provide an emergency service system. It is expected, however, that it will be sufficiently comprehensive to cover either in a specific or general way, the majority of operational and administrative activities, which involve the members of the Fire/EMS service.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Mission, Vision & Values			Section: 100	Number: 2
Written: 7/2012	Reviewed: 08/2024	Revised: 08/2024	Page 1 of 1	

1. **Mission Statement:**

To protect the lives and property of residents and visitors through fire prevention and education, fire and rescue response, and the provision of emergency medical services.

2. **Vision Statement:**

To be a progressive organization that leads the community in public safety. The service we provide will be of the highest quality afforded to the citizens of our community.

3. **Values:**

- We value **professional pride**, adhering to a strong code of moral and ethical conduct.
- We value **integrity** in all matters, leading to the highest level of trustworthiness.
- We value **education** as the foundation of superior service.
- We value **respect** for each person as an individual, recognizing the worth of our department members and customers.
- We value **teamwork**, as each person's capabilities enhance our performance as a whole.
- We value **safety**, ensuring our own health as well as the safety of our team and those we serve.
- We value **commitment**, working through any adversity to meet the community's needs.

4. **Code of Conduct:**

As public employees, we will set a good example in all actions and deeds.

We will never use our position for personal gain, recognizing it as a symbol of public trust.

We will constantly strive to achieve the high objectives and ideals of the department.

We will conduct ourselves at all times, both on and off duty, in such a manner to reflect most favorably on the department.

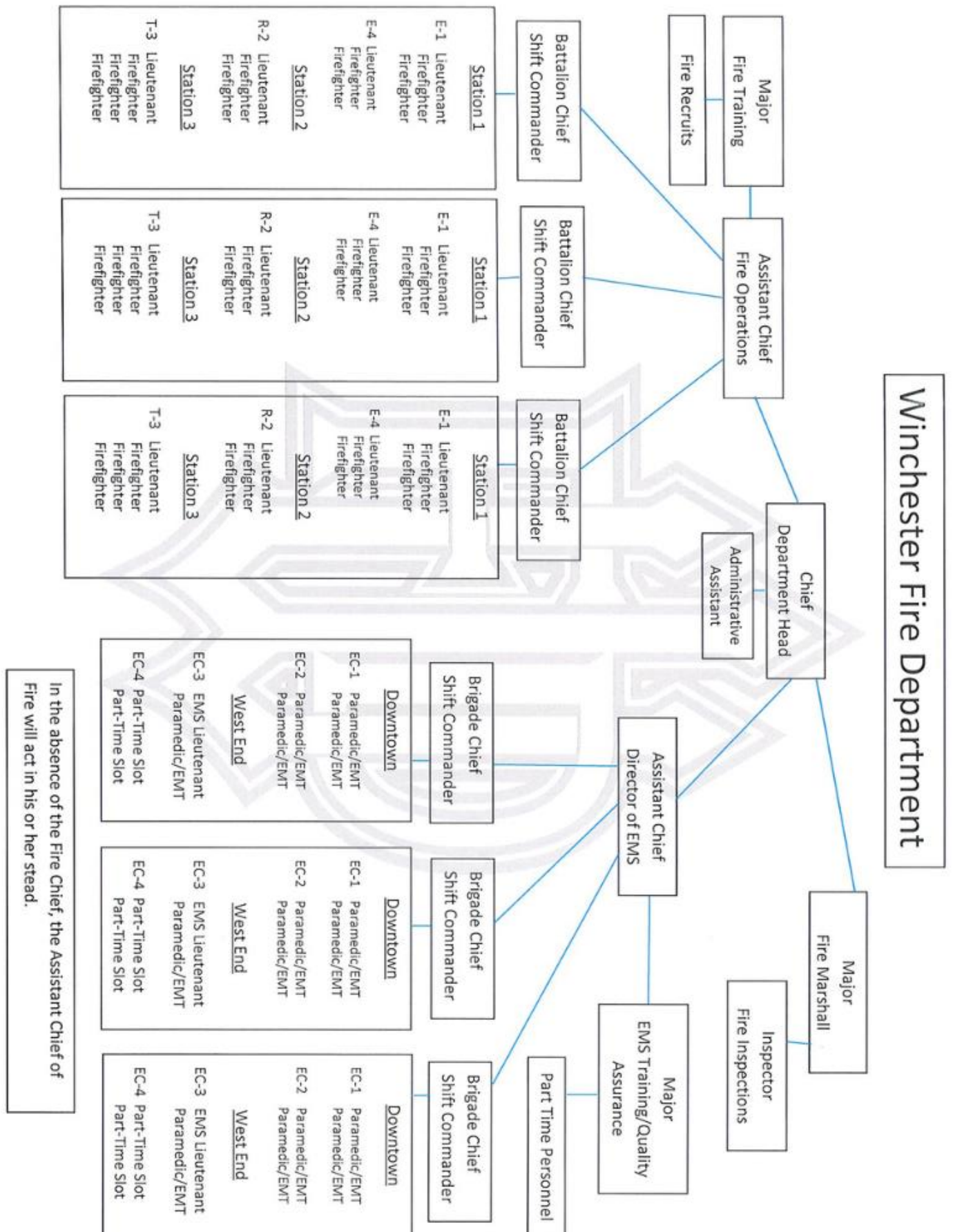
We recognize and accept our badge of office as a symbol of public faith and trust.

We hereby dedicate ourselves to the citizens and visitors of the City of Winchester and Clark County to ensure their safety in the discharge of our duties.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Organizational Chart			Section: 100	Number: 3
Written: 01/2020	Reviewed: 08/2024	Revised: 08/2024	Page 1 of 1	



WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Wellness / Fitness Program			Section: 100	Number: 04
Written: 1/2013	Reviewed: 12/2014	Revised: 8/2015	Page 1 of 5	

1. Purpose:

The mission of the Wellness / Fitness Program is to ensure the department has a fire fighting force that is physically fit to respond to all calls for service in an efficient manner, while maintaining the highest standards of health and wellness of its members.

The Peer Fitness Program/Wellness Fitness Initiative (WFI) shall be the guideline for WF/EMS Wellness/Fitness Program.

2. Peer Fitness Program Outline:

- A. The Wellness / Fitness Program shall be mandatory for all members of the department. It is not the intent for the program to be punitive but beneficial to the wellness/fitness of all members.
- B. The Program shall encompass two (2) parts; an annual medical exam and an annual fitness evaluation.
- C. The Program shall provide rehabilitation and remedial support for those in need to meet the standards of the department.
- D. All individual results shall be confidential between the participant, the Physician, and the Fitness evaluator.
- E. Total scores shall be reported to the office of the Fire Chief.

3. Annual Physical Exam:

The medical exam shall follow the National Fire Protection Agency (NFPA) Guideline 1582. The exam shall have the following aspects:

- Blood testing to include, CBC, Lipids, Chemistry 12, PSA for members 50 and older, etc.
- Chest X-ray, every other year or as indicated by either patient history or physical exam.
- 12 lead EKG
- Hearing Test
- Visual Acuity Test
- Spirometry
- Physical exam

4. Annual Fitness Evaluation:

The fitness evaluation shall consist of all aspects of the IAFF/IAFC Peer Fitness Assessment Protocol (as updated). The assessment shall evaluate the member in five (5) specific areas.

- Body Composition
- Aerobic Capacity
- Muscular Strength
- Muscular Endurance
- Flexibility

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Wellness / Fitness Program			Section: 100	Number: 04
Written: 1/2013	Reviewed: 12/2014	Revised: 8/2015	Page 2 of 5	

5. Firefighter's Responsibility:

- Each firefighter shall be responsible for participating in a fitness regime each work day.
- The fitness routine can be either a general workout or a personalized fitness program designed by the Fire Department Fitness Trainers.
- The fitness program shall consist of 30-60 minutes of participation per fitness regime. Firefighters will make every effort to get in a workout during their shift day.
- Refusing to participate may result in disciplinary action.
- All members of the fire department are required to maintain or strive for a healthy and fit body composition that will allow for the accurate and safe performance of their job duties.
- **Company Officers** shall have the responsibility to ensure the members of their company participate in their fitness programs and document it on the daily log book.
- It shall be the responsibility of the forty (40) hour personnel to ensure participation in the fitness program while on duty at least 2 days per week.

6. Approved Physical Fitness Activities:

The purpose of physical fitness activities is to optimize the conditioning benefit and better prepare firefighters for arduous firefighting activities while promoting a healthy lifestyle and reducing injuries.

Therefore, approved physical fitness activities are those which are noncompetitive and do not lead to direct physical contact between participants, while at the same time improving aerobic capacity, muscular strength, flexibility, and endurance.

The following types of physical fitness activities are permitted:

- Warm Up & Stretching
- Aerobic conditioning such as running, jogging, walking, or rowing
- Strength conditioning such as weight training (with spotter present)
- Stationary Aerobic Training (stair-master, treadmill, bicycle, lifecycle, elliptical, etc.)
- Core strengthening
- High intensity circuit training
- Firefighter specific activities (hose drag, simulated ventilation, dummy drag, etc.)
- Cool down

Participants are reminded to ensure adequate hydration

Participating in recreational, competitive, or contact sports is **not** part of the WF-EMS physical fitness program and is **not permitted while on duty**. These include, but are not limited to, the following:

- Football (simple passing of ball is acceptable)
- Soccer (simple passing of ball is acceptable)
- Baseball, softball, or whiffle ball (simple passing of ball is acceptable)

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Wellness / Fitness Program			Section: 100	Number: 04
Written: 1/2013	Reviewed: 12/2014	Revised: 8/2015	Page 3 of 5	

- Roller blades, roller hockey, roller skating
- Basketball (other than simply shooting baskets at the fire station after normal work hours)
- Power lifting such as attempting max weight lifts and competitive weight lifting
- Martial Arts in any form
- Volleyball
- Wrestling, boxing

7. WF-EMS Fitness Standard:

Firefighter's fitness is determined by a METs score. Metabolic Equivalent of Task (MET) is described as the functional capacity or aerobic power of an individual during an activity.

METS of 11 or greater: **Fit for Duty**

METS ranging 9-11:

- Remain on duty
- Exercise Prescription from Peer Fitness Trainer
- Retest in 30 days

METS below 9:

- Immediately placed on Light Duty
- Consultation with Department Physician and Fire Chief
- Exercise Prescription from Peer Fitness Trainer
- Retest in 30 days

Any firefighter who does **not** meet the fitness assessment standards will meet with the Department's Peer Fitness Trainers and Department Physician for assistance in the area or areas for a plan of improvement.

An "exercise prescription" will be written for the employee with detailed instructions. Copies will be made available to the Fire Chief.

The individual that failed to meet the annual fitness standard shall be reevaluated on a monthly basis to ensure there is an improvement in their fitness status based upon their previous (most recent) fitness evaluation.

Attachments:
Fitness Worksheet

WINCHESTER FIRE-EMS

Fitness Assessment Worksheet

Name: _____

Date: _____

Last Medical Exam Date: _____

Do you have any medical or physical conditions that could interfere with this fitness assessment? NO or YES (If yes, what is it?) _____

Signature: _____

Age: _____ yrs.

Weight: _____ lbs

Height: _____ inches

Body Mass Index: _____

% Body Fat (Electronic): _____

Resting Heart Rate: _____

(If ≥ 110 bpm, provide 5-minute rest: if after rest heart rate is ≥ 110 bpm postpone evaluation)

Resting Blood Pressure: _____

(If $\geq 160/100$, provide 5-minute rest: if after rest blood pressure is $\geq 160/100$ postpone evaluation)

Target Exercise Heart Rate: _____ $(208 - 0.7 \times \text{age}) \times .85 = THR$

AEROBIC CAPACITY EVALUATION

Submaximal Treadmill Protocol

Test Time: ____:____min:sec Test Time (decimal): _____

Treadmill VO₂ max. _____ml/kg/min

$$VO_{2max} = 56.981 + (1.242 \times TT) - (0.805 \times BMI)$$

MET Conversion: _____METS $X_{ml/kg/min} \div 3.5 = METS$

(11 – 13 METS recommended for firefighting activities)

MUSCULAR STRENGTH EVALUATION

Grip Strength Assessment (best of 3 on each hand)

Right Hand: _____lb

Left Hand: _____lb

Leg Strength Assessment (best of 3 on each hand)

Leg Strength: _____lb

Arm Strength Assessment (best of 3 on each hand)

Arm Strength: _____lb

Muscular Endurance Evaluation

Prone Static Plank Assessment (max 4 min)

Test Time: ____:____min:sec

Push-up Assessment

(Push-ups maintained @80bpm - down to a 5 inch prop)

Number of successfully completed push-ups: _____

Flexibility Evaluation

Sit and Reach Assessment (recorded in inches)

Highest Score: _____inches

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: General FD Rules			Section: 100	Number: 005
Written 10/2015	Reviewed	Revised	Page 1 of 3	

1. Purpose:

Fire departments are organized under a paramilitary type organization. There is a hierarchy of rank using the paramilitary style of organization. This department is organized similarly. A new member starts out as a probationary Firefighter EMT, Firefighter Paramedic, Lateral Firefighter, single role EMT, or single role Paramedic. They can progress through the ranks to Lieutenant, Major, Battalion Chief, Brigade Chief, and the Fire Chief. With each succeeding rank additional responsibility and authority are advanced.

If a fire department is to be successful, a system of ranking along with the proper authority and responsibility delegated to those with rank must be established and maintained.

Discipline is a system of standards and rules that set parameters for operations.

Disciplined firefighters and officers are important to the success of our organization.

2. General Rules:

- A. Members and officers shall conduct their personal and professional lives in such a manner as to avoid bringing discredit to the department or its members. Any lewd/obscene behavior is not acceptable.
- B. Cooperation between officers and firefighters is essential for effective fire department organization and operations. Therefore, every member is expected to cooperate with officers and fellow firefighters in accomplishing the goals and objectives of the organization.
- C. Officers and firefighters shall treat superior officers and subordinates and associates with respect. They shall be courteous and civil at all times in their relationship with one another. All officers shall be addressed by their correct title.
- D. The duty day for those members working 24-hour shifts shall begin at 0700. Members must remain on-duty until his/her relief arrives or up until shift ends at 0700. After 0700, employees can choose to leave. Leaving before 0700 without proper relief may result in disciplinary actions. Members will give a brief summarized report of apparatus and relevant information updates to their relief, prior to exit. Any deviations from this schedule must have prior approval.
- E. All members are to be neat, well-groomed, and clean-shaven at all times. Officers may require the removal of inappropriate items from the employee's uniform. Take pride in your appearance.
- F. Hair styles are to be neat and of conventional styling. Non-natural colors (e.g. pink, blue, green, etc.) are not allowed. The length will not present as ragged, unkempt, eccentric, or unprofessional in appearance. Members are not allowed to have twisted, mohawk, or plaited hairstyles. Designs cut into the hair are prohibited. Those with long hair must keep it in a military style bun or ponytail as to not touch the collar.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: General FD Rules			Section: 100	Number: 005
Written 10/2015	Reviewed	Revised	Page 2 of 3	

Braids are permitted for female members so long as they are neatly fastened, pinned, or secured and follow the above guidelines. Hair will not extend to the collar. Sideburns will not be bushy nor may they extend below the bottom of the ear. Sideburns will not exceed 1" in width. Mustaches will be neatly trimmed and not interfere with SCBA facepiece. Provisions will not violate CFR 1910.134 (G)(1). Mustaches are not to exceed any area that would come in contact with the face piece seal. The growth of any hair on the face other than described above will be prohibited. No hair or facial hair shall be allowed to pass between the face to face-piece seal of the SCBA mask.

G. Jewelry will be limited to:

- one ring per hand (wedding ring & engagement ring will be considered one ring when worn together)
- a watch
- necklaces (if inconspicuously worn under the uniform)
- Female members are permitted one small pair of stud post earrings in earlobes only (no hoops or dangling items)
- Male members are prohibited from wearing earrings
- No other visible body piercing is allowed.

H. Tattoos will be non-offensive. Any questionable tattoos must be approved by Fire Chief. The use of a covering material may be required.

I. To report in sick, the member must notify the Battalion Chief no later than one half (1/2) hour prior to beginning of shift with a modest explanation of the illness or injury. Order will be as follows: Battalion Chief's phone, if no answer- Station phone and report to the Battalion Chief first, if no answer- report to on duty Company Officer second, if no answer due to emergency incidents- you may call your assigned Company Officer as last resort. Text messages are not an acceptable way to call in sick. A doctor's excuse may be required upon request of the shift commander if sick time abuse or excessive use is suspected. Malingering is prohibited and may result in disciplinary action (see City Policy Section 8).

J. To apply for annual vacation or comp days, or leave in general, a leave request must be approved by the Battalion Chief or designee by 1700 the day prior. Cancellation of vacation or comp time must be submitted by 1300 the day prior. FMLA must be approved by the Fire Chief.

K. Any inquiries from the news media or other sources seeking information concerning WFD, or any request from the general, public shall be directed to the OIC.

L. Any breakage, failure, or loss of any machinery, furniture, equipment, fixtures, or other WFD property shall be reported to the OIC. A written report may be required.

M. All members shall be thoroughly familiar with their own duties and the duties of other members of the WFD and be prepared to work and function at all times efficiently and professionally.

N. Members shall not absent themselves from their appointed duties without permission of the OIC. Failure to do so may result in disciplinary actions.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: General FD Rules			Section: 100	Number: 005
Written 10/2015	Reviewed	Revised	Page 3 of 3	

- O. The chain of command shall be followed. Members shall discuss complaints or criticisms with the OIC. If not resolved, members shall utilize the open-door policy.
- P. Prior to beginning a task, members should insure they have the proper tools to do the task and if not, inquire of the OIC. Upon completion of the task or the end of that day's work, all tools are to be returned to the appropriate storage area. All tools and equipment when not in use should be properly stored.
- Q. Gambling on WFD property or by members while in uniform or on duty is prohibited.
- R. Members of the department shall keep the department informed of their current address, phone number, and any outside employment. Off-duty employment shall not interfere with the member's fire department responsibilities. (See HR Form 106)
- S. Tobacco products are prohibited in all apparatus and all areas of Station 1, Station 2, and Station 3 except in the designated areas which shall be defined as all bay areas and outside areas around the Stations. Electronic smoking devices are included. The use of appropriate receptacles is required (cigarette cans, ash trays, spit bottles) for tobacco products. No cigarette butts are to be discarded on the ground or yard. Spitting on the bay floor or in trash cans is prohibited.
- T. All firefighters may be requested to respond to additional alarm calls and special calls when the OIC issues same. If called out, firefighters shall not absent themselves from their duties, the fire station, or a fire scene unless excused by the OIC. Off duty personnel are encouraged to respond to additional alarms if available.
- U. All employees must be in uniform when attending training whether it be department or outside training. All employees shall be in uniform any time they are being compensated by the City of Winchester. Mismatched or partial uniforms are prohibited. The following are exceptions; general maintenance or any extreme work deemed with the probability of ruining uniform, additional call back alarms where employees respond from home, or any exception deemed appropriate by the shift commander.
- V. Members will receive a copy of these SOPs which will remain the property of the City. Each member shall keep his SOPs up to date by inserting all revisions when distributed, reading same and becoming thoroughly familiar with them. A hard copy is available at all stations. An electronic version will be available on the FD server. The City of Winchester Employee Handbook is available on the city website.
- W. Members will keep the stations clean and orderly. Equipment will be stored in proper places and ready for use. Unrepairable equipment will be documented accordingly and disposed of properly. Members will clean up after themselves.
- X. Disciplinary procedures and the open-door policy are set forth in the Employee Handbook Section 2 and KRS 95.450, respectively. Members will be disciplined in accordance with all applicable statutes then in effect.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Division of Fire Staffing			Section: 100	Number: 20
Written: 8/2003	Reviewed: 4/2024	Revised: 4/2024	Page 1 of 4	

1. Purpose:

- A. Staffing establishes guidelines for the Division of Fire and to utilize staffing assignments to the best possible advantage.
- B. Overtime is intended to spread overtime opportunities equitably among all employees in a particular classification and to provide officers with guidelines necessary for the objective selection of personnel in a logical order.
- C. Mandatory overtime is intended to ensure appropriate staffing in the event of an unforeseen emergency to include extended emergency scenes. It is not to be used to staff in the event of extended staffing shortages.

2. Division of Fire Staffing:

A. General

1. The Battalion Chief or officer filling the role of shift commander will use this SOG to make staffing decisions or as otherwise directed by the Assistant Chief or Fire Chief.
2. Overtime needs will be determined by the parameters set forth in Section B. Overall Staffing. When an unusual situation arises, it will be up to the Battalion Chief to use his/her best discretion to staff in the best interest of the department.

B. Overall Staffing

1. Each shift consists of 14 people allowing for 3 people off per day. Each shift has 4 Officers and 10 firefighters. The preferred staffing is as follows:
 - Station #1 – Battalion Chief (1), Lieutenant (2), Firefighter (4)
 - Station #2 – Lieutenant (1), Firefighter (2)
 - Station #3 – Lieutenant (1), Firefighter (3)
2. When preferred staffing cannot be met, overtime will be solicited to fill any vacancies. Preferred staffing is (16) firefighters per shift and shall be the maximum solicited by overtime. Additional personnel can be solicited by the Battalion Chief with the approval of the Assistant Chief or Fire Chief.
3. Officers
 - a. It is preferred that 3 promoted officers be on duty each shift day.
 - b. If an Officer being off has created an overtime opportunity, approval/solicitation will begin with the highest-ranking Officer scheduled off and proceed downward through the ranks (Battalion Chief → Lieutenant → Firefighter).

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Staffing			Section: 100	Number: 20
Written: 8/2003	Reviewed: 5/2016	Revised: 5/2016	Page 2 of 4	

3. Division of Fire Overtime Solicitation:

A. Solicitation Process:

1. Battalion Chief or designee shall be responsible for the solicitation/approval of overtime and for the accurate recording of information.
2. The First Due scheduling software will be utilized for overtime sign-ups, solicitations, and approval. Personnel will receive requests for coverage through the First Due software. These notifications can come in the form of a text, phone call, or app notification. The individual user must set up their account to reflect their preferred method of notification.
3. Overtime solicitation from the First Due software will begin anytime the shift reaches critical staffing levels (ex: shutting trucks or stations down due to staffing). The preferred staffing is below (16) shift personnel.
4. Open spots available for overtime will be reflected on the First Due software. The vacancies are available on a first come basis and will not require approval from the Battalion Chief.
5. Personnel will be allowed to sign up for overtime for the following month no earlier than 0700 (7) days prior to the start of the next month. Any overtime sign-ups submitted before this time frame for the following month may be cancelled, in which case the user should resubmit their sign-up after the appropriate time frame has begun.
6. All personnel will only be allowed to sign up for a position of the same rank. Those positions will be held until 1200 the day before the shift, at which time the Battalion Chief can allow acting officers to fill those positions.
7. All personnel are individually responsible for the receipt of overtime solicitation as well as overtime signups.
8. Personnel are limited to working (5) days or (120) hours in a row. Exceptions to this limit must be approved by the Battalion Chief or designee.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Staffing			Section: 100	Number: 20
Written: 8/2003	Reviewed: 5/2016	Revised: 5/2016	Page 3 of 4	

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Staffing			Section: 100	Number: 20
Written: 8/2003	Reviewed: 12/2014	Revised: 9/2015	Page 4 of 4	

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Trade Time / Stand-by Time			Section: 100	Number: 21
Written: 10/1995	Reviewed: 7/2005	Revised: 12/2014	Page 1 of 2	

1. Purpose:

- A. To provide members of the department an opportunity for time off without using compensation time, vacation time or sick time.
- B. Approved trade time will be recognized as a temporary duty assignment by the department. It will be the trading personnel's responsibility to be present and ready for duty assignment per approved trade time form.
- C. Failure to follow through with assignments will be considered inefficiency just as if someone did not show up for their normal assignment and may result in disciplinary action.

2. Division of Fire Trade Time:

A. Regular Trade Time

1. Approved trade time will be recognized as a temporary duty assignment by the department. It will be the trading personnel's responsibility to be present and ready for duty assignment per approved trade time form.
2. Failure to follow through with assignments will be considered inefficiency just as if someone did not show up for their normal assignment and may result in disciplinary action.
3. For trade time to be considered, trade time requests must be submitted on the First Due software. Battalion Chiefs, or the commanding officer, will approve or deny the time requested.
4. Submissions of a trade time request shall be submitted 10 hours prior to the shift requested to allow the Battalion Chief on duty to review and approve.
5. Trade time should be between personnel within the same rank, with addition to Battalion Chiefs and Lieutenants with active battalion qualifications.
6. Anyone trading time that does not wish to be paid back may do so by signing up under the giveaway/take option instead of the swap. If trade time is logged under giveaway/take instead of swap, paybacks are upheld on a personnel basis and are the responsibility of the participating employees.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Trade Time / Stand-by Time			Section: 100	Number: 21
Written: 10/1995	Reviewed: 7/2005	Revised: 12/2014	Page 2 of 2	

3. Stand-By Time:

- A. Stand-by time shall be classified as trade time of three (3) hours or less.
- B. Stand-by time will not need written approval but will require verbal notification and approval by the immediate supervisor.
- C. The Battalion Chief must be notified so they will know the staffing situation.
- D. There will be no limit as to the use of stand-by time. However, unless there are extenuating circumstances, and with approval of the BC, only one stand-by agreement will be allowed per shift.
- E. The verbal approving officer will take into consideration training and other scheduled activities before approving stand-by time.
- F. Stand-by time while working Overtime will be determined on a case-by-case basis and will require approval from Battalion Chief.

It must be understood that trade and stand-by times are the responsibility of the participating personnel.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Vacation / Comp Days			Section: 100	Number: 22
Written: 4/1995	Reviewed: 4/2024	Revised: 4/2024	Page 1 of 2	

1. Purpose:

- A. To ensure fair and equitable scheduling of vacation and comp time.
- B. Also to ensure that no one loses any comp time due to not having the opportunity to schedule it.

2. Vacation:

- A. It shall be the responsibility of the Battalion Chiefs/Brigade Chiefs to oversee scheduling of vacation and comp time for their respective shifts.
- B. Vacation scheduling shall take place during the month of December of each year. During this time each member schedules as much or as little as they choose, provided that they are in Weekly increments, and schedule within their allowance.
- C. Ample notice shall be given before scheduling to allow each person time to organize their calendars.
- D. Scheduling shall be done by seniority. With the most senior member going first and then to the least. Seniority will be decided by hire date. If two or more were hired on the same day it will be decided by the order their names were read at the commission meeting.
- E. It shall be each member's responsibility to make sure that his/her vacation is scheduled on the scheduling day. If someone is absent the day of scheduling is shall still be his/her responsibility to see that his or her time is scheduled that day. If the absent member fails to make arrangements for scheduling on the scheduling day, he/she will lose their seniority right to schedule.
- F. A week will be considered Sunday through Saturday. When the first days of the next year fall in the last week of the current year they will be scheduled and treated as if they were the current year. Example: If the 31st is on a Tuesday, then the 1st through the 4th will be scheduled just like it was in the same year. The first week of the New Year will start on the 5th.
- G. Each member shall be given the opportunity to schedule 3 weeks of vacation. After each member has been given the opportunity to schedule their first 3 weeks, the members that receive a 4th week will be given the opportunity to schedule that time. (Only 4 weeks will be scheduled).
- H. Limits:
 - 1. Division of Fire
 - Two (2) Firefighters per day.
 - One (1) Officer per day.
 - 2. Division of EMS
 - One (1) person off for the following months: January, February, March, April, May, September, October, November, December
 - Two (2) people off for the following months: June, July, August
 - No more than one (1) ALS Provider (Paramedic, EMT-A) off per shift. (Daytime staff that are ALS Providers are not included in this calculation.)

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Vacation / Comp Days			Section: 100	Number: 22
Written: 4/1995	Reviewed: 4/2024	Revised: 4/2024	Page 2 of 2	

I. Anyone requesting a vacation day must do so before 1600 the day before, utilizing the Aladtec Scheduling software.

3. Comp Time:

A. Comp time will be scheduled after all vacation time has been scheduled. Comp time **MUST** be scheduled.

B. Comp time can be carried over until the first days of the New Year when they fall within the week ending the previous year. After that time, all comp time will be lost.

C. Comp time may be taken any time after it is accrued. It is scheduled so everyone has the opportunity to take his/her time.

D. It is the responsibility of each member to make sure his/her comp time is taken before the end of the scheduling period.

E. Anyone requesting a comp day must do so before 1600 the day before.

4. Cancellation:

To cancel vacation or comp time, a submission for cancellation must be made in Aladtec by 1300 the day before the time off was scheduled. Cancellations during the weekends must be approved by the Shift Commanders

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Sick Leave Abuse			Section: 100	Number: 23
Written: 2/2002	Reviewed: 4/2024	Revised: 4/2024	Page 1 of 1	

1. **Purpose:**

To identify and discourage sick leave abuse by recognizing, informing, and if necessary, disciplining personnel when it has been determined that an employee has abused his/her sick leave.

2. **Policy:**

- A. All Winchester Fire Dept. Personnel will follow the policies and procedures listed in the City of Winchester Employee Handbook, Section 8, under Sick Leave on page 106. In addition, the following policies shall apply to WFD personnel:
- B. Only 2 unapproved absences will be allowed in a 3-month period. After the 2nd unapproved absence his/her immediate supervisor and Battalion Chief will counsel the employee.
- C. A 3rd unapproved absence in the 3-month period will result in restrictions in sick leave privileges.
- D. The employee will be restricted to excused absences only for a period of 6 months. A Dr.'s excuse will be required.
- E. Any unexcused absences during this period may result in disciplinary action.

3. **Approved Absence:**

- A. To avoid jeopardizing the health and wellbeing of other employees or
- B. Illness, disability, medical condition, or a medical or dental appointment of the employee or a member of the employee's immediate family necessitating the employee's presence. "Immediate family" shall mean the employee's spouse, child, mother, father, or other permanent members of the employee's household.

4. **Disciplinary Action:**

Disciplinary procedures will be pursuant to section 2, page 24 of the City of Winchester Employee Handbook.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Light Duty			Section: 100	Number: 24
Written: 11/2006	Reviewed: 4/2024	Revised: 4/2024	Page 1 of 1	

1. **Purpose:**

It is the purpose of this SOP to define the conditions and the restrictions of “light duty” assignments.

2. **Conditions for Light Duty:**

- A. The department reserves the right to evaluate every employee’s light duty assignment on its individual merit as to whether light duty will be granted.
- B. Any full-time employee that has been injured on or off duty and the doctor has released for light duty.
- C. Any full-time employee that has temporary medical condition or recovering from a non-job related surgery that their doctor has released for light duty.
- D. Any full-time employee that their doctor has put restrictions on their ability to perform on full duty status.

3. **Light Duty Restrictions:**

- A. Employees on light duty will work 40 hours a week. Except for time off for doctors appointments and physical therapy, if the employee was injured on duty.
- B. When on light duty for a non-job related injury, doctor’s appointments and physical therapy will have to be covered with sick leave, comp, or vacation time.
- C. Only when on light duty, the employee can take comp and vacation time in 1 hour increments.
- D. Any employee on light duty will give the administrative assistant their schedule for the entire week. This will include start time, leave times, physical therapy, and doctor’s appointments and it will be kept on Aladtec.

4. **Return to Full Duty:**

Documentation from their doctor releasing them to full duty with no restrictions and with effective date must be provided before return to work.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Personal Relationships			Section: 100	Number: 25
Written: 1/2000	Reviewed: 6/2024	Revised: 6/2024	Page 1 of 1	

1. **Purpose:**

To establish guidelines for staffing assignments where a personal relationship between employees as outlined in Section 3 “Fraternization” of the City of Winchester Policies and Procedures Manual exists.

2. **General:**

The OIC will make staffing assignments as specified in this section or as otherwise directed by the Chief.

3. **Platoon Assignments:**

Members involved in a personal relationship will not be assigned to the same platoon.

4. **Overtime:**

- A member involved in a personal relationship will be permitted to work overtime of the platoon of the other involved party, but must be assigned to a different station.
- Overtime opportunities may be denied due to inability to accommodate Section 3 or 4 of this SOP.

5. **Promotional Process:**

A member involved in a personal relationship will not be permitted to participate in the promotional process of the other involved party.

6. **Call Back and Emergencies:**

Members involved in personal relationships can respond to call back and emergency situations on the platoon of the other involved party. However, the OIC will use discretion in avoiding any real or perceived conflict.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Acting Officers			Section: 100	Number: 26
Written: 4/2005	Reviewed: 1/2007	Revised: 1/2015	Page 1 of 3	

1. Purpose:

- A. To create a consistent procedure for determining who is eligible and qualified to ride as an acting officer.
- B. To create a process for qualifying to ride as an acting officer.

2. Definitions:

- A. Acting Lieutenant- A Firefighter III, who is put in the position of riding and performing the function of Lieutenant on a temporary basis.
- B. Acting Battalion Chief- A Lieutenant, who is put in the position of riding and performing the function of Battalion Chief on a temporary basis.
- C. Training assignment- Being put in the position of an acting officer with the normal officer instructing and supervising the entire time.
- D. Trainee- The person preparing to ride as an acting officer.

3. Direction and Control:

- A. The Battalion Chiefs will determine who will ride in the acting Lieutenant position. (Rotation or Selection)
- B. The Battalion Chief will supervise all training assignments to make sure they are safe and constructive.
- C. The Fire Chief or his designee will have the final say in who is eligible to ride as an acting officer.
- D. The Fire Chief will determine who will ride in the acting Battalion Chief position. (Rotation or Selection)
- E. When the Fire Chief is out of town there will not be an acting Battalion Chief. That position will be covered with overtime.

4. Acting Lieutenant Qualifications:

- A. Must have been employed by Winchester Fire Dept. for 4 years with no disciplinary action in their file for 2 years prior.
- B. Must be at the rank of Firefighter III
- C. Must have ridden in a training assignment with a lieutenant for 5 shifts after their 3rd full year of employment.
- D. Must have a satisfactory training assignment evaluation from the supervising officer(s).

5. Acting Battalion Chief Qualifications:

- A. Must have been a Lieutenant with Winchester Fire Dept. for 2 years with no disciplinary action in their file for 2 years prior.
- B. Must have ridden in a training assignment with a Battalion Chief for 4 shifts after their first full year as a full time Lieutenant.
- C. Must have a satisfactory training assignment evaluation from the supervising officer(s).

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Acting Officers			Section: 100	Number: 26
Written: 4/2005	Reviewed: 1/2007	Revised: 1/2015	Page 2 of 3	

6. Training Assignments:

A. General

1. It will be the person wishing to qualify for acting officer to initiate the training assignments.
2. The person wishing to qualify for acting officer will coordinate with their officers to get their training assignments completed.
3. A Lieutenant and Firefighter will not participate in a training assignment at the same time.
4. Only one training assignment will take place on any given shift.

B. Firefighters

1. Will ride three (3) shifts at Station #1.
2. Will ride one (1) shift at Station #2.
3. Will ride one (1) shift at Station #3.
4. The trainee will ride in the front seat on all responses and perform all the activities the Lieutenant would normally perform. The Lieutenant will ride behind and supervise all activities.
5. The trainee will perform all the activities around the station that the Lieutenant would normally perform. The Lieutenant will supervise all activities.
6. After each shift the trainee will be responsible for getting the evaluation sheet filled out.
7. At the end of 5 shifts the trainee will be responsible for turning in to the Fire Chief and Battalion Chief all 5 completed evaluation sheets.

C. Lieutenants

1. The trainee will ride three (3) shifts at Station #1 on their own shift.
2. The trainee will ride one (1) shift on each of the other two shifts (overtime will be paid).
3. The trainee will drive Battalion-1 on all responses and perform all the activities the Battalion Chief would normally perform. The Battalion Chief will ride as passenger and supervise all activities.
4. The trainee will perform all normal activities on shift that the Battalion Chief would normally perform. The Battalion Chief will supervise all activities.
5. After each shift the trainee will be responsible for getting the evaluation sheet filled out.
6. At the end of 4 shifts the trainee will be responsible for turning in to the Fire Chief and Battalion Chief all 5 completed evaluation sheets.

**WINCHESTER FIRE/EMS
ACTING OFFICER EVALUATION FORM**

NAME:	DATE:					
EVALUATING OFFICER:	STATION:					
<p>The officer is to answer the questions below after the evaluation period. The evaluations are to be turned in to the Fire Chief and Battalion Chief after all evaluations are complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: left;">1=Unsatisfactory 4=Above Average</div> <div style="text-align: left;">2=Sat w/min faults 5=0 Outstanding</div> <div style="text-align: left;">3=average N/A=not applicable</div> </div>						
ORGANIZATIONALSKD.,LS:						
Manages resources effectively?	1	2	3	4	5	NIA
Continuous thought process; thinks the process through before proceeding.	1	2	3	4	5	NIA
PERSONNEL MANAGEMENT:						
Tact, deals with personnel in a respectful manner.	1	2	3	4	5	NIA
Makes good decisions when assigning tasks and dealing with personnel.	1	2	3	4	5	NIA
DECISION MAKING:						
Makes good decisions on the emergency scene.	1	2	3	4	5	NIA
Makes good decisions in the station.	1	2	3	4	5	NIA
TROUBLE SHOOTING:						
Able to look at a situation and come-up with a reasonable solution.	1	2	3	4	5	NIA
Equipment knowledge. Understands and know operations of all equipment.	1	2	3	4	5	NIA
CONFIDENCE:						
Self-assured, appears comfortable and confident in the position.	1	2	3	4	5	NIA
Comments:						
Signature of Evaluating Officer				Signature of employee		

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Dept. Log Book			Section: 100	Number: 027
Written 12/2015	Reviewed	Revised	Page 1 of 2	

1. Purpose:

The Dept. Log Book and Daily Roster are to be completed by each company officer before the end of their shift. The Journal in Firehouse Software will serve as the Dept. Log Book. Staff Activity and Station Management entries will serve as the Daily Roster. The on-duty chief officer and station officers shall be responsible for keeping the Log Book and Roster current and up to date by posting information that is pertinent to the operation of his/her duty shift, and informative to the person who will relieve the individual from duty. The log should reflect the activity of the stations throughout the day. All information that could be helpful in identifying the shift activities or that may be helpful to oncoming shifts should be recorded in the daily log.

The Daily Log and Roster are official documents of the Winchester Fire Department and entries posted to the Log and Roster shall be so considered.

2. Policy:

A. Daily Log

The Station Management should be started by each company officer no later than 0730 each shift. Any information regarding the station, vehicles and daily activities should be documented as journal entries in the Log Book. Additional entries are provided for the recording of Fire and EMS run numbers. Runs must be completed by the end of shift.

1. Equipment

Posting entries in the Log Book are for informational purposes to inform the on-coming shift regarding the use of equipment as follows:

- equipment lost, broken, or removed from inventory
- equipment replaced
- new equipment added
- equipment used at a fire and/or rescue operation
- equipment in need of repair or replacement, etc.

Apparatus and equipment service requests should be made from the Maintenance Request Form. A very detailed description of the problem should be made in the notes section of the maintenance request. An additional note should be added to the daily log with a brief description of the problem. All maintenance issues that take a unit out of service should immediately be reported to the Battalion Chief by email or phone, depending on the impact the equipment absence will have on operations.

2. Building

Company Officers shall post all problems and repairs to the log, including requests for service. Requests for repair/service shall continue to be made to the Building Maintenance Officer by phone and email.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Dept. Log Book			Section: 100	Number: 027
Written 12/2015	Reviewed	Revised	Page 2 of 2	

3. Activities

Officers should document any special event that may have occurred during the shift. Examples include station visits, company inspections, pre-planning activities, public education event, etc.

4. Response Entries

Each time an apparatus is dispatched it is given a fire run number. This number is generated for fire runs, EMS runs, med assists, MVA's, etc. All runs must be completed by the end of shift.

B. Daily Roster (Staff Activity & Station Management)

The daily roster should be started by 0730 and kept current throughout the shift. The Staff Activity is used to track employee hours and absences for payroll purposes.

Employees who will use more than one activity code during the shift (first half Vacation/second half Regular Work Schedule) will require one entry for each category used. For absent personnel, excused or unexcused will be used and explanation given. If personnel use trade time then their activity code will be either Trade Day Off or Trade Day On-Duty.

It is the responsibility of the Battalion Chief or acting BC to ensure that the Daily Roster is complete and accurate.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 1 of 12	

1. **Purpose:**

Uniform descriptions to be worn by members of the Winchester Fire Dept. It augments Section 3 Uniform Regulations in the Fire Department Rules and Regulations.

2. **General:**

- A. The WFD uniform is described in this SOP. For all other issues of appearance and uniform refer to Personnel Code Book, Fire Department Rules and Regulations - Section 3.
- B. The uniform allows for more departmental pride and company pride.
- C. The normal daily uniform for all shift personnel is Class C until 16:00 daily, excluding weekends & holidays.
- D. An officer may require a uniform to be upgraded, i.e. Class C uniform over a Class D uniform, depending upon the occasion.
- E. An officer may require the uniform to be downgraded, in order to accommodate weather, training, or other circumstances.

3. **Departmental Pride:**

- A. Class C uniform is the day's uniform for all ranks. This uniform is to be worn when on company inspections, public education activities.
- B. Each member must maintain a polo and departmental (no company numbers) t-shirt with them on-duty.
- C. A "company" t-shirt, a departmental t-shirt with the member's permanently assigned unit in the center on the back, is only authorized to be worn while operating on that unit. Otherwise, the Departmental t-shirt (without company number) is required.
- D. Off-duty and out of uniform, the polo shirt may be worn to outside training/educational events. Additionally, t-shirts and department hats may be worn off-duty to show pride in the department. T-shirts may not be modified in any way.
- E. At no time is the uniform, whole or in part, to be worn in such a way as to bring negative attention upon the Department or its members to include, but not limited to, purchasing, or drinking alcohol while wearing the uniform, whole or in part. (Class A uniforms are exempt from this during retirement or graduation ceremonies when off duty.)
- F. Winchester Professional Firefighters Local 1807 shirts may be worn during the following times:
 - i. Rough & Ready Fire Co. – Month of February
 - ii. St. Patrick's Day shirt- week of St. Patrick's Day (March)
 - iii. Autism Awareness shirt- Month of April
 - iv. Memorial Day shirt- Month of May
 - v. Breast Cancer Awareness shirt- Month of October
 - vi. Veterans Day shirt- Month of November

4. **Uniform Descriptions:**

A. Badges & Collar Pins

- i. Shirt Badges
 - 1. Division of Fire
 - a. Firefighter – Silver B-39 with red insert of scramble style #A4021 BG Red.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 2 of 12	

- b. Lieutenant – Gold B-39 with a red insert of single bugle style #A7209 BG Red.
 - c. Major – Gold B-39 with red insert of 2 crossed bugles style #A7207 BG Red.
 - d. Battalion Chief – Gold B-39 with red insert of 3 crossed bugles style #A7206 BG Red.
 - e. Assistant Chief – Gold B-39 with red insert of 4 crossed bugles style #A7250 BG Red.
 - f. Chief – Gold B-39 with red insert of 5 crossed bugles style #A7205 BG Red.
 - 2. Division of EMS
 - a. EMT – Silver B-39 with Star of Life insert style #A4248 FC
 - b. Advanced EMT – Silver B-39 with Star of Life insert style #A4248 FC.
 - c. Paramedic – Silver B-39 with Star of Life insert style #A4248 FC.
 - d. Lieutenant/FTO – Gold B-39 with Star of Life insert style #A4248 FC.
 - e. Major – Gold B-39 with Star of Life insert style #A4248 FC.
 - f. Brigade Chief – Gold B-39 with Star of Life insert style #A4248 FC.
 - g. Assistant Chief – Gold B-39 with Star of Life insert style #A4248 FC.
- ii. Coat Badges
 - 1. Division of Fire
 - a. Firefighter – Silver B-39 with a red insert of scramble style #A6993 BG Red.
 - b. Lieutenant – Gold B-39 with a red insert of single bugle style #A6985 BG Red.
 - c. Major – Gold B-39 with red insert of 2 crossed bugles style #A6977 BG Red.
 - d. Battalion Chief – Gold B-39 with red insert of 3 crossed bugles style #A6973 BG Red.
 - e. Assistant Chief – Gold B-39 with red insert of 4 crossed bugles style #A6969 BG Red.
 - f. Chief – Gold B-39 with red insert of 5 crossed bugles style #A6965 BG Red.
 - 2. Division of EMS
 - a. EMT – Silver B-39 with Star of Life insert style #A4247 FC
 - b. Advanced EMT – Silver B-39 with Star of Life insert style #A4247 FC.
 - c. Paramedic – Silver B-39 with Star of Life insert style #A4247 FC.
 - d. Lieutenant/FTO – Gold B-39 with Star of Life insert style #A4247 FC.
 - e. Major – Gold B-39 with Star of Life insert style #A4247 FC.
 - f. Brigade Chief – Gold B-39 with Star of Life insert style #A4247 FC.
 - g. Assistant Chief – Gold B-39 with Star of Life insert style #A4247 FC.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 3 of 12	

iii. Hat Badges

1. Division of Fire

- a. Firefighter – Silver B484 with red insert of scramble style #A6993 BG Red
- b. Lieutenant – Gold B484 with red insert of single bugle style #A6985 BG Red
- c. Major – Gold B484 with red insert of 2 crossed bugles style #A6977 BG Red
- d. Battalion Chief – Gold B484 with red insert of 3 crossed bugles style #A6973 BG Red
- e. Assistant Chief – Gold B484 with red insert of 4 crossed bugles style #A6969 BG Red
- f. Chief – Gold B484 with red insert of 5 crossed bugles style #A6965 BG Red

2. Division of EMS

- a. EMT – Silver B484 with Star of Life insert style #A4247 FC
- b. Advanced EMT – Silver B484 with Star of Life insert style #A4247 FC.
- c. Paramedic – Silver B484 with Star of Life insert style #A4247 FC.
- d. Lieutenant/FTO – Gold B484 with Star of Life insert style #A4247 FC.
- e. Major – Gold B484 with Star of Life insert style #A4247 FC.
- f. Brigade Chief – Gold B484 with Star of Life insert style #A4247 FC.
- g. Assistant Chief – Gold B484 with Star of Life insert style #A4247 FC.

iv. Name Plate (Blackington J1)

1. Silver with black letters

- a. Firefighter
- b. EMT
- c. Advanced EMT
- d. Paramedic

2. Gold with black letters

- a. Lieutenant
- b. Lieutenant/FTO
- c. Major
- d. Brigade Chief
- e. Battalion Chief
- f. Assistant Chief
- g. Fire Chief

v. Collar Pins (Lighthouse Uniform Company)

1. Division of Fire

- a. Firefighter – no collar pins
- b. Lieutenant – Red with single bugle SKU 3411
- c. Major – Red with 2 crossed bugles SKU 3413

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 4 of 12	

- d. Battalion Chief – Red with 3 crossed bugles SKU 3414
- e. Assistant Chief – Red with 4 crossed bugles SKU 3415
- f. Fire Chief – Red with 5 crossed bugles SKU 3416

2. Division of EMS

- a. EMT – no collar pins
- b. Advanced EMT – no collar pins
- c. Paramedic – no collar pins
- d. Lieutenant/FTO – Gold with blue star of life SKU 3421
- e. Major – Gold with blue star of life SKU 3421
- f. Brigade Chief – Gold with blue star of life SKU 3421
- g. Assistant Chief – Gold with blue star of life SKU 3421

B. Class A Dress Uniform

i. Shirt

- 1. Elbeco Paragon Plus Long Sleeve
- 2. Badge & Name Plate
- 3. Collar Pins for appropriate rank.
- 4. Department Patch on left shoulder.
- 5. Reversed American Flag on right shoulder.
- 6. Navy Tie
 - a. Clip-on
 - b. Velcro 9011-61N

ii. Pants

- 1. Navy Polyester

iii. Belt

- 1. Black Clarino (Shiny)

iv. Shoes

- 1. Black Clarino (Shiny)

v. Coat

- 1. Navy Polyester
- 2. Department Patch on both shoulders.
- 3. Rank Stripes around both sleeves – Gold
- 4. Years of Service – 1 Maltese cross for every 4 years, centered ¼” above the rank stripe on the left sleeve. The same material is used on rank stripes.
 - a. Silver - Firefighter, EMT, Advanced & Paramedic.
 - b. Gold – Lieutenant/FTO, Lieutenant, Captain, Major, Brigade Chief, Battalion Chief, Assistant Chief & Fire Chief.

5. Buttons

- a. Division of Fire
 - i. Firefighter – Silver FD
 - ii. Lieutenant – Gold Single Bugle
 - iii. Major – Gold 2 crossed bugles

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 5 of 12	

- iv. Battalion Chief – Gold 3 crossed bugles
- v. Assistant Chief – Gold 4 crossed bugles
- vi. Fire Chief – Gold 5 crossed bugles
- b. Division of EMS
 - i. EMT – Silver Star of Life
 - ii. Advanced EMT – Silver Star of Life
 - iii. Paramedic – Silver Star of Life
 - iv. Lieutenant/FTO – Gold Star of Life
 - v. Major – Gold Star of Life
 - vi. Brigade Chief – Gold Star of Life
 - vii. Assistant Chief – Gold Star of Life
- 6. Hat
 - a. Midway 113 Bell Style Cap
- 7. **Honor Guard**
 - a. Same as above with added features.
 - b. Braided cord on left shoulder
 - c. White Gloves
 - d. Red (Div of Fire) or Blue (Div of EMS) ascot when needed
 - e. Long trench coat as needed, weather permitting

C. Class B Uniform

- i. Shirts
 - 1. Division of Fire
 - a. Firefighter up to Lieutenant – Navy Elbeco Paragon Plus (Short or Long Sleeve)
 - i. Dept patch left shoulder
 - ii. Reversed American Flag right shoulder
 - iii. Badge and Name Plate (nameplate centered over the right pocket and 1/8” above pocket flap)
 - iv. Collar Pins – Lieutenant and Captain
 - v. T-shirts worn under button up shall match the color of the outer shirt.
 - b. Major up to Fire Chief – White Elbeco Paragon Plus (Short or Long Sleeve)
 - i. Dept patch left shoulder
 - ii. Reverse American Flag right shoulder
 - iii. Badge and Name Plate (nameplate centered over the right pocket and 1/8” above pocket flap)
 - iv. Collar Pins equal to rank
 - v. T-shirt worn under button up shall match the color of the outer shirt.
 - 2. Division of EMS
 - a. EMT up to Lieutenant/FTO – Navy Elbeco Paragon Plus (Short or Long Sleeve)
 - i. Dept patch left shoulder
 - ii. Reverse American Flag right shoulder
 - iii. Badge and Name Plate (nameplate centered over the right pocket and 1/8” above pocket flap)

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 6 of 12	

- iv. Collar pins – Lieutenant/FTO only
 - v. T-shirt worn under button up shall match the color of the outer shirt.
 - b. Major, Brigade Chief, & Assistant Chief – White Elbeco Paragon Plus (Shot or Long Sleeve)
 - i. Dept patch left shoulder
 - ii. Reverse American Flag right shoulder
 - iii. Badge and Name Plate (nameplate centered over the right pocket and 1/8” above pocket flap)
 - iv. Collar Pins – Gold with Blue Star of Life
 - v. T-shirt worn under button up shall match the color of the outer shirt.
- ii. Tie
 - 1. Optional for Major and above
- iii. Pants (Navy)
 - 1. Pants shall be straight-legged pants. NO CARGO POCKETS with Class B.
 - 2. Elbeco TEK3 4 pocket.
 - 3. First Tactical cotton pants.
 - 4. First Tactical V2 Pro.
- iv. Belts
 - 1. Black Leather Basketweave with station pants.
 - 2. Black Clarino (Shiny) with polyester pants.
- v. Shoes
 - 1. Black Leather when worn with a basketweave belt.
 - 2. Black Clarino (Shiny) when worn with Clarino belt.
- vi. Jackets
 - 1. First Tactical Tactix High-Vis Parka
 - 2. Gerber Warrior XP Softshell Liner Jacket
 - 3. First Tactical Pack-It Jacket

D. CLASS C UNIFORM

- i. Polos
 - 1. Division of Fire
 - a. Firefighter (Navy)
 - i. First Tactical Performance Polo (short or long sleeve)
 - ii. First Tactical Cotton Polo (short or long sleeve)
 - iii. Reversed American Flag on right shoulder
 - iv. Embroidery (White)
 - 1. Right chest – Firefighter over name (first initial and last name)

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 7 of 12	

- b. Firefighter (Navy)
 - i. First Tactical Performance Polo (short or long sleeve)
 - ii. First Tactical Cotton Polo (short or long sleeve)
 - iii. Reversed American Flag on right shoulder
 - iv. Embroidery (White)
 - 1. Right chest – Firefighter over name (first initial and last name)
 - 2. Left chest – WFEMS Logo
- c. Lieutenant (Navy)
 - i. First Tactical Performance Polo (short or long sleeve)
 - ii. First Tactical Cotton Polo (short or long sleeve)
 - iii. Reversed American Flag on right shoulder
 - iv. Embroidery (Gold)
 - 1. Right chest – Lieutenant over name (first initial and last name)
 - 2. Left chest – WFEMS Logo
- d. Major (Navy or White)
 - i. First Tactical Performance Polo (short or long sleeve)
 - ii. First Tactical Cotton Polo (short or long sleeve)
 - iii. Reversed American Flag on right shoulder
 - iv. Embroidery (Gold)
 - 1. Right chest – Major, Training Officer, or Fire Marshal over name (first initial and last name).
 - 2. Left chest – WFEMS Logo
- e. Battalion Chief (Navy or White)
 - i. First Tactical Performance Polo (short or long sleeve)
 - ii. First Tactical Cotton Polo (short or long sleeve)
 - iii. Reversed American Flag on right shoulder
 - iv. Embroidery (Gold)
 - 1. Right chest – Battalion Chief over name (first initial and last name)
 - 2. Left chest – WFEMS Logo
- f. Assistant Chief (Navy or White)
 - i. First Tactical Performance Polo (short or long sleeve)
 - ii. First Tactical Cotton Polo (short or long sleeve)
 - iii. Reversed American Flag on right shoulder
 - iv. Embroidery (Gold)
 - 1. Right chest – 3 lines, Assistant Chief over name (first initial and last name) over Division of Fire.
 - 2. Left chest – WFEMS Logo
- g. Fire Chief (Navy or White)
 - i. First Tactical Performance Polo (short or long sleeve)
 - ii. First Tactical Cotton Polo (short or long sleeve)
 - iii. Reversed American Flag on right shoulder
 - iv. Embroidery (Gold)
 - 1. Right chest – Fire Chief over name (first initial and last name).
 - 2. Left chest – WFEMS Logo

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 8 of 12	

2. Division of EMS

a. EMT (Navy)

- i. First Tactical Performance Polo (short or long sleeve)
- ii. First Tactical Cotton Polo (short or long sleeve)
- iii. Reversed American Flag on right shoulder
- iv. Embroidery (White)
 1. Right chest – EMT over name (first initial and last name)
 2. Left chest – WFEMS Logo

b. Advanced EMT (Navy)

- i. First Tactical Performance Polo (short or long sleeve)
- ii. First Tactical Cotton Polo (short or long sleeve)
- iii. Reversed American Flag on right shoulder
- iv. Embroidery (White)
 1. Right chest – Advanced EMT over name (first initial and last name)
 2. Left chest – WFEMS Logo

c. Paramedic (Navy)

- i. First Tactical Performance Polo (short or long sleeve)
- ii. First Tactical Cotton Polo (short or long sleeve)
- iii. Reversed American Flag on right shoulder
- iv. Embroidery (White)
 1. Right chest – Paramedic over name (first initial and last name)
 2. Left chest – WFEMS Logo

d. Lieutenant/FTO (Navy)

- i. First Tactical Performance Polo (short or long sleeve)
- ii. First Tactical Cotton Polo (short or long sleeve)
- iii. Reversed American Flag on right shoulder
- iv. Embroidery (Gold)
 1. Right chest – Lieutenant/FTO over name (first initial and last name).
 2. Left chest – WFEMS Logo

e. Major (Navy or White)

- i. First Tactical Performance Polo (short or long sleeve)
- ii. First Tactical Cotton Polo (short or long sleeve)
- iii. Reversed American Flag on right shoulder
- iv. Embroidery (Gold)
 1. Right chest – Major or EMS Training Officer over name (first initial and last name)
 2. Left chest – WFEMS Logo

f. Brigade Chief (Navy or White)

- i. First Tactical Performance Polo (short or long sleeve)
- ii. First Tactical Cotton Polo (short or long sleeve)
- iii. Reversed American Flag on right shoulder
- iv. Embroidery (Gold)
 1. Right chest – Brigade Chief over name (first initial and last name)
 2. Left chest – WFEMS Logo

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 9 of 12	

- g. Assistant Chief (Navy or White)
 - i. First Tactical Performance Polo (short or long sleeve)
 - ii. First Tactical Cotton Polo (short or long sleeve)
 - iii. Reversed American Flag on right shoulder
 - iv. Embroidery (Gold)
 - 1. Right chest – 3 lines, Assistant Chief over name (first initial and last name) over Division of EMS
 - 2. Left chest – WFEMS Logo
- ii. Outerwear
 - 1. Embroidered (These will match the Polo layout for color and placement)
 - a. Carhartt Rain Defender Loose Fit Heavyweight Quarter-Zip Hoodie
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department Logo on left chest.
 - b. Game Sportswear 1221 Diamond Quilted Jacket
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department logo on left chest.
 - iv. Optional (Winchester Fire Department) embroidered on the back.
 - c. Game 1222-V The Finest Diamond Quilt Vest
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department logo on left chest.
 - iv. Optional “Winchester Fire Department” embroidered on the back. Officers will have gold border.
 - d. Gerber 51SX Warrior XP Softshell Liner Jacket
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department logo on left chest.
 - e. Red Kap Blended Duck Chore Coat
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department logo on left chest.
 - iv. Optional “Winchester Fire Department” embroidered on the back. Officers will have gold border.
 - f. First Tactical Cotton Job Shirt Quarter Zip
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department logo on left chest.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 10 of 12	

- g. First Tactical Tactix Softshell Jacket (Parka Length)
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department logo on left chest.
 - h. First Tactical Tactix Softshell Pullover
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department logo on left chest.
 - i. First Tactical Pro Duty Pullover
 - i. Reversed American Flag on right shoulder. Gold border for all officers.
 - ii. Rank over name (first initial and last name) on right chest.
 - iii. Department logo on left chest.
 - 2. Name Plate and Velcro patches
 - a. First Tactical High-Vis Parka
 - i. Reversed American Flag on right shoulder. Gold border for officers.
 - ii. Department patch on left sleeve.
 - iii. Velcro name tab on right chest (first initial and last name)
 - iv. Fire dept badge patch on left chest. Gold badge for officers.
 - b. First Tactical Pack-It Jacket
 - i. Reversed American Flag on right shoulder. Gold border for officers.
 - ii. Department patch on left sleeve.
 - iii. Velcro name tab on right chest (first initial and last name)
 - iv. Fire dept badge patch on left chest. Gold badge for officers.
 - c. First Tactical Defender Shirt
 - i. Velcro Reversed American Flag right shoulder. Gold border for officers
 - ii. Velcro Dept Patch on right shoulder.
 - iii. Pants
 - 1. Elbeco TEK3 4 Pocket Trousers
 - 2. First Tactical Cotton Station Pant
 - 3. First Tactical V2 Pro Duty 6 Pocket Pant
 - iv. Shorts (Only acceptable April 1st through November 1st)
 - 1. Elbeco TEK3 Cargo Shorts
 - 2. First Tactical V2 Tactical Short
 - 3. First Tactical Cotton Station Cargo Short
 - 4. First Tactical Cotton Station Short
 - v. Belts
 - 1. Perfect Fit 1.75" Garrison Belt
 - 2. Boston Leather 1 ¾ Garrison Belt

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 11 of 12	

- vi. Shoes
 - 1. Boots (worn with pants)
 - a. Polishable leather boot is wearable as long as it is solid black.
 - 2. Tennis shoes (wore with shorts only)
 - a. All black
 - b. Low-cut shoes
- vii. Socks
 - 1. Any color can be worn under a tall boot and pants.
 - 2. If a sock is visible at any time while in uniform, must be a solid black sock of any brand.
 - 3. Black no-show or low-cut socks must be worn with tennis shoes and shorts.

E. Class D Uniform

- i. Shirts
 - 1. Firefighters, EMT, Advanced, and Paramedic will have white lettering.
 - 2. All officers will have gold lettering.
 - 3. Navy T-shirt, short or long sleeve.
 - a. Department logo on left chest.
 - b. Reversed full-color American Flag on right shoulder.
 - c. Winchester Fire Department on the back.
 - d. Brands sold by The Public Safety Store or Kentucky Custom Screen Printing may be used.
 - 4. Company Shirts.
 - a. Department logo on left chest.
 - b. Reversed full-color American Flag on right shoulder.
 - c. Winchester Fire Department with the company name in middle on the back.
Example: Winchester
 ENGINE 1
 Fire Department
 - d. These shirts are only worn when the employee is assigned to that apparatus for the day.
 - e. Company logos available.
 - i. Engine 1
 - ii. Rescue 2
 - iii. Truck 3
 - iv. EC-1
 - v. EC-2
 - vi. EC-3
 - vii. EC-4
 - viii. Battalion 1
 - ix. Fire Marshal
 - x. Training Officer
- ii. Pants
 - 1. Elbeco TEK3 4 Pocket Trousers
 - 2. First Tactical Cotton Station Pant
 - 3. First Tactical V2 Pro Duty 6 Pocket Pant

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Uniform Description			Section: 100	Number: 31
Written: 8/2003	Reviewed: 6/2024	Revised: 6/2024	Page 12 of 12	

- iii. Shorts (Only acceptable April 1st through November 1st)
 - 1. Elbeco TEK3 Cargo Shorts
 - 2. First Tactical V2 Tactical Short
 - 3. First Tactical Cotton Station Cargo Short
 - 4. First Tactical Cotton Station Short
- iv. Belts
 - 1. Perfect Fit 1.75" Garrison Belt
 - 2. Boston Leather 1 ¾ Garrison Belt
- v. Shoes
 - 1. Boots (worn with pants)
 - a. Polishable boot is wearable as long as solid black.
 - 2. Tennis shoes (wore with shorts only)
 - a. All black in color
 - b. Low cut shoes
- vi. Socks
 - 1. Any color can be worn under a tall boot and pants.
 - 2. If a sock is visible at any time while in uniform, must be a solid black sock of any brand.
 - 3. Black no show or low-cut socks must be worn with tennis shoes and shorts.
- vii. Hats
 - 1. Knit Cap
 - a. WFD or WFEMS patch embroidered on front.
 - b. First initial and last name on back.
 - c. "nicknames" may be used for this hat. Must obtain prior approval of name before use.
 - 2. First Tactical V2 Uniform Hat
 - a. WFD logo or Winchester Fire Department embroidered on front.
 - b. First initial and last name on back.
 - 3. First Tactical Fleece Service Beenie
 - a. WFD or WFEMS logo on the front.
 - b. First initial last name on back.
 - 4. Flexfit cotton blend cap.
 - a. WFD or WFEMS logo on the front.
 - b. First initial last name on back.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Leather Fire Helmet Program			Section: 100	Number: 33
Written: 8/2012	Reviewed: 2/2015	Revised:	Page 1 of 2	

1. Purpose

- A. To set forth the privilege and conditions of utilizing personal leather fire helmets in place of Department issued helmets as part of the structure protective clothing ensemble.
- B. The leather helmet is most iconic symbol of the fire service and its long history in America. The privilege of wearing the leather fire helmet allows our members to share in that history in a very visible way.

2. Helmet Requirements

- A. The helmet/eye protection must be purchased by the individual Department member.
- B. The helmet must meet current OSHA and NFPA standards.
- C. The helmet must be in the same traditional style as helmets issued by the Department.
- D. The front piece (ID shield) must be the same style and color as helmets issued by the Department.
- E. The helmet color must be the same color appropriate to the member's rank as helmets issued by the Department.
- F. The helmet must have the appropriate eye shield/goggles as helmets issued by the Department.
- G. The helmet must be maintained with all components in a fully functional state.
- H. The Department retains the right to determine what is or is not appropriate on a helmet.

3. Program Requirements

- A. All maintenance and replacement of parts are the personal and financial responsibility of the Department member.
- B. The Department will not be responsible for loss or damage to or arising from the usage of personal helmets.
- C. The helmet will be subject to inspection at any time.
- D. Failure to comply with the program will result in revocation of the member's leather helmet privilege and issuance of a Department helmet.
- E. If at any time the leather fire helmet program becomes an ongoing program of contention, the program will be terminated.
- F. The Chief is the final determiner of the program and its status.
- G. The Department member must agree to all the above in writing. The signed agreement will be maintained by the Training Officer.

Attachment: Leather Helmet Agreement

WINCHESTER FIRE-EMS
Leather Fire Helmet Program Agreement Form

1. Purpose
 - a. To set forth the privilege and conditions of utilizing personal leather fire helmets in place of Department issued helmets as part of the structure protective clothing ensemble .
 - b. The leather helmet is most iconic symbol of the fire service and its long history in America. The privilege of wearing the leather fire helmet allows our members to share in that history in a very visible way.
2. Helmet Requirements
 - a. The helmet/eye protection must be purchased by the individual Department member .
 - b. The helmet must meet current OSHA and NFPA standards.
 - c. The helmet must be in the same traditional style as helmets issued by the Department.
 - d. The front piece (ID) must be the same style and color as helmets issued by the Department.
 - e. The helmet color must be the same color appropriate to the member's rank as helmets issued by the Department.
 - f. The helmet must have the appropriate eye shield/goggles as helmets issued by the Department.
 - g. The helmet must be maintained with all components in a fully functional state.
 - h. The Department retains the right to determine what is or is not appropriate on a helmet.
3. Program Requirements
 - a. All maintenance and replacement of parts are the personal and financial responsibility of the Department member.
 - b. The Department will not be responsible for loss or damage to or arising from the usage of personal helmets.
 - c. The helmet will be subject to inspection at any time.
 - d. Failure to comply with the program will result in revocation of the member's leather helmet privilege and issuance of a Department helmet.
 - e. If at any time the leather fire helmet program becomes an ongoing program of contention, the program will be terminated .
 - f. The Chief is the final determiner of the program and its status .
 - g. The Department member must agree to all the above in writing . The signed agreement will be maintained by the Training Officer.
4. Procedure
 - a. Obtain and sign the appropriate form available from the Training Officer.
 - b. Turn in Department issued helmet to the Training Officer.
 - c. Maintain the helmet appropriately
 - d. Enjoy your helmet.

I agree to abide by all of the above and wish to participate in the leather fire helmet program.

Name (printed)	Signature	Date

I have inspected and approved the leather helmet submitted by the above signatory for use in this program.

Training Officer (printed)	Signature	Date

Manufacturer	Model	Year

WINCHESTER FIRE/EMS
Standard Operating Guideline

GUIDELINE: PPE / Helmet Fronts			SECTION: 100	NUMBER: 34
WRITTEN 6/2015	REVIEWED	REVISED 2/2016	Page 1 of 1	

1. Helmet Fronts

- a. All personnel are required to wear only the department approved helmet front outlined in this section.
- b. The number on the front will correspond to the station the individual is currently assigned to. Swing positions will wear a station front corresponding to station #1.
- c. When an individual gets assigned to a different station they will leave their department issued front with company officer and get issued another one at their new station.
- d. If the individual wishes to keep their department issued shield, they are required to replace it with their own funds according to department spec.
- e. The Training Officer will keep a minimum of 2 extra shields of every station for firefighters, and 1 extra shield of every station for Lieutenants available for purchase.
- f. Replacement shields must be purchased within 1 week of being reassigned.

g. Shield Specifications:

Firefighter and Lieutenant

Paul Conway Shield

Style: 6-2 Standard leather black with white stitching

Panel 1: Red background with white letters

WINCHESTER

Panel 2: Red background with white letters

FIREFIGHTER or LIEUTENANT

Center Panel: White Sewn Number

1 or 2 or 3.

Major, Battalion Chief and Chief:

Paul Conway Shield

Style: 6-2 Standard leather white with white stitching

Panel 1: Red background with white letters

WINCHESTER

Panel 2: Red background with white letters

Major, Batt Chief or Chief

Center Panel: Gold Ornament corresponding to rank

Major: 2 crossed bugles

Batt Chief: 3 crossed bugles or the white sewn #1

Chief: 5 crossed bugles.

- h. Chief and Battalion Chief have the option to purchase a gold leaf helmet shield with their own funds according to spec.

Style: D.E. Williams Gold Leaf 6G2

Top Panel: Rank, Chief or Battalion Chief

Center Panel: Number 1 or Bugles

Bottom Panel:

WINCHESTER

WINCHESTER FIRE/EMS

Procedure: Service Awards & Medals		SECTION: 100	NUMBER: 35
WRITTEN 10/2004	REVIEWED 10/2015	REVISED	Page 1 of 6

1. Purpose:

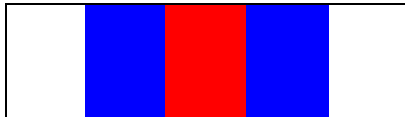
These procedures establish the types and way by which departmental awards shall be given.

2. Direction and Control:

The Fire Chief has approved these procedures. The Commendation Review Board shall review these procedures as needed, but not less than annually, and submit any changes to the Fire Chief for approval.

3. Ribbons, Awards, and Medals:

In order of least to most precedence



A. Prior Military Service Ribbon (Blackinton A6265, White, Navy & Red Colors)

1. This ribbon is worn for prior military service veterans who have served or are currently serving in one of the armed forces (Army, Navy, Air Force, Marines, or Coast Guard).
2. Prior military veterans must have an honorable discharge on their DD-214 that was submitted to city hall upon their hired date and be off their probationary period.
3. Those who are currently serving in a Reserve or Guard capacity may wear the ribbon as long as their standing within the military remains honorable.



B. Of the Year Award

1. This is awarded annually to an individual Firefighter, EMT, Paramedic and Fire Officer of the City of Winchester Fire Dept.
2. This ribbon is worn by the recipient for being honored by his or her peers annually in recognition of outstanding service, performance, and continued dedication to the department and citizens of Winchester, KY.
3. Peers can submit nominations by the date requested by the Fire Chief.
4. The Fire Chief will review nominations in a non-bias manner and assign a review board of non-nominated individuals for review of the criteria. Final decision will be based on quantity of individual nominations and quality of content presented as related to paragraphs 3.D.2 thru 3.D.4.

WINCHESTER FIRE/EMS

Procedure: Service Awards & Medals		SECTION: 100	NUMBER: 35
WRITTEN 10/2004	REVIEWED 10/2015	REVISED	Page 2 of 6

5. Procedures will follow the format as described in paragraph IV.A.2. with the additional criteria added:
 - a. Probationary firefighters (1 year or less) cannot nominate or be nominated.
 - b. Nominations are based around but not limited to attitude, knowledge, skills, professionalism, dedication, judgement, justice, discipline, initiative, decisiveness, tact, integrity, endurance, bearing, unselfishness, courage, loyalty, and enthusiasm.
 - c. Consideration should be made to activities within the department as well as in the community.
6. Purchase and Order Information
 - a. Blackinton Commendation Bar #A10803 Five (5)x, #A10804 Four (4)x, #A10805 Three (3)x, #A10806 Two (2)x, #A7140 – DR4_6 (Red) One(1)x
 - b. Rhodium Trim & Maltese Crosses (See Section G below)



- C. Fire-EMS Achievement Commendation (Blackinton A8711, Forest Green & Navy Colors)
1. The Achievement Commendation is awarded for meritorious achievement based on sustained performance or specific achievement of a superlative nature but does not warrant a Merit Commendation or higher.
 2. This commendation may be awarded for professional achievement. This act or service must clearly exceed that which is normally required or expected, considering the individual's rank, training, and experience; and it must be an important contribution of benefit to the City of Winchester and the Fire Dept.
 3. This commendation may be awarded for leadership achievement. This act or service must be noteworthy; it must be sufficiently sustained to demonstrate a high state of development (if for a specific achievement, it must be of such merit as to earn singular recognition); and, it must reflect most creditably on the efforts of the individual towards the accomplishment of the Fire-EMS mission.

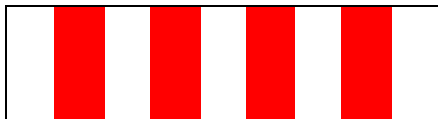
WINCHESTER FIRE/EMS

Procedure: Service Awards & Medals		SECTION: 100	NUMBER: 35
WRITTEN 10/2004	REVIEWED 10/2015	REVISED	Page 3 of 6



D. Fire-EMS Merit Commendation (Blackinton A10916, Black, White, Yellow, & Crimson (Maroon) Colors)

1. The Merit Commendation is awarded for those who distinguish themselves by heroism and/or outstanding achievement, (but not of sufficient nature to warrant a higher decoration).
2. This commendation may be awarded for heroism. The act must be worthy of special recognition, but not the degree required for the Medal of Valor. For example: Special Fire Ground or EMS Operations involving lifesaving activity.
3. This commendation may be awarded for meritorious achievement. The act or acts must be outstanding and worthy of special recognition, but not to the degree of the Medal of Valor. The achievement should be such as to constitute a definite contribution to the fire service such as an improvement in design, procedure, or organization.



E. Fire-EMS Medal of Valor (Ribbon - Blackinton A10794, White & Red Colors) & (Medal - Blackinton A4119 "Medal of Valor" with Red Drape and Deluxe Presentation Case)

1. The Fire Chief awards the Medal of Valor to a person who distinguishes himself or herself by gallantry and intrepidity at the risk of his or her life above and beyond the call of duty. The deed performed must be one of personal bravery or self-sacrifice to clearly distinguish the individual above his or her comrades and must have involved risk of life. Incontestable proof of the performance of the service will be exacted and each recommendation for the award of this decoration will be considered on the standard of extraordinary merit.
2. This medal is given to any individual who dies in the call of duty.

WINCHESTER FIRE/EMS

Procedure: Service Awards & Medals		SECTION: 100	NUMBER: 35
WRITTEN 10/2004	REVIEWED 10/2015	REVISED	Page 4 of 6

F. Devices

1. Maltese cross on a commendation indicates additional awards of the same grade.(See 3.B example) 5 silver equal 1 gold.
For example:
The actual commendation counts as the first award and each additional star counts as another. If an individual has 3 silver Maltese crosses on a commendation bar, then he or she has received a total of 4 commendations of that A type. The same holds true for the gold Maltese cross. If an individual has a gold Maltese cross, then that individual has 6 commendations.
2. All commendations will be placed in a Gold-Tone or Silver bar slide per Rank and centered per Section G. (Blackinton SB-1-B, SB-2-B, SB-3-B)

G. Class A Uniform Wear

1. All Commendations will be 1 3/8" long and 3/8" tall with silver trim.
2. All Commendations will be worn 1/8" above the top and centered to the name badge on the right breast side of the Class A jacket. Measurement will consist of from the top of the name badge to the bottom of the commendation.
3. The commendations will be worn no more than three (3) wide and will be placed in order from (3.A) up to (3.E). They will be placed from left to right with the highest award/commendation being closest to the recipient's heart.
4. The NFA-EFOP pin will be placed 1/8" below the bottom and centered to the name badge on the right breast side of the Class A jacket. Measurement will consist of from the bottom of the name badge to the top of the pin.



4. Outside Agency Awards:

National Fire Academy Executive Fire Officer Program Pin

- A. This pin is worn by personnel who have completed the NFA-EFOP program.

5. Nomination Procedures:

- A. All commendations (3.C thru 3.D) are given through a process of recommendation except the Medal of Valor, which has certain exceptions as noted in section 3.E.

WINCHESTER FIRE/EMS

Procedure: Service Awards & Medals		SECTION: 100	NUMBER: 35
WRITTEN 10/2004	REVIEWED 10/2015	REVISED	Page 5 of 6

- B. The recommendation must be of written form stating:
- Who is being nominated,
 - What award the individual is being nominated for, and
 - Why the individual is being nominated (narrative format).
- C. The nomination procedures will be from any individual's group of peers consisting of 3 recommendations regardless of rank (1 written recommendation may be used with 3 signatures) and will be given to the group's highest commanding officer of the nominee and will pass through the chain-of-command;
- D. OR, the nominee's officer may make a recommendation and the nomination will pass through the chain-of-command.
- E. Once the nomination reaches the Fire Chief, the Fire Chief will then submit the nominating packet to the Commendation Review Board (CRB) where they will review all criteria according to the SOPs. After careful review, the CRB will then submit a recommendation for commendation to the Fire Chief.
- F. The CRB will consist of five personnel, of various ranks and positions, appointed by the Fire Chief.
- G. This recommendation can be all-inclusive of the commendation or downgraded, but the final authority and decision will lie with the Fire Chief.
- H. If the recommendation involves a member of the CRB, then the remaining members of the CRB will make the recommendation,
- I. If the recommendation involves the Fire Chief, then final authority and decision will lie with the CRB.

6. Commendation Review Board:

The CRB will meet at a minimum of semi-annually and review any and all recommendations for commendation for presentation to the fire chief.

7. Commendation Presentation:

- A. All Prior Military Service Ribbons & Of the Year awards presentations will be made at the annual Winchester Fire Dept. Christmas dinner, so the nominee's family may be present at the presentation.
- B. All other awards will be made at the first city commission meeting available immediate recognition can be made for the recipient.

WINCHESTER FIRE/EMS

Procedure: Service Awards & Medals		SECTION: 100	NUMBER: 35
WRITTEN 10/2004	REVIEWED 10/2015	REVISED	Page 6 of 6

8. Attachments:



WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Purchase Requisition / PO Numbers			Section: 100	Number: 40
Written: 7/2015	Reviewed:	Revised:	Page 1 of 2	

1. Purpose:

Purchase Requisition (PR): The PR is the document used to inform the Purchasing Agent of goods and services needed by the department. The PR is a two-part form located in the Administrative Assistant's office. The original is to be forwarded to the Purchasing Agent (P.A.) while the duplicate copy is to be retained by the department.

- A. The purchase requisition shall be used for the following purchases and/or purposes
 - To request the purchase of supplies, equipment, or services.
 - To change or cancel an existing PR or purchase order.
- B. A purchase order number (PO#) must be requested at the time of purchase. Only Officers or Administrative Assistant can obtain a PO#. Special Project Leader may obtain PO# with Chief's approval.

2. Procedure:

A PR should include all of the following information:

- **Date** PR is prepared.
- **Department** requesting item.
- **Deliver to:** Department Address where purchase is to be delivered.
- **Quantity:** The quantity in measurable units such as pieces, sheets, pounds, gallons, feet, etc.
- **Description:** Descriptions should be complete and detailed. Specifications should be written so that no guesswork is required. If known, the manufacturer and part number should be shown.
- **Account:** Account to be charged with expenditure prefixed by department number.
- **Unit price:** List the unit price or an estimated unit price (if known).
- **Total** amount of purchase.
- **Suggested vendor:** Name and address of vendor.
- **Person** making request.
- **Approval signature** of the department head or designee.

Completed Purchase Requisitions with PO# will be faxed to Purchasing Department immediately.

Hard copy of forms will be sent to Purchasing Department on Fridays and Wednesdays.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Purchase Requisition / PO Numbers			Section: 100	Number: 40
Written: 7/2015	Reviewed:	Revised:	Page 2 of 2	

3. Purchases:

A. Small Purchases:

Purchases of less than \$1,000 will be made in the open market without the necessity of procuring additional quotes. Every effort will be made, however, to get the lowest and best price and to share the business among responsible vendors.

B. Large Purchases:

- Purchases greater than \$1,000 but less than \$20,000 require at least two (2) written quotes.
- Purchases greater than \$20,000 will require formal bidding process by Purchasing Agent.
- The following companies will NOT require PO#, but a requisition must be completed:
 - Walmart
 - Bridges & Lane
 - Kroger
 - Any of the local Auto Stores

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Station Maintenance			SECTION: 200	NUMBER: 01
WRITTEN 7/2015	REVIEWED	REVISED	Page 1 of 5	

1. Purpose:

Provide maintenance and upkeep for all of our stations in a timely and orderly fashion. The Fire Stations shall be cleaned inside and out, and remain clean and neat at all times.

2. Procedure:

- A. Each station officer is responsible for checking the Maintenance Schedule.
- B. Each station officer is responsible for making sure the assigned duties are complete and done correctly.
- C. Daily duties shall include but not be limited to:
 - Greet all visitors and answer phones.
 - Sweep and hose down bay floors.
 - Cleanup (sweep, dust, and empty trash) of living quarters.
 - Cleanup of office areas.
 - Cleanup kitchen and wash towels.
 - Keep yard and parking lots free of litter.
 - Secure station at bedtime.

3. Station 1:

A. Every Friday

- Mow and trim yard
- Rake up grass if needed
- Weed landscaping
- Pick-up trash around entire outside of station.
- Winter-Pick up trash around entire outside of station.

B. Every Saturday

- Check BERT Haz-Mat Trailer
- Check fluids and cleanliness of HM-2 and U-1
 - 1. Start and run for 15 minutes
 - 2. Check all lights (Emergency and Non-emergency)
 - 3. During winter months ensure engine heater is plugged in

C. Monthly

1st Saturday

A. Bathrooms and Dorm rooms

- 1. Wipe down outside of lockers
- 2. Scrub and mop floors
- 3. Clean shower stalls and shower doors
- 4. Clean dust from exhaust vents
- 5. Clean toilets and urinals

WINCHESTER FIRE/EMS
Standard Operating Procedures

Procedure: Station Maintenance			SECTION: 200	NUMBER: 01
WRITTEN 7/2015	REVIEWED	REVISED	Page 2 of 5	

6. Vacuum dorm floor in common area and each room.
7. Wipe down exercise equipment/mats and organize weights.
8. Dust furniture in each room and clean ceiling fan blades.
9. Wash windows and clean screens.
10. Wash your individual bed linens

2nd Saturday

A. Bay and Kitchen

1. Wash all bay doors and windows inside and out.
2. Wash windows facing into bay inside and out.
3. Clean kitchen stove and oven
4. Clean exhaust hood and filters
5. Clean microwave
6. Clean out your shift refrigerator
7. Clean out your shift food cabinet
8. Scrub and mop kitchen floor

3rd Saturday

A. TV Room, Offices, SCBA, and EMS Rooms

1. Wash day room windows and clean screens
2. Wash kitchen windows and clean screens
3. Wash all office windows and clean screens
4. Scrub and mop day room floor
5. Dust bookshelves and television
6. Sweep and mop SCBA/Cascade room floor
7. Dust off all equipment and counters in SCBA/Cascade room
8. Sweep and Mop EMS room floor
9. Dust counters and shelves

4th Saturday

A. GI Bay Area

1. Sweep, clean oil spots, and wash floor
2. Clean out floor drains
3. Pick up loose items and put in proper place
4. Wipe down equipment in bay (dryers and pop machines)

B. Laundry Room

1. Clean dryer vent mounted on wall
2. Dust equipment
3. Sweep and mop floor
4. Wipe down wall behind washer and dryer

WINCHESTER FIRE/EMS
Standard Operating Procedures

Procedure: Station Maintenance			SECTION: 200	NUMBER: 01
WRITTEN 7/2015	REVIEWED	REVISED	Page 3 of 5	

4. Station 2:

A. Every Wednesday

1. Run station generator (15 minutes)
2. Clean electronic equipment

B. Every Friday

1. Mow and trim yard
2. Rake grass if needed
3. Weed landscaping
4. Pickup garbage
5. During winter pick up garbage out of yards

C. Monthly

1st Saturday

A. GI Bathrooms and Dorm

1. Wipe down locker faces
2. Scrub and mop floor
3. Clean shower stalls/ shower doors
4. Clean dust from exhaust vents
5. Clean toilets and urinals
6. Vacuum dorm floor in common area and each room
7. Clean exercise equipment/ mats and organize weights
8. Dust furniture in each room
9. Wash windows
10. Wash your individual bed linens

2nd Saturday

A. Bay and Kitchen

1. Wash bay door windows inside and out
2. Wash windows facing into bay inside/out
3. Clean kitchen stove
4. Clean stove exhaust hood and filters
5. Clean microwave
6. Clean out shift refrigerator
7. Clean out shift food cabinets
8. Scrub floor

3rd Saturday

A. Day Room and Kitchen

1. Wash day room windows
2. Wash kitchen windows
3. Wash office windows
4. Scrub day room floor and dust bookshelves and television

WINCHESTER FIRE/EMS
Standard Operating Procedures

Procedure: Station Maintenance			SECTION: 200	NUMBER: 01
WRITTEN 7/2015	REVIEWED	REVISED	Page 4 of 5	

4th Saturday

A. GI Bay Area

1. Sweep, clean oil spots, and wash floor
2. Pick up loose items and put in proper place
3. Wipe down equipment in bay (i.e. pop machines, w/d)
4. Clean and replace furnace filters
5. Gutter cleaning will be done on the day corresponding to that shift
October- 1st platoon
November- 2nd platoon
December- 3rd platoon

5. Station 3:

A. Every Monday

Sweep & mop training room/ downstairs bathrooms

B. Every Wednesday

1. Run station generator (15 minutes)
2. Clean electronic equipment

C. Every Friday

1. Mow and trim yard
2. Rake grass if needed
3. Weed landscaping
4. Pickup garbage
5. During winter months pick up garbage out of yard
6. Clean training tower/ground

D. Monthly

1st Saturday

A. GI Bathrooms and dorms

1. Wipe down locker faces
2. Scrub and mop floor
3. Clean shower stalls and doors
4. Clean dust from exhaust vents
5. Clean toilets and urinals
6. Vacuum dorm floor in common area and each room
7. Dust furniture in each room
8. Wash windows
9. Wash your individual bed linens

WINCHESTER FIRE/EMS
Standard Operating Procedures

Procedure: Station Maintenance			SECTION: 200	NUMBER: 01
WRITTEN 7/2015	REVIEWED	REVISED	Page 5 of 5	

2nd Saturday

A. Bay and Kitchen

1. Wash bay door windows inside and out
2. Wash windows facing into bay inside/out
3. Clean exercise equipment/ mats and organize weights
4. Clean kitchen stove
5. Clean stove exhaust hood and filters
6. Clean microwave
7. Clean out shift refrigerator
8. Clean out shift food cabinets
9. Scrub floor

3rd Saturday

A. Day room and kitchen

1. Wash day room windows
2. Wash kitchen windows
3. Wash office windows
4. Scrub day room floor and dust bookshelves and television

4th Saturday

A. GI Bay Area

1. Sweep, clean oil spots, and wash floor
2. Pick up loose items and put in proper place
3. Wipe down equipment in bay (i.e. pop machines, w/d & fitness gear)
4. Clean and replace furnace filters
5. Gutter cleaning will be done on the Saturday corresponding to shift
October- 1st platoon
November- 2nd platoon
December- 3rd platoon
6. Training room floor scheduled per Training Major in March and August.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Vehicle Safety			Section: 200	Number: 10
Written: 2/2004	Reviewed: 3/2015	Revised: 3/2015	Page 1 of 5	

1. General:

- A. WFD vehicles shall be operated in a manner that provides for the safety of personnel and the public, with safe arrival at an emergency scene having a clear priority over unnecessary speed and reckless driving.
- B. WFD vehicles shall be operated only by members who have successfully completed the department's driver training program and have been approved and/or qualified by the department to operate the type of vehicle the member will operate.
- C. All drivers of WFD vehicles shall have a valid driver's license appropriate under state law for the vehicle being driven. Pursuant to KRS 281A.050, the drivers of firefighting and other emergency equipment are exempted from the requirements of obtaining a commercial driver's license.
- D. Drivers of department vehicles shall be at least 18 years of age and have had a valid driver's license for at least 3 years, as prescribed in the City of Winchester Employee Handbook, Section 3, under "Vehicle Use" beginning page 57.
- E. All drivers shall demonstrate their ability to exercise ordinary and reasonable control in the operation of department vehicles prior to being approved as a driver.
- F. All drivers of department vehicles shall be trained in:
 - Defensive driving techniques under both emergency and non-emergency conditions.
 - Performing routine tests, inspections, and servicing functions including the ability to assess the readiness of the vehicle for proper operation.
 - Driving in inclement weather.
 - Hazards associated with vehicle specific devices such as retarders, anti-lock braking systems, vehicle stabilization systems, etc.
 - Department's emergency and non-emergency response policies.
- G. All drivers shall receive driver training at least twice a year, and at least one of those trainings shall include hands-on driving. Driver training activities shall be documented by training records.
- H. It is the responsibility of the operator of each department vehicle to drive in a safe and prudent manner under all conditions. The driver's first priority shall be the safe arrival of the vehicle and the safety of the personnel riding on the vehicle. Use of unnecessary speed and reckless driving to an emergency are prohibited.
- I. Smoking on apparatus or in fire department vehicles is prohibited at all times.
- J. All fire apparatus will have wheel chocks in appropriate place when parked in locations other than in stations.

2. Seat Belts:

- A. All department vehicles shall be outfitted with seatbelts and/or passenger restraint devices for each approved riding position, including restraint devices for EMS members operating in the patient compartment of the ambulance.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Vehicle Safety			Section: 200	Number: 10
Written: 2/2004	Reviewed: 3/2015	Revised: 3/2015	Page 2 of 5	

- B. All persons riding on apparatus or in department vehicles shall be seated in approved riding positions and shall be secured to the vehicle by seat belts at any time the vehicle is in motion. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time. The driver and the officer shall ensure that this provision is adhered to.
- C. Drivers shall not move department vehicles until all persons are seated and secured with seat belts in approved riding positions.

3. Non-Emergency Travel:

- A. During non-emergency travel, drivers of all department vehicles shall obey all traffic control signals and signs, and all laws and rules of the road according to State and local motor vehicle laws.
- B. Use of emergency warning lights and sirens are prohibited during non-emergency travel. However, emergency warning lights may be used in the following situations to increase visibility to motor vehicle and pedestrian traffic:
 - When apparatus must be backed where other vehicle traffic or pedestrian traffic exists.
 - When operating under conditions of severely reduced visibility, such as heavy fog, heavy rain, and snowstorms.
- C. During non-emergency travel, drivers shall also use extreme caution when approaching and crossing any railroad crossing. Drivers are to ensure the safety of proceeding with crossing railroad tracks.
- D. During non-emergency travel, vehicles will stop and wait for a funeral procession. This is a sign of respect for people of our community.

4. Emergency Response:

- A. When responding to an emergency incident all emergency warning lights shall be turned on and audible warning devices shall be sounded. Both lights and audible warning devices must be utilized in order to exercise the privileges, which the law provides to emergency vehicles. In addition, headlights shall be utilized during emergency response regardless of lighting conditions.
- B. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected and inappropriate actions of others.
- C. Department vehicles are authorized to exceed posted speed limits by a maximum of 10 mph only when responding to an emergency under favorable conditions. Under less than favorable conditions, the posted speed limit is the absolute maximum permissible.
- D. When emergency vehicles must travel in center or oncoming traffic lanes, the maximum permissible speed shall be 20 mph.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Vehicle Safety			Section: 200	Number: 10
Written: 2/2004	Reviewed: 3/2015	Revised: 3/2015	Page 3 of 5	

- E. During emergency response, drivers of department vehicles shall bring the vehicle to a complete stop for any of the following:
- Red traffic lights
 - Stop signs
 - When approaching a negative right-of-way intersection
 - When approaching a blind intersection
 - When the operator cannot account for all lanes of traffic in an intersection
 - When other intersection hazards are present
 - When directed by a law enforcement officer
 - When encountering a stopped school bus with flashing warning lights
- F. Drivers shall proceed through intersections only when the operator can account for all lanes of traffic in the intersection.
- G. Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way (green traffic light), drivers shall reduce speed and be prepared for any sudden stops.
- H. No department vehicle shall pass another while responding to an emergency unless clearly authorized by radio communications between the units, or unless signaled to do so by the driver of the front/lead apparatus.
- I. During emergency travel, drivers shall also use extreme caution when approaching and crossing any railroad crossing. Drivers are to ensure the safety of proceeding with crossing railroad tracks.
- J. When more than one unit is dispatched on any fire related response, and the first unit arriving on the scene reports there is “nothing showing,” or that they are “investigating,” any additional units responding shall continue to respond with lights and siren, but shall proceed with caution, not exceeding the posted speed limit.
- K. Emergency response will be promptly but safely terminated when the Incident Commander cancels or releases all other units and personnel.

5. Normal Traffic Response:

- A. When more than one unit is dispatched on any type of response, the Incident Commander (whether it be a company officer or chief officer) may direct the additional companies to respond with normal traffic.
- B. Normal traffic response indicates that, based upon the information received from the unit at the scene, a response at reduced speed is warranted for units responding, but not yet on the scene. Such units shall discontinue use of audible warning devices and warning lights, reduce speed, and proceed to the location using caution, obeying all traffic laws, keeping alert for further radio communications which could upgrade the response.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Vehicle Safety			Section: 200	Number: 10
Written: 2/2004	Reviewed: 3/2015	Revised: 3/2015	Page 4 of 5	

6. Backing:

- A. The backing of fire apparatus shall be avoided whenever possible.
- B. Whenever backing apparatus is necessary, spotters shall be used.
- C. Spotters shall also be used where vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.
- D. When engines or EC units are backed, **ALL OTHER CREW MEMBERS SHALL DISMOUNT THE APPARATUS AND ACT AS SPOTTERS. THIS INCLUDES THE COMPANY OFFICER.**
- E. Spotters shall be located at as many corners of the apparatus as possible with at least one spotter at the driver's side rear corner of the apparatus. When only a single spotter is available (EC units), the spotter shall be located off the driver's side rear corner. The spotter at the driver's side rear corner will act as the primary spotter.
- F. Apparatus shall not be backed until all spotters are in position.
- G. Spotters shall remain visible to the driver.
- H. Any time the driver loses sight of the primary spotter, the vehicle shall be stopped immediately until the spotter is visible.
- I. When apparatus must be backed in the vicinity of other vehicle traffic (e.g. backing into quarters), the apparatus's warning lights shall be operated and any member who may come into conflict with traffic shall wear at least one garment containing reflective material.
- J. Spotters are to communicate with the driver by using appropriate hand signals and voice contact. The appropriate hand signals will be:
 - STRAIGHT BACK: One hand above the head with palm toward face, waving back.
 - TURN: Both hands and arms, with index finger extended, pointing in the direction of the turn.
 - STOP: Both arms above the head and with palms facing the driver.
- K. The company officer, acting officer, or senior member on-board the apparatus shall be responsible for compliance with this procedure and the safe backing of apparatus.
- L. Under circumstances when apparatus is staffed by only the driver, the driver shall utilize any available fire department personnel to act as spotters. When no additional personnel are available to assist, the driver shall make a complete 360-degree survey of the area around the apparatus, dismounting the apparatus, if necessary, to determine if any obstructions are present prior to backing.

7. Parking and Operations at Emergency Scenes:

- A. When parking or stopping at the scene of an incident, fire apparatus should be positioned so as to protect personnel who may be operating in the street or on the roadway.
- B. Apparatus shall be utilized as a shield from oncoming traffic wherever possible.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Vehicle Safety			Section: 200	Number: 10
Written: 2/2004	Reviewed: 3/2015	Revised: 3/2015	Page 5 of 5	

- C. When apparatus is used as a shield, warning lights shall be activated, and the apparatus shall be positioned in such a way that if it is struck it will protect personnel and others on the scene. This includes positioning apparatus in such a way as to protect the pump operator's position.
- D. Warning lights and/or traffic cones shall be used to make approaching traffic aware of the incident.
- E. Warning devices shall be located with due considerations given to visual obstruction such as hills, curves, blind spots, and weather conditions such as fog, rain, snow, and ice.
- F. Personnel shall position themselves and any victims in the secure area created by the shielding apparatus.
- G. All personnel operating at an incident on a highway or at an emergency incident where their assignment places them in potential conflict with motor vehicle traffic shall wear an ANSI approved Class II or Class III high visibility reflective vest or bunker gear.

8. Miscellaneous:

- A. All engine, transmission, and driveline retarders shall be used in accordance with the manufacturer's instructions.
- B. All apparatus with anti-lock brakes shall be clearly marked and identified as being equipped with such brakes.
- C. All tools, equipment, and SCBA carried within an enclosed seating area on apparatus or the patient compartment of an ambulance shall be secured by either a positive mechanical means of holding the item in place or in a compartment with a positive latching door. The means of holding the item in place or the compartment shall be designed to minimize injury to persons in the enclosed area of the vehicle caused by loose equipment during travel and in the event of an accident, a rapid deceleration, or a rapid acceleration.
- D. Apparatus shall not be moved with any door left ajar. This specifically includes apparatus with rear facing doors.
- E. Personnel riding in open cab apparatus or apparatus with open tiller seats shall wear helmets and eye protection.
- F. When engine companies must be parked outside in freezing weather, drivers shall cause the water to circulate through water tank and pump continuously.
- G. When conditions permit, motors and pumps shall be shut down when not in use.
- H. Pumpers operating at fires or other emergencies shall be attended by pump operators at all times. The pump operator shall observe all gauges on the apparatus when operating the pump to ensure efficient and safe operation.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Inspection, Maintenance & Repair of Vehicles			Section: 200	Number: 11
Written: 3/2105	Reviewed:	Revised: 3/2015	Page 1 of 5	

1. General:

- A. The officer in command of each company shall insure that all apparatus and equipment assigned to the company is maintained in a clean and serviceable condition at all times, and that all personnel comply with the requirement of this policy.
- B. Vehicles, apparatus, and equipment, including all ladders, appliances, devices, generators, saws, hydraulic rescue tools, and hand tools shall be maintained by the company in a clean and serviceable condition, ready for immediate use at all times.
- C. Reserve apparatus shall be given the same attention as assigned apparatus.
- D. Fuel tanks on vehicles, apparatus, and portable equipment shall be kept filled at all times while in quarters.
- E. Water tanks on any engine shall be kept full at all times while in quarters.
- F. Drivers shall inspect their apparatus at the start of each shift, and at such regular intervals throughout the shift as may be necessary to ensure the proper functioning of the vehicle, given the amount of activity, prevailing weather conditions, and the age and condition of the vehicle.
- G. The inspection shall include an evaluation of the following in accordance with the apparatus manufacturer's recommendation:
 - Air system
 - Batteries
 - Belts
 - Braking system
 - Coolant system
 - Electrical system
 - Emergency warning lights
 - Fuel
 - Headlights
 - Hydraulic fluids
 - Hydraulic system engagement
 - Lubrication
 - Oil
 - Pump
 - Steering system
 - Tires
 - Tools, appliances, and equipment
 - Transmission fluid
 - Windshield and mirrors clean and serviceable
 - Windshield washer fluid
 - Windshield wipers
 - Tank water level

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Inspection, Maintenance & Repair of Vehicles			Section: 200	Number: 11
Written: 3/2105	Reviewed:	Revised: 3/2015	Page 2 of 5	

- H. A record of each inspection shall be maintained by the company including the date and time of the inspection, the person inspecting, any defects or problems noted, and any maintenance performed (water/coolant or oil added, etc.).
- I. The driver or person conducting the inspection shall promptly notify the officer in charge of the vehicle/apparatus of any defects or problems encountered. A maintenance request form shall be prepared for company records, and a copy given to the mechanic/apparatus repair person.
- J. Any defect or irregularity in the operation of the apparatus reported by the driver to the officer in command shall be promptly reported to the apparatus maintenance person if the notification was not previously made directly by the driver.
- K. Any apparatus found to be unsafe shall be placed out of service immediately. After being repaired, the apparatus shall be inspected by the mechanic and the driver before being placed in service.
- L. The following is a non-exclusive list of defects for which the apparatus shall be immediately placed out of service:
 - Any irregularity with the braking system
 - Any irregularity with the steering system
 - Any irregularity with the transmission, drive shaft, or rear end that results in severe banging, inability to move, or inability to shift smoothly between gears.
 - Loss of 25% or more of the visual warning devices visible from the front, rear, or either side
 - Loss of both headlights (night-time)
 - Loss of audible warning device capability (not including air horns)
 - Loss of radio communications (no back up, portable radio, MDT)
 - Loss of electrical power
 - Loss of engine power
 - Loss of oil pressure
 - Engine malfunction light or check engine light engaged (until evaluated by apparatus maintenance person and determined to be safe to operate)
 - Broken belt
 - Engine overheating
 - Inability to reliably engage the fire pump on a pumper apparatus
 - Inability to reliably engage hydraulic system on an aerial device
 - Any irregularity with the engagement or operation of an aerial device
 - Any irregularity with the engagement or operation of jacks or outriggers on an aerial device
 - Inability to maintain air pressure
 - Damage to front windshield obstructing the drivers view
 - Inoperable defroster during weather conditions requiring defroster for safe operations

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Inspection, Maintenance & Repair of Vehicles			Section: 200	Number: 11
Written: 3/2105	Reviewed:	Revised: 3/2015	Page 3 of 5	

- Flat tire, or low air pressure in tire
 - Tire tread on any tire less than 4/32nds of an inch on front tires and 2/32nds of an inch on rear tires (Federal Law, 49 CFR §393.75).
 - Any visible damage to a tire including cuts, nicks, bulges, or holes in the outer material. (even superficial tire damage should be evaluated)
 - Cracks or deformities in wheels or wheel rims
 - Fuel leak
 - Substantial fluid leak that could lead to engine, transmission, or other damage
- M. When it is necessary that the apparatus be placed out of service for repairs, the officer in charge of the unit shall promptly notify the Battalion Chief and Dispatch of the situation.
- N. The officer in charge shall have the designated driver present and available to assist when any work is being done on the apparatus at quarters by apparatus maintenance personnel.

2. Apparatus Maintenance Program:

- A. Repairs to fire department apparatus shall be performed by trained personnel who meet the requirements of NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*, or who meet the requirements established by the apparatus manufacturer.
- B. All fire department vehicles shall be inspected and maintained by the apparatus maintenance person in accordance with the manufacturer's instructions, including providing such preventative maintenance as is recommended by the manufacturer.
- C. All fire department vehicles shall meet federal, state, and local motor vehicle inspection requirements and applicable laws.
- D. The apparatus maintenance person shall maintain a liaison with the apparatus manufacturer to be alert for recalls, warnings, safety alerts, and updates related to apparatus and vehicles.
- E. Any fire department vehicle found to be unsafe shall be placed out of service until repaired. Vehicles that have been deemed to be unsafe shall not be returned to service until repaired or corrected by a qualified emergency vehicle technician or mechanic as provided in the policy.
- F. Apparatus that are placed out of service shall be clearly marked and designated as out of service by a sign placed prominently in the driver's seat/steering wheel area. This requirement is not limited to out of service apparatus left in fire stations, but applies to vehicles parked in a repair shop, maintenance garage, and such other location as may be necessary for storage and/or repair.
- G. Pumps on engine apparatus shall be service tested annually or after any pump-related repairs, in accordance with the NFPA 1911, *Standard for the Inspection, Maintenance, Testing and Retirement of In-Service Automotive Fire Apparatus*.
- H. Aerial devices shall be inspected and service tested annually or after any aerial-related repairs in accordance with NFPA 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Inspection, Maintenance & Repair of Vehicles			Section: 200	Number: 11
Written: 3/2105	Reviewed:	Revised: 3/2015	Page 4 of 5	

- I. Tires shall be replaced when the remaining tread is less than 4/32nds of an inch on front tires and 2/32nds of an inch on rear tires (Federal Law, 49 CFR §393.75), or at least every seven years.
- J. Fire apparatus and EC units shall be cleaned and disinfected monthly or after a significant exposure of bio-hazard products.
- K. The apparatus maintenance person shall ensure that periodic apparatus inspections are performed in accordance with the manufacturer's recommendations.
- L. Records of all inspections, maintenance requests, maintenance, repairs, and service performed shall be maintained by the apparatus repair person.
- M. Separate files shall be established and maintained for each apparatus or vehicle.
- N. All records shall be maintained for the life of the vehicle or apparatus, and if the vehicle is sold or ownership is otherwise transferred, a copy of the maintenance/repair file shall be provided with the vehicle.

3. Driving Record Check:

- A. The fire department shall conduct a driving record check on all personnel when hired.
- B. Any member who has receives six (6) or more points against his/her license in any 12- month period, or ten (10) or more points in any five-year period, may result in disciplinary actions.
- C. Disciplinary actions could include:
 - suspension from driving apparatus for a period of thirty-days
 - required to participate in a remedial driver training program
 - Probation as a driver for a period of one year.
- D. Any subsequent violations by a member on probation may result in further disciplinary action.
- E. All personnel are required to report moving violations to their supervisor within seven (7) calendar days of being charged with the violation(s).

4. Accident Investigation Program:

- A. All vehicle accidents, crashes, mishaps, injuries, fatalities, and violations of rules, regulations, laws, and orders involving fire service vehicles shall be investigated by fire department officers. This includes accidents, crashes, or mishaps involving personally owned vehicles during fire department related activities.
- B. The cause(s) of each accident, crash or mishap shall be determined, and full documentation of the investigation shall be maintained.
- C. The fire department officers shall identify preventable from non-preventable events.
- D. The fire department officers shall recommend appropriate corrective action necessary to avoid repetitive occurrences of incidents identified through the investigation process. This may include remedial training and/or disciplinary action against the drivers and/or officers involved.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Inspection, Maintenance & Repair of Vehicles			Section: 200	Number: 11
Written: 3/2105	Reviewed:	Revised: 3/2015	Page 5 of 5	

- E. Lessons learned from investigations shall be incorporated into future training programs.
- F. Reports shall be provided to the fire chief on apparatus accidents, crashes, and mishaps, together with causes, injuries/fatalities, damages, case statuses, dispositions, and corrective actions taken. The report shall look at accident trends, and include recommendations for preventing accidents, crashes, and mishaps.

Attachments:

Daily check sheet

Maintenance request form

WINCHESTER FIRE/EMS / CLARK CO. FIRE DEPT.

Standard Operating Procedures

Procedure: Radio Communications			Section: 300	Number: 000
Written	Reviewed	Revised 4/2016	Page 1 of 3	

1. Purpose:

- A. To establish standard procedures for radio communications.
- B. To standardize terminology and provide for radio discipline.

2. General:

- A. "Plain Language" shall be the format for all radio communication. The use of codes and signals are to be avoided.
- B. All radio communications are to be professional. Verbal exchanges, abusive, and vulgar language will not be tolerated.
- C. Avoid transmitting personal information when possible.
- D. Do not use patient name when transmitting patient information.

3. Terminology:

- **Winchester** – Central Dispatch Center
- **Responding** – Responding to a call (EC-1 responding to 13 N. Main)
- **On Scene**- Arrival at scene of a call (EC-1 on scene)
- **In Route** - In route to a destination (Eng-2 in route Sta. 1)
- **Out at** - Crew out of vehicle at destination (Eng. 2 out at Sta. 1)
- **Clear** - Crew in vehicle and clear of scene or destination
- **Out of Service**- Crew and or vehicle not available to respond
- **In Service** - Crew and or vehicle available for call.
- **In Quarters** - Crew and vehicle in station.
- **Copy** - Message received and understood.
- **Repeat** - Repeat message.
- **Negative** - No
- **Affirmative** – Yes
- **Break** - Pause, more information to follow.
- **MAYDAY** – Emergency Radio traffic for a firefighter needing assistance on an emergency scene. (firefighter down, trapped, out of air)
- **Status check** – terminology used by Dispatch checking on responding units. Especially used on single responding unit after 10 minutes on scene without radio contact.

4. Procedure:

- A. When making a radio transmission, key the microphone and pause briefly to allow the repeater to key up, then transmit message.
- B. Get the attention of the party you wish to contact by addressing that party first. (Winchester from Eng. 1)

WINCHESTER FIRE/EMS / CLARK CO. FIRE DEPT.

Standard Operating Procedures

Procedure: Radio Communications			Section: 300	Number: 000
Written	Reviewed	Revised 4/2016	Page 2 of 3	

- C. Confirm that you have the attention of the party by waiting for a response before transmitting message. (Go ahead Eng. 1)
- D. Make sure message is heard and understood by waiting for confirmation. (Eng. 1 copy)

5. Priorities:

- A. The central communications center is dispatching for all public safety agencies in Winchester and Clark County and can at certain times become very busy. Therefore, it may become necessary to prioritize radio messages.
- B. Transmit only pertinent, critical, and necessary information.
- C. If non-emergent traffic, (for example, on scene times or mileage), keep up with them yourself and advise Dispatch later.

6. Description of Radio System:

A. Winchester Fire Primary (Channel #1)

Rx	Tx	Channel type	NAC	Ch. Spacing
154.130	156.000	P25	285	Narrow

This channel will be used as the primary radio channel for all City and County fire apparatus and EMS units. All runs will be dispatched on this channel and will be used unless Incident Command decides to move the incident to another tactical channel.

B. CCFD Primary (Channel #2)

Rx	Tx	Channel type	NAC	Ch. Spacing
154.2650000	156.075000	P25	287	Narrow

This channel will be used as a tactical channel with dispatch recording and repeater capabilities if Incident Command decides to use it.

C. Winchester Fire Fire ground (Channel #3)

Rx	Tx	Channel type	QT/DQT Enc	Ch. Spacing
154.280000	154.280000	Analog	179.9	Narrow

This channel will be used as a tactical channel if Incident Command decides the incident needs to be moved from primary channel. No recording capability.

D. CCFD Fire ground (Channel #4)

Rx	Tx	Channel type	QT/DQT Enc	Ch. Spacing
154.280000	154.280000	Analog	218.1	Narrow

This channel will be used as a tactical channel if Incident Command decides the incident needs to be moved from primary channel. No recording capability.

WINCHESTER FIRE/EMS / CLARK CO. FIRE DEPT.

Standard Operating Procedures

Procedure: Radio Communications		Section: 300	Number: 000
Written	Reviewed	Revised 4/2016	Page 3 of 3

7. Note:

- A. All Clark County Fire apparatus will identify themselves as “County.” Example: County E1 responding.
- B. On joint scenes, (MVC), the first arriving engine company officer in jurisdiction will be Incident Command until relieved by higher ranking officer. Incident Command should be the primary person talking with Dispatch.

WINCHESTER FIRE/EMS

Standard Operating Procedure

Procedure: Multiple Fire Alarm Requests			Section: 300	Number: 001
Written 8/2009	Reviewed 9/2015	Revised 9/2015	Page 1 of 2	

1. Purpose:

This SOP is established to provide guidance to Command and Winchester Dispatch when additional alarms are needed to handle an emergency incident.

2. Type of extra alarms:

- First Alarm
- 2nd Alarm
- General Alarm

3. First Alarm:

- A. Dispatch will receive a call over 911 or other alerting system.
- B. They will tone out the appropriate resources for the type of call.
- C. **Active 911** will send out type of call based on Dispatch entry.

4. 2nd Alarm:

- A. When on the scene of a working fire or emergency scene and all on duty resources are going to be actively involved in mitigation of emergency event:
 - Command will request a 2nd Alarm from Winchester Dispatch.
 - Dispatch will tone out a 2nd Alarm on WF/EMS main radio frequency. Type of emergency and location will be announced.
 - Dispatch will use **Dial My Calls** to send out 2nd Alarm message.
 - Staff will use **Active 911** to send out 2nd Alarm message.
 - Dispatch will put Clark County Fire Department on stand-by.
 - Dispatch will confirm that the Fire Chief has been notified.

5. General Alarm:

- A. When on duty and callback are not going to be enough personnel and equipment to handle the situation.
 - Command will request a General Alarm from Winchester Dispatch.
 - Dispatch will re-tone the 2nd Alarm tones and call it a General Alarm over WF/EMS main radio frequency. Type of emergency and location will be announced.
 - Dispatch will use **Dial My Calls** to send out a General Alarm message.
 - Staff will use **Active 911** to send out General Alarm message.
 - Dispatch will tone out CCFD to respond to the scene and report to Command.
 - Command will advise Dispatch to contact Lexington Division of Fire and Emergency Services and request a mutual aid response for a **District Major, 1-Engine, 1-Aerial, and 1-EC-Unit to cover Station #1.**
 - Command will request any additional resources needed and the possible source to obtain them.

WINCHESTER FIRE/EMS
Standard Operating Procedure

Procedure: Multiple Fire Alarm Requests			Section: 300	Number: 001
Written 8/2009	Reviewed 9/2015	Revised 9/2015	Page 2 of 2	

6. Phone Numbers of Mutual Aid Companies:

- Clark County Fire Dept- (859) 745-0260
- Lexington Division of Fire and Emergency Services- (859) 231-5600
- Montgomery County Fire and EMS- (859) 498-8720
- Paris Fire Department- (859) 987-2100
- Richmond Fire Department- (859) 623-8911
- Madison County EMS- (859) 623-5121

WINCHESTER FIRE/EMS
Standard Operating Procedures

Procedure: CALL-BACK			Section: 300	Number: 002
Written	Reviewed 1/2007	Revised 9/2015	Page 1 of 1	

1. Purpose:

- A. It is the intent of this SOP to establish a procedure for off-duty personnel to follow when called back on 2nd and General Alarms.
- B. To provide a means for the IC to account for the number of personnel available if needed.

2. Response:

- A. When responding on call-back, all personnel SHALL pick up their PPE (turnout gear) and then report to STATION 1. Do not respond directly to emergency scene.
- B. When responding in your personal vehicle (POV), you shall exercise caution and obey all traffic laws.
- C. At no time shall any member of WFD use red lights and/or sirens when responding on call-back in their POV.
- D. Staff Officers with assigned vehicles shall respond directly to the fire scene and report to the IC for instructions.

3. General:

- A. Upon arriving at Station 1, the highest-ranking officer or senior firefighter assumes responsibility to assign personnel to apparatus. He/She will notify IC of the personnel and units available in station.
- B. All personnel and apparatus shall remain in quarters unless requested by the IC or dispatched by Winchester Dispatch.
- C. All personnel shall remain on duty until properly relieved or released by the IC.
- D. If call-back personnel are requested at the incident scene, they shall report to the IC upon arrival. The IC will assign personnel to an assignment and incorporate them in the Accountability System.
- E. **Freelancing absolutely will not be permitted.**

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Personnel Accountability		Section: 300	Number: 003
Written 7/9/97	Reviewed 11/2/2006	Revised 9/2015	Page 1 of 3

1. **Purpose:**

To track each individual by their assignment while on duty and their position while working in and around an incident scene.

2. **Definitions:**

- A. Command - The Incident Commander or IC
- B. Battalion 1 - the primary command vehicle.
- C. Accountability Officer – The individual assigned to run the accountability system during an incident, and shall be referred to as “Accountability.”
- D. PAR – Personnel Accountability Report
- E. SEMS – Scott Emergency Management System
- F. IDLH – Immediately Dangerous to Life and Health
- G. MAYDAY – Urgent request for assistance
- H. RIT – Rapid Intervention Team

3. **Prior to Incident:**

- A. All personnel shall be issued two Velcro tags printed with their name. Both tags are to be affixed to the underside of their helmet when not on duty.
- B. A third tag with their name will be placed in service on the command board on Battalion 1.
- C. At the beginning of each shift, the command board on Battalion 1 shall be set up to reflect the personnel on duty.
 - 1. This shall be the primary means of accountability for the purpose of personnel safety while operating on an incident scene.
 - 2. At any such time that personnel or assignments change the command board shall be updated.
- D. When reporting to duty, individuals shall remove one of the tags from their helmet and affix it to the accountability board on the apparatus to which they are assigned.
 - 1. This shall be a secondary means of accountability for the purpose of personnel safety while operating on scene where Battalion 1 is not present or the department is operating at multiple scenes.
 - 2. In the event that a person must change apparatus during the shift they are responsible for relocating their tag to the appropriate position.
 - 3. A separate command board is located on Squad 1 in case of multiple scenes. If no accountability board is available the IC or crew leader will collect the tags and keep them for the duration of the incident.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Personnel Accountability		Section: 300	Number: 003
Written 7/9/97	Reviewed 11/2/2006	Revised 9/2015	Page 2 of 3

4. At The Incident:

- A. Upon arrival at the scene, Battalion 1's command board shall be utilized to note all personnel on the scene, their assignment and location at all times.
 - 1. As soon as possible, Command shall assign an Accountability Officer (Accountability.)
 - 2. The Accountability shall move responding companies from the resource side of the board to the incident side of the Command Board.
 - 3. Only companies with assignments shall be moved to the incident. Companies that remain in staging should be left on the resource side until needed.
 - 4. As companies are given assignments by Command, that company's board is placed on the incident and their task written on the command board beside the company.
 - 5. A company's board should be moved around the incident side to reflect their current assignment or position on the scene, i.e. Rehab.
- B. Company Officers or crew leaders shall report to Accountability either face-to-face or by radio whenever their company is transitioning around the incident scene. (Example: E-1 is out of the structure reporting to Rehab.)
- C. Approximately every 15 minutes during operations Command shall request a PAR.
 - 1. Accountability shall notify Command of the need for a PAR.
 - 2. Command shall announce for all companies to "standby for a PAR"
 - 3. Company Officers and crew leaders shall assess the status of their crew, then over the radio report to accountability officer crew location and status when asked for by accountability.
 - 4. If a problem arises with the PAR of a company or companies, a MAYDAY shall be issued and the RIT activated to find the cause of the problem.
- D. Companies should maintain crew integrity for the purpose of accurate accountability.
 - 1. At no time shall an individual firefighter or officer transition to or from IDLH atmosphere alone: use of the buddy system is vital to safety.
 - 2. Avoid reassembling crews with personnel from different companies; try to maintain crew integrity.
- E. The SEMS should be utilized during all operations. This system supplements out accountability system to monitor personnel's presence on the incident scene, PASS status and breathing air supply.
 - 1. Personnel must ensure that the SCBA they are wearing is the one designated to their assigned position and apparatus. Identified by the middle number of the SCBA identification: Engine Co. 1= Officer, 2= Firefighter, 3= Engineer, EC-Unit 1=EMT and 2=Paramedic. (Eng-1-1,Eng-1-2)
 - 2. If for any reason personnel are wearing an SCBA other than that of their assigned position Command and Accountability must be notified to correspond that SCBA to that person.
 - 3. Personnel operating in the "hot zone" whether breathing from the SCBA or not shall activate their PASS so that they can be detected by the SEMS.
 - 4. In addition to notifying Command that they are transitioning from the "hotzone," crews should activate the "withdraw" function of their SEMS and "reset" when they are clear.
 - 5. When going to Rehab, crews shall deactivate their PASS to clear them from the SEMS console and indicate that they are in Rehab.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Personnel Accountability		Section: 300	Number: 003
Written 7/9/97	Reviewed 11/2/2006	Revised 9/2015	Page 3 of 3

F. In the event of a second incident occurring simultaneously, a secondary accountability system is available on Squad -1 and is to be operated the same as the primary system on Battalion-1.

1. The accountability boards with the Velcro tags from the responding apparatus shall be gathered for use on the incident board.
2. A second SEMS console located on Squad-1 can be used to supplement this system.
NOTE: If both incidents are within 2 miles of each other, both SEMS consoles will receive crossover from the other incident.

5. Shutting Down Accountability:

- A. Command will make the determination on when to shut down accountability.
 1. Considerations to be made before accountability is shut down.
 - Are firefighters working in IDLH atmosphere?
 - Is work area reasonably safe for all firefighters?
 - Can firefighters enter and exit the structure without restrictions?
- B. Crew integrity and accountability will be maintained by Company Officers.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: May Day Communications			Section: 300	Number: 004
Written 02/2006	Reviewed 9/2015	Revised 9/2015	Page 1 of 1	

1. **Purpose:**

Firefighting is inherently dangerous. Firefighters need to give themselves permission to call for help, “May Day,” immediately in certain situations that a delay in calling for help may result in that firefighter’s death or near-death.

2. **General Considerations:**

- A. Anyone can call a May Day. The firefighter in need of help, or crewmember of a firefighter in need of help can initiate a May Day when a decision-making parameter occurs.
- B. Decision-making parameters are situations that, if a firefighter encounters, should without hesitation initiate the May Day. Those situations are, but not limited to:
 - entangled or pinned; low air alarm activated.
 - entangled or pinned; cannot self-extricate in 60 sec.
 - fall through a floor or roof.
 - unable to escape flashover conditions.
 - zero visibility; no contact with lifeline; unknown exit.
 - primary exit blocked; no secondary exit in 30 sec.
 - low air alarm activated; not at exit within 30 sec.
 - disoriented; cannot find an exit within 60 sec.
- C. Receiving a May Day shall deploy the Rapid Intervention Team to make entry to provide assistance to the firefighter(s) in need.
- D. After a May Day has been received, it may only be cancelled by the firefighter that initiated it once the decision-making parameter has been resolved.

3. **Initiating a May Day:**

- A. Transmit via radio on the operational frequency clearly stating “May Day, May Day, May Day”.
- B. If using a radio with an Emergency Identification Button, hold until activated then transmit the “May Day.”
- C. Using the pneumonic **U-N-C-L-E** attempt to clearly relay the information:
 - **Unit** Number
 - Your **Name**
 - The **Condition** Your Having
 - Your Last Known **Location**
 - What You Are Doing To **Escape**
- D. Relay the most detailed information you have about your location to narrow the search area for the Rapid Intervention Team.
- E. After giving your information, you must listen for Command to acknowledge your May Day. Otherwise, your call may have gone unheard. If so, repeat the transmission.
- F. Once your May Day has been acknowledged, ASDHJKTRE manually activate your PASS device and try to escape

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Incident Command System – Initial Response			Section: 300	Number: 5
Written: 11/2009	Reviewed:	Revised: 11/2014	Page 1 of 4	

1. Purpose:

- A. Provide for the management of resources at an incident through improved command and control.
- B. Meet NFPA 1500 and NIMS requirements for the use of an Incident Command System for operations at all incidents.
- C. Meet the OSHA/EPA requirement of the use an Incident Command System at hazardous materials incidents.

2. Definitions:

- A. **Incident Command:** The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.
- B. **Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- C. **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.
- D. **Accountability Officer:** An aide to the Incident Commander responsible for personnel accountability. They will set up the accountability system and track location and welfare of personnel operating at the incident.
- E. **Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. An appropriate span of control is between 1:3 and 1:7.
- F. **Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
- G. **Nothing Showing Mode:** In these situations, the first arriving company will investigate while other assigned companies remain in staging.
- H. **Fast Attack Mode:** When stabilizing or mitigating the situation requires immediate action, the officer's direct involvement will probably increase the chances of success.
- I. **Command Mode:** Because of their complexity, size, or threat to the community, certain incidents require immediate and firm command.
- J. **Divisions:** resources responsible for operations within a defined geographical area. Example: Outside of structures as "Alpha"; "Bravo"; "Charlie"; "Delta"; "Roof Div."; 1st floor as "Div. 1"; etc.
- K. **Group:** An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Example: "ventilation group."

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Incident Command System – Initial Response			Section: 300	Number: 5
Written: 11/2009	Reviewed:	Revised: 11/2014	Page 2 of 4	

3. Procedures:

A. The first unit on the scene of an incident shall be in command until relieved by a higher-ranking officer, and shall transmit a brief initial report or size up where appropriate:

1. FIRE INCIDENT

A brief description of the situation found; this should include:

- Building type
- Fire and or smoke conditions
- Occupant information if obvious
- Any obvious hazards

2. EMS INCIDENTS

At patient residence

- Very simple briefing: (EC-___ is on scene).

At injury accident scene

- Number and condition of vehicles
- Number and location of patients
- Any obvious hazards

Other scene

- Give only pertinent information
- Sometimes it is best to keep it simple.

B. After giving the on scene report the IC will have the following responsibilities.
(Not all responsibilities apply for EMS incidents)

Assess the Incident Priorities

- Life Safety
- Incident Stabilization
- Property Conservation

Size-up

- What have I got?
- Where is it going?
- What do I need to control it?

Select a Command Option

- Nothing Showing mode
- Fast Attack (offensive) mode
- Command (defensive) mode

Determine the Strategic Goals

- Protection and removal of victims
- Confine and extinguish the fire or control the hazard
- Minimize loss to involved or exposed properties

Determine Tactical Objectives

- Assign resources
- Nature of tactical activity
- Location of tactical activity

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Incident Command System – Initial Response			Section: 300	Number: 5
Written: 11/2009	Reviewed:	Revised: 11/2014	Page 3 of 4	

Establish the Communications Plan

- Assign frequencies
- Primary tactical channel is Fire Ground Ch.

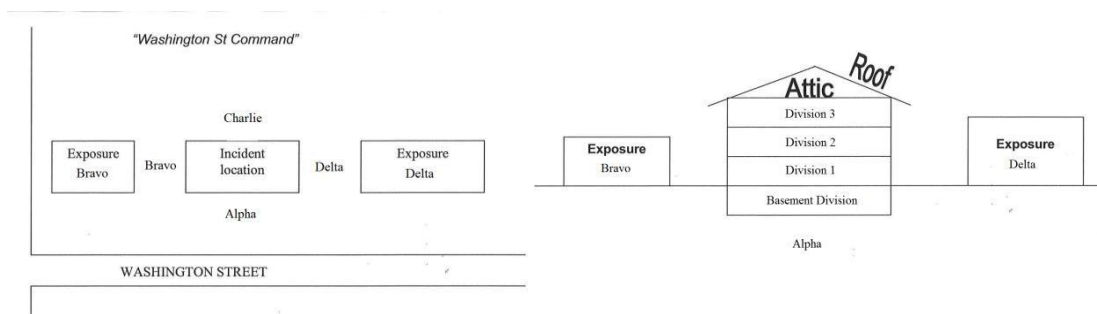
Implement the Incident Action Plan

- The IC will use available resources
- The IC will assign the command staff positions (Liaison, Safety, & PIO) as appropriate for the incident. Any command staff position that is not filled the IC will assume that position.
- The IC will expand the Incident Command system as needed to maintain Span of Control.

C. Personnel will use the following geographical terms when referring to the incident scene:

- Alpha, Bravo, Charlie, Delta
- Division 1 (1st floor), Division Charlie (rear of structure), Roof Division, Exposure Division Delta (task specific on Delta side)

Example:



4. Assuming, Passing, and Transferring Command:

A. Assuming command

1. When two or more WFD units are on the scene the highest-ranking officer may assume command after receiving a brief report from the previous IC.
2. Dispatch will be notified with
 - Who is in command
 - Command will be the geographical location of the incident. (Main Street Command or Wal-Mart Command)

B. Passing Command

1. Generally associated with a critical fast attack situation or known rescue.
2. The first arriving company gives a size-up and alerts the next due officer to prepare to take command of the incident upon their arrival.
3. When the next arriving officer is on scene:
 - Announces arrival on the radio.
 - Receives a verbal report from the initial company who passed command.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Incident Command System – Initial Response			Section: 300	Number: 5
Written: 11/2009	Reviewed:	Revised: 11/2014	Page 4 of 4	

C. Transferring Command

1. When the next higher-ranking officer arrives on the scene, it will be their discretion as whether or not to assume command.
2. When the higher-ranking officer does not assume command, they need to be part of the ICS.
3. When the higher-ranking officer assumes command:
 - Face to face transfer if possible.
 - The current commander will brief the new commander of the incident action plan.
 - Dispatch will be notified of the new command; however, the command name will not change.

WINCHESTER FIRE/EMS

Standard Operating Procedure

Procedure: Law Enforcement Standby		Section: 300	Number: 006
Written 06/2007	Reviewed 9/2015	Revised 9/2015	Page 1 of 2

1. Purpose:

- A. To provide guidance in the situations where police call for an EC-unit to standby at scenes that are primarily law enforcement in nature (i.e. barricaded subjects, high risk warrant service, search for suspect).
- B. The intent is to provide for the safety of our personnel while providing EMS services in support of law enforcement operations.

2. Requesting Standby for Law Enforcement:

- A. The law enforcement IC will make a request of the duty Battalion Chief for EC-unit standby.
- B. A WFD officer may respond with the EC-unit, if available.
- C. The Chief will be notified of the situation.

3. Standby Request Information:

- A. The following minimal information should be provided by the law enforcement agency requesting the EC-unit standby:
 - On scene contact person & phone number
 - Scene location
 - Standby location
 - Nature of the law enforcement situation nature (i.e. barricaded subjects, high risk warrant service, suspect searches).
 - Expected scene threats (i.e. firearms, hazmat /meth labs, animals, booby traps).

4. Operational Security:

- A. Units will keep in mind law enforcement needs for operational security and make every effort to preserve it.
- B. Lights and siren will not be used enroute to the standby scene, unless a patient is present on scene or law enforcements requests the use of lights and siren.
- C. If the standby is for warrant service, the standby EC-unit will stay off the radio until after the standby is completed. Communications will be via cell phone or face to face.
- D. If the standby results in a patient being generated, the EC unit may use the radio to go enroute to the hospital and may give patient report via the radio.

5. Lines of Authority:

- A. For purposes of this SOP, WFD personnel will work on scene under the law enforcement IC.

WINCHESTER FIRE/EMS
Standard Operating Procedure

Procedure: Law Enforcement Standby		Section: 300	Number: 006
Written 06/2007	Reviewed 9/2015	Revised 9/2015	Page 2 of 2

6. Scene Safety:

- A. All safety concerns will be expressed to the law enforcement IC. If the concerns are not resolved, the WFD personnel will contact the duty Battalion Chief and may be withdrawn from the scene.
- B. If a standby EC-unit is pulled off the standby scene by the Battalion Chief, the law enforcement IC will be notified before the unit leaves the standby scene.
- C. The standby EC-unit will remain in as safe an area as possible until the scene is secured. This area should be out of line of any possible gun fire.
- D. If an area is not safe, law enforcement may have to deliver the patients to the EC-unit crew at the perimeter.
- E. The law enforcement IC will report the scene safe for the EC-unit crew to enter, if they are needed in the scene.
- F. Law enforcement will search all patients from a law enforcement standby scene *prior* to the EC-unit crew caring for the patient.
- G. When transporting a patient under arrest (prisoner), it is the responsibility of law enforcement to provide for prisoner and EC-unit crew security during transport. A law enforcement officer will ride with patient to hospital.

7. Standby Release:

- A. Standby EC-units will stay on scene until released by the law enforcement IC. The law enforcement IC will release the EC-unit as soon as reasonably possible.
- B. The on-duty Battalion Chief may recall the standby EC-unit if the emergency needs of the department require.
- C. If a standby EC-unit is pulled off the standby scene by the Battalion Chief, the law enforcement IC will be notified before the unit leaves the standby scene.

WINCHESTER FIRE/EMS

Standard Operating Guideline

GUIDELINE: Emergency & Training Scene Safety		SECTION: 300	NUMBER: 001
WRITTEN	REVIEWED 7/2005	REVISED 7/2015	Page 1 of 2

1. **Purpose:**

A. It is the intent of this SOG to make the emergency or training scene as safe as possible by:

- Reducing the risk of injury to personnel and the public due to unsafe practices and/or conditions.
- Reducing the risk of injury to personnel while conducting and participating in training.
- Preventing damage to equipment and or apparatus during training exercises.

2. **Terminology:**

- A. IC – Incident Commander
- B. OIC – Officer in Charge
- C. ISO – Incident Safety Officer
- D. Worker – People on foot whose duties place them within the right-of-way of a Federal-aid highway such as responders to incidents within the highway right-of-way

3. **General:**

- A. Ultimate safety lies with the individual. Everyone operating on an emergency scene shall be held accountable for his/her own safety.
- B. All personnel at the scene shall be responsible for following the directions of the IC and the designated ISO concerning safety practices.

4. **Scenes Requiring a Safety Officer:**

- A. The following is a basic list of emergency scenes requiring an ISO. It is at the discretion of the IC to establish an ISO on emergency scenes not listed below.
 - Structure Fires
 - Vehicle Fires with Exposures
 - Hazardous Materials Incidents
 - Vehicle Crashes requiring extrication
 - Technical Rescue Incidents
 - MCI Incidents

5. **Training Safety:**

- A. It is the responsibility of the Training Officer to coordinate training exercises in such a manner as to not take unnecessary risks.
- B. Lead Instructor shall be responsible for the safety of personnel.
- C. Lead Instructor shall act as, or designate an ISO before training begins.
- D. All personnel are responsible for their own safety and shall follow the guidelines established by the Lead Instructor
- E. All live fire training will be conducted according to NFPA 1403.

WINCHESTER FIRE/EMS
Standard Operating Guideline

GUIDELINE: Emergency & Training Scene Safety			SECTION: 300	NUMBER: 001
WRITTEN	REVIEWED 7/2005	REVISED 7/2015	Page 2 of 2	

6. Scenes on Highway or Roadway:

- A. All personnel working an incident within the right-of-way of a roadway or highway shall wear high-visibility safety apparel.
- B. Safety Apparel is to include:
 - Lime Green Rain jacket
 - Lime Green Safety Vest
 - Firefighting turn out gear

7. Selection of the ISO:

- A. The IC or OIC shall assume the responsibility of ISO until he/she can designate someone to fill that position
- B. An officer will be the first consideration to fill the ISO position. A senior firefighter will be the next choice.

8. ISO Role and Responsibility:

- A. The ISO shall have complete responsibility and authority to alter, suspend or terminate any operation that he deems to be a safety hazard to personnel or the public.
- B. The ISO shall immediately inform the IC of any hazards and actions taken to correct said hazard.
- C. The ISO shall have this authority through the Fire Chief
- D. The authority of the ISO can only be overruled by the IC.

WINCHESTER FIRE/EMS

Standard Operating Procedure

Procedure: BERT Activation			Section: 300	NUMBER: 008
Written 7/2005	Reviewed 9/2015	Revised 10/2015	Page 1 of 2	

1. Purpose:

- A. To establish a procedure for activating a response by the Bluegrass Emergency Response Team (BERT).
- B. Establish a procedure for response to an activation of BERT within the 11 counties of the BERT region.

2. Activation of BERT:

- A. An authorized individual from any county in the Emergency Management Area 13 Region may activate BERT by contacting their communication center and that communication center shall contact the Garrard County 911 at **(859) 792-3023**.
- B. The following information must be provided and recorded for proper transfer to appropriate personnel.
 - Exact location of the incident or staging area
 - Name and contact number of the scene liaison for the BERT Response.
 - Type of Incident (Haz-Mat, Technical Rescue, Mass Casualty, SAR, Storm Response) and brief description of incident.
 - Telephone number of the Communications Center making the request.
- C. Upon receipt of a BERT activation request, the Garrard County 911 Center shall notify and provide the above information to the following personnel and communication centers.
 - LFD on duty Battalion Chief
 - LFD Assistant Chiefs (FYI)
 - Clark County (859) 745-7403
 - Woodford County (859) 873-3126
 - Jessamine County (859) 887-5447
 - Madison County (859) 623-8911
 - Bourbon County (859) 987-2100
 - Estill County (606) 723-2201
 - Garrard County (859) 792-3023
 - Nicholas County (859) 289-3710
 - Powell County (606) 663-4116
 - Harrison County (859) 234-7100
 - University of Kentucky Radiological Team (859) 699-6084 and (859) 913-0570
- D. Units and BERT resources
 - **B.E.R.T. Unit One** – Versailles FD – Hazardous Materials
 - **B.E.R.T. Unit Two** – Winchester FD - Hazardous Materials
 - **B.E.R.T. Unit Three** – Jessamine County – Rescue
 - **B.E.R.T. Unit Four** – Fayette County - Mass Casualty
 - **B.E.R.T. Unit Five** – U.K. Radiological Team
 - **Storm Response Trailers** – Versailles FD, Garrard Co, Estill Co, Bourbon Co, Clark Co FD, Powell Co, Nicholas Co, and Richmond FD.
 - **Communications Mobile Repeaters** – Powell Co & Garrard Co
 - **Incident Management Team**

WINCHESTER FIRE/EMS
Standard Operating Procedure

Procedure: BERT Activation			Section: 300	NUMBER: 008
Written 7/2005	Reviewed 9/2015	Revised 10/2015	Page 2 of 2	

E. WFD Unit Designation

- **Haz-Mat II** – Ford F550 truck
- **Haz-Mat II Trailer**- The research and equipment trailer
- **BERT EZ-GO**- The white ATV
- **BERT Utility Trailer**- The trailer used to haul the EZ-GO

3. Winchester Fire Dept. activation of BERT:

- A. The Fire Chief, Battalion Chiefs or Majors are the WFD authorized people to activate a BERT response.
- B. They will follow Section #2 of this procedure to activate a BERT response, plus make the following contacts.
 - The Fire Chief
 - The local Emergency Management Director
 - The City Manager or Mayor

4. Response to a BERT Activation:

- A. Winchester Dispatch will receive the call from Garrard County 911 Center.
- B. Winchester Dispatch will contact the on duty Battalion Chiefs of Winchester and Clark County Departments and relay all the information.
- C. The Battalion Chief will take the information, contact the Fire Chief and respond accordingly to the type of incident.
- D. Listed below are types of activations and possible responses to the situation. (All responses will be made according to available manpower; choose best available personnel on duty for response).
 - **HAZARDOUS MATERIALS RESPONSE-**
Respond E-1 Crew with Hazmat II and Trailer.
Notify Fire Chief or Staff Officer to respond with EZ-GO.
Request a 2nd alarm to cover responding personnel.
 - **RESCUE RESPONSE-**
Respond E-1 Crew with Hazmat II, EZ-Go, and equipment needed.
Notify Fire Chief or Staff Officer to respond.
Request 2nd alarm to cover responding personnel.
 - **MASS CASUALTY RESPONSE-**
Respond E-1 Crew with Hazmat II, MCI Trailer, EC-1 and crew.
Notify Fire Chief or Staff Officer to respond.
Request 2nd alarm to cover responding personnel.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Motor Vehicle Collision (MVC) Response			Section: 300	Number: 10
Written: 5/2015	Reviewed:	Revised:	Page 1 of 1	

1. **Purpose:**

To ensure adequate resources are on scene of incidents reported as a vehicle collision with injuries for the purpose of incident management, safety, rescue, suppression, and emergency medical services operations.

2. **General:**

- A. Given the location of a reported MVC, an EC Unit, Engine 2 and the next closest Engine Company should be dispatched.
- B. Engine 2 is set up and equipped to perform operations specific to vehicle rescue, among other capabilities.
- C. Other engine companies may provide suppression, and/or assist with rescue and EMS.
- D. The EC Unit should provide triage, treatment, and transportation of the victim(s) as needed.

3. **Operations:**

- A. The first arriving company should provide a brief initial report (size-up) of the incident to include but not limited to:
 - Number of vehicles
 - Degree of damage
 - Potential hazards present
 - Number of victims
 - Need for additional resources
 - Formally establish command
- B. If no entrapment and the additional resource is not needed, may cancel the second due engine company.
- C. Initiate triage of all victims. If determined there are no victims requiring transport, may cancel the EC Unit and document the refusal of care/transportation appropriately.
- D. If rescue operations are required, Engine 2 should be tasked with the vehicle rescue operations to include but not limited to:
 - Stabilization of the vehicle
 - Assist EC Unit with gaining access to the victim(s)
 - The use of various tools and equipment to cut, spread, and/or remove parts of the vehicle(s) to disentangle the victim(s)
- E. The additional engine company should provide for safety by disabling the electrical system of the vehicle, deploying a charged 1 ¾ inch hose line with at least one firefighter in turnout gear and SCBA. The crew may also assist with rescue operations and/or the EC Unit with packaging and preparation of transport.
- F. The EC Unit should attempt to gain access to the victim(s), assess for injuries, and advise rescue crew as needed to the extent of a patient's injuries that may dictate varying tactics for removal from the vehicle.
- G. If any additional resources are needed to mitigate the incident, to include the use of air medical transport, make such request to the incident commander.

WINCHESTER FIRE/EMS

Standard Operating Guideline

GUIDELINE: Bomb Threat Incidents			SECTION: 300	NUMBER: 20
WRITTEN 9/2006	REVIEWED	REVISED	Page 1 of 2	

1. Purpose:

To establish reasonable procedures to and evaluation of bomb threats.

2. Policy:

As bomb threats become more common in public buildings and the reality of possible domestic terrorism increases, response of Fire-EMS personnel can:

- pose undue danger if explosive devices are present
- require unnecessary on-scene apparatus and personnel if the threat is an only more common hoax.

With these facts in mind, bomb threats shall be treated as serious incidents while not unduly committing apparatus and personnel.

3. Procedure:

- Upon receipt of a bomb threat, Dispatch shall take the information as indicated in the Winchester Police Department (WPD) Bomb Threat Protocol, initiate phone tracing procedures as specified in the WPD protocol and notify the management of the threatened property and other emergency responders as necessary.
- The on-duty Battalion Chief shall be notified of the bomb threat by telephone. The incident will NOT be toned out on the radio as a whole department response. All responses to a bomb threat incident shall be made without lights and sirens and all posted speed and traffic laws shall be obeyed.
- The Battalion Chief will notify the appropriate station (primary response district) and will respond to a "service call at (location)."
- Upon arrival at the Service Call location, the Battalion Chief shall meet with the City and/or State Police, the property owner or manager, and facility security if applicable. Facts and information regarding the bomb threat shall be gathered and an assessment of the situation shall be made by the parties designated.
- The City and/or State Police will maintain control and responsibility for a bomb threat incident until the incident is terminated. The WFD will take necessary action and command of suppression and/or rescue operations **ONLY** if a bomb has detonated.
- The owner or manager of the property has exclusive responsibility for the health and welfare of occupants in all pre-fire or pre-emergency stages. The decision to evacuate a property lies solely with the property owner/management, and not with the WFD personnel. Should the facility management decide to evacuate the building, the management shall remain responsible for all persons evacuated and for the property unless an explosion or fire occurs. Should an explosion or fire occur, the property shall be under the jurisdiction of the WFD. If an explosion does not result, the property management shall make the decision when occupants may re-enter.

WINCHESTER FIRE/EMS

Standard Operating Guideline

GUIDELINE: Bomb Threat Incidents			SECTION: 300	NUMBER: 20
WRITTEN 9/2006	REVIEWED	REVISED	Page 2 of 2	

- G. Based on the information obtained, reason to believe an actual explosive device may exist, or at the request of the Police, the Battalion Chief may notify dispatch to respond an additional apparatus if needed.
- H. Upon arrival, WFD apparatus shall stage at least 1000 feet from the bomb threat location.
- I. Based upon the assessment of the incident and actions determined to be necessary, the Battalion Chief will determine how long WFD will need to remain on scene.
- J. WFD personnel shall assist the Police with evacuation and perimeter control if necessary.
- K. WFD will **not** become involved in the bomb search operations unless requested by the WPD. The request will be made through the Battalion Chief.
- L. Once on the scene, until the incident is terminated, there shall be no radio transmissions from any unit within the 1000 feet perimeter. All necessary communications will be via land-line or person-to-person.
- M. Dispatch will be notified when the incident has been mitigated or terminated, or when the role of WFD in the incident has concluded.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 1 of 11	

1. Policy:

It is the policy of this department to provide the most advanced, tactically sound, and safest firefighting operations permissible based upon personnel, apparatus, equipment, and resources available at the time of the incident. It is further the policy of this department to conduct firefighting operations in a manner that recognizes hazards and prevents accidents and injuries.

2. Definitions:

- A. **Company:** An engine company, ladder company, or emergency medical services (EMS) unit. A company includes the apparatus and the personnel responding on the apparatus.
- B. **Company officer:** The officer, acting officer, or senior member in charge of a company or crew.
- C. **Crew:** A team of members under the command of a company officer assigned to work together at an incident scene. Crew sizes shall range from three to a maximum of eight members, including the company officer.
- D. **Hazardous Area:** The area where members might be exposed to a hazardous atmosphere.
- E. **Hazardous Atmosphere:** Any atmosphere that is oxygen deficient or that contains a toxic or disease producing contaminant.
- F. **Imminent life-threatening situation:** Circumstances where immediate action could prevent the loss of life or serious injury.
- G. **Initial Stages:** The period of time in an emergency incident prior to the arrival of a second company/crew on scene.
- H. **Rapid Intervention Team (RIT):** At least two (2) personnel fully equipped with appropriate protective clothing, SCBA and such other specialized equipment as are necessary given the specifics of the operation, located on scene, immediately available for the rescue of a member or company should the need arise.
- I. **Working Structure Fire:** A fire in a structure that requires the use of a 1 3/4" or larger fire attack hose line and the use of SCBA for members entering the hazardous area.

3. Safety Considerations:

- A. Members operating at structure fires shall maintain company integrity and accountability as required by the SOP on Accountability Procedures.
- B. Members operating in hazardous areas at working structure fires shall operate in teams of 2 or more.
 - 1. Team members operating in hazardous areas shall be in communication with each other through visual, audible, or physical means or safety guide rope, in order to coordinate their activities.
 - 2. Team members shall be in close proximity to each other to provide assistance in case of emergency.
 - 3. All teams entering a hazardous area at a working structure fire shall have at least one member equipped with a portable radio capable of communicating with the IC, and other crews on the incident.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 2 of 11	

- C. In the initial stages of a working structure fire when only 1 team is operating in the hazardous area, a minimum of 4 individuals is required, consisting of 2 individuals working as a team to enter the hazardous area and 2 individuals remaining outside the hazardous area for assistance or rescue. (2 in/2 out)
- D. The 2 out members shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry. They shall remain in radio, visual, or voice communications with the entry team.
- E. In addition, one of the members shall be permitted to perform other duties outside of the hazardous area, such as apparatus operator, or IC.
- F. Each 2 out member shall have full PPE and SCBA immediately accessible if the event he/she is required to assist or engage in the rescue of personnel inside the hazardous area.
- G. No one shall serve as a 2 out member when other activities in which they are engaged inhibit their ability to perform a rescue or are of such importance that they cannot be abandoned without placing other firefighters in danger.
- H. During the initial stages of a working structure fire when only one company/crew is on scene, entry into the hazardous areas SHALL NOT BE MADE until a second company/crew arrives on scene.
- I. Exceptions
 - 1. INVESTIGATION MODE: When companies/crews are dispatched to a building for alarm activation, investigation, or reported fire, and arrive to find no visible or obvious sign of fire. Entrance into the structure shall be permitted, provided at least 1 member remains outside.
 - 2. MINOR FIRE (not within the definition of a “working structure fire”): When companies/crews are dispatched to a building for alarm activation, investigation, or reported fire, and indications are that the fire is of a minor nature. Entrance into the structure shall be permitted, provided at least 1 member remains outside.
 - 3. IMMINENT LIFE-THREATENING SITUATION: If the first arriving company/crew/personnel finds an imminent life-threatening situation where immediate action could prevent the loss of life or serious injury, entry into the hazardous area shall be permitted without regard to the “two-in, two-out” requirement.
 - (a) **No exception shall be permitted when there is no possibility to save lives.**
 - (b) **When actions are taken in accordance with this section, the company officer shall immediately inform the responding chief officer by radio so that necessary support and backup will be provided.**
 - (c) **Any such actions taken in accordance with this section shall be thoroughly investigated by the Fire Department Safety Officer with a written report to be submitted to the Fire Chief.**

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 3 of 11	

- J. The “two-in, two out” requirement does not prevent a first arriving company/crew at a working structure fire, from making preparations to enter the hazardous area, including donning PPE and SCBA, performing reconnaissance, forcing entry, and stretching hose lines to the structure. In addition, defensive operations from outside the structure may be initiated.
- K. Upon the arrival of the responding Chief Officer, the Chief shall be briefed by the company officer as to the deployment of personnel, companies and/or crews. In the event the company officer is inside the structure or otherwise unable to brief the Chief, the standby member shall brief the Chief as to the disposition of personnel to that point.
- L. Once a second company is assigned to or is operating in the hazardous area, the incident shall no longer be considered to be in the “initial stages”, and at least 1 rapid intervention team (RIT) shall be required. It is the IC’s responsibility to ensure that this requirement is met.
- M. During any Mayday or firefighter rescue operation, each crew/company shall remain intact for accountability purposes.

4. Risk Management

- A. At all times while operating at structure fires, the IC shall integrate risk management into the regular functions of incident command.
- B. The IC shall apply the following basic risk management principles:
 - Activities that pose a significant risk to the safety of personnel shall be limited to those situations where there is a potential to save endangered lives.
 - Activities that are employed to protect property shall be conducted in such a way as to recognize the inherent risks they pose to the safety of personnel, and steps shall be taken to reduce or avoid these risks.
 - No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.
- C. In situations where the risk to fire department personnel is excessive, activities shall be limited to defensive operations.
- D. The IC shall evaluate the risk to members with respect to the purpose and potential results of their actions in each situation.
- E. Risk management principles shall be employed by supervisory personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all personnel at the incident scene.

5. Rapid Intervention Teams

- A. A rapid intervention team (RIT) shall consist of at least two members and shall be available in the early stages of an incident for the rescue of a member or a crew if the need arises.
- B. In the early stages of an incident, the IC shall ensure that the rapid intervention team requirement is satisfied by one of the following:

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 4 of 11	

- On scene members performing other functions but ready to redeploy to perform RIT functions
 - On scene members designated and dedicated as rapid intervention team.
- C. As the incident expands in size or complexity, including any requests for additional companies, the IC shall ensure that a RIT, or multiple RITs, are provided upon the arrival of these additional companies/crews.

6. Tactics

A. Apparatus Placement

1. At fire scenes, engine companies shall position their apparatus so as to provide maximum access for ladder companies. Additional responding companies shall not block the access of incoming ladder companies to the fire building from either direction. Access must also be maintained for arriving and transporting EMS units.
2. The first arriving engine company shall be positioned in a tactically correct location for fire attack purposes.
3. Additional responding engine companies not being utilized to pump or lay feeders, should be positioned and parked at tactically correct locations that will allow them to lay additional feeders should the need arise, without blocking access to the fire building.
4. The first arriving ladder company should be positioned to remove severely exposed victims visible from the exterior of the building.
5. Each of the ladder companies responding on the first alarm should be positioned so as to allow the aerial device to access the roof AND at least two sides of the building whenever feasible.

B. Size-Up

1. Upon arrival, the first arriving officer shall give a brief size-up to Dispatch, including;
 - construction
 - occupancy
 - status of occupants
 - visible smoke and fire conditions
 - establishing command

EXAMPLE: Winchester this is Engine 1, we have a working fire in a three-story wood-frame occupied dwelling. We have a report of children trapped on the second floor, Side Delta. There is fire showing on the second floor, Side Bravo. Engine 1 is establishing Command.

2. Officers observing any additional pertinent conditions that pose a threat to the safety of firefighters, fire victims, or the prompt containment of the fire, shall report said conditions to Command, utilizing Dispatch as needed to relay the message. This would include:

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 5 of 11	

- Exposures threatened
 - Hazardous materials present
 - The presence of truss construction
 - Structural defects
3. Officers shall incorporate water supply considerations into their size-up and decision making. The availability of water, quantity of water, and lag time in obtaining water must be factored into all strategic and tactical decisions. In particular, operations in areas without hydrants must be approached much more cautiously and in a calculated manner mindful that rate of application is more important than total gallons available.
 4. Officers shall also incorporate the availability of personnel and resources, including response times, into strategic and tactical decisions.

C. Line Selection

The choice of which size line should be used is one of the most important decisions that engine company officers are called upon to make. One tool that may be used to assist officers with this decision is the National Fire Academy's Fire Flow Formula (see Appendix A). The Fire Flow is the minimum amount of water (in gallons per minute) that must be applied to an area on fire to cause extinguishment.

$\text{Length} \times \text{Width} / 3 = \text{Base Fire Flow Required to extinguish the area on fire}$

GENERAL GUIDELINE

1 3/4" Line	Interior attack	Residential or Light commercial
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2 1/2" Line	Exterior attack/exposure	Residential or Commercial
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2 1/2" Line	Interior attack	Industrial protection
		Heavy Commercial

Master Streams	Exterior attack (Defensive mode)	All occupancies
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D. Line Placement

1. The first attack line shall be placed between the fire and the most severe exposure. In this regard, exposures may be lives as well as property.
2. When a life or lives are endangered by a fire, the first line should be placed between the fire and the victims or the victim's means of egress.
3. When no lives are in danger, the first line should be placed between the fire and the most severe property exposure. Property exposures may be exterior or interior
4. The selection of which exposure is most severe will vary greatly based upon a number of factors, including construction type, occupancy, fire load, wind/weather, and volume of fire. Company officers must exercise their best judgment based upon the standard incident priorities of:

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 6 of 11	

- Life safety
 - Incident Stabilization
 - Property Conservation
5. When covering exterior exposures, engine company officers should consider the use of larger caliber streams.
 6. Whenever possible, an aggressive interior attack (offensive mode) shall be made upon the fire.
 7. The first attack line shall remain in the area to which they are initially deployed, until the fire in that area is completely extinguished and the area fully overhauled as necessary. The company officer shall check with the IC or appropriate Division/Group officer before redeploying.
 8. The second arriving engine company/crew shall be responsible for immediately providing an adequate water supply to the first arriving engine company.
 9. If the building is equipped with a fire department connection (standpipe or sprinkler), the company laying feeders shall ensure that all such connections are properly fed. If additional help is required to carry out this assignment, the company laying feeders shall request such assistance from the IC.
 10. The company providing water supply shall inform Incident Command of this fact, and shall receive an acknowledgment from the IC
 11. The second attack line shall back up the first attack line, but shall have sufficient hose to operate on the floor above.
 12. If the officer of the first attack line indicates that the first attack line will hold, and there are no other fire exposures on or below that level, the second attack line shall re-deploy to the floor above the fire, provided another attack line has not already been deployed to that floor.
 - **EXCEPTION:** At all basement fires, the second attack line shall be committed to operations in the cellar, or shall be positioned at the bottom of the basement stairs to protect the means of egress of the first attack line. Redeployment of the second attack line to any other assignment shall be at the discretion of the IC.
 13. Any additional attack lines, if needed, shall be deployed to IC's discretion.
 14. The officers of the second and third attack lines shall inform the IC of the location to which they have taken their line and are operating (floor and /side). All attack lines shall remain in the area to which they deploy, until the fire in that area is completely extinguished and the area fully overhauled as necessary. Each engine company officer shall check with the IC or appropriate Division or Group officer before redeploying.

E. Truck Companies

1. The first arriving truck company officer shall determine the ventilation profile of the structure and ensure that all tactical decision-making takes into account:
 - The impact of wind velocity and direction on fire conditions.
 - The need for ventilation versus the need to limit the fire's access to oxygen.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 7 of 11	

2. The first arriving truck company officer shall thereafter direct operations of the company in accordance with the following tactical objectives:
 - a) Remove severely exposed victims visible from the exterior of the building,
 - b) Examine the entire exterior of the building for victims trapped at windows, fire escapes, roofs, porches, balconies, etc.
 - c) Provide roof ventilation and/or horizontal ventilation
 - Ventilation should not be provided if it will contribute to fire spread.
 - Truck company officers must actively consider and evaluate the potential for a wind-driven fire scenario as well as a back-draft.
 - Roof teams that identify hazards such as lightweight wood-truss, bowstring truss, any other type of truss construction, or excessive weight on the roof, shall immediately inform the IC.
 - Serious consideration should be given to assigning additional personnel in addition to the crew of one truck company to assist with the ventilation of a flat roof.
 - Ventilation must be coordinated with engine company hose line advance
 - d) Perform forcible entry for engine companies as required.
 - e) Perform search and rescue operations on the fire floor or location of most severely exposed victims.
 - f) Perform search and rescue operations on the floor or floors above the fire.
 - g) Perform additional ventilation as needed.
 - h) Perform salvage & overhaul as needed.
 - i) Raise ground ladders as needed.
3. Communication between the truck companies and Command is critical in order for all required tasks to be accomplished. Of particular importance are timely messages relating to critical tasks. For example, if the most efficient method of achieving roof ventilation would be to have the truck company approach from a particular direction (overhead obstructions or apparatus placement prevent the use of the aerial), then this information should be transmitted immediately.

F. EMS Company

1. Unless directed otherwise by the IC, the first arriving EMS company shall provide EMS care to any victims.
2. The EMS company shall maintain strict accountability for any victims or personnel injured and/or transported to the hospital.
3. If EMS care is not needed, the EMS company can be used in any other fire ground operations.
4. An additional EMS company shall establish a Rehab area. They will maintain accountability for all personnel in rehab.

G. Overhaul and Salvage

1. Overhaul operations consist of searching for and extinguishing hidden or remaining fires; placing the building, its contents, and the fire area in a safe condition; determining the cause of the fire; and recognizing and preserving evidence of arson. Salvage operations consist of those methods and procedures that further reduce fire, water and smoke damage during and after fires.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 8 of 11	

2. Safety Considerations

- Self-Contained Breathing Apparatus. Toxic fumes are almost always present during overhaul. These fumes come from such sources as smoldering wood and fabrics, decomposing insulation, pesticides, deteriorating polyvinyl chloride (PVC), plastics, and other hazardous materials present in the area. Toxic gasses such as hydrogen cyanide and carbon monoxide are abundantly present during overhaul due to partially extinguished and smoldering materials.
- Use of SCBA during overhaul is essential for ensuring firefighter health and safety. SCBA shall be worn by all members inside a fire building while firefighting operations are taking place, until the fire is extinguished and the area has been thoroughly ventilated with fresh air and monitored for safe levels.

3. Structural Integrity

- Weakened structures are commonly encountered during overhaul, due to consumption of structural elements by the fire, damage from firefighting operations, and the added weight of water used to fight the fire (see Appendix B).
 - Holes in floors or stairs should be marked or barricaded, or else covered with an appropriately strong object, such as a door, plywood, or a ladder.
 - Command should be informed immediately of any unsafe condition inside the building, and should announce the unsafe condition over the radio for all operating personnel to hear.
4. The location and extinguishment of hidden fire has serious firefighter safety implications. Company officers must make sure the area in which they are operating is fully overhauled as appropriate, before being reassigned.
 5. Fatigue is a primary cause of injuries to firefighters during overhaul. Firefighters involved in rescue and fire attack operations should be relieved of overhaul responsibilities as soon as possible.
 6. Control of the utilities (including gas, water and electric) shall be at the discretion of the IC.

H. Determining the Cause of the Fire

1. Any possible ignition sources or significant conditions that may have contributed to the cause of the fire should be preserved for the fire investigators. This may require delaying overhaul, or exercising extra care not to disturb such evidence.
2. During debris removal, careful observation of should be made for any evidence of arson that might be present. If evidence is found, the area should be left intact until the arrival of the fire investigator, provided it will not result in extension of the fire.

I. Salvage

1. Salvage operations remain one of the most essential services provided by firefighters. Victims of fire recognize and appreciate the efforts of firefighters to protect their belongings, especially irreplaceable items. Commonly overlooked irreplaceable items include photographs, photo albums, scrap books, books, letters, paintings, and personal memorabilia.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 9 of 11	

2. Salvage work is generally the responsibility of truck companies, and begins on the floor below the fire, or areas adjacent to the fire on the fire floor. However, when computers or other valuable electronic equipment is present (particularly in businesses), salvage activities should begin in such areas due to the risk of extremely high losses associated with smoke and water damage.

J. Restoring the Premises

1. After the fire is extinguished, precautions shall be taken to reduce the hazards in the building for occupants and neighbors, to the extent such can be done with the equipment and materials on hand.
2. The building should be checked for dangerous conditions that may pose a threat to occupants who will take possession after the fire, as well as neighbors or passersby. Any dangerous conditions in the area should be mitigated, including:
 - Broken glass in windows that may fall out
 - Loose boards, gutters and soffits hanging from upper floors
 - Chimneys or walls that are in danger of falling
 - Loose slate shingles
3. If the danger cannot be eliminated, the area affected is to be clearly marked with fire line tape or other suitable method to warn occupants and/or neighbors of the danger.
4. If the integrity of the structure is in question, the Building Inspector's Office should be notified.
5. If the structural problems pose a threat to occupants or persons outside the structure, the Building Inspector's Office should be asked to send a representative to the scene.

K. Releasing the Premises and Securing the Building

1. Releasing the premises back to the owner is usually the last step in firefighting activities. This simple yet formal procedure should be done by the IC in the presence of a witness, and should include warnings about any dangerous conditions known to exist on the premises.
2. Firefighters should assist the owner or occupant in securing the building whenever such is necessary due to the extent of the fire and/or collateral firefighting damage. Openings that would allow intrusion by unauthorized persons or by the elements if left unsecured should be secured to the extent possible under the circumstances, given the materials onhand.
3. If the owner or occupant of the structure cannot be located, and the building cannot be secured to its pre-fire condition, the police department should be requested to maintain security until the arrival of a responsible party.

WINCHESTER FIRE/EMS
Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 10 of 11	

APPENDIX A

NATIONAL FIRE ACADEMY FIRE FLOW FORMULA

The formula is as follows

$$\text{Length} \times \text{Width} / 3 = \text{Base Fire Flow Required to extinguish the area on fire}$$

The base fire flow provides the amount of water necessary to extinguish a single floor of the given dimension that is 100% involved. To arrive at the total required fire flow for a building the following additional matters must be considered:

- Add 25% of the base fire flow for each floor above the fire floor, up to a maximum of 5 floors
- Add 25% of the base fire flow for each external exposure
- Multiply the base fire flow times the number of floors actually involved
- Multiply the base fire flow by the percent involvement where applicable

The importance of the Fire Flow formula is that it allows us to estimate the area of fire that a given sized line will extinguish. For example, if we assume that a 1 3/4" line flows 150 GPM, the maximum area that can be extinguished with a single 1 3/4" line is 450 square feet, or an area roughly 21' x 21'.

Similarly, if we assume that a 2 1/2" line flows 250 GPM, the maximum area that can be extinguished with a 2 1/2" line is 750 square feet, or an area roughly 27' x 27'. The maximum area that a master stream appliance flowing 500 GPM can extinguish is 1500 square feet, or roughly 50' x 30'.

If a one story building 30' by 50' was fully involved in fire, the required fire flow would be calculated as follows:

$$30 \times 50 / 3 = 1500 / 3 = 500 \text{ GPM.}$$

Flows less than this amount will generally not be able to extinguish the fire regardless of how long they are applied, until the fire begins to run out of fuel. However, fire flows that approach the required fire flow may make some headway toward darkening down the fire.

WINCHESTER FIRE/EMS
Standard Operating Procedures

Procedure: Structure Fires			Section: 400	Number: 001
Written 10/20/2015	Reviewed	Revised	Page 11 of 11	

APPENDIX B

COLLAPSE POTENTIAL OF WATER

Water from fire streams can accumulate on floors and roofs of buildings already weakened from fire damage. The weight of the water (8.35 pounds per gallon) can create a dangerous condition independent of any other structural problems that may exist. When combined with structural damage from the fire and fire suppression activities, the potential for collapse is great.

EXAMPLE: A roof that is 20 feet by 50 feet, with 6 inches of water accumulated on it, has a superimposed load of 31,250 lbs.

NOTE: This is the weight/volume/gallonnage that a single 500 GPM master stream applies in just 7-8 minutes. A 500 gpm stream adds 4175 pounds per minute to the structure.

EXAMPLE: A room that is 10 feet by 12 feet with 4 inches of water accumulated, has a superimposed load of 1,875 lbs.

LESSON LEARNED: The superimposed load that water from fire streams can create, can also pose a collapse potential even when there is little or no visible water accumulation. This can occur when water soaks into a porous substance, such as a plaster ceiling, that can collapse with a devastating impact on personnel.

WINCHESTER FIRE/EMS

Standard Operating Procedures

GUIDELINE: MCI MANAGEMENT			SECTION: 500	NUMBER: 02
WRITTEN 11/2005	REVIEWED 10/2006	REVISED 6/2009	Page 1 of 7	

1. Purpose:

- A. Ensure life threatening injuries are not over-looked, thus reducing mortality in the Multiple Casualty Incident (MCI).
- B. Ensure a method of patient accountability in all phases of the MCI.
- C. Ensure personnel and equipment of WF/EMS is utilized in the most efficient manner.
- D. Ensure continuity of patient management/care when outside agencies are enlisted.

This procedure does not relieve the Incident Commander (IC) of their responsibilities under the Incident Command System. The IC is still responsible for the safety and welfare of emergency personnel. They must assure that any hazardous conditions, fires, or other threats are controlled prior to initiation of triage operations.

The actions of the first unit to arrive will dictate how the succeeding events will occur. If the first unit initiates good MCI management, the event will proceed in the same manner.

2. Definitions:

- A. **MCI** is an incident with four (4) or more patients, it exists anytime the need for EMS exceeds the immediate available resources.
- B. **MCI 2nd Alarm** – A low impact multi-casualty incident that has taxed the ability of the on-duty EMS, but the number of patients can be handled by WF/EMS
- C. **MCI General Alarm** – A high impact multi-casualty incident that has overwhelmed the capabilities of WF/EMS and will involve multiple agencies from surrounding counties.
- D. **S.T.A.R.T.** – Simple Triage And Rapid Transport, the patient identification method of triaging victims of an MCI.

3. Procedure:

- A. Upon dispatch:
 - 1. When a call is received for a potential MCI, 2 ALS units should respond.
 - 2. In the event 2 units are not available, respond Engine company personnel and initiate the callback system.
 - 3. While in route, the Battalion Chief should have dispatch inform CRMC of a potential MCI.
 - 4. The Battalion Chief should consider a BERT – MCI activation
- B. First Arriving Unit:
 - Is charged with size-up, triage, and designating treatment area.
 - 1. Size Up: (EMT & Paramedic)
 - a. Determines the number of patients,

WINCHESTER FIRE/EMS

Standard Operating Procedures

GUIDELINE: MCI MANAGEMENT			SECTION: 500	NUMBER: 02
WRITTEN 11/2005	REVIEWED 10/2006	REVISED 6/2009	Page 2 of 7	

- b. Reports to Dispatch “MCI 2nd Alarm” or “MCI General Alarm”. Dispatch will then follow Alarm SOG for MCI.
- c. Cancel incoming units if applicable.
- d. Confirms that the Battalion Chief or Staff Officer is in route.
- e. Determines what resources are needed and relays to the BC or Dispatch. (i.e., extrication, utilities, aero medical, MCI trailer).

2. Paramedic:

- a. Establishes command and remains in command until relieved.
- b. Responsible for the safety, size-up, and location of treatment area.
- c. Assumes position of **Triage Officer**. Puts on vest for easy identification.
 - **Triage Officer:**
 - The triage officer proceeds to patients with triage kit and uses the S.T.A.R.T. (Simple Triage and Rapid Treatment) method.
 - Tags patients by tying appropriate colored surveyors’ tape to patient’s left ankle or wrist.

Priority 1 (Immediate)	Red
Priority 2 (Delayed)	Yellow
Priority 3 (Walking Wounded)	Green
Priority 4 (Dead or non-salvageable)	Black

- As additional personnel arrive at scene, Triage Officer then becomes responsible for seeing that all patients are triaged.
- Once all non-ambulatory patients are triaged, Triage Officer starts directing movement of “Red” patients to treatment area.
- Gathers all “Green” patients in one area, to be re-triaged later.
- Continues to re-assess until all patients are transported.

3. Firefighter/EMT:

- a. Will assist with Triage until all patients have been triaged.
- b. Any additional personnel on EC-unit will help with triage.
- c. Responsible for setting up Treatment Area when all patients have been triaged. Treatment Area equipment = Salvage cover, trauma kit and Oxygen
- d. Carries additional equipment needed for “Trauma Packaging of patients” (i.e., c-collar, backboards, etc.).

Note: It is critical to the successful management of an MCI that the Treatment Area be designated separate from the Triage Area. Treatment of patients should occur only in the Treatment Area, if feasible. All other equipment being brought to the scene should be assembled for use in the Treatment Area. The objective is to move patients from Triage to Treatment to Transport in an efficient manner as possible, keeping equipment centrally located for effective use.

WINCHESTER FIRE/EMS Standard Operating Procedures

GUIDELINE: MCI MANAGEMENT			SECTION: 500	NUMBER: 02
WRITTEN 11/2005	REVIEWED 10/2006	REVISED 6/2009	Page 3 of 7	

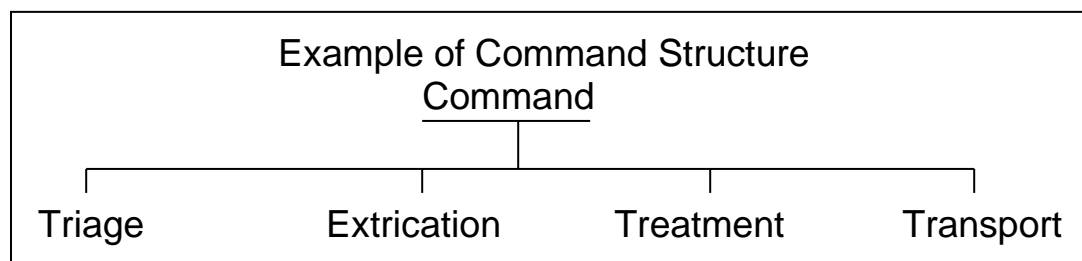
C. Additional Arriving Units:

1. Responsible for providing the additional resources to reinforce the patient care system.
2. Personnel report to the IC for staging or assignment. Manpower will first be in Triage, then in Treatment, and finally in Transport as patient flow dictates.
3. Personnel arriving at MCI shall bring the following equipment to Treatment Area:
 - Cot Trauma Kit
 - C-collars Backboards/Scoops
 - Head Blocks/tape Oxygen Equipment
 - Sheets/Blankets Triage Tags
4. Basic Trauma packaging; non-ambulatory patients shall be packaged as a “body-unit” with a backboard, c-collar, and tape. Do not spend time with minor cuts or fractures. Stop only to correct major bleeding or airway problems.
 - Basic Trauma Packaging is indicated for all “Red” and “Yellow” patients.
 - Patients should be packaged for transport within 10 minutes of arriving in Treatment Area. (If resources are available).
 - Prior to transportation from Treatment Area, Triage Tags will be applied for ID purposes.

D. Responsibilities of other personnel:

1. Incident Commander:

- Puts on vest for easy identification. (Complete set of vests located in Battalion #1)
- Located at command post.
- Referred to as “command” to eliminate confusion.
- Confirms MCI 2nd Alarm or MCI General Alarm.
- Activates BERT for MCI response if needed.
- Responsible for staging apparatus to prevent gridlock.
- Monitors both Fire and Med frequencies on the radio.
- Establishes Landing Zone for aero medical services.
- Responsible for overall safety of scene, unless safety officer is designated.
- Coordinates mutual aid under advisement of Paramedic in charge.
- Responsible for releasing units as the incident allows.



WINCHESTER FIRE/EMS
Standard Operating Procedures

GUIDELINE: MCI MANAGEMENT			SECTION: 500	NUMBER: 02
WRITTEN 11/2005	REVIEWED 10/2006	REVISED 6/2009	Page 4 of 7	

4. Communications:

- A. Command
 - Fire Channel #1
 - Medical Channel
- B. Triage
 - Fire Channel #1
- C. Transportation
 - Medical Channel
- D. Support Service
 - Medical Channel (155.340)
 - **Note:** Any intra-sectional communications go through IC. This will make Command aware of any problems and progress of MCI. Use of CKFA channels may be designated for use by IC as size of MCI dictates.

5. Alarms (Copy at Dispatch):

- A. MCI 2nd Alarm: Called for by Paramedic or IC.
 - The number of “Critical patients” exceeds the capabilities of the on-duty Paramedics.
 - The total number of patients exceeds what can be handled by WF/EMS regardless of status.
 - Extrication is required in addition to previous.

Dispatch will:

- Confirm MCI with CRMC giving potential number of patients.
- Tone out MCI Second Alarm for additional personnel.
- Confirm availability of aero medical services.

- B. MCI General Alarm: Called for by Paramedic or IC.

- The number of “Critical Patients” exceeds eight (8).
- Total patients exceed sixteen (16).
- Extrication is required in addition to previous.

Dispatch will:

- Confirm MCI with CRMC giving potential number of patients.
- Tone out MCI General Alarm.
- Confirm availability of aero medical services.
- Request Mutual Aid from county closest to MCI location.
- Request Mutual Aid from service indicated to maintain Emergency Care for rest of Winchester/Clark County.

WINCHESTER FIRE/EMS

Standard Operating Procedures

GUIDELINE: MCI MANAGEMENT			SECTION: 500	NUMBER: 02
WRITTEN 11/2005	REVIEWED 10/2006	REVISED 6/2009	Page 5 of 7	

Possible resources for Mutual Aid:

1. BERT MCI Response (follow procedure outlined in BERT SOG.)
2. Lexington Fire Department (ALS)
3. Madison County EMS (ALS)
4. Pairs Fire EMS (ALS)
5. Montgomery County Fire EMS (ALS)
6. Powell County EMS (ALS)
7. Estill County EMS (ALS)
8. Rural Metro (ALS)
9. AMR (ALS)

6. Triage:

A. Methodology

1. Airway and Breathing
 - No respiratory effort = Dead/Non-salvageable (Black)
 - Respirations > 30 = Critical/Immediate (Red)
 - Respirations < 30 = Delayed (Yellow or Green)
2. Circulation (checking for a radial pulse)
 - No radial pulse = Critical/Immediate (Red)
 - Radial pulse present = Delayed (Yellow or Green)
3. Level of Consciousness
 - Unconscious = Critical/Immediate (Red)
 - Altered LOC = Critical/Immediate (Red)
 - Altered mental status = Critical/Immediate (Red)
 - Normal mental status = Delayed (Yellow or Green)

B. Procedure

1. If patient assessment (airway/breathing) classifies a patient as critical, then the assessment on that patient ends there.
2. Only correction of life-threatening problems, such as airway blockage or severe bleeding would be undertaken before moving to next patient.

C. Tagging patients

1. Any "walking wounded" (Green) patients should be instructed to go to a particular place for later triage and tagging.
2. Tagging patients can be accomplished using colored coded surveyors' tape or similar material. Tie this onto the patient's left wrist or ankle.

WINCHESTER FIRE/EMS
Standard Operating Procedures

GUIDELINE: MCI MANAGEMENT			SECTION: 500	NUMBER: 02
WRITTEN 11/2005	REVIEWED 10/2006	REVISED 6/2009	Page 6 of 7	

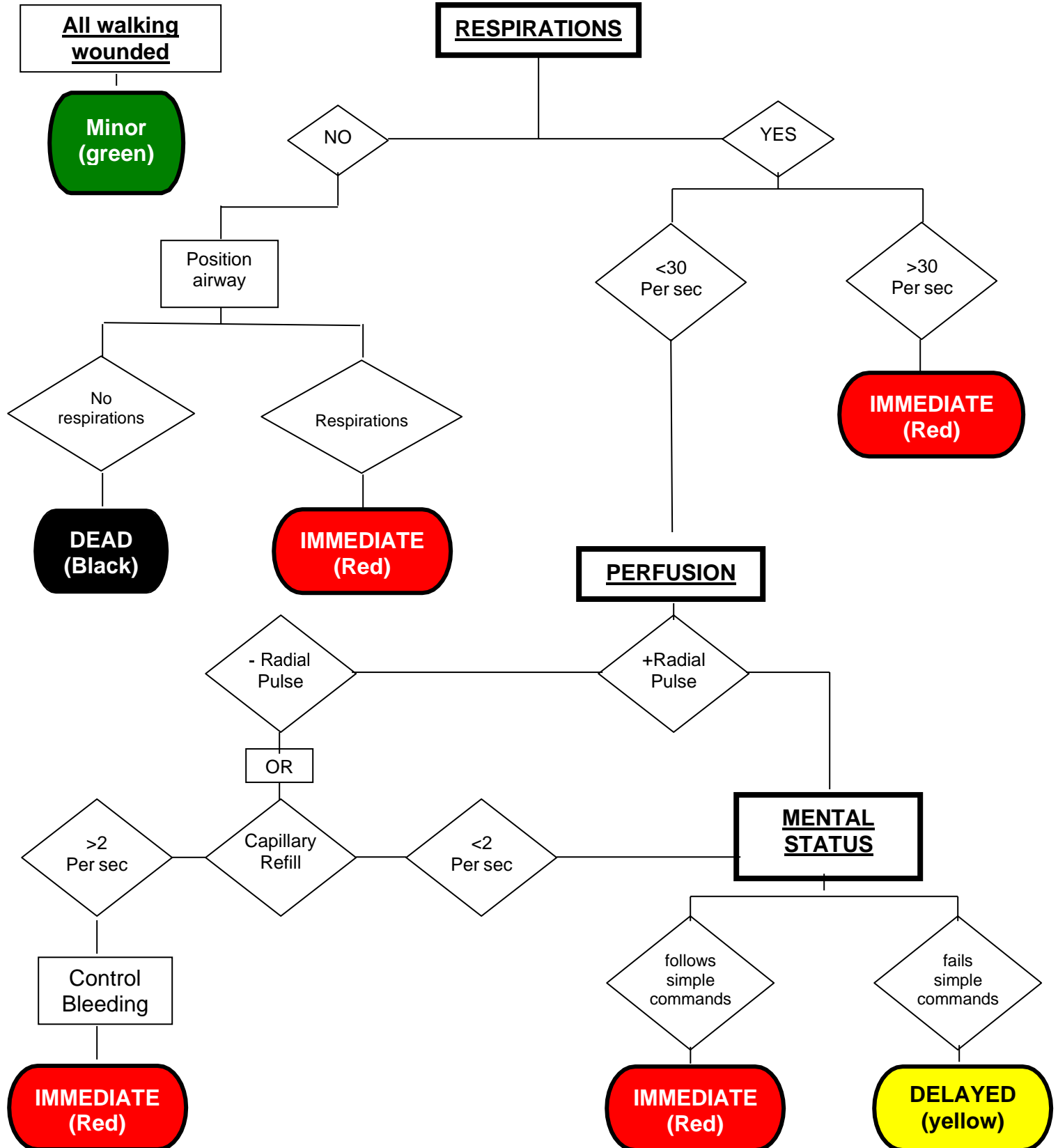
3. Color coding:
 - Critical/Immediate = Red
 - Delayed = Yellow
 - Dead/non-salvageable = Black
 - Walking wounded = Green

D. Triage/Disaster Tags

1. Triage tags will be used in the treatment area, NOT on the first walk through of triage.
2. Triage Officer applies before patient is moved from Treatment Area.
3. Personnel making transportation of patient will keep one corner for later identification of patient.
4. Tags will be used to provide information on patient's condition and treatment given. These will be helpful to ED staff and EMS staff when filling out run forms.

WINCHESTER FIRE/EMS
Standard Operating Procedures

GUIDELINE: MCI MANAGEMENT			SECTION: 500	NUMBER: 02
WRITTEN 11/2005	REVIEWED 10/2006	REVISED 6/2009	Page 7 of 7	



WINCHESTER FIRE/EMS
Standard Operating Procedures

GUIDELINE: EMS Continuing Education/Recertification/Re-Licensure			SECTION: 500	NUMBER: 03
WRITTEN 1/2007	REVIEWED	REVISED	Page 1 of 1	

1. General:

- A. The department will provide sufficient continuing education to meet requirements of EMT recertification and Paramedic re-licensure for full time employees. Continuing education will be available for part-time employees; however, it will be the part time employees' responsibility to keep all certifications current.
- B. The state mandated HIV/AIDS classes will be held or arranged for within the state required time frame.
- C. OSHA TB and Bloodborne Pathogens classes will be held or arranged for on an annual basis.
- D. Driver training will be conducted annually.
- E. In all cases, it is the responsibility of the individual EMT or Paramedic to know their expiration dates and seek sufficient continuing education to meet their renewal requirements in a timely fashion.
- F. A copy of continuing education records (rosters, certifications, etc.) will be filed with the Training Officer; however, state law holds the individual responsible for presenting full documentation of continuing education hours required for recertification or re-licensure.
- G. Periodically continuing education will be reviewed for items such as sufficient hours, appropriate areas, needed specialty training/education, QA or Medical Director revealed areas of weakness, etc.

2. EMT Recertification:

- A. The department will provide sufficient EMT continuing education to allow personnel to meet the KY EMT recertification requirements. This may be achieved through in-house education or a combination of in-house and outside educational opportunities.

3. Paramedic Re-Licensure:

- A. The department will provide sufficient Paramedic continuing education to allow personnel to meet the KY Paramedic re-licensure requirements. This may be achieved through in-house education or a combination of in-house and outside educational opportunities.
- B. The Department requires Paramedics to be certified in:
 - Advanced Cardiac Life Support (ACLS)
 - International Trauma Life Support (ITLS) or equivalent
 - Pediatric Advanced Life Support (PALS) or equivalent.
- C. The Department will provide or provide for the classes listed in section 3.B. over the course of a 2-year cycle.
- D. All applications for Paramedic re-licensure must be reviewed and signed by the Medical Director.

WINCHESTER FIRE/EMS
Standard Operating Guideline

GUIDELINE: Uninjured fall victims			SECTION: 500	NUMBER: 03
WRITTEN 9/15/2009	REVIEWED	REVISED	Page 1 of 1	

1. Purpose:

To allow for appropriate utilization of resources in responding to calls for assistance from persons experiencing a fall, yet are unhurt.

2. Application:

This policy applies to the calls to dispatch in which the Dispatcher receives information indicating a fall victim needing assistance, but indicates they are unhurt.

3. Process:

- A. The Dispatch Center will evaluate the call and dispatch the appropriate unit, either ambulance or engine. This applies to city and county calls.
 - 1. If the fall victim or caller states they are not injured, dispatch an engine.
 - 2. If the fall victim or caller states they are injured, dispatch an ambulance.
 - 3. If the dispatcher is unable to determine if the fall victim is injured, dispatch an ambulance
- B. If a fire engine is dispatched, the run will be handled as a service call and receive a fire run number.
- C. If an ambulance is dispatched, the run will be handled as an EMS call and receive an EMS run number.
- D. If, upon arriving at the scene and sizing up the situation, the engine company officer determines the person is not injured, assistance will be rendered and the run documented as a service call.
- E. If, upon arriving at the scene and sizing up the situation, the engine company officer determines the person is injured and wants to go to the hospital, an ambulance will be dispatched to the scene; the run becomes an EMS assist call and is documented as such.
- F. If, upon arriving at the scene and sizing up the situation, the engine company officer determines the person is injured, needing minor first aid and does not want to go to the hospital, assistance will be rendered and the run documented as an EMS call with documentation and signature capture on paper.
 - 1. An EMS run will have to be created on the electronic EMS documentation system and the paper run with signature scanned and attached to the electronic run form.
 - 2. A fire run will be created in the electronic fire run documentation system in addition to the EMS run.

WINCHESTER FIRE/EMS

Standard Operating Guidelines

GUIDELINE: STEMI Alert			SECTION: 500	NUMBER: 04
WRITTEN 11/2010	REVIEWED	REVISED 03/2011	Page 1 of 1	

1. Purpose:

Paramedics, while on scene, that have EKG confirmation of an ST elevated myocardial infarction (STEMI) can directly activate a cardiac catheterization team for a patient to be transported to a catheterization lab, bypassing the emergency department to save critical time and myocardium.

2. Process:

A. Assess the patient and perform a 12 lead EKG.

1. inclusion criteria:

- duration of symptoms are less than 12 hours
- ST elevation greater than 1 mm in two or more contiguous leads
- ongoing symptoms
- informed consent, e.g. patient agrees to be transported to catheterization lab for treatment

2. exclusion criteria:

- trauma
- known occlusion of the aorta, e.g. patient has known history of blood vessels in both legs being blocked

B. Notify Winchester Dispatch of “STEMI Alert” and receiving facility.

C. As soon as possible, the EMS crew should contact the receiving facility and advise them of the “STEMI Alert” and approximate ETE.

1. UK Chandler 859 323-6215

2. Central Baptist 859 260-6180

3. St. Joseph Main 859 313-1176

D. Winchester Dispatch should send out the fire chief’s tone advising “STEMI Alert” and location of incident.

E. The Battalion Chief should:

1. Confirm notification of the “STEMI Alert” and allow for transport to the designated receiving facility;
2. Attempt to provide an additional care provider, Paramedic if possible, to intercept the EMS unit for assistance during transport;
3. Call back personnel as necessary to fill staffing vacancies.

F. Upon arrival at the receiving facility the EMS crew should be met by a representative of the hospital to escort directly to the catheterization lab.

G. Care of the patient should be released with a report and a printed EKG to the catheterization team where a cardiologist will review the EKG and perform the medical screening exam.

WINCHESTER FIRE EMS

Standard Operating Guidelines

GUIDELINE: EMS Supply Restocking			SECTION 500	NUMBER 08
WRITTEN 1/2011	REVIEWED	REVISED 2/2013		PAGE 1 OF 1

1. Purpose:

To have available the EMS supplies to restock apparatus as needed as well as to have accountability of the supplies and to monitor usage.

2. Process:

- A. Upon completion of the daily inspection of inventory or after completing one or more incidents, personnel should mark what supplies are needed on the “EMS Supply Restock Order” located in the EC Unit’s check-sheet book or in the EMS Supply Room. The “EMS Supply Restock Order” form may be found attached to this SOG.
- B. Supplies in the EMS Supply Room located at Station 1 should be inventoried and made available to restock as needed.
- C. Personnel should deliver the completed “EMS Supply Restock Order” form to any departmental officer for access to the EMS Supply Room. The form should be left in the appropriate bin located in the EMS Supply Room to report supply usage.
- D. The “EMS Supply Restock Order” form should be used by designated personnel to enter into the inventory computer the supplies removed from the EMS Supply Room, ensure adequate supplies are available, and reorder as needed.
- E. New supplies delivered to Station 1 should be checked against the packing slip from the shipment and the supplies stored appropriately in the EMS Supply Room. After checking, the packing slip should be left in the appropriate bin located in the EMS Supply Room until the contents can be entered into the computer. When complete, the packing slip should be date stamped and delivered to the office for filing.
- F. Controlled substances secured at Station 1 should be accessible only with the EMS Officer or a Chief Officer and should be restocked according to the Controlled Substance Policy.
- G. A completed “Controlled Substance Usage” form must be presented to the EMS Officer or Chief Officer at the time of restocking of controlled substances. The “Controlled Substance Usage” form may be found attached to this SOG.

3. Attachments:

- A. EMS Supply Restock Order Form
- B. Controlled Substance Usage Form

Winchester Fire EMS EMS Supply Restock Order

AIRWAY/OXYGENTATION

Bite Block
Bulb Syringe
BVM, Adult
BVM, Pedi
Cannula, Adult
Cannula, Infant
Cannula, Pedi
CPAP Device
Easy Cap, Adult
Easy Cap, Pedi
Endotrol, 6.0
Endotrol, 7.0
Endotrol, 8.0
ETT, Flexiset, 6.0
ETT, Flexiset, 7.0
ETT, Flexiset, 8.0
EtCO₂ Cannula, Adult, Masimo
EtCO₂ Cannula, Pedi, Masimo
EtCO₂ Lens, Adult/Pedi, Masimo
EtCO₂ Lens, Infant/Neonate, Masimo
ETT Holder, Adult
ETT Holder, Pedi
ETT, 2.0
ETT, 3.0
ETT, 4.0
ETT, 5.0
Humidifier
King LT #2
King LT #3
King LT #4
King LT #5
Laryngoscope Bulb
Laryngoscope Handle, Regular
Laryngoscope Handle, Small
Macintosh Blade #1
Macintosh Blade #2
Macintosh Blade #3
Macintosh Blade #4
Magill Forceps, Adult
Magill Forceps, Pedi
Meconium Aspirator

Miller Blade #0
Miller Blade #1
Miller Blade #2
Miller Blade #3
Miller Blade #4
Nasal Airway, 18 Fr
Nasal Airway, 24 Fr
Nasal Airway, 30 Fr
Nebulizer, Mask
Nebulizer, Pipe
NG/OG Tube, 10 Fr
NG/OG Tube, 18 Fr
NRB, Adult
NRB, Infant
NRB, Pedi
Oral Airway, 50 mm
Oral Airway, 70 mm
Oral Airway, 90 mm
Oral Airway, 110 mm
Oxygen Supply Tubing
Pertrach (adult)
Pertrach (pediatric)
Pocket Mask
Stylet, Adult
Stylet, Pedi
Suction Canister/Lid
Suction Catheter, 8 Fr
Suction Catheter, 14 Fr
Suction Set, Yankauer
Suction, V-Vac Canister
Trach Mask
Ventilator Circuit, Disposable, Autovent
Ventilator Circuit, Disposable, ParaPac

MEDICATIONS

Activated Charcoal
Adenosine 6 mg
Albuterol 0.083% 3 mL
Amiodarone 150 mg
Ammonia Inhalants
Aspirin 81 mg
Atropine 1 mg

Atrovent 0.02% 2.5 mL
Benadryl 50 mg
Calcium Gluconate 10% 10 mL
Dextrose, 50%, 50 mL
Dopamine Premix
Epi Pen, Adult
Epi Pen, Pedi
Epinephrine 1:1000 1mg
Fentanyl 100mcg
Epinephrine 1:10,000 1 mg
Glucagon 1mg
Instant Glucose
Labetolol 100 mg
Lidocaine 100 mg
Lidocaine Jelly
Lidocaine Premix
Lopressor 5 mg
Magnesium 5 gm
Morphine 5/10mg
Narcan 2 mg
Nasal Spray
Nitroglycerin 50 mg
Nitroglycerin Spray
Sodium Bicarbonate 8.4% 50 mEq
Solu-Medrol 125 mg
Thiamine 100 mg
Versed 10mg
Valium 10mg
Zofran 4 mg

VASCULAR ACCESS

Arm Boards, Large
Arm Boards, Regular
D5W 100 mL
D5W 1000 mL
Extension set
EZ IO Needles, Large Adult
EZ IO Needles, Adult
EZ IO needles, Pedi
EZ IO Stabilizer
Intraosseous Needle
IV Catheter, 14 g

Winchester Fire EMS EMS Supply Restock Order

IV Catheter, 16 g
IV Catheter, 18 g
IV Catheter, 20 g
IV Catheter, 22 g
IV Catheter, 24 g
IV Start Kit
IV Tubing, 10 drop/mL
IV Tubing, 60 drop/mL
IVAC Tubing Half-Sets
Needles, Filter
Normal Saline 500ml
Normal Saline 1000 mL
Normal Saline, Flush
Pressure Infuser Bag
Syringes, 1 mL
Syringes, 3 mL
Syringes, 10 mL
Syringes, 60 mL

TRAUMA MANAGEMENT

Amputation Kit
Asherman Chest Seal
Band-Aids
Burn Sheet
C-Collar, Adult Adjustable
C-Collar, Pedi Adjustable
Cold Pack
"CAT" Tourniquet
Combat Gauze
Dressings, 4x4, Non-Sterile
Dressings, 4x4, Sterile
Dressings, 5x9
Duct Tape
Elastic Bandage, 4"
Eye Pads
Eye Shields
Head Blocks
IV Catheter, 10 g, 3 inch length
Kling, 2"
Kling, 4"
Olaes Bandage, 4"
SAM Splint

Scissors, Trauma
Spider Straps
Sterile Water
Tape, 1"
Tape, 2"
Thermal Blanket
Trauma Dressing
Triangular Bandages
Vacu-splint, Small
Vacu-splint, Medium
Vacu-splint, Large

ASSESSMENT/MONITORING

BP Cuff, Adult
BP Cuff, Large Adult
BP Cuff, Pedi
Multicuff System
Conductive Gel
Defib. Pads, Adult
Defib. Pads, Pedi
Digital Thermometer
Digital Thermometer Covers
Electrodes, Multipack
EKG 4 Lead Cable
EKG 12 Lead Cable
Glucometer
Glucometer Control Solution
Glucometer Test Strips
Lancets
Monitor Paper
Nail Polish Remover
Penlight
Razor, Disposable
SpO2 Cable
SpO2 Finger Clip
SpO2 Sensor, Infant Disposable
SpO2 Sensor, Pedi Disposable
Stethoscope
Tympanic Thermometer
Tympanic Thermometer Covers

BIOHAZARD/CLEANING

Alcohol Preps
Alcohol Hand Sanitizer
Bed Pan
Biohazard Bag
Emesis Bag
Exposure Kits
Eye Shield/Mask
Gloves, Small
Gloves, Medium
Gloves, Large
Gloves, X-Large
Gowns
N100 Mask
N95 Mask – regular (box)
N95 Mask – small (box)
Sani-Cloths
Safety Glasses
Sharps Shuttle
Sharps Container, 1 quart
Sharps Container, 2 quart
Sharps Container, 2 gallon
Urinal

MISCELLANEOUS

Backboard Straps
Children's Toys
Obstetrical Kits
Oxygen Tree
Oxygen Wrench
Ring Cutter
Tubex Injector

Person Removing Supplies / Date



**Winchester Fire-EMS
Controlled Substance Usage Sheet**

Administration of Controlled Medication

Date: ___/___/___

Patient name: _____

EC # _____

Hospital: _____

Run #: _____

Medication name: _____

Amount administered: _____ mg/mcg Time: _____ hrs

_____ mg/mcg Time: _____ hrs

_____ mg/mcg Time: _____ hrs

Amount wasted: _____ mg/mcg

Witness _____
(Signature)

Administered by: _____ License #: _____
(Signature)

Physician: _____
(Signature)

Breakage/Monthly Exchange of Controlled Medication

Medication name: _____ Quantity broken/damaged/expired: _____ mg/mcg

Explanation: _____

Date: ___/___/___ Time: _____ hrs

Expiration date: ___/___/___

Paramedic: _____ License #: _____
(Signature)

Witness: _____ License #: _____
(Signature)

Lost or Stolen Controlled Medication

Medication name: _____ Quantity missing _____ mg/mcg From EC: _____

Explanation: _____

Discovered by: _____ License #: _____
(Signature)

Shift commander: _____ License #: _____
(Signature)

Date: ____/____/____

Time: _____hrs

2008 CS Usage Sheet
06/17/2008-Revised

WINCHESTER FIRE EMS

Standard Operating Guidelines

GUIDELINE:EC Unit Monthly Inspection			SECTION 500	NUMBER 09
WRITTEN February 2011	REVIEWED	REVISED		PAGE 1 OF 2

1. Purpose:

To ensure that each ambulance has the equipment and supplies inventoried, missing equipment is replaced, equipment is clean and in good working condition, medications and supplies are within expiration dates, equipment is on the appropriate apparatus and stored appropriately, color markings are correct and in good condition, and the apparatus has a thorough cleaning inside and out.

2. Process:

- A. At the beginning of each month on the day that corresponds to the EC Unit number, the apparatus should be removed from service and its crew assigned to a reserve ambulance until completion of the inspection.
- B. If there is not a reserve ambulance available or call volume is such that this monthly inspection cannot be performed, then the inspection may be postponed until such time it can be completed.
- C. The company officer should ensure all personnel assigned in the station with the apparatus assist in an organized manner to expedite the process and returning the apparatus to primary duty.
- D. A paramedic should remove all fluids and medications to perform an inspection of, and document expiration dates on the “monthly drug check” form. The “monthly drug check” form may be found attached to this SOG.
- E. Personnel as assigned should remove all other supplies from the interior, ensuring any item found to have expiration is within its expiration date, thoroughly clean the compartments, walls, ceiling, seats, counters, and floor, then return the supplies to the appropriate place.
- F. If a compartment is sealed it should be opened, inventoried, cleaned, and resealed as described in SOG 6-6 Daily EC Unit Inspection/Inventory.
- G. Personnel as assigned should remove all equipment from exterior compartments, clean and inspect to ensure good working condition, replace missing equipment, or report the item(s) missing to the EMS Officer for replacement, relocated equipment to or from its appropriate apparatus as designated by the color markings, replace color markings as needed, clean the compartments, then return equipment to the appropriate place

WINCHESTER FIRE EMS

Standard Operating Guidelines

GUIDELINE:EC Unit Monthly Inspection			SECTION 500	NUMBER 09
WRITTEN February 2011	REVIEWED	REVISED		PAGE 2 OF 2

- H. Personnel as assigned should thoroughly clean the cab area including the floor, console, seats, dash, windows, and storage areas.
- I. The hydroxyl generator should be placed in the patient compartment with all storage areas open to allow for air exchange. With the machine on a “low” setting it will sanitize the air as it passes through and is exposed to a UV-C lamp. It will also emit hydroxyl ions that will kill surface bacteria, viruses, and fungi on contact. This is in no way hazardous to anyone in the area during its operation. The apparatus doors should remain closed for approximately 2 hours while the machine is in use.
- J. Personnel as assigned should wash the exterior of the apparatus, including the top of the cab and body. Polish should be applied twice yearly; spring and fall, to preserve the paint finish on the apparatus. Wax should NOT be used on newer paint finishes. Personnel should check to ensure the appropriate polish is being applied.

3. Attachments:

- A. Monthly Drug Check Form

Winchester Fire EMS Monthly Drug Check

Date: _____ EC Unit: _____ Paramedic: _____ Rev. September 2013

[illegible]

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: EMS Quality Management			Section 500	Number 10
Written: November 2011	Reviewed: Jan 2015	Revised: June 2015		Page 1 of 4

1. **Purpose:**

To determine a standard of care for the medical services we provide to our customers, continuously monitored to maintain performance levels with corrective action taken when needed. Information obtained should be used to plan, test, and implement new methods to reach higher levels of performance.

2. **Process:**

- A. The Battalion Chief of each shift will have ultimate responsibility to ensure the designated personnel review the ePCR's of the previous shift and any that may still be outstanding to include the Patient Transfer Specialist ePCR's that occurred on that shift.
- B. To accomplish this task the designated personnel will log on to their ESO account and go to the QA section. Check the Unassigned section for ePCR's for the previous shift by using the search feature, then assign the runs to their respective accounts. The reviewer will then review the ePCR's.
- C. Each ePCR will be reviewed for completeness, accurate usage of protocols, proper differential diagnosis, and proper treatment of the patient based on the differential diagnosis by the crew. Completeness will be defined at a minimum as:
 - i. All required information is filled out appropriately. See attached check sheet for a complete list of items to check.
 - ii. Information provided meets the required information necessary for a detailed account of the run and/or medically necessary information required for billing purposes.
- D. Once the above items are determined, the ePCR will be:
 - i. Marked from "in progress" to "review committee", "review complete", or "closed" as appropriate.
 - ii. A category most appropriate to the ePCR differential diagnosis will be selected. Note those that will not fit into a category should be assigned to "General – Universal Patient Care."
 - iii. Medically Necessary and Medically Appropriate will be marked based on the findings of the above criteria.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: EMS Quality Management			Section 500	Number 10
Written: November 2011	Reviewed: Jan 2015	Revised: June 2015		Page 2 of 4

- iv. A rating will be selected based on the findings of the above criteria.
 - a. A rating of “poor” would mean the documentation is incomplete and patient care was inappropriate.
 - b. A rating of “fair” would mean the documentation is incomplete and the patient care was substandard.
 - c. A rating of “good” would represent the documentation is minimally complete but is missing key information such as pertinent negatives and the patient care was to the standards of current protocols.
 - d. A rating of “very good” would represent the documentation is complete and patient care was to the standards of current protocols or above. This rating would be the desired rating of any personnel completing a report.
 - e. A rating of “excellent” would represent the highest standards of documentation and patient care.

The rating of “poor” or “fair” would be marked as “review committee” and be forwarded to the EMS Officer for appropriate action. The remaining three ratings based on the findings may be forwarded to the EMS Officer for further action or notification.

- v. If any action is required for the crew to complete, a message will be sent to the crew denoting any changes or discrepancies requiring correction through the QM message system. The crew’s Battalion Chief and the EMS Officer would be included in the recipients list for informational purposes whether the ePCR is sent to the EMS Officer for review or not.
- vi. Once corrective action has been completed, the run originator will reply to the message. The reviewer will then review the run for the necessary corrections.
- vii. Once a run is deemed complete and/or no action is required, the reviewer will forward the run to the administrative assistant for the documentation portion of the QA process or to the archive section if billing is unnecessary.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: EMS Quality Management			Section 500	Number 10
Written: November 2011	Reviewed: Jan 2015	Revised: June 2015		Page 3 of 4

- viii. The following runs should be reviewed for completeness but then moved to archives and closed:
- No Transports
 - Death on Scene
 - Cancelled Calls
 - Standbys with no patient
- E. The EMS Officer will examine runs forwarded for corrective action and with consultation of protocols, the Chief, and/or the Medical Director then determine what action will occur. The following actions can be deemed necessary for corrective action:
- Training/Specific Education
 - Probation with close peer review
 - Disciplinary Action

QA Review Guide

1. Incident Information:
 - Run number in appropriate format
 - Times and mileage
 - Scene/Destination
 - Disposition
2. Patient Information:
 - Patient Demographics
 - Medication, History, Allergies
3. Vital Signs:
 - BP/Heart Rate/Respirations
 - End-Tidal CO2 for Respiratory Issues, Cardiac Issues, Metabolic Issues
 - Cardiac Rhythm if applicable
4. Flow Chart:
 - All interventions appropriate for diagnosis
 - Interventions PTA if applicable
5. Assessment:
 - All assessment items pertinent to the patient issue
 - Ongoing assessment if run is greater than 45 minutes

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: EMS Quality Management			Section 500	Number 10
Written: November 2011	Reviewed: Jan 2015	Revised: June 2015		Page 4 of 4

6. Narrative:

- Clinical Impression matches assessment and treatment
- Narrative contains all pertinent information relevant to diagnosis, assessment, and treatment of patient and medical necessity.
- CHART method is the preferred method.

7. Specialty Patient:

- All necessary entries as required by diagnosis

8. Billing:

- Medical Necessity boxes for a transfer

9. Signatures:

- All signatures required by the nature of the run to include:
 - Crew Signature
 - Receiving facility signature
 - Patient HIPPA/Billing signature (Third party if patient cannot sign)
 - Specific – Refusal, Controlled Substance

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Documentation of Patient Care Report			Section: 500	Number: 11
Written: October 2015	Reviewed:	Revised:	Page 1 of 5	

1. Purpose:

- A. To set forth the minimum information that should be documented for a run report and set a standard of documentation for patient care reports.
- B. Proper documentation plays a key role in several aspects of the operation of the department that include creating a historically accurate record of the run for the purposes of documentation of patient care, billing of services rendered, and protection against claims of malpractice of negligence.

2. Minimum Requirements:

- A. Every patient care report shall include all of the following:
 1. Patient name and demographic information to include DOB, SSN, address, and phone number. In the situation where no patient exists or a cancelled run occurs, "no patient" shall be used for the patient's name.
 2. Response information. This information shall be imported from the CAD system unless a failure of the CAD system occurs. Personnel shall use his/her training to ensure the CAD system is up and running at the beginning of the shift.
 3. Scene information and times. This shall include "at patient" times if the on-scenetime and "at patient" time is more than a couple of minutes and a reason for the delay shall be noted in the narrative. This information shall be imported from the CAD system unless a failure of the system occurs.
 4. Disposition as appropriate
 5. A narrative using the DCHART method of documentation. This narrative shall include all the information dictated by the DCHART method, pertinent positives and negatives, and any information relevant to the run that is not listed by other entries in the run report or required by protocols.
 6. Crew signatures shall be entered before the run is locked and synced and any other signature as dictated by protocols, SOP, or law. This shall include but not limited to patient billing/HIPPA signatures, receiving facility signatures, controlled substance signatures, or refusal signatures. Any signature page that has an entry for date or other pertinent information shall be filled out when the appropriate signature is obtained (i.e. refusal or billing signature).

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Documentation of Patient Care Report			Section: 500	Number: 11
Written: October 2015	Reviewed:	Revised:	Page 2 of 5	

3. Additional Requirements:

A. The following additional information shall be entered as dictated by the run type and disposition.

1. Incident Section:

- a. Destination information. Street Addresses not pre-entered into the system shall use the following format to prevent redundant entries in the system in different formats: 1234 Example Street.
- b. Scene and destination mileage. The Geocoded Mileage calculation may be used.
- c. Additional factors including agencies, responders, and delays. Note: specifics about delays shall be noted in the narrative as mentioned above.
- d. PPE used by crew and exposure information if appropriate for the run.

2. Patient:

- a. Demographics and contact information as noted above. Note: additional information as dictated by validation rules shall also be entered although not specifically listed here.
- b. Medications, allergies, and medical history shall be entered. All pertinent information for medications and history shall be entered for the run. All allergies shall be listed. If no information is available an entry of "unknown" shall be entered. **None of the three sections shall be left blank.**
- c. Personal items especially those of significant value or those transported with the patient shall be listed and noted to be handed off to receiving facility personnel.

3. Vital Signs:

- a. As dictated by the "Universal Patient Care" protocol, two sets of appropriately completed vital signs shall be performed per run or a legitimate reason noted in the narrative.
- b. At least one set of vital signs shall be listed and appropriately completed per run. A complete set of vital signs at minimum includes pulse, respiratory rate, blood pressure, GCS, and oxygen saturations; this includes any descriptors such as quality and rhythm. End-tidal CO₂, glucose, temperature, and EKG shall be included as appropriate or dictated by protocol. This does not preclude any entries required by validation rules.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Documentation of Patient Care Report		Section: 500	Number: 11
Written: October 2015	Reviewed:	Revised:	Page 3 of 5

4. Flow Chart:

- a. Any intervention performed on a patient shall be entered in the flow chart and appropriate descriptors completed.
- b. As regards to DCHART and the narrative, interventions do not have to be entered again in the narrative; **however**, the patient's response to that intervention shall be entered if appropriate.
- c. Any relevant treatments performed prior to arrival shall be entered as appropriate.

5. Assessment:

- a. A complete assessment **appropriate for the type of call and patient primary impression** shall be performed and documented. An initial assessment **shall be more than a mental status entry and/or neuro entry**.
- b. Any deficiencies or abnormalities shall be descriptively documented in the appropriate body section using the comments section of the assessment or the "body selection" screen of ESO.
- c. Listing assessment aspects in the narrative does not negate the need to complete the information in the assessment section. Assessment information may be referenced rather than repeated in the narrative to provide additional information such as patient improvement that cannot be documented in other sections.
- d. An ongoing assessment shall be documented if the transport lasts longer than 20 minutes or the patient's condition changes significantly. This does not override any requirements for ongoing assessments as required by validation rules.

6. Narrative:

- a. Clinical Impression and Injuries shall be completed as dictated by validation rules.
- b. The correct clinical impression shall be listed for the patient's condition; for example, a STEMI patient shall be listed as "MI STEMI" and not "Chest Pain."
- c. The narrative section shall be completed using the **DCHART** method of writing. The narrative shall use correct capitalization, punctuation, and spelling. The narrative should "tell the story" of the run.
- d. **Writing something into the narrative does not exempt the requirement for the information in a separate section of the report if required by this SOP.**
- e. The narrative shall include any pertinent information that cannot be documented in other sections of the report or as required by protocols.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Documentation of Patient Care Report		Section: 500	Number: 11
Written: October 2015	Reviewed:	Revised:	Page 4 of 5

- f. The narrative shall also include at least one sentence for medical necessity if relevant to the type of run despite the entry that is made in the billing section.
- g. Any corrections of the narrative be it additions or corrections shall be completed in the appended narrative after the run has been locked.

7. Specialty Care:

- a. If a specialty care page is required by validation rule or patient problem, all aspects of that page shall be filled out completely as appropriate including all descriptors.
- b. The appropriate impression shall be used in the narrative section; selecting an alternate similar or lesser impression to prevent creating additional validation rules and thus requirements for entries in specialty care shall not be acceptable.

4. Accountability:

- A. This SOP shall not be considered all inclusive; any additional information as dictated by protocol or law shall be included in the patient care report.
- B. Personnel will enter the 20 required data elements prior to leaving the hospital per 202 KAR 7:540.7. The required data is listed on Appendix A of this SOP.
- C. All reports must be completed by personnel **before leaving at the end of the person's shift per 202 KAR 7:540.7**. Issues with completing a run shall be communicated through the chain of command to either the BC or EMS Officer so a resolution can be found and the run completed as soon as possible.
- D. If personnel work more than one shift in a row, any reports that would normally be completed prior to leaving, will be completed that next morning as soon as possible and as work permits.
- E. Personnel shall be familiar with the standards of this SOP and held accountable as denoted in other department SOG's and rules for completing reports.
- F. Training shall be given to personnel as dictated by department SOP/SOG and the QA process. Consistently failing to meet the requirements of this SOP for patient care reports shall result in use of disciplinary procedures.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Documentation of Patient Care Report		Section: 500	Number: 11
Written: October 2015	Reviewed:	Revised:	Page 5 of 5

Appendix A: 20 Required Points

The following information is required by 202 KAR 7:540.7 to be given to the hospital prior to a crew leaving the facility. As the department uses ESO software and the hospital has the capability to see patient care reports brought to their facility through access to ESO software, the entry of these data points meets the requirements of the regulation.

1. Patient first name
2. Patient last name
3. Date of Birth
4. Complaint
5. Duration of complaint
6. Time units of duration of complaint
7. Provider's primary impression
8. Current medications
9. Medical/surgical history
10. Medical allergies
11. Systolic blood pressure
12. Diastolic blood pressure
13. Heart rate
14. Respiratory rate
15. Date/time medications administered
16. Medication given
17. Condition of patient at destination
18. Unit notified by dispatch date/time
19. EMS agency name
20. EMS provider name

WINCHESTER FIRE/EMS

Standard Operating Guidelines

GUIDELINE: Patients with Insect Infestations			SECTION 500	NUMBER 12
WRITTEN August 2011	REVIEWED	REVISED		PAGE 1 OF 1

1. Purpose:

To reduce the risk of spreading an infestation of insects, whether they carry disease or not, from patients and/or the scene where contact was made to the ambulance, healthcare facility, or the station. This guideline should apply to bed bugs, scabies, lice, fleas, roaches, and/or other insects.

2. Process:

- A. If insects are reasonably suspected or visualized to be on the patient, EMS crews should make a determination if the patient's condition is stable enough to have the patient disrobe to leave their clothing at the scene. The patient should be given a kit containing a gown, head cover and foot covers to wear during transport.
- B. If the patient is deemed to be unstable or potentially unstable, or after the patient has changed into a gown, head, and foot covers, or refuses to change clothes, the patient should be wrapped with linens to isolate the patient and keep the insects confined to the patient.
- C. Secure the patient to the stretcher for transport. Necessary patient care should be performed.
- D. The emergency department should be alerted as soon as possible of the incoming patient with a potential or confirmed infestation for them to prepare for the patient, if appropriate, to be routed into the decontamination area prior to entering the emergency department.
- E. If upon arrival and inspection at the hospital the presence of an insect is confirmed, the Battalion Chief should be notified as soon as possible to make arrangements for the ambulance and crew to be taken out of service upon completion of the call.
- F. The EMS crew should remove their uniform, including shoes, and run them through a heated dryer cycle then wash and dry as normal. The EMS crew should shower prior to returning to service.
- G. After removal of temperature sensitive fluids and medications from the interior compartments and bags, assemble a Zumbro propane fueled inline heater and blower and direct the duct hose into the open window of the curbside door of the patient compartment. Occlude the remaining opening of the window. The temperature should be maintained at least 30 minutes at 120 degree.



Figure 1: Bed Bugs

NOTE: Bed bugs are small insects that feed on the blood of mammals and birds. Adult bedbugs are oval and wingless, rusty red colored and have flat bodies, antennae, and small eyes. They are able to be seen by the naked eye, but they hide in cracks and crevices. When bed bugs feed, they become a brighter red. Bed bugs are nocturnal, lifespan is 10 months, and can live 2 to 3 months without feeding. Bed bugs are transported from infested areas to non-infested areas in clothing, shoes, luggage, and furniture.

WINCHESTER FIRE/EMS

Standard Operating Procedures

Procedure: Patient Transportation			Section: 500	Number: 020
Written 8/2003	Reviewed 12/2014	Revised 2/2016	Page 1 of 2	

1. Purpose:

This policy is to help provide a consistent method of handling patient transportation.

2. General:

- A. Out of hospital patients have priority over all other patients.
- B. One EC unit will be allowed out-of-county at a time, except under extreme situations as approved by the Battalion Chief.
- C. The Battalion Chief has the discretion to allow more than one EC unit out of town based on the needs of the patient (i.e. STEMI, trauma, or CVA patients).
- D. A minimum of one EC unit will be maintained in-county, staffed and ready to respond, at all times.
- E. The Battalion Chief may, if resources are available to maintain in-county coverage, allow patient transportation to counties adjoining Clark County.
- F. If Winchester Fire/EMS is unable to meet the transportation needs of the patient within a reasonable time; the Battalion Chief may approve a mutual aid request to meet this need. This will be done on a case-by-case basis. "Reasonable time" is defined as:
 - a. Emergency transfer – a WFEMS unit will not be available prior to the time it would take an out of county transfer unit to come into the county to make the transport.
 - b. Non-Emergency transfer – a WFEMS unit will not be available within 60 minutes of receipt of the transfer request and the requestor is unwilling to wait a longer time.
- G. A family member or the patient's legal guardian may ride in the EC unit to the receiving facility only at the discretion of the EC unit crew. Civilians riding in the EC unit shall ride, seat belted, in the front passenger seat unless, in the medical judgment of the crew, it is beneficial to the patient for that person to ride in the back of the EC unit with the patient.

3. Inter-facility Transfers:

- A. The Battalion Chief will work with the hospital staff to:
 - Coordinate patient transfers
 - Determine patient criticality and necessary resources for the patient transport.
 - Resolve problems or conflicts regarding transfers.
- B. Critical patient transfers will have in the patient compartment a paramedic and a second care provider with the necessary skills/education to meet the patient's care requirements during transfer. If CRMC staff is not available, the BC will try to utilize any staff personnel or regular duty personnel that could best meet the patient care needs as the second care provider, if available. Critical Patients include:
 - a. Post cardio-respiratory arrest patients.
 - b. Hemodynamically unstable patients.
 - c. Patients on crisis drips that have required aggressive titration.
 - d. Intubated patients with underlying medical problems. (Intubated only patients are not necessarily a critical patient. Good communications between BC and hospital staff is required to make the decision.)

WINCHESTER FIRE/EMS
Standard Operating Procedures

Procedure: Patient Transportation			Section: 500	Number: 020
Written 8/2003	Reviewed 12/2014	Revised 2/2016	Page 2 of 2	

4. Scheduled Transfers:

Doctor's office appointments:

- A. The department will only schedule transfers for doctor office appointments in town. No out of town doctor office appointments will be accepted.
- B. Appointments need to be between the hours of 0800 – 1600. These are the hours when the extra transfer crew are available.
- C. Patients must be competent to remain by themselves or a family member, nurse or nursing aid must remain with the patient.
- D. Units will wait a maximum of 30 minutes before returning. The doctor's office will be advised of the thirty-minute limit if the office does not have a place ready for the patient on arrival. If the patient is not removed from the stretcher in that time, the crew may return the patient to the pick-up point.
- E. It is the responsibility of the referring nursing home to arrange for doctor's appointments.

5. Against Medical Advice (AMA):

- A. Patients who refuse treatment and transportation (sign out AMA) will not be allowed to ride along in the EC unit.
- B. Winchester Fire/EMS will not transport patients who sign out of a medical facility AMA and who are now requesting treatment and transportation to another medical facility.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Rescue Task Force (RTF)			Section: 500	Number: 30
Written:	Reviewed: 06/2024	Revised: 06/2024	Page 1 of 5	

1. Purpose:

For Winchester Fire Department personnel to be deployed to provide point of wounding care to victims in areas where law enforcement has reduced the threat level from an on-going ballistic or explosive threat.

Personnel would triage, treat, and extract victims while wearing ballistic protective equipment in a rapid manner under the protection of law enforcement.

An RTF should include one company officer to fill the role of RTF Officer in Charge. They may be deployed to work in, but not limited to, the following;

- A. Active shooter in a school, business, mall, etc.
- B. Any other scene that is or has the possibility of a similar threat level.

2. General:

- A. From the onset of this type of incident Winchester Dispatch will be overwhelmed with calls coming from the scene on top of the routine daily phone and radio traffic. A critical part of what they will be doing is listening to callers to gather intelligence and relay what is important to law enforcement.
- B. Law enforcement officers will be arriving on scene quickly and deploying in an effort to isolate and neutralize the threat. Upon dispatch, WFD should monitor the law enforcement frequency for vital intelligence about the shooter's location, types of weapon or hazards, routes of entry officers are making into the building, location and number of victims, and other vital pieces of information.
- C. The lead law enforcement agency will be in command of the scene and through a unified command structure with WFD may deploy the RTF. Law enforcement's primary goal is to eliminate or confine the threat and establish threat zones so the RTF can be deployed. RTF will not deploy into the Hot Zone. Communications for operations will remain on law enforcement's and WFD's respective frequencies.
- D. Prior to deploying an RTF, threat zones must be established by unified command:
 - Hot Zone- Area where there is a known hazard or life threat that is direct and immediate. An example of this would be in any uncontrolled area where the active shooter could directly engage the RTF.
 - Warm Zone- Areas where law enforcement has performed a rapid primary search and there is minimal or mitigated threat. This area can be considered clear but not secure. This is where RTF deploys with security to triage, treat, and extract victims.
 - Cold Zone- Areas where there is little or no threat, either by geography to threat or after the area has been secured by law enforcement. This is where responders will stage and a formal triage, treatment, and transport (T3) area will be established for victims extracted from the warm zone.

3. Operations:

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Rescue Task Force (RTF)			Section: 500	Number: 30
Written:	Reviewed: 06/2024	Revised: 06/2024	Page 2 of 5	

- A. An automatic second alarm assignment will follow the first alarm, including immediate notification of the Fire Chief. A minimum compliment of the following should respond:
- Fire Chief
 - Asst. Chief of Fire and Asst. Chief of EMS
 - On Duty Battalion Chief and Brigade Chief
 - Staff Officer (EMS Officer, Fire Marshal, or Training Officer)
 - 3 Engine Companies
 - Available Ambulances
 - MCI Trailer
 - RTF Response Kits
- B. Once a level 2 staging area has been designated, the third arriving company officer could assume the role of staging area manager. The staging area manager should:
- Inventory available resources staged and inform command (apparatus, BLS personnel, ALS personnel)
 - Contact mutual aid as requested by command
 - Notify command as additional resources become available in staging
 - Deploy resources from staging per command request
- C. The first arriving chief officer or staff officer should:
- Meet with law enforcement to establish a unified command structure;
 - Work with law enforcement to create the RTF threat zones;
 - Develop an incident action plan relative to the RTF and EMS operations;
 - Call for additional resources as needed and consider an MCI Alarm;
 - Create RTF from available personnel, typically the first arriving WFD crew and at least two law enforcement personnel;
- D. The established RTF Officer in Charge will:
- Decide more or hold unless IC or LEO advises otherwise;
 - Be responsible for all radio communications between RTF and IC;
 - Provide regular reports of location, status, casualties, and additional resources needed;
 - Coordinate with LEO members of RTF squad to ensure safety of team;
 - Ensure all area sweeps are complete and no casualties are missed;
 - Decide if and where CCP is established.
 - Once command has identified the threat zones, RTF shall be briefed on the incident action plan.
 - Maintain personnel accountability of RTF and EMS operations.
- E. The Brigade Chief or acting officer should be assigned the role of Medical Group Supervisor to implement the MCI Management Guideline (SOG 6-2) and establish a formal triage, treatment, and transport (T3) area:
- Triage Unit
 - Treatment Unit
 - Patient Transport Unit

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Rescue Task Force (RTF)			Section: 500	Number: 30
Written:	Reviewed: 06/2024	Revised: 06/2024	Page 3 of 5	

- F. Command should request an air medical response as necessary and assign an individual the role of Air Operations Group Supervisor to establish and secure landing zones as needed.
- G. The first and second engine company crews should:
 - Don ballistic protection equipment, prepare their RTF gear, and await an assignment from command.
 - Monitor communications and practice radio discipline.
- H. Additional engine companies and mutual aid apparatus shall be directed to report to staging and the Staging Area Manager.
- I. A company officer may be assigned to each RTF as additional personnel for the primary purpose of updating command about interior operations.

4. Equipment:

- A. The equipment for an individual RTF member shall be
 - Soft ballistic vest with plate inserts
 - Medical chest pouch containing
 - two (2) tourniquets, trauma shears
 - two (2) 10 gauge needles
 - two (2) pair large gloves
 - CPR face shield
 - one (1) adult and one (1) pediatric OPA
 - one (1) 18 Fr and one (1) 24 Fr NPA
 - one (1) combat gauze
 - two (2) 4 inch pressure dressings
 - RTF Pack
 - six (6) chest seals
 - four (4) tourniquets
 - triage tape
 - two (2) sharpies
 - six (6) decompression needles
 - three (3) combat gauze
 - three (3) s-roll
 - four (4) emergency trauma dressing
 - two (2) NPA 18 french
 - four (4) pair large gloves
 - two (2) 2 inch silk tape
 - one (1) shears

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Rescue Task Force (RTF)			Section: 500	Number: 30
Written:	Reviewed: 06/2024	Revised: 06/2024	Page 4 of 5	

5. Deployment:

- A. Once command has agreed to RTF deployment, two law enforcement officers assigned as part of the RTF should escort the RTF into the selected point of entry as determined by command from the available intelligence. **RTF are not to deploy into a hot zone.**
- B. Each RTF member shall equip themselves with ballistics protection equipment, medical gear, litter, and don multiple pairs of exam gloves. A larger backpack with additional supplies to include advanced airways, IV fluids, and other supplies shall be available for situations when an internal casualty collection point (CCP) needs to be established.
- C. Two law enforcement officers and the RTF team deploys apparatus for additional cover and makes entry into warm zone for triage and treatment.
- D. The second RTF should bring in resupply bag(s) for initial RTF.
- E. When the RTF makes entry, medical personnel will remain between their point and rear law enforcement officers. Upon encountering a victim, the officer at point will make a threat/no threat assessment. If the victim appears not to be a threat, the law enforcement officers will guard the immediate area while the medical personnel begin their assessment. If taking place in a hallway, the LEO is to clear first available room for the victim to be moved into for treatment/triage in a safer area.
- F. The initial head to toe assessment performed by the medical personnel shall be for the presence of a weapon on the victim. If found, they should announce "THREAT" and allow law enforcement to secure the victim. Otherwise, the medical personnel should triage and treat the wounded using Tactical Emergency Casualty Care (TECC) guidelines. TECC guidelines are found in the General Policies section of the WFEMS Patient Care Guidelines.

6. Extraction:

- A. The RTF will enter the warm zone to triage and treat as many victims as possible until they run out of supplies or all accessible victims have been treated. At that time, the RTF will start extracting the victims. Additional RTF that enter the area may be primarily tasked with extraction of the victims treated by the initial RTF. If RTF cannot move all victims to T3 area in one trip, CCP should be established and a second RTF respond for patient evacuation. If needed, additional RTF may be sent into area unreachable by the initial RTF or to other areas with victims as they become accessible.
- B. If the RTF determines an internal casualty collection point (CCP) is needed based on the numbers of victims encountered, an area should be established by an LEO that is an enclosed room with limited means of entry/egress that the LEO can monitor for security. Someone needs to be identified as the RTF Officer in Charge, and they will coordinate with IC for patient extraction to the formal T3 area. After confirming with law enforcement, the RTF Officer should consider having an ALS provider escorted into the CCP for further patient treatment while waiting on extraction. A second RTF may be called in to assist in the operation.

WINCHESTER FIRE-EMS

Standard Operating Procedures

Procedure: Rescue Task Force (RTF)			Section: 500	Number: 30
Written:	Reviewed: 06/2024	Revised: 06/2024	Page 5 of 5	

- C. Any patient who can ambulate without assistance will be directed to self-extract with the RTF under law enforcement protection.
- D. Any deceased patients will be visibly marked to allow for easy identification and to avoid repeated evaluations by additional RTF.
- E. Since the formal T3 area is within the Cold Zone it may be staffed with any available personnel.