



**Accomack County Fire Rescue Commission**

**Standard Operating Guidelines**

<b>Subject:</b>	<b>Responder Emergency Guidelines</b>
<b>Section:</b>	<b>Countywide</b>
<b>Guideline Number:</b>	<b>101</b>
<b>Effective Date:</b>	<b>August 1, 2013 - Updated May 1, 2014</b>
<b>Signature of Approval</b>	<b>Jeffrey T. Terwilliger Fire Commission Chairperson</b>

**PURPOSE:**

To establish standard operating guidelines (SOGs) regarding safety procedures for the Incident Commander (IC), responders and dispatch center to take when; a responder emergency occurs, a MayDay alert occurs, emergency traffic message is declared, emergency alert tone is sounded, and the establishment of rapid intervention crews.

To establish procedures to enable responders to notify or be notified of an emergency condition or situation when they are assigned to an immediately dangerous to life or health (IDLH) environment.

To establish procedures for emergency situations outside of an IDLH zone, and or an individual operating on an incident needing law enforcement or other assistance when faced with a physical threat to their safety or others on an incident scene.

**SCOPE:**

Applicable to all; fire, rescue, EMS responders and assisting and cooperating agencies involved with emergency fire and rescues operations in Accomack County, Virginia.

**GUIDELINES**

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**Intent of the Responder Emergency Procedure Guidelines:**

1. The communications system shall provide a standard method to give priority to the transmission of emergency messages and notification of imminent hazards over that of routine communications to all levels of the incident command structure.
2. To ensure that clear text voice communications is used for an emergency condition at an incident. National standards require that emergency services organizations shall have an SOG that uses the radio terms; Emergency Traffic, Signal 1 or MayDay as a designation to clear all non emergency radio communications traffic.
3. At least one responder or each crew or company shall be equipped with a portable radio and each responder on the crew or company shall be equipped with either a portable radio or another means of electronic communications.
4. When a responder has declared an emergency traffic message, that person shall use clear text voice communications to identify the type of emergency, change in conditions or tactical operation need.

5. When the emergency traffic situation has been abated or all responders have been made aware of the hazardous condition or emergency, the incident commander shall permit normal radio traffic to resume.
6. When an Emergency Traffic message is declared, all units except the Incident Commander, dispatch center and the responder requesting emergency traffic should observe radio silence until dispatch or IC has released emergency traffic mode. (Command and dispatch restricted communications mode)

### **Incident Action Check Lists:**

Check lists have been developed for on scene use to aid the IC and command staff and personnel with actions to take during a responder emergency situation. They are referenced as incident action check lists.

1. MayDay/Emergency Traffic (ET) incident actions for responders and command staff
2. Rapid Intervention Crew duties and actions

### **DEFINITIONS: Critical Functions, Actions and References**

1. **Emergency Condition**: Any condition or situation that occurs at an incident, en-route or returning which may or has caused harm to responders or if not shared to on scene or arriving responders may cause harm to them or others.
2. **Emergency Traffic (ET)**: A voice transmission on the communications radio channel from the dispatch center or a field unit that is a designation to all units on that designated radio channel to clear all non emergency radio communications traffic. This action allows the caller of the (ET) the highest priority for radio traffic for sending an emergency traffic voice message and or to request assistance as needed, involving life hazards or pending life threats to responders in any situation. (Command and dispatch center restricted communications mode)
3. **Priority Traffic**: A voice transmission on the radio that is a designation to clear radio traffic if possible and provided the caller with radio access to announce an urgent request or change of conditions that does not involve immediate life hazard to responder. Priority traffic is related to civilian injuries and or other situations of an urgent nature needing assistance as needed from the dispatch center or the incident commander.
4. **MayDay**: A voice transmission declaring an immediate life threatening situation to a responder in an IDLH zone. This is a designation to all units on that designated radio channel to clear all non emergency radio communications traffic. This action allows the (MayDay/ET) caller the highest priority for sending an emergency voice message for help and/or to request assistance as needed. Declaring a MayDay or ET will alert incident command staff and dispatch center of an immediate life threat to unit, crew or individual in distress in an IDLH zone.
5. **Signal One (1)**: A voice transmission code or statement that means the caller needs immediate response of law enforcement and other assistance as requested. The code "Signal 1" is an emergency traffic code designated by the Commonwealth of Virginia radio interoperable plan. A Signal One (1) message is a designation to all units on that designated radio channel to clear all non emergency radio traffic allowing the caller of (Signal 1/ ET) the highest priority for radio communications with the dispatch center.
6. **Safety Check**: A voice transmission from the dispatch center used to verify that crew (S) or units assigned to an EMS incident are ok and safe and for other incidents as needed with the incident commander. This replaces personnel accountability voice code message of 10-04.

7. **Code Green:** A specific voice message originating from the dispatch center to verify the safety of an individual, crew or unit of a mobile or portable radio from which an Emergency Button activation has been detected without any voice message requesting assistance.

If no reply is heard from the mobile or portable radio or other forms of communications, the dispatch center will activate the Signal (1) procedure response to the last known location of the individual, crew or unit.

**Code Green Error:** The individual, crew or unit being notified of a “Code Green” message shall reply with a voice message validating the request for help or an accidental emergency button activation. If the Emergency Button (EB) was activated by mistake the individual, crew or unit *must* reply to the dispatch center, “Code Green Error”, and reset the mobile or portable radio to normal function.

Any terminology other than “Code Green Error” will be understood by dispatch center as a distress notification and a Signal One (1) response will be activated for a law enforcement to the location of the mobile or portable radio unless otherwise advised by the responder being alerted of a Code Green.

8. **IDLH Emergency Button Activation:** Activation of the Emergency Button (EB) while in on an IDLH incident will be handled as an Emergency Traffic alert and or MayDay alert until cleared by the incident commander or command staff.

Notification of an Emergency Button (EB) activation will be made from the dispatch center to the incident commander of which the mobile or portable radio unit is assigned.

9. **Responder:** A person who has responsibility to respond to emergencies and deliver services such as fire fighting, law enforcement, water rescue, emergency medical, emergency management, public health, red cross, community emergency responders, public works, and other incident assisting and cooperating public and private services.

10. **Standards and references:**

NFPA Standards;

Fire Department Health & Occupational Safety #1500, 2013 edition.

Fire Department Organization. & Deployment #1720, 2014 edition.


Emergency Services Incident Management #1561, 2014 edition.

Fire Service RIC Training #1407, 2015 edition.

DHS/FEMA National Fire Academy and FIRESSCOPE;  
Field Operations Guide (FOG), 2012 edition.

Accomack County Fire and Rescue Commission and Dept. of Public Safety, IMS Procedures  
1999 edition.

References cited were not adopted by reference. Information from reference sources were used to validate guidelines for concepts of; purpose, task and command structure based on the needs and resource capabilities of the local emergency service organizations.

	<b>Accomack County Fire Rescue Commission</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	<b>Emergency Alert Tone</b>
	<b>Section:</b>	<b>Countywide</b>
	<b>Guideline Number:</b>	<b>101.1</b>
	<b>Effective Date:</b>	<b>August 1, 2013- Updated May 1, 2014</b>
<b>Signature of Approval:</b>	<b>Jeffrey T. Terwilliger Fire Commission Chairperson</b>	

**PURPOSE**

To establish a radio communications plan that provides a standard method to alert responders of an emergency traffic message related to notification of imminent hazards, conditions, change of command orders or other emergent dispatch center needs.

**SCOPE:**

Applicable to all fire, rescue, EMS responders and assisting and cooperating agencies involved with emergency fire and rescues operations in Accomack County, Virginia.

**GUIDELINES**

Emergency Alert (EA) tone is a single 8 second steady radio tone followed by an Emergency Traffic (ET) Radio Message.

The Emergency Alert tone (EA) tone will be activated from the dispatch center upon request by the incident commander and will be followed by an emergency traffic voice message.

All responders and firefighters operating at an emergency scene shall refrain from transmitting any radio messages upon hearing the emergency alert tone and remain alert and listen for the emergency message from the IC or dispatch center.

Radio communications will be in a “Command Restricted” communication mode until released by the IC or notification from the dispatch center.

The incident commander can request activation of the “Emergency Alert Tone” (EA) tone at any time as needed to gain the attention of all resources and units on scene units to issue: Emergency Traffic (ET) message or MayDay alert.

The dispatch center should use the EA tone when situations exist that require immediate attention from units on scene or on an operating radio channel to issue an Emergency Traffic (ET) message or MayDay alert.

# PROCEDURE AND IMPLEMENTATION & DISPATCH CENTER RESPONSIBILITIES

## ACTIVATION AND USE OF EMERGENCY ALERT TONE:

1. The EA tone is reserved for alerting all units to limit their radio transmissions and listen for immediate emergency traffic announcement from the dispatch center or incident commander. The use of routine radio transmission should be limited to command and/or dispatch center communications and restricted to those involved in the emergency situation.

The dispatch center will sound an EA tone on the appropriate channels as needed to clear all non-essential radio traffic (clear the air) followed by the "Emergency Traffic" message as instructed by the IC or as needed by the dispatch center.

EA tone can be activated upon request by incident commander or as directed to command staff to make emergency announcements such as Mayday, evacuation order and other potential life threatening events to responders.

2. When the dispatch center receives or hears an emergency traffic (ET) message on any radio channel or when the emergency button is activated and radio message is heard on Channel 11, the dispatcher shall record and document the emergency traffic voice message if possible and contact the incident commander, staff or other units on scene as needed immediately.

If unable to contact on scene units, the emergency alert tone will be used to clear the radio channel and provide emergency traffic message with acknowledgement from on scene unit.

Acknowledgment of the Emergency Traffic (ET) message to the dispatch center should be made by the IC and or command staff.

3. Examples of use for Emergency Alert tone:

- EA tone is to be used to alert responders of an emergency traffic radio message of the highest priority. It can and should be used in conjunction with the IC's decision to evacuate a structure or any unsafe area and controlling radio transmissions during a MayDay event.
- Critical situations on the incident scene when the IC needs to announce changes in operational modes, or life safety actions for responders.
- Control of the radio channels by the dispatch center when emergency traffic message must be broadcasted or setting command restricted mode of radio communications in effect.
- EA use to alert responders when command and dispatch center restricted radio mode is released.

4. Examples of normal command and control radio communications processes not needing activation of the EA tone process: These situations should and can be managed by effective radio discipline controlled by the IC and assigned command positions.

- Controlled withdrawal of fire attack crews from an IDLH zone.
- PAR check request.
- Routine changing of operating radio channels



## Accomack County Fire Rescue Commission

### Standard Operating Guidelines

<b>Subject:</b>	<b>Emergency Traffic</b>
<b>Section:</b>	<b>Countywide</b>
<b>Guideline Number:</b>	<b>101.2</b>
<b>Effective Date:</b>	<b>August 1, 2013- Updated May 1, 2014</b>
<b>Signature of Approval:</b>	<b>Jeffrey T. Tewilliger Fire Commission Chairperson</b>

#### PURPOSE

To establish a standard operating guideline for declaring an emergency traffic (ET) radio communication. The communications system shall provide a standard method to give priority to the transmission of emergency traffic messages and notification of imminent hazards over that of routine communications to all levels of the incident command structure.

#### SCOPE:

Applicable to all fire, rescue, EMS responders and assisting and cooperating agencies involved with emergency fire and rescues operations in Accomack County, Virginia.

#### GUIDELINES


The Emergency Traffic message (ET) declaration should be used by; dispatch center, IC or responder, unit, crews when they have emergency affecting responder safety or other urgent need for immediate communications, it gives that person priority to the radio channel over all other radio traffic. The radio message of emergency traffic (ET) is an alert to all other non affected units, crews or responders to clear the radio channel of radio use until advised otherwise.

#### PROCEDURES AND IMPLEMENTATION:

The Emergency Traffic (ET) radio message is to be used when an emergency situation is of and imminent need and related to responder safety, with direct access to Incident Commander (IC) or to dispatch center. The dispatch center/IC or command supervisor shall instruct the responder/ unit to proceed with their ET radio communications.

The ET declaration will alert all units and crews to refrain from making routine radio communications until the emergency traffic message or event is cleared. When the dispatch center declares emergency traffic only, that means the radio channels are in a command and dispatch center restricted mode until cleared by the dispatch center. Upon completion or when the emergency has been abated or all affected members have been made aware of the hazardous condition or emergency, the incident commander and or the dispatch center shall make announcement of termination of the ET and permit routine radio traffic to resume. Examples of using the Emergency traffic (ET) declaration, as when an emergency is imminent or has already happened but not limited to:

- A responder/ unit or crew in distress, injured or ill or needing immediate assistance. ( IDLH distress call should use MayDay procedures)
- Collapse of structural building elements; roof, wall, floor, or pending indicators of collapses.
- Rapidly changing fire conditions
- Water supply interruption which puts responder in a precarious situation
- Any circumstance that can seriously injure a responder or has injured a responder outside of IDLH
- A collapse potential that needs to be investigated
- Immediate evacuation of the building necessary for any of the above or for any circumstance
- Incident Commander deems necessary
- Requesting additional alarm(s)
- Declaring collapse zone exclusion areas

	<b>Accomack County Fire Rescue Commission</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	<b>Signal 1</b>
	<b>Section:</b>	<b>Countywide</b>
	<b>Guideline Number:</b>	<b>101.3</b>
	<b>Effective Date:</b>	<b>August 1, 2013- Updated May 1, 2014</b>
<b>Signature of Approval:</b>	<b>Jeffrey T. Terwilliger Fire Commission Chairperson</b>	

**PURPOSE**

To provide a standard operating guideline that establishes a process for responders to request law enforcement assistance on scene pertaining to the safety and protection of responders.

**SCOPE:**

Applicable to all fire, rescue, EMS responders and assisting and cooperating agencies involved with emergency fire and rescues operations in Accomack County, Virginia.

A Signal One (1) request is a special code for voice message established by the Commonwealth of Virginia interoperable radio communications plan for all public safety answering services (dispatch center) in Virginia and is applicable for all emergency services agencies and personnel within the Commonwealth of Virginia.

**DEFINITIONS:**

Fire and EMS responders who find themselves on scene of a situation requiring an immediate law enforcement presence should utilize the Signal 1 code in their radio transmission to indicate they are in a dangerous/hostile situation. The Signal One (1) voice message is an approved Virginia statewide code (terminology) used to request a police response without alerting an aggressor who poses a threat to responders.

**Life Threatening Situation:** A situation where the lives of fire and rescue personnel are in immediate danger and there is a need for an immediate police response.

**Signal 1:** A code for broadcasting an alert to the dispatcher that personnel need the police for a life-threatening situation. The term “Signal 1” will be used to allow fire and rescue personnel the ability to rapidly notify the dispatch center of a responder life-threatening situation. This term will alert any dispatch center in Virginia that a top priority law enforcement response is required.

**Signal’s 2, 3, & 4:** Commonwealth of Virginia interoperable radio communications plan Codes that are normally used for important law enforcement issues and information and intelligence exchange and not identified within this SOG.

## **PROCEDURES AND ACTIVATION OF SIGNAL ONE (1) REQUEST:**

Responders sometimes find themselves in a situation where their lives are in danger. During these times, they need the ability to rapidly alert the dispatch center of their situation.

Responder and civilian safety is paramount in situations like these. If in a situation in which you cannot show that you are holding the microphone and radio transmission cannot be made, personnel shall activate the emergency button (EB) (orange on the new radios). This will automatically open the portable radio microphone for 10 seconds which allows for verbal communications without touching the microphone.

Responder(s) crew(s) of any unit that is in a life-threatening situation should:

- Announce their unit number to dispatch center, then state “Signal 1”.
- Give a brief statement of the situation, if possible. “Subject with a gun.” A brief statement of the situation will help ensure appropriate resources are dispatched by law enforcement.
- If you are unable to give a brief situation, your unit number and “Signal 1” will be sufficient.
- If you are in a location other than the exact location dispatched, you should also advise your exact location.
- Responder requesting Signal 1 should switch to an alternate radio channel as assigned by the dispatch center if able to do so.

### **Emergency Button Activation Procedures:**

Using the emergency button (EB) on the mobile or portable radio will switch programmed radios to Channel 11 within the Accomack and Northampton County service area upon activating the (EB). Once EB is activated, stay on channel 11 until advised by dispatch center

- Activating the EB on portable radio will move the radio channel to channel 11 with 10 seconds of open microphone air time. Responder requesting help can use that open microphone access to describe the situation without touching the microphone and/or calling attention to others on the scene.
- Reply from the dispatch center that the Signal 1 was received will be done by acknowledgment of the specific radio unit identifier number and statement of, “confirm Signal 1”. If the EB is again activated by the responder, that will be an alert to the dispatch center of an escalating incident.

### **Example of Signal 1 Request:**

- Transmit unit radio designation: example “Ambulance 900 ”
- Ambulance 900; Announce “Signal 1”
- Ambulance 900; Announce location, situation, and other pertinent information if possible
- Dispatch center reply: Ambulance 900, we confirm Signal 1

Upon confirmation of a Signal 1, the dispatch center will alert appropriate resources according to the Signal 1 response guidelines.

A “Signal 1” is the highest priority call for law enforcement response for responder assistance. It is equal to a law enforcement “Signal 1” officer-in-trouble event. The goal of this policy is to help the responders with immediate law enforcement assistance. However, overuse of this special statewide code will result in its ineffectiveness. Signal 1 announcement is for a situation that is a life-threatening situation to a responder(s). *Virginia Statewide PSA 911 Center Standards.*





## Accomack County Fire Rescue Commission

### Standard Operating Guidelines

<b>Subject:</b>	MayDay
<b>Section:</b>	Countywide
<b>Guideline Number:</b>	101.4
<b>Effective Date:</b>	August 1, 2013- Updated May 1, 2014
<b>Signature of Approval:</b>	Jeffrey T. Terwilliger Fire Commission Chairperson

#### PURPOSE

To provide a standard operating guideline for the use of and term “MayDay”. It is a voice message alert to the incident commander, command supervisor or dispatch center of an immediate life threatening responder emergency while operating in Immediately Dangerous to Life and Health (IDLH) work zone/atmosphere.

#### SCOPE:

Applicable to all fire, rescue, EMS responders and assisting and cooperating agencies involved with emergency fire and rescues operations in Accomack County, Virginia.

#### GUIDELINES:

A MayDay is declared when a responder(s), crew(s) is/are at risk or exposed to a potential imminent life threat in an Immediately Dangerous to Life and Health (IDLH) atmosphere.

A MayDay alert is a designation to all resources/units on an incident scene to clear all radio traffic and listen for an emergency distress message from responder/crew. This action allows caller to request assistance as needed while operating inside an IDLH zone and will provide the caller the highest priority for radio communications. This action will alert the incident commander, command supervisors and staff, and the dispatch center of an immediate life threat to IDLH assigned unit, crew or individual in distress needing assistance and or rescue.

#### PROCEDURES FOR DECLARING A MAYDAY:

A responder must declare a MAYDAY when confronted by, but not limited to the following situations:

- Injured and in need of immediate assistance or unable to reach a safe location under their own power
- Lost, disoriented, sick, responder missing, responder down, responder trapped
- Trapped and or entangled and unable to exit structure before expending air supply
- Low on Air/Low air alarm sounding in conjunction with any other item listed
- “MAYDAY” should also be declared by any other member of the crew or any responder that locates a responder (s) in any of the above situations. Responders should not hesitate to make a MayDay alert.

## **RESPONDER DUTIES: MAYDAY**

Responder(s) declaring a MayDay should make a radio transmission following the LUNAR acronym, a nationally accepted emergency traffic radio format, if possible.

**LUNAR:** Location, Unit/Name, Nature of emergency, Air supply and Resources needed.  
Mayday/Emergency Traffic radio transmission format: Responder should if able, provided as much information about the Mayday situation as possible using the LUNAR radio message format.

### **MayDay Alert communications template:**

- **“Mayday, Mayday, Mayday”**
- **Location** (be as precise as possible)
- **Unit # \_\_\_\_\_ or Name \_\_\_\_\_**
- **Nature of the emergency**
- **Air supply of SCBA**
- **Resources and actions taken or needed**
- **“Mayday, Mayday, Mayday, Command Acknowledge”**

Example:

“Mayday, Mayday, Mayday”

- Unit: “E95 Officer”
- Location and Nature of emergency or condition: “We are lost, last on Division 3, Quadrant Baker”
- Actions requested or needs: “We need a crew to come in and locate us and assist in exiting”
- Needs: “We have 1 member with low air alarm activated”
- MayDay- Mayday- Mayday, E95 to Command, acknowledge.

### **Additional Mayday caller actions:**

A. Critical action step: If no acknowledgement from IC, command supervisor or other crews of the voice radio MayDay alert, responder should activate the emergency button (EB) on their radio and rebroadcast his/her MayDay alert message. This action changes the radio frequency to channel eleven (11) and is monitored by the dispatch center.

B. Responder(s) shall then activate their PASS device if not already alerting following their initial Mayday transmission. Personnel need to keep in mind that loud noises interfere with radio transmissions. The PASS may need to be turned off in order to make a clear radio transmission and then reactivated.

### **Awareness of MayDay situation:**

An IDLH Mayday situation may not be obvious. Any radio broadcast that sounds different, not expected, or shows signs of confusion from a crew or responder should be considered a Mayday event and whomever hears the request or sees signs or signals of distress should immediately notify the incident command or command supervisor for action and or rescue.

Examples of distress: Helmet or tools thrown from building, unexpected exiting of a member of a crew, self- deployed rope line from building, flashing light or SOS signal, and/or uninterrupted PASS alarm sounding.

## **INCIDENT COMMAND RESPONSIBILITIES AND DUTIES: MAYDAY**

The IC must decide if he/she will hold control of all operations and Mayday situation or hold Mayday control and pass the continuity of operations to another command position. It is imperative to make this decision as soon as possible to maintain contact with Mayday responder and to continue with fire attack that may in fact save the life or lives of all responders in the IDLH zone. Ensure that Mayday firefighters are instructed to take protective measures to save their life.

### **1. ACKNOWLEDGEMENT AND RECORDING MAYDAY INFORMATION**

The IC and or command supervisor or staff should record the MayDay information and instructions to and from the Mayday responder and/or crew. Use the MayDay/ Emergency Traffic checklist as an initial template to secure vital information from the MayDay alert responder or crew.

Basic information to ask for from the MayDay alert crew and record is: who is involved, where the crew is located, what happened, what they need and if possible why it happened, from that information develop a rescue plan and deploy rescue resources as needed. Use of the LUNAR acronym will help in gathering pertinent information from the responder or crew in distress.

**LUNAR:** Location, Unit/Name, Nature of emergency, Air supply and Resources needed.

### **2. INCIDENT COMMAND DECISIONS:**

- a. Make assignment of operational control and MayDay control positions and deploy the RIC for responder rescue.
- b. Review current incident management actions, operational assigned tactics and tasks and or modified them to meet new incident priorities and executed tactics and tasks as needed.
- c. Review the MayDay and RIC checklist for detailed action steps and benchmarks.
- d. Notify dispatch center of MayDay alert, make additional resource requests as needed.

### **3. IC DECISION TO DECLARING MAYDAY ALERT FOR LOST OR MISSING CREW**

Activation of MayDay alert by IC or command supervisor should be made for failure of responder or crew to reply to repeated communications contact attempts.

The IC or command supervisor should initiate a MayDay alert for a responder or crew that fails to reply to repeated attempts of contact (repeated attempts for contact may be over a 1-2 minute period) for PAR checks, Progress and or CAN reports and/or with no acknowledgment from other IDLH crews or responders of the location and PAR status of the responder or crew(s) failing to reply to their status.

MayDay alert for missing crew should include a message that the crew in question failed to reply to radio request, and provide the crew unit number and last known location.

## MAYDAY / EMERGENCY TRAFFIC CHECKLIST WE HAVE A RESPONDER

DOWN / INJURED	MISSING	TRAPPED
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TIME of Alert \_\_\_\_\_ TIME Stopped \_\_\_\_\_

- MAINTAIN CONTACT WITH MAYDAY FIREFIGHTER
- REQUEST **LUNAR** INFORMATION
- L**ocation - **U**nit/Name - **N**ature of Emergency - **A**ir Supply \_\_\_\_\_
- R**esources needed \_\_\_\_\_

### CRITICAL INFORMATION

WHO ARE YOU? \_\_\_\_\_

WHAT UNIT NUMBER? \_\_\_\_\_

WHAT IS YOUR LOCATION? \_\_\_\_\_

Stay on radio Channel # \_\_\_\_\_ (or as directed by command)

### STAY CALM - HELP IS ON THE WAY

- TURN ON YOUR PASS DEVICE \_\_\_\_\_ Take Protective Actions
- WHERE DID YOU GO IN? \_\_\_\_\_
- WHO DID YOU GO IN WITH? \_\_\_\_\_
- WHAT IS YOUR AIR SUPPLY? \_\_\_\_\_
- ARE YOU ON A LINE? YES // NO
- ARE YOU AT THE NOZZLE? YES // NO
- WHAT CAN YOU SEE? \_\_\_\_\_
- WHAT CAN YOU HEAR? \_\_\_\_\_
- WHAT IS THE FIRE DOING? \_\_\_\_\_

### STAY CALM WE ARE COMING TO GET YOU!

*Accomack County, Virginia, Fire & Rescue Commission*  
**Emergency Traffic Checklist**

**COMMAND DECISIONS – If Mayday or other Emergency not quickly resolved:**

- Incident Commander must decide who will control ongoing operations and who controls Mayday  
Assigned Operational Tactical control \_\_\_\_\_  
Assigned Mayday Tactical control \_\_\_\_\_

**INCIDENT MANAGEMENT CONSIDERATIONS AND ACTIONS – Record times of actions and events**

- Complete LUNAR Checklist: (**LUNAR**) *Last known location, Unit, Nature of Emergency, Air Supply, Resources needed*
- Initiate emergency traffic announcement, clear radio channel for PAR check of unit involved and confirm number of missing
- Assign RIC to Search and Rescue (Establish rescue group with additional assigned resources as needed - See RIC Checklist)
- Notify 911 dispatch center of Emergency Traffic/Mayday situation. Request Emergency Traffic alert tone if needed
- Request additional resources in addition to the Mayday special alarm assignment of:
  - Engine and EMS/ALS
- Request additional resources as needed: Heavy Rescue / Ladder Truck / Public Works / Collapse Rescue Units / Relief Crews
- Develop a rescue action plan for the Mayday or Emergency situation with Command staff and RIC
- Expand Command Staff and maintain strong supervision in all work areas
- PAR checks of uninvolved units - completed by other Command Staff on separate radio channel and/or face-to-face as needed with Division and Unit Leaders using roll call process


**OPERATIONAL CONTROL:**

- Maintain fire control and suppression along with placing protective hose lines to location of Mayday area
- Withdraw, control and restrict unauthorized entry
- Assess ability to increase points of egress and ingress (door window, wall removal, breaching walls)

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Monitor all incident radio channels and Channel 11 for emergency button activation and transmissions*

**Accomack County, Virginia, Fire & Rescue Commission  
Mayday Situation Action Checklist**

	<b>Accomack County Fire Rescue Commission</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	<b>Evacuation Orders</b>
	<b>Section:</b>	<b>Countywide</b>
	<b>Guideline Number:</b>	<b>101.5</b>
	<b>Effective Date:</b>	<b>August 1, 2013- Updated May 1, 2014</b>
<b>Signature of Approval:</b>	<b>Jeffrey T. Terwilliger Fire Commission Chairperson</b>	

## PURPOSE

To establish a method of alerting responders to evacuate a IDLH structure or impact area in a safe and rapid manner using the Emergency Traffic (ET) message format and special evacuation tone alert.

## SCOPE:

Applicable to all fire, rescue, EMS responders and assisting and cooperating agencies involved with emergency fire and rescues operations in Accomack County, Virginia.

## GUIDELINES

When determined by the IC that an IDLH structure or impact area is unsafe and responders working in that area need to evacuate the area the IC will make an Emergency Traffic (ET) message on the operational radio channel assigned for command and IDLH area.


### 1. **Emergency Evacuation message will be given upon Incident Commander (IC) permission.**

Upon orders from the IC, the dispatch center will make a verbal announcement for Emergency Traffic (ET), followed by the emergency alert tone and the message of the evacuation order which should include the incident command address and collapse zone exclusion area.

### 2. **PAR Check (AKA roll call):** The process where the IC or division/group leader calls all assigned units to ensure the accountability of their personnel. This action should be done after all crews have exited the structure or involved area, the IC shall initiate a controlled roll call and PAR check of all assigned units as described in ACFRC PAR Reporting System. See ACFRC Procedure for Personal Accountability Reporting System for additional details.

### 3. **Air Horn Alert Procedure:** All units responding to an incident scene will discontinue the use of air horns when approaching the scene. This should be done on all incidents. This allows for air horn alerts to be heard on scene when the IC identifies the need to evacuate a structure or area. Permission to sound the air horns alert is done upon orders from the IC. The air horn alert should be done after the dispatch center's ET message for evacuation has been completed. This delayed action allows all units to hear the initial evacuation order over the mobile and portable radio's without competing loud noises. Driver/Operators of units on-scene, upon hearing the IC order an emergency air horn alert, shall sound their apparatus air horn for a thirty (30) second air blast.

### 5. **Crews and units:** Upon hearing the evacuation order, shall immediately exit the structure or areas involved and stay clear of collapse zone exclusion areas. After evacuating, each company officer shall account for their personnel. If there are unaccounted personnel, the officer shall immediately inform the incident commander or division/group supervisor as appropriate.

	<b>Accomack County Fire Rescue Commission</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	<b>Rapid Intervention Crew</b>
	<b>Section:</b>	<b>Countywide</b>
	<b>Guideline Number:</b>	<b>101.6</b>
	<b>Effective Date:</b>	<b>August 1, 2013- Updated May 1, 2014</b>
	<b>Signature of Approval:</b>	<b>Jeffrey T. Terwilliger Fire Commission Chairperson</b>

**PURPOSE:**

To provide a standard operating guideline for the establishment of a Rapid Intervention Crew(s) (RIC) and the deployment of the RIC as needed under the direction of the incident commander. The primary purpose of the RIC is the rescue of injured, lost, or trapped emergency responders.

**SCOPE:**

Applicable to all fire, rescue, EMS responders and assisting and cooperating agencies involved with emergency fire and rescues operations in Accomack County, Virginia.

**GUIDELINES:**

**Initial Rapid Intervention Crew/Company (I-RIC) IDLH Structure fires:**

A minimum of two fully equipped (PPE) responders who are on site and assigned specifically to initiate the immediate rescue of injured, lost or trapped responders.

Initial Rapid Intervention Crew (I-RIC) duties: Upon assignment as RIC and by direction of the IC the RIC can complete multiple tasks to assist the IC during the initial stages of an IDLH fire attack, especially with limited staffing of arriving resources. (See RIC mission and responsibilities check list for details)

Initially, the I-RIC responders are outside the potentially IDLH atmosphere could have other assignments as directed by the IC or Operations Section Chief as long as those assignments do not detract from their being immediately available to perform their assignment as a member of the initial RIC. See RIC Checklist for details of duties.

Reinforced RIC assignments: As the incident escalates, the IC should assign additional responders to reinforce the initial RIC, based on the size and complexity of the incident scene. The IC should designate a RIC Group Supervisor to manage the additional responders assigned.

The expansion of personnel to RIC duties from the initial crew of two (2) provides improvement in the safety of the RIC as well as deployment of multiple RICs if needed. RIC staffing should be balanced to total personnel assigned to IDLH area, which may include 4 or more responders being assigned to RIC duties.

**Wildland and Brush/Woods fires: RIC and Safety Considerations**

RIC duties and assigned RIC crew designation should be addressed through the planning process and contingency planning by the Incident Commander, section chiefs and command staff.

Wildland and Brush fire operational safety considerations needing to addressed by the IC and command staff; posted lookouts, communications plan, establishing escape routes and safety zones along with providing fire attack instructions to companies and crews.

See FIREScope Field Operations Guide (FOG), 2012 Edition for the 10 Standing Fire Orders and Wildland, "Watch Out Situations" check list. Front and back pages of FOG.

## PROCEDURES AND IMPLEMENTATION FOR DEPLOYING RIC:

1. Upon declaration of a “Mayday” the RIC leader or RIC Group Supervisor (if multiple crews are assigned) shall report immediately to the Incident Commander to determine last known location of distressed firefighter from accountability manager and retrieve RIC Pack and other tools from the RIC equipment staging area. The RIC is staged (with equipment) near the IC to decrease reflex time unless building size requires posting of multiple RIC(s) at other locations.
2. Determine with assistance of IC/OPS Section Chief/ Division supervisor the best location to make entry to search for distressed responder or crew (s).
3. The RIC leader shall be in (task) control of the rescue effort from the interior. The RIC leader answers directly to the IC or designated command supervisor (tactical control). If the RIC Leader must leave the structure he/she will designate another interior RIC rescue member for the RIC leader to communicate with. The RIC Leader shall maintain close supervision of his/her members and shall be cognizant of their air supply and their physical condition.
4. The RIC should perform a rapid search of the structure with focus and emphasis on the distressed responder(s)/crew(s) last known and or reported location. The use of a RIC tag line rope while searching is highly recommended. The RIC rope will signify the most direct route to the MayDay location from the exterior of the structure for additional responder assistance crews as needed for entry and removal. Other operating crews in the IDLH area should stop, look and listen for PASS alert sounding or other visual and audible sounds to assist in locating MayDay responder(s) or crew(s) and report findings to IC or command supervisor.
5. Upon finding the distressed firefighter(s), the RIC should immediately transmit the condition, location, company and identity of the responder or crew(s) to assigned command supervisor. Provide. CAN report: (conditions, actions and needs).
  - a. If no extrication is involved, the RIC shall remove the firefighter(s) from the structure and announce location of exit to the IC or designated command supervisor.
  - b. If the responder or crew(s) requires extrication, the RIC shall determine the most efficient access to the distressed responder, and communicate this information to the designated command supervisor. The RIC Leader shall perform a rapid size-up of the extrication needs and request the necessary equipment and personnel from the IC or designated command supervisor.
6. A tool staging area is to be established for RIC task. The tool staging area should be positioned in an area that allows the quickest access to where potential problems have been forecast during the reconnaissance and 360 safety check of the structure or area.
7. If multiple RIC’s are deployed the RIC Leaders should be accounted for by radio as RIC 1 (one) and RIC 2 (two) etc. as the incident demands. A RIC Group supervisor should be designated to control the deployed crews.

See ***RIC check list*** for mission and responsibilities of the, Initial Rapid Intervention Crew (I-RIC)



**ACCOUNTABILITY – RIC leader will check in with incident commander ( IC ) and receive a; conditions, actions and needs report ( CAN report ). Provide accountability passport to IC.**

- Establish location for RIC tool staging and secure tools as needed for initial RIC assignment.

**RIC MISSION PRIORITIES**

- First responder safety and assistance to rescue crews in distress.
- Assist as directed by IC with trapped occupants or victim removal.
- RIC can perform additional exterior duties as directed by IC, provided that the RIC is available for RIC mission. (Example: Laddering, lighting, removal of bar on windows, door checks: unlocked and hazard free.)
- Back up crew and reinforced fire attack or other urgent needs.

**Secondary Scene Size-Up**

- Identify safety hazards, utilities status, mitigation and control of electrical, water, fuels.
- Check for and improve access and egress from structure or area.
- Provide as needed a diagram/map of building or area to IC, see reverse side for map.

**RIC DEPLOYMENT**

If RIC is assigned a mission into an immediately dangerous to life or health hazard area, the 2 in 2 out rule applies to RIC as well. Additional crews should be assigned to replace the Rapid Intervention Crew for standby function.

**TOOLS - The tool staging area will be built up as tools are available and RIC capability is expanded:**

**Primary:**

- PPE/SCBA per each position staff to support IDLH entry
- Hand-lights and power supply lighting as needed
- Radios - Minimum of 2 - one radio on Channel 11 at all times
- Forcible entry hand tools: halligan, flat head and pick head axe, short pike pole
- Bolt cutter/wire cutters/knife/small misc. tools as needed
- Designated hose line for use by the RIC with enough length to reach top floor

**As needed and available on scene:**

- RIC Lifeline pack with RIC Air Supply air fittings or initially with extra SCBA
- Chain saw & battery operated reciprocating saw
- Thermal imaging camera
- Reeves and/or other patient packaging devices – emergency drag device
- Attic ladder or other devices for bridging stairs and collapsed floor
- Ensure access to emergency care equipment (AED & oxygen) and/or EMS crew is available

**NOTES:**

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*Monitor all incident radio channels and Channel 11 for emergency button activation and transmissions*

**Accomack County, Virginia, Fire & Rescue Commission  
Rapid Intervention Crew Checklist**

**NOTES:** \_\_\_\_\_  
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Identify hazards, utilities, doors, exposures

**Map of Incident**

Side \_\_\_\_\_

Side \_\_\_\_\_

Side \_\_\_\_\_

Side \_\_\_\_\_

**Accomack County, Virginia, Fire & Rescue Commission**  
**Rapid Intervention Crew Checklist**