

# **CITY OF MADISON FIRE DEPARTMENT**



**REVISED  
4/19/19**

# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

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- 1.2 Terminology (Rev. 03/15/17)
- 1.3 Arrival/First In Report (Rev. 01/09/17)
- 1.4 Passport Helmet Identification (Rev. 01/23/18)
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- 1.7 Emergency Call Back (Rev. 02/19/19)
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- 1.9 Police/Fire Unified Command (Rev. 11/25/15)
- 1.10 Response to UW Hospital & Clinics (Rev. 01/23/18)
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- 1.16 Post-Fire Personal Decontamination (Eff. 01/23/18)
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# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.1

SECTION:		GUIDELINE:	
GENERAL		SOG MANUAL	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
06/27/2011	2/19/2019	OPERATIONS	1

**Scope:**

All MFD Personnel

**Objective:**

The Madison Fire Department will develop and maintain a Standard Operating Guideline Binder.

**Implementation:**

Each Firehouse will maintain a green 3-ring binder that contains Standard Operating Guidelines. These guidelines are to be used by all fire suppression personnel as a guide when performing emergency operations. The SOG serves as a baseline for strategic plan development as well as tactical decision-making. Each station will maintain a green binder for containing the SOG manual. The manual will be reviewed and updated at least once a year.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

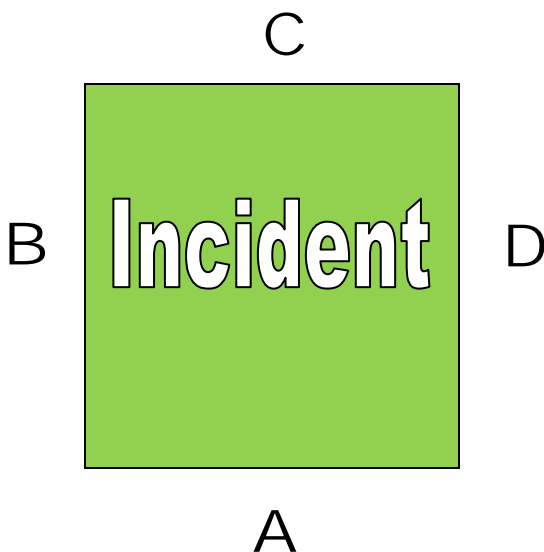
# 1.2

<b>SECTION:</b>			<b>GUIDELINE:</b>		
GENERAL			TERMINOLOGY		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
02-01-2015	3-15-2017	LEADERSHIP TEAM		1	

Leadership Team Positions
Incident Commander (IC)
Incident Safety Officer (ISO)
Public Information Officer (PIO)
Liaison Officer

General Staff Positions
Operations
Planning
Logistics
Finance/Administration

Branches Operational Assignment	Divisions Geographic Location	Groups Functional Assignment	Resources Companies
Fire	Division 1 (First Floor)	Fire Attack Group	<u>Single Resource:</u> Engine/Ladder/Med
EMS	Division C (Rear of Incident)	Ventilation Group	<u>Task Force:</u> Combination of Resources (2 Engines, 2 Ladders, 2 Med Units, 1 Chief)
Law Enforcement		Water Supply Group	<u>Strike Team:</u> Combination of Like Resources (5 Ladders)
Rescue (HURT)			
HIT/Special Ops			



Division 6
Division 5
Division 4
Division 3
Division 2
Division 1
Sub/Basement 1
Sub/Basement 2



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.3

SECTION:			GUIDELINE:	
GENERAL			ARRIVAL/FIRST IN REPORT	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
04/22/2014	1/9/2017	OPERATIONS	2	

**Scope:**

All Fire Department personnel

**Objective:**

To provide a systematic initial size-up for responding personnel

**Definitions:**

- Arrival Report:
  - First arriving unit gives a report of what is happening
    - Assume Command (First MFD Person)
    - What is showing (fire showing)
    - What you are doing (performing a 360)
  - Give just enough information for companies to know what we have
  
- First In/Assignments:
  - During/After 360 or after more information is gathered
  - More detailed:
    1. Unit assuming Command
    2. Building Construction
      - a. Stories
        - i. Rear Exposure (2/3)
      - b. Wood Frame
    3. Occupancy
      - a. Commercial/Residential/High Rise
    4. Conditions
      - a. Including consideration for “Wind driven Fire”
        - i. Announce direction if possible- Strong wind on C side
      - b. Smoke Showing:
        - i. Volume
        - ii. Velocity
        - iii. Density
        - iv. Color
      - c. Flow Path Determination:
        - i. Bi-Directional
        - ii. Uni-directional
      - d. Special Hazards (Roof/Exposures/HazMats)
    5. Announce 360 Complete and any changes to initial size-up and assignments



6. Determine and ANNOUNCE Strategy
  - a. Offensive
    - i. Conventional
    - ii. Transitional
    - iii. Blitz
  - b. Defensive
  - c. Marginal
    - i. Offensive-to-Defensive
    - ii. Defensive-to-Offensive
7. Assignments
8. Water Supply Established?
  - a. AE announces on Fire Ground Channel. Example: “E12 to all Companies, Positive water source established.”
9. Are the resources on-scene/responding adequate?



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.4

<b>SECTION:</b>			<b>GUIDELINE:</b>		
GENERAL			PASSPORT HELMET IDENTIFICATION		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
03/01/2014	1/23/2018	OPERATIONS		1	

**Scope:**

All MFD Personnel

**Objective:**

To provide for accountability and identification of personnel through the application of Policy and Procedure 10.6

**Overview:**

Each Fire Apparatus (Engine/Ladder/Medic) is assigned a replaceable helmet “passport”



**Operations:**

At the start of each shift personnel will swap out passport with the person they are replacing.

**Inventory:**

All vehicles will have 4 spares for the vehicle

**Replacement:**

Notify your Division Chief



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.5

<b>SECTION:</b>		<b>GUIDELINE:</b>	
GENERAL		SPECIALTY VEHICLE IDENTIFICATION	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
04-22-2014	01-23-2018	CHIEF DAVIS	1

See the “Supplemental” Tab in Master Apparatus Inventory:

<\\FPS4\Data4\Fdcommon\Apparatus Inventory\Master Apparatus Inventory.xls>



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.6

<b>SECTION:</b>			<b>GUIDELINE:</b>		
GENERAL			EMERGENCY STAFFING EQUIPMENT		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>		
11/12/2013	4/19/2019	OPERATIONS	2		

**Scope:**

In order to provide a systematic plan that allows off-duty MFD personnel to report to specific fire houses and staff apparatus into service quickly and to take into account that the actual vehicles move around with regular frequency, the following nomenclature is being suggested:

**Implementation:**

- 3-Digit Number: Only time this is used is for “Emergency Call Back Staffing”
- First letter: Designation of Ladder, Engine, and Medic
- Actual Vehicle Number (40/41/42/43/49/50/51/60/61/62/63/64/65)

Vehicle	Location
L5X	Station 6
L49	Station 14
L5X	Maintenance
E4X	Station 3
E4X	Station 13
E4X	Maintenance
E4X	Maintenance
M6X	Station 4
M6X	First Street
M6X	First Street
M6X	Station 14
M6X	Station 1
M6X	Maintenance

**Primary Reserve**

1. Station 3 has the first available Engine
2. Station 6 has the first available Ladder
3. Station 4 has the first available Medic
4. The second and third same type apparatus that comes on duty will assume vehicle number assigned.

**Apparatus Locations:**

### **Equipment Storage:**

1. All 3 Stations store and maintain appropriate radios.
  - a. 4 for Engines
  - b. 4 for Ladders
  - c. 2 for Medic
2. All Stations store and maintain appropriate SCBA
  - a. Reserve Apparatus will have no SCBA on the actual vehicle
    - i. Change over requires swapping front line SCBA
  - b. All tools/Equipment on reserve apparatus becomes “Fluorescent GREEN”
3. All EMS Equipment is on all apparatus including reserve
  - a. Engine/Ladder- Bags/O2/AED
  - b. Medic- Bags/Monitor
4. All items stored in open-air lockers

### **Specific responsibilities:**

1. Support Services:
  - a. Maintains Fleet with following Station Assignments:
    - i. Station 3 has the first available Engine
    - ii. Station 6 has the first available Ladder
    - iii. Station 4 has the first available Medic
2. Stations 3, 4, 6:
  - a. Daily Check of SCBA
  - b. 4 Radios present (**batteries charged**)
  - c. EMS Bag/Monitor Present and sealed
  - d. Med-Vault- medication checks
  - e. Cooler Medications
3. Chiefs Aide/OIC:
  - a. Upon receipt each day of Daily Vehicle locations, confirm stations have appropriate reserve apparatus. Upon detecting changes, an updated Vehicle DAR is sent out to FD Maintenance, FD Chiefs.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.7

SECTION:		GUIDELINE:	
GENERAL		EMERGENCY CALL BACK	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
04-22-2014	02/19/2019	OPERATIONS	1

### Scope:

- All MFD Personnel in the event of an emergency call back for staffing
- Selection Parameters
  - Personnel able to reach their assigned station within a reasonable amount of time as determined by a chief officer.
  - Apparatus in those stations have appropriate equipment
    - See SOG 1.6 for reference
  - Notification shall be made via all appropriate means of communication

### Operational Plan:

- Following Policy 3.6 for notification of a 2-alarm fire or bigger:
  - A Command Staff member will initiate emergency call back staffing, bringing up additional resource units based on severity of incident
  - Personnel selected should attempt to carry their gear with them or report to the station closest to normal assignment to facilitate rapid deployment of additional rigs
- Crew on Duty:
  - Assemble equipment from equipment storage
  - When all members present:
    - Officer places Apparatus on duty and **ON AIR** (not in quarters)
    - Officer rosters crew
    - Will be assigned accordingly based on needs of the City at the time



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.8

SECTION:		GUIDELINE:	
GENERAL		INVESTIGATOR CALL BACK	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
01/01/2014	3/13/2019	OPERATIONS	1

**Scope:**

On-duty and On-call Fire Investigators

**Objective:**

Provide guidelines for notification and response of Fire Investigators.

**Overview:**

- Within the City of Madison:
  - If requested by a member of MFD, notify the Comm Center you are responding.
  - While in route, contact the OIC.
  - Notify Captain of Investigation.
  
- Outside of the City:
  - If notified by the 911 Comm Center, advise them you will confirm response with the OIC.
  - Immediately contact the OIC for approval to respond outside the City.
  - Notify Captain of Investigation.
    - They will contact Chief of Investigation
    - Coordinate coverage for the City of Madison
  
- Reference SOG 13.1



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.9

SECTION:			GUIDELINE:	
GENERAL			POLICE/FIRE UNIFIED COMMAND	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
04/10/2013	11/25/2015	OPERATIONS/WHEELER	2	

### **Scope:**

MFD Command Staff, MPD Command Staff, Dane County Communications Center

### **Objectives:**

- To facilitate coordination between the Madison Police and Fire Departments when required.
- To provide the highest level of service to those we protect and serve
- To establish “Unified Command” utilizing the Incident Command System

### **Major Incidents Definition:**

- Any incident that constitutes a response that involves multiple MFD/MPD resources, operational periods in excess of 30 minutes, or any incident that a “Unified Command” approach best serves the City of Madison
  - Examples: Structure Fires, Active Shooter, Haz-Mat Response, Riots, Significant MVCs

### **Implementation:**

1. Upon notification of a Major Incident:
  - a. Comm Center will notify both agencies
    - i. Each agency will notify their Command Staff
  - b. Agency Field Response:
    - i. Police:
      1. Respond per their policies and guidelines
      2. MPD staff contact Car 31
    - ii. Fire:
      1. Respond to “safe” staging per policy
      2. Determine Staging location for Police/Fire/EMS resources
      3. Police Staging only to outside responding agencies (Sheriff/other Police jurisdictions)
      4. MFD OIC
        - a. Request for CV-1 (delayed response)
        - b. Determine location for Unified Command Post
          - i. Identify several sites—until perimeter is secure
          - ii. Determine and select initial Command Post Location
            1. Notify Comm Center to notify MPD
            2. Confirm that MPD received message
        - c. Begin Accountability of responding Resources.
          - i. Fire
          - ii. EMS
          - iii. Police



- c. At Earliest available time:
  - i. Police Command Officer and Fire Command Officer form **Unified Command**
    - 1. Scene status updates
    - 2. Number of Victims (Coroner Notification)
    - 3. Number of patients and locations
  - ii. Police:
    - 1. Secure Perimeter
    - 2. Communicate
      - a. Entry/exit points for fire/EMS
      - b. Patient collection area
      - c. Terminology Conversion
        - For example, A, B, C, D/ 3, 6, 9, 12 Conversion (police and fire use different methods for identifying the sides of buildings. It is important for police and fire to work together to match both methods)
    - d. Identify areas of evidence collection.
  - iii. Fire:
    - 1. Mass Causality Response? Number of Patients
      - a. Hospital Notifications
    - 2. Activate Triage Protocol
      - a. Triage Supervisor
      - b. Treatment Supervisor
      - c. Transportation Supervisor
    - 3. Mass Causality Trailer Activation
- d. Response Considerations:
  - i. When parking vehicles, responders should consider the need to get ambulances and additional resources in and out of scene.
  - ii. Each incident will require interaction between both agencies. Each agency may have increased ownership based on specific time in incident; however both agencies have a combined vested interest. Unified Command involves both agencies' active participation for success.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.10

SECTION:		GUIDELINE:	
GENERAL		RESPONSE TO UW HOSPITAL & CLINICS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
05/01/2013	1/23/2018	OPERATIONS	1

### Scope:

All MFD Personnel responding to an “Alarm” or reported fire at the University of Wisconsin Hospital and Clinics.

### Objective:

Provide a systematic response to the UW Hospital encompassing building systems, UW Security, and MFD personnel.

### Considerations:

- Response to an “Alarm”:
  - No secondary information indicating smoke or fire
  - Position vehicles around the building until cause of alarm is determined
- Response to a reported “Fire”:
  - Immediate upgrade to an Alarm Level 2 “Working Still”
  - Use “High Rise SOG” as a starting framework
  - A confirmed fire by UW or MFD personnel requires the immediate upgrade to 3<sup>rd</sup> Alarm / MABAS “Box” assignment due to High Risk Property

### Assignments:

- First Arriving Company:
  - Respond directly to Fire Control Room:
    - Controls both UW and UW Children’s Hospital
    - Back side of Children’s Hospital (Enter off University Bay Drive, follow to the right along Fire Lane)
    - Access Knox Box
    - Make contact with UW Safety and Security Personnel
    - Company Officer will read out information from alarm panel and direct responding companies
- Additional Responding Vehicles:
  - Stage around perimeter of property to expedite response into a specific zone
  - Respond as directed by First-in Company Officer.
- CAR 31 Specific:
  - As soon as possible for Fire:
    - Assign Division and Group Supervisors
    - Upgrade Alarm Levels using a Risk/Benefit and Response model.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.11

SECTION:		GUIDELINE:	
GENERAL		BEDBUGS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
10/01/2012	2/19/2019	CHRISTENSON	1

**Scope:** Personnel exposed to bed bugs or other similar insects.



**Procedure:**

1. **Known** infestation before entry:
  - a. Crew dons Tyvek suits
  - b. Reduce number of personnel in area prior to entry
  - c. Do not place equipment directly on floor, bed, couch, etc. Use plastic bags and disposable items when possible
  - d. Wrap patient in disposable blanket
  - e. Notify receiving ER
  - f. Transport to ER
  - g. Notify the OIC
  
2. Infestation determined **during** or **after** incident:
  - a. Notify the OIC
  - b. Take vehicle to First Street Garage and park
    - i. Outside: weather warmer than 32 degrees
    - ii. Inside: weather colder than 32 degrees
  - c. Isolate using Fire Scene Tape/Note on Doors
    - i. Remove clothing at First Street once vehicle has been secured
    - ii. Change into Tyvek Suit or a separate set of clothing from an outside unexposed compartment
  - d. The OIC/CAR31 will:
    - i. Request an exterminator to check the vehicle
    - ii. Notify the on-call Fleet Manager about the vehicle
    - iii. Deliver a new medic unit to First Street.
  - e. Upon returning to quarters:
    - i. Place all bagged clothes in a dryer and run for 60 minutes on “high” setting
    - ii. Wash and Dry Clothes
    - iii. Shower
  - f. Place replacement vehicle in service
  
3. Equipment Exposure
  - a. Notify OIC (different decon methods necessary)
  - b. Bag equipment
  - c. Upon returning to station:
    - i. Don Tyvek suit and gloves
    - ii. Remove all equipment
    - iii. Look for bugs during removal
    - iv. Place equipment in dryer
    - v. Run for 2 cycles on “HIGH” heat



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.12

SECTION:			GUIDELINE:
GENERAL			CRITICAL INCIDENT STRESS MGMT RESPONSE (CISM)
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
03-01-2013	02/19/2019		2

### Scope:

All MFD Personnel

### Objective:

Provide procedure for activation of a Critical Incident Stress Management (CISM) Response (Defusing/Debriefing) in response to a critical incident.

- Leadership Staff:
  - When notified of a potential critical incident by Company Officer, Apparatus Engineer, Firefighter or Firefighter Paramedic, the OIC will contact EAP staff to discuss the event and develop an appropriate CISM response:
- Company Officers:
  - Notify OIC
- Apparatus Engineers
  - Notify Company Officer
  - Notify OIC if Company Officer is unavailable
- Firefighter Paramedics:
  - Since Paramedics may respond alone and company officer may be unaware of the significance of call, you should notify the Company Officer, or the OIC.

**What is a critical incident?** An event which is **outside** the **usual** range of experience for most people and which would be markedly distressing to almost anyone. For example:

- the serious injury or death of an employee in the line of duty
- the serious injury or death of a member of the public
- the suicide, homicide, or unexpected death of an employee
- an event associated with prolonged and extraordinary input in rescue efforts
- any incident which can be considered a serious physical or psychological threat to an employee in the line of duty
- any incident in which there is unusual media coverage
- a series of incidents that may have cumulative effects
- any abnormal event in which circumstances are so unusual or so distressing as to produce immediate or delayed emotional reactions that surpass normal coping mechanisms

- For more information: Employeeenet
  - <http://www.cityofmadison.com/employeeenet/hr/eap/CISM.cfm>

**EAP Contact Information:**

EAP Coordinator, (work) 608-266-6561, (cell) 608-213-3975

- If you have left messages and get no response from Internal EAP Office **after 20 minutes or so:**  
Contact External EAP Provider: Impact Workplace Services,  
24/7 access #1-800-236-7905
  - They will refer you to a local CISM Debriefeer
- When making contact with EAP representative, provide the following information:
  - Type of Incident/Incident #
  - Names of Personnel
  - Description of incident and roles of people involved
  - MFD Contact person for coordination
- EAP will provide:
  - Date and time of Defusing/Debriefing
  - CISM De-briefer contact information

**Refer to City of Madison Fire Dept Policy and Procedure 11.4A, APM 2-15**



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.13

SECTION:		GUIDELINE:	
GENERAL		UW HEALTH AT THE AMERICAN CENTER	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
10/01/2015	01-23-2018	CAPTAIN FLEMING	2

## **SCOPE:**

All MFD personnel responding to UW Health at The American Center.

## **OBJECTIVE:**

Facilitate a standard response to “Alarms” or reported fires at UW Health.

## **RESPONSE:**

- Response to an Alarm:
  - No secondary information indicating smoke or fire.
  - Position vehicles around the building until more definitive information is obtained as to the cause of alarm.
- Response to a reported Fire:
  - Immediate upgrade to Alarm Level 2 “Working Still”.
  - Use “High Rise SOG” as a starting point.
  - Confirmed fire by either UW or MFD Personnel requires the immediate upgrade to 3<sup>rd</sup> Alarm / MABAS Box assignment due to High Risk Property.

## **ASSIGNMENTS:**

- First-in Company:
  - Access Knox Box at appropriate address on property.
  - Make contact with UW Safety and Security Personnel.
  - Company Officer will obtain information from alarm panel and direct responding companies.
- Additional Responding Vehicles:
  - Stage around perimeter of property to expedite response into a specific zone.
  - Be directed by first-in Company Officer as to where to respond.
  - Car 31 Specific:
    - As soon as possible for a confirmed fire:
      - Assign Division and Group Supervisors.
      - Upgrade Alarm Levels utilizing a Risk/Benefit and Response model.

## **DEMOBILIZE:**

- Incident outcome determines if further action is required.

- On-scene informal PIA/ debriefing if required
  - Formal PIA at OIC's option
  - CISM if required
- 
- Return companies to service as necessary.
  - Turn scene over to owner or responsible party.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.14

SECTION:		GUIDELINE:	
GENERAL		CUNA MUTUAL GROUP BUILDINGS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
01-15-2017		CHIEF BAVERY	4

## **SCOPE:**

All members of the Madison Fire Department responding to CUNA Mutual Group at 5710, 5810, 5910 Mineral Point Road.

## **OBJECTIVE:**

To facilitate a standard response for the Madison Fire Department to respond to CUNA Mutual Group for alarms in order to have a timely coordinated response.

## **RESPONSE:**

- Response to an Alarm:
  - No secondary information indicating smoke or fire.
  - Positioning of vehicles on Mineral Point Road and/or Rosa Road until more definitive information is obtained as to the cause of alarm.
- Response to a reported Fire:
  - Utilize “High Rise SOG” as a starting point.
  - Confirmed fire by either CUNA Security or MFD Personnel requires the immediate activation of a 2<sup>nd</sup> Alarm .

## **ASSIGNMENTS:**

- First-in Company:
  - Make contact with CUNA Security Personnel.
  - Access Knox Box at appropriate address on property.
  - Company Officer to obtain information from alarm panel and begin to direct responding Companies appropriately.
- Additional Responding Vehicles:
  - Stage around outside of property to decrease response time into a specific zone.
  - Be directed by first-in Company Officer as to where to respond. Be aware of restricted areas that MFD rigs cannot drive in.
  - Car 31/Captain Specific: (At soonest possible point)
    - Respond to Fire Department Command Post (C side).
    - Assign Division and Group Supervisors.
    - Upgrade Alarm Levels utilizing a Risk/Benefit and Response model.

## **DEMOBILIZE:**

- On-scene PIA to discuss what went well and what needs to be improved upon.
  - Return companies to service as necessary.



- Turn scene over to owner or responsible party.
- Depending on outcome of incident determine if further action needs to be taken.
  - Informal PIA/ debriefing on scene.
  - Formal PIA if OIC deems necessary.
  - CISM if injury or death occurs.

# CUNA MUTUAL GROUP











## CREDIT UNION CENTER - MADISON, WI.

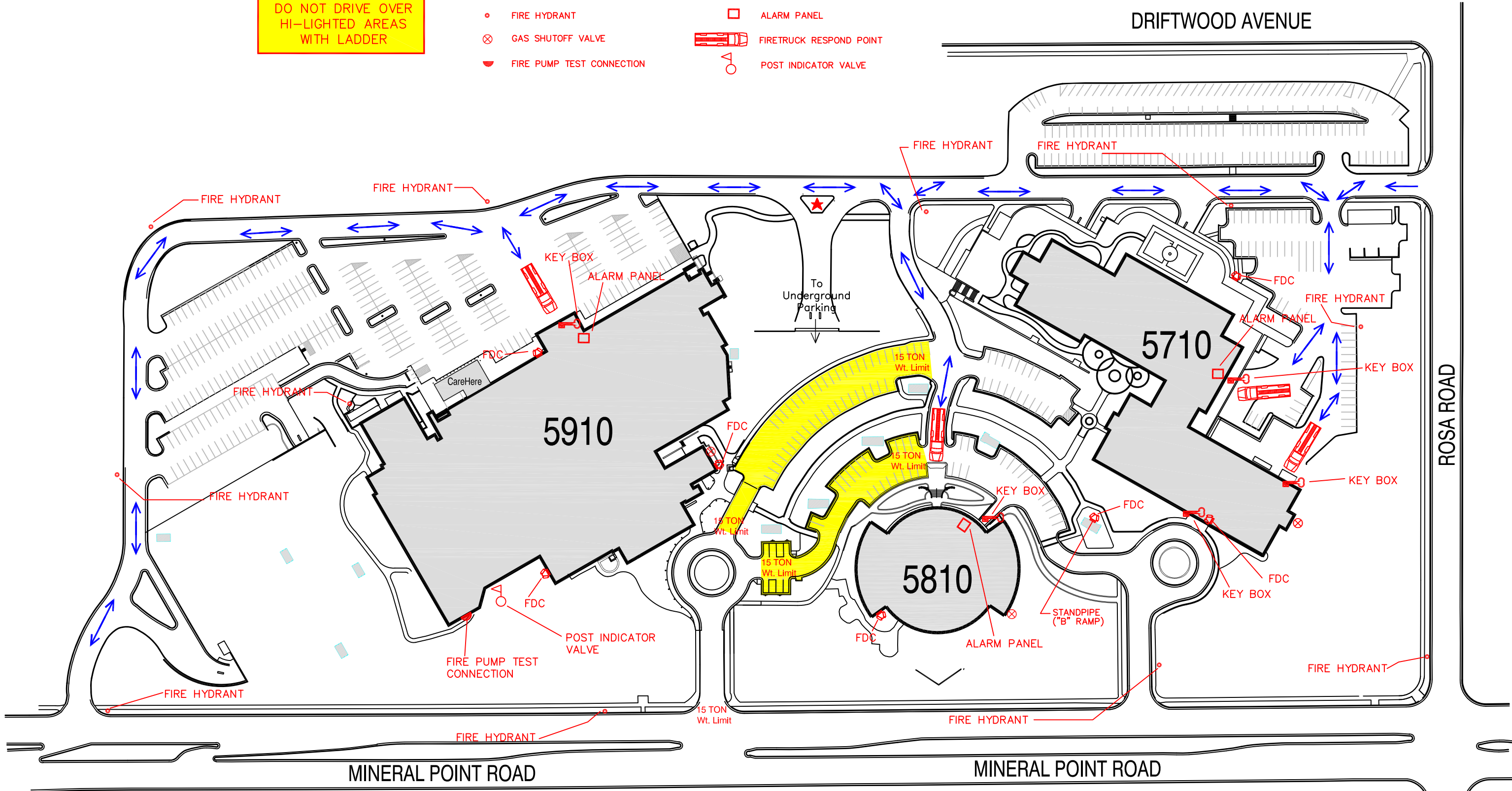
5710, 5810, 5910 Mineral Point Rd

### Emergency Vehicle Locations and Truck Weight Limits



**\*\*\*WARNING\*\*\*  
DO NOT DRIVE OVER  
HI-LIGHTED AREAS  
WITH LADDER**

-  FIRE DEPT CONNECTION (FDC)
-  FIRE DEPARTMENT COMMAND POINT
-  FIRE HYDRANT
-  GAS SHUTOFF VALVE
-  FIRE PUMP TEST CONNECTION
-  FIRE TRUCK ROUTES
-  KEY BOX
-  ALARM PANEL
-  FIRETRUCK RESPOND POINT
-  POST INDICATOR VALVE





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.15

SECTION:		GUIDELINE:	
GENERAL		EVACUATIONS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
4-19-2017	3-1-2017	A/C CHRISTENSON	3

## SCOPE:

All Fire Personnel

## OBJECTIVE:

To establish a safe and effective plan for evacuations of all sizes. Evacuation and “Shelter in Place” shall be considered at all appropriate responses. This includes Structure Fires, Hazmat incidents, and any other incidents that the OIC feels could possibly benefit from such action.

### **I. Safety**

Safety is the highest priority. Safety for all citizens and of responders is the primary concern.

**II. Personal Protective Equipment PPE** – Appropriate PPE shall be used for the event.

### **III. Evacuation Evaluation**

Is “**Shelter in place**” a better option than evacuation?

- Will evacuation be a safer option, or does shelter in place provide a safer solution by not exposing people to hazards during evacuation.
- What is the estimated duration of event?

#### **Evacuation –**

- **Proper** - Determined to be **proper** (safest) solution.
- **Scale** - What **scale** (level) of evacuation is determined to be necessary?
- **Routes** - Consider evacuation **routes**.
  - **Shelter in Place** - People stay in place and keep building sealed. (Doors, windows closed.)
  - **Level 1 - Site evacuation** – Approximately 300’ of incident. Typically hazard site and adjacent areas. Usually short duration.
  - **Level 2 - Intermediate Evacuation** – Up to approximately 1,000’ of incident, <100 people. Larger in scale and includes larger area. Duration usually several hours or more.
  - **Level 3 - Large Scale Evacuation** – Approximately quarter mile of incident, 100 to 1000 people. (Example: terrorist threat, severe flooding.) May be hours or even days in duration. Sheltering will be needed.
  - **Level 4 - Mass Evacuation** – Can be up to mile(s) >1000 people. Generally requires a multijurisdictional response. Sheltering and security are needed. Duration could be many hours or days.

**Evacuation type** the incident indicates:

- **Precautionary** – Life Safety is not of immediate concern. Includes systematic process.
- **Hazardous Threat** – Used when a known threat is approaching an area. Persons are moved prior to arrival of threat. Time is limited. (examples: fire, flash flood warning, severe storm warning or tornado warning.)
- **Crisis Response** – Little or no warning time. Time factors are critical and short. (example: hazardous material release, where people downwind are in danger.)
- **Relocation** – Generally occurs after event. Usually longer term or permanent. (example: post-tornado, evacuation for safety reasons.)

#### **Evacuation Level Notifications**

- All Evacuations shall trigger notification of the MFD Chief and Chief Officers.
  - OIC should designate a “Evacuation Officer” (Chief Officer).
  - Further notification considerations:
    - EOC (Emergency Operations Center) activation
    - Mayor and Alder(s)
    - PIO (Public Information Officer), OSU (Occupational Services Unit), Utilities, Red Cross, etc.
    - DCEM (Dane County Emergency Management)
    - WEM (Wisconsin Emergency Management)
- Types of evacuation notifications:
  - Door to door.
  - Reverse 911.
  - IPAWS – Integrated Public Alert Warning System (Reverse Cell) Ordered through DCEM)
  - Media releases.
  - Other
- Additional resources to assist in evacuation:
  - Hazmat Team – Use to assist with determination of evac level. (Plume plotting etc.)
  - Local law enforcement.
  - Area law enforcement.
  - Area fire departments.
  - DCEM (Dane County Emergency Management.)
  - WEM (Wisconsin Emergency Management)
  - Madison Metro (buses)

#### **IV. Additional Considerations:**

- Medical needs – Additional Ambulances.
  - ER notification
- Non-Ambulatory Citizens.
- Human Services.
- Pets (people’s response to them, etc.)

#### **V. Re-Entry Evaluation** (follow check list – Madison Emergency Management – Evacuation document).

- OIC shall determine.

**VI. Monitoring**

- All structure fires and incidents are to be monitored by utilizing one of the approved HCN/CO Sensit<sup>®</sup> meters or others as determined necessary. Meters are located on all Ladder Companies and/or Hazmat team.
- Monitoring shall be expanded in range when conditions warrant. Additional resources may be warranted. Including additional companies and Hazmat team.

**VII. Responsibilities**

- City of Madison has responsibility for planning and executing an evacuation in the City of Madison. We will establish and maintain incident command for the duration of the event, though Command may be transferred (to another agency) after the emergency response is mitigated.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.16

<b>SECTION:</b>			<b>GUIDELINE:</b>		
GENERAL			POST-FIRE PERSONAL DECONTAMINATION		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
12/06/17	01-23-2018	RIPP/HEMBROOK		1	

**Scope:** All MFD Personnel exposed to the products of combustion or an IDLH

**Objectives:**

- To provide methods for minimizing personal exposure to potentially hazardous substances that may be carcinogenic.
- To provide methods of decontamination of personnel and their PPE.

**Considerations:**

This SOG is written in conjunction with proper use of all assigned structural firefighting PPE including SCBA.

**Implementation:**

Attention should be given to your skin, PPE, and personal uniform clothing. The following methods are recommended for personal decontamination after exposure to the products of combustion:

- On scene in rehab or before demobilization:
  - Prior to removing face piece and PPE
    - Use a garden hose/PPV for gross decontamination
  - Utilize Rehab personnel to assist PPE removal and use nitrile gloves.
  - Use decontamination wipes
    - Provided on every Fire and EMS apparatus (decon wipes)
    - Wipe all potentially exposed skin areas (face, neck, hands, and wrists) and allow to air dry.
    - Wipes may be used to clean PPE including SCBA and face piece
- Upon return to quarters:
  - Back-up gear placed in service
  - Clean SCBA (bottle, harness and face piece) with mild soap and water, rinse well
  - Regularly scheduled PPE washing
    - After each exposure
    - At least Bi-annually per MFD Policy and Procedure 10.12
    - Gear extractors and dryers available at Stations 1, 7, 11, 13
  - Washing of personal uniform clothing post incident utilizing Station washing machines
  - Personal Shower
    - Warm water
    - Mild soap
- Miscellaneous
  - No contaminated equipment carried in the passenger compartment of apparatus. Thoroughly clean firehose and equipment before putting back in service.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.17

SECTION:		GUIDELINE:	
GENERAL		MENDOTA MENTAL HEALTH INSTITUTE (MMHI)	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
01/21/2018	01/23/2018	THOMAS	3

## **SCOPE:**

Madison Fire Department response to Mendota Mental Health Institute, 301 Troy Drive.

## **OBJECTIVE:**

Facilitate a response guideline for Madison Fire Department personnel responding to MMHI regarding EMS/Alarms/Reported Fire incidents in conjunction with MMHI security.

## **MMHI CAMPUS NOTABLE INFORMATION:**

- MMHI security contact number: 301-1060
- Varying number of identified patients at Goodland Hall are designated as High Risk; require 2 MPD Squads for escort to UW Hospital. (MMHI staff to inform 911).
- MMHI Security “chase car” meeting point with first arriving staged MFD unit will be Troy Drive and Main Drive.
- Not all buildings on MMHI Campus are affiliated with MMHI (some are rented out) as such security may not always be informed of an MFD response.
- Avoid wearing class B blue shirts with personal name identification when on MMHI Campus.
- 24 hour nursing staff at MMHI buildings.

## **MMHI SECURITY LEVELS:**

- Maximum Security:
  - Goodland Hall West (2 MMHI staff with EMS transport)
  - Lorenz Hall Annex/MJTC (2 MMHI staff with EMS transport)
- Medium Security:
  - Goodland Hall East (1-2 MMHI staff with EMS transport)
  - Lorenz Hall (1-2 MMHI staff with EMS transport)
- Minimum Security:
  - Stovall Hall (1 MMHI staff with EMS transport)

## **RESPONSE FIRE & EMS:**

- Obtain building information/name from MDC.
- First arriving unit to stage at Troy Drive and Main Drive for chase car.
- Contact Comm. Center to call MMHI security if chase car not at meeting point or call security direct: 301-1060.
- If no MMHI security chase car at staging point; first arriving unit to use tactical judgement to go straight in due to incident information. Advise Comm. Center to inform MMHI security.
- Advise incoming units of best route to incident once on location.

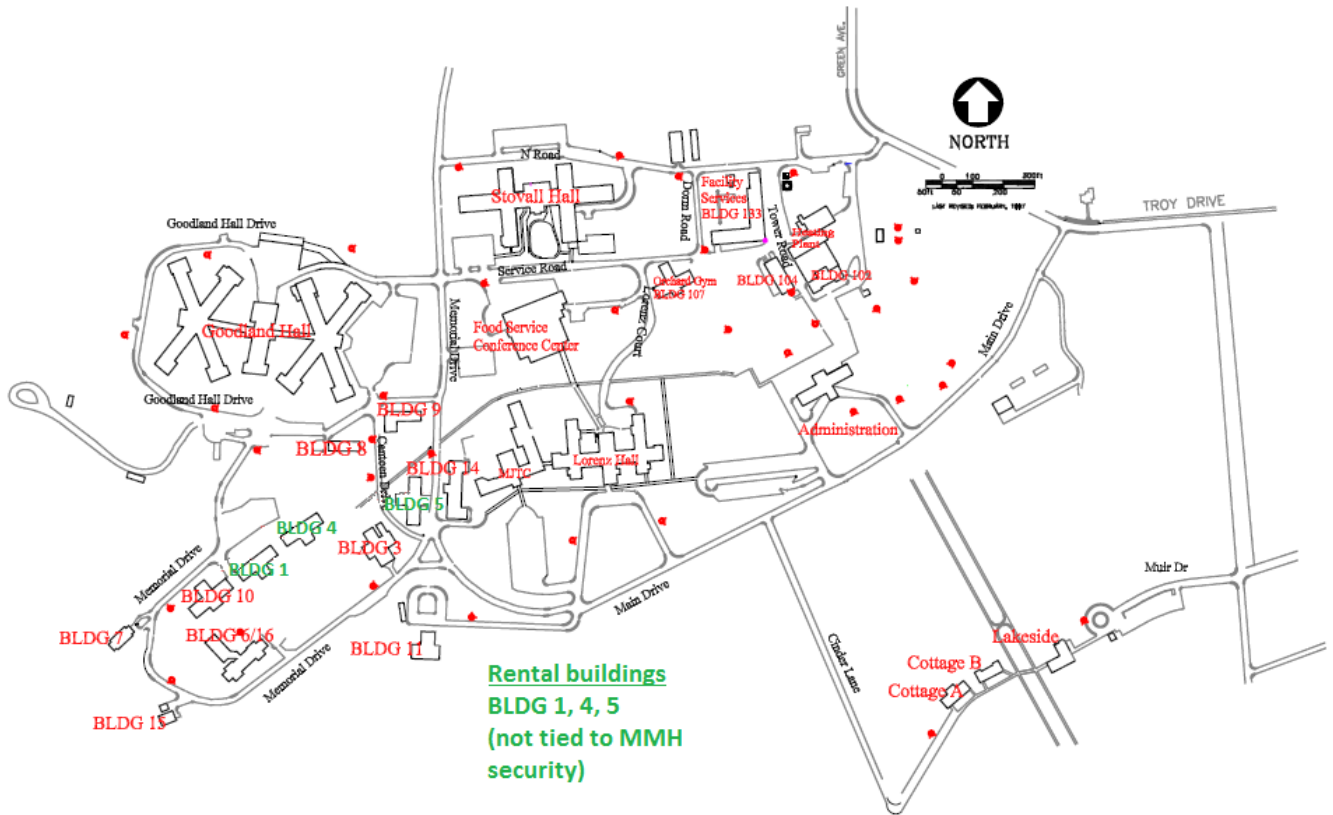
## **EMS COORDINATION:**

- Response to an EMS incident:
  - MMHI personnel ride with Med unit to hospital (designated by security level).
  - Coordinate with MPD for escorted transport with identified patients to hospital.
  - Patients needing transport go to UW Hospital.

## **REPORTED FIRE/ALARM ASSIGNMENTS:**

- First-in Company:
  - Advise incoming units of best route to incident once on location.
  - Make contact with MMHI security to obtain additional information.
  - Access Knox Box.
  - Incident Command to obtain information from alarm panel and begin to direct responding Companies appropriately.
  - Utilize MMHI security to gain access to facilities/de energize security fence/secure occupants in safe area.
- Additional Responding Company's:
  - Stage units at Troy Dr./Main Dr. and/or Troy Dr./North Rd.
  - Incident Command to direct Companies as to where to respond.
  - Car 31/Captain Specific.
    - Establish contact with MMHI security.
    - Assign Division and Group Supervisors.
    - Upgrade Alarm Levels utilizing a Risk/Benefit model.







# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.18

SECTION:		GUIDELINE:	
GENERAL		PEER SUPPORT PROGRAM (PSP)	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/08/2018		BAVERY/L. ANDERSON	5

## **PURPOSE AND SCOPE:**

There is growing concern and attention being given to the stresses that are faced by fire service members throughout the course of their careers – injury to children, multiple casualty events, violence, and the inherent dangers of firefighting. When not addressed, these stressors have the potential to have a harmful effect on physical wellness, mental health, family, friends, and the MFD. Having a Peer Support Program is an effective way to provide support to co-workers, and to serve as a bridge to behavioral health services and other appropriate resources.

The Madison Fire Department recognizes the importance of behavioral health and offers the Peer Support Program (PSP) as another resource to support the behavioral health of its members, retirees, and their families. The purpose of the Peer Support Program is to provide a core group of personnel who are trained to provide confidential support, information, and/or referral to current and retired employees and family members who are seeking assistance. This may be related to a critical incident, day-to-day work stress, or personal life stress. The use of this program is completely voluntary.

## **DEFINITIONS:**

**Assessment:** A review of the circumstances surrounding a critical incident or individual employee situation to provide better response, support, and follow-up services.

**Defusing:** An initial individual or small group response to a critical incident that is often conducted within 12 hours of a crisis event by the EAP/CISM Provider and a Peer Support Member when appropriate. Defusing is designed to provide an initial forum for ventilation, support, and information exchange. It provides an opportunity for assessment and is sometimes followed by a Critical Incident Stress Debriefing.

**Debriefing (CISD):** A structured, group crisis intervention facilitated by a mental health professional (EAP/CISM Provider) to facilitate psychological closure and reconstruction. It is a group discussion where participants are encouraged, but not required, to discuss the critical incident and their reactions to the incident. Suggestions are provided for coping and stress management. Peer support is welcomed and encouraged, when appropriate.

**Employee Assistance Program (EAP):** The City of Madison Employee Assistance Program provides 24-hour professional and confidential assistance, information, resource referral, and support. EAP services are available at no cost to all current and retired City of Madison employees, families of employees, and significant others of employees.

**EAP/CISM Provider:** A select group of EAP and other mental health professionals that provides Critical Incident Stress Management services in response to critical incidents. These services may include, but are not limited to, assessment, defusing, debriefing, follow up, and outreach to affected family members/significant others.

**Peer Support Member (PSM):** A current or retired MFD member who has been selected by his/her peers to be available as a resource for current and retired commissioned staff. The PSM is trained to provide confidential assistance and support to co-workers and provide appropriate referrals when necessary.

### **PROGRAM STRUCTURE:**

- The Peer Support Program Administrator is at the rank of Chief and is designated by the Fire Chief.
- The Peer Support Program Coordinator is a Local 311 member and is appointed by the Fire Chief with recommendations from the PSP Administrator.
- The Peer Support Members are recruited from all ranks (see Selection Process).
- The EAP Administrator will collaborate with the PSP Administrator and the PSP Coordinator in the operations of the Peer Support Program.

### **ROLE OF THE PEER SUPPORT PROGRAM ADMINISTRATOR:**

1. Responsible for supervision of the Peer Support Team (PST) and overall program implementation and utilization.
2. To serve as a confidential support person for employees, retirees, and their families seeking information on EAP resources for issues such as work or personal stress, emotional stress, addictions, financial stress, relationship difficulties and family concerns, or any other behavioral health concern.
3. Work with the City EAP/CISM staff to facilitate program use and assure adherence to program guidelines.
4. Work with the City EAP/CISM staff to provide ongoing training for Peer Support Members, as well as other department training on EAP/CISM programs.

## **ROLE OF THE PEER SUPPORT PROGRAM COORDINATOR:**

1. To serve as a confidential support person for employees, retirees, and their families seeking information on EAP resources for issues such as work or personal stress, emotional stress, addictions, financial stress, relationship difficulties and family concerns, or any other behavioral health concern.
2. Work with the City EAP/CISM staff to facilitate program use and assure adherence to program guidelines.
3. Work with the City EAP/CISM staff to provide ongoing training for Peer Support Members, as well as other department training on EAP/CISM programs.
4. Coordinate regular meetings and share information with Peer Support Members.

## **ROLE OF THE PEER SUPPORT MEMBER (PSM):**

1. To serve as a confidential support person for employees, retirees, and their families seeking information on EAP resources for issues such as work or personal stress, emotional stress, addictions, financial stress, relationship difficulties and family concerns, or any other behavioral health concern.
2. The PSM is trained to provide confidential assistance to current and former co-workers and provide appropriate referrals when necessary.
3. The PSM may serve as the first point of contact for any employee requesting a CISM response who may or may not wish to remain anonymous. Any employee may contact a PSM who will notify EAP and the OIC to activate a CISM response.
4. The Peer Support Member will have a role in the critical incident debriefing process, which may include contacting MFD members who are directly involved in an incident, helping to identify debriefing times and/or location, meeting the debriefer and impacted members at the start of the debriefing, and/or following up with fire members following the debriefing.
5. Peer Support Members will not provide therapy or counseling but will act as a referral person to available resources.

## **EXPECTATIONS OF A PEER SUPPORT MEMBER:**

- Convey trust, provide anonymity, and assure confidentiality to those seeking assistance as outlined below.
- Be available for peer contact and be willing to provide support on a voluntary basis.
- Be a potential first point of contact to initiate Critical Incident Response.
- Complete all necessary paperwork for the purpose of documenting program utilization.
- Attend mandatory orientation and refresher trainings.
- Commit to three years of peer support service, with the option to continue on a yearly basis upon completion of the three-year term.

## **CONFIDENTIALITY GUIDELINES:**

All contacts with the City EAP/CISM Staff, Peer Support Members, and external EAP Provider shall remain strictly confidential unless:

1. Prior written consent is obtained from the employee using the EAP/CISM Staff, or the external EAP Provider, that specifies exactly what information may be disclosed, to whom, and for what purpose.
2. An unexplained, unusual, or suspicious death.
3. A case of suspected child neglect or abuse.
4. A threat to one's own life or safety, or that of another.
5. A report of committing, having committed, or threatening to commit a crime.
6. A threat to public health or safety.

Peer Support Members are not afforded the same legal privilege regarding confidentiality that the EAP/CISM staff and external EAP Providers receive. There is no guarantee that a court, whether civil or criminal, will not under some circumstances be able to order either the individual seeking assistance through the Peer Support Program, or a Peer Support Member to whom the individual spoke, to disclose any conversations which may have taken place, unless the Peer Support Member has a confidentiality privilege under Chapter 905 of the Wis. Stats. (Clergy, etc.)

## **SELECTION PROCESS:**

Peer Support Members (PSM) are selected based on nominations from their peers, and/or self-nomination.

Written nominations will be submitted to the Peer Support Program Coordinator.

Each member nominated must complete a panel interview (date to be determined) to gather information. These results will be reviewed by a Selection Committee that is comprised of representation from each of the following: the MFD Peer Support Program Administrator and Peer Support Program Coordinator, and EAP/CISM staff.

The Selection Committee will select the PSM based on the following criteria:

1. Information results from the panel interview.
2. Need for representation of various ranks and diverse backgrounds.

**TERM OF APPOINTMENT:**

Minimum terms of appointment will be three years with an option to continue each year following.

**PSM CODE OF ETHICS AND REMOVAL FROM POSITION:**

Upon completion of training a Code of Ethics is read and signed. Signature on the form demonstrates that the member has read, understood and agrees to abide by the EAP/PSM Code of Ethics. If the PSM should fail to comply with any one or several of the outlined ethical responsibilities, or for other related reasons, it is the discretion of the EAP Administrator, MFD PSP Administrator, and MFD PSP Coordinator to remove that member from their role as a Peer Support Team Member for the Madison Fire Department.

**TRAINING REQUIREMENTS:**

- All PSMs are required to complete an Orientation Training.
- Periodic update meetings may be called by the MFD PSP Administrator, MFD PSP Coordinator, and/or EAP staff as needed.

**EVALUATION OF THE PROGRAM:**

Every three years a department-wide survey will be conducted to assess satisfaction with Peer Support Contacts and use of EAP/CISM services. This information will be compiled and stored with the EAP/CISM staff.

**REPORTING REQUIREMENTS:**

1. With each contact made to a PSM, the electronic Peer Support/EAP Contact Data Utilization Form must be completed and submitted to the EAP/CISM staff. This form does not contain any identifying information.
2. No records will be maintained by the PSM.

**NOTE:** See Program Forms: [show online location]



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 1.19

SECTION:		GUIDELINE:	
GENERAL		SECURING BUILDING/PREMISES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
8-1-2018		CHRISTENSON	2

### **Scope:**

All Fire Department personnel.

### **Objective:**

To provide a standardized process for the securing of buildings/scenes.

### **Definitions:**

- **Forcible entry:** Act of gaining entry into a building or scenes via door, window, wall, roof or other property by the use of force. Gaining entry into a secure building or scene.
- **Entry:** Access into a building or scene.
- **Secure:** Fixed, fastened or locked so as not to give way, or become loose. Protected from unauthorized access.

### **Considerations:**

- Life safety, rescue, fire attack, IDLH's take priority to all points of this SOG.
- Care should be used to ensure the protection of the structure and contents of buildings or scenes. This should be done whenever possible by securing and/or having security at locations where there is a reasonable risk to persons, property, or belongings.

### **Overview:**

When entry is made into a previously secured building or scene, regardless of the type of response, buildings and scenes that were secure upon arrival should be secured, if possible, upon departure if:

- Entry was made with force; or
- If entry was obtained and no persons are at or remaining at the premise; or
- All persons at the scene are being transported (therefore leaving the scene vacant); or
- Significant damage has occurred in the mitigation of the emergency. (Whether premises was secured prior to arrival or not).

### **Procedure:**

- Access (door, window, other) should be re-secured (locked) when possible:
  - To ensure an acceptable level of security for the building and scene.
  - Secure entrance by obtaining keys from resident.
  - Use others (maintenance, neighbor w/ key, property owner, family, etc.) for securing if needed or possible.
- When forcible entry has been made, leaving the building or scene potentially unsecure:
  - Notify 911 center.

Contact OIC as soon as possible with explanation of what property damage occurred. Upon completion of the incident report. Send a copy of the NIFRS narrative to OIC explaining damage and description of re-securing that was performed.

- Command should **first attempt** to secure scene or building through contact of:
  - responsible party,
  - owner,
  - family member,
  - security company,
  - insurance company,
  - contractor (List of board-up, contractors @ **F:\Fdcommon\Fdforms\InvestigationForms**) to accept responsibility of property.
    - Department member should remain on scene when possible to hand-off the scene to a responsible party.
  - If above is not successful:
    - Command should contact jurisdiction's police, informing them of the unsecured property.
- Large incidents with significant damage :
  - On significant incidents, common practice will be for Fire Investigation Division (FID) representative to contact insurer or company at the appropriate time to ensure security of premises. (Department member/Law enforcement should remain on scene to hand-off to responsible party)
- If entry is found unsecured (unlocked) (no damage caused by response):
  - Securing should be coordinated and confirmed (if possible) by contacting resident, or
  - With no person being contacted, entry should be left as close to the way it was found as possible. If possible, a note explaining circumstances should be left inside building.





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 2.1

<b>SECTION:</b>		<b>GUIDELINE:</b>	
ENGINE COMPANY		ENGINE RIDING ASSIGNMENTS	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
04/22/2014	02/19/2019	OPERATIONS	1

**Scope:**

All Fire Department personnel

**Objective:**

Standardize response by engine company personnel.

**Information:**

**1. Officer:**

- a. Full PPE/SCBA
- b. Radio
- c. TIC
- d. Halligan/tool of choice
- e. Interior: Fire Attack/Back-up

**2. AE:**

- a. As First Due, place Engine in best position to deploy hose without blocking aerial apparatus positioning (See SOG 2.6 “Vehicle Placement”).
- b. Second Due:
  - i. Confirm and/or assist with water supply
  - ii. Assist First Due attack apparatus with additional needs

**3. Firefighter Behind AE:**

- a. Full PPE/SCBA
- b. Irons, or as directed by Officer
- c. Attack line as directed by Officer

**4. Firefighter Behind Officer:**

- a. Full PPE/SCBA
- b. Flashlight
- c. Pressurized Water Can
- d. Flathead Axe, Denver Tool, Rabbit Tool, or as directed by Officer



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 2.2

SECTION:			GUIDELINE:		
ENGINE COMPANY			HOSE DEPLOYMENT OVERVIEW		
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:		
04/10/2014	1/23/2018	OPERATIONS	1		

### Scope:

All members of a first-arriving Company initiating fire attack

### Objective:

To facilitate a standard response for the Madison Fire Department when responding as the first due "Attack" Company

### Hand Line Selection:

1. 200' pre-connect with TFT automatic nozzle (Green- 1 3/4" hose)
2. 300' pre-connect with 15/16 smooth bore nozzle (Yellow - 100' 1 3/4" and 200' 2")
3. 2" 200' pre-connect utilizing either smooth bore or automatic nozzle
  - a. Created by removing first 100' on 300' line
4. 2 1/2" 200 pre-connect with TFT automatic nozzle (Blue) [Crosslay]
5. 2 1/2" 250' pre-connected line with 1 1/4" smooth bore (Red) [Shoulder Load]
6. 2 1/2" 400' line with gated wye (Orange) [Apartment Line]
  - a. Requires an additional nozzle
7. 2 1/2" 150' High Rise Hose 1 1/8" smooth bore nozzle(Blue)
8. 1 3/4" 150' with TFT automatic nozzle [Bumper Line/Trash Line]

### Additional Nozzle Selections:

Tip Size	Gallons Per Minute
15/16 <sup>th</sup>	180
1"	210
1 1/8 <sup>th</sup>	265
1 1/4"	325
TFT Combination	180/265

### Application:

1. First-arriving Officer will determine which line to select based on:
  - a. Amount of fire
  - b. Amount of structure involvement
2. Location to stretch to commence attack
3. Speed of line deployment interior (size must still match fire requirements)
4. Changes in flow path caused by openings created by you, occupants, fire, or bystanders.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 2.3

SECTION:		GUIDELINE:	
ENGINE COMPANY		APARTMENT LINE DEPLOYMENT	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
04/14/2014	1/9/2017	OPERATIONS	1

### Scope:

First-arriving Companies initiating fire attack with the apartment line.

### Guiding Principle:

Use a gated wye to overcome limitations of apparatus placement, in effect relocating the engine to the location of the wye. “If I could park the engine exactly where I wanted, I would select a 100’ 200 or 300’ line to make an attack.”

### Objective:

To facilitate a consistent response for first-due attack companies requiring a longer stretch.

### Considerations:

1. Preconnected hoses will not reach point of attack.
2. Using the Apartment Line allows backup line to be positioned quickly from the same location as the attack line

### Application:

1. First-arriving Officer will determine Apartment Line configuration:
  - a. Ideally, gated wye remains outside
  - b. If wye is interior, protect from unintentional closing of gates.
    - i. Locate in an area with minimal activity
    - ii. Secure gate handles with webbing or Velcro straps
  - c. Disconnect desired pre-connected hose and connect to gated wye.
    - i. Same length of hose and **same nozzle on both ports**
    - ii. Relay nozzle and length information to AE
2. Company Officer assigned to the backup line matches attack line’s length. AE sets starting pressure for a single line flowing. Adjustments required if both lines flowing simultaneously.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 2.4

SECTION:		GUIDELINE:	
ENGINE COMPANY		WATER SUPPLY LINES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
06-11-2014	01-23-2018	OPERATIONS	1

### **Scope:**

All personnel establishing a water supply

### **Objective:**

Standardize response for the first-due Water Supply Company

### **Supply Line Options:**

1. Forward Lay
2. Reverse Lay
3. Hand Stretched from Initial Engine/Ladder
4. Hand Stretched from second due Engine/Ladder
5. Split Lay

### **Application:**

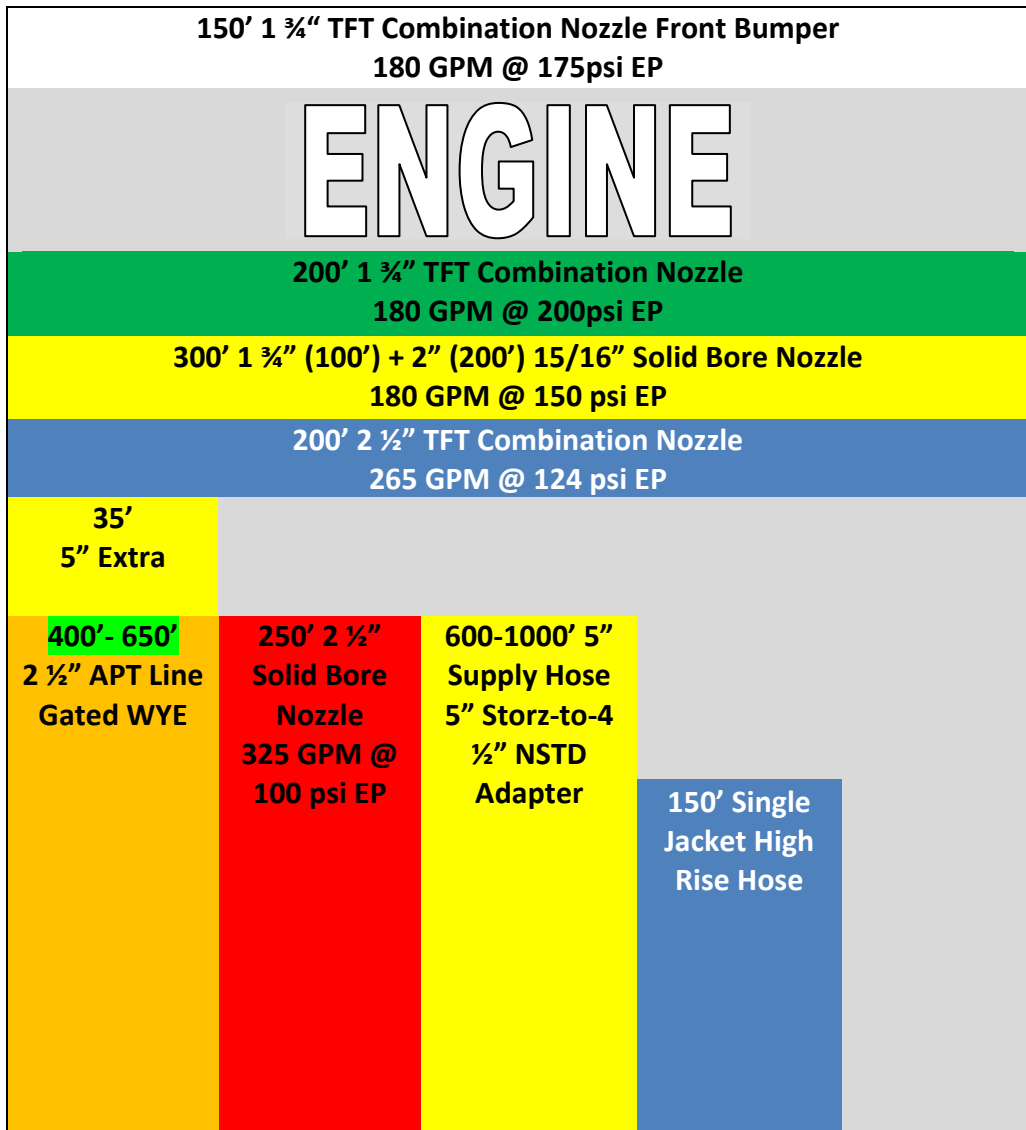
1. First-Due Considerations:
  - a. Can company attack the fire with tank water? Limited to a single line until a water source is established.
  - b. Does volume of fire require a large and/or sustained water supply?
    - i. Commercial fires
    - ii. Significant fires in multi-family properties
    - iii. High-rise fires
  - c. Consider the arrival of additional resources
    - i. Ladder Companies close to front of building
    - ii. Optimal aerial scrub area
    - iii. Allow second due Engine to reverse lay from attack Engine
2. Secondary Water Supplies:
  - a. All commercial fires require additional water supply
  - b. For multi-family dwellings, the Incident Commander will determine the need for additional water supply once the primary is established.
3. Relay Pumping:
  - a. Engines should consider *reverse* laying from all aerial apparatus at commercial fires
    - i. Reverse laying back to hydrant overcomes friction loss in supply line.
    - ii. Additional intake lines into supply engine maximizes the water system
    - iii. More attack lines will come off the ladder
    - iv. Additional supply lines can be taken back to attack engine/ladder



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

2.5

<b>SECTION:</b>		<b>GUIDELINE:</b>	
ENGINE COMPANY		ENGINE HOSE	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
04-14-2014	04-17-2019	OPERATIONS	1





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 2.6

SECTION:		GUIDELINE:	
ENGINE COMPANY		VEHICLE PLACEMENT	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
07/15/2014	1/9/2017	OPERATIONS	1

**Scope:**

Engine Company personnel

**Objective:**

Consistent placement of Engine Company apparatus at fire scenes

**Guiding Principles:**

The faster the seat of the fire is reached, the more successful the outcome.  
Multitasking accomplishes incident priorities faster.

**Application:**

1. First Due:
  - a. Stopping short:
    - i. Leaves front of building for Ladder Company
    - ii. Forward lay leaves less LDH in front of building
    - iii. Allows forward deployment of hose lines
    - iv. Only two sides of structure visible (Still need to perform a 360)
  - b. Pulling Past:
    - i. Three sides of structure visible (Still need to perform a 360)
    - ii. May reduce LDH in front of structure if other Engine lays from opposite direction
    - iii. Charged LDH may block aerial access
2. Second Due:
  - a. Approach from opposite direction (Use MDC or listen to directional from first due Officer)
  - b. Determine if water supply needed (see SOG 2.4 “Water Supply Lines”)
  - c. Stop short during forward lay, don’t put two engines bumper-to-bumper.
  - d. Supply FDCs where provided
3. Third Due:
  - a. Position at a water source (May loop and leave rig at officer’s discretion)
  - b. Supply FDCs where provided
  - c. Position vehicles to expedite entry and exit of themselves and additional units.  
Example: Medic units transporting.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.1

SECTION:			GUIDELINE:	
LADDER COMPANY			RIDING ASSIGNMENTS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
05/28/2014	1/9/2017	OPERATIONS	1	

**Scope:**

All Fire Personnel

**Objective:**

Consistent response from ladder company personnel.

**Information:**

**1. Officer:**

- a. Full PPE/SCBA
- b. Radio
- c. TIC
- d. Tool of Choice
- e. Interior: Search/Rescue
- f. Assist in locating the fire

**2. AE:**

- a. First Due:
  - i. Places aerial for optimal “scrub” area:
    1. Rescue
    2. Outside Vent
  - ii. Leader of Vent Team (if crew split)
- b. PPE/Radio/Flashlight/Forcible Entry Tool
- c. Remains with, and in control of the aerial whenever possible when aerial device is in use

**3. Firefighter Behind AE:**

- a. Full PPE/SCBA
- b. Radio
- c. Flashlight
- d. Irons or as directed by Officer

**4. Firefighter Behind Officer:**

- a. Full PPE/SCBA
- b. Radio
- c. Flashlight
- d. Pressurized Water Extinguisher “Can”
- e. Flathead axe/Denver tool/Rabbit tool/ Pickhead Axe or as directed by Officer



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.2

SECTION:		GUIDELINE:	
LADDER COMPANY		STRUCTURE FIRE MONITORING	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
08/01/2013	2/19/2019	OPERATIONS	1

### Scope:

All MFD Personnel

### Objective:

- A joint commitment by labor and management to actively monitor all structure fires prior to removal of any PPE, SCBA, and facepieces.
- To establish a procedure for monitoring structure fire atmospheres for hydrogen cyanide (HCN), Oxygen (O<sub>2</sub>), Lower Explosive Limits (LEL %), and Carbon Monoxide (CO).

### Safety:

- Mandatory “on-air” use of SCBA is required until atmosphere is determined safe.
- Medical symptoms at low levels may include headache, nausea, fatigue, and dizzy spells. Respiratory problems, unconsciousness, and cardiac arrest may occur at high levels.
- Wear full PPE, SCBA, and “On Air” to prevent inhalation of toxic gasses and absorption through skin. (Refer to Policy and Procedure Manual bulletins 10.6 and 10.8)

### Monitoring:

- All structure fires will be monitored using an approved HCN/CO Sensit monitor.
- Approved monitors will be located with all Ladder Companies
- ”Off-air” operations must meet these requirements:
  - HCN below 5 ppm
  - CO below 35ppm
  - CO below 20 ppm if no HCN monitor is available
  - Have Cancer Committee Review

### Application:

- Following overhaul, or at the discretion of the Incident Commander, the IC will notify a Ladder Company to survey the structure for CO and HCN concentrations.
- If personnel will be operating for an extended period of time SCBA are required.
- Once incident is under control, a random selection of PPE worn in the structure will be monitored for HCN.
- If any set of turnout gear exhibits concentrations greater than 5 ppm (HCN) all interior operations personnel should be decontaminated using procedure outlined in SOG 1.16.
- An announcement may be made over the fireground channel when SCBA regulators may be removed.





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.3

SECTION:		GUIDELINE:	
LADDER COMPANY		ELEVATOR RESPONSE/RESCUE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
05/28/2014	1/23/2018	CHIEF DIBBLE/SMITH	2

## Scope:

All Fire Personnel

## Definitions:

1. **Firefighters' Service Phase I:** Recall operation initiated by Phase I key switch or smoke alarm.
  - a. OFF position, normal operations.
  - b. ON position, elevators are recalled to main landing.
  - c. BYPASS position - signals from smoke alarms to elevator for purposes of initiating recall are bypassed.
  - d. RESET position, returns elevator to normal operation if recall initiating smoke alarms has been reset.
    - i. *Note: Elevator will have either BYPASS or RESET position, but not both.*

**\* NEVER use a non-Phase II capable elevator during a working high-rise fire**

2. **Firefighters' Service Phase II:** Allows for manual operation of elevator by emergency responders. Phase I must be activated for Phase II to function.
  - a. OFF position, Phase II disabled.
  - b. ON position, enables Phase II operation.
  - c. HOLD position, elevator remains under Phase II control but buttons inside elevator are disabled. This prevents car from leaving the floor you are on.
  - d. During Phase II operation, you must hold the "door open" button until the door opens completely for the elevator door to stay open.

## Possible Shut-off Locations:

Machine Room  
Penthouse  
Elevator Pit (do not use if you intend to fully lower a hydraulic elevator)

## Recommended Tools:

Radios  
Elevator Keys  
A- Frame Ladder (Engines Only)  
Pike Poles/NY Hooks  
Folding Ladder

## **Rescue Operations:**

### **1. Persons trapped in elevator:**

- a. Locate stalled car and assess situation.
- b. Attempt a Phase I recall using the fire service key at the lobby control panel.
- c. Disconnect **main power to the elevator, wait a FULL 2 minutes, then restore power and press the lobby call button.**
- d. Shut off power:
  - i. **Only main shutoff should be used.**
- e. **Access stalled/problem car and open door.**
- f. **If elevator position > 24” from landing, use manual lowering valve (hydraulic cars only) to reposition.**
- g. Open door and remove patient/occupants to safety.
- h. Leave elevator out of service and attempt to contact building maintenance

### **2. Persons trapped outside of elevator in hoistway:**

- a. Activate HURT team
- b. Shut off power
- c. Locate patient and assess patient
- d. Update HURT leader

## **Firefighting Operations:**

1. Access key box.
  2. Find annunciator panel and/or determine which floor the fire is on.
  3. Unless directed otherwise by IC, recall cars back to main landing by turning the Firefighters' Service Phase I key switch to the ON position.
  4. Locate nearest stairwell to elevator for emergency egress if needed.
  5. Shine flashlight up elevator shaft to check for smoke or fire.
  6. If no smoke or fire, enter elevator:
  7. Activate Firefighter's Service Phase II
  8. Take elevator to 2+ floors below fire floor. **Do not take elevator to fire floor!**
- **Note:** For any high-rise fire on the sixth floor or below, companies should avoid the elevator and use the stairs. Above this level, fatigue and ascent time, may require the use of an elevator.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.4

SECTION:		GUIDELINE:	
LADDER COMPANY		VEHICLE PLACEMENT	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
07/15/2014	1/9/2017	OPERATIONS	2

### **Scope:**

All Ladder Companies

### **Objective:**

Guidelines for placing aerial apparatus at fire scenes

### **Driving Principles:**

- Length of aerial device is limited
- Aerial device should be operated at all structure fires
- Aerial apparatus should be located close to structure for rapid tool deployment
- Park to allow stabilizer deployment
- Work off rear when possible to maximize reach of aerial device.

### **Application:**

1. First Due:
  - a. Think Offensive Positioning
  - b. Front of the building (Offensive)
    - i. Maximize “Scrub” area of Aerial Device
    - ii. Reach highest point when laddering roof
    - iii. Deploy stabilizers
    - iv. Position aerial device at most advantageous location
      1. Window: rescue/secondary egress
      2. Roof: vertical vent/Secondary egress
    - v. Position to allow ladders to be deployed from rear compartment
  - c. Front of building: Defensive
    - i. Outside Collapse zone
    - ii. Maximize reach of elevated streams
    - iii. This includes parking on corners
2. Second Due:
  - a. Determine best side of building
  - b. Plan route based on response of first due apparatus
  - c. Position to accomplish assignment
    - i. Vertical Vent: Roof
    - ii. Search: Windows

**Considerations:**

1. Location options
2. Overhead obstructions
3. Determination where incident will be in 15 minutes
  - a. Example: upon arrival heavy fire in attic space, think water tower
4. Look at pedestal in mirror to assist in spotting



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.5

SECTION:		GUIDELINE:	
LADDER COMPANY		POSITIVE PRESSURE VENTILATION (PPV)	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
07/31/2014	1/9/2017	OPERATIONS	1

**Scope:**

All Fire Department personnel

**Topic:**

Positive Pressure Ventilation

**Objective:**

A guideline for using positive pressure fans at structure fires.

**Definitions:**

**Positive Pressure Ventilation:** Using a powered fan, **after the fire is extinguished**, to ventilate a structure by forcing air into a structure and the contaminated atmosphere out.

**Application:**

1. Fire **fully extinguished**
2. Firefighters exit structure or immediate fire location.
3. If not practical to remove attack team, direct communication between attack team and fan operator is required.
4. Start fan. A firefighter with radio communication stays with the fan.
5. After 30-60 seconds, Crew reenters with line
6. If conditions don't improve, shut off fan.

**Contraindications:**

1. Active fire
2. Backdraft considerations
3. Volatile environment
4. Person(s) inside structure or in immediate fire location



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.6

SECTION:		GUIDELINE:	
LADDER COMPANY		VENTILATION OPTIONS- VERTICAL	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
06/23/2014	1/9/2017	OPERATIONS	2

**Scope:**

All Fire Department personnel.

**Topic:**

Vertical Ventilation-Residential

**Objective:**

To identify the various options for Vertical Ventilation on the Fire Ground

**Driving Principle:**

Coordination between the attack team and the vent team is required. For ventilation-limited fires, the attack line should be in place and applying or ready to apply water before ventilation is initiated.

**Considerations:**

1. Before selecting vertical ventilation, the following should be considered:
  - a. Fire involvement
  - b. State of Fire (Vent-limited/Fuel-limited)
  - c. Roof construction
  - d. Impact on flow path
  - e. Pitch of the roof
  - f. Access to the roof
2. Methods of access:
  - a. Extension Ladder
  - b. Aerial Ladder
  - c. Access from neighboring building/roof top
3. Accessing the roof:
  - a. Single roof ladder
  - b. Two roof ladders
  - c. From tip of Aerial
  - d. From bucket of Platform
4. Vent Hole:
  - a. As big as possible, given conditions
  - b. Upon completion, contact interior crew to gauge need for additional or enlarged hole
  - c. If unable to open roof, gable end is option. Result may not be as effective.
5. Tools Required:
  - a. Ladders: aerial/extension/roof
  - b. Power Saws
  - c. Pike Poles and/or NY Hooks
  - d. Axe/Denver Tool

The Company Officer may consider additional options which maximize crew survivability.

**Application:**

- e. Ascend to roof
- f. “On-air” prior to cutting
- g. Perform cuts
- h. Confirm improvement with interior company
- i. Seek more survivable position if staying on roof
  - i. Walk to exterior parapet/outside wall
  - ii. Cross to adjoining roof
- j. Exit roof
- k. Company Officer provides CAN report to Command on roof findings



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.7

SECTION:			GUIDELINE:	
LADDER COMPANY			VENT-ENTER-ISOLATE-SEARCH (VEIS)	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
06/23/2014	1/9/2017	OPERATIONS	1	

### Scope:

Personnel performing Vent-Enter-Isolate-Search (VEIS)

### Objective:

To provide a guide for performing VEIS on the fireground.

### Driving Principle:

- The application of VEIS is dangerous on any fireground. Adherence to this guideline will maintain a higher level of survivability. This tactic should only be performed for a high probability of a life hazard when unable to ascend the interior stairs.
- Consider survivability in room

### VEIS Application:

1. Whenever possible, use a platform for entry. (Porch roof or similar)
2. Ladder the bottom of the sill (clear window to enable a rapid escape).
3. Remove window glass (realize if door to room is open you have just created a flow path).
4. Survey with TIC if available.
5. Sweep base of window for victims, then sound floor.
  - a. Enter room while partner ascends ladder to communicate with you.
  - b. Move immediately to interior door
  - c. Sweep hallway and close door to **isolate** room. **DO NOT LEAVE THE ROOM**
6. Search room
7. Exit room via same entry point





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.8

<b>SECTION:</b>			<b>GUIDELINE:</b>		
LADDER COMPANY			VENTILATION OPTIONS: HORIZONTAL		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
06/23/2014	1/23/2019	OPERATIONS		2	

**Scope:**

Personnel performing horizontal ventilation

**Topic:**

Horizontal Ventilation- Residential

**Objective:**

To identify the various options for Horizontal Ventilation on the fireground. Using natural ventilation and creating openings.

**Driving Principle:**

- Coordination between the attack team and the vent team is required. For ventilation-limited fires, the attack line should be in place and applying or ready to apply water before ventilation is initiated.
- Breaking windows or creating horizontal openings will create a flow path. Once removed, the ability to replace is gone, therefore coordination with Engine crew is necessary to make sure they are advancing.
- Maintain Situational Awareness. Once the openings are created, notify interior companies if conditions worsen. Remove interior companies on first indication of intensifying fire resulting from openings.

**Horizontal Ventilation Selection:**

1. Considerations:
  - a. Fire involvement
  - b. State of fire (Vent-limited/Fuel-limited)
  - c. Window opening in proximity to fire
  - d. Impact on flow path
  - e. Wind speed and direction
2. Methods of application:
  - a. Ground with tool
  - b. Extension Ladder with tool (Be on air prior to taking window)
  - c. Aerial Ladder with tool (Be on air prior to taking window)
3. Accessing the roof:
  - a. One or more roof ladders
  - b. Tip of Aerial
  - c. Bucket of Platform

4. Tools Needed:
  - a. Forcible Entry tools
  - b. Ladders- aerial/extension/roof
  - c. Pike Poles and/or NY Hooks
  - d. Power saws for new openings or reinforced glass

The Company Officer may consider additional options which maximize crew survivability.

**Application:**

1. Execute ventilation as directed by Officer
2. "On-air" if conditions warrant
3. Perform task
4. Confirm effectiveness with interior Company
5. Note changes, notify if appropriate
6. Company Officer provides CAN report to Command when needed or assignment is completed.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.9

<b>SECTION:</b>		<b>GUIDELINE:</b>	
LADDER COMPANY		STANDARD HOSE CONFIGURATION	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
01/23/2018	04/19/19	OPERATIONS	2

**Scope:**

Standardized hose configuration

**Objective:**

To facilitate a standardized hose configuration for all aerial apparatus.

**Hand Line Selection:**

1. 200' pre-connect with TFT automatic nozzle (Green- 1 ¾" hose)
2. 300' pre-connect with 15/16 smooth bore nozzle (Yellow - 100' 1 ¾" and 200' 2")
3. 2" 200' pre-connect utilizing either smooth bore or automatic nozzle
  - a. Created by removing first 100' on 300' line
4. 2 ½" 200 pre-connect with TFT automatic nozzle (Blue) [Crosslay]
5. 2 ½" 400' line with gated wye (Orange) [Apartment Line]
  - a. Requires an additional nozzle
6. 2 ½" 150' High Rise Hose 1 1/8" smooth bore nozzle(Blue)
7. 1 ¾" 150' with TFT automatic nozzle [Bumper Line/Trash Line]

**Additional Nozzle Selections:**

Tip Size	Gallons Per Minute
15/16 <sup>th</sup>	180
1"	210
1 1/8 <sup>th</sup>	265
1 ¼"	325
TFT Combination	180/265

**150' 1 3/4" TFT Combination Nozzle Front Bumper  
180 GPM @ 175psi EP**

# AERIAL

**200' 1 3/4" TFT Combination Nozzle  
180 GPM @ 200psi EP**

**300' 1 3/4" (100') + 2" (200') 15/16" Solid Bore Nozzle  
180 GPM @ 150 psi EP**

**200' 2 1/2" TFT Combination Nozzle  
265 GPM @ 124 psi EP**

**35'  
5" Extra**

**400' 2 1/2"  
APT Line  
Gated WYE**

**600' 5"  
Supply Hose  
5" Storz-to-4  
1/2" NSTD  
Adapter**

**150' Single  
Jacket High  
Rise Hose**



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 3.10

SECTION:		GUIDELINE:	
LADDER COMPANY		TOWER LADDER SUPPLIED AIR SYSTEM	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
01/23/2018		LT. STEBNITZ/LT. AHN	3

## **SCOPE:**

Tower Ladder 8

## **OBJECTIVE:**

Guidelines for the use of supplied air systems and the SCOTT 10-minute escape bottle.

## **GENERAL INFORMATION:**

1. Tower ladder 8 is equipped with an on-board supplied air system
2. The supplied air system will be used when firefighters are operating in the bucket in a IDLH environment for extended period of time
3. Equipment required is the SCOTT 10 min escape bottle, personal SCBA mask, and 6 ft. connecting hose.
4. Communications must be maintained between ground and bucket personnel at all times.

## **PROCEDURES:**

When tower ladder supplied-air system is used:

1. FF dons SCOTT 10 min. escape bottle with connecting hose and attaches firefighter's personal face piece to supplied air system
2. Open large pressurized air bottle at base of ladder and set regulator to 120 psi.
3. FF proceeds to bucket with escape bottle turned off and connects 6-foot hose to bucket connection.
4. Bucket is now ready for aerial operations.

**PROCEDURES (Continued):**

Exiting bucket and shutdown procedures (Non IDLH Environment)

1. With escape bottle off, FF disconnects hose from the bucket connection.
2. FF proceeds down ladder or lowers bucket to ground.
3. Turn off large bottle at base of ladder and bleed lines.

Emergency exit procedure (IDLH Environment):

1. Turn escape bottle on.
2. Report emergency to tower officer and request any resources or needs for safe exit.
3. Disconnect hose from the bucket.
4. Climb down ladder or lower bucket to ground.
5. There is only 10 min of air with the escape system so a safe but expedient exit is required.
6. Follow normal shut down procedures.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 4.1

SECTION:			GUIDELINE:	
MEDIC OPS			MEDIC RIDING ASSIGNMENTS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
04/22/2014	1/23/2018	JONCZYK	1	

**Scope:**

All personnel assigned to a paramedic unit

**Objective:**

To provide a consistent response from medic unit personnel

**Information:**

**1. Firefighter-Paramedic :**

- a. Full PPE/SCBA
- b. Radio
- c. Flashlight
- d. Halligan

**2. Firefighter-Paramedic:**

- a. Full PPE/SCBA
- b. Radio
- c. Flashlight
- d. Flathead Axe or other striking tool

**3. Additional MFD Personnel**

- a. Full PPE
- b. SCBA (will need additional SCBA from Maintenance)
- c. Flashlight
- d. Flathead Axe/Denver Tool
- e. Water extinguisher



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 4.2

<b>SECTION:</b>		<b>GUIDELINE:</b>	
MEDIC OPS		FIRST DUE	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
07/10/2014	02/19/2019	OPERATIONS	2

**Scope:**

All Members of a first-arriving Medic Unit arriving on location

**Objective:**

To provide a systematic arrival report, in-depth size-up, and assignments.

**Driving principle:**

The use of paramedics as additional members of any arriving ladder or engine company can enhance the effectiveness of those companies. Roles should be discussed at the start of the shift to maximize effectiveness and coordination.

**Arrival Report:**

Medic units arriving first due are expected to:

- Arrival Report:
  - First arriving unit gives a report of what is happening
    - Assume Command (First MFD Person)
    - What is showing (fire showing)
    - What you are doing (performing a 360)
  - Give just enough information for companies to know what we have
  
- First In/Assignments:
  - During/After 360 or after more information is gathered
  - More detailed:
    1. Unit assuming Command
    2. Building Construction
      - a. Stories
        - i. Rear Exposure (2/3)
      - b. Wood Frame
    3. Occupancy
      - a. Commercial/Residential/High Rise
    4. Conditions
      - a. Including consideration for “Wind driven Fire”
        - i. Announce direction if possible- Strong wind on C side
      - b. Smoke Showing:
        - i. Volume
        - ii. Velocity
        - iii. Density
        - iv. Color



- c. Flow Path Determination:
  - i. Bi-Directional
  - ii. Uni-directional
- d. Special Hazards (Roof/Exposures/HazMats)

5. Announce 360 Complete and any changes to initial size-up and assignments

- Investigation:
  - Full PPE/Equipment/Water Can
  - Maintain Company Accountability
  - Incident determination
  - Determine if adequate resources responding

Working Fire/Smoke Showing:

- Call for additional Medic and Engine if C31 has not already done so
- Assign companies appropriately
  - Fast attack
  - Water Supply: Locate hydrant(s)
  - Rescue Profile: is there a high probability of savable lives interior
- Make contact with First Due Engine or Ladder officer
  - Officer has authority to
    - Maintain original assignments
    - Alter assignments based on incident requirements
    - Halt assignments based on incident conditions
- Fill role as self-assigned
  - Example- making a rescue
- Assign with first due attack line
- Assign with other Engine/Ladder Company as IC sees need



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 4.3

<b>SECTION:</b>			<b>GUIDELINE:</b>		
MEDIC OPS			PERSONNEL REHAB		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
04/01/2016	02/19/2019	STEDMAN		1	

**Scope:**

Rehabilitation (rehab) procedures for Public Safety Personnel.

**Objectives:**

1. To provide rehab for Public Safety Personnel who exert themselves to a standard threshold at an emergency scene or training exercise.
2. To protect the physical and mental condition of personnel operating at the scene of an emergency or training exercise and to prevent decompensation of the individual.
3. To provide guidelines for when personnel shall be assigned to rehab as well as criteria for rehab procedures.

**References:**

1. *NFPA 1584: Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises.*
2. *2016 Dane County EMS Protocols: Public Safety Personnel Rehab-Special Operation:* pg. 95.

**Application:**

1. All medic units shall carry the following “Public Safety Personnel Rehab” items:
  - a. Laminated rehab protocol flow chart.
  - b. Five or more copies of the “Public Safety Personnel Rehab Report”.
2. Criteria for assigning personnel to rehab:
  - a. Use of a second 45-minute SCBA cylinder or 40 minutes of intense work without SCBA.
  - b. Incident Commander or OIC discretion based on multiple factors including, but not limited to: 1) air temperature; 2) intensity of work; 3) physical/mental condition of member; and 4) visual signs/complaints of over-exertion.
3. Execution:
  - a. Log member into rehab sector utilizing the “Public Safety Personnel Rehab Report.”
  - b. Assist with removal of PPE if necessary, outside of Rehab area utilizing N95 mask and EMS gloves.
  - c. Obtain baseline assessment.
  - d. If a member’s assessment findings are within acceptable values, they shall rehydrate, rest for at least 10 minutes, and have vitals reassessed before returning to work.
  - e. If a member’s initial assessment findings do not meet acceptable values, refer to protocol flow chart. An ePCR shall be filled out for any member who does not meet acceptable values, or for any other medical reason is unable to return to the emergency scene or training ground.
  - f. When complete, submit the “Public Safety Personnel Rehab Report” to the Incident Commander or OIC.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.1

SECTION:			GUIDELINE:	
FIREGROUND OPS			COMPANY ASSIGNMENTS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
02/01/2015	1/9/2017	OPERATIONS	2	

### Scope:

All Fire Department personnel

### Objective:

- Provide initial considerations and direction for responding Officers.
- Deviation is accepted, but announce the deviation so companies can adjust as needed.

### Modes of Operation:

#### **Nothing Showing:**

First arriving Engine **and First arriving Ladder Company** make entry together and assist each other as stand-alone companies. Remaining companies stage “Level One”.

#### **Offensive:** (Smoke and/or Fire Showing, acceptable level of risk)

##### *First Due Engine:*

- Fire Attack
- Establish water supply (or assign second-due engine to water supply)

##### *Second Due Engine:*

- Confirm and/or establish primary water supply (Stage Vehicle/Lay Dry)
- Back up Line

##### *Third Due Engine:*

Necessary fireground benchmarks. Possibly RIT assignment

##### *Fourth Due Engine:*

RIT Assignment but not at the expense of necessary fireground benchmarks

##### *First Due Ladder:*

- Ventilation
- Search and/or Rescue
- Forcible Entry
- Ladder Building

##### *Second Due Ladder (tasks not addressed by First Due Ladder at IC's discretion)*

- Search and/or Rescue
- Ventilation
- Ladder building
- Secure utilities

*First Medic Unit:*

- Assists with initial attack line placement
- Search and/or Rescue

**Defensive: (Building and contents not worth the risk to personnel)**

- Multiple Water Supplies
- Multiple Large Volume Attack Lines
- Position aerials outside of collapse zone. (1½-times the height of building)
- An “All Clear” benchmark will not be obtained

**Marginal: (Fire/Smoke Conditions are marginal on Risk/Benefit Model)**

- A quick, aggressive Interior Attack may be attempted followed by defensive operations. (to perform a known rescue or to determine attack effectiveness)
- A “Blitz Attack” may be initiated from a Defensive position with companies switching to an Offensive Attack on knockdown.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.2

SECTION:		GUIDELINE:	
FIREGROUND OPS		RESIDENTIAL FIRES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	1/9/2017	OPERATIONS	1

### Scope:

Companies responding to incidents involving single family homes and duplexes.

### Special Considerations:

- Lightweight Construction
- Truss Roofs and Flooring
- Engineered materials (floor joists, stairs)
- Not regulated/inspected
  - Home improvements
  - Illegal storage
  - Improper storage of hazardous materials
- Occupants:
  - All hour life hazard
  - Special needs
- Open spaces/open doors

### Tactical Considerations:

- Rapid extinguishment saves lives, keep the line moving forward.
- Primary and secondary searches
- Use a Transitional Attack for appropriate conditions or entry delays
- Protect means of egress for occupants and firefighters
- Consider Vent Enter Isolate Search (VEIS) (See SOG 3.7 “Vent-Enter-Isolate-Search”)
- Read Smoke (Volume, Velocity, Density, Color)
- **Forecast** where the fire is going
- Develop a rescue profile based on smoke and fire conditions
- Maintain situational awareness



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.3

SECTION:		GUIDELINE:	
FIREGROUND OPS		CENTER HALLWAYS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	1/9/2017	OPERATIONS	1

### Scope:

Personnel responding to buildings with center core hallways, such as apartment buildings and office buildings.

### Occupancy-Driven Concerns:

- Normal egress blocked by smoke in hallways
- Occupant Panic Potential
- Fewer egress options, more occupants, and more unknowns than single-family dwellings
- Varying roof construction and roof loads
- May contain wood trusses and engineered roof supports
- Fire doors blocked open
- Improper storage practices including storage in hallways
- Delayed alarms or alarm may be silenced prior to arrival
- Alarm system apathy (numerous false calls without reaction by occupants)
- Long setbacks and other access problems for fire apparatus

### Tactical Considerations:

- Rescue/Evacuation:
  - Increased importance due to number of potential victims
  - Primary/Secondary searches
  - Increased number of resources (Consider additional alarms)
  - Potential for numerous ground ladder rescues
  - Consider flowpaths, keep hallway tenable
  - Wind driven events
  - Forecast rescue and evacuation needs
- Ventilation:
  - Vertical
  - Center hallway cuts assist hallway tenability
  - Strip cuts
  - Forecast ventilation requirements
- Fire Control:
  - Use multiple handlines, consider a Side-by-side attack
  - Control avenues of extension
  - Forecast fire reaching attic, and anticipate use of aerial master streams
  - Consider deploying an un-mounted master stream in hallways to make the stop



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.4

SECTION:		GUIDELINE:	
FIREGROUND OPS		COMMON ATTIC	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	1/9/2017	OPERATIONS	1

### **Scope:**

Personnel responding to buildings with a “common attic” such as apartment buildings commercial properties.

### **Special Problems:**

- Common attic may not be obvious
- Interior walls just above ceilings
- Roof construction
- Roof-mounted HVAC collapse hazard
- Suspended Ceilings:
  - T-Bar framing
  - Wire supports
  - Early collapse with minimal heating
  - Entanglement for firefighters
- May utilize improper storage practices or contain heavy fire loads, flammable liquids, and/or compressed gasses
- Access issues may include:
  - Locked gates
  - Reinforced rear entrances
  - Illegal locking methods
  - Windowless walls

### **Tactical Considerations:**

- Rescue/Evacuation:
  - Primary/Secondary searches
  - Evacuate all areas within common attic
- Ventilation:
  - Vertical to isolate
  - Use Strip cuts/Trench cuts
  - Forecast ventilation needs
- Fire Control:
  - Wind effects on Fire Spread
  - Protect area of most value
  - Interior Exposure Protection
  - Check both sides of property for fire involvement
  - Forecast where the fire is going
  - Leave one or more front display windows intact if possible. Breakage may indicate imminent collapse of load-bearing walls.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.5

<b>SECTION:</b>		<b>GUIDELINE:</b>	
FIREGROUND OPS		CHIMNEY FIRES	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
02/01/2015	2/19/2019	OPERATIONS	1

### Scope:

Personnel responding to possible or confirmed chimney fires

### Special Considerations:

- Access to roof
- Varying types of chimney construction
- Fire may have entered void spaces in building
- Fire may not be detected by occupants

### Tactical Considerations:

- Removing any burning materials and extinguish fire in fire box
- Determine if active fire in chimney
- Close flue to suffocate fire
- Access the roof
- Remove any protective covers for access
- Check void spaces in attic and walls
- Active fire
  - Cover fire box with Heavy Duty Canvas Tarp
  - Place Tarp on floor in front of fire box
  - Drop “Chimney Bomb” (ABC dry chemical in thin plastic bag)
  - Apply dry chemical extinguisher if no “Chimney Bombs” available.
- Maintain situational awareness





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.6

SECTION:		GUIDELINE:	
FIREGROUND OPS		LARGE-AREA BUILDINGS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	1/23/2018	OPERATIONS	2

### Scope:

All Fire Suppression Companies responding to incidents involving “large area” buildings such as warehouses and “big box” stores..

### Special Problems:

#### Roof Construction

- May be flat roofs with unprotected open or bow string truss
- HVAC
- Solar Panels
- Unprotected steel trusses common
- Steel decking
- Sudden roof failure
- Cell towers

#### Walls

- Lightweight sheeting or concrete
- Unprotected metal supports
- Few doors or windows
- Sudden outward wall collapse

#### Fire Protection Systems

- Fire walls may be breached
- Fire doors left open
- Content load may not match original sprinkler system design
- Closed waterway valves

#### Overhead Steel Doors

- Easily distorted by heat
- May have security features
- Collapse potential

#### Contents

- Hazard changes
- Misuse of building
- Contents and other loads exceed design
- Rack storage adds to collapse potential

## **Tactical Considerations:**

### Rescue/Evacuation:

- Occupants awake but *unaware* of problem
- Occupants seek egress via familiar paths which may be blocked

### Ventilation:

- When possible, ventilate via skylights, bulkheads, or other access points as cutting roof may cause collapse.
- Use overhead doors
- Forced

### Fire Control:

- Expect rapid fire growth (Use large attack lines)
- Multiple operating positions
- Anticipate collapse of roof/wall/interior storage
- Beware of large amounts of overhead fire where heat may not be obvious
- Limit interior operations
- Beware of overhead HVAC ductwork
- Don't rely on fire wall integrity or stability
- Consider interior deployment of a portable master stream



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.7

<b>SECTION:</b>		<b>GUIDELINE:</b>	
FIREGROUND OPS		L-CAN REPORTS	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
04/22/2014	02/19/2019	OPERATIONS	1

**Scope:**

All Fire Personnel

**Objective:**

Provide a standard format for Company Officers and the Incident Commander to relay information during fireground communications.

**Implementation:**

**Location:** Company’s location within an incident area. i.e.: “Second floor, CHARLIE-Division”

**Conditions:** Describe current conditions.

- Any obstacles encountered
- Visibility, fire, smoke, and heat conditions
- Interior layout
- Fuel loads
- What’s burning/not burning

The Incident Commander will process this information and determine:

- Situation normal: continue with actions
- Situation concerned: interior conditions don’t match exterior picture

**Actions:** Describe what the company is doing.

- Completing assigned objective
- Fire attack
- Primary or secondary search
- Pulling ceiling
- Opening the roof
- Performing salvage

**Needs:** Describe what a company needs:

- Urgent help
- Reinforcement/Relief
- Tools or equipment
- Cover other areas
- More line, more water,more ventilation



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.8

SECTION:		GUIDELINE:	
FIREGROUND OPS		SECURING ELECTRICAL SERVICE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
04/22/2014	1/9/2017	OPERATIONS	1

**Scope:**

All Fire Personnel

**Objective:**

Securing electrical service while maintaining evidence for Fire Investigation

**Implementation:**

- When disconnecting electrical service to a property prior to Fire Investigators' arrival:
  - Disconnect the master/main breaker in the panel.
  - Confirm with Incident Commander who shut off the breaker
  - Note any additional breakers that were tripped. DO NOT touch any other breakers if possible.
  - Take photo prior to Fire Investigation arrival (C31)
  - Document in NFIRS report
  
- IC will inform the investigator upon arrival of electrical service being secured
  - Conditions at time
  - Who turned off which breakers
  - Provide photo, if taken



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.9

SECTION:		GUIDELINE:	
FIREGROUND OPS		HIGH-RISE RESPONSE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
05/11/2011	1/23/2018	CHIEF DAVIS	6

**Scope:**

All Personnel responding to high-rise fires

**Objective:**

Provide a systematic response from companies for High-Rise incidents

**Implementation:**

High Rise Pack

150' – 2 ½" Hose

Stairwell Bag

- (1) 1 ⅛" Smooth Bore Tip
- (1) 1 ¼" Smooth Bore Tip
- (1) 2 ½" Nozzle
- (1) 1 ½" to 2 ½" Enlarger
- (1) 2.5" Gate Valve
- (1) 2.5" Elbow
- (1) In-line Pressure Gauge
- (2) Small Webbing Loops
- (1) Pipe Wrench
- (2) Spanner Wrenches
- (1) Wire Brush
- (2) Sprinkler Shut-off
- Multiple Wood Chocks

FDC Bag

- (1) 2.5" Siamese
- (4) Webbing Straps with Carabiner
- (1) 2.5" Male to Male Coupling
- (1) 2.5" Female to Female Coupling
- (1) 2.5" Elbow
- (1) 2.5" Cap
- (1) Large Flathead Screwdriver
- (2) Spanner Wrenches
- (1) Large Needle nose Pliers
- (1) Pipe Wrench
- (1) Knox Key Wrench

Operating Pressures

Supply engine maintains 150 psi - first twelve (12) floors  
Add 5 psi for every floor above twelve (12)  
2 ½" Hose  
1 ⅛" Solid Tip  
265 gpm

Stairwell Gauge (2 ½" only)

Staffed by AE  
100' operating: 62 psi plus 5 psi/floor @ in-line gauge  
150' operating: 68 psi plus 5 psi/floor @ in-line gauge  
200' operating: 74 psi plus 5 psi/floor @ in-line gauge

***FIREFIGHTERS WILL TRANSPORT ASSIGNED EQUIPMENT AND EXTRA AIR BOTTLES.  
EXTRA EQUIPMENT WILL BE TRANSPORTED TO STAGING FLOOR (Typically two floors  
below fire).***

*Elevator Use: See SOG 3.3*

**Initial Response Responsibilities:**

**FIRST ARRIVING COMPANY MUST OBTAIN INFORMATION FROM ANNUNCIATOR  
PANEL**

1. First Due Engine: FIRE ATTACK TEAM (LT, AE, FF, FF)
  - a. Reports to:
    - i. Front/Main Entrance - proceed to Fire Floor
    - ii. Designate Attack and Evac Stairways
  - b. Equipment:
    - i. High Rise Pack
    - ii. Assigned tool
  - c. Tactical Considerations:
    - i. Locate
      1. Recon one (1) floor below
      2. Determine tenable/untenable Fire Floor
    - ii. Confine
      1. Stairwell connection one (1) floor below
      2. Prepare/stretch line
      3. Stairwell stretch: one firefighter performs rapid ascent of Attack Stairwell to clear occupants
      4. FF returns from stairwell - advance Attack Line
    - iii. Extinguish

2. Second Due Engine: SPLIT CREW: FIRE ATTACK TEAM (LT, FF, FF) & WATER SUPPLY (AE)

- a. Reports to:
  - i. AE - FDC/hydrant connections
  - ii. LT, FF, FF - proceed to Fire Floor
- b. Equipment:
  - i. High Rise Pack
  - ii. Assigned tool
- c. Tactical Considerations:
  - i. **Locate**
    - 1. Recon one (1) floor below
    - 2. Determine tenable/untenable Fire Floor
  - ii. **Confine**
    - 1. Assist First Due Engine at stairwell connection one (1) floor below
    - 2. Prepare/stretch line
  - iii. **Extinguish**

3. Third Due Engine: BACKUP LINE: TWO (2) FLOORS BELOW (LT, AE, FF, FF)

- a. Reports to:
  - i. Front/Main Entrance
- b. Equipment:
  - i. High Rise Pack
  - ii. Assigned tool
- c. Tactical Considerations:
  - i. Is first Attack Line moving forward?
    - 1. **Locate**
      - a. Recon one (1) floor below
    - 2. **Confine**
      - a. Stairwell connection two (2) floors below
      - b. Prepare/stretch line
      - c. Primary/appropriate backup position
      - d. Assist fire attack as needed

4. Fourth Due Engine: BACKUP LINE: TWO (2) FLOORS BELOW (LT, AE, FF, FF)

- a. Reports to:
  - i. Front/Main Entrance
- b. Equipment:
  - i. RIT Equipment
  - ii. Assigned tools
- c. Tactical Considerations:
  - i. Is first Attack Line moving forward?
    - 1. **YES:**
      - a. Stage for Re-enforcement of other companies
      - b. Setup for possible RIT response
    - 2. **No:**
      - a. Assist as needed

- b. Help with deployment
- c. Don't hinder original companies activities

5. First Due Ladder: FIRE ATTACK TEAM (LT, AE, FF, FF)

- a. Reports to:
  - i. Front/Main Entrance - proceed to Fire Floor
- b. Equipment:
  - i. High Rise Pack
  - ii. Assigned tool
- c. Tactical Considerations:
  - i. Aerial within fire reach - split crew 3-1  
AE stays - Aerial used as second Means of Egress (LT/IC decision)
  - ii. Fire above Aerial - full crew proceeds to Fire Floor
  - iii. Recon
  - iv. Determine Attack and Evac Stairways
  - v. Hallway tenable/untenable
  - vi. Force entry/search
  - vii. Attack Line moves forward

6. Second Due Ladder: FLOOR ABOVE FIRE TEAM (LT, AE, FF, FF)

- a. Reports to:
  - i. Front/Main Entrance - proceed to floor above fire
- b. Equipment:
  - i. High Rise Pack
  - ii. Assigned tool
- c. Tactical Considerations:
  - i. Aerial within fire reach - split crew 3-1  
AE stays - Aerial used as second Means of Egress (LT/IC decision)
  - ii. Fire above Aerial - full crew proceeds above Fire Floor
  - iii. Primary search
  - iv. Extension - need for Exposure Attack Line
  - v. Evac status

7. First Medic Unit: BACKUP LINE/WATER SUPPLY ASSISTANCE (FF, FF)

- a. Reports to:
  - i. Water Supply Engine - assist as needed
  - ii. Front/Main Entrance - proceed two (2) floors below fire
- b. Equipment:
  - i. Assigned tool
  - ii. Assist crews as needed with tool transport
  - iii. Follow command of Backup Line leader

8. Chief Car 31: OIC, AE

- a. Incident Command
- b. Lobby Control
- c. Address Building 360



## **Alarm Level 2 “Working Still”**

Warranted for any visible fire or smoke emanating through the exterior skin of the building or when a serious fire has been verified.

1. Fourth and Fifth Due Engines: RIT & SECONDARY WATER SUPPLY (Assigned as prioritized by IC)
  - a. RIT
    - i. Acquire RIT equipment
      1. Deploy one floor below fire
    - ii. Perform RIT functions
  - b. Secondary Water Supply: Tactical Considerations
    - i. Forward Lay
    - ii. Reverse Lay - Apparatus congestion relief
    - iii. Second FDC available/needed - opposite side of building
    - iv. Location of First Engine for redundant supply to primary FDC
2. Third Due Ladder: TOP FLOOR/LEVEL OF SMOKE
  - a. Reports to:
    - i. Main Lobby - proceed two floors below
      1. Split crew 2 - 2
      2. Ascend Attack and Evac Stairways, if possible - CAN Report
      3. Meet on top floor
  - b. Equipment:
    - i. Tool assignment
  - c. Tactical Considerations:
    - i. Search stairwell and floor
    - ii. Vent
      1. Locate vent access points
      2. Vent only if fire extinguished and IC orders task
      3. When ordered by IC
3. Second Medic Unit: TRIAGE/REHAB as needed (FF, FF)
  - a. Reports to :
    - i. Front Entrance/Main Lobby
    - ii. Proceed three floors below
  - b. Equipment:
    - i. Assigned tool
    - ii. Med bag

## **Recalled Chief Officer Assignments**

1. First Arriving:
  - a. Relieves Lobby Control position (on call Duty Chief)
  - b. Previous Lobby Control maintains command of Operations
2. Second Arriving:
  - a. Fire Attack
  - b. Fire Floor
3. Third Arriving:
  - a. Floors above fire
4. Fourth Arriving:
  - a. Takes command
5. Fifth Arriving:
  - a. Safety

## **Box Alarm (3<sup>rd</sup> Alarm)**

ASSIGNED AS NEEDED  
REPORT TO ASSIGNED STAGING AREA  
2 ENGINES, 2 LADDERS, 1 MEDIC UNIT

- Sixth Engine
- Seventh Engine
- Fifth Ladder
- Sixth Ladder
- Third Medic Unit

## **Second Alarm (4<sup>th</sup> Alarm)**

ASSIGNED AS NEEDED  
REPORT TO ASSIGNED STAGING AREA  
2 ENGINES, 2 LADDERS, 1 MEDIC UNIT

- Eighth Engine
- Ninth Engine
- Seventh Ladder
- Eighth Ladder
- Fourth Medic Unit

## **Possible Box Alarm Assignments**

- Primary Search
- Third Line/Exposure Line
- Evacuation Assistance
- Equipment/Air Bottle Convoy
- Crew Replacement
- Secondary RIT
- Secondary Search
- Rehab
- Overhaul



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.10

SECTION:		GUIDELINE:	
FIREGROUND OPS		NON-HYDRANT RESPONSE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
03/01/2015	1/23/2018	OPERATIONS	1

### Scope:

All Fire Personnel, Dane County Communications Center

### Objective:

Procedure for requesting mutual aid during responses into non-hydrant areas.

### Implementation:

1. Pre-Plan Information
  - a. Identify properties prior to response and make appropriate notations in the CAD system.
  - b. Each property will have a visual prompt for the Dispatcher to alert the OIC that this property does not have municipal water supply
  - c. Individual Companies will be notified of these properties.
2. Incident notification
  - a. Upon notification of a Fire Response into a non-hydrant area the OIC may:
    - i. Request the “Tender” Response Card
      1. Provides a County Engine and 3 closest tenders
  - b. Incident Upgrade:
    - i. If incident requires additional water, the IC will request a MABAS response for “Tenders Only”
    - ii. If additional draft sites are required, additional County Engines may be requested.
3. Single Engine with tender-supplied water is for “as needed” or small fire applications.
4. Multiple Engine Relay Pump
  - a. Initial Engine lays required length of LDH to the incident location and begins suppression activities.
  - b. County engine arrives and becomes the “Draft Engine” which will draft water from on-site fold-a-tanks.
  - c. MFD Engines will be placed every 1000’ to minimize any friction loss in the relay pump operation.
5. Each Engine Officer will determine the best way to deploy supply line. A reverse lays is recommended except for the first due engine
6. Specific locations, in excess of 600’ from a hydrant, will be identified in the CAD with a standardized marking system to assist in distance determination.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.11

SECTION:		GUIDELINE:	
FIREGROUND OPS		MUTUAL AID RESPONSE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
09/01/2015	1/23/2018	OPERATIONS	1

### Scope:

All Fire Department personnel responding to a Mutual Aid request.

### Objective:

- Provide initial considerations and direction for responding units.
- Maintain accountability for responding City of Madison crews.

### Implementation:

- When dispatched, acknowledge and confirm the following:
  - Address via Map/CAD/etc
  - CAR31 notified and Duty Chief Assigned
- Respond on Channel assigned by Comm Center
  - Comm Center will have to relay any information from on-scene Commander
- Duty Chief will gather via portable as much information as possible until MFD units arrive
- Upon Arrival:
  - Confirm radio communications between responding unit(s) and County Agency.
  - Check-in with Incident Commander and receive assignment
  - Duty Chief will serve as liaison between the requesting agency and MFD crews
    - Any orders that appear to be unsafe should be handled with open communication. In the initial absence of the Duty Chief, the Company Officer will be the point of contact for MFD.
  - Enter personnel into the incident's accountability system
  - Operate under the local Incident Commander's defined guidelines, strategy, tactics, and assigned tasks
- When released, return to city radio channels and return to quarters.

### Fundamental Responsibility:

- Perform the assignment given; **Do not freelance!**
- Adhere to the rules of the jurisdiction you are assisting
- Be extra vigilant of your personnel and actions



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.12

SECTION:		GUIDELINE:	
FIREGROUND OPS		TRANSITIONAL ATTACK	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
01/01/2015	1/23/2018	LANGER	1

### **Scope:**

All Fire Suppression Companies responding to active room and contents fires

### **Definition:**

Transitional Attack: An **offensive** fire attack initiated by an exterior indirect handline operation, into the fire compartment, to initiate cooling while transitioning into interior direct fire attack in coordination with ventilation operations.

### **Driving Principles:**

- The fastest way to begin attack is to apply water from exterior
- Cools fire gasses, fire compartment, and structure as a whole
- Doesn't "extinguish" the fire, must be followed by interior attack.

### **Indications:**

- "Room and contents" fires
  - Single Family Residence bedroom fire
  - Duplex with a bedroom fire
- Expected delays in entry or reaching seat of fire
- Unidirectional flow path where fire fills the entire opening

### **Contraindications:**

- Large volume of fire, clearly greater than a room and contents fire
- Using a nozzle with any fog pattern

### **Implementation:**

- 1 ¾" hoseline deployed
- Use a smooth-bore nozzle or straight stream with combination nozzle as the fire stream must not block the flow path from the fire compartment to the outside
- Apply water at a steep angle, directly to the ceiling of the fire compartment
- Pull a second line when making a transitional attack at any opening other than one near the point of entry. The delay in moving a charged line may result in fire growth prior to interior attack.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 5.13

<b>SECTION:</b>			<b>GUIDELINE:</b>		
FIREGROUND OPS			COLLAPSE ZONE		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
01/09/2017		LANGER		2	

**Scope:**

All Fire Suppression Companies responding to incidents involving a possible collapse or post collapse of a building/wall.

**Functions of Command:**

- Activate all functions of the Incident Command System required to manage the incident.
- Division Supervisor(s) are responsible for personnel to adhere to this Guideline

**Tactical Considerations:**

- Building Construction is a potential indicator for potential collapse when the building is attacked by fire
- Specific building types offer higher probability for collapse:
  - Type 2- Non Combustible:
    - Unprotected bar joist truss fail quicker when exposed to high heat.
    - Metal trusses will expand and twist causing roof structure to fail
    - Consideration also given to HVAC units on roof add to this potential for earlier failure
  - Type 3- Ordinary
    - Concrete/brick wall with wood joists
    - Inherent instability of construction which increases when attacked by fire
    - Increase of the Live Load with large amounts of water applied
    - Degradation of the floor/roof joists may collapse and force exterior wall to collapse.
  - Type 4- Heavy Timber
    - Use of large dimensional lumber
    - High rate of heat release due to construction materials
    - Increase of the Live Load with large amounts of water applied
    - Mid-Rise Structures that have this construction also have large spans inside each floor
    - Degradation of this supporting structure causes exterior wall collapse

**Tactical Application:**

- Building Collapse is rapid and leaves little time to react
- Utilize indicators above early
- Establish a collapse zone
  - 1 ½ times the overall height of the building
  - Communicate with all personnel on the Fire Ground and have acknowledgement

- Assign Division Supervisor/Company Officers to restrict ALL movement into the collapse zone
- When possible utilize Fire Line tape to mark collapse zone
  - Use of Traffic Cones as well
- Operate all apparatus off the corners of the structure
  - Consideration to time delay moving apparatus if initial operations were “Offensive”. (plan early to remove apparatus from area)
- Utilize unstaffed Monitors with maximum flow possible
- Consider relay pump operations for maximum pump operations



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 6.1

<b>SECTION:</b>		<b>GUIDELINE:</b>	
EXTRICATION		EXTRICATION OVERVIEW	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
07/01/2011	02/19/2019	OPERATIONS	2

### **Scope:**

Personnel responding to motor vehicle crashes with pinned patients.

### **Objective:**

Provide a systematic approach to vehicle extrication

### **Philosophies:**

- Golden Hour: From time of crash to arrival in OR is 1 hour
- Remove vehicle from patient
- No two crashes are exactly the same.

### **Considerations:**

- Resources versus Needs
- Charged hose line staffed by firefighter in full PPE with SCBA
- Extrication time versus transport time
- Notify hospital
- Logistical support for prolonged events
- Unforeseen issues: e.g., additional patients covered by obvious patients

### **Assignments:**

- Command
- Hazard Control/Scene Safety Assessment
- Extrication Group
- Medical Group
  - Triage
  - Treatment
  - Transportation
    - Utilize Base Hospital Protocol
- Helicopter LZ
- Additional Assignments based on incident

### **Tactical Benchmarks:**

- Size-up
- Number of patients
- Extent of Entrapment
- Hazards Assessed/Mitigated
- Vehicle Stabilized
- Patients removed



# Extrication Flow Chart:

<b>Full Entrapment</b>		<b>Simple Extrication</b>
<b>Secondary Access</b>		<b>Secondary Access</b>
Remove Windshield Flap Roof Remove Door(s)		Remove Door
<b>Dis-entrapment</b>		
<b>Manual Steps:</b> Tilt Steering wheel Move seat(s)		
<b>Power Assisted:</b> Fifth Door Third Door Cross Ramming Dash Lift Dash Roll Pedal Displacement Center Console Removal Force Seat Displacement		
Patient Removal		Patient removal
Clean up		Clean up
De-Mobilize		De-Mobilize



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 6.2

<b>SECTION:</b>			<b>GUIDELINE:</b>		
EXTRICATION			EXTRICATION ASSIGNMENTS		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
06/01/2011	02/19/2019	AHN/RENO		3	

### Scope:

All Fire Department personnel responding to a “pin”.

### Objective:

To provide direction to personnel in specific riding positions on an apparatus.

### Scene Size-Up Considerations:

1. Identify Hazards
  - a. fuel leak
  - b. hazardous material leak
  - c. wires down
  - d. airbags present – any un-deployed air bags – location of air bag actuators
  - e. underground electrical feeds
  - f. loaded bumpers
  - g. hybrid vehicles
2. Inner and outer circle: perform 360° looking for hazards and ejected victims
3. Number of victims and vehicles involved
4. Develop and communicate Incident Action Plan (IAP) to ALL personnel on scene
5. Possibility of multiple vehicles and two operational scenes within same incident
6. Patient access for medics
7. Consider additional resources (Engines, Ladders, Squads, Med-Units)

### Safety Considerations:

1. Maintain Situational Awareness
2. Wear full PPE **with eye protection**
3. Charged hoseline with foam (*FF staffing hoseline from engine wearing SCBA*)
4. Ensure vehicle is in PARK, parking brake is engaged, and keys are out of the ignition
5. When possible cut negative battery cable ASAP to start discharge of air bag system
6. Establish extrication “safety zone” protected from traffic
7. Anyone on the scene has the authority to halt the extrication evolution due to unsafe conditions or techniques by saying “STOP”. Command will evaluate the conditions or techniques and adjust accordingly.

### Company Assignments (Simultaneous Arrival):

1. Ladder Assignments:
  - a. Ladder – Company Officer:
    - i. Size-up

- ii. Inner 360
- iii. Develop and communicate IAP
- iv. Command of “Hot Zone”
- v. Consider secondary IAP
- b. Ladder – Apparatus Engineer:
  - i. Position apparatus to protect extrication zone
  - ii. Start generator
  - iii. Provide lighting support
  - iv. Perform outside 360
  - v. Assist with stabilization
  - vi. Secondary Equipment consideration for tool staging area
    - 1. Ram/boot
    - 2. Reciprocating Saw
    - 3. Tool box
    - 4. Air bags/cribbing
    - 5. Air chisel
    - 6. Hi lift jacks
    - 7. Various additional hand tools: (e.g. pry bar, etc)
- c. Ladder – Firefighter Behind AE:
  - i. Cut battery cable if accessible
  - ii. Power Unit
  - iii. Spreader/Cutter/Hoses
  - iv. Purchase Tool
  - v. Air Bags
    - 1. Bags/Hoses/Controller
    - 2. SCBA Bottle
- d. Ladder – Firefighter Behind LT:
  - i. Tarp/Blanket
  - ii. Set up Tool Staging (Determined by Officer)
  - iii. Stabilization Equipment
    - 1. Step Chocks
    - 2. Wedges
    - 3. “ParaTech” Struts
    - 4. Wheel Chocks

## 2. Engine Assignments:

- a. Engine – Company Officer:
  - i. Full PPE with SCBA\*
  - ii. Outer 360
  - iii. Warm Zone Command - oversees scene development and considers secondary
  - iv. Assumes command and communicates with Comm Center and all incoming units
- b. Engine – Apparatus Engineer:
  - i. Pump Operator
  - ii. Charges hoseline with foam
- c. Engine – Firefighter Behind AE:
  - i. Full PPE
  - ii. Assist with extrication
- d. Engine – Firefighter Behind LT:
  - i. Full PPE with SCBA\*
  - ii. Pull line

*\*Lt and FF 2 are responsible for emergent removal of patient if necessary (burning car)*

### **3. Medic Assignments:**

- a. First Paramedic:
  - i. Full PPE
  - ii. Patient contact/blanket
  - iii. Ensure vehicle is in PARK, parking brake is set, and keys are out of the ignition
  - iv. Look for additional hazards inside the vehicle (e.g. undeployed air bags, leaking fuel)
  - v. Additional consideration: Super bar to remove molding to expose air bag actuators
- b. Second Paramedic:
  - i. Full PPE
  - ii. Assist M1 with patient stabilization
  - iii. (e.g. collar, O2, KED, possible IV during extended extrication)
  - iv. Communicates patient status to command
  - v. Additional patient assessment(s) (e.g. ejected victim, 2<sup>nd</sup> vehicle, etc.)
  - vi. Additional considerations:
    - a. Trauma 1 notification
    - b. Med Flight – landing zone

### **When Engine Arrives on Scene prior to Ladder:**

#### **1. Engine – Company Officer:**

- a. Full PPE with SCBA\*
- b. Size-up
- c. Inner 360
- d. Cut battery cable if possible
- e. Communicate extrication needs to ladder and medic unit  
(e.g., best access, ladder placement, tools needed, number of patients, severity of injuries, etc.)
- f. Develop initial IAP and communicate to Ladder officer on arrival
- g. Warm Zone Command - oversees scene and considers secondary IAP

#### **2. Engine – Apparatus Engineer:**

- a. Position apparatus to protect extrication while considering aerial apparatus placement
- b. Outer 360
- c. Pump Operator
- d. Charged hose line with foam

#### **3. Engine – Firefighter Behind AE:**

- a. Performs initial patient assessment and communicates patient status to engine officer
- b. Communicate special patient needs to Engine officer
- c. If C-spine stabilization initiated, maintain stabilization until relieved by a paramedic
- d. Initial vehicle stabilization
- e. Report to ladder officer upon their arrival

#### **4. Engine – Firefighter Behind LT:**

- a. Full PPE with SCBA\*
- b. Pull handline

*\*Lt and FF 2 are responsible for emergent removal of patient if necessary (burning car)*



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 7.1

SECTION:			GUIDELINE:	
EMS			AFFILIATE CLINICAL RIDE TIME	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
04-22-2014		LAURENZI	1	

**Scope:**

- Fire Fighters Local 311 Affiliate Members riding on MFD Paramedic units as part of Paramedic training through outside agencies.

**Objective:**

- To define roles and responsibilities of Local 311 Affiliate paramedic students during period in which they are assigned to a Madison Fire Department Rescue.

**Madison Fire Department’s Policy & Procedures to review:**

- 3.4 EMS INCIDENT CONTROL
- 3.5B USE OF SEAT BELTS
- 3.14 PERSONNEL ASSIGNMENTS AND OPERATING PROCEDURES EMS
- 3.31 FIREFIGHTER ACCOUNTABILITY
- 3.40 STANDBY MEDIC UNIT AT FULL FIRE RESPONSE INCIDENTS
- 12.13 CONFIDENTIALITY POLICY & PROCEDURE

**Accountability:**

- The paramedic student will report to their assigned station and check in with the company officer and Paramedic 2 no later than 0700 on their assigned shifts.
- The Chief’s Aide, under the direction of the OIC, may reassign the paramedic student to another medic unit with a P2 or cancel a ride along session if operationally necessary. The Chief of Medical Affairs will be notified and will reschedule as necessary.
- The paramedic student will be under the direct supervision of the P2 who is under the direct supervision of the company officer.
  - Company Officers understand that medic units with paramedic students will focus on EMS training and responses while the student is assigned to the med unit. Required “fire training” or training conflicts shall be coordinated/resolved through the OIC’s office.

**Emergency Responses:**

- Fire Responses
  - The paramedic student will remain as a member of the stand-by medic unit on scene. If they are a member of a medic unit assigned to a fire task, they will wait at the medic unit until the stand-by medic unit arrives and will be temporarily reassigned to that unit. At no time will they be assigned to fire fighting activities.
- Vehicle Extraction/MVA
  - Paramedic Students may be required to don PPE in order to safely provide patient care, under direct supervision of the P2.

- Emergency Medical Responses
  - The paramedic student will be under the supervision of the P2

**General Guidelines:**

- Local 311 Affiliate paramedic students participating in paramedic training through the Madison Fire Department are expected to wear their department uniform and appear and conduct themselves in a professional manner at all times.
- The paramedic student will participate in daily chow and contribute according to the station's normal operations.
- The paramedic student will be assigned a bunk and provided linen for their tour of duty.
- While in a moving vehicle without a patient, the paramedic student will remain seated with a seat belt on in the back of the medic unit. During patient care, the paramedic student may, if required for patient care only, be unbelted. They should be seated and belted as soon as patient care permits.
- Questions and/or concerns that occur while assigned to a Madison Fire Department unit should be addressed by the P2, Company Officer, or through the OIC's Office (608-266-4501). Other questions should be addressed to the Chief of Medical Affairs (608-266-4201)



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 7.2

SECTION:			GUIDELINE:	
EMS			TACTICAL EMS (TEMS) DEPLOYMENT	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
07-28-2014		STEDMAN	2	

### Scope:

- Activation and deployment of the Madison Fire Department TEMS Medics to assist the Madison Police Department with planned or unplanned SWAT incidents.

### Objective:

- To define roles and responsibilities of the MFD Chief Officer and/or Chief's Aid in activating and deploying the TEMS Medics.

### Procedure:

- When the Madison Police Department contacts the OIC's office with a request for an **MFD TEMS** response:
  1. Request the MPD Tactical Supervisor's name and their callback phone number.
  2. Request date, time, and location of the MPD briefing.
  3. Advise MPD that you will call the Tactical Supervisor and advise them as to whom the TEMS Medics are once they are selected.
  4. Refer to the Special Teams binder in the OIC's office for a list of TEMS Medics.
  5. Advise the Duty Chief of the request. The Duty Chief or other designated MFD Chief will report to the MPD briefing and staff the MPD Command Post during the incident.
- **Planned TEMS Event:**

Two TEMS Medics will be hired for a planned event (advanced notice). The medics will work with the OIC to obtain a reserve ambulance and have it fully stocked (monitor, radios, drug bag, etc.) and ready for response. The overtime medics will be the response unit to attend the incident and they will attend the MPD SWAT briefing. After the event is resolved and upon completion of the debriefing, the overtime medics will work with the OIC to return all equipment to its proper location with all check sheets, reports, and documentation completed.
- **Unplanned TEMS Event (immediate need):**

In the case of an urgent request (immediate need) for TEMS Medics, the nearest Medic Unit will be sent to stand-by until replaced by TEMS Medics. If we have TEMS medics on duty we will reposition two of those individuals onto a Medic Unit to replace the stand-by Medic Unit. If at that time we have knowledge from the SWAT Team that the incident is going to be of a long

duration, hire overtime medics (TEMS) to back-fill the ambulance that is out of service at the TEMS event (put a reserve Medic Unit in service).

- If no overtime TEMS Medics are to be hired for the MPD SWAT event, then the MFD will send a stand-by Medic Unit. That Medic crew will attend the MPD briefing, but they will NOT be used as TEMS Medics in the SWAT Hot Zone/Exclusion Zone. They are to be placed in a stand-by position outside the SWAT Hot Zone/Exclusion Zone.

*\*The MFD TEMS medics will only be deployed to work with the **Madison Police Department**. We will **not** deploy **MFD TEMS** to work with other police requests, such as Federal DEA or County DEA. If we assist other police requests, it will be with a stand-by paramedic ambulance. All requests should go through the MFD OIC.*





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 7.3

<b>SECTION:</b>			<b>GUIDELINE:</b>		
EMS			POTENTIAL EBOLA RISK		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
October 31, 2014	February 04, 2015	STEDMAN		2	

**Scope:**

911 response and transport procedures for a patient that has been identified as a potential Ebola risk.

**Objectives:**

1. To protect first responders and the community from spread of the Ebola virus.
2. To establish a safe and uniform guideline for EMS personnel to respond to and transport a patient that has been identified as a potential Ebola threat.
3. To provide decontamination of personnel and equipment after the patient has been delivered to the hospital.

**General Information:**

1. Due to recent transmissions of the Ebola virus into the United States, there is a possibility of having someone who is potentially infected in Dane County.
2. Procedures are in place at the 911 Center to identify patients that are a possible Ebola risk for the purpose of notifying first responders before they make contact with the patient.

**Operations in the City of Madison:** If Public health notifies the OIC, it will be OIC discretion as to what resources are sent. If the 911 center receives a call for a potential Ebola patient, they will dispatch closest units with notification of a “Potential Ebola Risk” and the acuity level of the patient. The 911 Center shall also notify the OIC who will notify the Duty Chief and Medical Director.

1. Upon notification of a potential Ebola risk, and before entering the scene, responders will don appropriate PPE.
  - a. As early as possible, attempt to determine if the patient is **High Risk** or **Low Risk**.
    - i. High risk: Known or suspected exposure and secretion of body fluids. Non-ambulatory or altered LOC.
    - ii. Low risk: No known exposure, possible exposure or suspected exposure when patient is asymptomatic or has a fever with no secretion of body fluids.
  - b. Responders may don full Tyvek suit and gloves prior to responding, but the driver should wait to don hood and face protection until on scene to prevent loss of vision while driving. Remove all personal items (jewelry, cell phone, wallet, etc...) prior to donning.
  - c. Responder PPE for low risk patients shall include Tyvek suit, hood, inner gloves, extended length outer gloves, booties and either N95 mask with goggles or Scott Mask/P100.
    - i. **PPE for high risk patients will include Scott mask with P100 filters (instead of N95 and goggles) as well as taped zipper and seams of Tyvek.**
  - d. PPE must be donned with a trained observer to confirm proper wear and placement.

2. Upon arrival, initial patient contact shall be limited to one rescuer when possible.
  - a. For a suspected low risk patient, first arriving engines/ladder companies shall stage and let medics make first contact.
  - b. For a suspected high risk patient, first arriving engine/ladder will decide on their actions based on patient condition, location, and on-scene time of medic unit.
  - c. The initial responder making contact with the patient will re-assess the situation to make the final determination if the patient is **low risk** or **high risk** and what additional resources are needed.
    - i. The responder should bring in only essential equipment.
    - ii. Consider leaving radio in the rig.
  - d. **Notify the receiving hospital as early as possible** and wait for delivery instructions from the hospital.
    - i. Transport of the patient should be timed with the ability of the hospital to immediately receive the patient in order to limit the amount of patient contact (e.g., direct the patient to stay in their home if medical condition allows).
  - e. Additional responders will prep the medic unit for transport by removing non-essential equipment and sealing off the opening of the cab to the patient compartment.
  - f. Attending medic will follow current CDC recommendations for care, limiting assessment and exposure to body fluids.
  - g. Additional responders in full PPE may be needed to assist with patient movement and cot loading. **Involve as few responders as is necessary.**
  - h. The Duty Chief shall respond to the scene and may notify the **Hazardous Incident Team (HIT)** for decon response to the scene and/or the receiving hospital.
3. During transport one responder, in full PPE, will ride in the back with the patient, unless the patient condition warrants more.
  - a. All efforts should be made to have a non-contaminated member drive the medic unit.
4. Once the patient has been transferred to hospital staff, the Duty Chief will oversee decon and doffing:
  - a. One company of HIT personnel may be requested to respond to the hospital.
  - b. Two HIT personnel will don PPE to assist in decon if needed.
  - c. One HIT person will supervise and instruct personnel who transported the patient to begin deconing themselves.
  - d. Upon completion, the HIT supervisor will instruct proper doffing of all PPE.
  - e. All removed PPE will then be double bagged in bio hazard bags and left at the hospital, following their procedures.
5. Decon of medic unit and equipment: In accordance with current CDC guidelines.
6. OIC/Duty Chief will follow up with patient test results and consider EAP for members.

**Operations outside of the City of Madison- In Dane County:** When requested by a County agency, the 911 Center will dispatch Medic 7 and Engine 7 with notification of a “Potential Ebola Risk” and the acuity level of the patient. The 911 Center shall also notify the OIC and the Duty Chief. If Station 7 is unable to respond, the OIC will determine the response package. The Duty Chief will respond with MFD units throughout the incident.

1. Follow all “In City” procedures for response, PPE, transport, doffing and decon.
2. The Duty Chief shall have the 911 center contact Dane Co. EMS on-call who will notify the Medical Director and the Service Director of the agency involved.
3. If any County responders were exposed, the Duty Chief will consider additional resources.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 7.4

SECTION:		GUIDELINE:	
EMS		ACTIVE THREAT/WARM ZONE OPERATIONS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
05/28/2014	01/09/2017	OPERATIONS	2

## Scope:

All Police, Fire, and EMS Personnel

## Objective:

- Facilitate direction during an active threat incident involving Police, Fire, and EMS
- Integrate Police, Fire, and EMS during Warm Zone Operations
- Focus on the highest level of service to those we protect and serve
- Establish “Unified Command” utilizing the Incident Command System

## Implementation:

The 9-1-1 Center will notify appropriate agencies of an “Active Threat” Incident. Each agency’s Officer in Charge will activate their respective Command Staff and resources as needed.

Agency Field Response:

At earliest available time Police IC and Fire IC form Unified Command (ref: Unified Command SOG 1.9)

### a. **Police:**

- i. First priority: Contain the threat with Rapid Response Team(s). Assemble additional entry teams to locate and neutralize threat(s) if needed.
- ii. Second priority: Create exterior perimeter to provide a level of security for victims, first responders, rescue teams and bystanders.
- iii. Third Priority: Establish and secure Warm Zone(s) with available entry teams and other law enforcement officers.
- iv. When possible, Police Incident Commander (IC) shall determine location for Unified Command Post set up and notify Fire/EMS through the 9-1-1 Center.
  1. Determine need for Fire/EMS (are there any victims/patients?)

### b. **Fire/EMS:**

- i. Respond to “safe” staging per Policy.
- ii. **If the threat is an active shooter, ballistic vests shall be worn.**
- iii. MFD IC duties (IC will be the first arriving fire unit until Car 31 arrives):
  1. If not done by Police IC, determine location for Unified Command Post.
    - a. Notify 9-1-1 Center to notify Police IC.
    - b. Police IC shall confirm location of command post before Fire proceeds.
    - c. Confirm with Police IC that a Warm Zone(s) has been secured.

**c. Warm Zone Operations:**

- i. Warm Zone will be considered secured when:
  1. Initial Police entry team(s) has contained the threat(s).
  2. Police have secured the perimeter of the entrance for Fire/EMS to approach.
  3. Police Teams have secured and can hold a route from the entrance to the victims, and the area around the victims.
- ii. Fire/EMS Units move from staging to the “Secured Entrance” as assigned by Command. Bring EMS equipment to entrance and stage as needed.
- iii. Police and Fire form Rescue Teams (2-4 Police Personnel, and 2-4 Fire Personnel)
  1. Identify Police and Fire Interior Division Supervisors to lead each Rescue Team.
  2. When moving tactically, Police are in charge; when stopping to assess victims, Fire/EMS decides when to move.
  3. Fire/EMS Units **ALWAYS** stay with their police escort in the Warm Zone.
  4. Ideally, Fire personnel assigned to engine/ladder crews are used for Rescue Team, while paramedics are better utilized in treatment/transport areas.
- iv. Rescue Team’s first priority is to quickly treat, triage, and move patients to the Casualty Collection Point (CCP).
  1. Do a quick assessment. Dead victims (Triaged Black) are left in place. Viable victims are quickly triaged, treated, and moved.
- v. Rescue Team’s second priority is to move patients from the CCP to the Cold Zone Treatment/Transport Areas.
  1. CCPs may be in the Warm or Cold Zone depending on multiple factors including: threat level; building size and layout; number of patients; weather; etc.
  2. Patients may need to be re-triaged with tags at the CCP and at the Treatment/Transport Areas.
  3. Walking wounded and bystanders should be directed through the secure corridor out to the Cold Zone treatment areas.

**f. Other Operational Considerations:**

- i. Mass Casualty Response (ref: MCI SOG 7.5)
  1. Depends on number of reported victims vs. available resources at the scene.
  2. Consider MCI trailer.
  3. Consider EMS equipment staging area.
- ii. Activate Group/Division Supervisors as needed:
  1. Triage Officer (in CCP)
  2. Treatment Officer
  3. Transportation Officer
  4. Staging Officer
  5. Consider using alternate radio channels for busy Groups such as Staging and Transportation.
- iii. Request CV-1 (response takes time)
- iv. Notify Hospital(s)
- v. When parking vehicles, provide for the movement of resources in and out of the scene.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 7.5

SECTION:			GUIDELINE:	
EMS			MASS CASUALTY INCIDENT	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
07/15/14	2/19/2019	OPERATIONS	2	

### Scope:

All personnel responding to a Mass Casualty Incident (MCI)

### Driving Principles:

- The initial response may be under-staffed
- Strong command presence is required
- The faster control is gained of the situation, the more successful the outcome
- Radio Communications may be overloaded

### Implementation:

First-Due MFD Personnel:

- Establish Command
- Triage victims

First-Due Arriving Company Officer:

- Transition of Command
- Confirm initial information collected
- Number and Location of Victims
- Locate Law Enforcement and establish “Unified Command” Post
  - Determine necessary resources
  - Call additional Alarms/MCI Response Card
  - Request more than you think you need
- Assign Triage
- Determine a Casualty Collection Point (CCP)
- Call for MCI Trailer

Second/Third Due:

- Report to IC
- Anticipate where help may be needed (The IC is overloaded)
  - Triage
  - Treatment
  - Transportation (Base Hospital Notification)
  - Staging
- Follow MCI Protocols
- Attempt to solve problems within assignment (Command overwhelmed)

Additional Engines/Ladders/Paramedic Units (Report as assigned)

### **Radio Communications:**

- Multiple channels will be required
- Establish Groups/Divisions early
- Establish Branches as needed
- Suggested Radio Assignments:
  - Channel - Med-Tac Orange: Command Channel
  - Channel -Med-Tac Yellow: Triage and Treatment
  - Channel –Fire Tac 2: Staging
  - Group Supervisors will require 2 radios (Take one from a Firefighter on your crew)

### **Tactical Considerations:**

- Maintain traffic flow into and out of scene
- Correct problems as you see them.
- Be self-reliant for the initial minutes.
- Request resources to meet requirements



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.1

SECTION:		GUIDELINE:	
HAZMAT OPS		INITIAL RESPONSE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	01/09/2017	OPERATIONS	1

### **Scope:**

All members of the Madison Fire Department

### **Objective:**

Standardize response requests for the Hazardous Incident Team (HIT).

### **Tiered Response:**

1. Remote Consult:
  - a. Station 7 provides support to the requesting agency or MFD Unit via phone or radio as needed
  - b. Station 7 should notify the Comm. Center to add their unit to the call to prevent interruptions by other calls for service. In-City Requests may allow units to stay in service
2. Limited Response:
  - a. This requires smaller crew of HIT members to respond. Example: Company assisting MPD with a Police matter (Liquid Identification).
  - b. Responding Members respond with Hit 7, taking Engine out of service.
3. Full Response:
  - a. Requires the entire team to respond.
  - b. This will need to be coordinated utilizing the appropriate numbers set forth in the SOGs following.
  - c. When possible, additional Support Units will be sent using existing Haz-Mat members.
    - i. If a HIT Member is present at Station 12, that member will respond with HIT 12 and/or Decon 12 once a tow vehicle arrives.
    - ii. The HIT Leader should confirm the presence of support units with the stations housing those units.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.2

SECTION:		GUIDELINE:	
HAZARDOUS INCIDENT RESPONSE		EIGHT-STEP PROCESS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02-15-15	07-8-15	CAPTAIN REITER	3

### **Scope:**

All Fire personnel

### **Objective:**

To provide an orderly, efficient, and safe method of responding to hazardous materials emergencies by all response personnel.

### **Compliance Issues:**

These guidelines comply with state and federal regulations regarding hazardous materials emergency response along with national consensus standards for hazardous materials response. The above referenced documents are:

- Wisconsin Department of Safety and Professional Services
  - SPS 330-Fire Department Safety and Health Standards
  - SPS 332-Public Employee Safety and Health
- Occupational Safety and Health Administration (U.S. OSHA)
  - Hazardous Waste Operations and Emergency Response Regulations
  - 29 CFR 1910.120 (q) (Hazwoper)
- National Fire Protection Association Standards
  - NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (2013 Edition)
  - NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents (2013 Edition)
- National Incident Management System (2006 DHS Guidelines)

### **Basic Philosophy:**

These guidelines include efficient and effective methods of handling hazardous materials releases with the cornerstone being responder safety. All operations will be conducted with the utmost safety for all personnel.

### **Basic Guideline System:**

These guidelines will follow the Eight-Step Process for all hazardous materials emergencies as developed by Michael Hildebrand and Gregory Noll.



The Eight Step Process is: (See expanded Step list on page 6)

- **Step #1- Site Control**
- **Step #2- Identification of Product(s)**
- **Step #3- Hazard and Risk Assessment**
- **Step #4- Personal Protective Equipment Evaluation**
- **Step #5 Information and Resource Coordination**
- **Step #6- Control Measures**
- **Step #7- Decontamination**
- **Step #8- Termination Activities**

### **Eight Step Process Expanded:**

#### **Step #1-Site Control**

- Respond to all known or suspected hazardous materials releases from uphill and upwind.
- Strive to stop short of incident to avoid over-committing.
- Utilize binoculars for scene size-up.
- Be cautious at all times and wear appropriate personal protective equipment.
- Communicate your findings to Comm Center.
- Control the scene by preventing entry into the area.
- Set-up hot, warm, and cold zones initially.
- Request for law enforcement assistance as needed.
- Access DOT ERG for recommendations.

#### **Step #2-Identification of Product(s)**

- As soon as safely possible, strive to positively identify product(s) involved.
- If products are moderately to extremely hazardous notify HIT Leader on the radio.
- Utilize ERG for identification assistance with containers, placards, product names, or product numbers.
- Strive to obtain product documents such as shipping papers or material safety data sheets (MSDS).

#### **Step #3-Hazard and Risk Assessment**

- Utilize ERG to make risk assessment regarding product(s).
- If products are moderately to extremely hazardous notify HIT Leader on the radio.

#### **Step #4-Personal Protective Equipment Evaluation**

- Utilize ERG to make assessment regarding appropriate personal protective equipment.
- Structural firefighting protective clothing (SFPC) is not recommended for many hazardous materials.
- If contamination of SFPC is likely or possible consider using PPE in jump kit.

#### **Step #5-Information and Resource Coordination**

- As initial incident commander, control the scene as appropriate.
- Communicate with and direct additional units as appropriate.
- Update HIT Leader upon their arrival and assist HIT as needed.
- Obtain all pertinent information from incident for documentation and cost reimbursement purposes

**Step #6-Control Measures**

- Confine and contain product releases as appropriate within your limitations.
- Consider additional resources as needed.

**Step #7-Decontamination**

- Consider appropriate decontamination after any hazardous materials incident.
- Confer with HIT Leader as needed on radio.
- Assist HIT as needed.

**Step #8-Termination Activities**

- Before leaving the scene document all actions and equipment used.
- Document responsible party's names, addresses, and phone numbers.
- Turn the scene over to responsible party as appropriate.
- Company officer completes the NFIRS report.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.3

SECTION:			GUIDELINE:	
HAZMAT OPS			HIT LEADER RESPONSIBILITIES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
02-15-2015	07-08-2015	CAPTAIN REITER	2	

**Scope:** HIT Leader responsibilities on an incident

**Objective:** Detail specific responsibilities of HIT Leader

### HIT Leader Responsibilities:

- Radio Designation: “*HIT Leader*”
- Reports to: Incident Commander
- Primary duties: To manage and coordinate the overall tactical objectives in the hazardous materials sector. Assists the incident commander in developing strategic goals. Responsible for execution and adherence of the entire Eight-Step Process.
- Serves as: the point of contact for all HIT operations unless authority is delegated.
- In charge of: HIT personnel in the Hot, Warm, and Cold zones.
- Communications: in accordance with SOG 8.10
- Specific tasks:
  - Collects HIT Leader binder and vest
  - Initiates HIT log on HIT Leader checklist
  - Carries voice-activated tape recorder at all times
  - Notifies all responders over the radio of their designation as the HIT Leader
  - Confirms an adequate number of HIT personnel are responding and completes staffing sheet providing copy to Incident Commander for accountability purposes
  - Assures or verifies that an ALS Rescue is responding for HIT personnel exclusively
  - Establishes safe response routes in respect to wind direction and terrain
  - Upon arrival confirms safe placement of all responders and apparatus
  - Has all HIT personnel gather at central location
  - Consults with incident commander upon arrival
  - Gathers all known information from incident commander and on-site sources
  - Determines situation status and initial HIT involvement
  - Confers with team leaders on devising tactics

- In conference with incident commander determines HIT actions and tactical plan by completing the Incident Action Plan worksheet
- Brief HIT on proposed actions (Incident Action Plan) and directs the HIT toward incident goals
- Delegates tasks appropriately to HIT Officers
- Assigns a HIT Aide when needed
- Establishes control zone delineations
- Establishes entry points to hot zone
- Briefs entry team on hot zone tasks
- Assures decon corridor is set-up
- Assures site safety plan briefing
- Monitors entry team while in hot zone and discusses progress with HIT Entry Officer
- Assures exit and decon of entry teams
- Updates incident commander as needed
- Summarizes HIT actions for responsible party and informs them of their responsibilities
- Terminates incident after assuring scene is safe
- Completes appropriate reports at termination of incident
- Schedules post-incident analysis



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.4

SECTION:			GUIDELINE:	
HIT OPS			HIT SAFETY OFFICER RESPONSIBILITIES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
02-15-2015	07-08-2015	CAPTAIN REITER	1	

**Scope:** HIT Safety Officer

**Objectives:** Detail specific responsibilities of HIT Safety Officer

### HIT Safety Officer Responsibilities (NIMS: Assistant Safety Officer-HazMat)

- Radio Designation: “Safety”
- Reports to: HIT Leader
- Primary duties: To evaluate hazards in hazardous materials sector and to ensure that safe and accepted practices are followed throughout the course of an incident. The HIT Safety Officer has the authority to stop, alter, or suspend any unsafe action in the hazmat sector.
- HIT Safety Officer is responsible for the Site Safety Plan at every incident.
- In charge of: Safety of all HIT personnel in Hot and Warm zones.
- Communications: in accordance with SOG 8.10

### Specific Tasks:

- Collects HIT Safety Officer binder and vest
- Confers with HIT Leader and takes direction
- Utilizes HIT Safety checklist
- Acquires stopwatch, safety horn, and radios
- Verify appropriate scene locations and distances
- Initiates Site Safety Plan
- Initiates incident chronological log
- Confers with HIT Leader on entry tasks
- Briefs entry personnel prior to entry with Site Safety Plan
- Monitors Entry channel at all times to maintain safety
- Times all entries and updates HIT Leader as appropriate
- Observes entire hot and warm zones for safe operations
- Files brief report with HIT Leader when incident is terminated



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.5

SECTION:		GUIDELINE:	
HAZMAT OPS		HIT RESEARCH AND RESOURCE OFFICER RESPONSIBILITIES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02-15-2015	07-08-2015	CAPTAIN REITER	1

### Scope:

- HIT Research and Resource Officer Responsibilities

### Objective:

- Detail specific responsibilities of Research and Resource Officer

### **HIT Research and Resource Officer Responsibilities (NIMS: HazMat Reference)**

- Radio Designation: "Research"
- Answers to: HIT Leader
- Primary duties: To research hazards of product(s) and recommend appropriate personal protective equipment, monitoring instruments, and decontamination methods. Responsible for Steps 3, 4, and 5 of the Eight-Step Process.
- In charge of: Research on product(s) and off-site contacts.
- Communications: in accordance with SOG 8.10

### Specific Tasks:

- Collects HIT Research binder and vest
- Takes direction from HIT Leader
- Conducts research on what is known of released material(s)
- Utilizes checklist and completes forms including HIT Data Sheet
- Provides copy of completed HIT Data Sheet to HIT Leader, Safety Officer, Entry Officer, and Decon Officer
- Contacts off-site resources or knowledgeable entities
- Staffs phone and fax lines as needed
- Provides information to HIT Leader as needed
- Provides recommended PPE, monitoring instruments, and decon methods to Entry Leader after conferring with HIT Leader.
- Provides appropriate medical information to EMS personnel.
- Conducts environmental sampling in Phase 2 of decontamination corridor of response personnel and/or victims to assure decon effectiveness.
- Contacts HIT Leader with all sampling results
- Awaits further assignments from HIT Leader.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.6

SECTION:			GUIDELINE:	
HAZMAT OPS			HIT ENTRY OFFICER RESPONSIBILITIES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
02-15-2015	07-08-2015	CAPTAIN REITER	2	

**Scope:** HIT Entry Officer

**Objective:** Detail specific responsibilities of HIT Entry Officer

### HIT Entry Officer Responsibilities (NIMS: Entry Leader)

- Radio Designation: "Entry"
- Reports to: HIT Leader
- Primary duties: Directly responsible for all entry personnel within the hot and warm zones. HIT Entry Officer focuses on the entry, mitigation efforts, and safe exit of all personnel operating in the hot and warm zones. Responsible for Steps 2 and 6 of the Eight Step Process. Oversees execution of HIT Leader's tactical plan.
- In charge of: Entry and Back-up Teams.
- Communications: in accordance with SOG 8.10

### Specific Tasks:

- Collects HIT Entry Officer binder and vest
- Takes direction from HIT Leader
- Acquires stopwatch, radios, and checklist
- Directs all entry and back-up personnel
- Assures all entry personnel receive pre-entry medical checks
- Oversees proper and efficient donning of personal protective equipment
- Assures all monitoring instruments are bump tested
- Assures all monitors are ready for entry personnel
- Assures entry personnel understand proper operation of monitoring instruments
- Conducts radio checks with entry personnel
- Assures all entry teams are briefed before entry by HIT Leader (IAP) and HIT Safety Officer
- Monitors radio when entry teams are in hot zone and communicates appropriately
- Assures decon is set-up and staffed before entry is made

- Notifies HIT Leader and HIT Safety before entry is made
- Times all entries as a redundant measure in conjunction with HIT Safety
- Updates HIT Leader as needed concerning entry team progress or actions
- Maintains equipment log of all durable and expendable equipment used at incident
- Notifies Decon when entry team is exiting hot zone
- Assures appropriate decon in conjunction with Decon Leader
- Assures all entry personnel receive post-entry medical checks





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.7

SECTION:		GUIDELINE:	
HAZMAT OPS		ENTRY TEAM MEMBER RESPONSIBILITIES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02-15-2015	07-08-2015	CAPTAIN REITER	1

**Scope:** Entry Team Member Responsibilities

**Objectives:** Detail specific responsibilities of Entry Team Member Responsibilities

### **Entry Team Member Responsibilities**

- **Radio Designation:** “Entry 1 or 2 or 3”, as needed
- Answers to: HIT Entry Officer
- **Primary duties:** Initiates tactical objectives in hot zone. Responsible for Steps 2 and 6 of the Eight Step Process.
- **In charge of:** Control activities as directed by Entry Leader in Hot zone.
- **Communications:** in accordance with SOG 8.10

### **Specific Tasks:**

- Takes direction from HIT Entry Leader
- Change into coveralls
- Gathers appropriately sized personal protective equipment, radio, and SCBA for entry
- Receives medical checks from on-site medical personnel
- Don recommended level of protection
- Receives entry briefing from HIT Leader before entry
- Takes direction from HIT Entry Officer while in hot zone
- Communicates all actions while on air to HIT Entry Officer
- Notifies HIT Entry Officer when exiting hot zone
- After decon briefs HIT Entry Officer on specifics of entry tasks
- Receives medical checks after entry and decon
- May rotate to become back-up team at incidents



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.8

SECTION:			GUIDELINE:	
HAZMAT OPS			DECONTAMINATION OFFICER RESPONSIBILITIES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
02-15-2015	07-08-2015	CAPTAIN REITER	1	

**Scope:** Decontamination Officer

**Objective:** Detail specific responsibilities of Decontamination Officer

### Decontamination Officer Responsibilities (NIMS: Decontamination Leader)

- Radio Designation: “Decon”
- Answers to: HIT Leader
- Primary duties: Assures that the Decon corridor is set-up in proper location and Decon personnel are properly protected and ready to go when entry personnel enter hot zone. Responsible for Step 7 of the Eight Step Process.
- In charge of: All Decontamination activities and Decon personnel in Warm zone.
- Communications: in accordance with SOG 8.10

### Specific Tasks:

- Collects HIT Decon Officer binder and vest
- Takes direction from HIT Leader
- Acquires Decon checklist and diagram
- Ensures adequate water supply for Decontamination
- Assures appropriate site for Decontamination activities
- Assures Decon corridor set-up
- Completes HIT Decon Worksheet and site specific Decon Plan
- Directs first responders in Decon corridor activities
- Assures proper protection for responders in Decon corridor
- Notifies HIT Leader and HIT Entry when Decon corridor is set-up and staffed
- Assures Decon is conducted thoroughly on entry personnel
- Assures that Decon effectiveness evaluation is completed in Phase 2 of Decon
- Coordinates with support personnel with Decon corridor needs
- Assures Decon corridor is properly terminated



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.9

SECTION:			GUIDELINE:	
HAZMAT OPS			HIT EMS PERSONNEL RESPONSIBILITIES	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
02-15-2015	07-08-2015	CAPTAIN REITER	2	

**Scope:** HIT EMS Personnel

**Objectives:** Detail specific responsibilities of HIT EMS Personnel

### HIT EMS Personnel

- Radio Designation: “**Medical**”
- Answers to: HIT Leader
- Primary duties: Medical monitoring of all personnel in PPE at incident
- In charge of: On-scene medical monitoring of HIT personnel and medical care to HIT.
- Communications: in accordance with SOG 8.10
- Specific Tasks:
  - Collects HIT EMS binder and vest
  - Take direction from HIT Leader
  - Provide on-site medical checks for all entry, back-up, and decon personnel
  - Completes HazMat Incident Rehab Sheet for each responder
  - Record blood pressure, pulse rate, respiration rate, body temperature, EKG strip of at least 10 seconds for each responder who will wear PPE
  - Record weight of each responder as a baseline
  - Observe each person who will wear PPE consume 8 to 16 ounces of water
  - Confers with HIT Leader on responder health status
  - Maintain confidential medical records
  - Provide pre-entry medical checks for all personnel who will wear PPE
  - Provide post entry medical checks for all personnel upon completion of assignment
  - Provide medical care for entry personnel as needed

Parameters for preclusion of entry personnel are:

- Heart Rate > 70% of maximum (220- age)
- Temperature > 99.5F (oral) or 100.5F (core)
- Respirations > 24 per minute
- Blood Pressure > 105 mm/Hg Diastolic
- Weight none
- EKG Dysrhythmia not previously detected
  - (must be cleared by medical control)
- Skin Open sores, large areas of rash or sunburn
- Mental status Altered (slurred speech, weakness, etc.)
- Recent illness If within 72 hours symptoms of nausea, vomiting, diarrhea, weakness, etc.
  - New prescription medications or over-the-counter medicine for cold, flu, or allergies
  - Within 6 hours, any alcohol consumption
  - Pregnancy

Post-Entry Medical Checks to determine any immediate effects from exposure.

- Check for same parameters as above
- Check at 10 minute intervals to determine if vitals have returned to within 10% of baseline-perform orthostatic vital sign checks
- Contact medical control if:
  - 3% body weight loss
  - Changes in orthostatic testing
  - >85% maximum of pulse at 10 minutes
  - Body temperature is > 101F (oral)
  - Nausea, vomiting, diarrhea, etc.

Rest time for all personnel should be equal to their suit time.



# CITY OF MADISON FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

# 8.10

<b>SECTION:</b>		<b>GUIDELINE:</b>	
HAZMAT OPS		RADIO COMMUNICATIONS	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
04/22/2015	01/23/2018	CAPTAIN REITER	4

### Scope:

All Fire personnel

### Objective:

To prescribe an orderly, efficient and safe method of communicating when responding to hazardous materials emergencies by all response personnel.

### Portable Radio Equipment

- Primary Hazmat Communications
- Yellow Motorola APX7000 XE portable radios
- 12 portable radios all equipped with lapel mikes
- Dual band- VHF and 800 MHz

### Operational Guideline:

- Hazmat Portable Radios are programmed with multiple zones (banks) to allow for efficient communications regardless of the incident location, in or out of the city limits.
- Depending on the incident location the Zone will have to be changed to allow for communications between the Hit Leader and the Incident Commander.
- Communications between Hazmat team members will occur on the 8TAC channels provided.
  - 8TAC channels are State of Wisconsin 800 mg/Hz Mutual Aid channels MFD has permission to use for Hazmat Communications

### In City Responses:

- Hazmat Portable radios will be normally operated on the **Z5 MFD ZONE E** bank for any calls in the confines of the City of Madison.
  - Channels available are:
    - #1 FD Admin
    - #2 FD Fire Ground 2
    - #3 FD Fire Ground 3
    - #4 FD Med 4
    - #5 FD Med 5

- #6 FD Fire Ground 2 Direct
  - #7 FD Fire Ground 3 Direct
  - #8 8TAC RED
  - #9 8TAC WHITE
  - #10 8TAC BLUE
  - #11 8TAC GOLD
  - #12 8TAC BLACK
  - #13 7FTAC 1
  - #14 7FTAC 1D
  - #15 7FTAC 3
  - #16 7FTAC 3D
- For Communications between HIT LEADER and INCIDENT COMMANDER will be normally on the assigned Fire Ground Channel, ( i.e. FD Fire Ground 3)
  - For Communications between HAZMAT OFFICERS **8TAC RED** will normally be used
  - For Communications between the SAFETY and ENTRY OFFICERS and ENTRY TEAM members **8TAC BLUE** will normally be used
  - Deviations from these channels are permitted
    - Incident allows for all to be on the same channel
    - 8TAC channels are currently being used by another agency

#### **Out of City but in Dane County Responses:**

- Communications between HIT LEADER and INCIDENT COMMANDER will be normally on the assigned Dane County Fire Ground Channel
- These channels are located on **Z8 DANE CO** zone.
  - Typically the channel assigned would be one of BAKER to FRANK
    - #1 ADAM
    - #2 BAKER
    - #3 CHARLIE
    - #4 DAVID
    - #5 EDWARD
    - #6 FRANK
    - #7 HENRY
  - There are other Dane County channels available on this zone if needed
  - If these channels are not available other channels that may be used are on Z10 MUTUAL AID1
- Communications between all other Hazmat Members will be normally operated on the **Z5 MFD ZONE E** bank for any calls.
  - Channels available are:
    - #1 FD Admin
    - #2 FD Fire Ground 2
    - #3 FD Fire Ground 3
    - #4 FD Med 4

- #5 FD Med 5
  - #6 FD Fire Ground 2 Direct
  - #7 FD Fire Ground 3 Direct
  - #8 8TAC RED
  - #9 8TAC WHITE
  - #10 8TAC BLUE
  - #11 8TAC GOLD
  - #12 8TAC BLACK
  - #13 7FTAC 1
  - #14 7FTAC 1D
  - #15 7FTAC 3
  - #16 7FTAC 3D
- For Communications between Hazmat Officers **8TAC RED** will normally be used
  - For Communications between the SAFETY and ENTRY OFFICERS and ENTRY TEAM members **8TAC BLUE** will normally be used
  - Deviations from these channels are permitted
    - Incident allows for all to be on the same channel
    - 8TAC channels are currently being used by another agency

**Out of City and Dane County Responses:**

- Communications between HIT LEADER and INCIDENT COMMANDER will be normally on the assigned Fire Ground Channel
- Make contact with Local Department as to which channels will work inside buildings. They will have better knowledge of their district and will have better knowledge of what “in building coverage” channels work.
  - These channels are located on **Z10 MUTUAIL AID1** zone.
    - Typically the channel assigned would be one of FG-RED to IFERN 2
      - #1 FG-RED
      - #2 FG-WHITE
      - #3 FG-BLUE
      - #4 FG-GOLD
      - #5 FG-BLACK
      - #6 FG-GRAY
      - #7 IFERN
      - #8 IFERN 2
      -
    - There are other Mutual Aid channels available on this zone if needed
- Communications between all other Hazmat Members will be normally operated on the **Z5 MFD ZONE E** bank for any calls.
  - Channels available are:
    - #1 FD Admin
    - #2 FD Fire Ground 2
    - #3 FD Fire Ground 3
    - #4 FD Med 4

- #5 FD Med 5
  - #6 FD Fire Ground 2 Direct
  - #7 FD Fire Ground 3 Direct
  - #8 8TAC RED
  - #9 8TAC WHITE
  - #10 8TAC BLUE
  - #11 8TAC GOLD
  - #12 8TAC BLACK
  - #13 7FTAC 1
  - #14 7FTAC 1D
  - #15 7FTAC 3
  - #16 7FTAC 3D
- For Communications between Hazmat Officers **8TAC RED** will normally be used
  - For Communications between the SAFETY and ENTRY OFFICERS and ENTRY TEAM members **8TAC BLUE** will normally be used
  - Deviations from these channels are permitted
    - Incident allows for all to be on the same channel
    - 8TAC channels are currently being used by another agency





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.11

SECTION:		GUIDELINE:	
HAZMAT OPS		KNOWN LIQUID SPILL RESPONSE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/15/2015	12/26/2016	REITER/RECOB	1

### **Scope:**

All MFD Personnel responding to a known spill involving flammable or combustible liquid

### **Objective:**

To facilitate a standard response for the Madison Fire Department to respond to spills involving small amounts of known flammable and combustible liquids

### **Implementation:**

Small Spill requiring less than two MFD units-worth of Oil Dry:

- Closest Engine or Ladder Company is sent
- Verify that product is either a flammable or combustible liquid.
- Contact HIT leader as necessary (See SOG 8.1)
- Using oil dry onboard apparatus provide coverage as needed to contain spill. (contain size of spill first)
- If additional small amount of oil dry is needed, request additional apparatus with oil HIT leader can be contacted as needed.
- More than 1 gallon of gasoline or more than 5 gallons of other petroleum products spilled on porous ground (not blacktop or concrete) requires DNR notification.

Spill requiring more oil dry than carried on 2 MFD Apparatus:

1. The IC will notify the Comm. Center to request one of the Containment Trailers
  - a. Station #11 stores TR-10
  - b. Station #12 stores TR-12
2. Hit Leader shall be notified.
3. The OIC will be notified and arrange for tow vehicle to respond to pick up trailer.
4. One Haz Mat core Lt. or AE will respond with containment trailer
5. Upon arrival Haz Mat core member in conjunction with the IC will determine:
  - a. If additional resources needed from HIT 7
  - b. How to deal with spill.

Large Spill that requiring additional members of Haz Mat Team

- IC will notify C31 and HIT Leader via radio with a CAN report of incident
- The response required will be determined by HIT Leader/OIC
- Refer to SOG 8.1 Tiered Response Guideline for appropriate responses



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.12

SECTION:			GUIDELINE:	
HAZMAT OPS			NATURAL GAS RESPONSE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
02/01/2015	01/09/2017	OPERATIONS	2	

## **Scope:**

All Fire personnel

## **Objective:**

To establish a safe and uniform procedure for handling natural gas and propane incidents

## **General Information:**

- Natural gas is colorless and naturally odorless. An odorant is added so people can smell the gas in the event of a leak. Natural gas is lighter than air and will rise. The flammable limits of natural gas are 4% to 14%.
- Propane is a liquefied gas that is colorless and naturally odorless. An odorant is added so people can smell the gas in the event of a leak. Propane is heavier than air and will sink to a lower level. The flammable limits are 2% to 10%.

## **Modes of Operation:**

### **Responding:**

- Contact Comm Center for weather conditions and to request relevant agency (MG&E, Alliant Energy, Ferrellgas).
- Contact Comm Center to request Police response if needed for traffic or bystander control.
- When possible approach the scene from upwind to limit exposure and ignition sources.
- Turn on Sensit Monitor and start “fresh air calibration”.
- Stage all apparatus 200-300 feet upwind of the suspected area. Position apparatus to provide maximum shielding for the engineer. Do not park over manholes.

### **Upon Arrival:**

- Secure scene, keep all bystanders a safe distance from the spill or leak.
- All personnel investigating a leak or working near a leak, shall wear full protective gear, including the use of donned SCBA if in or near a possible flammable atmosphere.
- Attempt to identify location, size, and type of product leaking.
- Consider need for additional resources: (HAZMAT, Car 31, City Streets).
- Evacuate any endangered occupants.

### **Initial Actions:**

Monitor using one of the Sensit Monitors. If gas is present, the following gas mitigation procedures should be followed:

### **Outside Leak**

- Shut off the source, if possible.
- Eliminate any possible ignition sources.
- Ventilate the structure or the area with positive ventilation only.

### **Inside Leak**

- It is safe to enter only if the LEL is reading below 10%. If above 10%, ventilation should be attempted to reduce the gas level below 10%.
- Shut off the source, if possible
- Eliminate ignition sources
  - Keep fans outside
  - Use Ladder Company power
  - Use vent tubing to keep fan away from building
- Restrict access to the area
- Determine if the leak can be stopped
  - Use only valves to stop a leak preferably a meter valve
  - Never close street valves without approval of gas utility
- If leak is inside a structure, a 1<sup>3</sup>/<sub>4</sub>" Charged Hose line should be put in place
- Set up natural ventilation
- Continue to monitor gas levels to ensure gas is dissipating

### **Burning Leak**

- For burning gas outside or inside a structure, upgrade assignment to a full structure response
- Protect exposures and recognize the high radiant heat hazards
- If possible, attempt to secure the gas leak by utilizing a main shut off (MGE or Alliant required)
- Extinguish the remaining fire



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.13

SECTION:		GUIDELINE:	
HAZMAT OPS		CHEMICAL SUICIDE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	12/26/2016	CAPTAIN REITER	1

### **Scope:**

All members of the Madison Fire Department responding to a possible chemical suicide incident.

### **Objective:**

To facilitate a standard response for the Madison Fire Department to respond to possible chemical suicide incidents.

### **General Information:**

Chemical suicide, or detergent suicide, involves mixing common household chemicals to create deadly hydrogen sulfide (H<sub>2</sub>S) gas, hydrogen cyanide, or carbon monoxide which is lethal in contained areas. Any suspicious situation should be approached with extreme caution.

### **Modes of Operation:**

#### **En Route:**

- Contact Dispatch for weather conditions and to request the HIT Leader
- Contact Dispatch to request Police response for traffic or bystander control.
- Approach the scene from upwind to limit exposure.
- Your Sensit monitor will not detect the product. Do not rely on the Sensit. Wait for advice from the HIT Leader.
- Stage all apparatus 75 feet upwind of the suspected area. Deny entry to unprotected people.
- H<sub>2</sub>S smells like rotten eggs or sulfur. Do not rely on your sense of smell. H<sub>2</sub>S desensitizes your nose and cannot be smelled after the first few breaths.

#### **Upon Arrival:**

- Secure scene, keep all bystanders a safe distance from the scene
- All personnel investigating shall wear full protective gear including the use of donned SCBA.
- Check to see if the vehicle or room is occupied.
- Chock the wheels on all vehicles and approach with caution.
- Check the interior for evidence of chemical containers or buckets. Suicide or warning notes may be present.
- While wearing full PPE and SCBA, check for responsiveness of the occupant. It is unlikely that there will be a viable patient.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 8.14

SECTION:		GUIDELINE:	
HAZMAT OPS		INCIDENT REPORT DOCUMENTATION	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
06-01-2017		CAPTAIN S LARSON	1

### **Scope:**

All members of the Madison Fire Department Hazmat Team responsible for Incident Report documentation of HIT incidents.

### **Objective:**

To facilitate a standard report documentation for HIT incidents.

### **General Information:**

This SOG is for all officers or acting officers that have the responsibility for the documentation of information for all HIT incidents (HIT Leader) .

### **Implementation:**

- Upon completion of any level 1, 2 or 3 Hazardous Material Incident the following forms are to be completed:
  - HIT Incident Log
    - *F:\Fdcommon\Hazmat\2017 Hazmat\11 - HIT Incident Log*
  - HIT Cost Recovery Form
    - *F:\Fdcommon\Hazmat\2017 Hazmat\13 - HIT Cost Recovery Forms*
  - NFIRS Report
- HIT Incident Log and Cost Recovery form shall be “save as” by Incident number followed by date in the appropriate folder shown above. *Ex. 17-128456 April 15, 2017*
- Once all above reports are completed An e-mail shall be sent to the HazMat Coordinator – Captain, Hazmat Administrative Clerk, and Special Operations Chief, listing Incident #, date, and Cost Recovery Form as an attachment.
- HIT Leader shall be responsible for all reports, logs, and forms required in SOG 8.14.
- All documentation and e-mail listing Incident #, date, and Cost Recovery Form as attachment shall be completed before the person responsible for entering the report leaves duty.
- Wisconsin Emergency Management Report will be completed by HIT Admin Clerk.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 9.1

SECTION:		GUIDELINE:	
LAKE RESCUE OPERATIONS		FIRST DUE ARRIVING MFD UNIT	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	11/25/2015	CAPTAIN LARSON	1

### Scope:

- All Fire Department personnel responding to incidents involving water rescue, to include surface water, swift water, and ice rescue.

### Objective:

- To facilitate a standard response for all MFD members when responding to an incident involving any type of water rescue.

### Operations:

1. First arriving unit takes command and performs a size-up.
2. Locate caller, witness, or any bystanders to determine specifics of the situation.
3. How long has victim(s) been in water and or underwater?
4. Utilize three fixed points of reference for last known location of victim(s).
5. If victim(s) are on the surface of the water:
  - a. **TALK** victim into self rescue, if possible.
  - b. **REACH** victim using hand, pike pole, ladder, ropes, etc. Take precautions not to be pulled into water.
  - c. **THROW** to victim using rope, throw bag, or other flotation device.
  - d. **DON'T GO** – Never enter the water or commandeer a boat. **Technical Operations will be turned over to Lake Rescue Team.**
6. Contact Lake Rescue Team Leader and communicate all information obtained.
7. Assess the need for additional resources. May include UW-Life Safety, Dane County Sheriff, and/or additional MFD Med-Unit.

### Safety Considerations:

- All personnel working near water are required to wear a personal flotation device.
- No MFD personnel will wear turnout gear into any water area.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 9.2

SECTION:		GUIDELINE:	
LAKE RESCUE OPERATIONS		EMERGENCY RESPONSE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	2/9/2017	CAPTAIN LARSON	1

**Scope:**

All MFD personnel responding to a reported Lake Rescue call.

**Objective:**

Standardize response for all MFD personnel and equipment to a Lake Rescue incident.

**Response:**

- Lake Rescue Team: responds to best lake access point as determined by Lake Rescue Team Leader. (E-1, L-1 out of service)
- Utilize Lake Rescue-1 (Lake Assault Boat), Lake Rescue-2 (Jon-Boat), Lake Rescue-3 (Airboat), or ATV 3 (Argo) as determined by SCUBA team leader.
- C-31: responds to call location as designated by 911 Comm. Center.
- Closest Engine or Ladder Company: responds to call location as designated by 911 Comm. Center.
- Closest Med Unit: responds to call location as designated by 911 Comm. Center.

**Additional Resources:**

- Dane County Sheriff Lake Rescue Team.
- UW-Life Safety equipment and personnel.
- Interface with county fire or rescue resources (Middleton, Maple Bluff, McFarland).
- Any MFD Units required to facilitate the given response.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 9.3

SECTION:		GUIDELINE:	
LAKE RESCUE OPERATIONS		WATER RESCUE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
08/22/2014	08/24/2017	CAPTAIN LARSON	1

### **Scope:**

All Fire Department Lake Rescue personnel responding to incidents involving water rescue, to include surface water, swift water, and ice rescue.

### **Objective:**

To facilitate a standard response for Lake Rescue Team members when responding to an incident involving any type of water rescue.

### **Personnel / Responsibilities:**

Team Leader:

- Lake Rescue Division Leader
- Command of all water operations

Diver-1

- Initial Diver in the water.
- Underwater Team Leader during multi-diver operations.

Diver-2

- Assists Diver 1.

Safety Diver-1

- Team Leader for Safety Team.
- First Safety Diver in water.

Safety Diver-2

- Assists Safety Diver-1 as emergency team.

Boat Operator:

- Operates Boat during Lake Rescue Operations.
- Assists with Line Tending.

Line Tender/Communication Operations

- Tend Search Line for search operations
- Assist Team Leader with Communication system for divers.

Spotter

- When boat is in motion, one Lake Rescue Team member will be designated as a spotter to assist the Boat Operator during operations. Team will place at least one member in front of the boat to ensure proper vision in front of boat and in vicinity of bow.
- Tow Vehicle Driver will stay with tow vehicle and trailer for possible re-location or shore assistance.

### **Safety Considerations:**

- All personnel working near or on water need to be wearing a personal flotation device.
- Be alert for changing water and weather conditions or any hazards.





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 9.4

SECTION:		GUIDELINE:	
LAKE RESCUE OPERATIONS		ICE RESCUE- SURFACE OPERATIONS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
02/01/2015	2/9/2017	CAPTAIN LARSON	1

### **Scope:**

All MFD Lake Rescue personnel responding to incidents involving ice rescue.

### **Objective:**

Standardize procedures for Lake Rescue Team members responding to ice rescues.

### **Definitions:**

**Ice Rescue:** Shall be defined as any incident that involves the removal of victim(s) from any body of water when ice is present. This shall include rivers, creeks, ponds, ditches, and lakes.

### **Applications:**

**Ice Sled:** **Primary** rescue resource for person trapped or clinging to ice.

- Two Lake Rescue personnel don exposure suits.
- Attach one rope to first rescuer and one rope to ice sled.
- Attach rope to back-up rescuer.
- Two Divers suit up in case victim goes under the ice.

#### **Air Boat (LR-3)**

- Two MFD Lake Rescue personnel with mustang suits or other PFD will operate and proceed to area of rescue.
- If victim can be reached, perform rescue. If not, notify team leader and help set up for alternative rescue or dive operations.

#### **Argo (ATV 2)**

- Two Lake Rescue personnel with mustang suits or other PFD will proceed to area of rescue.
- If victim can be reached, perform rescue. If not, notify team leader and help set up for alternative rescue or dive operations.

### **Considerations:**

- Use caution when transitioning from ice to water.
- When approaching victim, keep back safe distance from open water to avoid going through ice.
- All personnel working near water/ice must wear a personal flotation device, mustang suit, or dry suit.
- Always wear ear protection, full face helmets, and PFDs while operating vehicles.
- Use shovels to clear narrow paths of snow leading to entry points



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 10.1

SECTION:		GUIDELINE:	
HURT OPS		HURT OPERATIONAL RESPONSE PLAN	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
04-21-2014	6/21/2018	CAPTAIN FLEMING	2

### Scope:

All members of the Madison Fire Department.

### Objective:

To facilitate a standard response plan for the Madison Fire Department **Heavy Urban Rescue Team (HURT)** to respond to Rope Rescue, Confined Space/Silo, Trench Entrapments, and Collapse incidents.

### First Due Company Responsibilities:

1. Scene Safety
2. Find responsible party/witness to gather patient information and site information
  - a. Location of patient(s).
  - b. Number of patient(s).
  - c. Injuries.
  - d. Best access to patient.
  - e. Keep responsible party/witness on scene for briefing with HURT Leader and C31.
  - f. Determine if equipment on site can be used to assist with rescue.
3. Identify need for rescue- person trapped in a collapse situation with no means of self rescue.
  - a. Rescue situation.
  - b. Recovery situation.
4. Establish Hot, Warm, Cold Zones and secure areas.
  - a. Keep people away from compromised buildings.
  - b. Use scene tape, cones or barricades.
5. Turn off all power equipment and/or sources. Lockout & tag out of equipment and utilities (electric, gas, water, sewer). First due rigs don't have lock out/tag out equip
6. Identify best access to site for HURT apparatus and equipment.
7. Identify staging area/s for HURT apparatus and equipment.
8. Brief HURT Leader en route with information gathered.
  - a. Location of patient(s).
  - b. Number of patient(s).
  - c. Injuries to patient(s).
  - d. Best access to patient(s).
9. Face-to-face with HURT Leader, responsible party, witness (es), and C31 once on scene.

## **Tiered Response:**

### **Remote Consult:** 4 HURT Members

1. Station #08 provides support to the MFD Unit or requesting agency via phone, radio, or as needed.
2. Station #08 should notify the Communications Center to place Engine #08 out of service.
  - a. Squad #08 Responds with 4 personnel
    - i. HURT Leader
    - ii. Three (3) Core HURT Members

### **Limited Response:** HURT to respond utilizing a minimal amount of HURT members.

1. HURT provides assistance to an Engine or Ladder Company for a small incident. (e.g., vehicle into a house)
2. Engine #08 out of service.
3. Response plan for HURT disciplines:
4. Squad #08
5. Ladder #08
6. Medic #08 - If M08 is unavailable, send nearest medic unit and replace with M08 once they become available.
7. Additional Resources Available:
  - a. Fifth Wheel HURT trailer (TR4) and tow vehicle (Car 55)
  - b. Tandem axle trailer (TR3) and tow vehicle (Car 41 or 43)

### **Full Response:** Satellite HURT members respond based on the specific HURT discipline and standard response numbers needed:

1. Station #08 Complete with satellite HURT personnel
2. Squad #08
3. Ladder #08
4. Medic #08 - *If M08 is unavailable, send nearest medic unit and*
5. *replace with M08 once they become available.*
6. *Additional Support Units*
  - a. Notify Special Operations Chief
  - b. Call back of HURT members: Duty Chief will perform from OIC Office
  - c. Contact Structural Engineer
  - d. Heavy Equipment (Crane/end Loader)
  - e. Additional Lumber Source
  - f. Wisconsin Task Force 1
  - g. Mutual Aid--Milwaukee Fire HURT HIT: to assist with monitoring and mitigation

## **Out-of-City Reponse:**

Duty Chief will respond and Special Operations Chief will be notified

Out-of-City level of response will be determined by HURT leader



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 10.2

SECTION:			GUIDELINE:	
HURT OPS			RESPONSE ROPE RESCUE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
06-01-2015	06-15-2015	CAPTAIN FLEMING	2	

## Scopes:

All members of the Madison Fire Department

## Objective:

Initial response plan for the Madison Fire Department **Heavy Urban Rescue Team (HURT)** to respond to Rope Rescue incidents.

## Response:

1. First Due Company
  - a. Scene Safe
  - b. Find responsible party/witness to gather patient information and site information
    - i. Location of patient(s).
    - ii. Number of patient(s).
    - iii. Injuries to patient(s).
    - iv. Best access to patient(s).
    - v. Keep responsible party/witness on scene for briefing with HURT Leader and C31.
    - vi. Determine if equipment on site can be used to assist with rescue.
  - c. Identify need for person trapped in elevated situation with no means of self rescue.
    - i. Rescue situation.
    - ii. Recovery situation.
  - d. Establish Hot, Warm, and Cold Zones and secure areas.
    - i. Keep people away from edge and/or below.
    - ii. Use scene tape, cones, or barricades.
  - e. Turn off all power equipment and/or sources.
  - f. Identify best access to site for HURT apparatus and equipment.
  - g. Identify staging area(s) for HURT apparatus and equipment.
  - h. Brief HURT Leader en route with information gathered.
    - i. Location of patient(s).
    - ii. Number of patient(s).
    - iii. Injuries.
    - iv. Best access to patient(s).
  - i. Face-to-face with HURT Leader, responsible party, witness(es), and C31 once on scene.

2. HURT initial response.
  - a. Engine #08, Out of service.
  - b. Ladder #08.
  - c. Squad #08.
  - d. Medic #08.
3. Initiate rescue/ recovery.
  - a. High angle/ low angle.
  - b. Formulate IAP and backup IAP.
  - c. Lockout & tag out of equipment and utilities (electric, gas, water, sewer).
  - d. Team briefing: tasks and risks.
  - e. Rigging team ready: “bomb” proof anchors, lower/haul systems, patient packaging equipment.
  - f. Entry/ backup teams ready.
  - g. Primary team system safety check: PPE, lower/haul systems, communications.
  - h. Identify edge person w/ fall protection to communicate between rescue team and rigging team.
  - i. Backup team in place.
  - j. Begin ascent or descent to victims.
  - k. Locate victim(s).
  - l. Package patient(s) and extricate.
  - m. Removal of tools and equipment.
4. Additional Support Units when possible will be sent TR-3 (Lumber trailer), TR-4 (HURT Trailer).
  - a. Notify Special Operations Chief.
  - b. Call back of HURT members: Duty Chief will perform from OIC Office.

**Demobilize:**

1. Post Incident Analysis.
  - a. On site- informal.
  - b. Off site- Formal if needed.
  - c. Critical Incident Stress Debriefing for injury or death.

**Out-of-City Response:**

- a. Duty Chief will respond and Special Operations Chief will be notified.
- b. Out-of-City level of response will be determined by HURT leader.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 10.3

SECTION:			GUIDELINE:	
HURT OPS			CONFINED SPACE/ SILO RESPONSE PLAN	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
06-01-2015	06-15-2015	CAPTAIN FLEMING	2	

## Scope:

All members of the Madison Fire Department.

## Objective:

Initial response plan for the Madison Fire Department **Heavy Urban Rescue Team (HURT)** to respond to Confined Space/ Silo incidents.

## Response:

1. First Due Company
  - a. Scene Safe
  - b. Find responsible party/witness to gather patient information and site information
    - i. Location of patient(s).
    - ii. Number of patient(s).
    - iii. Injuries.
    - iv. Best access to patient.
    - v. Keep responsible party/witness on scene for briefing with HURT Leader and C31.
    - vi. Determine if equipment on site can be used to assist with rescue.
  - c. Identify need for person trapped in a confined space/ silo situation with no means of self rescue.
    - i. Rescue situation.
    - ii. Recovery situation.
  - d. Establish Hot, Warm, Cold Zones and secure areas.
    - i. Keep people away from confined space/ silo.
    - ii. Use scene tape, cones or barricades.
  - e. Turn off all power equipment and/or sources.
  - f. Identify best access to site for HURT apparatus and equipment.
  - g. Identify staging area/s for HURT apparatus and equipment.
  - h. Brief HURT Leader en route with information gathered.
    - i. Location of patient(s).
    - ii. Number of patient(s).
    - iii. Injuries to patient(s).
    - iv. Best access to patient(s).
  - i. Face-to-face with HURT Leader, responsible party, witness(es), and C31 once on scene.

2. HURT initial response.
  - a. Engine #08, Out of service.
  - b. Ladder #08.
  - c. Squad #08.
  - d. Medic #08.
3. Initiate rescue/recovery.
  - a. MFD confined space entry permit.
  - b. Monitor atmosphere for hazards: O2, flammability and toxicity.
  - c. Ventilate space.
  - d. Lockout & tag out of equipment and utilities (electric, gas, water, sewer).Formulate IAP and backup IAP.
  - e. Team briefing: tasks and risks
  - f. SABA system ready.
  - g. Communications system ready.
  - h. Entry/backup teams ready.
  - i. Remote atmosphere monitoring of confined space.
  - j. Rigging team ready: lower/ haul systems, patient packaging equipment.
  - k. Primary/ backup team air supply with extra bottles/systems. Entry briefing: tasks and risks. Entry system safety check: PPE, air, lower/ haul systems, communications.
  - l. Backup team in place.
  - m. Make entry into confined space.
  - n. Monitor ventilation system adequacy.
  - o. Continual atmospheric monitoring.
  - p. Constant communications with entry team.
  - q. Entry team line management: lower/haul, air, and communications.
  - r. Locate victim(s).
  - s. Package patient(s) and extricate.
  - t. Removal of tools and equipment.
  - u. Decontaminate.
4. Additional Support Units when possible will be sent TR-3 (Lumber trailer), TR-4 (HURT Trailer).
  - a. Notify Special Operations Chief.
  - b. Call back of HURT members: Duty Chief will perform from OIC Office.

**Demobilize:**

1. Post Incident Analysis.
  - a. On site- informal.
  - b. Formal if needed.
  - c. Critical Incident Stress Debriefing for injury or death.

**Out-of-City Response:**

1. Duty Chief will respond and Special Operations Chief will be notified.
2. Out of City level of response will be determined by HURT leader.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 10.4

SECTION:		GUIDELINE:	
HURT OPS		TRENCH ENTRAPMENT RESPONSE PLAN	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
06-01-2015	06-21-2018	CAPTAIN FLEMING	2

## Scope:

All members of the Madison Fire Department

## Objective:

Initial response plan for the Madison Fire Department **Heavy Urban Rescue Team (HURT)** to respond to Trench Entrapment incidents.

## Response:

1. First Due Company
  - a. Scene Safe
  - b. Find responsible party/witness to gather patient information and site information
    - i. Location of patient(s).
    - ii. Number of patient(s).
    - iii. Injuries.
    - iv. Best access to patient.
    - v. Keep responsible party/witness on scene for briefing with HURT Leader and C31.
    - vi. Shutting down of all heavy machinery or traffic in area
    - vii. Determine if equipment on site can be used to assist with rescue.
    - viii. Identify need for person trapped
      1. Rescue situation.
      2. Recovery situation.
  - c. Establish Hot, Warm, and Cold Zones and secure areas.
    - i. Keep people away from trench.
    - ii. Use scene tape, cones, or barricades.
  - d. Identify best access to site for HURT apparatus and equipment.
  - e. Identify staging area(s) for HURT apparatus and equipment.
  - f. Brief HURT Leader en route with information gathered.
    - i. Location of patient(s).
    - ii. Number of patient(s).
    - iii. Injuries to patient(s).
    - iv. Best access to patient(s).
  - g. Face-to-face with HURT Leader, responsible party, witness(es), and C31 once on scene.
2. HURT initial response.
  - a. Engine #08, Out of service.
  - b. Ladder #08.
  - c. Squad #08.
  - d. Medic #08.



3. Initiate rescue/ recovery.
  - a. Monitor atmosphere for hazards- O<sub>2</sub>, flammability and toxicity.
  - b. Position ground pads.
  - c. Ventilate trench.
  - d. Lockout & tagout of equipment and utilities (electric, gas, water, sewer). Dewater trench if needed.
  - e. Formulate IAP and backup IAP.
  - f. Teams needed- minimum
    - i. Panel team.
    - ii. Shoring team.
    - iii. Cutting team.
    - iv. Air supply for pneumatics.
    - v. Rescue and backup teams.
  - g. Team briefing: tasks and risks. Entry/ backup teams ready.
  - h. Rescue team ready: lower/ haul systems, patient packaging equipment.
  - i. Primary/ backup team air supply with extra bottles/ systems.
  - j. Entry briefing: tasks and risks.
  - k. Entry system safety check: PPE, communications.
  - l. Backup team in place.
  - m. Make entry into confined space.
  - n. Monitor ventilation system adequacy.
  - o. Continual atmospheric monitoring.
  - p. Constant communications with entry team.
  - q. Entry team line management: lower/ haul, air and communications.
  - r. Locate victim(s).
  - s. Package patient(s) and extricate.
  - t. Removal of tools and equipment.
  - u. Decontaminate.
4. Additional Support Units when possible will be sent utilizing satellite HURT Members.
  - a. Additional Resources Available:
    - i. Fifth Wheel HURT trailer (TR4) and tow vehicle (Car 55)
    - ii. Tandem axle trailer (TR3) and tow vehicle (Car 41 or 43)
  - b. Notify Special Operations Chief.
  - c. Call back of HURT members: Duty Chief will perform from OIC Office.

### **Demobilize:**

1. Post Incident Analysis.
  - a. On site- informal.
  - b. Formal if needed.
  - c. Critical Incident Stress Debriefing for injury or death.

### **Out-of-City Response:**

- a. Duty Chief will respond and Special Operations Chief will be notified.
- b. Out of City level of response will be determined by HURT leader.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 10.5

SECTION:			GUIDELINE:	
HURT OPS			COLLAPSE RESPONSE PLAN	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
06-01-2015	11-24-2015	CAPTAIN FLEMING	2	

## SCOPE:

All members of the Madison Fire Department

## OBJECTIVE:

Initial response plan for the Madison Fire Department **Heavy Urban Rescue Team (HURT)** to respond to Collapse incidents.

## RESPONSE:

1. First Due Company
  - a. Scene Safe
  - b. Find responsible party/witness to gather patient information and site information
    - i. Location of patient(s).
    - ii. Number of patient(s).
    - iii. Injuries.
    - iv. Best access to patient.
    - v. Keep responsible party/witness on scene for briefing with HURT Leader and C31.
    - vi. Determine if equipment on site can be used to assist with rescue.
  - c. Identify need for rescue- person trapped in a collapse situation with no means of self rescue.
    - i. Rescue situation.
    - ii. Recovery situation.
  - d. Establish Hot, Warm, Cold Zones and secure areas.
    - i. Keep people away from compromised buildings.
    - ii. Use scene tape, cones or barricades.
  - e. Turn off all power equipment and/or sources. Lockout & tag out of equipment and utilities (electric, gas, water, sewer). First due rigs don't have lock out/tag out equip
  - f. Identify best access to site for HURT apparatus and equipment.
  - g. Identify staging area/s for HURT apparatus and equipment.
  - h. Brief HURT Leader en route with information gathered.
    - i. Location of patient(s).
    - ii. Number of patient(s).
    - iii. Injuries to patient(s).
    - iv. Best access to patient(s).
  - i. Face-to-face with HURT Leader, responsible party, witness (es), and C31 once on scene.

2. HURT initial response.
  - a. Engine #08, Out of service.
  - b. Ladder #08.
  - c. Squad #08.
  - d. Medic #08.
  - e. Request Car 50 to be sent to pick up HURT Trailer
3. Initiate rescue/ recovery.
  - a. Recon collapsed structures and setup command post using FOG manual as guide.
  - b. Monitor atmosphere for hazards- O<sub>2</sub>, flammability and toxicity.
  - c. Formulate IAP and backup IAP.
  - d. Teams needed- minimum
    - i. Recon team.
    - ii. Shoring team.
    - iii. Cutting team.
    - iv. Search team.
    - v. Rescue teams.
    - vi. Logistics.
    - vii. Structural Engineer
  - e. Recon Team- Obtain pertinent data
    - i. Occupancy, special conditions, citizens reports, hazardous materials in the building and their location, building plans, etc.
    - ii. Assess hazards- secondary collapse, explosions due to utilities or explosive devices, falling debris, toxic atmospheres.
    - iii. Mark structures indicating hazards and victims.
  - f. Shoring team: utilize paratech shoring and/or structural wood shoring.
  - g. Search briefing: tasks and risks.
  - h. System safety check: PPE, communications.
  - i. Make entry into collapse.
  - j. Locate victim(s).
  - k. Package patient(s) and extricate.
  - l. Removal of tools and equipment.
  - m. Decontaminate.
4. Additional Support Units when possible will be sent utilizing satellite HURT Members.
  - a. Additional Resources Available:
    - i. Fifth Wheel HURT trailer (TR4) and tow vehicle (Car 50)
    - ii. Tandem axle trailer, (TR3) and tow vehicle (Car 41 or 43)
  - b. Notify Special Operations Chief.
  - c. Call back of HURT members: Duty Chief will perform from OIC Office.

### **DEMOBILIZE:**

1. Post Incident Analysis.
  - a. On site- informal.
  - b. Formal if needed.
  - c. Critical Incident Stress Debriefing for injury or death.

### **OUT OF CITY RESPONSE:**

- a. Duty Chief will respond and Special Operations Chief will be notified.
- b. Out of City level of response will be determined by HURT leader.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 11.1

SECTION:			GUIDELINE:	
RIT Co			RIT ASSIGNMENTS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
04/14/2014	1/23/2018	CHIEF DAVIS	2	

**Scope:**

All Members of the Madison Fire Department may be assigned to function as a member of the Rapid Intervention Team. (RIT)

**Objective:**

To facilitate standard assignments for each crew member assigned to the RIT.

**Considerations:**

1. It is the Standard operating guideline that a Rapid Intervention Team will be assigned as needed at working structure fires.
2. Driving Principle:
  - a. Assign fire companies to the needs of the incident first, not the RIT assignment. Call for additional resources early if needed.

**Application:**

1. Upon arrival:
  - a. Company Officer will assign company members according to individual strengths as well as suggested within the RIT SOG.
  - b. Company will perform tasks associated with RIT assignment
  - c. Formulate various possible action plans to increase survivability for Firefighters working on the scene.
  - d. Will gather and stage RIT tools in the most advantageous location for response to a MAYDAY.
2. RIT Assignments:
  - a. Officer:
    - i. Initial RIT Officer
    - ii. Building Size-up for possible rescues (360)
    - iii. Proactively identifies and directs crew to remove possible risks on scene
    - iv. Informs Chief Officer assigned RIT of all concerns, actions and ideas for possible rescues
  - b. Apparatus Engineer:
    - i. Assists in acquiring all tools and equipment for RIT tool staging
    - ii. Building Size up for possible rescues
  - c. Firefighters:
    - i. As assigned by Company Officer
    - ii. Building Size up for possible rescues (360)
    - iii. Proactively identifies and directs crew to remove possible risks on scene
  - d. Chief Officer: Assigned upon arrival by IC (C31)

- i. Building Size up for possible rescues (360)
- ii. Confers with initial Company Officer to risks
- iii. Proactively identifies and directs crew to remove possible risks on scene
- iv. Becomes RIT Group Supervisor



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 11.2

SECTION:		GUIDELINE:	
RIT Co		TOOL STAGING	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
04-14-2014		OPERATIONS	1

### **Scope:**

All Members of the Madison Fire Department may be assigned to function as a member of the Rapid Intervention Team. (RIT)

### **Objective:**

To facilitate standard tool acquisition for each crew member assigned to the RIT.

### **Considerations:**

1. Building Construction may alter tool selection in addition to standard assignment
2. Having a standard basic tool staging inventory in a position for rapid deployment will assist in survivability in the event of a Mayday.

### **Application:**

1. Engine Company Inventory:
  - a. Standard assigned Forcible Entry Equipment:
    - i. Halligan
    - ii. Flathead Axe
    - iii. Denver Tool
    - iv. Search Rope
    - v. Flash Lights (Lite Box)
    - vi. Thermal Imaging Camera (TIC)
    - vii. RIT pack
    - viii. Ground Ladders
  2. Possible Additions:
    - a. Stokes Basket: Ladder Company
    - b. Gasoline Power Saws: Ladder Company not assigned ventilation
3. Assignments:
  - a. The Company Officer will decide which crew member will carry each tool and how each member will be assigned.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 11.3

SECTION:		GUIDELINE:	
RIT Co		MAYDAY ACTIVATION	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
04/14/2014	11/25/2015	OPERATIONS	2

### Scope:

All Members of the Madison Fire Department may be assigned to function as a member of the Rapid Intervention Team. (RIT)

### Objective:

To facilitate a standard response when activating RIT following a MAYDAY.

### Considerations:

- Best chance of survivability:
  - Firefighter calling MAYDAY self-rescues
  - Crew assigned with FF calling MAYDAY rescues distressed FF
  - Company in proximity to assists with rescue
  - RIT assigned Company enters and rescue
- Response to a RIT/MAYDAY activation will overwhelm the RIT assigned company. Automatic increase of 1 Alarm Level by Command (minimally).

### Application:

- Distressed Member transmits a MAYDAY or unable to locate/communicate w Firefighter:
  - Member making MAYDAY give following information:
    - Who are you?
    - Where are you?
    - What do you need?
    - Do not assume the distressed FF will be able to accomplish radio transmissions/tasks based on overwhelming stress
    - Attempt to minimally get:
      - Name
      - Location
      - Level of response needed (trapped, lost etc)
      - Air supply
  - All companies perform a Risk-Benefit analysis.
    - Determine if available to assist in rescue
      - What will the effect be if you abandon your assignment?

- c. RIT Officer will activate RIT Company:
  - i. Determine best action plan response based on information from distressed FF
    - 1. Determine first: Go or No Go
      - a. Examples: simple lost Firefighter = “GO” or catastrophic collapse = “NO GO”
  - ii. Determine possible additional resources
    - 1. Work with Command to maintain sufficient resources to effect a successful rescue
- d. Command will begin building resource supply to saturate incident with resources to support rescue operations.

**Other Considerations:**

- 1. Possible activation of HURT resources
- 2. Anticipate and plan for company self dispatching or assignment changes from companies.





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 11.4

SECTION:		GUIDELINE:	
RIT Co		INTERIOR DEPLOYMENT	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
04/14/2014	11/25/2015	OPERATIONS	2

### **Scope:**

All Members of the Madison Fire Department may be assigned to function as a member of the Rapid Intervention Team. (RIT)

### **Objective:**

To facilitate the initial planning and deployment within the structure upon activation of RIT and MAYDAY.

### **Considerations:**

1. Best chance of survivability:
  - a. RIT Group Supervisor determined it is a “go” situation
  - b. Crew deployed interior
  - c. Crew deploys utilizing the quickest route to FF or last known location
  - d. Crew deploys with equipment that provides for greatest survivability
    - i. Lost versus pinned
2. RIT Group Supervisor plans next 10 minutes.
  - a. Where do you want to be in 10 minutes
  - b. Make resource requests earlier- Be Proactive

### **Application:**

1. Upon determination of a RIT Activation
  - a. RIT Group Supervisor determines:
    - i. GO- NO GO
      1. Lost or no answer from missing FF
      2. Collapse or extreme fire condition
    - ii. Intelligence to capture prior to entry (if possible)
      1. Name
      2. Location (last known)
      3. Level of response needed (trapped, lost etc)
      4. Air supply
  - b. All companies perform a Risk Benefit analysis.
    - i. Determine if available to assist in rescue
      1. What will effect be if you abandon your assignment

- c. RIT Officer will activate RIT Company:
  - i. Determine best action plan response based on information from distressed FF
    - 1. Determine first: Go or No Go
      - a. Examples: simple lost ff go or catastrophic collapse- no go
    - ii. Determine possible additional resources
      - 1. Work with Command to maintain sufficient resources to have successful rescue
  - ii. Determine possible additional resources
    - 1. Work with Command to maintain sufficient resources to have successful rescue
- d. Command will begin building resource supply to saturate incident with resources to continue to be able to support rescue operations.

**Other Considerations:**

- 1. Possible activation of HURT resources
- 2. Anticipate and plan for company self-dispatching or assignment changes from companies



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 12.1

SECTION:			GUIDELINE:	
COMPANY STANDARDS			SIMULATED GARAGE FIRE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
02-01-2015			1	

**Scope:**

All Fire Department personnel

**Objective:**

To demonstrate a company's proficiency for an attack on an attached garage

**Company Size:**

- 4 or 6 utilizing Medic Unit

**Company Equipment Needs:**

- Full PPE and SCBA
- Radio
- Flashlight(s)
- Assigned Forcible Entry Tool

**Evolution:**

- Simulated Building within 100' of Hydrant
- Officer gives a simulated Arrival Report
- AE makes hydrant (FF may assist)
- FF Stretches line
- Officer performs 360 and gives Size Up
- Officer calls for water
- Second line stretched for simulated back up line
- Evolution ends when both lines are within 10psi and positive water source has been established

**Tactical talking points:**

1. Approach from angles to overhead door
2. Access into house to see if fire has entered the living space
  - a. Caught on 360; however priority is to still get inside
3. Secure Overhead Door by vise grips applied to door track



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 13.1

SECTION:		GUIDELINE:	
FIRE INVESTIGATION		CALLING TREE	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
05-28-2014	3-13-2019	STEYER	1

**Scope:**

All members of Madison Fire Department—Fire Investigation Division

**Objective:**

To provide a scene response calling tree.

**Implementation:**

- Notify, by phone or radio, FID Chief, of all structure fires.
- Notify, by phone or radio, FID Captain, of all fires and scene responses.
- In the event you are requested to respond to investigate a fire by a Company Officer and there is not a Chief Officer on scene, place a call to the OIC, FID Captain and inform them of the request and your intended response. Reference SOG 1.8
- If a request for FID response is generated by an agency or community outside of the City of Madison, approval must be granted by the Division Manager, Assistant Chief of Operations, or another Assistant Chief prior to responding. Reference SOG 1.8
- In the event an investigator is requested to respond outside of the City of Madison, that investigator shall contact the FID Captain by phone or radio and advise him/her of the request. The FID Captain will then make contact the OIC and Chief of FID to approve the response. If approved the FID Captain shall then arrange for on-call coverage for the City of Madison.
- Investigators who respond outside of the City of Madison will receive the same wages and benefits as working in the City proper.
- At any fire scene, once site responsibility has been assumed by a Fire Investigator, if you need to leave prior to completion of the investigation, follow SOG 1.19 (securing). In emergency, request law enforcement or other fire personnel to “lock down” the scene.
- “Lock down” refers to monitoring the scene and not allowing any person(s) past barrier tape, into the warm and hot zones.
- Contact board up company (if necessary) to secure structure.
  - Board up list available on F drive (fdcommon\fdform\investigationforms)



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 13.2

<b>SECTION:</b>		<b>GUIDELINE:</b>	
FIRE INVESTIGATION		FID RESPONSE	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
05-28-2014	3-13-2019	STEYER	1

**Scope:**

All members of Madison Fire Department—Fire Investigation Division

**Objective:**

To provide a guide for FID personnel to request and add additional fire investigators at a fire scene.

**Implementation:**

Once the On-Call Investigator arrives on scene and makes a scene assessment and determines the need for additional resources, the on-site investigator should contact the Fire Investigation Captain who will contact the FID Chief, to obtain approval to add investigators to the response.

If unable to reach the FID Captain, contact the OIC, Then if approved; follow the Calling Tree SOG 13.1.

Events which may dictate additional FID support, but not inclusive, are as follows:

- Large fire scenes
- Significant fire damage and/or overhaul
- Complex digs
- Multiple persons to interview
- Interviews at multiple sites
- Injuries to person(s) transported to ER, burn and trauma
- Fatal fires
- Arson fires
- Building integrity concerns
- Inclement weather, high heat, humidity or cold environments
- Anticipated lengthy fire scene investigation

On a second (2<sup>nd</sup>) alarm, the FID Captain shall be notified by phone or radio by the on-call Investigator. The FID Captain shall contact FID Chief and/or OIC if requesting additional investigators. Upon receipt of permission, FID Captain will then notify other investigators to meet the resource needs.

Once on scene, any added investigators shall report to IC/Operations.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 13.3

SECTION:		GUIDELINE:	
FIRE INVESTIGATION		FID VEHICLE OPERATIONS	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:
05-28-2014	03/13/19	STEYER	1

**Scope:**

All members of Madison Fire Department—Fire Investigation Division

**Objective:**

To provide a guide for the operation of the FID response vehicle relative to re-fueling, vehicle accidents, and the maintenance of the vehicle and equipment.

**Implementation:**

- The vehicle shall be fueled at end of an assigned shift and as needed during that shift.
- Every time fuel is added, one (1) bottle of Cetane shall be added as well. Cetane is located in the driver's side rear pouch door. Additional Cetane may be obtained from Fire Maintenance.
- In the event of a vehicle accident/incident, follow the Madison Fire Department P&P 12.9.
- Incident/Accident forms are located on main page of SharePoint under "Incident Reports".
- It is the responsibility of the assigned on-call investigator to clean and maintain the vehicle and associated equipment. Tools and equipment shall be washed with Simple Green Pro HD<sup>®</sup> soap and warm/hot water and then wiped dry.
- FID vehicle may be washed at fire stations.
- Notify FID Captain of any maintenance needs. FID Captain will facilitate vehicle work orders.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 13.4

<b>SECTION:</b>			<b>GUIDELINE:</b>		
FIRE INVESTIGATION			FID HOSPITAL RESPONSE (HIPAA PROCEDURE)		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
05-28-2014	3-13-2019	STEYER		1	

**Scope:**

All members of Madison Fire Department—Fire Investigation Division

**Objective:**

To provide a guide for FID responses to hospitals, to interview and photograph individuals who have sustained injuries as a result of a fire.

**Implementation:**

When a FID response to a hospital is necessary to interview, photograph, and document a fire-related injury:

- Ensure that FID photo equipment is used. NO CELL PHONE, personal camera, or auxiliary Department photo equipment is to be used
- If no FID resources are available to respond to the hospital, request may be made for Madison Police Department Special Investigator to assist to facilitate interview/photos. The request shall be made through on-scene MPD Sergeant or if not available through MFD OIC.
- Make contact with the Triage Nurse
- Provide Department ID and badge
- Explain reason for response
- Request contact with patient
- As always remember to work cooperatively with nurses and physicians
- Once contact is established with patient, introduce yourself, produce badge and ID
- Explain the reason for your presence and your intent
- Ask the patient “Do you voluntarily agree to an interview to assist in determining the origin and cause of the fire you were involved in?”
- Ask the patient “May I have your permission to take photographs for FID documentation purposes?”
- If the patient is medicated or incapacitated and cannot give consent, wait until consent can be given.
- If the interview/photos involve a minor, consent must be obtained from their guardian
- If patient refuses the interview or photographs, document.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 13.5

<b>SECTION:</b>			<b>GUIDELINE:</b>		
FIRE INVESTIGATION			FID ON-CALL PERSONNEL EXCHANGE PROCEDURE		
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>		<b>PAGES:</b>	
05-28-2014	3-13-2019	STEYER		1	

**Scope:**

All members of Madison Fire Department—Fire Investigation Division

**Objective:**

To provide a guide for FID on-call personnel exchanges

**Implementation:**

- When an exchange is initiated for an assigned FID on-call duty, an email shall be sent to the FID Captain indicating the exchange day and the personnel involved.
- The FID Captain will update the “Telestaff Work Schedule”.
- In the event of an emergent exchange, notify the FID Captain by phone. The Captain will immediately notify the Officer-In-Charge (OIC) and/or the Chief’s Aide and the Communications Supervisor of the exchange.





# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 13.6

<b>SECTION:</b>		<b>GUIDELINE:</b>	
FIRE INVESTIGATION		FID PAYROLL & OVERTIME ENTRY	
<b>EFFECTIVE DATE:</b>	<b>LAST REVISION:</b>	<b>AUTHOR:</b>	<b>PAGES:</b>
05-28-2014	3/14/2019	STEYER	1

**Scope:**

All members of Madison Fire Department—Fire Investigation Division

**Objective:**

To provide a guide relative to payroll entry and OT earned on a call-back.

**Implementation:**

- FID Payroll shall be entered weekly in ESS no later than Monday morning. In the event of a furlough, enter time on your next work day. ESS shall also be used to capture Expenses.
- OT earned should be entered in ESS, documenting; incident number, address, date and time in the “Notes” field.
- OT earned on a call back is a minimum of three (3) hours (see exceptions below).
  - If OT is earned as a result of continuous duty, contractual rules apply. Example: Office hours from 0700-1700 hours and a scene response is initiated prior to 1700 hours, with the completion of the investigation at 1900 hours, two (2) hours of OT would be earned.
  - Additionally, if call back leads up to a scheduled work day, contractual rules apply. OT is earned up to the time of the scheduled start of duty. Example: If the scheduled work day begins at 0700 and a call back is initiated at 0500 hours and continues past 0700 hours, OT would be earned from 0500-0700 hours, two (2) hours.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 14.1

SECTION:			GUIDELINE:	
CHIEFS/OIC			OCCUPANT SERVICES UNIT/PIO NOTIFICATION	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
10-1-2015	3-15-2016	SCHUSTER	1	

**Scope:**

For Chief Officers' determination of notification and activation of the Occupant Services Unit and/or Public Information Officer

**Notify the on-call OSU and/or PIO\* while on scene of the following:**

- Displaced occupants who need assistance
- Media arriving on the scene/taking interest
- Fire fatality\*
- Multiple-alarm fires\*
- Mass Casualty Incidents (MCI)\*
- Natural Disasters
- Multi-Agency within-City response
- Significant Hazardous Material incidents
- Significant special rescue situations
- Multiple fatalities due to a non-fire related event\* (e.g. crashes, CO poisoning, etc.)
- Other significant events that would capture media interest

**Functions of Command:**

- Operates as part of Command System at the direction of the Incident Commander
- Functions as a Liaison between occupants, members of media and additional support organizations (Red Cross/Salvation Army)

**Notification:**

Initial notification should be made in all cases of the incidents listed above.

Occupant Services Unit or Public Information Officer is to respond to a scene if:

- Any displacement of occupants (Fire/Collapse/etc.)
- Interest from media sources
- Incident Command determines for any reason the OSU/PIO should be present

**Expectations of Occupant Services Unit on scene and immediately after:**

- Check in with the Command Car or Fire Investigator upon arrival to a scene
- Work with occupants to assess what they need, and serve as the link between the firefighters/investigators and the residents (informing them, "You can't get in because..." or explaining the way they approach their work, i.e. tearing hole in roof);
- Coordinate with the American Red Cross as needed;
- Facilitate on-scene interviews with responders, or serve as the liaison between the media and the Fire Department as needed;
- Compose and send a press release and any follow-up releases, if needed.
- Send the names and contact information of all displaced occupants to the lead fire investigator.



# CITY OF MADISON FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

# 14.2

SECTION:			GUIDELINE:	
CHIEFS/OIC			PRESS RELEASE INFORMATION	
EFFECTIVE DATE:	LAST REVISION:	AUTHOR:	PAGES:	
10/01/2015	01/09/2017	SCHUSTER	2	

### **Scope:**

Any person sending out a Press Release

### **What may be released:**

- Date of the call
- Dispatch and response times
- Reason for the dispatch
- Location
- Destination, if the patient was transported by ambulance
- Gender of the patient (but not name or age)
- The cause of the fire, with investigator approval
- A description of the tactics used during a technical rescue

### **What May Not Be Released:**

- The medical history, condition, emergency treatment, or any other patient information protected by HIPAA.
- Sensitive information currently part of an investigation
- When a PIO partner (UWPD, hospitals, MG&E, etc.) is involved, check with them before releasing information they may not want released, compromises their work, or involves their employees.

### **Photography:**

- Exterior photos only, no photography of the inside of a home
- Photos must adhere to the MFD policy pertaining to on-duty photography.

### **Press Release Procedure:**

**All Press Releases relating to a specific incident must be approved by the OIC prior to release.**

- Consult with fire investigator about what details may be released.
- Send a draft of the press release to the OIC and await edits/approval.
- After approval, send press release to the media distribution list.
- Post press release to the MFD Fire Daily Reports page online, including PIO contact information for media follow-up. Select the option to “Send to mailing list.”

### **Considerations following an incident with a Press Release:**

- A PIO may be contacted by the American Red Cross about the incident.
- If a theme or teachable moment based on the incident exists, a follow-up press release may be appropriate. This keeps the story and MFD in front of the community.
- Media may contact a PIO for further information regarding the cause of a fire or lasting impacts of an incident.