

City of Beaufort/Town of Port Royal

Fire Department

Operational Procedures & Guidelines

3/1/2020

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Policy # O 1 AAA Standard of Cover - Staffing	Related Policies: O-14; 27-A;
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: November 1, 2016	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**STAFFING**

1. Maximum daily paid staffing is 16 positions:

1	Battalion Chief / Acting BC
4	Lieutenants / Acting Lt.'s
3	Engine Operators
1	Ladder Operator
2	Squad Operators
5	Firefighters

\*Note: A minimum of 5 EMT's (of any EMT level) shall be on duty at all times – a minimum of 1 EMT per responding unit including the Battalion. Supplemented with an additional EMT for every Squad placed in service. Ideal daily EMT staffing is 7+

2. Minimum daily paid staffing is 13 positions:

1	Battalion Chief / Acting BC
4	Lieutenants / Acting Lt.'s
3	Engine Operators
1	Ladder Operator
4	Firefighters

\*Note: A minimum of 5 EMT's shall be on duty at all times – a minimum of 1 EMT per responding unit including the Battalion.

3. Officer daily staffing

**Maximum**

1	Battalion Chief
4	Lieutenants

**Minimum**

1	Acting BC
2	Lieutenants
2	Acting Lt.s

4. Staffing drawdown

1 <sup>st</sup> Pull	St. 3
2 <sup>nd</sup> Pull	St. 2
3 <sup>rd</sup> Pull	St. 4

**AUTHORIZED ABSENCE GUIDANCE**

1. Authorized Absence (Leave, pre-scheduled sick leave, education leave, etc.) shall be given the following order of precedence:
  - i. Education Leave

- ii. Pre-Scheduled Sick leave (for procedure, appointment, etc.)
- iii. Annual Leave

2. 1 position may be scheduled for Education Leave at any given time.
3. 1 position for annual leave may be scheduled at any given time (Course offerings with less than 30 days' notice will not be given precedence without strong justification and approval of the DC of Ops)
4. At no time will 3 positions for authorized absence be scheduled in advance. The 3<sup>rd</sup> position in the minimum manning matrix for the shift is for unforeseen illness or injury or long-term injury.

\*Note: Excused absences for any reason are subject to cancellation with little to no notice.

\*Shift Battalion Chief will prioritize Education Leave based on promotional needs.

\*Personnel are strongly encouraged to work together, using buddy shifts, to facilitate personal schedules and personal professional development beyond required training, that works in conjunction with regularly scheduled shift work and staffing requirements.

#### **PART TIME STAFFING GUIDANCE**

1. PT FF's are available to backfill positions at times when unscheduled overtime would otherwise have been required due to injury, illness, or other expressly authorized (supported with email documentation of the authorization by the Deputy Chief of Operations.)
2. PT FF's are available to backfill when required training, scheduled in advance, will take the shift below minimum standards, and the budget for the use of PT personnel can support the decision.
3. PT FF's may function in the capacity of FF or Operator based on their personnel training manual status for PT FF.

#### **RESERVE STAFFING GUIDANCE**

1. Reserve staffing is authorized for use once the individual reserve member has met the requirements of Policy 26 A and policy 27 A.
2. Reserve staffing will not be used in place of paid staffing requirements unless expressly authorized via email from the Deputy Chief of Ops or designee.
3. Reserve staffing is authorized to increase staffing levels at any station in accordance with the individual reserve members training, certification, and status of individual PTM sign off.

#### **SPLIT CREW**

1. A split crew is when 4 personnel, stationed together at a single station, are divided between the Engine/Ladder and the Squad.
2. A split crew shall combine all personnel to one Engine/Ladder Company when responding from within quarters to structure fires.
3. A split crew that is not in house (whether geographically separated or not) will meet each other on the scene of the emergency, form one company, and operate accordingly.

**Split Crew Matrix**

	Engine/Truck	Squad
Officer	1	
Operator	1	1
Firefighter		1

\*Note: A minimum of 2 EMT's shall be at the split crew station– a minimum of 1 EMT per responding unit.

**STATION SPECIFIC STAFFING LEVELS**

**1. Station 1**

**Maximum and Minimum Matrix**

**4 personnel at all times**

	Engine 1	Battalion 1
BC/Acting BC		1
Lt./Acting Lt.	1	
Operator	1	
Firefighter	1	

**2. Station 2**

**Maximum Matrix – 4 personnel**

	Ladder	Squad
Lt./Acting Lt.	1	
Operator	1	1
Firefighter		1

**Minimum Matrix – 3 personnel**

	Truck
Lt./Acting Lt.	1
Operator	1
Firefighter	1

**3. Station 3**

**Maximum Matrix – 4 Personnel**

	Engine
Lt./Acting Lt.	1
Operator	1
Firefighter	2

**Minimum Matrix – 3 Personnel**

	Engine
Lt./Acting Lt.	1
Operator	1
Firefighter	1

**4. Station 4**

**Maximum Matrix – 4 Personnel**

	Engine	Squad
Lt./Acting Lt.	1	
Operator	1	1
Firefighter		1

**Minimum Matrix – 3 Personnel**

	Engine
Lt./Acting Lt.	1
Operator	1
Firefighter	1

Policy # O 2 Apparatus Operation - Seatbelt	Related Policies: O 2 – O 15
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: SC Code of Law Title 56
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**SEAT BELTS**

**Seat Belt use in the City of Beaufort – Town of Port Royal Fire Department is Mandatory**

1. All fire department vehicles shall be outfitted with seatbelts and/or passenger restraint devices for each approved riding position, including restraint devices for emergency medical service (EMS) members operating in the patient compartment of the ambulance.
2. All persons riding on fire apparatus or in fire department vehicles shall be seated in approved riding positions and shall be secured to the vehicle by seat belts at any time the vehicle is in motion, except as otherwise provided below. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time. The driver, and when under the direct supervision of an officer, the officer, shall ensure that this provision is adhered to.
3. Drivers shall not move fire department vehicles until all persons on the vehicle are seated and secured with seat belts in approved riding positions.
4. The only exception to the seat belt requirement shall be for members actively performing necessary emergency medical care in a rescue unit while transporting a

patient to a medical facility. Such members shall be secured by a seat belt or other restrain device to the extent consistent with effectively providing proper medical care. All other persons in the vehicle shall be secured with seat belts in approved riding positions.

Policy # O 3 Apparatus Anti Theft Devices	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3.1.2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**Convoy Brake Lock**

1. To establish guidelines for the use of the Convoy HD anti-theft parking brake lock. This system is designed to prevent the movement of our fire apparatus by unauthorized individuals.
2. The Convoy HD brake lock is to be placed in the anti-theft mode anytime an apparatus is left unattended, to include the apparatus bay.
3. The Convoy HD brake lock is an anti-theft device that, when activated, will prevent the release of the vehicles parking brake. The vehicles factory parking brake knob is removed and replaced with the Convoy HD brake knob. The Convoy HD brake will act as a normal parking brake until the locking mechanism is engaged.
4. This anti-theft system requires a key in order to deactivate the system and release the parking brake. There are two keys for each apparatus equipped with this system. The Driver of the apparatus is responsible for being accountable for the key at all times. The primary key will be stored in the key slot of the system when the system is not engaged. When the operator engages the system, the key will be kept on the supplied lanyard and on the operator's person. The spare key will be kept in a magnetic key box in the storage compartment under the front jump seat.

5. When an apparatus equipped with this system will be left unattended, running or not, the driver will ensure the parking brake is engaged and the anti-theft system is engaged and locked. This is done by pulling the brake knob to activate the brake and removing the key. Then, simply push the locking mechanism in. Again, the operator will maintain the key on his or her person. The key is only required to unlock the brake.
6. In the event that a key is missing during checkout, or is lost by the driver, the shift supervisor will be notified immediately. The spare key will be put in operation, and the shift supervisor will then notify the Chief or Deputy Chief. Every effort will be made to locate the missing key.

### **Vista Brake Lock**

1. The Vista Brake Lock is an anti-theft device that will prevent the release of the vehicles parking brake by unauthorized individuals. The vehicles factory parking brake knob is removed and replaced with the Vista Brake Lock valve assembly. The Vista Brake Lock system will act as a normal parking brake once the correct security code has been entered followed by the # key. The Vista Brake Lock system will automatically arm anytime the parking brake is set.
2. Once the proper code has been entered the operator will have 7 seconds to release the park brake or the system will re-arm. If this happens simply re-enter the code.
3. The Vista Brake Lock system has a door sensor and a seat sensor. If the driver forgets to set the parking brake and exits the apparatus, the Vista Brake Lock system will automatically set the brake.
4. This system also incorporates a switch located in the front jump seat. When activated this switch applies the vehicles park brake. The intent of this switch is to safely bring the apparatus to a stop if the driver should become incapacitated. The switch is located on the left-hand side of the front jump seat dash area.

### **Emergency Bypass Valve**

1. A bypass valve is located in the cab area within reach of the driver. When pushed this bypass valve disarms the brake lock system and allows the park brake to operate normally. When the valve button is released the system automatically resumes normal operation.
2. The bypass valve also incorporates a locking function. The system can be disarmed indefinitely by pushing in and turning the valve.

3. The only time the bypass valve will be used is in the event the system malfunctions and the brake cannot be released.
4. Under no circumstances will the brake lock bypass valve be locked in the “disarmed” position.

Policy # O 4 Apparatus Operation – Administrative Travel	Related Policies: O 2-15; 11 A
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

Fire Department vehicles shall be operated in a manner that provides for the safety of personnel and the public, with safe arrival at an emergency scene having a clear priority over unnecessary speed and reckless driving enroute to an emergency incident. It is further the policy that when the driver is under the direct supervision of an officer that officer shall be responsible for the safe arrival of the apparatus at its destination.

It is the responsibility of the operator of each fire department vehicle to drive in a safe and prudent manner under all conditions. **When under the direct supervision of an officer, that officer shall also assume the responsibility for the actions of the vehicle operator.**

Vehicles shall be operated in compliance with state law at all times. State law provides specific legal exceptions for emergency vehicles from regular traffic regulations. These exemptions apply to fire department vehicles only when responding to an emergency incident, operating at an emergency scene, or when transporting a patient to a medical facility.

**STATE LAW:**

South Carolina State Law, Section 56-5-2360

- (a) Upon the immediate approach of an authorized emergency vehicle making use of an audible signal meeting the requirements of Section 56-5-4970 and visual signals meeting the requirements of Section 56-5-4700, or of a police vehicle properly and lawfully making use of an audible signal or visual signal, the driver of every other vehicle traveling along a two lane roadway shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right hand edge or curb of the roadway clear of any intersection and shall stop and remain in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer. A driver of a vehicle traveling along a multilane roadway shall yield the right-of-way and shall remain in or move to a location that allows the emergency vehicle or police vehicle to pass safely, except as otherwise directed by a police officer.
- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

#### **DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

#### **NON-EMERGENCY TRAVEL**

\*Note: Administrative Travel is when no call for service exists.

1. During administrative travel, drivers of all fire department vehicles shall obey all traffic control signals and signs, and all laws and rules of the road according to State and local motor vehicle laws.
2. Use of emergency warning lights and sirens are prohibited during non-emergency travel. However, emergency warning lights may be used in the following situations to increase visibility to motor vehicle and pedestrian traffic:
  - a. When apparatus must be backed where other vehicle traffic or pedestrian traffic exists;
  - b. When operating under conditions of severely reduced visibility, such as heavy fog, heavy rain and snowstorms;

- c. When apparatus operating on a limited access highway cannot maintain speed comparable to the flow of traffic.
- 3. During administrative travel, drivers of Fire Department vehicles shall come to a complete stop at all unguarded railroad grade crossings. Drivers shall ensure that it is safe to proceed before crossing railroad tracks. Drivers shall also use caution when approaching and crossing any guarded grade railroad crossing.
- 4. During administrative travel apparatus shall be legally parked whenever possible. Every effort shall be made to be as unobtrusive to the general public as possible. No unattended parking in fire lanes is allowed. No standing (driver in the driver seat with flashers on in a travel lane) is allowed unless no other alternative exists. Standing in a fire lane is only allowed as a last result as well.

Policy # O 5 Apparatus Operation – Non-Emergency Code 1 Travel	Related Policies: O 2-15; 11 A
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

Fire Department vehicles shall be operated in a manner that provides for the safety of personnel and the public, with safe arrival at an emergency scene having a clear priority over unnecessary speed and reckless driving enroute to an emergency incident. It is further the policy that when the driver is under the direct supervision of an officer that officer shall be responsible for the safe arrival of the apparatus at its destination.

It is the responsibility of the operator of each fire department vehicle to drive in a safe and prudent manner under all conditions. **When under the direct supervision of an officer, that officer shall also assume the responsibility for the actions of the vehicle operator.**

Vehicles shall be operated in compliance with state law at all times. State law provides specific legal exceptions for emergency vehicles from regular traffic regulations. These exemptions apply to fire department vehicles only when responding to an emergency incident, operating at an emergency scene, or when transporting a patient to a medical facility.

**STATE LAW:**

South Carolina State Law, Section 56-5-2360

- (a) Upon the immediate approach of an authorized emergency vehicle making use of an audible signal meeting the requirements of Section 56-5-4970 and visual signals meeting the requirements of Section 56-5-4700, or of a police vehicle properly and lawfully making use of an audible signal or visual signal, the driver of every other vehicle traveling along a two lane roadway shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right hand edge or curb of the roadway clear of any intersection and shall stop and remain in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer. A driver of a vehicle traveling along a multilane roadway shall yield the right-of-way and shall remain in or move to a location that allows the emergency vehicle or police vehicle to pass safely, except as otherwise directed by a police officer.
- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with **due regard** for the safety of all persons using the highway.

#### **DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

#### **NON-EMERGENCY, Code 1, TRAVEL**

\*Note: Code 1 travel is when a call for service exists but does not warrant emergency, or code 3 travel.

1. During Code 1, non-emergency travel, drivers of all fire department vehicles shall obey all traffic control signals and signs, and all laws and rules of the road according to State and local motor vehicle laws.
2. During Code 1 travel a call for service exists and the most direct route possible will be utilized to facilitate the arrival of the unit at the call for service.
3. Use of emergency warning lights and sirens are prohibited during non-emergency travel. However, emergency warning lights may be used in the following situations to increase visibility to motor vehicle and pedestrian traffic:

- a. When apparatus must be backed where other vehicle traffic or pedestrian traffic exists;
  - b. When operating under conditions of severely reduced visibility, such as heavy fog, heavy rain and snowstorms;
  - c. When apparatus operating on a limited access highway cannot maintain speed comparable to the flow of traffic.
4. During Code 1 travel, drivers of Fire Department vehicles shall come to a complete stop at all unguarded railroad grade crossings. Drivers shall ensure that it is safe to proceed before crossing railroad tracks. Drivers shall also use caution when approaching and crossing any guarded grade railroad crossing.
5. Upon arrival at the incident scene any and all warning devices may be used to facilitate safe parking of the apparatus. Parking in accordance with the needs of the incident is authorized as long as appropriate warning devices are also employed such as the unit's emergency lights and roadway markers such as cones are used.

Policy # O 6 Apparatus Operation – Emergency Code 3 Travel	Related Policies: O 2-15; 11 A
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: SC Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

Fire Department vehicles shall be operated in a manner that provides for the safety of personnel and the public, with safe arrival at an emergency scene having a clear priority over unnecessary speed and reckless driving enroute to an emergency incident. It is further the policy that when the driver is under the direct supervision of an officer that officer shall be responsible for the safe arrival of the apparatus at its destination.

It is the responsibility of the operator of each fire department vehicle to drive in a safe and prudent manner under all conditions. **When under the direct supervision of an officer, that officer shall also assume the responsibility for the actions of the vehicle operator.**

Vehicles shall be operated in compliance with state law at all times. State law provides specific legal exceptions for emergency vehicles from regular traffic regulations. These exemptions apply to fire department vehicles only when responding to an emergency incident, operating at an emergency scene, or when transporting a patient to a medical facility.

**STATE LAW:**

South Carolina State Law, Section 56-5-2360

- (a) Upon the immediate approach of an authorized emergency vehicle making use of an audible signal meeting the requirements of Section 56-5-4970 and visual signals meeting the requirements of Section 56-5-4700, or of a police vehicle properly and lawfully making use of an audible signal or visual signal, the driver of every other vehicle traveling along a two lane roadway shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right hand edge or curb of the roadway clear of any intersection and shall stop and remain in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer. A driver of a vehicle traveling along a multilane roadway shall yield the right-of-way and shall remain in or move to a location that allows the emergency vehicle or police vehicle to pass safely, except as otherwise directed by a police officer.
- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with **due regard** for the safety of all persons using the highway.

#### **DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

#### **EMERGENCY, Code 3, TRAVEL**

1. When responding to an emergency incident (except as provided below), all emergency warning lights shall be turned on and audible warning devices shall be sounded. Both lights and audible warning devices must be utilized in order to exercise the privileges, which the law provides to emergency vehicles. In addition, headlights shall be utilized during emergency response irrespective of lighting conditions.
2. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.
3. Fire Department vehicles are authorized to exceed posted speed limits in accordance with state law and while employing **due regard**, only when responding to an emergency under favorable conditions. This condition applies only with light traffic, good roads, good visibility and dry pavement. Under less than favorable conditions, the appropriate speed may actually be less than the posted limit.

4. When emergency vehicles must travel in center or oncoming traffic lanes drivers shall not exceed the posted speed limit.

\*Note: Every effort shall be taken to avoid traveling in the center lane or in opposing lanes of traffic. When deemed necessary to do so, the responding unit shall return to the normal lane of travel as soon as possible.

5. During emergency response, drivers of fire department vehicles shall bring the vehicle to a complete stop for any of the following:

- a. **Red traffic lights**

- b. **Stop signs**

- c. When approaching a negative right-of-way intersection
- d. When approaching a blind intersection
- e. When the operator cannot account for all lanes of traffic in an intersection
- f. When other intersection hazards are present
- g. When directed by a law enforcement officer
- h. When encountering a stopped school bus with flashing warning lights in accordance with state law.

6. Drivers shall proceed through intersections only when the operator can account for all lanes of traffic in the intersection.

7. Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way (green traffic light), drivers **shall not exceed the posted speed limit**. In instances where drivers are traveling above the posted limit when approaching an intersection this means a break in speed down to the posted maximum is expected. Any driver or officer is authorized to travel slower than the posted speed at intersections if conditions warrant it.

8. No fire department vehicle shall pass another fire department vehicle while responding to an emergency unless clearly authorized by radio communications between the units.

9. During emergency response, drivers of Fire Department vehicles shall come to a complete stop at all unguarded railroad grade crossings. Drivers shall ensure that it is safe to proceed before crossing railroad tracks. Drivers shall also use caution when approaching and crossing any guarded grade railroad crossing.

10. Unnecessary emergency response shall be avoided whenever possible. In order to avoid unnecessary emergency response, the following rules shall apply:
  - (a) Response to non-emergency incidents shall be without warning lights and siren.
  - (b) When more than one unit is dispatched on any fire related response the first unit arriving officer or responding battalion chief may direct additional units responding to transition to a Code 1 response at any time during the incident.
  - (c) Any company officer is authorized to reduce response posture from Code 3 to Code 1 anytime they deem it necessary, prudent, or within reason for the unit they are in command of.
11. Whenever appropriate, the first arriving unit/incident commander will advise additional units responding to transition to a Code 1 response.
12. Emergency response will be promptly, but safety, terminated in accordance with the department policy on transitioning response when so directed by the incident commander or Battalion Chief.

Policy # O 7 Apparatus Operation – Transitional Response	Related Policies: O 2-15; 11 A
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

Fire Department vehicles shall be operated in a manner that provides for the safety of personnel and the public, with safe arrival at an emergency scene having a clear priority over unnecessary speed and reckless driving enroute to an emergency incident. It is further the policy that when the driver is under the direct supervision of an officer that officer shall be responsible for the safe arrival of the apparatus at its destination.

It is the responsibility of the operator of each fire department vehicle to drive in a safe and prudent manner under all conditions. **When under the direct supervision of an officer, that officer shall also assume the responsibility for the actions of the vehicle operator.**

Vehicles shall be operated in compliance with state law at all times. State law provides specific legal exceptions for emergency vehicles from regular traffic regulations. These exemptions apply to fire department vehicles only when responding to an emergency incident, operating at an emergency scene, or when transporting a patient to a medical facility.

**STATE LAW:**

South Carolina State Law, Section 56-5-2360

- (a) Upon the immediate approach of an authorized emergency vehicle making use of an audible signal meeting the requirements of Section 56-5-4970 and visual signals meeting the requirements of Section 56-5-4700, or of a police vehicle properly and lawfully making use of an audible signal or visual signal, the driver of every other vehicle traveling along a two lane roadway shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right hand edge or curb of the roadway clear of any intersection and shall stop and remain in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer. A driver of a vehicle traveling along a multilane roadway shall yield the right-of-way and shall remain in or move to a location that allows the emergency vehicle or police vehicle to pass safely, except as otherwise directed by a police officer.
- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

#### **DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

#### **TRANSITIONAL RESPONSE**

1. From time to time it will become necessary to transition a response between Administrative, Code 1, and Code 3. These transitions may be an increase, or a decrease, in response posture.
2. Code 3 response shall be terminated as expeditiously and safely as possible when directed to do so by command, senior officer, or when it is prudent to do so.

#### **Code 1 to Code 3**

1. At no time will response increases occur when it will greatly and suddenly affect the traffic around the unit.
2. When stuck deep in the que at a red light or stop sign, do not increase response posture, or initiate a Code 3 response, until the traffic has cleared in front of you and is traveling normally. Every effort will be made to transition the unit into the left most

lane of travel and initiate a full Code 3 response when the traffic has naturally cleared in front of the unit.

3. When traveling with other traffic slow to allow traffic to move away from the unit before initiating a code 3 response so adjoining drivers are not startled by the increase.
4. When approaching an intersection initiate a Code 3 response either well before or well after the intersection has been cleared by the unit.

\*Note: A best practice is to normally travel in the left most lane of travel available in order to facilitate escalation of response should it become necessary.

### **Code 3 to Code 1**

1. At no time shall a Code 3 response be abruptly terminated when other vehicles around the unit are actively taking measures to comply with the state law requesting them to move over.
2. A best practice is to terminate a Code 3 Response in the following locations:
  - a. Clear open roadway
  - b. Well in advance of an intersection
  - c. Well after clearing an intersection
3. At no time will a Code 3 response be terminated when a unit is traveling in opposing lanes of travel.
4. At no time will a Code 3 response be terminated when a unit is actively going against active traffic control devices or stop sign rights of way.
5. At no time will a Code 3 response be terminated when a unit is actively traveling through an intersection.
6. All units shall clear all intersections, opposing lane of travel lanes, and otherwise affected traffic by the use of the emergency warning devices before terminating the use of emergency warning devices.
7. All warning devices shall be shut off as simultaneously as possible, once it is safe to do so, and the unit shall return to normal, Code 1, or Administrative Travel procedures as necessary.

Policy # O 8 Apparatus Operation – Backing	Related Policies: O 2-15; 11 A
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

Fire Department vehicles shall be operated in a manner that provides for the safety of personnel and the public, with safe arrival at an emergency scene having a clear priority over unnecessary speed and reckless driving enroute to an emergency incident. It is further the policy that when the driver is under the direct supervision of an officer that officer shall be responsible for the safe arrival of the apparatus at its destination.

It is the responsibility of the operator of each fire department vehicle to drive in a safe and prudent manner under all conditions. **When under the direct supervision of an officer, that officer shall also assume the responsibility for the actions of the vehicle operator.**

Vehicles shall be operated in compliance with state law at all times. State law provides specific legal exceptions for emergency vehicles from regular traffic regulations. These exemptions apply to fire department vehicles only when responding to an emergency incident, operating at an emergency scene, or when transporting a patient to a medical facility.

**STATE LAW:**

South Carolina State Law, Section 56-5-2360

- (a) Upon the immediate approach of an authorized emergency vehicle making use of an audible signal meeting the requirements of Section 56-5-4970 and visual signals meeting the requirements of Section 56-5-4700, or of a police vehicle properly and lawfully making use of an audible signal or visual signal, the driver of every other vehicle traveling along a two lane roadway shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right hand edge or curb of the roadway clear of any intersection and shall stop and remain in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer. A driver of a vehicle traveling along a multilane roadway shall yield the right-of-way and shall remain in or move to a location that allows the emergency vehicle or police vehicle to pass safely, except as otherwise directed by a police officer.
- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

#### **DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

#### **BACKING**

1. The backing of fire apparatus shall be avoided whenever possible.
2. Whenever backing apparatus is necessary, spotters shall be used.
3. Spotters shall also be used where vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.
4. When engine, ladder or rescue companies are backed, ALL CREW MEMBERS (except the driver/) SHALL DISMOUNT THE APPARATUS AND ACT AS SPOTTERS. **THIS INCLUDES THE COMPANY OFFICER.**
5. Spotters shall be located at as many corners of the apparatus as possible with at least one spotter at the driver's side rear corner of the apparatus. Where only a single spotter is available, the spotter shall be located off the passenger's side rear corner. The spotter at the driver's side rear corner will act as the primary spotter.
6. Spotters shall wear a safety vest as minimum PPE

7. The lead spotter shall have a portable radio tuned to Admin and the Unit radio shall be tuned to admin to facilitate communication. \*Note: It is an acceptable practice in some instances where visibility is low, areas are tight, or fine movements of the unit are necessary for the spotter to key up the radio and have an open line of radio communication throughout the entire backing process so long as the spotter remains in visual contact with the driver.
8. Spotters shall not ride tailboard or sideboard positions while backing the apparatus.
9. Both door windows (drivers and officers) shall be in the open position to allow for maximum communication/hearing between the spotters and the driver.
10. Apparatus shall not be backed until all spotters are in position.
11. Spotters shall remain visible to the driver. Spotters shall not move behind the vehicle at any time while it is in motion. If this is necessary, verbal communication with the driver will occur first and the vehicle will be stopped before the spotter moves out of view crossing behind the vehicle.
12. Any time the driver loses sight of the primary spotter, the vehicle shall be stopped immediately until the spotter is visible.
13. When apparatus must be backed in the vicinity of other vehicle traffic (e.g. backing into quarters), the apparatus's warning lights shall be operated and any member who may come into conflict with traffic shall wear at least one garment containing reflective material.

NOTE: The purpose of the spotters is to help guide the driver in safely backing the apparatus. It is not to stop traffic.

14. The company officer, acting officer, or senior member on-board the apparatus shall be totally responsible for compliance with this procedure and the safe backing of apparatus.
15. Under circumstances where apparatus is staffed by only the driver, the driver shall utilize any available fire department personnel to act as spotters. Where no additional personnel are available to assist, the driver shall dismount the apparatus and make a complete 360 degree survey of the area around the apparatus to determine if any obstructions are present prior to backing.
16. Spotters are to communicate with the driver by using appropriate hand signals and voice contact. The appropriate hand signals will be:

**STRAIGHT BACK:** One hand above the head with palm toward face, waving back. Other hand down by your side (either hand optional).

**TURN:** Both hands and arms, with index finger extended, pointing in the direction of the turn.

**STOP:** Both arms above the head and with arms crossed.

Policy # O 9 Apparatus Operation – Opticom	Related Policies: O 2-15; 11 A
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

Fire Department vehicles shall be operated in a manner that provides for the safety of personnel and the public, with safe arrival at an emergency scene having a clear priority over unnecessary speed and reckless driving enroute to an emergency incident. It is further the policy that when the driver is under the direct supervision of an officer that officer shall be responsible for the safe arrival of the apparatus at its destination.

It is the responsibility of the operator of each fire department vehicle to drive in a safe and prudent manner under all conditions. **When under the direct supervision of an officer, that officer shall also assume the responsibility for the actions of the vehicle operator.**

Vehicles shall be operated in compliance with state law at all times. State law provides specific legal exceptions for emergency vehicles from regular traffic regulations. These exemptions apply to fire department vehicles only when responding to an emergency incident, operating at an emergency scene, or when transporting a patient to a medical facility.

**STATE LAW:**

South Carolina State Law, Section 56-5-2360

- (a) Upon the immediate approach of an authorized emergency vehicle making use of an audible signal meeting the requirements of Section 56-5-4970 and visual signals meeting the requirements of Section 56-5-4700, or of a police vehicle properly and lawfully making use of an audible signal or visual signal, the driver of every other vehicle traveling along a two lane roadway shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right hand edge or curb of the roadway clear of any intersection and shall stop and remain in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer. A driver of a vehicle traveling along a multilane roadway shall yield the right-of-way and shall remain in or move to a location that allows the emergency vehicle or police vehicle to pass safely, except as otherwise directed by a police officer.
- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

#### **DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

#### **OPTICOM**

1. Traffic pre-emption systems are utilized to manage traffic flow and provide a safer response route for emergency vehicles.
2. Traffic pre-emption systems have been installed at specific intersections throughout our response area.
  - a. Apparatus operators must not assume that the Opticom system will give them the green light.
  - b. The use of the emergency traffic signal warning system **DOES NOT** relieve the driver/operator of the emergency vehicle from the responsibility of driving with due regard for the safety of others.

- c. Supervisors of emergency vehicles are NOT relieved of the responsibility for providing the necessary direction and control to make sure the driver/operator is providing for the due regard of safety for others.

## **ACTIVATING AND USING THE SYSTEM**

1. Upon the receipt of true emergency alarm requiring a Code 3 response the driver/operator of the vehicle shall activate the vehicle's emergency warning system which will activate the vehicle's Opticom System.
2. The vehicle supervisor shall make certain the system is activated.
3. Once all crew members are seated and seat belted the apparatus may respond to the incident.
  - a. The vehicle supervisor and operator are responsible for determining that all personnel are properly seated and seat belted prior to the vehicle moving.
  - b. The vehicle supervisor is responsible for letting the driver/operator know it is safe to proceed.
4. As the vehicle responds to the incident all crew members should be cognizant of traffic conditions.
5. The driver/operator and supervisor of the vehicle must make certain intersections are clear prior to entering and proceeding.
6. Even though the traffic signal may be showing green in the direction of travel, emergency vehicle drivers are not relieved of the duty to practice defensive driving at all times and provide for the due regard for safety of others.
7. Do not trust the lights. Be aware that vehicles may attempt to "run" the signal and may not be visible due to other stopped vehicles. Do not take for granted that since the first unit cleared the intersection the lights are still holding.
8. Slow vehicles or bring them to a stop if needed to verify the intersection is clear before proceeding.
9. If a multiple unit response is required, additional responding units should use extreme caution when approaching and entering the intersection.

10. Do not take for granted that since the first unit cleared the intersection the lights are still holding the traffic out of the intersection.
11. Bring vehicles to a stop if needed and verify the intersection is clear before proceeding.
12. The traffic signal will automatically reset to allow vehicles to pass on the roadway once the fire apparatus clears the intersection.
13. If a vehicle equipped with Opticom is parked near an intersection with the system activated it will hold the light until one of the cab doors is opened. Once a cab door is opened the system is deactivated and the light will cycle normally.
14. Once the system has been deactivated by opening a cab door it can only be reactivated by turning the emergency master off and back on. In the event you are dispatched from a scene where your emergency lights are on you must momentarily turn off and back on the emergency lights to reactivate the Opticom system.

Policy # O 10 Apparatus Operation – Internal Communication Systems	Related Policies: O 2-15; 11A
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

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It is the responsibility of the operator of each fire department vehicle to drive in a safe and prudent manner under all conditions. **When under the direct supervision of an officer, that officer shall also assume the responsibility for the actions of the vehicle operator.**

Vehicles shall be operated in compliance with state law at all times. State law provides specific legal exceptions for emergency vehicles from regular traffic regulations. These exemptions apply to fire department vehicles only when responding to an emergency incident, operating at an emergency scene, or when transporting a patient to a medical facility.

**STATE LAW:**

South Carolina State Law, Section 56-5-2360

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- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

**DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

**Internal Communications Systems**

Application - Apparatus equipped with internal/external communications systems, such as the David Clark or Fire comm system.

1. Internal/External communication systems should be checked daily for proper operation in all seated positions of the apparatus. Pumping and Aerial apparatus equipped additional points of operations at the pump panel or aerial device should be tested daily.
2. During administrative travel, use of headsets and communication system functions is at the discretion of the company officer.
3. During Code 1 or Code 3 response, use of headsets and communication system functions is required.
4. During pumping operations, when the engineer is posted at the pump panel, headsets and use of communication system functions is required.
5. During apparatus backing, headsets and communication system function should not be used.

Use of headsets under this condition could result in the engineer missing non-transmitted verbal communication.

6. During aerial operations with or without simultaneous pumping operation, when the engineer is posted at the pump panel, the engineer should not use headsets or functions of the communication system. Aerial apparatus are equipped with independent intercom systems. The use of headsets at the pump panel may result in the engineer missing communication from the aerial intercom system.

Policy # O 11 Apparatus Operation – Engine Brakes	Related Policies: O 2-15; 11 A
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

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**STATE LAW:**

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- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

**DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

**Operation of Engine Brakes**

1. Engine Brakes when equipped will be used on “HIGH” during administrative driving, code 1 or 3 response when:
  - a. operating in a city driving environment (frequent stop and go traffic)
  - b. posted speeds are less than or equal to 45 miles per hour
  - c. pavement is dry
  - d. descending hills in dry pavement conditions
  - e. frequent heavy braking may be required (high volume stop and go traffic)
2. Engine Brakes when equipped may be use on “Medium or Low” during administrative driving, code 1 or 3 response at the engineer’s discretion or as directed by the company officer when:
  - a. posted speeds exceed 45 miles per hour
  - b. low volume traffic conditions exist
  - c. operating on limited access highways
  - d. when pavement is wet/slippery

3. Engine Brakes when equipped should be turned “OFF” during administrative driving, code 1 or 3 response at the engineer’s discretion or as directed by the company officer when:
  - a. snow, ice, or slippery conditions exist

Policy # O 12 Dept. Vehicles Involved in an Accident	Related Policies: O 2-15; 11A
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: SC Code of Laws Title 56
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3.1.2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

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**STATE LAW:**

South Carolina State Law, Section 56-5-2360

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- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

**DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

**Dept. Vehicles Involved in a Traffic Accident (No part of this policy supersedes state law)**

1. When driving Administratively not on department property (includes when traveling in a department vehicle out of the area)
  - a. Pull over or stop in a safe manner
    - a. In accordance with state law, the vehicles may be removed from the roadway if there are no injuries and the vehicles are movable.
  - b. Assess the severity and render aid
  - c. Report to dispatch via radio and request additional assistance via the dispatch center for rendering aid as necessary
    - a. If you are staying in the roadway create all necessary safety barriers and warning zones
  - d. Request law enforcement (ensure dispatch clearly understands that a city vehicle is involved)
  - e. Notify the Battalion Chief
    - a. Battalion Supervisor will notify the Deputy Chief of Operations

- f. The DC and BC will ensure the City of Beaufort Accident Investigation procedure is initiated
- g. The DC and BC will ensure the Fire Chief is notified and also determine the need for an internal investigation

**2. When driving while responding to an incident (either Code 1 or Code 3)**

- a. Pull over or stop in a safe manner
  - a. Immediately notify dispatch you are out of service-send crew to assess and render aid.
    - i. On a single unit response request dispatch to re-dispatch with a cover unit
    - ii. On a multi-unit response request dispatch tone your cover unit
    - iii. On a full alert response request dispatch tone the next available cover
  - b. In accordance with state law, the vehicles may be removed from the roadway if there are no injuries and the vehicles are movable.
- b. Asses the severity and render aid
  - a. If there are no injuries prepare crew to be transported to a reserve response unit
  - b. The driver will remain with the original unit until released by law enforcement and department officers
- c. Report to dispatch via radio and request additional assistance via the dispatch center for rendering aid as necessary
  - a. If you are staying in the roadway create all necessary safety barriers and warning zones
- d. Request law enforcement (ensure dispatch clearly understands that a city vehicle is involved)
- e. Notify the Battalion Chief
  - a. Battalion Supervisor will notify the Deputy Chief of Operations
- f. The DC and BC will ensure the City of Beaufort Accident Investigation procedure is initiated
- g. The DC and BC will ensure the Fire Chief is notified and determine the need for an internal investigation

Policy # O 13 Apparatus Operation – Daily Check Off	Related Policies: O 2-15; 11 A
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

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#### **DRIVER TRAINING POLICY STATEMENT:**

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#### **COMPLETING DAILY APPARATUS CHECK SHEET IN EMERGENCY REPORTING**

All front-line and reserve fire apparatus (Engines, Squads, Aerials, Utility Vehicles, Battalion, etc.) shall be checked **daily** unless otherwise noted. The electronic daily apparatus checkoff's can be found in the Emergency Reporting program using the following steps:

##### **Emergency Reporting<Maintenance<Truck Check** (Task bar at the top of the screen)

- Select the apparatus you are assigned to check
- Select the daily checklist for that vehicle and complete the electronic form in its entirety to include entering mileage, fuel levels, and marking items either satisfactory or unsatisfactory (✓ or X).
- If an item is unsatisfactory you **must** leave a brief explanation of the discrepancy.
- If performing a daily check on an apparatus that is in "reserve" status and equipment is missing (ex. medical equipment), write *Reserve* or *Reserve Status* in the notes area for that item.
- If an item on the checklist is labeled as **Spare**, check that item as satisfactory.

**The Company Officer assigned to the station where the apparatus is housed is responsible for the state of readiness of that vehicle that day.**

Policy # O 14 Apparatus Operation – Maintenance Reporting	Related Policies: O 2-15; 11 A
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: Sc Code of Laws title 56.
	OSHA:
	NFPA Standard: 1451; 1500 Ch. 4.6.5, 6.1, 6.2, 6.3, 6.4, 8.7; 1901; 1911; 1912
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**OPERATIONAL RESPONSE POLICY STATEMENT:**

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**STATE LAW:**

South Carolina State Law, Section 56-5-2360

- (a) Upon the immediate approach of an authorized emergency vehicle making use of an audible signal meeting the requirements of Section 56-5-4970 and visual signals meeting the requirements of Section 56-5-4700, or of a police vehicle properly and lawfully making use of an audible signal or visual signal, the driver of every other vehicle traveling along a two lane roadway shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right hand edge or curb of the roadway clear of any intersection and shall stop and remain in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer. A driver of a vehicle traveling along a multilane roadway shall yield the right-of-way and shall remain in or move to a location that allows the emergency vehicle or police vehicle to pass safely, except as otherwise directed by a police officer.
- (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

#### **DRIVER TRAINING POLICY STATEMENT:**

All fire department drivers shall be Licensed in accordance with the laws of this state and trained in accordance with department policy 11 A.

#### **Maintenance action requests**

This system of reporting uses the department chain of command and the Emergency Reporting software data base.

Maintenance actions including but not limited to emergency apparatus, administrative vehicles, auxiliary vehicles, buildings, building systems, and equipment housed in department buildings, shall be reported and documented using this method.

- All maintenance action requests should be reported and documented in Emergency Reporting.
- When entering maintenance request in Emergency Reporting only use the following three maintenance types:
  - Major repair – for all reports of problems identified
  - Preventative maintenance – for preventative maintenance activities
  - Routine inspection – for daily truck checks
- Fill in as much information as possible, including mileage, engine hours, and pump hours for apparatus and other vehicles
- All new maintenance requests should be assigned to the Deputy Chief of Administration.

## How to complete a maintenance action request.

1. Identify the problem
2. Report to chain of command
  - a) All issues should be reported via the shift chain of command to the on-duty Battalion Chief.
  - b) The Battalion Chief must determine the operational readiness of the equipment or apparatus and inform the Operations Chief as necessary.
3. Document in Emergency Reporting
  - a) Select the appropriate tab (ER>Maintenance>equipment or apparatus>select unit)
  - b) Review existing entries. If the problem has not been reported then add a new maintenance request. If it has been reported, the user should add to the notes any new conditions or additional symptoms to the notes section under the “assign and schedule” tab. When entering notes, the user should always put the date and name prior to the entry.
  - c) Emergency Reporting will prompt the user to send an e-mail. Users must include specific detail of the reported issue in the message, then send the e-mail. All e-mail from the Emergency reporting system should be sent to the Battalion Chief on-duty, the Deputy Chief of Operations and the Deputy Chief of Administration.
4. Conduct troubleshooting as directed and document in the notes section under the appropriate activity “Assign and Schedule” tab for the appropriate entry.
5. Retain all receipts and turn into the administrative office. Annotate each receipt with the equipment or location identifier.
6. Do not “complete” maintenance actions in Emergency Reporting. When issues are resolved document in the notes section that the work is complete with the number of man hours used and forward an email from the Emergency Reporting system to the Battalion Chief on Duty, the Deputy Chief of Operations and the Deputy Chief of Administration.

7. The maintenance action report will remain in an open or unresolved state until receipts and other repair costs are accounted for and entered in Emergency Reporting.
8. Maintenance action requests will be “completed” by administrative staff.

Policy # O 15 Apparatus & Off Duty Response to Calls for Service	Related Policies: O 4-7; 11A
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3.1.2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**Definitions**

1. Emergency vs Non-emergency Response Modes
  - a. Code 1 – Non-emergency Response: Normal driving rules are all followed under non-emergency conditions. No lights or sirens are used, and traffic laws are always followed.
  - b. Code 3 – Emergency Response: Emergency vehicle driving is warranted during the response to an emergency. Due regard should always be used to reduce the risk to citizens, employees, and equipment. Our department will reduce the risk to our members and equipment by limiting the number apparatus responding code 3 as much as possible. The officer in charge or acting officer in charge of an apparatus must determine if the potential for an emergency exists and respond accordingly.
2. Exception: The Chief Officer, Shift Officer, or incident commander may direct unit operations at their discretion, based on the information received or to aid in mitigation of the emergency.
3. Split Crew- A split crew is when 4 personnel are divided 2 and 2 between Engine and Squad. Split crews shall include 1 driver and 1 Firefighter for Squad and 1 driver and 1 Officer or Acting for Engine. Each unit will be staffed with at least 1 EMT.

## Full Alert Response

1. 1<sup>st</sup> alarm full alert response shall consist of (preprogrammed in CAD)
  - a. Three Geographically closest units (Engine and or Ladder) as programmed in the CAD
  - b. Battalion Chief
  - c. All units on the first due assignment will start their response in the Code 3 Mode
  - d. At the direction of the first arriving officer, Battalion Chief, or Operations Chief's of the department any or all responding units may be directed to reduce response mode to Code dependent on actual conditions found, dispatch information, environmental hazards on the response route or any factor that the officer observes or reasonably believes warrants a response mode decrease.
  
2. 2<sup>nd</sup> alarm full alert response shall consist of (preprogrammed in the CAD)
  - a. Additional Engine if the Ladder is already on the run
  - b. Ladder if the Ladder is not assigned to the 1<sup>st</sup> alarm
  - c. Off duty personnel recall executing the C/D and E/F platoon assignments
    - 2<sup>nd</sup> alarm shall be transmitted by the first arriving company officer/acting company officer at a confirmed working fire or at an incident involving significant committal of initial personnel and resources.
    - 2<sup>nd</sup> alarm may be transmitted by first due company officer, prior to arrival, upon receipt of CAD or dispatch information indicating a working fire or escalating major incident.
    - 2<sup>nd</sup> alarm may be transmitted at any time by a Chief Officer or Acting Battalion Chief based on available information and experience.
  - d. All units on the 2<sup>nd</sup> alarm assignment will be a Code 3 response to the scene unless otherwise directed by incident command with the exception of Personally owned vehicle response, which is always Code 1, non-emergent.
  
3. 3<sup>rd</sup> alarm full alert response shall consist of (not preprogrammed in the CAD)
  - a. Requesting officer shall delineate to dispatch their needs and request them.
    - Remaining on duty Engine/Squad companies as needed
    - Mutual Aide (describe need and agency requested from)
      - Engine
      - Ladder
      - Personnel

Note 1: Working fires, plane crashes, active shooter, and other large-scale incidents are preprogrammed in the CAD run orders as full alert type responses. With both these preprogrammed responses or any other major incident type where resources are committed

for an extended period of time the incident command shall ensure a 2<sup>nd</sup> alarm is transmitted as quickly as possible.

Note 2: As part of the preprogrammed CAD response packages, MCAS and MCRD will be dispatched. Units are to be used on fire scene or canceled if not needed. They will not be part of our normal standby units. The IC may request a standby unit under mutual aid when and it is up to MCAS, MCRD or any other entity to honor the request.

### **Multi-Unit Response**

1. 1<sup>st</sup> alarm Multi Unit response shall consist of (preprogrammed in the CAD)
  - a. Two closest units (Engine or Ladder)
  - b. Battalion Chief
  
2. 2<sup>nd</sup> alarm Multi Unit response shall consist of (not preprogrammed in the CAD)
  - a. Requesting officer shall identify their needs and request them in the same manner as an escalating full alert incident.
  - b. If warranted the requesting officer can escalate the call to a full alert 1<sup>st</sup> alarm and follow full alert protocols from that point

Note 1: Response to Fire Alarm, Vehicle Fire, Accident w/ Entrapment, and as otherwise indicated in CAD is a single station tone and multi-unit response.

### **Single Station Response**

1. Response to Medical Calls, Accident w/ Injuries, Fire Service Calls, and as otherwise indicated in CAD, warrants a single station tone and single unit response.
  - a. Single unit response will be a One Unit response and may be increase based on needs.
  - b. Every effort shall be made to utilize code 1 response mode when responding to non-life-threatening calls such as but not limited to:
    - Minor vehicle accident with no injuries
    - Stuck in elevator with no injury or illness
    - Smoke in the area, outside
    - Lift and assist
    - Wires down with no report of pole damage, arching, sparking or fire
    - Minor fuel spills
    - Calls of a violent nature – A code 1 response is warranted unless or until the scene had been secured appropriately
    - The above are just examples. If the dispatch information warrants an upgrade, or a down grade, in response mode company officers and acting's shall make the call.

## Mutual Aid Response

1. Mutual aid responses will be assigned by the on-duty Battalion Chief, Acting BC, or Company Officer as needed.

## Off Duty Response

1. Off duty response is initiated automatically upon 2<sup>nd</sup> alarm full alert or as requested in multiple alarm requests by incident command. Executing the C/D and E/F day platoon assignments will be as follows:
  - Available off duty personnel on first day off (C day) or second day off (D day) will respond to scene.
  - Available off duty personnel on third day off (E day) or fourth day off (F day) will respond to station to staff a Reserve apparatus. For this schedule a day will start and end at 0700 to coincide with shift change.
  - E/F platoon response shall be to either Station 4 or CHQ depending on the Zone the call is in. The table is listed below in fig. 1
  - a. Reserve apparatus will respond as Engine 11, 12, 13, or 14 to coincide with station number.
  - b. Off duty response to automatic aid areas will be initiated on Beaufort/Port Royal 2<sup>nd</sup> alarm activation.
  - c. Off duty response to mutual aid areas will be initiated by dispatch. Off duty personnel will report to CHQ to assemble a unified response to mutual aid request.
2. Emergency lighting or audible warning devices are NOT authorized for use on a POV as a member of this department.
3. Personnel operating POVs shall comply with all motor vehicle laws of the state.
4. Personnel operating POVs in response to alarms have no greater rights than any other civilian vehicle on the road.
5. Personnel responding to alarms in POVs are prohibited from exceeding the posted speed limit, passing through red traffic lights, passing through stops signs without stopping, passing through yield signs without yielding, passing vehicle in no passing zones, operating the wrong way on one-way streets, or parking in no parking zones.
6. Personnel responding to alarms in POVs must yield the right of way to duly authorized emergency vehicles including fire department authorized POVs.

Table 1

<b>Run Area</b>	<b>To Scene Full Alert</b>	<b>2nd Alarm</b>	<b>To Scene Multi</b>	<b>Off Duty C/D</b>	<b>Off Duty E/F</b>
Zone 1	Eng 1, Lad 2, Eng 3	MCAS	Eng 1, Lad 2	To Scene	Eng 12 to Sta. 2
Zone 1 A	Eng 1, Lad 2, Eng 4	MCAS	Eng 1, Eng 4	To Scene	Eng 12 to Sta. 2
Zone 1 B	Eng 1, Lad 2, Eng 3	MCAS	Eng 1, Lad 2	To Scene	Eng 12 to Sta. 2
Zone 2 A	Lad 2, Eng 1, Eng 3	PI FD	Lad 2, Eng 1	To Scene	Eng 12 to Sta. 2
Zone 2 B	Lad 2, Eng 3, Eng 1	PI FD	Lad 2, Eng 3	To Scene	Eng 12 to Sta. 2
Zone 3	Eng 3, Lad 2, Eng 1	PI FD	Eng 3, Lad 2	To Scene	Eng 12 to Sta. 2
Zone 3 A	Eng 3, PI FD, Eng 4	Lad 2	Eng 3, PI FD	To Scene	Eng 14 to Sta. 4
Zone 4 A	Eng 4, Eng 1, MCAS	Lad 2	Eng 4, Eng 1	To Scene	Eng 14 to Sta. 4
Zone 4 B	Eng 4, Eng 3, PI FD	Lad 2	Eng 4, Eng 3	To Scene	Eng 14 to Sta. 4
Zone 5	MCAS, Eng 4, Eng 1	Lad 2	Eng 4, MCAS	To Scene	Eng 14 to Sta. 4
Zone 6	E220, 221, 224, Lad 2	Eng 3	Eng 220, Eng 221	To Scene	Eng 12 to Sta. 2
Woods Bridge Multi Unit Response			Eng 1, Eng 220		
McTeer Bridge Multi Unit Response			Eng 3, Eng 220		

Policy # O 16 Reserve FF Response to Calls for Service	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3.1.2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**Alarm Response Guidance**

1. Upon receipt of a 2<sup>nd</sup> Alarm Full Alert duly qualified, certified, and signed off by the reserve coordinator for full service reserve personnel shall respond directly to the emergency scene.
2. No reserve personnel shall respond to any other emergency call for service or scene unless specifically requested by incident command unless they are on approved station time assigned to a responding apparatus.

**Reserve Personnel Responding to Scenes in Personally Owned Vehicles**

1. Emergency lighting or audible warning devices are NOT authorized for use on a POV as a member of this department.
2. Personnel operating POVs shall comply with all motor vehicle laws of the state.
3. Personnel operating POVs in response to alarms have no greater rights than any other civilian vehicle on the road.

4. Personnel responding to alarms in POVs are prohibited from exceeding the posted speed limit, passing through red traffic lights, passing through stops signs without stopping, passing through yield signs without yielding, passing vehicle in no passing zones, operating the wrong way on one-way streets, or parking in no parking zones.
  
5. Personnel responding to alarms in POVs must yield the right of way to duly authorized emergency vehicles including fire department authorized POVs.

Table 1

Run Area	To Scene Full Alert	2nd Alarm	To Scene Multi	Off Duty C/D	Off Duty E/F
Zone 1	Eng 1, Lad 2, Eng 3	MCAS	Eng 1, Lad 2	To Scene	Eng 12 to Sta. 2
Zone 1 A	Eng 1, Lad 2, Eng 4	MCAS	Eng 1, Eng 4	To Scene	Eng 12 to Sta. 2
Zone 1 B	Eng 1, Lad 2, Eng 3	MCAS	Eng 1, Lad 2	To Scene	Eng 12 to Sta. 2
Zone 2 A	Lad 2, Eng 1, Eng 3	PI FD	Lad 2, Eng 1	To Scene	Eng 12 to Sta. 2
Zone 2 B	Lad 2, Eng 3, Eng 1	PI FD	Lad 2, Eng 3	To Scene	Eng 12 to Sta. 2
Zone 3	Eng 3, Lad 2, Eng 1	PI FD	Eng 3, Lad 2	To Scene	Eng 12 to Sta. 2
Zone 3 A	Eng 3, PI FD, Eng 4	Lad 2	Eng 3, PI FD	To Scene	Eng 14 to Sta. 4
Zone 4 A	Eng 4, Eng 1, MCAS	Lad 2	Eng 4, Eng 1	To Scene	Eng 14 to Sta. 4
Zone 4 B	Eng 4, Eng 3, PI FD	Lad 2	Eng 4, Eng 3	To Scene	Eng 14 to Sta. 4
Zone 5	MCAS, Eng 4, Eng 1	Lad 2	Eng 4, MCAS	To Scene	Eng 14 to Sta. 4
Zone 6	E220, 221, 224, Lad 2	Eng 3	Eng 220, Eng 221	To Scene	Eng 12 to Sta. 2
Woods Bridge Multi Unit Response			Eng 1, Eng 220		
McTeer Bridge Multi Unit Response			Eng 3, Eng 220		

Policy # O 17 Automatic and Mutual Aid	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3/1/2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**Automatic and Mutual Aide Guidance Statement**

The Fire Chief, Deputy Chief's, Battalion Chief's and acting Battalion Chief's shall render automatic and mutual aid requests in accordance with the then current agreements listed below. All decisions to render aid are covered under the Beaufort County Mutual Aid agreement, the South Carolina State Mutual Aid Agreement, and the various automatic aid agreements all contained below.

From time to time specific call types, run orders, and response plans will require automatic aid agreements that are only formalized through programming into the Beaufort County Consolidated Dispatch Center Computer Aided Dispatch software and in the moment of dispatch are to be considered valid requests for automatic aid.

**\*Never delay emergency response to a dispatched call due to a question of jurisdiction or origin of request. When in doubt, respond. Company Officers and Acting Company Officers are authorized to approve individual unit response based on a dispatched call for service specifically calling your unit designator and are required to contact and coordinate that response with the Battalion Chief once en route.**

**\*Chief officers and acting chief officers of this department are authorized to request mutual aid up to and potentially exceeding the level necessary to mitigate the incident or incidents at hand.**

**\*Chief officers and acting chief officers of this department are authorized to render mutual aid and re-call personnel to maintain primary response capacity as needed. Once the logistics are in play Battalion Chief's shall immediately notify the Deputy Chief of Operations or in his/her absence the remaining chain of command in successive order.**

#### **Automatic Aid Policies**

**ORIGINAL**

**Interlocal Agreement for Automatic Aid and Response between the City of Beaufort, the Town of Port Royal and the Bluffton Township Fire District (collectively, "the Parties").**

This agreement is made and entered into on this 10 day of January in the year 2018 by and between the entities above-listed (collectively, the "Parties"). This agreement is entered into under the provisions of the South Carolina Code of Laws, Section 6-11-1810.

**I. Recitals**

**Whereas**, the South Carolina Constitution, Article VIII, Section 13, provides that any county, municipality, or other political subdivision may agree with another political subdivision for the joint administration of any function and exercise of power and sharing of costs related thereto; and

**Whereas**, the South Carolina Code of Laws, Section 25-1-450 allows such entities to cooperate in developing and maintaining a plan for mutual assistance in emergencies; and

**Whereas**, the South Carolina Codes of Laws, Section 6-11-1810, provides that any municipality, county, fire district or other fire protection Party may provide mutual aid upon request at the time of a significant incident such as a fire or other emergency; and

**Whereas**, it is the purpose of this agreement to permit the participating entities to make the most efficient use of their resources and simultaneously improve public safety for all residents; and

**Whereas**, it is the goal of this agreement to have the closest appropriate emergency unit dispatched to each emergency; and

**Whereas**, the parties desire to enter into this Automatic Aid Agreement to permit, under some circumstances, a fire Party to respond automatically to an incident within the limits of another jurisdiction; and

**Whereas**, the parties desire to have this agreement set forth their rights, duties and responsibilities as allowed by State Law.

**Now, therefore**, for an in consideration of the covenants contained herein the parties agree as follows:

**ORIGINAL**

**II. Terms and Conditions**

- 1) The Parties agree that the Bluffton Township Fire District shall respond through automatic aid to all areas South of the Broad River Bridge in the Town of Port Royal and The City of Beaufort/Town of Port Royal Fire Department shall respond through automatic aid to all areas inclusive of Callawassie Drive and all points north to the Broad River Bridge in the Bluffton Township Fire District.
- 2) The Parties shall each provide and maintain suitable general liability and auto liability insurance coverage to protect against losses from activities contemplated by this agreement.
- 3) The Parties shall maintain suitable workmen's compensation protection for the benefit of their employees <sup>1</sup>without cost to the other parties to this agreement.
- 4) With the exception of hazmat supplies, each Party shall be responsible for all costs of its own employees, supplies and equipment associated with aid and services rendered under this agreement. With regard to hazmat supplies, the host agency will upon request reimburse in a timely fashion the responding agencies for any hazmat supplies expended. <sup>2</sup> The host agency shall then have the right to seek recovery the amount of any such reimbursement by billing the party responsible for creating the hazmat incident (the "Responsible Party".) The host jurisdiction's responsibility to reimburse responding agencies shall not be contingent on the host jurisdiction's ability to recover from the Responsible Party.
- 5) Each Party shall be responsible for all repairs, maintenance, and upkeep of all equipment used in conjunction with this agreement.
- 6) Each Party shall endeavor to have its members become familiar with the equipment operated by the participating Parties. Responding personnel shall only operate or employ equipment which they are qualified to operate safely.
- 7) Deployment of the resources of the Parties shall be done following a pre-determined and agreed upon methodology utilizing the most current Computer Aided Dispatch (CAD) available.
- 8) Services rendered pursuant to this Agreement shall be fire, rescue, and non-transport emergency medical services.

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<sup>1</sup> The term "employees" shall also be deemed to include volunteers.

<sup>2</sup> "Foam" is one example of such a hazmat consumable supply item.

**ORIGINAL**

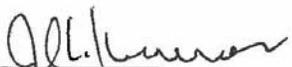
- 9) The Parties recognize that the availability of resources is dependent on many factors and this Agreement does not bind any party to provide services to another party in a manner that would cause undue risk to the safety of the citizens or employees of the Parties.
- 10) This agreement shall be administered by way of an agreement between the parties respective Fire Chiefs.
- 11) The "first arriving officer" to an incident shall take command. Command may be passed to a more qualified officer based on the size and scope of the incident regardless of jurisdiction.
- 12) Each Party shall adopt such common or complimentary Standard Operating Guidelines (SOG's) as may be necessary to ensure that all personnel at a joint response incident operate in a common manner. Each Parties fire service branch of each "Party" will operate on common dispatch and incident radio channels at joint incidents in order to maintain safe and effective communication among responding units.
- 13) This Agreement is made with the understanding that no charges will be assessed to any of the other parties to this Agreement.
- 14) Safe and successful implementation of this Agreement is dependent on training and familiarization between the parties to this Agreement. Each Party shall make its fire service members reasonably available to engage in joint training.
- 15) This Agreement shall become effective on December 31<sup>st</sup> 2017 after being signed by each Party and shall remain in full force and effect for 5 years from December 31<sup>st</sup> 2017. This agreement shall be automatically renewed unless terminated as provided herein below. A Party may withdraw from this Agreement by providing 90 days written notice to all other currently participating Parties of its intent to withdraw. If all Parties except one have withdrawn this agreement shall be "terminated."
- 16) Severability. If any provision of this Agreement or its application is held invalid, the remainder of the Agreement or the application of the remainder of the Agreement shall not be impacted.
- 17) Court Decisions. This Agreement shall not alter or terminate any court decision involving any of the parties to this Agreement.
- 18) This agreement supersedes all prior agreements, drafts, or discussions. Accordingly, this signed agreement constitutes the entire agreement between the parties.

**ORIGINAL**

19) This agreement may only be amended or modified by way of written amendment signed by all then participating parties.

In Witness whereof the parties have hereunto placed their hands on the and year so indicated.

**Bluffton Township Fire District**

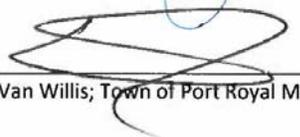
  
\_\_\_\_\_  
Fire Chief John W. Thompson

  
\_\_\_\_\_  
Michael Raymond; Chairman

**City of Beaufort Town of Port Royal Fire Department**

  
\_\_\_\_\_  
Fire Chief Reece W. Berthoff

  
\_\_\_\_\_  
William Prokop; City of Beaufort Manager

  
\_\_\_\_\_  
Van Willis; Town of Port Royal Manager

**AUTOMATIC FIRE RESCUE AID RESPONSE AGREEMENT BETWEEN the  
CITY OF BEAUFORT, TOWN OF PORT ROYAL, and the U.S. MARINE CORPS  
RECRUIT DEPOT, PARRIS ISLAND**

THIS AGREEMENT is made and entered into this day, by and between the City of Beaufort, the Town of Port Royal, and the United States Marine Corps Recruit Depot, Parris Island.

WHEREAS although it is located within the municipal limits of the Town of Port Royal, the United States Naval Hospital Beaufort is a federal reservation, under jurisdiction of the United States Department of the Navy and the Department of Defense; and

WHEREAS although response to fire calls is primary responsibility of the Marine Corps Recruit Depot Fire Department(hereinafter the "Depot Fire Department"), effective management of major fire response at the Naval Hospital requires the assistance of the municipal fire departments of Beaufort and Port Royal; and,

WHEREAS the City of Beaufort and the Town of Port Royal, through their respective councils, wish to enter into an automatic fire rescue aid agreement with the United States Marine Corps Recruit Depot for the purpose of providing fire and rescue services to the U.S. Naval Hospital Beaufort; and,

WHEREAS it is deemed desirable, practical, and beneficial for the parties to this Agreement to render assistance to one another in accordance with these terms.

THEREFORE, it be agreed that:

**1. Major Fire Response:**

The City of Beaufort and the Town of Port Royal shall each respond with an Engine Company to all structure fires, visible smoke in a structure, or any other calls for service classified as a major fire response at the U.S Naval Hospital facility as mutually agreed upon by the Beaufort Fire Chief and the Depot Fire Chief. The Depot Fire Department shall provide an aerial ladder truck as part of the first alarm component to all such major fire responses.

**2. Command and Control:**

The first arriving unit shall give a size-up report and initiate the Incident Command System and have all responding units operate on Channel 97 (Fire Mutual Aid) of the Beaufort County 800MHz radio system. Upon arrival on scene, the City and Town fire departments and the Depot fire department shall blend their Passport Accountability Systems into a common system to insure

Firefighter safety and accountability. The Incident Command System shall be used at all times.

Command of the incident shall be transferred to the Depot Fire Department upon request. The municipal fire departments providing automatic aid shall be released as soon as practical.

**3. Minor Fire Response:**

The engine Company from the Port Royal fire station shall respond to all minor calls for service to include the following: activated fire alarms, medical calls, and all other calls for service as classified as a minor fire response as mutually agreed upon by the Beaufort Fire Chief and the Depot Fire Chief.

**4. Definitions:**

Major fire responses in addition to structure fires include such calls as fires sprinkler system activation, mass casualties, hazardous materials responses, terrorist acts/weapons of mass destruction, natural/man-made disasters, or any other calls for service as mutually agreed upon.

Minor fire responses in addition to activated fire alarms, shall include such calls for service as emergency medical calls, vehicle accidents, brush fires, service/good intent calls, or any other calls for service as mutually agreed upon.

**5. Training:**

Training between the City of Beaufort and Town of Port Royal fire departments and the Depot Fire Department shall occur quarterly. Any additional training will be determined, agreed upon, and scheduled by the department Fire Chiefs.

**6. Terms of Agreement:**

This Agreement shall become effective upon the date of signature by all parties hereto, and shall remain in full force and effect until cancelled by mutual agreement of the parties or by written notice by one party to the other giving ninety (90) days notice of said cancellation.

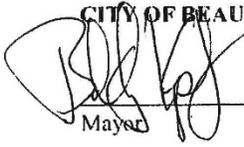
A review of this Agreement shall occur annually.

**7. Release of Liability:**

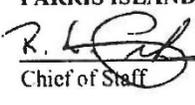
Each Party to this agreement, on behalf of itself, its employees, its agents and its servants, hereby waives all claims against the other party or parties for compensation for any loss, damage, personal injury, or death occurring as a consequence of the rendering of Automatic Aid in accordance with this

agreement. All services shall be rendered without reimbursement by either party or parties

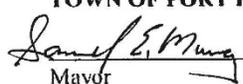
**8. Signatures**

**CITY OF BEAUFORT**  
  
\_\_\_\_\_  
Mayor

1-11-12  
\_\_\_\_\_  
Date

**MARINE CORPS RECRUIT DEPOT,  
PARRIS ISLAND**  
  
\_\_\_\_\_  
Chief of Staff

11/20/11  
\_\_\_\_\_  
Date

**TOWN OF PORT ROYAL**  
  
\_\_\_\_\_  
Mayor

1-10-12  
\_\_\_\_\_  
Date

## Mutual Aid Agreements

**STATE OF SOUTH CAROLINA**  
**STATEWIDE MUTUAL AID AGREEMENT**  
**FOR**  
**EMERGENCY AND DISASTER RESPONSE/RECOVERY**

THIS AGREEMENT IS ENTERED INTO BETWEEN THE STATE OF SOUTH CAROLINA AND BY AND AMONG EACH COUNTY, MUNICIPALITY, POLITICAL SUBDIVISION, STATE AGENCY, AND EMERGENCY SERVICE ENTITY THAT EXECUTES AND ADOPTS THE TERMS AND CONDITIONS CONTAINED HEREIN, BASED UPON THE FOLLOWING FACTS:

WHEREAS, the South Carolina Constitution, Article VIII, Section 13, provides that any county, incorporated municipality, or other political subdivision may agree with the State or with any other political subdivision for the joint administration of any function and exercise of powers and the sharing of the costs thereof; and

WHEREAS, the South Carolina Code of Laws, Section 25-1-450, requires that State, county, and municipal governments shall cooperate in developing and maintaining a plan for mutual assistance in emergencies; and

WHEREAS, the South Carolina Code of Laws, Section 6-11-1810, provides that any municipality, fire district, fire protection agency, or other emergency service entity may provide mutual aid assistance, upon request, from any other municipality, fire district, fire protection agency, or other emergency service delivery system in South Carolina at the time of a significant incident such as fire, earthquake, hurricane, flood, tornado, hazardous material event, or other such disaster; and

WHEREAS, the State of South Carolina is geographically vulnerable to hurricanes, tornadoes, flooding, other natural disasters, and technological or other hazards that in the past have caused severe disruption of essential human services and severe property damage to public roads, utilities, buildings, parks, and other government-owned facilities; and

WHEREAS, the Parties to this Agreement recognize that additional personnel and equipment may be needed to mitigate further damage and restore vital services to the citizens of the affected community should such disasters occur; and

WHEREAS, to provide the most effective mutual aid possible, each Participating Government intends to foster communications with the personnel of the other Participating Government by visits, compilation of asset inventories, exchange of information, and development of plans and procedures to implement this Agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

**SECTION 1. DEFINITIONS**

A. **AGREEMENT** - the Statewide Mutual Aid Agreement for emergency and disaster response/recovery. Counties, municipalities, political subdivisions, state agencies, and emergency service entities of the State of South Carolina may become a party to this Agreement by executing a copy of this Agreement and providing a copy with original signatures and, when necessary, the authorizing resolution(s) to the State of South Carolina Emergency Management Division (hereinafter referred to as "SCEMD"). Copies of the Agreement with original signatures shall be filed and maintained at SCEMD in West Columbia, South Carolina.

B. **REQUESTING PARTY** - the Participating Government entity requesting aid in the event of an emergency.

C. **ASSISTING PARTY** - the Participating Government entity furnishing equipment, services, and/or personnel to the Requesting Party.

D. **AUTHORIZED REPRESENTATIVE** - an employee of a Participating Government who is authorized in writing by that government to request, offer, or provide assistance under the terms of this Agreement. The list of Authorized Representatives for the Participating Government executing this Agreement shall be attached as Exhibit A and shall be updated as needed by each Participating Government.

E. **SCEMD** - the South Carolina Emergency Management Division, Office of the Adjutant General.

F. **EMERGENCY** - any occurrence, or threat thereof, whether natural or caused by man, in war or in peace, which results in or which may result in, substantial injury or harm to the population, or substantial damage to or loss of property.

G. **DISASTER** - any natural, technological, or civil emergency that causes or threatens damage of sufficient severity and magnitude that exceeds the capabilities of the local, county, or state governments.

H. **PARTICIPATING GOVERNMENT** - any county, municipality, political subdivision, state agency, or emergency service entity of the State of South Carolina which executes this Agreement and supplies a complete executed copy, as stated herein, to SCEMD.

I. **PERIOD OF ASSISTANCE** - the period of time beginning with the departure of any personnel of the Assisting Party, from any point, for the purpose of traveling to the Requesting Party in order to provide assistance, and ending upon the return of all personnel and equipment of the Assisting Party, after providing the assistance requested, to their residence or regular place of work, whichever occurs first. The Period of Assistance shall not include any portion of the trip to the Requesting Party or the return trip from the Requesting Party, during which the personnel of the Assisting Party are engaged in a course of conduct not reasonably necessary for their safe arrival at, or return from, the Requesting Party.

J. **WORK OR WORK-RELATED PERIOD** - any period of time in which both the personnel or equipment of the Assisting Party is being used by the Requesting Party to provide assistance and for which the Requesting Party will reimburse the Assisting Party. Specifically included within such periods of time are rest breaks after which the personnel of the Assisting Party shall return to active work within a reasonable time. Specifically excluded from such periods of time are breakfast, lunch, and dinner breaks.

## **SECTION 2. PROCEDURES**

When a Participating Government either becomes affected by or is under imminent threat of a disaster or emergency, it may invoke emergency-related mutual aid assistance either by: 1) submitting, in writing, a request for mutual aid to the Assisting Party, 2) by orally communicating a request for mutual aid assistance to the Assisting Party or to SCEMD, followed as soon as practicable by written confirmation of said request, or 3) by submitting a resource request to SCEMD with the intent for SCEMD to facilitate coordination of mutual aid by matching available resources to the Requesting Party. Mutual aid shall not be requested by any Participating Government unless resources available within the stricken area are deemed inadequate by that Participating Government. Requests for State or Federal emergency response assistance shall be made in accordance with the State Emergency Operations Plan. All requests for mutual aid shall be transmitted by the Authorized Representative or the Director of the County Emergency Management Agency. Requests for assistance may be communicated either to SCEMD or directly to an Assisting Party.

**A. REQUESTS DIRECTLY TO ASSISTING PARTY:** The Requesting Party may directly contact the Authorized Representative of the Assisting Party and shall provide them with the information in Paragraph C below. All communications shall be conducted directly between Requesting Party and Assisting Party. Each party shall be responsible for keeping SCEMD advised of the status of the response activities.

**B. REQUESTS ROUTED THROUGH, OR ORIGINATING FROM SCEMD:** The Requesting Party may directly contact SCEMD, in which case it shall provide SCEMD with the information in Paragraph C below. SCEMD may then contact other Participating Governments on behalf of the Requesting Party and coordinate the provision of mutual aid. SCEMD shall not be responsible for costs associated with such indirect requests for assistance, unless SCEMD so indicates in writing at the time it transmits the request to the Assisting Party. In no event shall SCEMD or the State of South Carolina be responsible for costs associated with assistance in the absence of appropriated funds. In all cases, the party receiving the mutual aid shall be solely responsible for the costs incurred by any Assisting Party providing assistance pursuant to the provisions of this Agreement.

**C. REQUIRED INFORMATION:** Each request for assistance shall be accompanied by the following information to the extent known:

1. A general description of the current situation;
2. Identification of the function for which assistance is needed (e.g., fire, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and other medical services, search and rescue, etc.) and the type of assistance needed;
3. Identification of the public infrastructure system for which assistance is needed (e.g., sanitary sewer, potable water, streets, or storm water systems) and the type of work assistance needed;
4. The amount and type of personnel, equipment, materials, and supplies needed, and a reasonable estimate of the length of time they will be needed;
5. The need for sites, structures or buildings outside the Requesting Party's jurisdictional boundaries to serve as relief centers or staging areas for incoming emergency goods and services;
6. An estimated time and a specific place for a representative of the Requesting Party to meet the personnel and equipment of any Assisting Party; and
7. An estimate of expected costs from the Assisting Party to include any incidental expenses the Assisting Party expects to recoup from the Requesting Party.

This information may be provided on the form attached as Exhibit B, or by any other available means. SCEMD may revise the format of Exhibit B subsequent to the execution of this Agreement.

**D. ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE:** When contacted by a Requesting Party or SCEMD, the Authorized Representative of any Participating Government agrees to assess and determine availability of personnel, equipment, and other resources to render assistance. All Participating Governments shall render assistance to the extent that personnel, equipment, and resources are available. Each Participating Government agrees to render assistance in accordance with the terms of this Agreement to the fullest extent possible. When the Authorized Representative determines that his/her Participating Government has available personnel, equipment, or other resources, the Authorized Representative shall so notify the Requesting Party or SCEMD, whichever communicated the request, and provide the information below. SCEMD shall, upon response from sufficient Participating Governments to meet the needs of the Requesting Party, notify the Authorized Representative of the Requesting Party and provide him/her with the following information to the extent known:

1. A complete description of the personnel, equipment, and materials to be furnished to the Requesting Party;
2. The estimated length of time the personnel, equipment, and materials will be available;
3. The areas of experience and abilities of the personnel and the capability of the equipment to be furnished;
4. The name of the person or persons to be designated as supervisory personnel; and
5. The estimated time when the assistance provided will arrive at the location designated by the Authorized Representative of the Requesting Party.

**E. SUPERVISION AND CONTROL:** The personnel, equipment, and resources of any Assisting Party shall remain under operational control of the Requesting Party for the area in which they are serving. Direct supervision and control of said personnel, equipment and resources shall remain with the designated supervisory personnel of the Assisting Party. Representatives of the Requesting Party shall provide work tasks to the supervisory personnel of the Assisting Party.

The designated supervisory personnel of the Assisting Party shall have the responsibility and authority for assigning work and establishing work schedules for the personnel of the Assisting Party, based on task or mission assignments provided by the Requesting Party and SCEMD. The designated supervisory personnel of the Assisting Party shall:

1. Maintain daily personnel time records, material records, and a log of equipment hours;
2. Be responsible for the operation and maintenance of the equipment and other resources furnished by the Assisting Party; and
3. Report work progress to the Requesting Party.

The Assisting Party's personnel and other resources shall remain subject to recall by the Assisting Party at any time, subject to reasonable notice to the Requesting Party and SCEMD. At least twenty-four (24) hour advance notification of intent to withdraw personnel or resources shall be provided to the Requesting Party, unless such notice is not practicable, in which case such notice as is reasonable shall be provided.

**F. FOOD, HOUSING, AND SELF-SUFFICIENCY:** Unless specifically instructed otherwise, the Requesting Party shall have the responsibility of providing food and housing for the personnel of the Assisting Party from the time of their arrival at the designated location until the time of their departure. However, Assisting Party personnel and equipment should be, to the greatest extent possible, self-sufficient for operations in areas stricken by emergencies or disasters. The Requesting Party may specify only self-sufficient personnel and resources in its request for assistance.

**G. COMMUNICATIONS:** Unless specifically instructed otherwise, the Requesting Party shall have the responsibility for coordinating communications between the personnel of the Assisting Party and the Requesting Party. Assisting Party personnel should be prepared to furnish communications equipment sufficient to maintain communications among their respective operating units.

**H. RIGHTS AND PRIVILEGES:** Whenever the employees of the Assisting Party are rendering aid pursuant to this Agreement, such employees shall have the powers, duties, rights, privileges, and immunities, and shall receive the compensation accruing to their employment.

**I. WRITTEN ACKNOWLEDGMENT:** The Assisting Party shall complete a written acknowledgment regarding the assistance to be rendered, setting forth the information transmitted in the request, and shall transmit it by the quickest practical means to the Requesting Party or SCEMD, as applicable, for approval. The form to serve as this written acknowledgment is attached as Exhibit C. The Requesting Party/Division shall respond to the written acknowledgment by executing and returning a copy to the Assisting Party by the quickest practical means. The Requesting Party/Division shall retain a copy of this acknowledgement for its own records.

### **SECTION 3. REIMBURSABLE EXPENSES**

**A. PROCEDURES FOR REIMBURSEMENT:** Unless the Assisting Party states otherwise in writing, the ultimate responsibility for the reimbursement of costs incurred under this Agreement shall rest with the Requesting Party, subject to the following conditions and exceptions:

1. An Assisting Party shall bill the Requesting Party as soon as practicable, but not later than forty-five (45) calendar days after the Period of Assistance has closed. Upon the request of any of the concerned Participating Governments, the time frame may be extended as agreed upon by the two parties.
2. If the Requesting Party protests any bill or item on a bill from an Assisting Party, it shall do so in writing as soon as practicable, but in no event later than forty-five (45) calendar days after the bill is received. Failure to protest any bill or billed item in writing within forty-five (45) calendar days shall constitute agreement to the bill and the items on the bill and waiver of the right to contest the bill.

**B. COSTS ELIGIBLE FOR REIMBURSEMENT:** The costs incurred by the Assisting Party under this Agreement shall be reimbursed as requested in order to make the Assisting Party whole to the fullest extent practicable.

1. The Assisting Party shall only be reimbursed for those expenses incurred in the performance of such work specified in a written request as approved by the Requesting Party.

2. Expenses incurred in support of work not specified in an approved written request shall be the sole responsibility of the Assisting Party.

3. Travel-related expenses (meals, lodging, and transportation) shall be reimbursed in accordance with the terms of the Assisting Party's pay and travel policies.

4. The Requesting Party shall reimburse the Assisting Party for employment costs of personnel who render assistance under this Agreement to Requesting Party, including wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. Employees of the Assisting Party shall retain all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment while providing assistance to the Requesting Party.

5. The costs associated with the equipment supplied by the Assisting Party shall be reimbursed at the rental rate established for like equipment by the regulations of the Federal Emergency Management Agency, or at any other rental rate agreed to by the Requesting Party. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair

services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.

6. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

7. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall comply with State audit requirements as specified in applicable State regulations. Upon reasonable notice, the Assisting Party shall make its records available to the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

#### **SECTION 4. INSURANCE**

Each Participating Government shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. If a Participating Government is insured, its file shall contain a letter from its insurance carrier

authorizing it to provide and receive assistance under this Agreement, and indicating that there will be no lapse in its insurance coverage, either on employees, vehicles, or liability. If a Participating Government is self-insured, its file shall contain a copy of a resolution authorizing its self-insurance program. Each Assisting Party shall be solely responsible for determining that its insurance is current and adequate prior to providing assistance under this Agreement. The amount of reimbursement from the Requesting Party shall be reduced by the amount of any insurance proceeds to which the Assisting Party is entitled as a result of losses experienced in rendering assistance pursuant to this Agreement.

#### **SECTION 5. LIABILITY**

To the extent permitted by law, and without waiving sovereign immunity, each Party to this Agreement shall be responsible for any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions, and the actions of its personnel, in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement.

#### **SECTION 6. TERM**

This Agreement shall be in effect for one (1) year from the date hereof and is renewed automatically in successive one (1) year terms unless terminated upon sixty (60) days advance written notice by the Participating Government. Notice of such termination shall be made in writing and shall be served personally or by registered mail upon the Director, South Carolina Emergency Management Division, Office of the Adjutant General, West Columbia, South Carolina, which shall provide copies to all other Participating Governments. Notice of termination shall not relieve the withdrawing Participating Government from obligations incurred hereunder prior to the effective date of the withdrawal and shall not be effective until sixty (60) days after notice thereof has been sent by the Director, South Carolina Emergency Management Division, Office of the Adjutant General, to all other Participating Governments. It is the responsibility of the signatory to update the signatures as required.

**SECTION 7. EFFECTIVE DATE OF THIS AGREEMENT**

This Agreement shall be in full force and effect upon approval by the Participating Government and upon proper execution thereof.

**SECTION 8. ROLE OF SOUTH CAROLINA EMERGENCY MANAGEMENT DIVISION**

SCEMD shall serve as the central repository for executed Agreements, maintain a current listing of Participating Governments with their Authorized Representative and contact information, and provide a listing of the Participating Governments online at the SCEMD website.

**SECTION 9. SEVERABILITY; EFFECT ON OTHER AGREEMENTS**

Should any portion, section, or subsection of this Agreement be held to be invalid by a court of competent jurisdiction, that fact shall not affect or invalidate any other portion, section or subsection; and the remaining portions of this Agreement shall remain in full force and effect without regard to the section, portion, or subsection or power invalidated.

In the event that any parties to this Agreement have entered into other mutual aid agreements or inter-local agreements, those parties agree that said agreements are superseded by this Agreement only for emergency management assistance and activities performed in major disasters pursuant to this Agreement. In the event that two or more parties to this Agreement have not entered into another mutual aid agreement, and the parties wish to engage in mutual aid, then the terms and conditions of this Agreement shall apply unless otherwise agreed between those parties.

*[Intentionally left blank]*



**OFFICE OF THE STAFF ATTORNEY**

Post Office Drawer 1228  
Beaufort, SC 29901  
(843) 255-2059 (O)  
(843) 255-9414 (F)

New  
 Renewal

**DOCUMENT REVIEW REQUEST FORM**

**TO BE COMPLETED BY THE REQUESTING DIVISION**

Document Title: MUTUAL AID AGREEMENT

Description: TO SECURE MUTUAL AID THROUGHOUT BEAUFORT COUNTY IN THE EVENT OF NATURAL &/OR MAN-MADE DISASTERS.

Specific Concerns About Document: NO CONCERNS BUT NEED APPROVAL FROM EVERY ENTITY INVOLVED.

Sent to Legal for Review On: 7/22/11 (Insert Date) Need By: \_\_\_\_\_ (Insert Date)

Requesting Division /Department: EMERGENCY MANAGEMENT

Contact Information: APRIL REDD - ASST TO THE DIR. Number: 843-255-4007  
(Name and Title)

Email Address: AREDD@BOGOV.NET

**LEGAL DEPARTMENT USE ONLY**

Legal Office Received On: 7/22/2011 (Insert Date) Received By: Josh Gruber (Name of Legal Staff Member)

**LEGAL REVIEW FINDINGS**

Reviewed By: \_\_\_\_\_ (Signature of Legal Staff) APPROVED: X YES or NO \_\_\_\_\_

Additional Comments to Approval or Rejection: \_\_\_\_\_

**DEPUTY COUNTY ADMINISTRATOR APPROVAL**

\_\_\_\_\_  
Bryan Hill, Deputy County Administrator

\_\_\_\_\_  
(Date)

## MUTUAL AID AGREEMENT

This Mutual Aid Agreement, is entered into by and between the Marine Corps Air Station, Beaufort; the Marine Corps Recruit Depot, Parris Island; the City of Beaufort; the Town of Port Royal; the Burton Fire District, Burton; the Lady's Island/St. Helena Fire District, Lady's Island; the Fripp Island Fire Department, Fripp Island; the Sheldon Fire District, Sheldon; the Bluffton Fire District, Bluffton; the Town of Hilton Head Island, Hilton Head Island.

1. **PURPOSE.** The purpose of this Agreement is to secure for each the benefits of Mutual Aid in the event of natural and/or man-made disasters involving hazardous materials response, weapons of mass destruction, confined space rescues, mass casualty incidents, aircraft mishaps, and firefighting services.

2. **AUTHORITY**

a. Department of Defense Instruction 6055.06

b. Department of Defense (DoD) Instruction 4000.19, Inter service and Intra governmental Support

c. South Carolina State Code of Laws Title 6, Chapter 11, Article 13 (SC ST 6-11-1810 Mutual Aid Assistance)

3. **SCOPE OF WORK.** The parties agree as follows:

a. Each of the parties hereto will maintain equipment and personnel for the suppression and control of fires and other emergencies defined within the purpose of this document within its own jurisdiction and areas.

b. Each of the parties hereto desire to augment the fire protection available and emergency response capability in their various establishments, districts, agencies, and municipalities in the event of large fires and other emergencies that tax the capabilities of the individual department.

c. The lands or districts of the parties hereto are within the boundaries of Beaufort County, SC so that mutual assistance in an emergency is deemed feasible.

d. It is the policy of the Department of the Navy and of the municipalities or other districts and of their governing bodies to conclude such agreements wherever practicable.

e. It is mutually deemed sound, desirable, practicable, and beneficial for the parties to this agreement to render assistance to one another in accordance with these terms.

#### 4. RESPONSIBILITIES

a. Whenever it is deemed advisable by the senior officer of a fire department belonging to a party to this agreement, or by the designated Incident Commander of any such fire department actually present at any emergency incident, to request emergency incident mitigation assistance under the terms of this agreement, she/he is authorized to do so, and the shift supervisor or Battalion Chief on duty of the fire department receiving the request shall forthwith take the following actions:

(1) Immediately determine if apparatus and personnel can be released to respond to the incident.

(2) Dispatch such apparatus and personnel as requested, based on availability, with complete instructions as to the mission, in accordance with the terms of this agreement. The Commanding General of MCRD Parris Island and Commanding Officer of MCAS Beaufort delegate response authority under this agreement to the senior officer of the Structural Fire Department on a given shift in order to facilitate timely response.

b. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance should immediately inform the requesting service if, for any reason, assistance cannot be rendered.

c. Each Party to this agreement waives all claims against the other party or parties for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of this agreement.

(1) All services performed under this agreement shall be rendered without reimbursement of either party or parties.

(2) Direct expenses and losses which are additional firefighting cost over and above normal operating costs incurred while fighting a fire on property which is under the jurisdiction of the United States may be reimbursed in accordance with the Federal Fire Prevention and Control Act of 1974 (Public Law No. 93-498, 15 U.S.C. 2201 et seq.) and its implementing regulations (44,C.F.R. 151).

(3) Worker's compensation insurance shall be provided by the sending agency and will not be the responsibility of the receiving agency.

d. In connection with this mutual aid assistance agreement any service performed by Active Duty Military personnel or employees of the United States shall constitute service rendered in the line of duty. The performance of such service by any other individual shall not constitute such individual as an officer or employee of the United States.

e. The designated Incident Commander of the fire department of the requesting service shall assume full charge of the operations, but if he specifically requests a senior officer of a fire department furnishing assistance to assume command, he shall not, by relinquishing command, be relieved of his responsibility for the operations.

(1) The apparatus, personnel, and equipment of the agency rendering assistance shall be under the immediate supervision of and shall be the immediate responsibility of the Incident Commander of the fire department requesting assistance.

(2) In the event a senior officer requests a fire department response, not to the scene of an emergency but to stand by at a fire station or other location, the senior officer of the receiving agency shall assume responsibility for the resources of the rendering agency.

f. The chief fire officers and personnel of the fire departments of all parties to this agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization tours consistent with the local security requirements and, as feasible, to jointly conduct pre-fire planning inspections and drills.

g. The technical heads of the fire departments of the parties to this agreement are authorized to meet and draft any detailed plans and procedures of operation necessary to effectively implement this agreement. Such plans and procedures of operations shall become effective upon ratification by the signatory parties.

##### **5. MODIFICATIONS OR TERMINATION**

a. Modification. Any party may request a modification to this Agreement by submitting written notification to the other parties, at least 90 days in advance of the proposed modification date.

b. Termination. This Agreement will be automatically terminated if any of the activities is disestablished, relocated to another geographical area, when directed by higher authority, or when replaced by a new agreement. This agreement shall remain in full force and effect until cancelled by mutual agreement of the parties hereto or by written notice by one party to the other parties, giving thirty (30) days notice of said cancellation.

6. EFFECTIVE DATE This Agreement is effective upon final signature and will remain in effect unless modified or cancelled. This Agreement once signed/approved supersedes any previous agreement.

7. SIGNATURES

\_\_\_\_\_  
R. L. GRABOWSKI, COL, USMC  
Chief of Staff  
USMC, MCRD  
Parris Island SC

\_\_\_\_\_  
B. C. MURTHA, COL, USMC  
Commanding Officer  
Marine Corps Air Station  
Beaufort SC

\_\_\_\_\_  
Mr. Charles V. Henry  
Commission Chairman  
Daufuskie Island Fire District SC

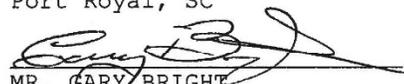
\_\_\_\_\_  
MR. BILLY KEYSERLING  
Mayor  
City of Beaufort, SC

  
MR. WAYNE BLANKENSHIP  
Commission Chairman  
Sheldon Township Fire District SC

\_\_\_\_\_  
MR. DREW LAUGHLIN  
Town Manager  
Hilton Head Island, SC

\_\_\_\_\_  
MS. LISA SULKA  
Commission Chairman  
Bluffton Township Fire District SC

  
MR. DAVID TOWNSEND  
Commission Chairman  
Lady's Island St. Helena  
Fire District SC

\_\_\_\_\_  
MR. SAMUEL MURRAY  
Mayor  
Port Royal, SC  
  
MR. GARY BRIGHT  
Commission Chairman  
Burton Fire District SC

\_\_\_\_\_  
MR. L. F. MIKE PEPIN  
Commission Chairman  
Fripp Island Fire  
Department SC

Policy # O 18 ICS	Related Policies: All operational Polices and Tactical Guidelines
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA: 29 CFR 1910.120 (q)
	NFPA Standard: 1500 Ch. 8, 1561
Date Implemented: 7/24/2017	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**POLICY:** It is the policy of the fire department to implement, follow and comply with the National Incident Management System (NIMS) Incident Command System (ICS) as specified in Presidential Homeland Security Directives 5, 7, and 8, and to use ICS at all emergency incidents and such non-emergency events as appropriate. It is further the policy of the fire department to comply with NFPA 1500 and 1561 to the extent these standards interpret and apply NIMS ICS in a fire service specific application.

**PURPOSE:** The Fire Department responds to a wide range of emergency incidents. In order to effectively manage personnel and resources and to provide for the safety and welfare of personnel, the fire department will operate within the Incident Command System at the incident scene. This procedure identifies the Standard Operating Procedures to be employed in establishing Command components of the Incident Command System and applicable components of the National Incident Management System (NIMS) on a day to day basis in this department.

## I. TRAINING

To implement NIMS ICS, the following minimum training requirements shall be adhered to:

- All personnel within the department shall be trained to IS 100, Introduction to ICS, and IS 700, National Incident Management System, An Introduction, or equivalent SCFA 2147. In addition to IS 100 and 700, all supervisory personnel (anyone above the rank of firefighter), shall be trained to IS 200, Basic ICS, IS-300.
- In addition to 100, 200, 700 and 800, all chief officers shall be trained to IS 300, Intermediate ICS, and IS 400, Advanced ICS.

## **II. OPERATIONS USE OF ICS**

### **1. ESTABLISHING COMMAND**

- a. The first fire department member or unit to arrive on scene shall assume command of the incident.
- b. The initial IC shall remain in command until Command is transferred or the incident is stabilized and Command is terminated.

### **2. RADIO DESIGNATION**

- a. The radio designation "Command" will be used along with the occupancy or address of the incident (i.e. "Main Street Command", "Highway Command"). This designation will not change throughout the duration of the incident.
- b. The designation of "Command" will remain with the officer currently in command of the incident throughout the event.
- c. The designation Command shall not be used by any other position, officer or function.
- d. All radio communication will refer to individual by name and rank, except when the individual is assigned or accepts an ICS functional position. (I.E. IC, accountability, Operations Officer) IC may assign teams to functional ICS positions during operations and refer to them by their assignments. (I.E. Attack, Ventilation, Search) During incidents which require personnel accountability reports (PAR), the IC or designee may communicate with active teams using assigned team numbers.

**3. COMMAND OPTIONS: The steps taken by the initial IC will depend upon the situation.**

**a. Command Mode**

- i.** If the initial IC is a chief officer, or circumstances otherwise allow, the initial IC should establish a stationary Command Post from which the function of command may be exercised priority. When possible this position shall be inside a command vehicle.
- ii.** If an initial arriving company officer assumes a Command Mode, the following options are available with regards to the assignment of the remaining crew members.
  - Designate senior member to serve as acting officer of the company.
  - Assign the crew members to perform staff functions to assist the IC, including safety, recon, radio communications; accountability, help with tactical worksheet tracking, etc.
  - Assign company personnel to another company. This creates a larger work group with an officer. Such an assignment must be acknowledged by both the original officer (IC) and the receiving officer. Appropriate changes to the accountability system shall be made.

**b. INVESTIGATIVE MODE (Nothing Showing)**

- i.** Under this option the IC is mobile utilizing a portable radio to communicate with dispatch and other resources. The company officer will remain with the company moving around and evaluating conditions while looking for the incident problem.
- ii.** Upon the arrival of a supervising chief officer, the chief officer will assume command and will use the Command Mode.

**c. FAST ATTACK MODE**

- i.** Under this option, the initial IC becomes immediately engaged in tactical operations and unable to effectively command the incident beyond supervising the initial operations of his/her crew.

- ii. In fast attack mode, the initial IC must initiate and continue command until an additional arriving officer (company officer or command officer arrives) arrives on scene and assumes command.
- iii. The Fast-Attack mode should not last more than a few minutes and will end when:
  - Situation is stabilized.
  - Command is transferred from the fast attack company officer IC to a later arriving command officer.
  - The fast attack company officer IC moves to an exterior (stationary) command position and initiates the Command mode.
- iv. Upon the arrival of a supervising chief officer, the chief officer will assume command, and will use the Command Mode.

#### **4. MANAGING SPAN OF CONTROL**

- a. As resources arrive on scene, it is the responsibility of the IC to assign and deploy them to meet the needs of the incident.
- b. Where companies or crews on the initial alarm deploy according to SOP/SOG, the company officer should inform the IC of the location to which they have deployed and their intended function.

Example: Command, this is Engine 2, we are laying lines and will supply the standpipe on Side Bravo.

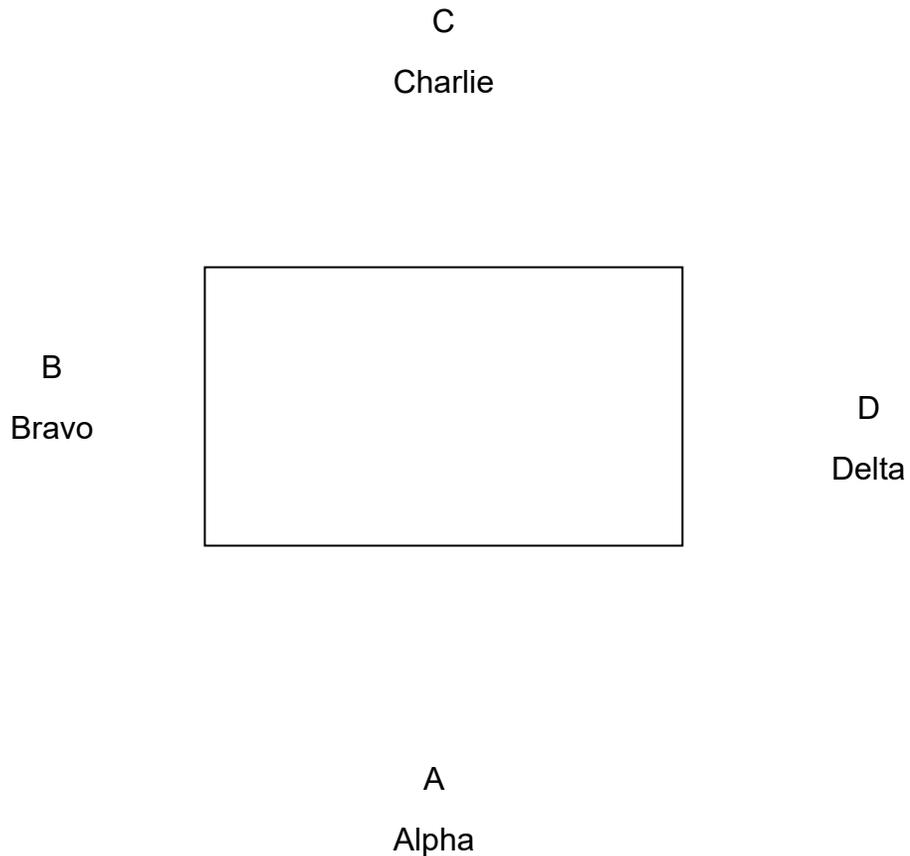
- c. The IC should anticipate resource demands, and the impact those demands will have upon span of control.
- d. To manage an effective span of control the IC should divide the incident into manageable units so that at any given time he/she has no more than five, up to a maximum of seven individual resources/persons reporting to him/her.
- e. Divisions are a method of dividing up an incident scene based upon geographic location. For example, Roof Division, Side Alpha Division, North Division, Tenth Floor Division, are examples of geographic divisions. Division Supervisors are responsible for all tactical operations in their assigned geographic area.

- f. Groups are a method for dividing up responsibilities on an incident scene based upon the function being performed. For example, Ventilation Group, Search and Rescue Group, Water Supply group are all examples of functional groups. Group Supervisors are responsible for carrying out their designated function.
- g. Many jurisdictions use the term sector to refer to either a Division or Group. All firefighters should be capable of seamlessly functioning in an operational environment that uses the term sector rather than group or division.
- h. As Divisions and Groups are implemented, Command is able to disengage from tactics and focus attention at the strategic level, determining the overall strategy, IAP, and resource management to deal with the incident.
- i. Each of the Division or Group Supervisors is responsible for the tactical deployment of the resources assigned to his/her Division or Group, and must communicate resource needs and progress back to Command so as to ensure that command shares a common operating picture.
- j. At a major incident when the number of Divisions and Groups exceeds the span of control that the Incident Commander/Operations Section Chief can effectively manage, it may become necessary to establish Branches. Each Branch would then become responsible for several Divisions and/or Groups, thereby reducing the IC or Operations Section Chief's span of control.
- k. Utilizing Division and Groups provides the following advantages:
  - Reduces the IC's span of control – by dividing the incident scene into more manageable units, lessening the likelihood the IC will become overwhelmed.
  - Results in more effective incident scene communications – requires the IC to exchange information with fewer individuals (Division/Group Supervisors) who in turn directly supervise companies and crews. Because Division/Group Supervisors can communicate face-to-face with companies operating in their area, overall radio traffic is reduced.
  - Provides a standard and logical methodology to divide large geographical incidents into manageable units.
  - Allows the IC to concentrate on big picture strategy knowing that tactical matters are being addressed.
  - Improves firefighter safety – allows each Division/Group Supervisor to maintain accountability over the assigned companies, minimizing the risk of freelancing.

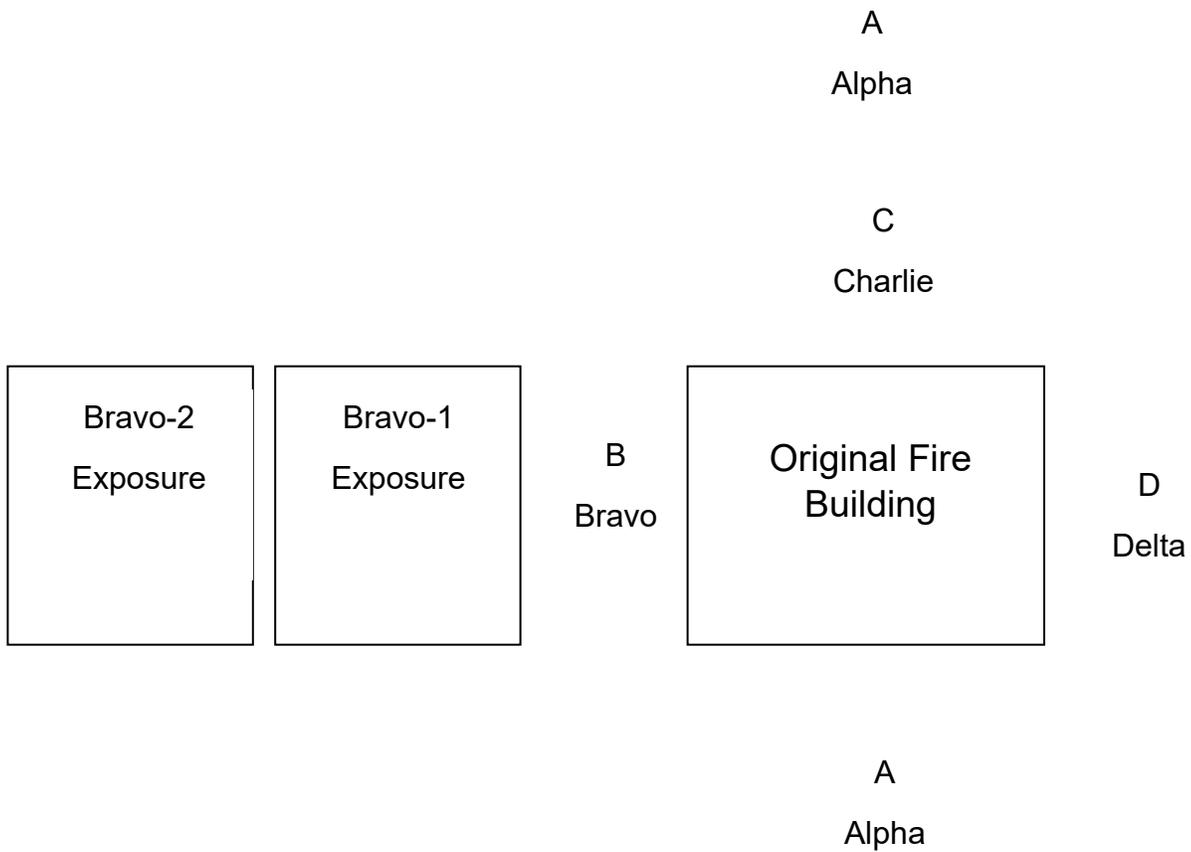
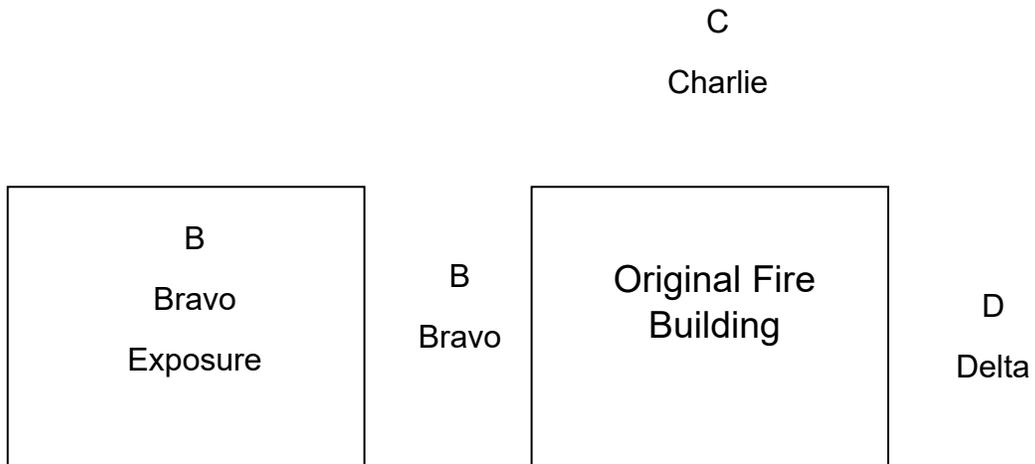
- Division/Group Supervisors can focus their attention narrowly on assigned areas and are in a position to recognize hazards and move personnel/change tactics based on incident conditions.

### III. SCENE ORGANIZATION

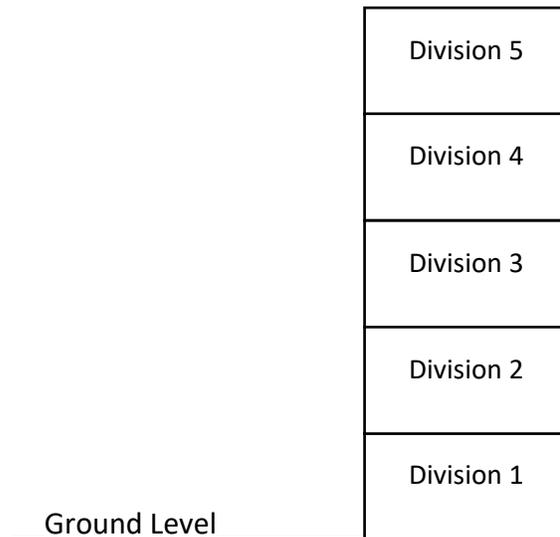
1. The following designations for the sides of buildings shall be utilized at fires or other incidents:
  - a. The sides of a building shall be lettered, starting with the front or street side of a building, and going in a clockwise direction as A, B, C, and D.



- b. Exposure designation shall correspond to the sides of the fire building. Where designations are required multiple exposures, they shall be numbered starting with the first building and moving outward.



- c. In multi-story buildings, the following terminology will be used to delineate the floor the companies are working on.



- 2. Many jurisdictions use numerical designations for sides, starting with Side 1 for the street side, and going clockwise around the building. All firefighters should be capable of seamlessly functioning in an operational environment that uses numerical side designations rather than alphabetic designations.

#### **IV. TERMINATING COMMAND**

- 1. Command shall be terminated upon the conclusion of the incident and departure of the last resource.
- 2. Dispatch shall be notified when Command is terminated

#### **V. OTHER**

As incidents increase in scope and magnitude, additional components of ICS will need to be implemented, including the activation of Emergency Operations Centers, Multi-Agency Coordination, Area Command, and a host of major incident activities.

Policy # O 19 Accountability	Related Policies: O 1 ICS
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA: SC 1976 Code Section 41-15-210
	NFPA Standard: 1500; 1561
Date Implemented: July 24 <sup>th</sup> , 2017	Review Date: 2.1.2020 Implementing Officer: Chief Reece Bertholf Reviewing Officer: DC Tim Ogden

**General**

To establish written standard operating procedures for a personnel accountability system that provides for the tracking and inventory of all members operating at an emergency incident guided by NFPA 1500 and NFPA 1561.

**Scope**

The accountability procedures shall be used by all members of the fire department when responding to emergency incidents.

**Definitions**

**Company:** an engine company, ladder company, water tanker/tender, hose company, brush or wildland company, rescue (heavy rescue or squad) company or emergency medical services (EMS) unit, or personnel assigned to a crew without an apparatus.

**Company officer:** the officer, acting officer, or senior member in charge of a company.

**Unit:** a piece of apparatus or a fire department functional responsibility to which personnel are assigned. A unit includes companies, but also includes chief officers, fire prevention personnel, safety officers, members assigned to the training division, staff officers, etc.

**Working structure fire:** a fire in a structure that requires the use of a 1 ½" or larger fire attack hose line and also requires the use of SCBA for members entering the hazardous area.

**Passport Accountability System:** The Passport Accountability System® is designed for the accountability, safety and location of all personnel within an incident perimeter when used accordingly. For the purposes of this document and department it may also be called: accountability, accountability system or personnel accountability system.

## Procedures

### 1. **Accountability**

a. The Passport Accountability System shall be used at all incidents where an IDLH environment exists or has the potential to exist and anytime personnel will enter a building, structure, vessel, container, etc. where they could become lost, disoriented, trapped or otherwise unable to exit on their own. The accountability system will also be used anytime a company is working out of the line-of-sight of the Incident Commander or Division/Group Supervisor. Below are some examples of incidents where the personnel accountability system will be used.

- Working structure fires
- HAZMAT incidents
- Acts of terrorism
- Visible or smell of smoke in a structure
- Investigating alarms in large structures
- Rendering mutual aid to jurisdiction(s) with an incompatible or no system of accountability
- Mass casualty incidents
- Natural disasters
- Marine (boat/dock) fires
- Brush fires
- Anytime deemed necessary by incident command

b. It shall be the responsibility of each member of the department to actively participate in the personnel accountability system.

c. ALL personnel, regardless of rank or function, shall maintain a constant awareness of the safety and physical condition of themselves and others, and shall use the chain of command to request help, relief, or reassignment.

d. Members shall comply with and follow personnel accountability system procedures. Failure to comply with these requirements may result in corrective and/or progressive disciplinary actions.

## **2. System Components (Passport Accountability System)**

- a. Team Tag: A Velcro backed 2"x 4" piece of reflective material with numbers or I.C.S. function used to identify teams and personnel checked into the system. Once assigned, team tags are affixed to the rear of the helmet with Velcro. All teams shall consist of at least 2 members.
- b. Name Tags: A Velcro backed plastic tag with the employee's first initial and last name. Each member will be issued at least two (2) name tags. Name tags will be stored on a strip of Velcro under the brim of their helmet.
- c. Passports: A 2"x 4" piece of plastic with Velcro used to identify team members, their team number and assignment. Name tags are placed on the Passports along with the team assignment.
- d. Command Board/Table: A board or table with writing surface and Velcro strips attached. Command, division or group officers use a board or table to secure the passports of assigned teams and keep notes of the incident.
- e. Truck Boards: Truck boards are large boards with Velcro strips used to store the passports and team tags when not in use and serves as a back-up system should the command boards become unworkable.

## **3. Procedure for use of Passport System for accountability**

- a. At shift change, company personnel will check into the accountability system by placing a nametag on the truck board and a nametag on the Passport of the corresponding number. All personnel will then place the appropriate helmet tag (team number) on the back of their helmet. Each radio ID number will be assigned daily during morning roll call. This ID will be identified on each station day board and Battalion vehicle.
- b. Once properly checked-in all companies will place their respective truck board with nametags and Passports on the front bumper of the attack engine unless otherwise noted by command or a manpower/accountability officer.
  - If operating at an incident that spans a large geographical area it is acceptable (once properly checked-in) to leave the truck board with your unit to be retrieved by accountability/manpower personnel.
- c. Off-Duty and Certified Reserve Firefighters will check-in using the same method once an assignment has been given.

- d. Once the incident commander has assigned a manpower staging area and officer, all personnel will report to manpower for checking-in and assignments.
- e. After receiving an assignment, the Passport with nametags must be delivered to the incident commander or division/group supervisor responsible for monitoring the company presenting the Passport.

#### **4. Company Integrity**

- a. Company members may separate into teams of two or more, provided all the following are complied with:
  - All aspects of the “Two-In Two-Out” requirement are met.
  - The members of each team shall remain within visual, voice, or physical contact with each other.
  - The company officer maintains an awareness of the location and condition of all crew members, including those not in his/her immediate location.
  - Each team shall be equipped with at least one portable radio. Intra-company radio communications are prohibited, except between the officer and an apparatus operator who is with the apparatus, or in the event of an emergency.
  - The company officer (crew leader) shall personally confirm the location and condition of all crew members at 10 minute intervals, or less. THIS SHALL NOT BE DONE OVER THE RADIO, but rather in person.
  - Note that the splitting of companies into teams is not an option for companies of less than four personnel.
- b. When operating at fires in large buildings, at rapidly evolving incidents or any incident with an elevated level of risk, incident commanders and company officers and crew members will institute the following accountability practices:
  - All company members must remain together, intact as a crew, under the command and control of the company officer. The ONLY exception shall be in cases where the apparatus operator must remain outside the building with the apparatus.
  - All members shall remain within visual, voice, or physical contact with each other.

- Under appropriate circumstances, the incident commander may split up or combine tactical units to accomplish specific missions, in which case these reassignments shall be noted at the command post.
  - Members may not, for any reason, enter or exit the building alone, or in teams smaller than their entire company. This includes sending an individual member or members to obtain additional equipment, going to rehab, replacing SCBA cylinders, obtaining spare SCBA cylinders, etc.
  - Company officers are strictly responsible for the complete enforcement of this requirement.
- c. All members assigned to a company shall arrive and operate at the scene of an emergency as a company under the command of a company officer. Company members shall remain together, intact as a unit, to the greatest extent possible.
  - d. Unless ordered to do otherwise by their company officer, firefighters shall remain with, and under, the supervision of their company officer.
  - e. Company officers shall maintain an ongoing awareness of the location and condition of all company members under their command, and shall be responsible for their safety and their actions.
  - f. In the event that company members must separate for any reason (excluding the pump operator, or members engaged in tasks which require them to remain entirely outside of, and away from, the fire building or hazardous area), members shall operate in teams of two or more. Company officers are strictly accountable for knowing the location and condition of all company members even when separated from the company officer.
  - g. Maintaining company integrity shall be the direct responsibility of the company officer.

## **5. Incident Scene Accountability**

- a. The incident commander shall maintain an awareness of the location and function of all companies and units operating at the scene of the incident.
- b. The first arriving company officer at an incident shall be the initial incident commander, in accordance with the Incident Command System. All arriving companies and units shall be deployed by the incident commander, with the exception of the first arriving companies who may deploy themselves in accordance with standard operating procedures unless otherwise directed. A first arriving company deploying themselves shall inform the in-route companies of their location and intended function.

- c. Once deployed, companies and units shall not change location or function without informing the incident commander. This will allow the incident commander to know with some degree of accuracy, where each company or unit is operating and what function is being performed.
- d. Where division/group supervisors are appointed, all companies and units assigned by command to a given division/group shall report to the appropriate division/group supervisor. The division/group supervisor shall maintain an awareness of the location and function of each company and unit assigned to the division/group, and shall directly supervise and account for the companies and units operating in that division/group.
- e. The incident commander and members who are assigned a supervisory responsibility for a tactical level management component that involves multiple companies or units under their command shall have assigned a member or members to facilitate the ongoing tracking and accountability of assigned companies and units.
- f. Depending upon the size, complexity, or needs of an incident, the incident commander may assign additional officers to assist command or division/group supervisors with accountability.

## **6. Command Level Accountability Procedures**

- a. At all incidents that proceed beyond the investigation mode, the incident commander shall document the location and assignment of all companies and units on scene using the Passport Accountability System.
- b. The IC shall utilize the accountability system, clipboards, command boards, charts, maps, floorplans and software as may be available and appropriate to track the required information, units and companies.
- c. At any given moment that IC shall be responsible to know the location and function being performed by all companies and units on the scene. The IC shall assign additional personnel to assist with this task as needs may dictate.

## **7. Personnel Accountability Report (PAR)**

- a. A Personnel Accountability Report (or "PAR") is a roll call of personnel and companies operating at an emergency scene conducted to ensure that all personnel are safe and accounted for.
- b. A PAR will be initiated by the incident commander for the following situations:
  - Any evacuation of a structure or portion of a structure

- Any Mayday report
  - Any report of missing or trapped firefighters
  - Any change from offensive to defensive mode of attack
  - Any significant event at an incident such as a flashover, backdraft, or collapse
  - At a working structure fire being fought in the offensive mode, at 20 minutes elapsed time from arrival on scene, and every 20 minutes thereafter until defensive operations commence or until discontinued
  - Any time ordered by the incident commander or the incident safety officer
- c. Upon hearing the radio announcement notification for a PAR, all division/group supervisors, company officers, and command personnel shall immediately account for the location and safety of personnel and companies assigned to their responsibility. This accounting shall take place in person via face-to-face communications, and shall not be conducted over the radio under any circumstances.
- d. After a fifteen second pause to allow officers to account for their personnel, the incident commander shall begin calling companies and units over the radio to ascertain their PAR status. Where division/group supervisors have been assigned, the IC shall begin calling division/group supervisors who will indicate the companies accounted for in their division or group, and thereafter the IC will call any remaining companies and units to ascertain their PAR status.
- e. Officers or companies whose personnel are safe and accounted for shall inform the IC that they have "PAR". Officers or companies whose personnel are not accounted for shall notify the IC that they "DO NOT HAVE PAR" and provide the identify and last known location of the member or members who are not accounted for.
- f. The IC will continue with the PAR roll call until all companies have been called. Upon completion of the PAR the IC will take immediate steps to account for any missing members, including deployment of the Rapid Intervention Team.
- g. In lieu of the IC conducting the PAR roll call, the IC may assign that responsibility to the safety officer or other command level assistant. If the IC does not conduct the PAR any missing members or companies that DO NOT HAVE PAR must be reported to the IC immediately.
- h. In the event that all units do not report PAR, the incident commander shall take immediate steps to account for the missing members, including deployment of the Rapid Intervention Team.

Policy # O 20 Personal Protective Equipment	Related Policies: O 1, O2
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard: 1971
Date Implemented: July 24 <sup>th</sup> , 2017	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**POLICY:** The fire department has determined that personnel operating at structure fires, vehicle fires, vehicle crashes involving extrication, and similar types of emergencies are exposed to hazards that necessitate the use of structural firefighting personal protective equipment that meets the requirements of NFPA 1971 (\*at time of manufacture) . It is the policy of the fire department to provide each member with protective clothing and protective equipment that is designed to provide protection from the hazards to which the member is likely to be exposed and is suitable for the tasks that the member is expected to perform.

**PURPOSE:** To establish a procedure for the inspection, case, use and maintenance of personal protective equipment.

**I. WEARING OF PERSONAL PROTECTIVE EQUIPMENT**

**Fire Suppression and Training**

1. All personnel shall be issued an NFPA 1971 compliant (\*at time of manufacture) protective ensemble.
2. Personnel shall utilize and wear their assigned protective ensemble at all times when exposed to the hazards of structural firefighting, vehicle fires, vehicle extrications, and at

any other time when the protection afforded by such protective clothing is necessary to prevent injury or exposure during response or training. The ensemble shall include a protective helmet, protective coat, protective trousers, protective gloves, protective footwear, and protective hood, all of which meet NFPA 1971 (\*at time of manufacture).

3. While engaged in structural firefighting, no member shall wear any item of personal protective equipment that does not comply with NFPA 1971. Company officers shall be responsible for forcing this provision. Members who respond off duty without PPE will only be allowed to participate in a non-hazardous support function.
4. PPE shall not be modified or altered in any way, except in accordance with the manufacturer's instructions. Specifically, members are prohibited from using any protective coat and/or protective trousers without the moisture barrier and the thermal barrier intact. Injury is imminent without the protection of both barriers in addition to the outer shell.
5. Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.
6. All members shall wear protective gloves whenever handling hose, including whenever packing or rolling hose.

#### **Vehicle Accident**

1. Minimum protective clothing for vehicle accidents consists of a helmet and reflective vest along with body substance isolation (BSI) for patient contact. Initially there must be at least 1, preferably 2 or more personnel, in full bunker gear with SCBA to check for hazards. If there is entrapment all personnel operating in the hazard zone must wear full bunker gear.

#### **Hazardous Materials Incident**

1. For initial response to a hazmat incident personnel will wear full bunker gear and SCBA. After the initial response, the Incident Commander will dictate PPE based on product identification and mitigation procedures.

#### **Medical Call**

1. Minimum protective clothing for all medical calls shall consist of the appropriate body substance isolation (BSI) and a reflective vest. If near a roadway or in a parking lot a helmet and vest are to be worn.

## II. INSPECTION OF PROTECTIVE CLOTHING

### 1. Routine Inspection

- a. Routine inspection is the responsibility of each member of the fire department who has been issued personal protective clothing.
- b. Routine inspection must be performed daily, after each use and after each exposure to an event that could result in damage.

Protective coats and pants should be inspected for the following:

- Soiling
  - Contamination
  - Physical damage
    - Rips, tears and cuts
    - Damaged or missing hardware and closures
    - Thermal damage
    - Damaged or missing trim
  - Seams becoming un-sewn and missing or broken stitches
  - Correct assembly of shell, liner and Drag Rescue Device (DRD)
- c. Drag Rescue Devices should be inspected for the following:
    - Installation in coat
    - Soiling
    - Contamination
    - Physical damage
      - Cuts, tears, punctures, cracking or splitting
      - Thermal damage
      - Seams becoming un-sewn and missing or broken stitches

d. Hoods should be inspected for the following:

- Soiling
- Contamination
- Physical damage
  - Rips, tears and cuts
  - Thermal damage
  - Stretching or elongation of the face opening
  - Seams becoming un-sewn and missing or broken stitches

e. Helmets should be inspected for the following:

- Soiling
- Contamination
- Physical damage to the shell
  - Cracks, crazing, dents and abrasion
  - Thermal damage
- Physical damage to the earflaps
  - Rips, tears and cuts
  - Thermal damage
- Damaged or missing components of the suspension and retention systems
- Damage or missing components of the face shield or goggles
- Damaged or missing reflective trim
- Seams becoming un-sewn and missing or broken stitches

f. Gloves should be inspected for the following:

- Soiling
- Contamination

- Physical damage
  - Rips, tears and cuts
  - Thermal damage
- Inverted liner
- Shrinkage
- Loss of flexibility and/or loss of elasticity of the wristlet
- Seams becoming un-sewn and missing or broken stitches

**g.** Boots should be inspected for the following:

- Soiling
- Contamination
- Physical damage
  - Cuts, tears and punctures
  - Thermal damage
- Exposed or deformed steel toe, steel mid-sole or shank
- Loss of water resistance
- Closure damage or not functioning
- Seams becoming un-sewn and missing or broken stitches

**h.** Additionally, interface components should be inspected to ensure that they continue to provide proper interface.

**i.** The Inspection shall be conducted in accordance with the manufacturer's recommendations for the conduct of routine inspections. The manufacturer's recommendations will be found with the materials that accompany the item when purchased.

- j. Members who suspect that a problem exists should inform their Battalion Chief to request an advanced inspection.

## **2. Advanced Inspection and Complete Liner Inspection**

- a. Advanced inspections will be conducted at a minimum of every 12 months, or whenever routine inspections indicate that a problem exists. A complete liner inspection will be performed along with the advanced inspection on all structural firefighting coats and pants that have been in service for three years or more.
- b. The Fire Department has trained designated personnel to provide advanced inspection. Annual advanced inspection will be coordinated by PPE Oversight Officer. Each member of the fire department who has been issued personal protective clothing will be notified of the date, time and location of the advanced inspection. All members must submit all personal protective clothing issued to them for inspection. Members who cannot submit their issue of personal protective clothing at the noted date, time and location must notify their Battalion Chief in advance and request rescheduling.

## **III. CLEANING**

### **A. Routine Cleaning**

1. Structural firefighting PPE shall be cleaned after every exposure to contaminants.
2. Routine cleaning is the responsibility of each member of the fire department who has been issued personal protective clothing. It is a light cleaning performed by the member without the elements being taken out of service.
3. Routine cleaning must be performed after each use and immediately after termination of an incident to remove surface contaminants before they set in.
4. Personal protective clothing should be cleaned as follows if the ensemble must remain in service for the remainder of a shift post exposure.
  - a. Locate and read the manufacturer's label for instructions on cleaning and drying
  - b. Brush off dry debris
  - c. Rinse off other debris with a garden hose

- d. High velocity water jets shall not be used
  - e. Gently brush with a soft bristle brush when necessary and rinse again
5. If further cleaning is necessary, the following utility sink procedure should be used:
- a. Protective gloves and safety glasses must be worn
  - b. Pre-treat heavily soiled areas or spots with soap that meets manufacturer's recommendations
  - c. Do not use chlorine bleach
  - d. Use warm water that does not exceed 40° C (105° F)
  - e. Gently brush with a soft bristle brush
  - f. Rinse thoroughly
  - g. Air dry by hanging
  - h. Do not dry in the sun (sunlight degrades the outer shell material)
  - i. Inspect for cleanliness
6. If the above cleaning procedures have not rendered the element clean enough for service, the element must be taken out of service and subjected to an advanced cleaning.

## **B. Advanced Cleaning**

1. Advanced cleaning will be conducted after every use in a structure fire or other severe exposure to carcinogens or the byproducts of combustion, or whenever personal protective clothing is soiled to the extent that soil cannot be sufficiently removed by routine cleaning. Advanced cleaning is a thorough cleaning that requires personal protective clothing to be taken out of service.
2. Advanced cleaning procedures are based on each protective clothing element's manufacturer's care instructions. Therefore, they must be updated by the Safety Officer whenever new personal protective clothing is purchased.

- 3.** The following guidelines should be used by members to determine if personal protective clothing is soiled to the extent that advanced cleaning is necessary:
  - a.** Use in operating at a structure fire that results in contamination
  - b.** Obvious odor that cannot be removed with routine cleaning or indicates contamination (diesel fuel for example)
  - c.** Visible soil that cannot be sufficiently removed with routine cleaning
  - d.** Known exposure to hazardous chemicals
  - e.** Known exposure to bio-hazards
  - f.** At the time of advanced inspection, personal protective clothing has not been subjected to an advanced cleaning in the preceding 12 months
  
- 4.** Advanced cleaning shall be conducted by members in stations with washer-extractors who have been trained to perform advanced cleaning.
  
- 5.** Annual advanced cleaning will be conducted at the time of advanced inspection unless, during the course of duty, elements become soiled to the extent that an advanced cleaning is necessary.
  
- 6.** All members must submit all personal protective clothing issued to them for advanced cleaning or advanced cleaning and inspection. Annual advanced cleaning or advanced cleaning and inspection is conducted during off-duty hours. Therefore, members who are on duty on their scheduled date or on any of the days following their scheduled date must notify the Safety Officer in advance and request rescheduling.
  
- 7.** The following procedures must be used for advanced cleaning of protective coats and pants:
  - a.** Prepare washer-extractor in accordance with posted guidelines.

- 8. Prepare garments for laundering:**
  - a.** Remove all items from pockets
  - b.** Separate the liner from the shell
  - c.** Remove the DRD from the coat
  - d.** Pre-treat heavily soiled areas or spots with soap that meets manufacturer's recommendations
  - e.** Do not use chlorine bleach
  - f.** Secure all closures, pocket flaps, collars, hardware, etc.
  - g.** Create wash loads of like components. For example, all shells or all liners
  - h.** DRD's may be washed with retired liners to make up a full wash load
  
- 9. Load washer-extractor with wash load created from like components:**
  - a.** Wash load must not exceed weight capacity of machine
  - b.** Select appropriate wash cycle from the program guide posted on washer-extractor door
  - c.** Add cleaning product into the detergent compartment
  - d.** Do not exceed level of measurement recommended by detergent guide posted on washer-extractor door
  
- 10. After wash cycle has completed, remove garments for drying:**
  - a.** Air dry by hanging
  - b.** Do not dry in the sun
  
- 11. After coats and pants are dry, proceed with advanced inspection**
  
- 12. Hoods may be washed with coat and pant liners**

**13. Prepare helmet for cleaning:**

- a.** Protective gloves and safety glasses must be worn
- b.** Disassemble helmet components

**14. To clean the helmet shell:**

- a.** Fill utility sink with warm water and the appropriate amount of cleaning solution per manufacturer's recommendation
- b.** Use a sponge to wipe off contaminants and soil from helmet shell
- c.** Rinse with clean water
- d.** Dry shell with soft towel or air dry at room temperature

**15. To clean helmet components:**

- a.** Fill utility sink with warm water and the appropriate amount of cleaning solution per manufacturer's recommendation
- b.** Immerse brow pad, ratchet pad and ear covers into sink and hand wash
- c.** Rinse with clean water
- d.** Air dry by hanging
- e.** Do not dry in the sun

**16. To clean face shield or goggles**

- a.** Fill utility sink with warm water and the appropriate amount of cleaning solution per manufacturer's recommendation
- b.** Immerse face shield and clean with sponge
- c.** Rinse with clean water
- d.** Dry with soft towel

**17. The following procedures must be used for advanced cleaning of gloves:**

- a. Do not machine wash
- b. Fill utility sink with warm water and the appropriate amount of cleaning solution per manufacturer's recommendation
- c. Gently scrub gloves with a soft bristle brush
- d. Rinse with clean water
- e. Air dry by hanging
- f. Do not dry in the sun

**18.** The following procedure must be used for advanced cleaning of boots:

- a. Do not machine wash
- b. Fill utility sink with warm water and the appropriate amount of cleaning solution per manufacturer's recommendation
- c. Gently scrub boots with a soft bristle brush
- d. Rinse with clean water
- e. Dry with soft towel or air dry at room temperature
- f. Do not dry in the sun

#### **IV. REPAIRS**

1. All repairs to PPE shall be performed in a manner consistent with the manufacturer's recommendations and NFPA 1851, using like materials and components that are compliant with NFPA 1971.
2. Basic repairs that may be accomplished by designated trained personnel include:
  - a. Limited protective coat and pants repairs, performed in the same manner and with like construction of the manufacturer
  - b. Patching of minor tears, char marks, ember burns and abraded areas in outer shells and thermal liners

- c. Replacement hardware, except positive closure systems on outer shells
  - d. Removal and replacement of visibility markings
  - e. Re-stitching seams less than 1"
  - f. Closing liner systems after complete liner inspection
  - g. Helmet repair and component replacement, in accordance with manufacturer's instructions
  - h. Glove repair, in accordance with manufacturer's instructions
  - i. Footwear repairs, in accordance with manufacturer's instructions
3. Members who suspect that a problem exists should inform their Battalion Chief to request an advanced inspection.
  4. Before any repair work is performed, elements that fall within the guidelines for determining whether personal protective clothing should be cleaned.
  5. Basic repairs as defined by NFPA 1851, 2008 edition may be performed by designated personnel who have been trained to perform basic repairs. The Deputy Chief along with the departments trained repair personnel shall determine when repairs of any complexity, including those defined as basic repairs, exceed the repair proficiency of the fire department's trained personnel.
  6. Advanced repairs of protective coats and pants, and repairs that exceed the proficiency of the fire department's trained personnel, must only be performed by the original element manufacturer or a Verified Independent Service Provider (ISP).

## **V. MISCELLANEOUS**

1. Members are prohibited from wearing or bringing any item of protective clothing into the living quarters of any station for any reason. The reason for this is to prevent accidental or unintentional contamination of station living quarters, including sitting rooms, kitchens, dormitories and officer's rooms.
2. While on duty, members shall not wear any clothing that is unsafe due to poor thermal stability. This includes polyester, nylon and similar synthetic fabrics that are prone to melting or igniting.
3. Personnel with protective coats equipped with protective resilient wristlets secured through a thumb opening shall be permitted to use gloves of the gauntlet type for use with these

protective coats. Personnel with protective coats that do not provide such wristlets must utilize gloves of the wristlet type or other interface component recommended by the manufacturer for use with these protective coats.

4. There shall be at least a 2 inch overlap of all layers of the protective coat and the protective trousers to ensure there is not a gap in the total thermal protection when the protective garments are worn. The overlap shall be measured with the garments on the member, without SCBA, in both of the following positions:
  - a. **Position A**—standing, hands together reaching overhead as high as possible
  - b. **Position B** — standing, hands together reaching overhead, with body bent forward at a 90-degree angle, to the side (either left or right), and to the back.
  
5. Any PPE that meets the following shall be retired from service and destroyed or rendered unusable.
  - a. Physical damage that cannot be repaired
  - b. Physical damage that cannot be economically repaired
  - c. Physical damage arising from exposure to excessive heat beyond the conditions which personal protective clothing were designed to withstand
  - d. Contaminated to the extent that it cannot be safely decontaminated
  - e. Contaminated to the extent that it cannot be economically decontaminated
  - f. Significant change in department specification
  - g. Does not meet past or current NFPA standards

Policy # O 21 SCBA	Related Policies: FIT Testing; O 3 PPE
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:.
	OSHA:
	NFPA Standard:
Date Implemented: July 24 <sup>th</sup> , 2017	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**General:**

Self-Contained Breathing Apparatus or SCBA's are used to provide protection to the face, eyes, and respiratory system of the user. SCBA's are to be used by all properly trained personnel in any Immediately Dangerous to Life and Health (IDLH) environment. Or where smoke, chemicals, toxic gasses, or any other hazardous respiratory environment exist or is believed to exist.

**Policy:**

In order to achieve proper protection from a SCBA, the procedures and precautions listed below must be followed:

1. The use of SCBA's by personnel that have not successfully completed the Basic Firefighter course through the South Carolina Fire Academy is prohibited.
2. Personnel in training may don a SCBA (during training) in known clean air environments with the supervision of an Academy Certified Instructor.
3. All personnel who will use a SCBA must be fit tested prior to use and annually thereafter.

4. The positive pressure SCBA is designed to provide breathing air, under positive pressure, to the user. The purpose is to protect the face, eyes, and respiratory tract from heat, smoke, toxic gases, chemicals, and or oxygen deficient atmospheres present during some incidents. It will not protect the user from toxins that can be absorbed through the skin.
5. The City of Beaufort and Town of Port Royal Fire Department use Scott brand SCBA's that are 4500 psi and rated for 45 minutes of service. This means under average conditions the user will have 45 minutes to enter, work, and exit from a hazardous environment. Depending on work rate and fitness level, among many other variables, the user may consume air at a much faster rate.
6. All personnel on department apparatus will don SCBA when responding to incidents involving the possibility of a respiratory hazard. Some examples are structure fires, vehicle fires, chemical and gas leaks or spills, dumpster fires, confined space rescue, and vehicle accidents.
7. All personnel who may be subjected to any of the hazardous conditions listed above will don a SCBA when ordered, or as conditions require.
8. The SCBA's low air alarm will sound when there is  $\frac{1}{4}$  (25%) or approximately 1,125 psi of breathing air left (under average conditions). When the low air alarm sounds, proceed immediately to a safe area.
9. **Depending on conditions and location  $\frac{1}{4}$  or 1,125 psi may not be enough for you to reach clean air or the exterior of the building. Situational awareness is imperative!**
10. When working in hazardous areas or IDLH environments a minimum of two person teams are required. In a low air situation the team must exit together.
11. Should the SCBA fail during normal operation and no air is supplied, open the emergency by-pass valve. Adjust the air flow to suit your needs, return promptly to the exterior of the structure. If you are unable to reach the exterior initiate a Mayday.
12. Should the above situation occur, and the operation of the emergency by-pass valve fails to supply additional air, or should all the air supply be exhausted, leave the area immediately. If unable to exit initiate a Mayday.
13. If smoke enters the face piece, do not remove the face piece. Open the emergency by-pass valve and the smoke will be forced out of the face piece.

### **Prior to Use:**

1. Prior to use, all personnel must be thoroughly familiar with the design, function, proper use, and limitations of self-contained breathing apparatus. Prior to entering an IDLH atmosphere, all Personnel shall be Fit Tested to ensure a proper fit of the face piece.
2. Personnel must know their limitations. This is accomplished through proper initial training by Academy Certified Instructors, frequent and continuous training, and experience.
3. Personnel who are responsible for the daily inspection of SCBA's shall be alert for any problems or suspected problems that would render the SCBA or any component unfit for use.
4. The daily inspection of SCBA's shall include checks that will identify any part of the SCBA unfit for service. EXAMPLE: Low air pressure, broken or excessively worn parts, erratic behavior, electrical malfunctions, or non-functional components.
5. Any SCBA having or suspected of having any defect, physical or functional, shall be removed from service and entered into ER with the below information.
  - **Where it was removed from**
  - **Who removed it from service**
  - **The date it was removed**
  - **The reason it was removed from service**
6. The shift supervisor shall be notified and the defective SCBA placed at station 4 in the SCBA shop.
7. All SCBA's and spare cylinders shall be completely full and checked daily when placed in service. However, it is the responsibility of the user to be sure that the SCBA cylinder is full before donning.

### **Use:**

1. All personnel operating on an emergency scenes where a respiratory hazard is known to exist, or is believed to exist, shall wear adequate respiratory protection (usually SCBA). This could include the immediate hazard area or any area deemed hazardous by the Incident Commander.
2. When wearing a SCBA, personnel must use all features of the SCBA in the intended fashion. This includes shoulder straps, waist strap, face piece, etc.

3. All personnel should be alert to any changing conditions with regard to respiratory protection and advise the Incident Commander.
4. Any person or team experiencing problems with their SCBA while in a hazardous atmospheres shall advise their team members and the Incident Commander and leave the hazard area immediately. If you cannot make it out of the IDLH a mayday should be used.
5. Although training conditions are conducted under more controlled conditions than actual incidents, all personnel should exercise the same concern for personal safety with regard to the use of SCBA.

**Inspection and Maintenance:**

1. SCBA should be inspected for defects during the morning apparatus check-out and before and after use. Inspect the equipment for worn or aging rubber parts which exhibit cracking, splitting, or brittleness. Also inspect for worn or frayed harness webbing and for other damaged components. If any damage is found, remove the SCBA from service and tag it for repair by authorized personnel.

**Face Piece:**

- a. The face piece should be inspected for pliability and signs of deterioration. Stretching and manipulating the rubber with a massaging action will keep it pliable and prevent it from deforming during storage. All parts should be clean and free of dirt, debris, and soot. Examine the buckles to see that they function properly and are free of excessive corrosion. Check the face piece for leaks. Special attention should be given to the exhalation valve and the joint between the lens and the skirt. Exhalation should be smooth, with no sticking of the exhalation valve.
2. SCBA shall not be worn by a member with any condition which prevents a good face seal.
3. Nothing shall be permitted to enter or pass through the part of the face piece that seals with the member's face regardless of the fit test measurements that can be achieved. This includes facial hair, eyeglass frames, spectacle straps, head coverings, Band-Aids, bandannas, test probes, and communication devices.
4. A beard or facial hair that interferes with the face piece seal is prohibited regardless of the fit test measurement that can be obtained.

5. If eyeglasses must be worn, the member shall use frames that do not pass through the area where the face piece is designed to seal with the face. Nothing shall be allowed to enter or pass through the area where the face piece is designed to seal with the face regardless of the fit test measurements that can be obtained.

**High and Low Pressure Hose:**

- a. Inspect for cuts, abrasions, excessive wear, burn marks, and audible signs of air leaks.

**Regulator:**

- a. Prepare the SCBA for use, don the face piece, and breathe.
  - The regulator should deliver ample quantities of air without fluttering or free flowing.
  - Check for any signs of air leaks and ensure all fittings and connections are tight.
  - Check the emergency bypass for proper operation.
  - Ensure the Heads-Up-Display (HUD) is functioning properly.

**Low Air Alarm:**

- Open the cylinder valve.
- Close the cylinder valve.
- Slowly vent air from the system by opening the emergency by-pass while observing the regulator pressure gauge. The vibra-alert alarm should activate when the gauge reads approximately 1,125 psi.
- Once all the air is released from the lines return the emergency by-pass to the closed position.

**Cylinder Valve:**

- a. Check for leaks and excessive torque. The threads should be clean and free of nicks. Check for signs of cross threading. Ensure locking teeth engage and disengage properly.

**Pressure Gauges:**

- a. Check the air cylinder and regulator gauges for leaks, cracks, excessive scratches in the lenses, and case damage. Check for a loose or bent gauge needles. Ensure the cylinder gage and regulator gage are within 100 psi of each other.

### **Compressed Air Cylinder:**

- a. Check the hydrostatic test date located on the cylinder. The latest test date should be within the last five years. Check for pits and dents in the cylinder. All “in-service” SCBA cylinders must be completely full at all times. The rated pressure must be clearly listed by the manufacturer on all SCBA cylinders. If the cylinder is out of hydro date, it should not be filled up. Place the cylinder out of service in the SCBA room.

### **Back Pack:**

- a. Check the back pack for broken, twisted, or excessively frayed straps. Ensure the buckles are free of rust and function properly. Inspect the stitching for signs of wear or fraying.

### **Cleaning:**

- a. For sanitary reasons, the face piece should be cleaned and disinfected after each use, even if it does not appear dirty.
- b. Follow the guidelines for respirator cleaning and disinfecting, posted in “Deep Sink” rooms.
- c. The regulator, back pack, and cylinder should be wiped free of any dirt or debris. Care should be taken to keep dirt and water out of the regulator openings.

### **Repair:**

- a. All repairs must be performed by an authorized repair person. Defective equipment should be removed from service and immediately reported to your supervisor. Defective units must be tagged in accordance with this policy (number 5 above).

### **Refilling:**

1. Compressed air cylinders should always be filled while in a containment chamber.
2. Always refill cylinders with pure filtered breathing air from an approved department compressor or cascade system.
3. Never attempt to fill a SCBA cylinder until you have been properly trained.

Step 1. Connect the fill hose only hand tight and open the cylinder valve.

Step 2. Slowly open the fill valve.

Step 3. Control the air flow so that pressure builds slowly.

a. Fill at a rate of 100 psi per minute.

Step 4. The cylinder must be filled to the pressure rating stamped on the cylinder neck.

Step 5. Close the cylinder valve.

Step 6. Slowly bleed pressure from the fill line.

Step 7. Disconnect the fill line.

Step 8. Record all necessary information on the fill-station log sheet.

**Storage:**

1. Secure the fully charged cylinder in the back pack assembly.
2. Connect the high pressure hose to the cylinder valve ensuring the connection is snug. Do not over tighten or use tools to tighten.
3. Ensure that the cylinder valve is closed and the SCBA electronics are turned off.
4. Place the regulator in the dust cup.
5. Extend all straps and harnesses fully.
6. Properly secure complete SCBA in the jump seat, compartment, or storage area.
7. Check to make sure all functions of the SCBA are working properly.

Policy # O 22 Emergency Radio Traffic	Related Policies: O 23; O 24
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3/1/2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**Definitions:**

**Emergency traffic** – a radio designation indicating that an emergency has been declared that effects an incident and that there is a need to clear non-urgent radio traffic from the radio channel. Upon the declaration of emergency traffic all non-urgent radio traffic shall cease. This policy is for operational radio channels in use when mitigating incidents under the command and control of the City of Beaufort – Town of Port Royal Fire Department. This guide will not necessarily be followed for traffic occurring on the county wide dispatch channel.

**Procedure:**

1. The Incident Commander, any Branch/Division/Group officer, any chief or company officer, any safety officer, or any member operating at the scene of an emergency may call for emergency traffic at any time when it is necessary to clear the radio channel of unnecessary and non-emergency radio traffic due to an on-scene emergency condition.
2. Immediately upon hearing a request for emergency traffic, all radio traffic on that channel shall cease and the Incident Commander shall acknowledge the call for emergency radio traffic.

3. The member who declared “emergency traffic,” shall then use clear text to identify the type of emergency, change in conditions, or tactical operations that prompted the request. (UCAN report)
4. In times where the emergency traffic may indicate a lengthy process, incident commander may elect, through clear communication with the member declaring emergency traffic, to move non-essential personnel to a different radio channel to continue operations under the command of a division or group leader. Ie Operations or Safety.
5. A MAYDAY is not the only reason for emergency radio traffic; however this procedure will aid incident commanders in facilitating the emergency radio traffic associated with a MAYDAY.
6. Only emergency radio traffic of an urgent nature shall be permitted on the radio channel following a request for emergency traffic, until an all clear has been given.
7. All members shall avoid calling additional requests for emergency traffic for situations that have already been reported.
8. When a member other than the Incident Commander has declared “emergency traffic”, the member shall inform the Incident Commander when he/she has completed his need for emergency traffic by stating “all clear, resume regular radio traffic”. Thereafter it shall be up to the Incident Commander to end the emergency traffic situation.
9. The Incident Commander shall inform Dispatch when the emergency is under control, and routine radio traffic may resume.
10. Where the Incident Commander has designated an Operations Section Chief to be responsible for all tactical operations, the references in this policy to the Incident Commander shall be applicable to the Operations Section Chief.

\*Note: Many types of situations may occur on the various emergency scenes of this department that may require emergency radio traffic that are not necessarily a firefighter down MADAY situation. These are just some examples to get you thinking: Violent Person, Gun, Fight, Knife, Broken Hose, Vehicle Travel through Scene, Additional Vehicle Accident, Electrified Fence, Active Gas Leak, Immediate Danger to Life, Unexploded Ordinance, IED, Booby Trap, Environmental Hazzard, Angry House Cat or Mountain Lion, Hungry Big Foot or Avalanche etc.

Policy O 23 Evacuation Notification - Signal	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

## Policy

During an emergency operation the Incident Commander (IC) must have a means of notifying all personnel on scene of impending danger whether it is a collapse, explosion, or other unsafe situation. The IC will send the evacuation signal to notify all personnel of the need to evacuate the building or situation in which they are in. The IC **MUST** account for all teams and their personnel to ensure they have exited the building or hazard by conducting a PAR (Personnel Accountability Report).

## Procedure

1. When the Incident Commander notices or is informed (all officers and acting officers of this department have a duty to notify command immediately when an area or structure needs to be evacuated **DO NOT HESITATE**) of an impending hazard that would warrant the evacuation of the building or area, the IC will announce **EVACUATE, EVACUATE, EVACUATE**, short pause, **EVACUATE, EVACUATE, EVACUATE** over the fire ground channel. This will signal all apparatus operators to give three (3) long and solid blasts of the air horn for ten (10) seconds each.

**When the evacuation signal is issued all teams operating in the hazard area must evacuate immediately!**

**Considerations**

- Move as quickly as possible, time is not on your side
- Stay together and work as a team
- Tools, equipment, and hose lines can be replaced! If you do not need them to evacuate leave them behind
- The way you entered may not be the quickest way out, remember “windows are exits too”
- Be prepared for a PAR (Personnel Accountability Report)
- Your PAR should include the following
  - Team number
  - Number of members on your team
  - Your location
  - Other pertinent information like a missing member or injury
  - IC may have several PAR’s to conduct so include pertinent information but be brief

Policy # O 24 MAYDAY	Related Policies: O21; O22; O24
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: November 1, 2016	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**Purpose:** To establish a standard operating procedure to:

1. establish a radio message that would indicate that a firefighter is in a life-threatening situation and in need of immediate assistance; and
2. identify the roles and responsibilities of all personnel at an incident where a Mayday has been transmitted.

**Policy:** The Fire Department recognizes the need to adopt a universal code word to indicate that a member is in need of immediate assistance and adopts the code word “Mayday” to indicate a member’s life is in danger and immediate assistance is needed.

**DEFINITIONS**

**Emergency traffic** – a radio designation indicating that an emergency has been declared that effects an incident and that there is a need to clear non-urgent radio traffic from the radio channel. Upon the declaration of emergency traffic all non-urgent radio traffic shall cease.

**Mayday** – a radio code word indicating that a life is in danger, and immediate assistance is needed.

**Mayday Cleared** – a radio code word indicating that a previously declared Mayday has been resolved and the firefighter or firefighters who were in danger are no longer at risk. Only the incident commander shall declare a Mayday cleared.

## **SITUATIONS THAT REQUIRE TRANSMITTING A MAYDAY MESSAGE**

An officer or firefighter at the scene of an incident shall transmit a “MAYDAY” message to the Incident Commander whenever he/she:

1. believes himself or herself to be in a life-threatening situation
2. observes another firefighter or firefighters in a life-threatening situation

## **MAYDAY PARAMETERS AT STRUCTURE FIRES**

1. There are four universal “Mayday Parameters” developed by the National Fire Academy that apply to structure fires. Each parameter is considered to be an indicator that a firefighter is in a life-threatening situation and needs to call a Mayday. The four Mayday Parameters are:
  - A. **Fall** – Falls involving a change in elevation such as falling through a floor, roof or into a hole.
  - B. **Collapse** – Collapse involving structural members of the building or substantial objects onto a member.
  - C. **Lost or Trapped** – Member becomes lost, trapped or disoriented in an IDLH atmosphere.
  - D. **Stuck** – Member becomes entangled or trapped in an IDLH atmosphere.
2. Once a Mayday situation arises, the window of survivability for the victim can be small, due to the inevitable lag time between the calling of the Mayday and arrival of personnel to assist the firefighter in need.

3. To some extent the window of survivability and the Mayday Parameters are a function of the occupancy in which the fire occurs. A firefighter who loses contact with a hose line and becomes disoriented in a small, single story residential structure may have a larger window of survivability than a similarly disoriented firefighter in a large commercial occupancy such as a Walmart or Home Depot. For that reason all firefighters and officers must consider the occupancy and the circumstances when determining when to call a Mayday.
4. It is imperative that firefighters error on the side of caution and report a Mayday as soon as they are confronted with a Mayday Parameter. The Mayday can always be canceled if it is not needed. But if firefighters wait to call a Mayday, the window of survivability can close quickly.

### **PROCEDURES FOR TRANSMISSION OF THE MAYDAY MESSAGE**

1. The officer or firefighter reporting the Mayday shall repeat the word “MAYDAY” three times, and identify his/her company/crew, or use his/her rank and name.

#### **EXAMPLE:**

- A. MAYDAY, MAYDAY, MAYDAY, Command this is Engine 16.
- B. MAYDAY, MAYDAY, MAYDAY, Command this is Firefighter Smith.

2. Upon the report of a “Mayday”, all routine radio traffic on the channel being used must stop. Only Emergency Radio Traffic related to the Mayday will be permitted.
3. The Incident Commander shall acknowledge the Mayday and establish radio contact with the member reporting the Mayday.
4. In the event that the Incident Commander does not acknowledge the Mayday, Dispatch shall acknowledge the Mayday, immediately clear the airwaves using Emergency Traffic, and ensure the Incident Commander acknowledges the Mayday.
5. After acknowledgement by the Incident Commander, the officer or firefighter reporting the Mayday shall provide the following information:

**Unit** - Company the member is assigned to/members name/s

**Conditions** – Anything pertinent to the scenario

**Actions** – What are you doing not doing

**Needs** – immediate needs to sustain life

These components are known as a UCAN Message. If calling a Mayday for another member, provide Command with as many of the 'UCAN' components as possible.

6. All members shall be alert to avoid calling additional Mayday messages for situations of which the Incident Commander is already aware.
7. Monitor the radio for messages or information requests by command or the rescue sector.

## **COMMAND PROCEDURES**

Upon receiving a MAYDAY Message, the Incident Commander shall:

1. Acknowledge the Mayday.
2. Obtain the UCAN Information from the firefighter reporting the Mayday.
3. Instruct the firefighter(s) reporting the Mayday to activate his/her PASS device, get to a wall, and await arrival of the Rapid Intervention Team (RIT).
4. Request additional resources (transmit an additional alarm)
5. Upon determining the nature of the Mayday emergency, the Incident Commander shall deploy appropriate resources (including the RIT) to assist the members in trouble. The RIT should be designated as the Rapid Intervention Group.
6. Assign new RIT(s) to replace any RIT(s) that have been deployed. To avoid confusion, the new RIT should be designated with a numerical designation different from the previously deployed RITs. For example, if a single RIT was assigned at a given fire, once it was deployed, the new RIT should be designated RIT 2.
7. If available, request another radio channel from dispatch for firefighting operations. If conditions warrant, move firefighting operations to the new channel, leaving the existing channel available to communicate with the firefighter or crew reporting the Mayday. This will help to limit confusion and decrease the distress of the disoriented firefighter. Rapid intervention operations normally involve heavy radio traffic from the firefighter or crew calling the Mayday and moving fire operations to a new channel relieves this pressure.

8. As soon as possible, conduct a Personnel Accountability Report (PAR) roll call to ensure that all other members are accounted for. At the discretion of the Incident Commander the PAR/roll call may be delayed until the Mayday has been mitigated.
9. Communicate with the firefighter reporting the Mayday to help determine his/her location. This may include trying to orient the firefighter by fireground sounds such as saws operating on Side Alpha, sounding a siren on Side Bravo, etc.
10. Depending upon the extent of the fire and the anticipated complexity of the rapid intervention effort, the incident Commander should consider appointing an experienced chief or officer to command Rapid Intervention Group and perhaps another officer to assume responsibility for the firefighting operations.
11. A Mayday situation may be “cleared” (cancelled) when the firefighter reporting the Mayday has been rescued or the situation has been resolved. Only the Incident Commander may order a Mayday to be “cleared”, although other officers may make a recommendation to clear the Mayday based upon first-hand knowledge that the particular firefighter who requested the Mayday has been rescued or the situation has been resolved.
12. The Incident Commander must communicate the fact that the Mayday has been cleared to all units operating on the scene. The Incident Commander – and only the Incident Commander - shall conclude the “Mayday” by transmitting “Mayday cleared, resume normal radio traffic.” If not previously completed, a PAR/Roll Call must be completed immediately upon the Mayday being cleared. The completion of the PAR/Roll Call is an essential step to ensure there were not multiple firefighters in distress during the initial Mayday event.
13. Where the Incident Commander has designated an Operations Section Chief to be responsible for all tactical operations, the references in this policy to the Incident Commander shall be applicable to the Operations Section Chief. This includes the previous paragraph.

## **PROCEDURES FOR COMPANIES NOT INVOLVED IN THE MAYDAY**

1. All companies not in the immediate vicinity of the company or members in trouble **shall maintain their positions**, unless otherwise instructed by the Incident Commander. If a

missing or downed firefighter is to survive, the fire must be kept away from the area where the firefighter is located.

2. All companies/crews shall continue to carry out their operational assignments while closely monitoring the radio for additional information or assignments. All radio traffic must cease with exception of Emergency Traffic related to the Mayday, or notification of a secondary emergency such as the need to abandon a position due to deteriorating conditions. All personnel shall remain alert for an instruction to change radio channels.
3. Mayday situations have been resolved because firefighters have continued to perform their assigned duties, and extinguished the fire, completed the ventilation assignment, etc. On the other hand, Mayday situations have turned tragic because firefighters have abandoned their positions in an uncoordinated attempt to help the trapped members.

Policy # O 25 RIT	Related Policies: Accountability, Structure Fire Operations, SCBA, ICS, Mayday, Evacuation
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA: 29 CFR 1910.134, 1910.159
	NFPA Standard: 1500 Ch. 8, 1561
Date Implemented: 3.1.2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**General:** The purpose of this SOP is to provide a standardized method of ensuring that properly trained and equipped personnel are available to rescue members who are operating at working structure fires.

**Policy:** It is the policy of the fire department to provide personnel for the rescue of members operating at working structure fires under guidance from NFPA 1500, Ch. 8.8.

**Definitions:**

**Assemble** – The Rapid Intervention Team shall locate and physically bring the required equipment with them to their staging area.

**Available** – means that Rapid Intervention Team has gathered the required equipment and is available for immediate deployment.

**Incident Commander** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. Where the IC has designated an Operations Section Chief to be responsible for all tactical operations, the references in this policy to the Incident Commander shall be applicable to the Operations Section Chief.

**Initial Rapid Intervention Team (IRIT)** means a team of at least two members equipped with appropriate protective clothing, SCBA and such other specialized equipment as are necessary given the specifics of the operation, located on scene, immediately available for the rescue of a member or company should the need arise during the early stages of an incident for the rescue of a member or a crew if the need arises. An IRIT is intended to meet the requirements of an NFPA 1500 defined rapid intervention crew.

**Mayday:** A radio code word indicating that a life is in danger, and immediate assistance is needed.

**Mayday Cleared:** A radio code word indicating that a previously declared Mayday has been resolved and the firefighter or firefighters who were in danger are no longer at risk. Only the Incident Commander shall declare a Mayday cleared.

**Rapid Intervention Team (structure fire)** - At least four personnel supervised by a company officer, fully equipped with appropriate protective clothing, SCBA and such other specialized equipment as are necessary given the specifics of the operation, located on scene, immediately available for the rescue of a member or company should the need arise. Rapid Intervention Team may be abbreviated RIT, and the term is intended to be synonymous with the term rapid intervention crew (RIC).

**Working Structure Fire** - a fire in a structure that requires the use of a 1 ½" or larger fire attack hose line and also requires the use of SCBA for members entering the hazardous area

### **RIT Objectives and Planning**

1. There are six primary situations in which a Rapid Intervention Team may be needed at an emergency scene. They are:
  - a. Firefighter or multiple firefighters lost, disoriented or out of air.
  - b. Firefighter or firefighters who have become entangled.
  - c. Firefighter or multiple firefighters who are injured and are physically unable to remove themselves.
  - d. Firefighter or multiple firefighters cut off by fire.
  - e. Firefighter or firefighters who have fallen through a floor or roof.
  - f. Firefighter or firefighters entrapped due to structural collapse.
  
2. At structure fires in residential occupancies the RIT shall be configured and prepared to locate and remove two firefighters.

3. At structure fires in all other occupancies, the RIT shall be configured and prepared to locate and remove four firefighters.
4. The RIT reports to the Incident Commander or the Operations Chief, if that position has been filled. **ONLY THESE OFFICERS MAY DEPLOY THE RIT.**
5. **Under no circumstances shall the RIT self-deploy.**

### **RIT Assignment**

1. In the initial stages of a working structure fire when only one team is operating in the hazardous area, a minimum four firefighters shall be required, consisting of two members working as a team to enter the hazardous area and two IRIT members present outside the hazardous area available for assistance or rescue. This assignment of IRIT needs to be affirmed from the IC to the members being assigned IRIT, even if IRIT is in conjunction with additional initial task assignments. This is a fluid time in any incident but if members are committed to interior operations, or hazardous near structure operations, IRIT is a requirement unless where exempted.
2. The IRIT members shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry. In addition, one of the IRIT members shall be permitted to perform other duties outside of the hazardous area such as the incident commander aide, etc.
3. Neither IRIT member may be the pump operator as SC OSHA has determined that the pump operator's duties cannot safely be abandoned.
4. The IRIT members shall remain in radio, visual, voice or signal line communications with the entry team.
5. IRIT members shall not be assigned a critical task(s) the stoppage of which to assist in or perform rescue would clearly jeopardize the safety and health of any fire fighter working at the incident. IRIT members shall not engage in other activities that will inhibit the member's ability to assist in or perform rescue, or are of such importance that they cannot be abandoned without placing other personnel in danger.
6. IRIT members shall be equipped with full protective clothing, protective equipment, and SCBA appropriate for the risk that might be encountered and shall be donned and immediately accessible if needed for rescue activities inside the hazardous area occurs.

7. IRIT members shall don full protective clothing, protective equipment, and SCBA prior to entering the hazardous area.
8. Once a second crew is assigned or operating in the hazardous area, the incident shall no longer be considered to be in the initial stages and the Incident Commander shall ensure that an initial rapid intervention team is assigned by one of the following with the intention of formalizing the IRIT assignment and progressing into full RIT Team assignment:
  - a. Assigning two personnel to form an initial rapid intervention team (IRIT)
  - b. Identifying on-scene members performing other functions that can be safely be stopped, and who can be tasked to redeploy as a rapid intervention team
  - c. On scene members designated and dedicated as rapid intervention team.
9. As the incident expands in size or complexity, **including any requests for additional companies**, the Incident Commander shall ensure that a RIT, or multiple RITs, are provided upon the arrival of these additional companies/crews.

#### **OPERATIONS AT STRUCTURE FIRES**

1. Upon arriving on scene or assignment as a RIT, the RIT Officer shall report to the Incident Commander. If more than one company/crew is assigned as a RIT Company, the IC shall designate which company officer shall be in overall command of the RIT, or assign each team a designated area of responsibility. While the RIT officer is conferring with the IC, the remaining members of the RIT will assemble all necessary equipment and prepare for deployment.
2. Unless given specific orders by the IC, the RIT Officer shall immediately begin a size up of the scene, including the building on fire, the exposures, and factors that will impact firefighting operations, or the rescue of firefighters who may be trapped. These factors include:
  - a) Building construction
  - b) Fire conditions
  - c) Weather conditions
  - d) Access points
  - e) Hazardous conditions and materials
  - f) Obstacles to access (such as bars on windows, doors that are chained, locked or blocked, etc.)

- g) Location of the Command Post and the locations of companies operating on scene
  - h) Location of the EMS – Rehab Sector
3. Where appropriate, the RIT Officer should brief the IC on any conditions which were observed during the size up, and which may impact fireground decision-making.
  4. The RIT shall assemble the following equipment as soon as possible after their arrival on the scene. This should be done simultaneously with the RIT Officer conferring with the IC and conducting the size up.
    - a) Thermal Imaging Camera
    - b) SCBA RIT Pack with universal air connection
    - c) Minimum of 2 SCBAs (complete sets)
    - d) Minimum of 2 spare SCBA cylinders
    - e) Search rope
    - f) Handtools, including and least a halligan and an ax
    - g) Portable hydraulic forcible entry tool
    - h) Sledge hammer
    - i) Stokes Litter
    - j) Saws
    - k) Scene Specific Tools
  5. The RIT shall also ensure that the following equipment is readily available for their sole and exclusive use:
    - a) Positive Pressure Fan or smoke ejector
    - b) Hose line (appropriate size and length)
    - c) Ground ladder (appropriate size)

**NOTE: RIT Officers must be cognizant that hose lines and ground ladders, which are already in use at the fire scene, may not be available for their utilization in an emergency.** Also, locating an available hose line may not be sufficient if the apparatus that is pumping has no available discharge ports or available gpm capacity to feed an additional hose line. *It is the responsibility of the RIT Officer to ensure that these matters are evaluated and addressed.* If an additional engine company, complete with feeders, is needed to pump at a scene in order to ensure that

the RIT will have a handline available, it is incumbent upon the RIT Officer to work through the Incident Commander to accomplish this task.

6. After completing the above tasks, the RIT shall position themselves at or adjacent to the command post. Given the specifics of a particular incident, the RIT may be located at a better tactical location, with the approval of the IC.
7. At all times members of the RIT shall monitor the fireground radio channel. Members shall be alert for urgent, distress or "Mayday" reports from members operating at the scene, the RIT Officer will ensure that the IC has received such messages.
8. Members of the RIT shall, to the greatest extent possible, maintain an awareness of the location of all companies operating at the scene.
9. Once assembled, the RIT shall remain together, intact as a unit throughout the incident, ready to be deployed by the Incident commander.

#### **Command and Control:**

1. The IC should specifically designate one or more companies as the RITs commensurate with the needs of the situation.
2. As the incident expands in size and complexity, including any requests for additional companies, the Incident Commander shall ensure that a RIT is provided upon the arrival of these additional units.
3. As a guideline, four firefighters is the ideal size for a RIT at a fire in a residential occupancy of three or less units. In larger occupancies or for multiple alarm fires, the RIT should be composed of at least two (2) four-person companies or crews, preferably an engine and a ladder company, under the command of a single officer.
4. The IC may utilize the RIT to perform on-scene duties that will NOT INTERFERE with their primary mission. Such duties may include raising ground ladders, performing exterior recon and size-up, placing of fire-line tape, etc. Use of a RIT in this regard may only be considered AFTER the RIT has assembled the required equipment.
5. The RIT shall not be utilized to perform tasks which would:
  - a) Require them to utilize SCBA
  - b) Would tend to tire out crew members, particularly in warm weather
  - c) Would take them to a remote location of the scene
  - d) Would otherwise prevent or hamper immediate deployment.

6. The IC should always consider the use of multiple RITs where the logistics are such that a single RIT (even if made up of 2 or 3 individual companies/crews) cannot quickly deploy to all parts of an incident scene. Such circumstances include:

- a) Large buildings
- b) High rise buildings
- c) Fires in large commercial complexes where multiple buildings are involved
- d) Fires in residential apartment complexes involving multiple buildings (so-called Garden Apartments)

7. Where multiple RITs are utilized they shall be designated as RIT 1, RIT 2, RIT 3, etc.

**NOTE:** This provision refers to the existence of two or more designated RITs that will operate in entirely different parts of a fire scene. It does not refer to the use of two or three fire companies who are assigned to work together as a single RIT.

8. In extremely hot or extremely cold weather, the Incident Commander must consider providing relief for RIT personnel.

9. The Incident Commander shall maintain a RIT throughout the incident, until the incident is under control or personnel are no longer operating in a hazardous area.

### **Deployment of Rapid Intervention Teams:**

In the event that a Mayday is reported, or a firefighter or firefighters are missing, lost, cutoff by fire, heat or smoke, or otherwise unable to leave the building without assistance, the Incident Commander shall:

- 1. Acknowledge the Mayday.
- 2. Obtain the UCAN Information from the firefighter reporting the Mayday. UCAN information refers to:

**U** – Unit with members names

**C** – Conditions

**A** – Actions

**N** – Needs

3. Instruct the firefighter(s) reporting the Mayday to activate his/her PASS device, get to a wall, and await arrival of the Rapid Intervention Team (RIT).
4. Request additional resources (transmit an additional alarm).
5. Upon determining the nature of the Mayday emergency, the Incident Commander shall deploy appropriate resources (including the RIT) to assist the members in trouble. The RIT should be designated as the Rapid Intervention Group.
6. Assign new RIT(s) to replace any RIT(s) that have been deployed. To avoid confusion, the new RIT should be designated with a numerical designation different from the previously deployed RITs. For example, if a single RIT was assigned at a given fire, once it was deployed, the new RIT should be designated RIT 2.
7. Move to secondary radio channel for firefighting operations leaving the existing channel available to communicate with the firefighter or crew reporting the Mayday. This will help to limit confusion and decrease the distress of the disoriented firefighter. Rapid intervention operations normally involve heavy radio traffic from the firefighter or crew calling the Mayday, and moving fire operations to a new channel may help relieve the problem of radio channel overload.
8. As soon as possible, conduct a Personnel Accountability Report (PAR) roll call to ensure that all other members are accounted for. At the discretion of the Incident Commander the PAR/roll call may be delayed until the Mayday has been mitigated.
9. Depending upon the extent of the fire and the anticipated complexity of the rapid intervention effort, the Incident Commander should consider appointing an experienced chief or officer to command the Rapid Intervention Group and perhaps another officer to assume responsibility for the firefighting operations.
10. Where the location of the firefighter reporting the Mayday is uncertain, either the Incident Commander or the Rapid Intervention Group should communicate with the firefighter to help determine his/her location. This may include trying to orient the firefighter by fireground sounds such as saws operating on Side Alpha, sounding a siren on Side Bravo, banging a tool, etc.
11. A Mayday situation may be "cleared" (cancelled) when the firefighter reporting the Mayday has been rescued or the situation has been resolved. Only the Incident Commander may order the Mayday to be "cleared", although other officers may make a recommendation to clear the Mayday based upon first-hand knowledge that the particular firefighter who requested the Mayday has been rescued or the situation has been resolved.

12. The Incident Commander must communicate the fact that the Mayday has been cleared to all units operating on the scene. The Incident Commander – and only the Incident Commander - shall conclude the “mayday” by transmitting “Mayday cleared, resume normal radio traffic.” If not previously completed, a PAR/Roll Call must be completed immediately upon the Mayday being cleared.

Policy # O 26 Body Armor Use and Care	Related Policies: T-1 Active Shooter
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date:
Date Implemented: April 10, 2018	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**General:**

A body armor system is issued to each responder to increase their level of protection against projectiles. The following policy is a guide for use and care of this device.

**Purpose:**

To establish written standard operating procedures for the use and care of the body armor system.

**Definitions**

Body Armour - A system which combines a plate carrier and ballistic plates

Plate Carrier - Device used to protect ballistic plates and properly position/hold them for the user.

Ballistic Plate- Device intended to protect against projectiles.

Ballistic Helmet – Device intended to protect head against certain projectiles.

**Description**

Plate Carrier - MOPC Plate Carrier/ Molle Gear

Made of nylon material. Offers no ballistic protection, no puncture protection, no protection from heat. Is intended to be used to position/hold ballistic plates.

ZETA-6H Level IV protection armor plates. (shooter cut for front, square cut for back) United Shield International uses a proprietary ceramic-based technology combined with advanced fiber composites to achieve the NIJ Level IV stand-alone performance. The plates are serialized and come from the factory with a 5-year warranty for ballistic performance. Weight 10" x 12" - 7.6 lbs

Performance NIJ 0101.06 certified Level IV stand alone

Single Strike protection against

-30.06 AP -7.62 NATO AP

-7.62x63m 166gr AP (M2AP)

-7.62x63mm

- JSP -7.63x63mm

- B-32 API -7.62x54R

LPS and Multi-hit protection against Level III+ rounds including

-5.56x45 62gr M855

-5.56x45 55gr M193

-7.62x39 123gr AK47 (MSC)

## Use

Body armour is a required element of PPE for all duties assignments. Body armour is intended to be used during any active shooter response, any response to an incident of violent nature, when directed by an officer or acting officer, or anytime the authorized user has a duty to respond and recognizes a potential threat to which this equipment is design to reduce. When one member of a company dons body armor, all members of that company will don body armor.

Body armour is not intended to be used with bunker gear. Extreme caution should be taken near swimming pools or bodies of water when body armour is worn.

Body armour should be stored, transported, and moved in a way which protects it from unnecessary impact, vibration, and moisture. Body armour should be protected from the sun.

Armor plates should be properly secured inside the plate carrier with the concave towards the body. The angle cut plate (shooter cut) should be installed in the front to increase arm movement, and the square cut should be installed in the back.

## Care

Follow these steps to clean the carrier:

1. Remove all attached pouches
2. Remove amour plates
3. Brush away any dirt or debris
4. Wash in warm soapy water, (use a mild detergent such as Dawn dish soap or use the same detergent as used for bunker gear) No bleach, No HOT water.
5. Air dry in the shade. (Do not place in the dryer, do not dry in the sun.)

Follow these steps to clean the ballistic plates:

1. Remove from carrier
2. Do not drop or strike
3. Keep dry
4. Wipe clean with a damp cloth
5. Do not wash or dry clean

Policy # O 27 Station Mounted Traffic Control Devices	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 2.1.2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**General:** The functionality of the station traffic control devices is critical for a safe response to emergency calls.

**Policy:** All traffic control devices shall be checked daily during front line truck check off to ensure proper operation.

**Procedure:**

1. During front line apparatus checks, station traffic control devices shall be activated.
2. Personnel shall examine functionality of device to ensure proper working condition.
3. Daily checkoff sheets will have station traffic control device listed and notes shall be made as necessary.
4. Any deficiencies in traffic control devices shall be forwarded through Chain of Command.

Policy # O 28 Storm Mode	Related Policies: NA
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: 2.1.2020
Date Implemented: July 31 <sup>st</sup> , 2018	Implementing Officer: Chief Reece Bertholf Reviewing Officer: DC Tim Ogden

This guideline provides procedures for the self-dispatching of calls during periods of inclement weather or other unusual circumstances where Beaufort County Dispatching Center becomes inundated with calls for service.

**PROCEDURE**

- 1) When, because of inclement weather or other unusual occurrences, Beaufort County Dispatch Center becomes overwhelmed with calls for service, the Chief or Duty Officer shall cease response and report to Headquarters Station wherein they shall notify dispatch that they are establishing Storm Command Mode.
- 2) Storm Mode may be initiated by the Chief, Duty Officer, or the Dispatch Center.
- 3) When the decision is made to go to storm mode, off-duty personnel should be on alert to report to their assigned stations when directed, unless circumstances dictate otherwise.
- 4) The Beaufort/Port Royal Duty Officer(s) herein called "Beaufort Storm Command" shall advise all units to operate on Beaufort Admin. Units shall carry out all service-related radio traffic on this channel with Storm Command.
- 5) Dispatch shall notify "Beaufort Storm Command" of the nature and location of the call on the main fire dispatch channel and Storm Command shall in turn dispatch the available fire resource(s) to that location using Beaufort Admin Channel.

- 6) If the incident requires the use of an ops channel and one has not already been assigned, notify Storm Command and one will be assigned to you. Operational channels are limited so only request one if you need it.
- 7) Operational channels: Beaufort Ops 1, Ops 2, Ops 3, and Beaufort Talk Around(Major incident channels must be assigned by Dispatch).
- 8) Storm Command must keep track of the location and status of all units in service. Apparatus shall report back to the Storm Command that initiates their dispatch assignment.
- 9) Storm Command shall maintain a log noting the type of call, location, unit number(s), and times. Storm Command must have a minimum of two personnel acting as secretary/time-keeper to ensure accuracy of the dispatch log, assisting with unit tracking, and monitoring Dispatch.
- 10) Units in the field will handle only the call for service assigned. Apparatus shall, at no time, "jump" a call. Once a unit or units have completed an assignment, they shall notify the dispatching officer of their availability and shall stand by in place until given another assignment.
- 11) Units will be advised when to return to normal operations.

Policy O 29 Operational and Daily Training Requirements	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
Date Implemented: 3/1/2020	Review Date: Rev. 1 Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**Daily Training Management Guideline**

1. All Chief, Company, and acting officers are responsible for overseeing the yearly completion of all training hours included in the attached memo.



**City of Beaufort/Town of Port Royal Fire Department  
MEMORANDUM**

To: All Officers

From: Battalion Chief Ross Vezin

A handwritten signature in black ink, appearing to read "R. Vezin".

Date: 02/06/2020

Subject: Emergency Reporting / Company Training Requirements

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We have established the training module in Emergency Reporting. Just like Firehouse, our training must be categorized properly. This is done by selecting the correct "Training Class Category". Most of your training will fall into the company training category, just like Fire House, but there are many more requirements. Here is a complete list of shift training requirements by "Training Class Category" for all personnel.

- A. Company Training 16 Hours per month  
Any fire suppression training in accordance with NFPA 1001, Standard for professional firefighters. Training may be conducted at fire stations, or in streets, buildings, and open areas.
  
- B. Facilities Training 18 Hours per year  
This category is used to document Company Training conducted in a training facility. Each firefighter should attend training in a qualified firefighting training facility.
  - Live fire training structure (includes smoke building/room) (17 ISO pts)
  - Drill tower at least 3 stories in height 10 ISO pts)
  - Training area at least 2 acres in size (8 ISO pts)
  
- C. Officer Training and Certification Program  
All Fire Officers should meet the general requirements of NFPA 1021. IFSAC Fire Officer I is the minimum standard.
  
- D. Officer Continuing Education 12 hours per year  
Continuing education for officer training ON of OFF site. Officer training may be in accordance with NFPA 1021 or NFPA 1561.
  
- E. New Driver Training 60 hours  
New driver must conduct 60 hours, or IFSAC certification, in accordance with the general criteria on NFPA 1002.



- F. Existing Driver / Operator Training Program 12 hours per year  
Driver training must be in accordance with the general criteria on NFPA 1002.
- G. Hazardous Materials Training Program 6 hours per year  
Hazardous material training should be at a minimum awareness level in accordance with NFPA 472. Training on weapons of mass destruction also qualify for this category.
- H. Recruit Training Program 240 hours  
New firefighters should complete 240 hours of training in accordance with NFPA 1001 within the first year of employment.
- I. Fire Inspector Continuing Education 24 hours per year  
Continuing Education for Inspectors includes plan review, certificate of occupancy, quality control, code compliance, fire protection equipment, and ordinances. Inspectors must maintain valid State, Local, or approved AHJ certification.
- J. Fire Safety Education continuing education 10 hours per year  
Fire safety educators must participate in public fire safety education techniques and processes.
- K. Fire Cause and Origin Investigator continuing Education 40 hours per year  
Required for all personnel assigned to perform investigation of the causes and origins of fires per NFPA 1033 and 921.

Policy #O 30 Knox Box	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev 1
Date Implemented: 3.1.2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer: DO Tim Ogden

**Scope**

This Standard Operating Guideline shall apply to all members of Beaufort/Port Royal Fire Department.

**Purpose**

The purpose of this Standard Operating Guideline is to establish a procedure that provides proper guidelines for the installation, maintenance, and key release system, while allowing emergency access to properties within our jurisdiction. This guideline covers the Knox Box, Knox Padlocks and Click to Enter gate openers.

**Procedure - Installation, Maintenance and Operation**

**Knox Box**

**A. Installation**

1. Knox Boxes will be required for all facilities containing a fire alarm, fire sprinkler system or impact glass.
  - a. Knox Boxes shall be located at the front entrance to the facility or at the riser room if the alarm panel is in this room also. They shall be in a place that is visible upon arrival of the first arriving apparatus.
  - b. The key should be labeled for the locations it provides access to.

- c. Contacts should be placed in the box to include the listed response reps for the building.
- 2. New building plan reviews, final inspections and routine inspections:
  - a. The requirement for a Knox Box shall be noted in all plan reviews that meet the requirements for the installation as outlined above.
  - b. During routine inspections, if a building is located with systems outlined above but does not have a Knox Box installed, the property owner will be instructed on the ordering process and the explanation of why they need to purchase a Knox Box for the location.

**B. Maintenance**

- a. During annual inspections and any time that the box is accessed, keys shall be checked to verify that they are still operational.
- b. When a key is found to no longer work for the property, the fire marshal shall be notified.
- c. If the Knox Box is found in need of repair, the fire marshal must be contacted to check the box and make repairs or adjustments.

**C. Operation**

- a. The key shall only be removed from the key secure device when it is necessary to access a building.
- b. After removing the key, an incident commander must be notified.
- c. Enter employee's personal access code followed by the # key.
- d. Once key is released, place lanyard around neck.
- e. Use Knox key to access Knox box, and once the building' key is retreated from Knox box; place this key around neck.
- f. Whenever possible, law enforcement should be notified when entry into a building is performed using a key from the Knox Box in the event that the entry of fire personnel trigger a burglar or intrusion alarm.
- g. Once the member has obtained the building keys, the member shall give the keys to the company officer. The Knox Box key must be given to the company officer along with the other keys and not left in the Knox box.
- h. Upon leaving, all building keys shall be placed back into the Knox Box and the box relocked. The Knox Box key shall be placed back into the key safe on the apparatus and the safe secured.
- i. It is the responsibility of the company officer to ensure that the keys are returned to the Knox Box.

**Key Release Test**

- A. The fire apparatus operator will complete a release test during the morning checkoff of the apparatus.
- B. If the key secure device fails to release, the failure shall be reported to the chain of command immediately.

**Click to Enter Gate Controllers**

- A. Upon arrival to a gated entrance with the click to enter device, the radio should be switched to talk around, and the button depressed for up to 14 seconds to activate the opening control.
- B. If the gate opener is found to be out of order, a second try should be attempted, holding the talk button in for at least 14 seconds.
- C. At this time if the gate does not operate, the county Knox Key should be utilized to access the gate with the Knox Key switch.
- D. The failure should be noted and reported to the fire marshal for follow up and repairs.

**Enforcement**

- A. Enforcement of this standard operating guideline is the responsibility of the company officers with any problems noted and reported to the fire marshal.

Policy # O 31 Fire Watch	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
Date Implemented: 2.1.2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**Scope**

The Fire Watch Procedure has been established to provide fire watch monitoring guidelines in order to reduce the danger of detected fires. It is also intended to explain the procedure for placing a business or occupancy on a Fire Watch plan, to ensure that the firefighter and business/occupancy representative are fully aware of the process and understand all steps involved.

**Purpose**

When a portion of or an entire alarm/sprinkler system is not functioning to meet the installation requirements as set forth in the International Fire Code and referenced sections of the NFPA codes, the business or occupancy will be placed on Fire Watch to insure the safety of all the occupants in the event of a fire or life safety hazard. Fire Watch is a temporary measure to ensure occupant safety of the affected areas where the alarm/sprinkler system is not functioning. Fire Watch shall not be terminated until a certified technician verifies full restoration of the alarm/sprinkler system and the City of Beaufort/Town of Port Royal Fire Marshall has been notified.

## **Procedure**

### **A. Conditions for Fire Watch**

1. The first due company officer or fire marshal shall place an occupancy on mandatory fire watch under one any of the following conditions:
  - a. The fire protection system will not reset, alarm or fire sprinkler.
  - b. The fire protection system has been damaged by vandalism or by environmental damage such as lightning strike, water leakage, power surge, etc.
  - c. When any other condition occurs that renders an individual zone or the entire system inoperable.
  - d. A fire watch does not need to be posted, or may be discontinued, in any structure when it is not occupied (defined as more than one person). An exception to this is allowed for any unoccupied building in which the contents as determined by the fire official (such as hazardous materials, heavy fire loading, etc.) or the processes inside, will present a hazard to the community or other structures, firefighters, or cause significant damage or interruption of public services should a fire occur and fire department response is delayed because of the faulty alarm.

### **B. Notification of Fire Watch**

1. When the officer or fire marshal on scene determines that a fire watch is warranted he/she shall do the following:
  - a. Notify all occupants that the building/occupancy is under fire watch and that the alarm system is not functional.
  - b. Appoint a designee to the continuous patrol of all areas affected and/or the entire building to look for hazards associated with fire, smoke and any odors out of the ordinary. THIS IS THE ONLY RESPONSIBILITY OF THE FIRE WATCH DESIGNEE.
  - c. In the event that any hazards are present or discovered, the designee must have a communication device to alarm the occupants and be able to contact the fire department and assist with evacuation.
  - d. The designee must be familiar with the building layout and check all unoccupied rooms to include storage closets, electrical rooms and void spaces.
  - e. The designee shall know all the pull station locations where applicable, be trained and have access to a fire extinguisher if a fire is discovered.
  - f. Every 30 minutes, the designee shall regularly and quickly check the premise. A centrally located log shall be kept of the rounds so it is accessible for verification in a timely manner. These premise checks shall be logged in no more than one-hour increments.
  - g. The business or occupancy shall remain on Fire Watch until the alarm/sprinkler system has been verified operational by a certified technician and where upon the City of Beaufort/Town of Port Royal Fire Marshal has been notified.
  - h. Email the fire marshal of the location and the reason that the fire watch was required.

- i. Advise the designee that failure to comply with the fire watch may result in future actions being taken.
- j. Fire Watch procedures should be read or identified to the manager or senior representative of the business or occupancy to confirm compliance. Their signature shall be attained as confirmation.
- k. A carbon copy of the signed Fire Watch policy of both business representative and firefighter shall be left with the signee and original top sheet shall be returned to City of Beaufort/Town of Port Royal Fire Marshall. The incident number shall be written on the original for reference.
- l. Firefighters may elect to leave the business/occupancy with a blank Fire Watch log form.

**C. Fire Marshal Follow Up of Fire Watch**

- 1. The Fire Marshal will conduct the following until the fire watch is ceased:
  - a. Contact the business to follow up on the status of the affected system, and follow up with a visit to the property to verify that the repairs were made.
  - b. Follow up with the officer to advise the status of repairs to the system, and the status of the fire watch.

**D. Termination of Fire Watch**

- 1. Once the fire watch is terminated, dispatch will be contacted, and the property will be removed from the fire watch log on the CAD.

Policy O 32 Fire Investigation	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3/1/2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer: DC Tim Ogden

**Purpose:**

The purpose of this Standard Operating Guideline is to set forth certain guidelines regarding origin and cause investigations of fire occurring with the City of Beaufort and Town of Port Royal.

**Procedure:**

Beaufort/Port Royal Fire Department provides a Fire and Life Safety Inspection Program which places an emphasis on educating others in code requirements to eliminate or minimize municipal loss.

Enforcement jurisdiction is outlined in the:

- City of Beaufort Code of Ordinances Chapter 2, Article A, Section 2-2001.
- Town of Port Royal Code of Ordinances Chapter 8, Article I, Section 8-6.
- State of South Carolina Code of Law Title 23 Chapter 9 Section 23-9-40 & 23-9-30

**Notification**

The Incident Commander shall appoint a fire investigator to lead in the following incidents to conduct an origin and cause investigation.

- Any structural fire resulting in the significant damage of the structure or contents as the result of burning, smoke, heat, water, or other fire control operations.
- Any fire, regardless of the severity, which results in the injury or death to a civilian or firefighter.
- Any vehicle fire where the cause is suspicious, or the cause cannot be determined by the Incident Commander.
- Any other fire that is of a suspicious nature.
- Any attempted incendiary act involving a structure, motor vehicle, or real property.

### **Outside Resources**

The Incident Commander or fire investigator may call on the following outside resources for assistance.

**Police** - Notified of any suspicious or attempted arson fire.

**County FSI Team** - Notified to assist with investigation, equipment, or other needs. Must be approved by the Deputy Chief of Ops or the Battalion Chief if the DC of OPS is unavailable.

**SLED**- Notified of fire scenes involving churches, major commercial structures, government buildings or in the event of loss of life. Any other assistance may be requested but response to be handled in day light hours.

**ATF**- Notified through SLED so that potential state and federal statute violations can jointly and simultaneously be investigated.

### **Police Department Investigative Assistance**

1. In the event that the investigator determines the cause to be incendiary or attempted arson, the Incident Commander shall request a Police Detective to respond to the scene.
2. Upon the arrival of the Police, the Fire Investigator or Investigation Unit Leader shall brief the police as to the scene and initial findings. For the purpose of the initial investigation, the police investigator should function as a member of the fire investigation team.

## Working the Scene

1. All responders will do their best to preserve the area of fire origin by restricting unnecessary access by responders and by restricting and/or monitoring overhaul operations to prevent unnecessary debris. When possible the area of fire origin should be identified with caution tape to prevent destruction.
2. The fire scene shall be preserved and maintained as a crime scene until the on-scene investigation is complete. Responders and/or security personnel may be called upon to maintain control of the scene until it is safe and/or practice to conduct the investigation.
3. Prior to entering an emergency scene the investigator shall wear safety equipment as the scene dictates (i.e., hard hat, boots, mask, protective clothing, etc). Investigators shall not enter structures until atmospheric conditions are tenable.
4. The Fire Investigation Unit will perform the scene investigation, photographic work, and interviews. Information will be compiled by the team leader. This information, along with any determinations and recommendations shall be reported to the IC.
5. The investigator should conduct brief interviews with first arriving fire crew to obtain information relative to conditions encountered, forced entry mode, or any observations that will assist the investigator.
6. The investigator should also conduct brief interviews of witnesses, bystanders, or other persons who may provide insight as to the cause of the incident. Obtain the following information:
  - a. phone number (cell or emergency contact)
  - b. address
  - c. date of birth
7. When working in conjunction with Law Enforcement, interviewing of witness shall be done with representatives from both agencies.
8. The Investigator shall also complete a Fire Scene Sketch and document weather conditions.
9. The Investigator shall be responsible for completing the final report. If arson is suspected, the arson tab in Emergency Reporting will be completed. If fire not suspicious, an investigation narrative must be completed in Emergency Reporting under the response narrative.

## **Accumulation and Dissemination of Information**

1. The Office of the Fire Marshal shall be the central point for the accumulation of fire investigation information.
2. No information regarding active or closed fire investigations may be released without the permission of the Fire Chief (or his designee).

## **Accumulation of Evidence**

1. Evidence collection can be assigned by team leader. Proper photos and handling procedures shall be as follows:
2. The Police Detective or other Law Enforcement agency shall be responsible for the sealing and transportation of evidence for laboratory analysis. All processed evidence shall be maintained by Law Enforcement.

## **Scene Examination Guide**

When investigating fires/explosions the investigator shall use the scientific methodology to develop a hypothesis, test the hypothesis, and draw a conclusion.

1. Structure Fires
  - a. Survey and photograph the exterior of the structure for evidence of external sources of ignition and physical evidence. Photograph/note the condition/position of doors, windows, and locking devices.
  - b. Examine the utility services (gas, electric, telephone, cable for fire cause or service status). A technician from the utility company may be utilized for this examination.
  - c. Enter the structure when atmospheric conditions permit to determine area of origin.
  - d. Once the area has been determined examine this area thoroughly for fire cause. The cause determination should be documented with photographs and sketches.
  - e. Evidence of incendiary fires should be properly collected and submitted for analysis.
  - f. After completing the scene examination, the building should be turned over to a responsible party.
2. Fatal fires
  - a. Secures the scene immediately. Allow for only essential fire operations.
  - b. Request Law Enforcement.

- c. If the victim has been moved, i.e. resuscitation, immediately interview the firefighters who first discovered and/or moved the victim. Obtain the firefighter's written statement as soon as possible.
- d. The fire investigation shall be conducted simultaneously and in cooperation with Law Enforcement.
- e. If homicide or suicide is suspected, Law Enforcement shall be lead on the death investigation.
- f. All fires resulting in fatal injury shall be reported to the State Fire Marshal's office. This can be done by calling 803-896-4911.

### 3. Vehicle Fires

- a. Examine exterior of vehicle for exterior sources of ignition, body damage, tires, and physical evidence.
- b. Examine engine compartment for mechanical/electrical causes or engine condition.
- c. Examine passenger compartment for fire cause or physical evidence.
- d. Document license plate and VIN.
- e. Examine trunk compartment
- f. Photograph and sketch vehicle location showing relative location on property and extent of damage.
- g. Gather and process and physical evidence of incendiary fires.

### 4. Miscellaneous Fires

- a. Examination of these scenes should follow guidelines similar to those of structure or vehicle fires.

### 5. Explosives Incidents

- a. For safety of all personnel the investigation of incidents involving explosive devices shall be conducted under the direction of Law Enforcement or Beaufort County Bomb Squad.

## **Equipment List**

The following equipment shall be maintained for use on a fire investigation scene.

Camera	Utility Knives
Notepad	Hand Shovel
Sketch Pad	Flat Shovel
Tape Measure	Rake
Gloves	Sample Containers
Respirator	

## **Training**

1. All department fire investigators must complete an initial 40 hour or greater fire investigation course as authorized by the Training Division.
2. All department fire investigators shall maintain at least 8 hours of continuing education training each year. This can be completed through CFIttraining.net, SCIAAI, SCFA, or NFA as authorized by Training Division.
3. An up to date resume shall be maintained with all certifications and training in preparation for deposition or trial.

Policy O 33 Fire Marshal Duties and Inspections for OPS	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3/1/2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer: DC Tim Ogden

**PURPOSE**

Beaufort/Port Royal Fire Department Fire Prevention Division is charged with the duties of fire safety education, fire investigation and enforcement of adopted Fire Codes through aggressive public education and relations, a systematic and thorough inspection program, and investigating the cause and origin of all fires occurring within the jurisdiction of the city or town.

**ORGANIZATIONAL STRUCTURE**

The Fire Prevention Division consists of a Fire Marshal and shift fire inspectors for the department to assist in the coordination of fire inspections. The Fire Marshal is responsible overall for Fire Safety Code Enforcement as well as enforcement of all applicable City ordinances.

The Fire Marshal’s responsibilities are directing, assisting and the overall supervision of the monthly fire inspections, ensuring Inspector proficiency, performing fire inspections as needed, compiling monthly and quarterly reports, and supervising the investigation of fires to determine the origin and cause.

Shift personnel assigned inspections are responsible for obtaining required continuing education, attending required meetings and training, conduct daily inspections, writing mandated correction reports, Knox Box inspections, Gate Inspections, checking and updating pre-incident surveys of assigned businesses and forwarding the completed surveys to the Pre-Incident Survey Program Coordinator. Also, Inspectors must maintain current computer inspection files and filing all paper reports in their proper file.

## **PROCEDURE:**

Beaufort/Port Royal Fire Rescue provides a Fire and Life Safety Inspection Program which places an emphasis on educating others in code requirements to eliminate or minimize municipal loss.

Enforcement jurisdiction is outlined in the:

- ✓ City of Beaufort Code of Ordinances Chapter 2, Article B, Section 2-2021.
- ✓ Town of Port Royal Code of Ordinances Chapter 8, Article I, Section 8-6.
- ✓ State of South Carolina Code of Law Title 23 Chapter 9 Section 23-9-40

The key program objectives are as follows:

- ✓ Education of fire and life safety standards.
- ✓ Assess fire and life safety risks in comparison to the delivery of fire protection and its effects.
- ✓ Locate, record, and re-inspect items of concern for fire and life safety.
- ✓ Create and maintain thorough records and databases in order to measure and analyze the effectiveness of the Fire and Life Safety Inspection Program.

## **Administration**

The Fire Marshal shall oversee the Fire Inspection Program for the Department. Said Fire Marshal shall manage and administer the program and perform other job functions as outlined in current job descriptions and as directed by the Fire Chief.

The Fire Marshal will remain apprised of all changes regarding requirements set for continued delivery of fire inspection tasks within the City; and will make recommendations to the Fire Chief on mandated changes to guidelines and policies.

## **Company Inspections – Company Inspectors**

1. The Fire Marshal shall establish an Engine Company Inspection schedule that meets the goals and objectives of the Department. Inspectors will work to fulfill the inspection schedule based on the stated objectives in this guideline.
2. Inspectors will use the Department's designated inspection software program to record and provide specific data and general information on possible hazards found in a business occupancy.
3. Prior to serving copies of the report, the Inspector should carefully scan the form line by line to verify that all information is accurate and complete. Photos can be attached to report to better explain the issue.
4. Information contained on the report should be verbally summarized to the building occupant or property owner; and a copy of the report will be emailed to said building occupant or property owner or hand delivered if needed. This will ensure the building occupant or property owner will be aware of the found hazards and corrective actions needed.
5. Fire Inspection Reports are to be maintained in accordance with State records retention schedules and shall be stored in the departments data base.

## **Conflict Resolution**

1. Should a conflict arise where the fire safety inspection is strongly opposed by a business occupant or property owner, or during the inspection, attitudes and/or cooperation regresses to the point where the inspection is not conducive to its intended purpose, the Fire Inspector shall politely excuse himself/herself and exit the property.
2. The Fire Marshal and Deputy Chief shall be immediately notified of the situation. The Deputy Chief will do a follow-up on the conflict and will seek resolution.
3. Inspectors will make every effort to complete the inspection. However, confrontations and conflicts will be handled with professionalism in mind.

## **Enforcement**

This section shall be applicable to the Fire Marshal and/or Fire Inspector(s).

**Enforcement is not a duty of Company Inspector; fire safety education is the primary goal.**

The Department has a progressive code enforcement program designed to ensure compliance with applicable fire protection codes.

1. After a fire safety inspection, business occupants or property owners shall be afforded ample time and opportunity to remedy hazards noted.
2. Upon non-compliance, the business occupant or business owner may be issued a Notice of Violation by the Fire Marshal. This notice outlines the specific sections violated of the International Fire Code; and also, outlines potential punitive actions for non-compliance. Further non-compliance by business occupants or property owners may result in the issuance of citation.

The prescriptive method of the International Fire Code shall be used as corrective action for properties.

### **Violations**

1. Violations deemed by the Inspector to be immediately dangerous to life safety shall be corrected on the spot.
2. These violations include, but are not limited to:
  - locked and blocked exits
  - excessive storage of combustible material
  - overcrowding
  - illegal burning
  - open flames which are in violation of code
  - improper storage of flammable liquids
  - wires which are worn or frayed
  - to include excessive extension cord use
3. In the event the business owner, and or staff, refuses to comply, the Fire Marshal and/or duty officer shall be notified immediately.

### **Re-Inspections**

Each month the Fire Inspector will compile a list of the re-inspections due from the previous month.

1. All re-inspections have priority and shall be conducted by the end of the month in which they are scheduled.
2. The Inspector who conducted the original inspection shall be responsible for ensuring that re-inspection is completed and done so in a timely manner.

3. Once the re-inspection has been completed and the violations have been corrected, the Inspector will make the necessary changes in the computer and file the re-inspection in the proper file.
4. If the Inspector is unable to conduct the re-inspection for any reason, the Fire Marshal shall be informed immediately so arrangements can be made to complete the re-inspection.

The Fire Marshal shall be advised of any business in which a violation has not been corrected within 30 days.

### **Evacuations**

The Fire Marshal or the fire department official in charge of an incident shall be authorized to order the immediate evacuation of any occupied building deemed unsafe where such building has hazardous conditions that present imminent danger to building occupants.

Persons so notified shall immediately leave the structure or premises and shall not enter or re-enter until authorized to do so by the Fire Marshal or the fire department official in charge of the incident.

### **Structural Hazard**

Where an apparent structural hazard is caused by the faulty installation, operation or malfunction of any of the items or devices governed by the fire code, the Fire Marshal shall immediately notify the Building Code Official.

### **Fire Protection System**

This section shall be applicable to the inspection and maintenance of fire protection systems.

Fire protection systems are critical to the fire department, property owners, and occupants of a building. It is vital that these systems be maintained, tested, and inspected per code.

1. Each fire protection system shall be identified in the department inspection software program. System type, status, and inspection company shall be listed.
2. When during an inspection or incident a system is found to be out of service, the business shall be placed on Fire Watch per the department fire inspection procedure. The Fire Marshal shall be notified via email.

3. While on scene, the inspector or duty officer, has the authority vested in the Fire Marshal to research and troubleshoot problems through the building owner or representative for corrective action in the system.

### **Board of Appeals**

In order to hear and decide appeals of orders, decisions or determinations made by the Fire Marshal relative to the application and interpretation of code, there shall be and is hereby created a board of appeals. The Building Board of Appeals as outlined by Building Official shall act as the board of appeals.

Policy #O 34 Burn Permit	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: 3.1.2020	Implementing Officer: Chief Reece Bertholf Reviewing Officer:

**General**

The City of Beaufort/Town of Port Royal Fire Department issues burn permits in accordance with the municipal ordinances listed in the references section of this document. This policy is used to guide crews on the proper way to issue a burn permit within the City of Beaufort and Town of Port Royal. The executive secretary or her designee provides burn permit applications, receives completed applications and gives completed permits to on-duty crews to perform a site inspection prior to issuing the permit.

**Scope**

To issue burning permits, and enforce outdoor burning regulations set forth by the City of Beaufort and Town of Port Royal ordinances. All employees of the fire department should be familiar with the ordinances mentioned above.

**Purpose**

To set forth a policy for the issuance of burn permits within the City of Beaufort and Town of Port Royal to be followed by all members of the City of Beaufort/Town of Port Royal Fire Department. This section shall not prohibit cooking fires built in fireplaces, grills, or barbecue pits, or contained warming fires and bonfires which shall be kept under continuous supervision.

## Procedure

Employees shall follow the steps below when presented with a burn permit from the executive secretary or her designee.

1. The company officer or acting company officer will contact the applicant to schedule a date and time to perform the site inspection. Should an emergency response interfere with the agreed upon meeting time the company officer shall call the applicant as soon as possible to reschedule the inspection.
2. Upon arrival at the applicant's address, firefighters shall don their reflective vests as they would on an emergency response.
3. Firefighters shall approach the front door of the residence to make contact with the applicant, but will avoid entering fenced yards without the resident or homeowner present.
4. Firefighters shall introduce themselves to the applicant and request permission to inspect the burning area.
5. Firefighters shall check for the following:
  - a. A pile of less than 3 ft in diameter and 2 ft in height
  - b. A burn area that is at least 50 ft from any structure or vegetation if burning is to be conducted in an open circle.
  - c. If the burning is being conducted in an approved container the distance requirement is reduced to 15 ft.
  - d. Only one burning location is allowable
  - e. There must be a continuous water source connected with adequate length to reach the burn area.
6. If all criteria are met, the permit will be signed by the company officer or acting company officer. The applicant shall also sign the form.
7. If all criteria are not met, firefighters shall inform the applicant of the concerns and offer suggestions as to how the criteria may be met. If corrections can be made while on site, the permit may be issued. If the applicant needs time to complete corrections, the permit shall not be issued, and an additional inspection will be scheduled.
8. When signing the permit, read the form aloud to the applicant. The permit includes important information that the applicant should know pertaining to the rules and regulations of outdoor burning within the City of Beaufort and Town of Port Royal. Also inform the applicant that the fire chief, fire marshal or fire inspector may prohibit any or all burning.
9. Once the permit has been signed by the company officer or the acting company officer and the applicant, the form shall be submitted to the executive secretary or her designee.

## Rules and Conditions

1. Burning of grass, leaves, and woodland debris on the owner's property shall be allowed by permit only on the owner's property and is restricted to one (1) pile no larger than 3 ft in diameter and 2 ft in height. The burning shall be restricted to the hours of 9:00AM to 6:00PM and during the first full week of March, April, November, December only.
2. When granted, the permit is only for burning yard debris, leaves, tree branches and yard trimmings originating on the premises. The burn pile shall be no larger than 3 ft in diameter and 2 ft in height. The burning of multiple piles is prohibited.
3. Yard debris fires shall be CONSTANTLY ATTENDED by a competent person until such fire is extinguished. Such person in attendance shall have an adequate garden hose connected to a sufficient water supply, or other fire extinguishing equipment readily available for use.
4. No person shall kindle or maintain any fire or authorize any such fire to be kindled or maintained on any land or property within the City of Beaufort, unless the location is more than fifty (50) feet from any structure and adequate provision is made to prevent the fire from spreading within fifty (50) feet of any structure. If the fire contained in an approved waste burner it must be at least fifteen (15) feet from any structure.
5. The fire chief, fire marshal or fire inspector may prohibit any or all burning in the City of Beaufort when atmospheric conditions or local circumstances make such fires hazardous.
6. No person shall kindle a fire upon the land or property of another without the written permission of the owner thereof or his agent.
7. When granted, the permit does not exempt, relieve or excuse the person responsible for the burning from the consequences of and/or damages or injuries and civil liability resulting from the burning.
8. In the event of a complaint in writing, the Fire Department, the Fire Chief, Fire Marshal or Fire Inspector shall revoke or suspend the permit previously issued, provided such complaint appears reasonable under the circumstances. As a result bonfires or rubbish fires shall be extinguished forthwith.
9. Any appeal from the action covered in Rule 8, shall be in writing to the City Council setting forth the full grounds of such appeal, within ten (10) days of permit suspension.
10. No flammable or combustible liquids shall be used to ignite or maintain the fire.
11. Each day that burning is desired, the City of Beaufort Fire Department burn permit request line must be contacted to ensure that burning is allowed on that particular day.
12. Violation of any of the above rules or unsafe burning will result in the revocation or suspension of the permit.
13. Burning trees, brush, and undergrowth on lands within the corporate city limits of Beaufort where such land has been cleared for development will be allowed.

All such clearing shall comply with DHEC SC Air Pollution Control Regulation No. 61-62.2.