

Oswego Town Fire Department  
**Best Practices**

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**Firefighter Response**

1. All personnel are to respond to the fire station upon notification of an alarm, with the exception of the Chiefs and designated medical personnel.
2. The Fire Police Captain may respond directly to the scene.
3. All personnel will wear personal protective equipment in accordance with best practices.
4. Apparatus will be manned and respond in accordance with best practices.
5. Personnel authorized to use blue lights while responding shall observe appropriate New York State Vehicle Law. The Chiefs can revoke blue light authorization at any time.

**Use of Personal Protective Equipment (P.P.E.)**

1. All personnel at all fire and motor vehicle accident calls will wear full P.P.E.
2. Only P.P.E. supplied by the Oswego Town Volunteer Fire Department or equipment approved by the Chief may be used for firefighting.
3. It is the responsibility of each individual to inspect and maintain their assigned equipment and to inform the Chief or Officer in Charge of equipment of any damage.
4. P.P.E. includes but is not limited to:
  - helmet
  - turnout coat
  - turnout pants
  - firefighting boots
  - firefighting gloves
  - Nomex, P.B.I. or equivalent firefighting hood
  - Any specialized equipment per best practices
5. Traffic Safety vests will be worn at all times unless you are involved in direct firefighting.

**Self Contained Breathing Apparatus (S.C.B.A.)**

1. All personnel will wear personal protective equipment in accordance with best practices.
2. No personnel with a beard will wear S.C.B.A.
3. To be S.C.B.A. qualified, personnel will undergo approved training, a department physical with a pulmonary function test, mask fit test and approval of the line officers.
4. A minimum of two personnel will operate as a team when using S.C.B.A.
5. After using one 30-minute (or equivalent) air cylinders, personnel should be checked by an E.M.T. for fitness to continue. E.M.T.'s should report to manpower or Operations Officer on any Interior Firefighter that is unfit for duty due to fatigue, medical condition or incomplete/defective PPE.

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**Apparatus Response**

1. Apparatus should not leave the station until all personnel are secured with seat belts.
2. Apparatus seating occupancy unless otherwise directed by an officer:
  - 3411 - 7 personnel maximum, 4 minimum
  - 3412 - 7 personnel maximum, 4 minimum
  - 3461 - 8 personnel maximum, 4 minimum
  - 3462 - 5 personnel maximum, 2 minimum
  - 3471 - 5 personnel maximum, 2 minimum

**Apparatus should respond to alarms in the following order unless otherwise directed by an officer.**

<b>SUNY</b>	3412	3411	3461	3462	3471
<b>Structure fire:</b>	3412	3411	3461	3462	3471
<b>Grass fire:</b>	3471	3411	3461		
<b>Vehicle fire</b>	3412	3411	3461		
<b>Motor vehicle accident</b>	3461	3412	3462	3471	
<b>C.O. Investigations</b>	3412				
<b>E.M.S.</b>	3462				
<b>Rope Rescue</b>	3411	3461	3471		
<b>Ice Rescue</b>	3411	3461	3471	3462	
<b>Water Rescue</b>	3462 and WR 1			3411	
<b>MCI</b>	3471 w/ MCI Trailer				

**Mutual aid:**

- 1) 3412 will respond out first for mutual aid requests.
- 2) 3411 will respond for any mutual aid requests that involve drafting.
- 3) Other vehicles as requested by dispatch
- 4) If multiple chiefs are available for a mutual aid call at least one chief should remain in Oswego Town territory to cover any alarms in our home area.

**Initial fire Attack**

1. Apparatus response and personal protective equipment are to be used in accordance with respective best practices
2. Only S.C.B.A. qualified personnel will be involved with interior structural fire attack.
3. Initial interior attack should be made with a minimum of two preconnected hand lines.
  - A) 1<sup>st</sup> priority is to place one preconnected line into service.
  - B) Ventilation should take place prior to or simultaneously with the initial attack by the first in hose team.
4. The second due apparatus should prepare to supply water from the hydrant system or establish a water supply.
5. Interior operations should not be conducted during an exterior attack.
6. The sounding of continuous air horn blasts will be the evacuation signal. All interior operations will cease; all personnel will evacuate the structure and report to Operations officer.

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**Accident Victim Extrication**

1. Apparatus response and personal protective equipment are to be used in accordance with respective best practices.
2. Vehicle stabilization should take place prior to entry.
3. All personnel entering the vehicle are required to wear P.P.E.
4. Personnel should stabilize the victim(s) and coordinate extrication with the officer in charge.
5. One A-B-C extinguisher should be manned in close proximity to each vehicle in which extrication is performed.
6. Haz-Mat Incident: A hose line should be placed into service with the Propack and/or foam.

**Public Information**

1. All requests for information about an incident should be directed to the officer in charge or his/her designated public information officer.
2. During mutual aid responses, all requests for information should be directed to the officer in charge of the home department.
3. Notify the officer in charge if unauthorized personnel are releasing information.
4. Amateur photographers and news media may take photographs and video tape at a safe distance at the discretion of the officer in charge. They must remain away from the incident and may not enter any involved structures.
5. No information concerning incidents under investigation should be released. Questions and information concerning suspicious incidents should be directed to the appropriate law agency.

**Rope Rescue**

1. Apparatus response and personal protective equipment are to be used in accordance with respective best practices.
2. Only equipment inspected by Oswego Town personnel should be used.
3. Safety lines and or barricades will be used to protect personnel from fall hazards.
4. Only trained personnel should use rope rescue equipment for life support.
5. P.P.E. includes but is not limited to:
  - helmet
  - long sleeve shirt
  - long pants
  - ankle supporting boots
  - gloves
  - any specialized equipment per best practices.

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**Stand By Personnel**

1. The department base station radio should be manned during every alarm unless all personnel are required at the scene.
2. Personnel manning the base station should remain until released by an officer.

**Initial Vehicle Fire Attack**

1. Apparatus response and personal protective equipment are to be used in accordance with respective best practices.
2. Only S.C.B.A. qualified personnel should be involved with extinguishment and overhaul.
3. Initial attack should be made with two preconnected hose lines. One line should use foam
4. Fire attack should be from the side(s) of the vehicle.
5. The second due apparatus should prepare to supply water from the hydrant system or establish a water supply.

**Emergency Vehicle Drivers**

1. No personnel under the age of twenty one (21) should be allowed to operate an emergency vehicle while responding to an alarm. (See Driver Policy 3 a).
2. All personnel who operate emergency vehicles should possess a valid New York State Drivers License.
3. No personnel should operate an emergency vehicle without approval by the line officers.
4. Personnel who are eligible drivers should notify the Chief of any license suspension or revocation. (See Driver Policy 3c)

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**Driver Policy**

1. Any driver of an emergency vehicle involved in a motor vehicle accident will undergo mandatory drug/alcohol testing per the Oswego Town Fire District Alcohol/Drug Policy.
2. If any Department of Health certified vehicles are involved in a motor vehicle accident, the Department of Health must be notified verbally within one (1) day. Written notification must be made within five (5) days.
3. The training program should include, but not be limited to the following:  
Preventative maintenance, record keeping, legal requirements, defensive driving and unusual circumstances driving, specific training of vehicle functions, such as vehicle systems, pumps, tanks, aerial devices, hydraulics etc. should be included as determined by the emergency service organization. The candidate should also demonstrate their driving ability to the officers of the emergency service organization with the following conditions.
  - a) The trainee's driving of emergency vehicles shall be limited to training and non-emergency activities. Between the ages of eighteen (18) to twenty-one (21), any candidate who has demonstrated exceptional abilities with their personal driving, may become an emergency vehicle driver trainee. The individual shall remain on this trainee list until their twenty-first (21st) birthday. During this time candidates will meet the requirements of a training program established by the local emergency service organization.
  - b) Detailed training records should be kept on all trainees during their training period. The training records should include, but not be limited to hands-on experience and classroom time on theory, (four (4) hours classroom, ten (10) hours "hands-on" minimum annually). The insurance company's Emergency Vehicle Driver Training Program can be used to complete both hands-on and classroom training. The insurance company's record keeping forms also can be used.
  - c) All drivers should participate in the NYS LENS program. The Board of Fire Commissioners and Chiefs will handle any notifications related to the LENS program.

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**Rapid Intervention Team(s) (R.I.T.)**

1. P.P.E. is to be used in accordance with best practices
2. R.I.T. teams should consist of two personnel.
3. One portable radio should be used per each team.
4. R.I.T. teams should stage near the structure access with needed rescue equipment and await dispatch by the Incident Commander.

**High Rise Operations (SUNY)**

1. First due engine should send interior crew to one floor below fire floor with “high rise pack”, to commence fire extinguishments.
2. Control of elevators is a priority. Use of elevators is not allowed until the determination of actual fire floor and the extent of involvement. If determined safe, elevator may then be used to transport.
3. Second due apparatus should lay supply line and connect to the structure’s standpipe system, if applicable.
4. Setting up of a manpower resource pool should be critical for search and rescue operations and extinguishments.

**Water Rescue**

1. All personnel entering water should wear personal flotation device.
2. Any personnel within 10’ of water should wear personal flotation device.
3. Only trained operators should drive water rescue craft.
4. Before entering water, all methods to rescue victim from shore should be attempted.
5. Coast Guard should be alerted for all applicable waters.

**Radio Operations**

1. All radio communications to fire dispatch should be on channel 7-1.
2. All single company operations (e.g. Oswego Town + ambulance) should take place on channel 7-11.
3. All multiple company (departments) operations should take place on the dispatch assigned fire ground channel.
4. All fire ground operations should take place on channel 14-1.
5. Upon dispatch, all chiefs needs to call en route and only the first arriving chief needs to call on the scene.
6. All apparatus responding per best practices should call en route. Only the first arriving unit should call on the scene.
7. Medics should call out only on medical alarms. Medics shall call a chief on the air on 7-11. If no chief is on the air, the medic should contact fire dispatch on channel 7-1 to call en route.

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**Ice Rescue**

1. Only personnel on the posted "Ice Rescue Qualified List" should be involved with going onto the ice.
2. All personnel going onto the ice should have an ice rescue suit on.
3. Any personnel within 10 feet of the water / ice should wear a personal flotation device.
4. All personnel on the ice should be tethered if possible.

**Hose Loading**

Hose loading operations shall be permitted to be performed on moving fire apparatus only when the following conditions are complied with:

1. All members involved have been properly trained in hose loading procedures and policies.
2. There should be a member, other than those loading hose, assigned as a safety observer. The safety observer should have an unobstructed view of the hose loading operation and be in visual and voice contact with the apparatus operator.
3. Non-fire department vehicular traffic should be excluded from the area or should be under the control of authorized traffic control persons.
4. The fire apparatus should be driven only in a forward direction at a speed of 5 MPH or less.
5. Members will be permitted to be in the hose bed, but should not stand while the apparatus is in motion.
6. Prior to the beginning of each hose loading operation, the situation should be evaluated to ensure compliance with all provisions of this policy. If the policy procedure cannot be complied with, or if there is any question as to safety of the operation for the specific situation, then the hose should not be loaded on moving fire apparatus.

**EMS Documentation:**

1. A PCR should be completed each time our agency is dispatched for any EMS response. This includes (but is not limited to):
  - Patients treated by our agency and transported by another,
  - Patients who refuse care and/or treatment.
  - Calls where no patient contact is made, such as
    - Calls cancelled before reaching the scene
    - Calls where no patient is located
    - Standby events
2. PCRs are only to be completed by a New York State certified EMS provider. If no EMS providers responded on a call or to the station then NO PCR is necessary.
3. Guidance for this section was based in NYS DOH, EMS Policy Statement 02-05 and Oswego County SOG 5.