

CAPITAL CITY FIRE/RESCUE

SOG NUMBER 6.0

STANDARD OPERATING GUIDELINES

DATE: 8/14/06

REVISION DATES:

EMERGENCY VEHICLE OPERATION

OBJECTIVE: To drive/operate CCF/R vehicles safely without endangering others needlessly.

GUIDELINE:

6.1 Authorized emergency vehicles in this document refer to ambulances, engines, aerial, and the tender.

Utility vehicles in this document refer to the utility trucks at the stations and training center.

Administrative vehicles in this document refer to chiefs, fire prevention, and training vehicles.

6.2 Before any personnel will be allowed to drive with a blue light, they must successfully complete the CCF/R Emergency Vehicle Operations Course.

6.3 Before any personnel will be allowed to operate a CCF/R utility vehicle, they must successfully complete the following:

6.3.1 CCF/R Emergency Vehicle Operations Course, if not already done.

6.3.2 Demonstrate to an officer that they are capable of operating the specific piece of apparatus.

6.3.3 Demonstrate to a Captain or higher officer their ability to operate a trailer if they want to be allowed to tow the disaster trailer or rescue boat.

6.3.4 Be able to recite the Response SOGs for the utility vehicles.

6.4 Before any personnel will be allowed to operate a CCF/R ambulance, they must successfully complete the following:

6.4.1 CCF/R Emergency Vehicle Operations Course, if not already done

6.4.2 Ambulance check-off sheet for that type of ambulance, ie, M-1 and M-2, or M-3 and M-4 including a verbal exam.

6.4.3 Be able to recite the Response SOGs for the ambulance.

6.5 Before any personnel will be allowed to operate a CCF/R pumping apparatus, they must successfully complete the following:

- 6.5.1** CCF/R Emergency Vehicle Operations Course, if not already done.
- 6.5.2** Check-off sheet for that specific pumping apparatus.
- 6.5.3** Successfully complete a department approved engineering course
- 6.5.4** Be able to recite the Response SOG's for that apparatus.
- 6.5.5** The ARFF check-off sheet, if the apparatus is an ARFF vehicle.

6.6 Drivers training in apparatus that is dispatched to an emergency will switch with the trainer unless they have successfully completed a road course in that emergency vehicle.

6.7. Driver trainers should document all training hours on any apparatus. The back side of the check-off sheet for most of the apparatus are designed for documenting training hours. The Fire Training Officer or his/her designee should be the final signature on the training check-off sheet.

6.8 Seat belts should be worn by all personnel at all times that a CCF/R vehicle is moving. The department recognizes that exceptions may be necessary for patient care in the back of the ambulances or for a short period while donning SCBAs.

6.8.1 Riding on the-tail board, running boards, bumper, hose bed, sidesteps or other exposed positions is specifically prohibited

6.8.2 Passengers being transported in the front seat of the ambulance must wear a seat belt. Child patients must be placed in a secured child restraint seat. Patients in the rear of ambulances should wear a seat belt or be secured in the gurney unless such action will interfere with patient care.

6.9 For medical incidents, Control will dictate whether authorized emergency vehicles will respond priority (lights and sirens) or standard (non-lights and siren). Examples for priority response mode assigned by Control include breathing difficulty, chest pain, uncontrolled breathing, decreased LOC, and MVAs with significant MOI. Standard responses are to any medical incident that does not fit the priority selection criteria on Control's guidecards. Standard response modes can be upgraded to priority response by Control, the Incident Commander, the Duty Officer, the responding Captain or the Lead Medic as more information is gathered or the patient's condition worsens.

6.9.1 Priority responses should only be downgraded by the responding captain, duty officer, or incident commander, based upon further information received from on-scene CCF/R personnel, JPD law enforcement or other individuals.

6.9.2 For fire or other non-medical incidents, authorized emergency apparatus will respond lights and siren only to the following types of incidents:

1. Confirmed structure fire / smoke and flames

2. Smoke in the building, with multiple callers and /or multiple alarms
3. Chimney or stack fires
4. Grass, wildland, or other outside fires threatening structures
5. Vehicle fires
6. Airport Alert II or III
7. Vessel fire
8. Natural disasters requiring an immediate response

6.9.3 Authorized emergency apparatus will respond non-lights and siren to the following incidents:

1. Automatic alarms triggered by one alarm
2. Sprinkler alarms
3. Smoke detectors alarming with no discernible cause
4. Smoke in the area
5. Grass, wildland, or other fires outside and away from structure
6. Airport Alert I
7. Dumpster fires away from any structures
8. Outhouse fires, port-a-pottie fires
9. Service calls such as wash downs, small fuel spills or leaks, HAZMAT spill or odor reports, calls for assistance, assisting police or other agencies, water cleanup
10. Open burns/ burn complaints
11. Carbon monoxide detectors with occupants with no symptoms.

6.9.4 Administrative vehicles should follow the criteria listed above for authorized emergency apparatus and can upgrade or downgrade at their discretion.

6.9.5 Utility apparatus should only respond lights and siren if the operator has completed an EVOC course, has a duty to respond i.e. All Call or shift response, the call is a priority call (i.e. lights and siren justified) and it is in the call is in their district; specifically directed to by Control, the responding Engine Captain, the Duty Officer, or the Incident Commander. If they are towing a trailer or rescue boat, extreme caution should be exercised at all times. Lights should not be used except when making a maneuver to position the trailer or rescue boat on scene. A backer should be used when backing trailers, (See 6.17.0)

6.9.6 R-1 due to its size and braking difficulties should only respond lights and siren to rescue incidents when specifically directed to by the same personnel as utility apparatus (6.9.5). When responding as an air unit, R-1 should not use emergency lights or siren except emergency lights may be used after arrival on scene and or when needed to maneuver, as a safety measure. (see 6.17.0)

6.9.7 Emergency lights should always be used for priority response. Sirens should be used with emergency lights to alert other vehicles or pedestrians. Opticoms should only be used during full emergency response in conjunction with at least emergency lights. **Lights and sirens do not excuse reckless or negligent driving.**

6.9.8 All drivers shall maintain control of their vehicle in such a manner as to provide the maximum level of safety for both passengers and the general public.

6.9.9. Emergency vehicle drivers must be aware that civilian vehicle operators might react in a manner which is unexpected or felt to be inappropriate. Drive defensively.

6.9.10 An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right-of-way to an emergency vehicle, the emergency vehicle driver can not assume or force the right-of-way.

6.9.11 Hearing protection shall be worn as needed by personnel while riding on vehicle. Vehicle operators shall wear hearing protection during pumping operations.

6.9.12 All personnel shall enter the Passport Accountability System when assigned to a vehicle. Entering the system requires each individual to place their nametag on the passport.

6.9.13 Vehicle operators shall maintain a minimum distance of 250 ft. between apparatus while responding priority to the scene of an emergency.

6.9.14 Drivers shall operate their vehicle within the posted speed limit whenever traveling in a non-emergency condition.

6.9.15 Drivers shall constantly maintain a due regard for actual and potential driving hazards.

6.9.16 When responding to a true emergency, with conditions permitting, drivers may exceed the posted speed limit so long as they do not endanger life or property.

6.9.17 No driver shall drive at speeds greater than are reasonable and prudent under the conditions. Example of conditions requiring slower response speeds include, but are not limited to:

6.9.17.1 Slippery and rough road conditions

6.9.17.2 Heavy or congested traffic conditions

6.9.17.3 Inclement weather

6.9.17.4 Sharp curves and blind corners

6.9.17.5 Poor visibility

6.9.17.6 Construction zones

6.9.17.7 When pedestrians are present

6.9.17.8 Residential areas

6.9.17.9 Steep grades

6.9.17.10 Speed limits should not be exceeded by more than 15 mph on the highway and 10 mph in residential areas on priority responses. Extreme caution shall be used traveling at any speed on priority responses due to the unpredictable behavior of other drivers. Ideally, during priority response, the driver of an emergency vehicle shall have a front seat passenger to assist them in spotting hazards including other vehicles and pedestrians.

Speed limits shall not be exceeded on standard responses. Speed limits shall not be exceeded during normal operations of the vehicles.

6.9.18 Extreme care must be taken when approaching any intersection because a large percentage of major accidents involving emergency vehicles occur here.

6.9.19 Any intersection that does not offer a control device (stop sign, yield or traffic signals) in an emergency vehicle's direction of travel. For uncontrolled intersections, drivers shall:

6.9.19.1 Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.).

6.9.19.2 Observe traffic in all four directions (left, right, front, rear).

6.9.19.3 Slow down if any potential hazards are detected and cover the brake pedal.

6.9.19.4 Prior to approaching the intersection, change the siren cadence.

6.9.19.5 Avoid using the opposing lane of traffic if at all possible.

6.9.20 Controlled Intersections. Any intersection controlled by a stop sign, yield sign, or a traffic light. Entering and proceeding through controlled intersections requires the driver to slow the vehicle's rate of approach to a degree that provides the ability to stop the vehicle immediately. For controlled intersections drivers shall:

6.9.20.1 Not rely on warning devices to clear traffic.

6.9.20.2 Prior to approaching the intersection, change the siren cadence.

6.9.20.3 Begin to slow down well before reaching the intersection and cover the brake pedal, continue to scan in all four directions (left, right, front, back).

6.9.20.4 Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.) as well as driver options.

6.9.20.5 Scan the intersection for possible passing options (pass , wait, etc.) Avoid using the opposing lane of traffic if at all possible.

6.9.20.6 On approaching the intersection, slow the vehicle to a speed that allows for an immediate complete stop.

6.9.20.7 Proceed one lane of traffic at a time treating each lane of traffic as a separate intersection.

6.9.20.8 Establish eye contact with other vehicle drivers; have partner communicate all clear, reconfirm all other vehicles have stopped.

6.9.21 At all times, even on priority responses, school zones with flashing yellow lights shall be observed. Vehicles will slow to the posted speed limit and proceed with caution. When approaching a school bus with flashing red lights and its stop sign out, emergency vehicles will stop until the red lights stop flashing or the school bus driver waves them through. Once these conditions have occurred, emergency vehicles will proceed with extreme caution through the area. Once they have cleared the school bus, any children in the area, or the school zone, the emergency vehicle may proceed at its original speed.

6.10 Vehicle Readiness

- 6.10.1** Capital City Fire/Rescue shall conduct operational inspections for all vehicles on a routine basis. Inspections are specifically for the purpose of ensuring the operational readiness of Department vehicles.
- 6.10.2** If at any time a Department vehicle is found to be in an unsafe condition, it shall be immediately reported to the appropriate supervisor. If, in the supervisor's determination, the vehicle cannot be used in a safe manner, it shall be taken out of service until it has been restored to a safe operating condition.
- 6.10.3** Any equipment found to be in need of repair shall be immediately corrected or reported to the appropriate supervisor. Department personnel must be certain to only take on repairs that are within their scope of authority. Only pre-authorized repairs shall be made.
- 6.10.4** Following any repair and maintenance, vehicle and equipment shall be thoroughly inspected and tested prior to being placed back in service.
- 6.10.5** Prior to starting any vehicle, the driver shall ensure that a circle-of-safety is completed. A circle-of-safety is defined as a walk-around inspection of the vehicle that ensures all equipment is secured, all compartment doors are securely closed, and any physical obstructions are moved clear of the vehicle.
- 6.10.6** Crew members may assist the driver by completing a designated portion of the circle-of-safety, but the driver is ultimately responsible for the circle-of-safety.
- 6.10.7** During the circle-of-safety, designated personnel shall completely encircle the vehicle to visually inspect all four sides, top, and bottom of the vehicle before entering the cab to verify vehicle is ready to move.
- 6.10.8** Prior to moving any vehicle from a building, vehicle operators shall ensure that bay doors are completely opened.

6.11 Headlights must be on when an apparatus is being driven either during emergency responses or normal driving.

6.12 At emergency scenes, apparatus should be parked out of collapse zones, on the same side of the roadway as the incident, and positioned to protect firefighters and/or hose lines on the scene by acting as a barrier to other traffic. Emergency lights will be left on. Opticoms must be shut off.

6.13 When the situation allows, roadways should be opened to normal traffic as soon as possible. Traffic control should be established using JPD Officers and/or CCF/R personnel. CCF/R personnel must be in proper PPE that will allow them to be recognized and has reflective properties. The CCF/R traffic control personnel must have a flashlight at night and must always have a portable radio. The radio should be set on an unused tactical frequency and be used to coordinate traffic with other traffic control persons.

6.14 Apparatus operators will set their wheel chocks upon arrival at the scene. Traffic cones will be placed as soon as possible.

6.15 The possibility of an accident while driving with emergency lights and siren is heightened. Use of emergency lights and siren does not give anyone the right to drive without due care or diligence. If an accident occurs, the department will still have a liability and you will be responsible for your actions.

6.16. Accidents

A. Operator's actions immediately after accident (if uninjured)

1. Report accident to Supervisor and Control (if accident occurred during an emergency response)
2. Render aid to injured personnel or citizens
3. Render scene safe of hazards (fuel spills / fires)
4. Supervisor (and/or Duty Officer) will request response of other assets to original emergency incident and/or new accident scene

B. Accident Documentation

1. Member is to provide an incident report including an narrative of the events.
2. The immediate supervisor will notify the Duty Officer of the accident.
3. JPD will be requested to respond [if the accident caused an estimated \$500.00 damage, there is bodily injury or the accident involved an occupied private vehicle]. The response of JPD will not relieve the employee and or supervisor from completing all of the incident report.
4. Member will complete all required paperwork and actions required by CBJ policy.
5. Members witnessing the accident will provide a written report of their observations.
6. If available, the supervisor will take photographs of the accident scene. The photographs will be attached to the incident report.
7. In the event of damage to non-CBJ property not meeting #3 above, the owner of the property will be advised of the accident immediately if possible. Copies of the CBJ insurance information will be provided to that owner. If immediate contact is not possible, a note will be left on the scene detailing the CCF/R driver's name, supervisor's

name, contact phone number (station phone number) and a narrative of what happened.

C. Corrective Actions

1. All accident reports will be reported to the Accident Review Board for recommendations in corrective actions and/or education to prevent similar incidents from occurring. This does not include recommendations on disciplinary actions.
2. Disciplinary actions, if warranted for cause, will follow PR13, or department guidelines as applicable. Gross negligence on the part of the driver, or multiple incidents may result in disciplinary actions at any step up to and including termination.

6.17.0 Backing of Vehicle

6.17.1 Backing of vehicle shall be performed in accordance with the procedures established by the Department.

6.17.2 Whenever possible, drivers should avoid backing.

6.17.3 When it is necessary to back up, members shall follow all of the following:

6.17.3.1 The driver shall use a back up person.

6.17.3.2 Before the vehicle is put in reverse, ensure that a back-up person is in the proper position near the rear of the vehicle.

6.17.3.3 The back-up person should be safely positioned so that the driver can see him/her at all times.

6.17.3.4 If at any time the driver loses sight of the back-up person, he/she shall stop immediately until the back-up person is visible again.

6.17.3.5 Drivers and back-up personnel should watch for front-end clearance during back-up maneuvers.

6.17.3.6 If conditions exist that make use of a back-up person impossible, all drivers, before attempting to back up, shall make a circle-of-safety to ensure that no person or persons are directly behind the vehicle or in its intended path of travel and the vehicle can be safely backed before backing.

6.18.0 Fire Vehicles

6.18.1 All fire vehicles shall be operated in accordance with the following standard guidelines:

- 6.18.1.1** Drivers of fire vehicles shall not move the vehicle until all personnel are securely seated in approved riding positions with seat belts securely fastened.
- 6.18.1.2** Headlights shall be on whenever an emergency vehicle is in operation. Lights should not be turned on until after the vehicle's engine has been started, and shut off before the vehicle's engine is turned off.
- 6.18.1.3** Fire vehicles shall be brought to a full stop before personnel dismount.
- 6.18.1.4** All fire vehicles over 20,000 lbs. GVW shall utilize wheel chocks when parked outside of the apparatus bay.
- 6.18.1.5** Whenever possible and practical, all Department vehicles with diesel engines should not be left at idle longer than five to ten (5-10) minutes. Vehicle Operators are requested to increase the engine speed to 1000-1200 RPM if idling periods are anticipated to exceed ten (10) minutes, and if the increased noise levels will not disrupt other department operations.

6.19 Restoration of Vehicle After Alarms

- 6.19.1** All vehicles shall be put back into a complete response-ready condition as soon as possible.
- 6.19.2** Fuel tanks shall not be below $\frac{3}{4}$ and water tanks shall be topped off.
- 6.19.3** When necessary, all vehicles and equipment will be washed upon returning to quarters.
- 6.19.4** Hose covers shall be emptied of accumulated water when applicable.