The Hyattsville Volunteer Fire Department

Company Rookie Manual

Last Revision Summer 2013
Edited by Matthew Leonard
Contribution from Summer 2009 Rookie Book & Spring 2013 Live-ins
Introduction

Welcome to the Hyattsville Volunteer Fire Department. Whether you are new to the fire service or have been with other companies in the past the HVFD is a unique fire company in a unique fire department. The HVFD has a strong sense of pride and tradition that dates back to 1888 with a sincere dedication to serving the citizens of the City of Hyattsville and Prince George’s County, Maryland. One thing you will be doing regardless of the prior experience you have is serving as a volunteer in a busy metropolitan fire department.

Our fire company responds annually to thousands of emergencies including medical emergencies, vehicle accidents, technical rescues, structural fires, and general calls for assistance to the people we serve. The HVFD is one of only two companies in Prince George’s County that operates all 3 primary suppression and rescue services as well as a BLS ambulance. Because of the diversity of our tasks the HVFD must maintain a high level of discipline and a high level of competence in its members.

This book is designed to assist you with becoming a well-trained and knowledgeable volunteer and will help you attain any goals you wish to achieve whether it is in fire or EMS. There is a basic level study material as well as benchmarks within these pages and exams to help you gauge you proficiency and obtain various statuses as you move through your probation and rookie hood. On top of that you will find introductory information into the local mapping system, General Orders, company level and county standard operating procedures, station information and apparatus equipment layouts. The majority of the information in this book is just the basics and abridged from many other sources.

We encourage you to seek these materials out and familiarize yourself with them. We could not have possibly covered everything you need to know in this small handbook because it would have been thousands of pages thick. Think of this as merely a guide to helping you along but do not hesitate to ask questions if you have them and come up to the station and train often. The best way to make haste through your tests and exams is to train hard, train often, and have fun. The more you are at the station the better the experience you will have with the HVFD! Do not forget to bring this book with you when you come up, it contains plenty of things to do at the station and will aide in your studying and fun.
## HVFD Leadership

<table>
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<th>Line Officers</th>
<th>Administrative Officers</th>
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<tbody>
<tr>
<td>Chief: David Hang</td>
<td>President: Thomas Falcone</td>
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<td>Chief 1A: Matt Leonard</td>
<td>Vice President: Dave Iannone</td>
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<td>Chief 1B: Eric Smolinsky</td>
<td>Vice President: Nick Welter</td>
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<tr>
<td>Capt. James Bulter</td>
<td>Treasurer: Patricia Thomas</td>
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<tr>
<td>A/Capt. Lee McCarthy</td>
<td>Secretary: Anna Van Valkenburgh</td>
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<td>Lt. Greg Smith</td>
<td>Asst. Secretary: John Carey</td>
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<tr>
<td>Lt. David Cooksey</td>
<td>Chairman of the Board: Bill Moran</td>
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<td>Lt. Nik Zupancic</td>
<td>Board Member: Dave Iannone</td>
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<td>Lt. Chris Evans</td>
<td>Board Member: Kevin Esser</td>
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<td>Lt. Lawler Whitman</td>
<td>Board Member: Matt Westerbeck</td>
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<td>EMS Lt. Danielle Greene</td>
<td>Board Member: John Carey</td>
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<td>Sgt. Jeff Kraus</td>
<td>Board Member: Nate VanderRoest</td>
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<td>EMS Sgt. Ivan Lawit</td>
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<td>EMS Sgt. Ian Kolmeister</td>
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Volunteer Recruit School

Volunteer Recruit School (VRS) is designed to give new members an overview of the fire service and to give new members basic knowledge and practical skills of fire ground tactics.

There are two parts to VRS. The first part is a 14 hour class that is taught at different fire houses around the county over the course of two evenings and one Saturday. Topics covered in this part of the course include: history of the fire service, workplace harassment avoidance training, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), an overview of general orders, infectious control, fire department health and safety, and Cardiopulmonary Resuscitation (CPR). There is a 30 question multiple-choice exam at the conclusion of the class. Members who have a current CPR card are exempt from the CPR portion. All other sessions are mandatory.

The second part of VRS is completed at the station and must be taught by a qualified VRS instructor (Leonard). Self Contained Breathing Apparatus (SCBA), Tools and Equipment, Portable Ladders, Hose Lines and Appliance, Hazardous Materials Awareness, and Ambulance Operations. It is the new member’s responsibility to approach the in-station instructors to complete these sections.

 Portions of the in-station VRS may be waived if the new member has previous training. In all cases, all documentation and proof must be provided.

1. If the member has passed the Pro Board Firefighter I mid-term, the member only needs to complete the Hazardous Materials Awareness and Ambulance Operations sections.
2. If the member has passed the Pro Board Firefighter I mid-term and Pro Board Hazardous Materials Awareness (mid-term for Hazardous Materials Operations Course), the member only needs to complete the Ambulance sections.
3. If the member has passed the Pro Board Firefighter I mid-term, Pro Board Hazardous Materials (mid-term for Hazardous Materials Operations course), and the module 3 Maryland EMT-B test, the member does not need to complete any of the in-station VRS sections.
4. If the member has passed the Pro Board Firefighter I mid-term and the module 3 Maryland EMT-B test, the member only needs to complete the Ambulance Operations section.

All members are provided with Form 3899 at the start of their first VRS class. It is the member’s responsibility to ensure all signatures and sections are completed. A copy of the form is provided on the next page. All members must complete ICS 100 and ICS 700 before attending VRS class.
PRINCE GEORGE'S COUNTY FIRE COMMISSION AND FIRE/EMS TRAINING ACADEMY
TRAINING CERTIFICATION – VOLUNTEER RECRUIT SCHOOL

Name: 

PGFD I.D. #: 

Date of Birth: 

Age: 

Social Security #: 

Date Entered Fire Department: 

Fire/EMS or EMS only: 

Station #: 

STEP 1 - Training Requirements – Classroom portion of VRS

Session 1 – Fire Service Orientation (WHATS, HIPAA), and G.O.'s and S.O.P.'s (3 hours)
Session 2 – Infectious Control, Fire Department Health and Safety (6 hours)
Session 3 – Final Exam, and CPR (To be exempt from CPR credit required at Session 2) (3 hours)

Exams:

Final Exam: passed: ___________ failed: ___________ exempted: ___________

Cardiopulmonary Resuscitation: passed: ___________ failed: ___________ exempted: ___________

Completion of Classroom Portion of VRS only:

24 Contact hours of classroom portion of VRS student is required to pass P.A.T. Tag. Failed, P.P.E. and must start Step 3.

STEP 2 – Personnel Accountability Tag (P.A.T.)

Contact: The Fire Commission Office located in the Fire Station, 7200 Woodson Road, Lanham Mills at 301-600-1974 during normal working hours for appointments. Must have appointment and bring this signed form.

P.A.T. Tag issued by: 

Date Issued: 

STEP 3 – Personal Protective Equipment (P.P.E.)

Must be issued, then signed by either Fire Chief or Fire Commission and P.A.T. Tag then must be issued to Logistics Division at 700 Westport Avenue, Lanham–Operational hours are 8:00 am to 12:00 pm and 1:30 pm to 5:30 pm, Monday through Friday.

P.P.E. issued by: 

Date Issued: 

STEP 4 – SCBA Personal Face Piece and Regulator

Contact: The Fire Station, 7200 Woodson Road, Lanham Mills at 301-600-1974 during normal working hours for appointments. Must have appointments and bring this signed form and the Volunteer Agreement. 

Face Piece & Regulator issued by: 

Date Issued: 

STEP 5 – Training Requirements – In Station Portion of VRS

Session 1 – Personal Protective Equipment (P.P.E.)
Session 2 – Self Contained Breathing Apparatus (SCBA)
Session 3 – Portable Radios
Session 4 – Tools and Equipment
Session 5 – Hose Lines & Appliances
Session 6 – Hazardous Materials Awareness (E.R.G.)
Session 7 – Ambulance Operations

Completion of In Station Portion of VRS only:

We certify that the above individual completed the entire portion of VRS as required.

Station Volunteer Fire Chief's Signature: 

Date: 

Fire Commission Approval:

Note: No active Fire Fighter or EMS can receive a personal license in Burning Structure and/or working in any hazardous environment until they have obtained the appropriate certifications listed below.

Further Training Requirements and Additional Information:

Fire Personnel – Within 12 months of date of entering the department, must complete 64 hours of Firefighter I training.
EMS Only Personnel – Within 12 months of date of entering the department, must obtain Emergency Medical Technician and Firefighter I training.

I, ____________________________, have read and understand all the information contained within this form.

Signature: ____________________________
They Hyattsville Volunteer Fire Department (HVFD) prides itself on self-governance and a team during station and emergency operations. All members must put a personal preferences aside and work toward the same goal and mission: the benefit of our Citizens we serve, our Company and our County.

The following guidelines are designed to help promote a positive team attitude and an efficient, effective working environment:

All personnel shall conduct themselves in an orderly and respectable manner and behave in a way that brings credit to the department. Members shall treat others with respect and refrain from the use of abusive derogatory or foul language both in the station and in the public view.

Personnel shall treat all department and personal property in such a manner so as to avoid damage and prevent loss, theft, or destruction of that equipment. Any willful destruction, theft, or damage or failing to make efforts to stop such damage, theft or destruction will be grounds for disciplinary action.

No food or drinks are permitted on the second floor of the station or in the computer server room.

All personnel are required to clean up after themselves and to assist other members in keeping the station clean. This included (but is not limited to) throwing away trash, washing dishes, cleaning the kitchen, and bathrooms.

Station housework is completed each and every evening, typically between the hours of 2130-2300 hrs. The duty officer or his designee will call housework. All personnel in the station will cease all activities and participate in station housework. Assignments and cleaning activities will be at the discretion of the duty officer and may include but are not limited to: pulling all trash, sweeping and mopping all floors, cleaning the kitchen, vacuuming the carpets, cleaning apparatus bays, emptying the ashtrays in the bays, cleaning the stairwells, wiping down walls and furniture, and cleaning the first floor restroom.

All personnel shall make reasonable efforts to maintain building security at all times.

No horseplay is permitted in the station. No throwing of balls, wrestling, or otherwise engaging in rambunctious behavior is permitted in the station.
All members under the age of eighteen that are still in high-school are required to leave the station by 2200 hours on school nights. The only exception to this rule is if the member has responded on a call prior to 2200 hours and the calls runs past the curfew.

The Property Officer will assign live-in members a gear rack in the apparatus bay. A select number of non-live in members will be assigned lockers depending upon availability. Non-live in members are encouraged to keep their gear with them when they leave the station for security reasons.

Members are not to leave personal belongings lying around the station (sleep-in bunkroom, laundry room, dayroom, apparatus bays, etc..) for extended periods of time. Personal belongings left in the station will be collected on a regular basis and bagged with a note identifying the time that the items will be donated to charity.

Members are expected to read the bulletin boards in the dayroom, emails, memos and alpha pages for notification of special events, notices, and changes in policy and/or procedures. Members are encouraged to obtain an account for our computer network and review or WebPages periodically. All policies, procedure, news and bylaws are on-line. Hard copies will not be distributed to our membership.
DISCIPLINARY ACTIONS

Article IX of the Hyattsville Volunteer Fire Department, Inc. By-laws defines our standards of conduct and discipline. Copies of our by-laws are available on-line at HVFD.com under by-laws.

The President, Chief, Vice President and all Line Officers have the authority to suspend any member of this department for rule violations or improper conduct. Suspension shall be limited initially to 72 hours until reviewed by the Chief or President.

After a member has been advised of a suspension, the member shall be given sufficient time (determined by the Station Officer) to remove any personal belongings and shall then leave the station. Any member on suspension shall not be permitted on department property or at Fire Department activities without permission of the Chief or President.

Any live-in member that is suspended and does not have a local address, i.e. an out-of-state student, will be handled on a case-by-case basis. Any such action will be determined first by the station officer and bunkroom proctor then followed up by the Chief or President. The member shall not be permitted on any apparatus in Prince Georges County while on suspension and shall not participate in any fire department activities or attempt to engage in such activities with another PGFD member department.

Officers may assign work projects as disciplinary action in lieu of suspension when deemed appropriate. Any such details shall be assigned a specified completion time.
BUNKROOM GUIDELINES

1. Live-in status

The sleep-in hours for live-ins are from 2300-0700 hours daily on weeknights. Holidays and weekends are essential staffing time for volunteers and we will need volunteer staffing from 1500 Friday-0700 Monday and/or for the length of the holiday because we will only have no career personnel.

- We must staff the station from 1500 hrs Friday until 0700 hrs Monday. All live-in members who are in-service must be in the station by 2300 hrs unless they have made prior arrangements with the station officer.
- Any live-in member needing to go out of service prior to 0700 hrs must notify the duty officer prior to 2300 hrs.
- All live-in member must be at the station and in service a minimum of four (4) nights per week. Weeks are counted from Sunday to Sunday. Any member not able to meet this requirement must contact the bunkroom proctor and provide a reason for their absence. Each instance will be handled case by case basis.
- All line-in members will be required to participate in a rotating weekend duty shift. The bunkroom proctor will develop the schedule each semester based on the status and number of live-in members.
- Any live-in member who is unable to respond on calls due to illness or other condition shall so advise the station officer immediately. If possible, the member shall provide a time when they will be back in service. Depending on the severity of the case, a doctors note may be needed to return to service.
- All bunkroom members are to note that these are the MINIMUM requirements for live-in status. HVFD relies heavily on bunkroom participation for all activities. All members of the bunkroom are encouraged to assume a roll on a committee and/or participate on as many fire department functions as possible. Time management between your job, school, personal life and the firehouse are essential in maintaining an even share of the load at the station and a productive and positive stay with the HVFD.

II. Bunkroom Clean-up

- The bunkroom will be kept neat and orderly. The bunkroom and upstairs will be cleaned regularly by all personnel (live-in and non-live in) under the direction of the bunkroom proctor or officer in charge.
- Weekly clean up must be completed by Thursday of every week. A thorough weekly clean-up will consist of cleaning the following: Urinals; toilets; showers; sweeping; floors; trash; the old weight room; sinks
• A list will be posted at the beginning of each semester showing the week that each member is assigned.
• Each night during housework the assigned ambulance crew will do a quick clean up of the second floor. A quick clean up will consist of: Sinks, toilets, urinals, showers, and old weight room.

III. Calls after 2300 hrs.

The officer in charge will assign apparatus riding positions to all sleep-in personnel. Members are expected to be on their assigned apparatus for all calls. If a live-in member sleeps through a call, the following sanctions will be carried out:

• All in service live-in members will report to the first floor and critique the call for 5-10 minutes.
• After the critique, the officer in charge will issue the member who missed the call an assignment. The assignment will be dependent upon the environmental conditions and type of call (i.e. wash window on apparatus, fill bottles, wash tools after a working incident.)
• The goal for this procedure is to promote a team concept within the bunkroom. All members are encouraged to look out for each other and wake each other up for calls. This will enable us to provide the proper service to our citizens and safety for our own people as the members must compensate for the loss of the person sleeping during a working incident and creating a greater potential for personal injury.
• If an individual repeatedly sleeps through calls, the bunkroom proctor will evaluate that member’s live-in status. This may include moving to a different bunk or loss of live-in privileges.

IV. General Bunkroom Guidelines

All non-live in members planning to sleep –in must be in the station by 2300 hrs and ride until 0700 hrs, unless they have made prior arrangements with the station officer.

Non-live in members are not permitted to sleep-in unless they are in service to respond on calls or approved by the duty officer due to special circumstances.

Non-live in members can sleep –in no more than three nights per week unless approved by the bunkroom proctor and only under special circumstances. Weeks are counted from Sunday to Sunday.

If a non-live in member sleep through a call, the officer in charge will wake that member upon return and issue an assignment to that individual. Additional incidents of sleeping through calls...
will result in further disciplinary action using a three-step process, which may include the loss of sleep-in privileges.

Member sleeping-in more than one night will be required to make up their beds neatly with their own linens. Members are not to use linen from the ambulance. Non-live in members are not permitted to store personal property in the bunkroom.

No smoking, eating, or drinking is permitted on the 2<sup>nd</sup> floor at any time.

Female members and visitors are absolutely prohibited from entering the male bunkroom or sleep-in room at anytime without the specific permission of an officer and after consulting the members within the bunkroom at that time. This rule applies equally for male members entering the female bunkroom.

There will be no lights on, loud conversations, or any other activity in the bunkroom, which may disturb others who wish to sleep between the hours of 2300 and 0900 hrs. Also during these hours there shall be no loud conversations or other activity in the other second floor areas (i.e. TV/weight room) which would disturb those wishing to sleep in the adjacent bunkroom areas.

Use of any other member’s personal property without specific permission of that member is strictly forbidden, and will result in disciplinary action and/or dismissal from the department.

Sheets and pillow cases on each bed shall be changed at least once per week.

Any member wishing to be granted live-in status must inform the bunkroom proctor in writing. The proctor will maintain a list and establish an interview committee from bunkroom peers to make appointments to the bunkroom crew.
ALCOHOL & CONTROLLED SUBSTANCE ABUSE

Consumption of, or being under the influence of alcohol on Fire Department or adjacent property (parking lot, Red Cross lot, etc.) is strictly PROHIBITED.

The only exception allowed would be for full-time live-in members who have no other local address. These members may occasionally be permitted to be in the station after consuming alcohol provided they notify the duty officer that they are out of service, that they immediately go to bed and stay there, and that they do not cause any disturbance in or around the station.

Other members riding and participating during fire department functions where alcohol consumption or controlled substance abuse is in question shall operate strictly under the guidelines set forth under General Order 5-7 & Personnel law 16-193 and Article IX of the Hyattsville VFD By-Laws.
VISITORS IN THE STATION

All personnel shall treat citizens who visit the station for any purpose in a courteous manner. The duty officer shall ensure that someone greets the visitor and determines his or her business in the station.

Citizens requesting directions or information shall be provided with the requested information to the best of the member’s ability.

Citizens requesting to see the station or apparatus shall have a member assigned to them to answer any questions.

Visitors are not permitted on the second floor without permission of an officer.

All visitors of members to the department are required to leave by 2200 hrs unless approved by the duty officer.

Members of other fire departments and citizens who have applied for membership in this department are welcome in the station (ground floor only) as long as they abide by the departments station policies.
DUTY SHIFTS

All members (live-in and non-live in) shall be assigned a duty night.

Live-in requirements are covered under the bunkroom section.

Non-live-ins are required to attend one 24-hour weekend shift per month. All members are also encouraged to ride on a weekday evening as well as participating in their weekend shift.

Holidays and weekends are essential staffing time for volunteers and we will need volunteer staffing from 1500 Friday until 0700 Monday and/or for the length of the holiday.

The Chief shall appoint an administrator for the duty shift program annually. The administrator will develop and alter the details of the program to satisfy the needs of the department at that time. The program will be updated at a minimum in September of each year to coincide with our live-in program and as needed there after.

All members are encouraged to participate in station activities as often as possible, and are not restricted to their duty night.

Members servicing a “duty night” shall have preference over the other members for riding positions for which they are qualified.

The duty crew is expected to participate in all fire department activities during the duty shift.
PARKING OF PERSONAL VEHICLES

Personal vehicles of members and career personnel shall be parked in the designated parking spaced provided.

No private vehicles (including motorcycles) are to be in the station unless they are actually being worked on with the permission of the officer in charge.

The department will not assume liability for damage to any private vehicle brought into the station.

Members cannot store broken vehicles or abandoned vehicles for an extended period of time, which will be determined by the Chief and/or President. Such vehicles are subject to towing at the owners expense.
UNIFORMS/HELMET MAKRINGS/ATTIRE

The Department Property Officer shall issue department uniform items. These items include pants, shirts, and company T-shirts.

All applicable uniform items shall have the “Hyattsville Fire Department” uniform patch applied to them. Shirts and parkas shall have this patch applied on the upper portions of the left sleeve; sweaters shall have the patch on the lower portion of the left front quadrant. The right sleeve of shirts may have EMT, MFRI, MD Pro Boards, or other training/certification patches that the member has earned the right to wear. Collar pins appropriate for the rank of office of any member may be worn. No other patches or emblems shall be worn except as authorized by the Chief.

Uniform items are provided for the use in identifying the member when performing fire department duties and should be worn for that purpose whenever possible. Use at other times is left at the discretion of the member except that all members must bear in mind that their actions reflect on the department when wearing uniform items.

All members are encouraged to wear uniforms while participating in duty nights and other station activities.

Personal protective equipment can be used only if pre-approved by the PGFD General Order Division 2 or specially approved by the Safety Officer. Helmets will be marked in accordance with PGFD General Order Division 2. A “Hyattsville” and a number 1 must be on the helmet in accordance with PGFD General Order Division 2.

Members are to wear uniform pants, long pants, sweat pants or bunker pants on ambulance calls. No shorts are allowed except for the following exceptions:

- Communications announces a heat advisory: In that case shorts may be worn provided that they are no shorter than six inches above the knee; a fire department T-shirt must be worn; a full set of bunker gear must be on the ambulance for the crew.
RIDING AT OTHER DEPARTMENTS

Members who wish to operationally participate with other departments must obtain prior permission from a Chief Officer of this department for each occasion. This department is responsible for the safety and conduct of our members regardless of where they may be riding.

Permission will be granted based on our own staffing needs, level of training achieved, overall attitude of the member and degree to which the member is meeting obligations to this department.

A Chief Officer of the other department must approve and authorize your riding at their station.

Members riding with another department may only engage in operational activities that this department authorizes them to do. For example, a member only cleared to ride our engine cannot ride a truck at another station.

During periods when members may be riding (or driving) with other departments, they will be subject to all rules and regulations of that department and be governed by directions from that department’s officers.
HOUSE RULES

No beeping on the intercom after 2300 hours.

Clean up after yourself (dishes, trash, clothes, etc.)

If you see something that needs to be cleaned up, take initiative and do it yourself.

Answering the phone- “Hyattsville Fire Department, Probationary Firefighter/EMT _________”
   Ask who is calling
   Put on hold
   Page out who the call is for

It is imperative that all personnel know the proper way to handle emergency calls, which are received either over the regular telephone or in person. Whenever an emergency call is received at the station the following information must be obtained and written down:

1. ADDRESS OR LOCATION OF EMERGENCY

2. NATURE OF EMERGENCY

3. NAME OF PERSON REPORTING EMERGENCY

4. TELEPHONE NUMBER OF CALLER

After receiving information by telephone, record the above information and advise the caller to call 911 from a safe location.

After recording the information, notify communications by red-phone.

The computer room is a study room, be courteous of others doing school work. No music or talking after 2100 hours so those who are studying can concentrate.

Do not face the TV while at the day room table while on probation.
Housework between 2200 hours and 2300 hours or at the discretion of the officer in charge

- Dishes
- Counter
- Dayroom table
- Couches
- Sweep Floors
- Mop Floors
- Windows
- Clean up all other trash
- Empty trash cans
- Bathroom week duties
Prince Georges County Fire Department General Orders

The General Orders are to be followed on every incident. Only the IC can deviate from the general orders. The General Orders are broken down into 13 Divisions. Each division is then broken down into chapters.

The Divisions of the General Orders are:

Division 1: Administration and Organization
Division 2: Apparatus and Equipment
Division 3: Communications and Information Management Technology
Division 4: Education and Training
Division 5: Emergency Medical
Division 6: Fire and Rescue Operations
Division 7: Fiscal Affairs
Division 8: Health and Safety
Division 9: Special Operations
Division 10: Logistics and Supply
Division 11: Personnel Management
Division 12: Inspections and Investigations
Division 13: Public Affairs

Summaries of important General Orders are below. These are just summaries and all personal should refer to the General Orders for clarification and more detail.
Division 01-Chapter 03: Chain of Command

General Order 01-03 lays a clear list of responsibility and command to be followed in non-emergency situations.

The following delineates the Prince George’s County Fire/EMS Department emergency incident chain-of-command from highest to lowest rank.

1. County Fire Chief
2. Career Lieutenant Colonel
3. Career/Volunteer Major
4. Volunteer Division Chief
5. Fire Due Volunteer Company Chief
6. First Due Volunteer Company “A” Chief
7. Battalion Chief
8. First Due Volunteer Company “B” Chief
9. Other Volunteer Chief Officers (In order listed on assignment)
10. Battalion Chief (Other than dispatched on the assignment)
11. Captain (In order listed on assignment)
12. Lieutenant (In order listed on assignment)
13. Sergeant (In order listed on assignment)
14. Fire Technician (In order listed on assignment)
15. Fire Fighter Certified Level III (In order listed on assignment)
16. Fire Fighter or Paramedic Level II (In order listed on assignment)
17. Fire Fighter or Paramedic Level I (In order listed on assignment)

The Volunteer Company Chief is the only person who is allowed to give orders and direction to the Career Station Supervisor.
Division 03- Chapter 11: Standard Response Dispatch Procedure

General Order 03-11 establishes specific procedures and guidelines for dispatch of fire, EMS, and specialty units.

The following are definitions of common alarms:

- **Box Alarm**: A fire incident in a structure, not including a detached garage/shed. Four engine companies, two truck companies, a third special service (closest truck or rescue squad), closest basic ambulance or medic unit, and two Battalion Chiefs.
- **EMS Task Force**: Two Basic Life Support ambulances and One Advanced Life Support.
- **Fire Task Force**: Two engine companies, one special service, and a breathing air unit.
- **Local Alarm**: An emergency or non-emergency incident requiring the dispatch of usually one unit (i.e. auto fire, investigation, brush fire, etc.)
- **Mass Casualty Task Force**: Four BLS ambulances, two ALS ambulances, one Medical Care Support Unit (MSCU), one ambulance bus, one rescue squad, and an EMS Supervisor.
- **Medic Local**: A life-threatening medical emergency requiring the dispatch of an Advanced Life Support (ALS) ambulance as determined by the EMD protocols.
- **Rapid Intervention Task Force**: Two engine companies, one rescue squad, one ALS ambulance, one BLS ambulance, one breathing air unit, one battalion officer, and one thermal imaging camera.
- **Rescue Local**: A personal injury automobile collision or other incident with entrapment.
- **Street Alarm**: A fire incident not involving seeing smoke or flames or the smell of something. Two engine companies, a truck company and the next closest special service (a truck or rescue squad).
- **Working Fire Dispatch**: One ALS ambulance (if not dispatched on the initial box alarm, if so a BLS ambulance will be dispatched), EMS Duty Officer, Safety Officer will be dispatched on all working fires.
Division 06- Chapter 01: Fire ground Standard Operating Procedure for Structural Fires

**General Order 06-01** establishes standard operational guidelines for investigating potentially hazardous situations and structural firefighting operations. These procedures are designed to provide a framework for safe operations when dealing with structural fire incidents in common residential, commercial and mercantile type buildings within Prince George’s County.

**General Order 06-01** lays out the tasks of each unit on a street alarm and box alarm. A chart is provided to summarize each unit’s tasks.

Division 06- Chapter 02: Basement Fires Procedures

**General Order 06-02** establishes a consistent and safe operation at structural fire emergencies involving basement fires in townhouses and detached single family dwellings.

The tasks of units on a basement fire are provided on the chart along with tasks from **General Order 06-01**.
Division 06- Chapter 03: 2 In, 2 Out and Rapid Intervention

General Order 06-03 establishes a procedure for the deployment and operations of Fire.EMS Department personnel when functioning as a member of the Rapid Intervention Crew (RIC) or 2 In, 2 Out crew. This procedure shall provide direction for operating in atmospheres that are Immediately Dangerous to Life and Health (IDLH) or potentially IDLH atmospheres while adhering to accepted standards of firefighter safety.

2 In, 2 Out: The 2 In, 2 Out procedure shall be implemented during the initial stages of any operation within an IDLH atmosphere. When the first arriving unit does not have sufficient personnel to implement 2 In, 2 Out, the second due engine shall be responsible to establish and maintain the 2 Out crew until relieved or reassigned by the Incident Commander. No operation in an IDLH atmosphere shall commence until 2 In, 2 Out in implemented, unless there is a known life hazard.

Rapid Intervention Crew: The Prince George’s County Fire/EMS Department has implemented the RIC procedure as a standard practice for all emergency incident having more than one team operating in a hazardous or IDLH atmosphere. There is a distinct difference between the 2 In, 2 Out and the RIC, and they should not be confused. Regardless of which unit is assigned as the RIC, the 2 In, 2 Out requirement must be maintained by the standby crew on the scene until the RIC is ready to assume the RIC responsibilities unless there is a known life hazard.

Deployment of the RIC: When a swift rescue or recovery cannot be affected by interior crews, the Incident Commander shall notify PSC and deploy the RIC to the last known or reported location of the lost, trapped, or missing firefighter(s). The RIC Officer shall obtain as much information as possible regarding the exact nature and problem and implement the rescue plan with any adjustments necessary. This includes determining how many firefighters are involved and if they are:

- Missing, lost, trapped, or cut off by fire.
- Injured or require immediate medical attention.
- In need of immediate SCBA replacement.
To assist in obtaining the above information, the acronym “LUNAR” shall be used.

- **L** Location (last known location including floor number, quadrant, etc.).
- **U** Unit (identification of the crew and their unit or sector assignment).
- **N** Name (name of the individuals that need rescue or recovery).
- **A** Assignment (last known assignment given to the individuals).
- **R** Resources needed (what equipment is needed to implement the rescue plan).

### Division 06- Chapter 04: Mayday Procedure

**General Order 06-04** establishes a procedure to be used when calling for assistance and to notify all personnel on the emergency scene that an imminent life–threatening situation.

**Mayday:** A radio term used to alert the Incident Commander or other persons on the emergency scene that personnel are in an imminent life-threatening situation.

**Personnel Accountability Report or Roll Call (PAR):** A term used to track and report the location, status, and welfare of personnel assigned to a given crew.
<table>
<thead>
<tr>
<th>Unit</th>
<th>Box Alarm- Townhouse or Single Family Dwelling</th>
<th>Box Alarm- Multifamily Dwelling</th>
<th>Box Alarm- Commercial Building</th>
<th>Box Alarm- Basement Fires in Single Family Dwellings</th>
</tr>
</thead>
</table>
| **First Due Engine** | • Size Up Incident  
• Establish or Pass Command  
• Layout  
• Obvious Rescues  
• Advance a Handline to the Fire Area | • Size Up Incident  
• Establish or Pass Command  
• Layout  
• Obvious Rescues  
• Advance a Handline to the Fire Area  
• Ensure Sprinkler/Standpipe Connections are Covered | • Size Up Incident  
• Establish or Pass Command  
• Layout  
• Obvious Rescues  
• Advance a Handline to the Fire Area  
• Ensure Sprinkler/Standpipe Connections are Covered | • Size Up Incident  
• Establish or Pass Command  
• Layout  
• Obvious Rescues  
• Advance a Handline to Hold the Stairs |
| **Second Due Engine** | • Ensure Command is Established  
• Ensure Continuous Water Supply  
• Obvious Rescues  
• Control Vertical Fire Spread  
• Advance a Handline to Floor Above Fire | • Ensure Command is Established  
• Ensure Continuous Water Supply  
• Obvious Rescues  
• Control Vertical Fire Spread  
• Advance a Handline to Floor Above Fire | • Ensure Command is Established  
• Ensure Continuous Water Supply  
• Obvious Rescues  
• Control Vertical Fire Spread  
• Advance a Handline to Area Most Threatened | • Ensure Command is Established  
• Ensure Continuous Water Supply  
• Obvious Rescues  
• Advance a Handline to Exterior Basement Entrance  
• No Attack Started Without I.C.'s Approval |
| **Third Due Engine** | • Establish Secondary Water Supply  
• Obvious Rescues  
• Advance Handline to Side Charlie  
• Await direction from I.C. | • Establish Secondary Water Supply  
• Size Up Side Charlie  
• Obvious Rescues  
• Advance a Handline through Side Charlie to the Most Threatened Area | • Establish Secondary Water Supply  
• Size Up Side Charlie  
• Obvious Rescues  
• Advance a Handline through Side Charlie to the Most Threatened Area | • Establish Secondary Water Supply  
• Size Up Side Charlie  
• Obvious Rescues  
• Advance Handline to Backup First Due Engine's Line |
| **Fourth Due Engine** | • Ensure Secondary Continuous Water Supply  
• Obvious Rescues  
• Standby & Await Assignment from I.C. | • Ensure Secondary Continuous Water Supply  
• Obvious Rescues  
• Advance a Handline through Side Charlie to the Most Threatened Area | • Ensure Secondary Continuous Water Supply  
• Obvious Rescues  
• Advance a Handline through Side Charlie to the Most Threatened Area | • Ensure Secondary Continuous Water Supply  
• Obvious Rescues  
• Standby & Await Assignment from I.C. |
| **First Due Truck** | • Position Side Alpha  
• Obvious Rescues  
• Ladder Sides Alpha & Bravo  
• OIC Assumes Division Command  
• Primary Search Fire Floor  
• Responsibilities include: Forcible Entry, Ventilation, Lights, Checking for Extension, Salvage, Overhaul  
• Utility Control | • Position Side Alpha  
• Obvious Rescues  
• Ladder Sides Alpha & Bravo  
• OIC Assumes Division Command  
• Primary Search Fire Floor  
• Responsibilities include: Forcible Entry, Ventilation, Lights, Checking for Extension, Salvage, Overhaul  
• Utility Control | • Position Side Alpha  
• Obvious Rescues  
• Ladder Sides Alpha & Bravo  
• OIC Assumes Division Command  
• Primary Search Fire Floor  
• Responsibilities include: Forcible Entry, Ventilation, Lights, Checking for Extension, Salvage, Overhaul  
• Utility Control | • Position Side Alpha  
• Obvious Rescues  
• Ladder Sides Alpha & Bravo  
• OIC Assumes Division Command  
• Primary Search Fire Floor  
• Responsibilities include: Forcible Entry, Ventilation, Lights, Checking for Extension, Salvage, Overhaul  
• Utility Control |
| **Second Due Truck** | • Position Side Charlie  
• Obvious Rescues  
• Ladder Sides Charlie & Delta  
• Report to Floor Above Fire  
• OIC Assume Division Command  
• Primary Search of Floor Above Fire  
• Responsibilities include: Forcible Entry, Ventilation, Lights Checking for Extension, Salvage, Overhaul  
• Utility Control | • Position Side Charlie  
• Obvious Rescues  
• Ladder Sides Charlie & Delta  
• Report to Floor Above Fire  
• OIC Assume Division Command  
• Primary Search of Floor Above Fire  
• Responsibilities include: Forcible Entry, Ventilation, Lights Checking for Extension, Salvage, Overhaul  
• Utility Control | • Position Side Charlie  
• Obvious Rescues  
• Ladder Sides Charlie & Delta  
• OIC Assumes Division Command  
• Primary Search of Floor Above Fire  
• Responsibilities include: Forcible Entry, Ventilation, Lights, Checking for Extension, Salvage, Overhaul  
• Utility Control | • Position Side Charlie  
• Obvious Rescues  
• Ladder Sides Charlie & Delta  
• OIC Assume Division Command  
• Primary Search of Basement  
• Responsibilities include: Forcible Entry, Ventilation, Lights Checking for Extension, Salvage, Overhaul  
• Utility Control |
| **Third Due Special Service** | • Establish RIT | • Establish RIT | • Establish RIT | • Establish RIT |

**Notes:**
- Box Alarm procedures are designed to handle different types of emergencies in various building configurations.
- Each unit is tasked with specific responsibilities to ensure a coordinated and effective response.
- The procedures include setting up initial incident command, establishing water supplies, and performing primary searches through strategic deployments of personnel and equipment.
### RADIO PROCEDURES

<table>
<thead>
<tr>
<th>Channel</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Alpha 1</td>
<td>Main Fire Dispatch</td>
</tr>
<tr>
<td>8 Alpha 2</td>
<td>Ops 1 (All local alarms and EMS)</td>
</tr>
<tr>
<td>8 Alpha 3/7</td>
<td>Box Assignments</td>
</tr>
<tr>
<td>8 Alpha 11/12</td>
<td>Street Assignments</td>
</tr>
<tr>
<td><strong>8 Bravo 3/4</strong></td>
<td>Rescue Assignments</td>
</tr>
<tr>
<td>8 Bravo 5</td>
<td>Med Call (EMRC)</td>
</tr>
<tr>
<td>8 Charlie</td>
<td>All South Side Operations</td>
</tr>
<tr>
<td><strong>8 Delta 3/7</strong></td>
<td>HazMat, Tech Rescue, and CO w/sick</td>
</tr>
</tbody>
</table>

Always speak slowly and clearly. Wait for two seconds after you key the transmitter for the beep (identifier) to clear. Do not scream. Transmit only pertinent and necessary information.

The portable radios are equipped with and Emergency Identifier (EI) function for use in the event you are in a situation where you cannot transmit verbally (such as being attacked or getting trapped in a building). In the later case, you should be performing your assigned function and not freelancing; the command post should know your location. To activate your EI, push the radio’s toggle switch down and hold it (Red button on top); then key the transmitter. To reset the radio, turn it off and then back on. When your EI is activated (this is sometimes done accidentally), communications will ask you to verify your EI status. If the transmission was in fact an error, inform communications and reset the EI.
FIRE AND RESCUE COMMUNICATIONS
CONDITION TWO

Winds are blowing around the station; clouds are boiling overhead; lightning and thunder shatter the sky. Then you hear the station radio beep... "All stations and units on the air... Communications is operating on "Condition Two." What is going on? What is Condition Two?

"Condition Two," means that only emergency radio or telephone traffic to Communications is permitted. "Emergency" means that a message is essential to life or to a system—such as the water or electrical systems. If a citizen were to report an emergency to the station, such as a house fire, that information would be considered an emergency message. If a pumper crew saw an electrical substation endangered, they would report it as an emergency message. An ambulance crew might determine that a rescue squad was needed to extricate someone at the scene of an accident and they would be expected to call for the assistance.

Why is there a need to restrict the numbers and types of transmissions to Communications? Basically, the "Condition Two" announcement is meant to tell everyone that the system is being overwhelmed. It may be that the telephone lines have too much traffic or that the computer system has just "died" and a manual dispatch system is being implemented. These conditions mean that the five or six people on duty cannot handle the routine duties, such as giving out times, and still handle the increased number of emergencies.

"Condition Two" situations occur most often during severe weather. One instance comes to mind—December 20, 1985. Between 2 and 3 p.m., there were 68 reported accidents with injuries. There were another 35 incidents awaiting dispatch when the computer failed. The dispatch personnel implemented the backup dispatch system. In this and similar cases, the communications personnel must prioritize their work and "Condition Two" is the start of the process.

When the emergency has lessened, or the faulty equipment is repaired, or more dispatchers come on duty, "Condition Two" will be lifted. The dispatchers will notify all stations and units saying, "Communications is back to normal operations." Normal use of the radio and telephones may resume.
The PG County general orders are a set of Standard Operating Procedures (SOP's) for emergency operations in the county. The most important general order for you to know is 3-1 (1 January 2004). This deals with the fire ground operations and your responsibilities on the fire ground. Below is a summary of the responsibilities for each piece of apparatus on a standard box assignment.

First Due Engine:

**Position:** Side Alpha

**Responsibility:** Advance an attack hose line of sufficient GPM flow and length to the fire area capable of confining, controlling, and/or extinguishing the fire. Conduct a primary search of the immediate fire area.

First Due Truck:

**Position:** Side Alpha

**Responsibility:** Ladder the building, Ventilate the building, Secure Utilities, Preform any obvious rescues, Report to the fire floor and Carry out normal truck duties (i.e. ventilate, pull ceilings, “opening up”). On Boxes and Commercial Structures, the first due truck has responsibility for Sides Alpha and Bravo.

First Due Squad:

**Position:** Where as not to interfere with engine and truck operations.

**Responsibility:** Search and rescue of the fire floor. On Boxes and Commercial Structures, the squad will typically have R.I.C Duty.

Second Due Engine:

**Position:** Where necessary to establish an adequate water supply for the first-in Engine Company.

**Responsibility:** Establish an adequate water supply for the first-in Engine Company, pull a second line and back up the initial attack line.
Second Due Truck:

**Position:** Side Charlie

**Responsibility:** Ladder the building, Ventilate the building, Secure Utilities, Preform any obvious rescues, Report to the floor above the fire and Carry out normal truck duties (i.e. ventilate, pull ceilings, "opening up"). On Boxes and Commercial Structures, the second due truck has responsibility for Sides Charlie and Delta.

Third Due Engine:

**Position:** Side Charlie

**Responsibility:** Advance an attack hose line of sufficient GPM flow and length to the fire area (typically above the fire) capable of confining, controlling, and/or extinguishing the fire. Conduct a primary search of the immediate fire area.

Fourth Due Engine:

**Position:** Side Charlie

**Responsibility:** Where necessary to establish an adequate water supply for the third due Engine Company. Advance an attack hose line of sufficient GPM flow and length to the fire area capable of covering any location in the fire building or an adjoining building.

Additional Units:

**Position:** Determined by the Officer or Incident Commander

**Responsibility:** Determined by the Officer or Incident Commander
ENGINE COMPANY OPS

In order to establish efficiency and teamwork in engine company operations, the following system is devised to assist personnel in making decisions by having assignments based on riding positions.

The engine company is the basic unit of the fire department, a company which is aggressive in its attack on the fire and can often extinguish a fire which otherwise may have spread further. The engine company operates as a team on the fire ground, so its members should be in close proximity to each other unless on an assignment. These guidelines are offered as a basic guide to initiate your actions on the fire ground.

R.E.C.E.O.

Basically, the Engine Company will perform the following duties on the fire scene:

- **Rescue**
  Perform any obvious rescues first then a search of the immediate fire area after the fire is knocked down. The prompt and efficient use of a hose stream can often save many lives.

- **Exposures**

- **Confinement**
  The fire must be confined before the fire can be extinguished. The basic principle is to place a hose line between the occupants and the fire, or between the fire and the undamaged portion of the structure.

- **Extinguishment**
  After the confining action has stopped the spread of the fire; it can then be extinguished.

- **Overhaul**
  To insure the structural stability of the building and to insure that the fire is completely out.

In many cases, a quick aggressive attack on the fire will accomplish all of these goals in one single act.
Engine 1

Engine 1 is a 2011 Pierce Arrow XT with a Cummins ISM 500 Horsepower engine, a Allison EVS 4000 automatic transmission, and a Waterous CMU 1500 GPM 2 stage pump.

Engine Company Ops

The objective of the engine company, second only to the rescue of trapped occupants is the extinguishment of the fire. This is accomplished by application of various extinguishing agents; among them; water (most common, plentiful, and economical), carbon dioxide and dry chemical (commonly found in portable fire extinguisher), and foam. The engine company apparatus is designed to move combination pumper (as used by this and most departments) is equipped with a water tank, pump and the necessary hose loads to best accomplish this task.

- The engine company operates as a team. The only function, other than the obvious rescue, is to get the line to the seat of the fire. The quicker the fire is extinguished, the smoother everything else goes. The whole company operates as one, advancing the line. Special services will take care of opening up and searching. Members must remain together as a company.
- The lineman should always size-up the building. Don’t blindly rely on the officer’s estimate, especially if he is covering from another co., working overtime, or not in his regular battalion. Our officers are well aware of the lengths needed in the first due, but always remain alert.
- Don’t be in a rush to pull the line and get to the entrance, don’t be deliberately slow either. Watch for obstructions, pinch points, places where the line might kink once you get into position. Chock the doors, Always. Don’t rely on someone else to do it for you and your crew. Take notice of the locations of windows, balconies, etc., so you can orient yourself once you’re inside.
- In situations where the seat of the fire, or even the fire apartment is difficult to locate, consider standing just outside the entrance, or on the stairway landing. Flake out the extra lengths up the stairs to the next floor or into an open apartment. Don’t become glued to the officer’s rear, but don’t stray away from him either. Maintain crew integrity at all times.
- When the fire area is located, don’t go in with a narrow vision. Consider the layout around you-are there apartments on each side of the hall? Is there a
second stairwell at the other end? Once inside the fire area, if possible, use the light of the fire to your advantage- notice the window across the room, the closet to your right, the occupant in the left corner. Squad and Truck crews benefit from this also. If you try to knock it down from way back at the entrance, you visually screw everything up. Take a second and look at what’s burning- a couch? A mattress? Trash in the corner? Get your bearings and calm yourself down a little. (Granted, this is regarding the “contents” type fire, not the whole apartment off.)

- Consider who else is in the area with you. Did the squad go past you into the back rooms? Is the Truck above you? If things go bad and everyone has to back out, the Special Services are counting on you not to drop the line and run.
- If you and your crew are pushing the fire back into the apartment, out of the hallway, keep your hand off the nozzle once you open it up. Push it up and ahead of you a little and keep moving forwards. If you stumble and shut down the line, the fire is going to come over and past you.
- Keep the line moving forward.
- If you see another wagon with a different hose load, ask the wagon driver about it. You might have to pull the second line off his piece.

**Engine Riding Positions**

<table>
<thead>
<tr>
<th>Position: Driver</th>
<th>Area</th>
<th>Primary Duties</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>Exterior</td>
<td>- Safe Response&lt;br&gt;- Proper Positioning&lt;br&gt;- Clear Hosebeds&lt;br&gt;- Operate Pump&lt;br&gt;- Exterior Ventilation&lt;br&gt;- Account for all equipment</td>
<td>Depends on situation</td>
</tr>
<tr>
<td>Position: Officer</td>
<td>Area</td>
<td>Primary Duties</td>
<td>Tools</td>
</tr>
<tr>
<td>------------------</td>
<td>------</td>
<td>----------------</td>
<td>-------</td>
</tr>
<tr>
<td>Interior</td>
<td></td>
<td>• Initial Size-up</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ensure proper apparatus positioning</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select Hoseline</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Initiate or Pass Command</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Obvious Rescues</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accountability for Crew and Eng. Co. actions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(*F/E if High-Rise, or if no Special Service is on the scene)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position: Line</th>
<th>Area</th>
<th>Primary Duties</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior</td>
<td></td>
<td>• Advance proper line</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Chock doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Confine/Extinguish fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist with primary search in the fire area</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position: Backup</th>
<th>Area</th>
<th>Primary Duties</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior</td>
<td></td>
<td>• Supervise crew if Engine Officer initiates Command*</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist Lineman with advancing the handline</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Chase kinks, chock doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist with confinement and extinguishment of fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist with primary search in the fire area</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(*If the Officer has taken command)</td>
<td></td>
</tr>
<tr>
<td>Position: Hall</td>
<td>Area</td>
<td>Primary Duties</td>
<td>Tools</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Interior</td>
<td>• Obvious Rescues</td>
<td>• SCBA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist in advancing hoseline</td>
<td>• Radio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Chase kinks from doorway to backup</td>
<td>• Water Can*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Responsible for standpipe riser connection</td>
<td>• Rope Bag*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist with confinement and extinguishment of fire</td>
<td>(*If operating on a Hi-Rise incident)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist with primary search in the fire area</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist with interior ventilation and checking for extension</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Any other duties assigned by Officer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Layout if 5 man crew)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position: Layout</th>
<th>Area</th>
<th>Primary Duties</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout</td>
<td>Exterior/Interior</td>
<td>• Layout supply line</td>
<td>• SCBA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist driver with connections</td>
<td>• Radio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Obvious rescues</td>
<td>• Handlight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Clear hosebed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Chase kinks from the wagon to the entrance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist with confinement and extinguishment of fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Any other duties assigned by the Officer</td>
<td></td>
</tr>
<tr>
<td>Position: Layout</td>
<td>Area</td>
<td>Primary Duties</td>
<td>Tools</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------</td>
<td>----------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>Exterior Only</td>
<td><strong>Probationary Member</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Same duties as above</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assist with advancement of backup line</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ladder fire building with ladders from the wagon</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Any other duties as directed</td>
<td></td>
</tr>
</tbody>
</table>
Engine Company Equipment

Front Bumper:
- 100ft 1 ½” hose w/break away fog nozzle 125 GPM
- 30ft of 4” front intake hose-4” stortz coupling
- 2-spanner wrenches
- Rubber mallet
- Hydrant Wrench

Front Cab Interior (driver, officer, lineman, backup, hall, layout):
- Map books
- Mobile Data Terminal (MDT)
- 6 Portable PG Radios
- PG mobile radio
- Halligan bar
- Hydra ram
- Elevator keys
- Knox box keys
- 5 SCBA’s (officer, lineman, backup, hall, layout)
- Metro station map book

Front compartment under map book stand:
- Smoke detectors
- ERG (emergency response guidebook)

Officer’s side of the engine:
- 200ft of 1 ½” cross lay w/break away combination nozzle 125 GPM
- 300ft of 2 ½” attack line w/ 1-1/8” D handle smooth bore 265 GPM (this attack line can be pulled from both officer and drivers side)
- 20ft extension ladder
- 12ft roof ladder/ 10ft attic ladder
- High rise pack (150ft of 1 ¾” hose w/break away smooth bore 7/8” tip nozzle 160 GPM, pipe wrench, spanner wrench, standpipe wheel, webbing)
- 2nd High rise pack (100ft of 1 ¾” hose w/break away smooth bore 7/8” tip nozzle 160 GPM, pipe wrench, spanner wrench, standpipe wheel, webbing)
- 6ft Z hook
- 8ft Z hook
- 20ft of 4” side intake supply line
Officer’s side 1st compartment:
- Water Can- 2 ½ gallons
- Sledge hammer-10lbs

Officer’s side 2nd compartment low side:
- Aide bag with Oxygen
- AED (Automated External Defibrillator)
- Gloves
- C-collars
- Multi casualty marking bag
- Decontamination container
- Head rolls

Officer’s side 3rd compartment low side:
- W.S.A.D (Warning strobe and alarm device)
- Metro bag (metro wheel chocks, hot sticks, metro wrench, metro book, metro keys)
- Preplans
- Water jug/Cups
- Road flares
- Road triangles

Drivers side of the engine:
- 200ft of 1 ½” cross lay w/break away combination nozzle
- 300ft of 2 ½” blitz line w/ 1-1/4” D handle smooth bore (this attack line can be pulled from both officer and drivers side)
- Pump panel
- Set of irons

Drivers side 1st compartment:
- Wheel chock
- Bolt cutters
- Sledge hammer
Divers Side 2\textsuperscript{nd} compartment high side:
- DC Hydrant wrench
- DC Hydrant adapter
- LDH spanner wrench
- (5) 2 ¹⁄₂” double female connectors
- (3) 2 ½” double male connectors
- 1 ¾” reducer
- 4” to 2 ½” reducer
- 4” coupling cap
- 1 ½” double male
- 1 ½” double female

Divers side 2\textsuperscript{nd} compartment low side:
- Drivers gear only
- Drivers SCBA

Divers side 2\textsuperscript{nd} compartment high side:
- Pipe wrench
- Foam educator
- Gated wye with 2 ½” increase on a gate valve
- Smooth bore breakaway with 1” tip nozzle
- Smooth bore breakaway with no tip
- Duck bill lock breaker
- Pick head axe
- Lockout kit
- Hydrant wrench
- 4ft drywall hook
- Breakaway combination nozzle

Drivers side 3\textsuperscript{rd} compartment:
- CO2 extinguisher
- Dry Chem extinguisher
- Hose clamp
- Utility rope -100ft
- Positive pressure fan
- Tool bag:
Rear of engine:
- Drivers side No. 1 rear discharge: 400ft of 1 ¾” hose w/ 7/8” smooth bore breakaway nozzle 160 GPM
- 1000ft of 3” reverse lay w/ gated wye supply line (900ft flat lay/ 100ft accordion lay)
- 1000ft of 3” forward lay w/ double male and a cap, attached w/ rope hose tool and a hydrant wrench (layout hose) (950ft flat lay/ 50ft layout)
- Officer side inside rear discharge: 300ft of 1 ¾” hose w/ breakaway combination nozzle 150 GPM (100ft/100ft/100ft)
- Officer side outside rear discharge: 300ft of 2” hose w/ breakaway smooth bore 1” tip nozzle 210 GPM (100ft/1000ft/100ft)
- (2) Rope hose tool
- (2) spanner wrenches w/hydrant wrench

Rear compartment low side:
- 50ft 5”supply line
- (1) Siamese

Top of engine:
- (3) 5 gallon 3-6% AFFF foam (also called A triple F)
- (6) spare SCBA cylinders
- Broom
- (2) Shovel
- Rake
- Monitor stand
- Deck gun w/ 1-3/8”, to 1 ½”, to 1 ¾”, to 2” smooth bore tips
- (1) 5 gallon absorbent
| Engine 1  | 2011 Pierce Arrow XT  
| Waterous 2 stage pump 1500gpm  
| Class A pumper  
| 500 Gallon Water Tank |
| Driver  | 4 LED scene lights  
| Backup  | Hall  
| Hall SCBA  | Layout  
| Layout SCBA  | Line  |
| 200ft 1 ½ Cross lay w/break away combination nozzle 125 GPM (Officers Side)  
| 200ft 1 ½ Cross lay w/break away combination nozzle 125 GPM (Drivers Side)  
| 300ft 2 ½ Non pre-connected w/Smooth bore 1 1/8th tip 265 GPM |
| **Top**  | (3) 2 ½ double male connection  
| (5) 2 ½ double female connection  
| 1 ¾ female to female adapter  
| 4” to 3” reducer  
| 4” inch cap  
| DC Hydrant wrench  
| **Bottom**  | Drivers gear  
| Drivers SCBA |
| **Top of Wagon**  | Mounted Deck Gun Smooth Bore  
| 3-Five gallon buckets AFF foam  
| 6 spare SCBA bottles  
| 1-Five gallon absorbent |
| **Top of Wagon**  | 2 Shovels  
| 1 Broom  
| 1 Rake  
| Deck gun tripod |
| 400ft 1 ½  
| (150ft/150ft/100ft w/ 7/8”  
| Break away smooth Bore nozzle  
| 160 GPM |
| Reverse Lay  | 1000ft 3” supply  
| (850ft flat/150ft accordion)  
| Forward Lay  | 1000ft 3” supply  
| (950ft flat/50ft layout)  
| 300ft 1 ¾”  
| (100ft/100ft/100ft w/ 1” Break away smooth bore Nozzle  
| 150 GPM |
| 300ft 2” |

**Rear Compartment**  
500ft 4 inch supply line w/hydrant and 2 spanner wrenches, and 1 Siamese

**Backup Bag**  
100ft section 1 ½  
Breakaway smooth bore nozzle, 160 GPM, Spanner wrench, Standpipe wheel, Webbings

**Backup Bag**  
6ft/8ft Z hook  
10ft attic ladder

**High Rise Pack**  
150’ 1 ½ Breakaway smooth bore nozzles, 160 GPM, Spanner wrench, Standpipe wheel, Webbings

**Metro Bag**  
w/hot sticks  
WSAD Preplans  
Water Jug  
Road Flares  
Triangles
**Engine Equipment Study Guide**

**The Engine Company**

The HVFD Engine Company is currently comprised of a 2011 Pierce Arrow XT, Waterous 2 stage pump 1500gpm, Class A pumper with a 500 gallon water tank. As outlined elsewhere in this book, the Engine Company is responsible for the extinguishment of the fire and the Engine is kept relatively simple with the necessities to complete that task. Knowledge of the equipment should begin with the hose lines as that they are the nuts and bolts of Engine Company Operations, Complete the following chart with the information about the hose lines following the example of the bumper line:

<table>
<thead>
<tr>
<th>Bumper Line Packed: Two sections in a Horseshoe and the nozzle section Donut Rolled (Single Man Deploy)</th>
<th>Standpipe Pack Packed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length: 100-50’ Sections</td>
<td>Length:</td>
</tr>
<tr>
<td>Width: 1 ¾ “</td>
<td>Width:</td>
</tr>
<tr>
<td>Type: Double Jacket Braided Hose</td>
<td>Type:</td>
</tr>
<tr>
<td>Nozzle: Break away combination</td>
<td>Nozzle:</td>
</tr>
<tr>
<td>Special Notes:</td>
<td>Special Notes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deck Gun:</th>
<th>Backup Bag Packed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mount Location</td>
<td>Length:</td>
</tr>
<tr>
<td>Tip Sizes:</td>
<td>Width:</td>
</tr>
<tr>
<td></td>
<td>Type:</td>
</tr>
<tr>
<td></td>
<td>Nozzle:</td>
</tr>
<tr>
<td></td>
<td>Special Notes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cross Lay 1 and 2 Packed:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Width:</td>
</tr>
<tr>
<td>Type:</td>
<td>Nozzle:</td>
</tr>
<tr>
<td>Special Notes:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blitz Line (Also called the ) Packed:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Width:</td>
</tr>
<tr>
<td>Type:</td>
<td>Nozzle:</td>
</tr>
<tr>
<td>Special Notes:</td>
<td></td>
</tr>
</tbody>
</table>
### Compartments

The compartments on the engine carry a variety of tools that are used in conjunction with the goals of the engine. It will be up to you to learn what the tools are and become completely familiar with them prior to being turned over on the wagon. If your engine officer needs a tool, he needs to be able to ask you to go get it without you having to think about its location. Also, your officer will also expect you to be able to use each of these tools to their complete capacity so study their usage and limitations. Complete the following exercise for each compartment as shown in the example:

<table>
<thead>
<tr>
<th>Officer’s Seat:</th>
<th>Officer’s Side First Compartment:</th>
<th>Officer’s Side Middle Compartment:</th>
<th>Officer’s Side Rear Compartment:</th>
<th>Rear Compartment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Aid Bag</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Triage Kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- AED</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Gloves</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- C-Collars</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The 400 Packed</th>
<th>Reverse Layout Packed:</th>
<th>Forward Layout Packed:</th>
<th>The “Skinny” 300 Packed:</th>
<th>The “Fat” 300 Packed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td></td>
<td>Length:</td>
<td>Length:</td>
<td>Length:</td>
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<tr>
<td>Width:</td>
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</tr>
<tr>
<td>Type:</td>
<td></td>
<td>Type:</td>
<td>Type:</td>
<td>Type:</td>
</tr>
<tr>
<td>Nozzle:</td>
<td></td>
<td>Appliance:</td>
<td>Appliance:</td>
<td>Appliance:</td>
</tr>
<tr>
<td>Special Notes:</td>
<td></td>
<td>Special Notes:</td>
<td>Special Notes:</td>
<td>Special Notes:</td>
</tr>
</tbody>
</table>

<table>
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<th>The 400 Packed</th>
<th>Reverse Layout Packed:</th>
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<th>The “Skinny” 300 Packed:</th>
<th>The “Fat” 300 Packed:</th>
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<td>Length:</td>
<td></td>
<td>Length:</td>
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<td>Type:</td>
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<td>Type:</td>
<td>Type:</td>
</tr>
<tr>
<td>Nozzle:</td>
<td></td>
<td>Appliance:</td>
<td>Appliance:</td>
<td>Appliance:</td>
</tr>
<tr>
<td>Special Notes:</td>
<td></td>
<td>Special Notes:</td>
<td>Special Notes:</td>
<td>Special Notes:</td>
</tr>
<tr>
<td>Driver’s Side First Compartment:</td>
<td>Driver’s Side First Tall Compartment:</td>
<td>Driver’s Side High Side Compartment:</td>
<td>Driver’s Side Rear Tall Compartment:</td>
<td>Top Storage near Deck Gun:</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------</td>
<td>-------------------------------------</td>
<td>-------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Front Bumper:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Hyattsville Volunteer Fire Department
Probationary Firefighter Check-Off
Engine Company Non-Mask

Prior to riding the engine company in a non-mask capacity at the Hyattsville Volunteer Fire Department the volunteer firefighter will meet the following training objectives. As each objective is met a volunteer officer will sign their name in the appropriate area to verify the objective has been met. It is the responsibility of the firefighter to meet these objectives by enrolling in training classes, participating in company drills, and being on duty at the fire station.

Name: (print)________________________________________________________ ID#___________

1. Describe the general make-up of the engine (manufacturer, year, model, tank, pump)
   Date  Officers Signature

2. Perform a weekly apparatus check on the engine
   Date  Officers Signature

3. Explain the engine company riding positions, responsibilities, tools, and seats
   Date  Officers Signature

4. Describe each hose load (length, shoulder load, and nozzle type/size)
   Date  Officers Signature

5. Locate and demonstrate operation on each tool on the engine company
   Date  Officers Signature

6. Explain laying out (forward, split lay, and dual lines)
   Date  Officers Signature
7. Demonstrate putting a water can back in service after use

    Date  Officers Signature

8. Don full PPE in 60 seconds or less

    Date  Officers Signature

9. Demonstrate filling an SCBA cylinder with air cascade system

    Date  Officers Signature

10. Explain the accountability system

    Date  Officers Signature

11. Demonstrate throwing a 24’ extension ladder single person and 2 person beam raise

    Date  Officers Signature

12. Describe the different classes of fire extinguishers and what they are used for

    Date  Officers Signature
Hyattsville Volunteer Fire Department
Probationary Firefighter Check-Off
Engine Company Mask

Prior to riding the engine company in a mask capacity at the Hyattsville Volunteer Fire Department the volunteer firefighter will meet the following training objectives. As each objective is met a volunteer officer will sign their name in the appropriate area to verify the objective has been met. It is the responsibility of the firefighter to meet these objectives by enrolling in training classes, participating in company drills, and being on duty at the fire station.

Name: (print)_____________________________________________________ ID#____________

1. Identify the different parts of the SCBA

   Date   Officers Signature

2. Explain how to put an SCBA back in service after use at a fire

   Date   Officers Signature

3. Don full PPE and SCBA in under 120 seconds

   Date   Officers Signature

4. Explain the procedures for a May Day including proper terminology and methods

   Date   Officers Signature

5. Demonstrate ability to pull and flow all pre-connected lines as well as the standpipe rack

   Date   Officer Signature

6. Explain the method of extending a hose line off the engine and identify which lines on our company can be extended

   Date   Officers Signature
7. Explain the general layout of a typical garden apartment building including floor layout and identifiable terminology (terrace level, 201, 202, 203, 204 clockwise)

Date Officers Signature
Do not advance an uncharged line into a hallway with heavy smoke and heat. The danger of flashover is very real in this situation. Remember your charged hose line is your only means of protection. When attaching the backup bag to any of our lines to extend it DO NOT leave the bail unattended unless you have successfully tied the bail off so it will not shut. This can be a common problem especially in a smoke filled hallway or staircase. The amount of traffic running or crawling towards the fire allows for a good chance that someone is going to kick or hit the bail shut.

When you’re taking off the tips of the nozzle to advance the backup bag do not leave the tips lying on the ground. Put it in your pocket and keep it with you, otherwise it will be stolen.

Our standpipe pack can be very heavy, there is nothing to say that if we run a box at the Home Depot, you can’t throw the pack in a shopping cart and push it to the area of the connections.

If you’re physically exhausted from running the standpipe up 19 floors for a fire on the 20th floor do not let your pride get in the way of asking the backup man to go ahead and take the line while you make the connection at the globe valve. When you are physically exhausted you tend to not think clearly and start making mistakes. When you start making mistakes is when people start getting hurt.

Do not let the line get caught underneath a door. It is very easy to hit the connection from the floor below and when advancing the line, having the door from the staircase to the hall close with your line underneath. If this occurs and the line gets charged you will get no water and be unable to open the door. You may very well become trapped. Use your door chocks!!!
Standpipes

Hook up to the standpipe on the floor below the fire. After hooking to the standpipe advance the line up the stairs past the fire floor to the landing above and then back down to the fire floor before charging the line. This allows for the line to be fully flaked out and allows for easier advancement onto the fire floor (Pulling with the force of gravity is always easier then pulling against it!)

Remember to make sure the straps are tight on the shoulder load. We don’t want them to come undone when we are carrying it.

Always bring the back up bag. This the back up mans job. There is no worse feeling than advancing the line down the hall and seeing fire blowing out from an apartment door and not being able to go it because you’re short by 15 feet.

Before trying to open a standpipe rider cap, ensure that the valve is shut, otherwise you will not be able to get the cap off due to the pressure.

When securing a line onto a standpipe riser ensure that you are not loosening the hose connection while you are tightening the reducer onto the riser. Otherwise when the system is turned on, the few threads that are holding the hose will blow off.

When confronted with a large volume of fire in a high-rise type building, consider putting together a quick high rise pack using our blitz line. The 2 ½ 

Consider a flying standpipe in the event of a mid-rise building with no standpipe. Also consider it if the standpipe system may be damaged.
Truck Company No. 1 Inventory

Front Bumper:

- 5ft NY Hook with Pry End
- 6ft Universal Hook with Gas Shut off
- 3ft Officers NY Hook with Pry End
- Bolt Cutters

Cab Interior:

Officers Seat:

- Map Books
- Portable Radio
- T.I.C
- Halligan Bar
- Elevator Keys and Key Ring
- Paperwork
- Hand light
- Safety Vest
- SCBA
- Mobile Data Computer

Backstep:

- 3 SCBA (Bars, Hook/Can, OVM)
- 2 Hydra-Rams
- 2 Hand lights
- 5 Portable radios

OFFICERS SIDE:

1st Compartment on Tractor: EMS Equipment

- AIDE bag with Oxygen
- Trauma Bag
- AED
- Collars
Fifth Wheel (area below turn table)

- 2 sets of Irons (Flat head axe and halligan bar)
- 4ft D Handle Drywall hook
- 4ft D Handle NY Hook
- 6ft D Handle Drywall hook
- 2 water cans

Officers Side 2nd Compartment (Small comp on Trailer)

- 2 portable quartz lights with 100ft cord reels (QUICKIE LIGHTS)

Above Officers Side 2nd Compartment

- Externally mounted 200ft cord reel with junction box

Officers Side 3rd Compartment (First Tall Compartment)

**TOP TO BOTTOM**

- Stokes Basket (RIT BAG, SEARCH ROPE, UTILITY ROPE)
- Elevator Poles
- S.K.E.D
- Pry Bar
- 200ft Rescue Rope
- 200ft Utility Rope
- 2 SCBAs (For laddermen)
- 9 Spare SCBA cylinders
- Box of Road Triangles

Officers Side 4th Compartment (Second Tall Compartment)

- Husqvarna Light Duty Chain Saw (For wood cutting ONLY)
- Honda EU1000 Portable Generator with Quartz Light (1Kw)
- Gas powered Positive Pressure Fan (PPV)
- Co2 Extinguisher
- Dry-Chem Extinguisher
- 2 Wheel Chocks

Officers Side 5th Compartment (Saw Compartment)

- Husqvarna K950 Rotary Saw w/ carbide blade (NOT METAL CUTTING)
- Husqvarna 576XP VentMaster Chainsaw
- Chimney Chains
- Saw Kit
Officers Side 6th Compartment (Salvage Compartment)

- 2 Salvage Shovels
- 2 Salvage Buckets
- 2 squeegee heads
- 2 squeegee handles
- 2 salvage tarps
- 5 gal water cooler
- Sleeve of cups (for water cooler)

Officers Side 7th Compartment (Tillerman’s)

- Tillerman SCBA/Gear

Officers Side ABOVE Comps 5, 6, 7:

- 24ft Extension Ladder
- 14ft Roof Ladder
- 6ft NY hook with FORK end
- 6ft NY hook with D handle

Officers Side under Tillerman steps:

- 200ft externally mounted cord reel with Junction Box

DRIVERS SIDE:

**Directly Behind Drivers Door, small compartment hold 2 wheel chocks and MDT components**

Drivers Side 1st Compartment (On Tractor)

- Drivers SCBA
- Hand Light
- Sledge Hammer

Drivers Side 2nd Compartment (OUTRIGGER CONTROLS)

- Outrigger / Override Controls

Drivers Side 3rd Compartment (Small Comp on Trailer)

- 2 Portable Quartz Lights with 100ft Cord Reel (QUICKIE LIGHTS)

Above Officers Side 3rd Compartment
- Externally mounted 200ft Cord Reel with Junction Box

**Drivers Side 4th Compartment (First tall compartment)**
- Stokes Basket (RIT BAG, Search rope, utility rope)
- Edge Roller
- Quickie Bar (To hang NPV from door frames, etc)
- Rope Kit (Tool box)
- Roof Kit (Tool Box)
- Utility Kit (Tool Box) Gas – Trac, CO Meter
- QREA 4 Gas Meter (LOCATED IN YELLOW PELICAN CASE)
- Duck Bill Lock breaker
- Pig tails
- Small Bolt Cutters
- Long Handled Pipe Wrench
- Electric PPV Fan (Small) with 50 ft extension cord
- Box Fan (Electric Negative Pressure Fan)

**Drivers Side 5th Compartment (Second Tall Compartment)**
- Electric PPV Fan (Big) with 50ft Extension Cord
- Husqvarna Light Duty Chainsaw (For wood cutting ONLY)
- Honda EU1000 Portable Generator with Quartz Light (1kw)
- 1 Gal Straight Gas Can
- 1 Gal MIXED Fuel Can (100:1)

**Drivers Side 6th Compartment (Saw Compartment)**
- O.O.S (Thanks Tabak)

**Drivers Side 7th Compartment (New Saw Compartment)**
- 200ft Cord Reel
- Partner K700 Rotary Saw with Aluminum Oxide Blade (METAL CUTTING ONLY)
- Husqvarna 576XP VentMaster Chainsaw
- Spare Aluminum Oxide Blades
- Spare Carbide Tip Blades

**Above Compartments 6, 7**
- 28 Ft extension Ladder
- 16ft Extension Ladder

**Drivers Side Rear**
- Externally Mounted Honda 3000w Generator
- Small Diesel Reservoir (Tillerman’s Heater)

**LADDER TUNNEL: Drivers to Officers Side**

- 35ft Extension Ladder
- 35ft Extension Ladder
- 45ft Bangor Ladder
- 20ft Roof Ladder
- 18ft Roof Ladder
- 16ft Roof Ladder
- 28ft Extension Ladder
- 24ft Extension Ladder
- 10ft Attic Ladder (Small Comp above roof ladders)

**Compartment Under Ladder Tunnel**

- 16ft Clemens Hook
- 10ft Clemens Hook
- 8ft Clemens Hook
- 6ft California Roof Hook
- Hand Cart

**Above Fifth Wheel on Tractor (Ron Box)**

- 100ft 3” Ladder Pipe hose
- Triamese
- Ladder Belts
- 2 Rope halyards (For controlling ladder pipe)

**On the Stick**

- 100ft Mid-Mount Ladder (250lbs Tip Load/650 GPM MAX)
- 6ft NY Hook with Pry End (attached chain link for rope attachment)
- Halligan Bar (attached chain link for rope attachment)
- Pick-Head Axe

**Truck Top Officers Side**

- 6ft Little Giant Ladder
- 4ft D Handle Universal Hook
- 6ft Universal Hook with Gas Shut OFF

**Tiller Cab**
- Portable Radio
- Hand light
- Safety Vest
- 3ft Hawk Hook (Under stick IFO Cage)
6. TRUCK 1

Truck 1 is a 2006 Seagrave 100’ Tractor Drawn Tiller Truck, Seating for 8

6.1 TRUCK COMPANY OPERATIONS

This procedure identifies the standard fireground operation to be employed by the truck company and the individual duties associated with these areas of responsibility.

These guidelines are general assignments designed to initiate the truck company’s actions on the fireground during the initial stages of the incident.

During fire incidents, truck companies are obligated to perform the following duties:

- **Rescue**
  - The most important duty of the truck – effect obvious rescues first, then a thorough search of the fire building and exposures for victims of the fire. Search and rescue operations will be initiated on every working fire to which Truck 1 responds. Report back to the Truck OIC once primary searches have been completed.
- **Forcible Entry**
  - Enables the engine company to attack the fire, also to allow the truck company to search all parts of the building.
- **Ventilation**
  - Prompt and correct ventilation is paramount in saving lives and the control of the fire. The amount of damage done in ventilating should be in direct correlation to the severity of the fire.
- **Laddering**
  - Truck 1 will ladder the building at all working fires. Generally, ladder will go to the fire floor first and then the floors above on the side of the building where Truck 1 is positioned.
    - First Due Truck : Sides Alpha and Bravo
    - Second Due Truck: Sides Charlie and Delta
- **Fire Extension**
  - Always keep the truck officer and the fireground commander aware of the fires progress. The check for extension shall be performed as soon as possible and can be combined with many of the other truck duties.
- **Utility Control**
  - Utility control, such as gas, electric, water, air conditioning and oil is generally the responsibility of the truck driver, however, anyone on the interior crew can take on the responsibility.
- **Overhaul**
Generally, the truck crew will regroup and operate as a team to perform this function. Ensure that the fire is extinguished and the building is structurally safe.

- **Elevated Streams**
  - Truck must be able to switch to master stream operations quickly and be in the right position when needed.

Do not hesitate to take an aggressive approach to your truck duties, but remember the amount of damage done should be in direct correlation to the fire severity.

This standard is established to ensure that the duties and areas assigned to the truck company on street, box and high rise responses are dealt with effectively and efficiently, and must be followed by ALL personnel. The OIC of the truck company is the only one who may vary the standard as they see fit.

**Interior Duties**

- Effect Oblivious Rescues
- Forcible Entry
- Primary Search and Rescue
- Search for extension
- Ventilation
- Secondary Search and Rescue
- Salvage
- Overhaul

**Exterior Duties**

- Effect Obvious Rescues
- Search and Rescue
- Ground Ladders
- Aerial Ladders
- Utility Control
- Ventilation
- Elevated Streams

Members of the truck crews are to perform these duties as necessary on all structural fires. Additionally, the crew has assigned areas in which to perform these duties as outlined on the following page.
**Truck Company Operating Areas:**

- **Street Assignments** - Primary fire area is 1\textsuperscript{st} Floor, secondary is floor above the fire
- **Box Assignments**
  - 1\textsuperscript{st} Due Truck: Primary fire area is fire room, secondary fire area is areas adjacent to the fire on the fire floor
  - 2\textsuperscript{nd} Due Truck: Primary fire area is room directly above fire, secondary fire area is the areas adjacent on the floor above fire.

<table>
<thead>
<tr>
<th>DRIVER</th>
<th>AREA</th>
<th>Primary Duties</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exterior/Roof</td>
<td>• Safe Response&lt;br&gt;• Position Truck&lt;br&gt;• Setup Aerial&lt;br&gt;• Initial Exterior Rescues&lt;br&gt;• Exterior Ventilation&lt;br&gt;• Account for ALL equipment&lt;br&gt;• Ladders</td>
<td>Anything he needs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICER</th>
<th>AREA</th>
<th>Primary Duties</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Interior</td>
<td>• Size up&lt;br&gt;• Selects location for entry&lt;br&gt;• Coordinate with IC&lt;br&gt;• Initial obvious rescues&lt;br&gt;• Utility Control</td>
<td>• SCBA&lt;br&gt;• Radio&lt;br&gt;• Hand light&lt;br&gt;• Bar or Hook&lt;br&gt;• TIC</td>
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<tr>
<td>BARMAN</td>
<td>AREA</td>
<td>Primary Duties</td>
<td>Tools</td>
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<td></td>
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<td>Reports with officer</td>
<td>SCBA</td>
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<td>Forcible Entry</td>
<td>Radio</td>
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<td></td>
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<td>Search fire area</td>
<td>Irons</td>
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<td></td>
<td></td>
<td>Interior Ventilation</td>
<td>Hydra Ram</td>
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<td></td>
<td></td>
<td>Check for extension</td>
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<td>Utility Control</td>
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<tr>
<td>HOOK/CAN</td>
<td>AREA</td>
<td>Reports with Officer</td>
<td>SCBA</td>
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<td></td>
<td>Interior Ventilation</td>
<td>Radio</td>
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<td></td>
<td>Open Up</td>
<td>Hook</td>
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<td></td>
<td></td>
<td>Check for Extension</td>
<td>Can</td>
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<tr>
<td>LADDERS</td>
<td>AREA</td>
<td>Exterior</td>
<td>Radio</td>
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<td></td>
<td>Ladder Sides of the building</td>
<td>Hand light</td>
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<tr>
<td></td>
<td></td>
<td>Exterior Ventilation</td>
<td>Ladders</td>
</tr>
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<td></td>
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<td>Check Exposures</td>
<td>Hook</td>
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<td>OVM</td>
<td>AREA</td>
<td>Exterior</td>
<td>Radio</td>
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<td></td>
<td>Ladder the Building</td>
<td>Hand light</td>
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<td></td>
<td></td>
<td>Exterior ventilation</td>
<td>Ladders</td>
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<td></td>
<td></td>
<td>Check exposures</td>
<td>Hook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remove hazards from windows (bars, ect)</td>
<td>Power Saws</td>
</tr>
</tbody>
</table>
Truck Company Riding Positions Explained

Driver:

Works with the Tillerman. Primary Duties of the driver include, positions apparatus, places aerial/ground ladders and performs outside work. (ie Ventilation, lights and fans) The driver also takes care of utility work. Truck driver is in charge of the outside crew.

Tillerman:

Works with the driver. Primary Duties of the driver include, place ground ladders and performs outside work. (ie Ventilation, lights and fans). The Tillerman is the first one up the aerial and brings tools for rescue and ventilation.

Officer:

Works with Barman and Hook/Can man. The officer is responsible for supervising the crew and ensuring manpower accountability. He determines the main body of fire so he can direct the search, rescue, ventilation, salvage and overhaul efforts.

Barman:

Works with officer and Hook/Can. He ensures that the engine company has immediate access into the building and all areas of the building.

Hook/ Can

Works with the officer and bar man. Hook/Can man is responsible for containing the fire with the can and opening up with the hook.

Ladders:

Works with the outside team. He places ground ladders and performs outside work including horizontal ventilation. He assists with preparing lights, fans and utility control.

OVM:

The OVM man is the most senior man on the outside team. He works with the laddermen. He assists the laddermen with placing ground ladders and performing horizontal ventilation. The OVM also removes bars from windows and forces exterior doors that have not been opened.

Positions on the Truck are to be filled in the following order:

1. Driver
2. Tillerman
3. Officer
4. Barman
5. Hook/Can
6. Ladders
7. Ladders
Hyattsville Volunteer Fire Department
Probationary Firefighter Check-Off
Truck Company Non-Mask

Prior to riding the truck company in a non-mask capacity at the Hyattsville Volunteer Fire Department the volunteer firefighter will meet the following training objectives. As each objective is met a volunteer or career officer will sign their name in the appropriate area to verify the objective has been met. It is the responsibility of the firefighter to meet these objectives by enrolling in training classes, participating in company drills, and being on duty at the fire station.

Name: (print) ___________________________ ID# _______

General Truck

1. Describe how you would ventilate a window with a ground ladder and what a cleared window is
   Date ___________________________ Officers Signature

2. Demonstrate how you would tie off various tools for hoisting (chain saw, pike pole, pick head/flathead axe, halligan bar, charged handline)
   Date ___________________________ Officers Signature

3. Explain the difference between horizontal and vertical ventilation
   Date ___________________________ Officers Signature

4. Demonstrate the following knots:
   Clove Hitch
   Bowline
   Figure 8 Family
   Date ___________________________ Officers Signature

5. Raise 28' ground ladder using any single person method
   Beam raise with 2 people
Raise 35' ground ladder using any 2-person method

Raise 45' ground ladder using either 4, preferably 6 people

Date Officers Signature

6. Demonstrate how to check, start, and operate saw, fans.

Date Officers Signature

7. Explain how to return power tools back to service after use

Date Officers Signature

8. Demonstrate the use of portable generators, Gen-lights, cord reels and pig-tails

Date Officers Signature

9. Climb to the tip of the aerial ladder while fully extended at an angle of 75 degrees

Date Officers Signature

10. Describe the general make up of the ladder truck (Make, Model, Year, Aerial length, generator sizes, etc)

Date Officers Signature

11. Describe the various types and quantities of ladders on the truck

Date Officers Signature

12. Explain where ground ladders are placed if we are the second due truck on an apartment fire.

Date Officers Signature

13. Correctly explain prioritizing ladder throwing when multiple rescues need to be made.

Date Officers Signature
Hyattsville Volunteer Fire Department
Probationary Firefighter Check-Off
Truck Company Mask

Prior to riding the truck company in a mask capacity at the Hyattsville Volunteer Fire Department the volunteer firefighter will meet the following training objectives. As each objective is met a volunteer or career officer will sign their name in the appropriate area to verify the objective has been met. It is the responsibility of the firefighter to meet these objectives by enrolling in training classes, participating in company drills, and being on duty at the fire station.

Name: (print) ___________________________ ID# ____________

General Truck

1. Describe the interior riding positions of the Truck Company and what their specific roles and responsibilities are and what tools they would bring.

   Date __________________ Officer Signature __________________

2. Explain the following forcible entry techniques and demonstrate on various station doors:
   - Inward swinging door (1 Person)
   - Outward swinging door (2 Person)
   - Inward swinging door (2 Person)
   - Inward swinging door w/ Hydra Ram

   Date __________________ Officer Signature __________________

3. Explain utility control and checking for extension

   Date __________________ Officer Signature __________________

4. Demonstrate a primary search and proper victim removal

   Date __________________ Officer Signature __________________

5. Explain the premise behind VES and what each letter stands for
6. Explain the 2nd due truck responsibilities on a basement fire with a secondary entrance from the outside.
   Date Officer Signature

7. Explain checking for extension and the specifics of garden apartment fire extension.
   Date Officer Signature

8. Describe the acronym LOVERS-U and how it pertains to the HVFD truck SOP.
   Date Officer Signature

9. Explain the riding positions on the ladder truck if there is a total of:
   4 people on the truck
   5 people on the truck
   8 people on the truck
   Date Officer Signature

10. Briefly explain how people riding Truck 1 can assist engine companies with their mission of extinguishment of a fire.
    Date Officer Signature
Hyattsville Volunteer Fire Department  
Probationary Firefighter Check-Off  
Truck Company Mask

Prior to riding the truck company in a mask capacity at the Hyattsville Volunteer Fire Department the volunteer firefighter will meet the following training objectives. As each objective is met a volunteer or career officer will sign their name in the appropriate area to verify the objective has been met. It is the responsibility of the firefighter to meet these objectives by enrolling in training classes, participating in company drills, and being on duty at the fire station.

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Date ___________________________ Officer Signature

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   Inward swinging door (1 Person)
   
   Outward swinging door (2 Person)
   
   Inward swinging door (2 Person)
   
   Inward swinging door w/ Hydra Ram

Date ___________________________ Officer Signature

3. Explain utility control and checking for extension

Date ___________________________ Officer Signature

4. Demonstrate a primary search and proper victim removal

Date ___________________________ Officer Signature

5. Explain the premise behind VES and what each letter stands for
Raise 35' ground ladder using any 2-person method

Raise 45' ground ladder using either 4, preferably 6 people

Date  

Officers Signature

6. Demonstrate how to check, start, and operate saw, fans.

Date  

Officers Signature

7. Explain how to return power tools back to service after use

Date  

Officers Signature

8. Demonstrate the use of portable generators, Gen-lights, cord reels and pig-tails

Date  

Officers Signature

9. Climb to the tip of the aerial ladder while fully extended at an angle of 75 degrees

Date  

Officers Signature

10. Describe the general make up of the ladder truck (Make, Model, Year, Aerial length, generator sizes, etc)

Date  

Officers Signature

11. Describe the various types and quantities of ladders on the truck

Date  

Officers Signature

12. Explain where ground ladders are placed if we are the second due truck on an apartment fire.

Date  

Officers Signature

13. Correctly explain prioritizing ladder throwing when multiple rescues need to be made.

Date  

Officers Signature
The Probationary EMT Field Training Process (FTO)

Welcome to the wonderful world of Emergency Medical Services. For EMS only members this is your opportunity to help the community and gain valuable experience as a BLS provider. Outlined in this section is your guide to getting turned over and operating on the front line BLS units. Getting turned over, as a regular Aide is the first step towards your advancement in this department. Getting turned over as an Aide is a three-step process, Observation, Licensing, and Field Training.

Observation:
The first step is designed as a general familiarization with how we operate as an ambulance company. To obtain these calls you do not have to have an EMT card in hand, or even be a member of the PGFD. This can be started the first day you walk in that door. On these calls you are to act in an observing capacity and are under the supervision of the Driver and Aide. You will need a total of TEN DOCUMENTED calls. In order to document a call, you will need to ask the Aide to print you a copy the report or make a copy of the report and retain it for your records and they will be checked before you can begin the FTO process.

Licensing:
This step is usually pretty straightforward and self-explanatory. You will need to obtain an EMT Card that certifies you to practice EMS. You will need the card in hand before you can move on to the next step. If you do not have an EMT card from anywhere then you will need to enroll in an EMT class through the Maryland Fire and Rescue Institute. This can be coordinated through Membership or the Training officer. You can be enrolled in a class prior to you having a county ID number but you must have one by the conclusion of the class. If you have an out of state EMT card you will need to apply for reciprocity. There is an application for reciprocity on the MIESMSS website and you will need to complete a 24 hour Maryland EMT Refresher course and then take the Maryland Protocol test in order to certified in Maryland.

Field Training (FTO):

BEFORE YOU BEGIN THE FTO PROCESS YOU MUST HAVE 10 DOCUMENTED OBSERVER CALLS AND A VALID MARYLAND EMT CARD IN HAND. That being said the field-training portion of your training places you in the Aide seat. You will be placed in charge of patient care under the supervision of a regular aide who will be riding as third. On these calls you will act in the full capacity of an aide including sitting in the front seat and navigating for the driver, providing patient care, and writing the reports. You will obtain a Probationary EMT Field Evaluation form (FTO Sheet) for each call you go on and have it filled out by your FTO (the regular aide riding third). The FTO form will be attached to an additional copy of the Report and you will need to collect a MINIMUM of 10 successful TRANSPORTS to count as FTO calls. Upon completion of your FTO calls you will bring your observer and FTO calls to the an officer for review and if everything is in order you will turned over as a regular Aide. Make a copy of the Charge EMT packet cover included in this book and compile all your calls together and retrieve the proper approvals.
The Ambulance Company

The HVFD Ambulance Company is currently comprised of two ambulances that alternate in the frontline position. Ambulance 17 and Ambulance 19 are 2004 American La France Basic Life Support Unit. They are twin units and should be set up identically. These carry all of the elements necessary to provide BLS care. It will be on you to familiarize yourself with the location of all equipment on this unit as it is the unit that goes out the door the most and is the unit that you will be turned over on first. If you think you have the unit pretty well memorized write down where the following items are to quiz yourself:

<table>
<thead>
<tr>
<th>Pediatric C-Collars:</th>
<th>Traction Splint:</th>
<th>Portable Suction Unit:</th>
<th>Backboards:</th>
<th>Spider Straps:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguisher:</td>
<td>Irons:</td>
<td>Key Ring</td>
<td>AED:</td>
<td>Kitty Litter:</td>
</tr>
</tbody>
</table>


HYATTSVILLE VOLUNTEER FIRE DEPARTMENT
CHARGE EMT PACKET

THIS PACKET MUST BE COMPLETED AND SIGNED BY THE PRIMARY EMS OFFICER PRIOR TO ANY EMT FUNCTIONING IN A CHARGE STATUS.

NAME: _______________________________ ID#: __________________

ASSIGNED EMS FTO: ________________________________

OBSERVED CALLS (ATTACH RUN SHEETS TO THIS PACKET) (10 REQUIRED)

Insert Run numbers into the following boxes

CALL EVALUATIONS (10 SATISFACTORY TRANSPORTS WITH EVALS. REQUIRED)

Insert Run numbers into the following boxes

I certify that this Probationary EMT is competent to function as a charge EMT and endorse their clearance to begin functioning as a charge EMT.

EMS FTO Name: _______________________________ Signature: _______________________________

CANDIDATE STATUS

_____ CLEARED AS A CHARGE EMT DATE: _____________ by (Name)

_____ TERMINATED FROM INTERNSHIP PROGRAM DATE: _____________

_____ REMEDIAL TRAINING REQUIRED SPECIFY:

I hereby authorize this Probationary EMT to begin functioning as a charge EMT based upon the recommendations of the EMS FTO.

EMS Officer Name: _______________________________

Signature: _______________________________
# Probationary EMT Field Evaluation Form

**Probationary EMT:** ____________________________ **Date:** __________________

**Incident Number:** ____________________________ **Nature of Call:** ____________________________

**Other Units on Scene:**

---

**Number of Patients:** ________ **Was a Medic Unit on the scene?** ________ **Did you transport?** ________

1. Did the EMT locate the call location in the map book quickly and accurately? **YES NO**
2. Did the EMT accurately assess the safety of the scene before exiting the unit? **YES NO**
3. Did the EMT operate the PGFD radio properly? **YES NO**
4. Did the EMT introduce themselves to the patient BEFORE rendering care? **YES NO**
5. Did the EMT quickly determine the NOI / MOI of the patient(s)? **YES NO**
6. Did the EMT obtain all pertinent medical history? **YES NO**
7. Did the EMT keep their crew informed of medical concerns? **YES NO**
8. Did the EMT effectively utilize the manpower available to them? **YES NO**
9. Did the EMT take appropriate safety measures for both patients and crew? **YES NO**
10. Did the EMT exercise appropriate clinical judgment in patient care and transport? **YES NO**
11. Did the EMT comply with Maryland protocols in treatment and transport? **YES NO**
12. If applicable, did the EMT use the medical radio properly? **YES NO**
13. Was the EMT in proper uniform? **YES NO**
14. Did the EMT relay a complete report to the accepting ER staff member? **YES NO**
15. Did the EMT complete a MAIS report properly and completely at the hospital? **YES NO**
16. Did the EMT complete an ambulance-billing sheet and turn it in? **YES NO**
17. Did the EMT assure the ambulance was clean and restocked after the call? **YES NO**
18. Did the EMT clear the call quickly with the CCF? **YES NO**
19. Did the EMT enter the call data into the CAD upon returning to quarters? **YES NO**
20. If applicable, did the EMT complete injury or exposure reports? **YES NO**

What is your overall impression of the EMT’s ability to function as a charge EMT?

What areas are strengths for this EMT?

What areas are weaknesses for this EMT?

Comments from the Probationary EMT:

Submitted by: ____________________________ **Date:** ____________________________

**THIS FORM MUST BE SUBMITTED TO THE PRIMARY EMS OFFICER WITH A COPY OF THE MAIS REPORT FOR THIS RUN WITHIN 7 DAYS OF THE INCIDENT.**
Class A Licensing

Any member that wishes to drive fire trucks or tiller and possesses a Maryland driver’s license must obtain a Noncommercial Maryland Class A license from PG County Fire and EMS. Your contact at the PG Fire and EMS Training Academy is Battalion Chief Smith. Before taking your test at the training academy there are several steps to complete. You must obtain a Class A Noncommercial learners permit from Maryland MVA, which is located on Rt. 1 in Beltsville. To obtain a learners permit you must take a vision test and a 20 question written test based on the information in the handbook available there. Once you pass your vision test and written exam you will be given a learners permit that is valid for 6 months, and costs $30 in cash. Once you have obtained this permit, with permission from HVFD driver’s training committee, you can begin to practice your driving on Truck 1 based on the handbook given to you by the PG training academy. You must also study your pre-trip, which is a detailed inspection of the truck. Once you are confident that you can pass a pre-trip and a driving test at the training academy you can schedule your test with them. If you are successful you will get a new license from the training academy allowing you to drive fire trucks in Maryland and you can let your learners permit expire.
20 Fair Assumptions about Garden Apartment Fires

1. If you see a plumbing truck/van in front of the building where you are sent to investigate an odor of smoke you can assume the building is on fire. ;-)  
2. If you find fire in the terrace level apartment you can assume it there is already fire in the attic.  
3. In the typical garden apartment there are usually 4 apartments per floor, with 2–4 floors that is 12–16 apartments, you can assume someone is home.  
4. If the building is on fire you can assume there will be people out screaming on the balconies, what you cannot assume is that they are all in need of rescue.  
5. You can assume that the incident priorities remained unchanged: life safety, incident stabilization, and property conservation. Place the first line in support of these objectives. (This means you have to secure the interior stairs and protect the search.)  
6. You can assume that you will need:  
   One line for the original fire apartment  
   One line for the back up line  
   One line for the floor above  
   One line for the attic/cockloft  
7. Assuming #6 you can assume that a standard 4 engine, 2 truck, one rescue, first alarm assignment will not be enough. You will need to commit four hand lines quickly and you have only four engine companies. (I prefer to call for help in alarm-sized packages)  
8. You can assume that every single one of those for hand lines discussed in #6 will be going through the front door, you can also assume that someone will be screaming the muffled screams of a tired firefighter in SCBA screaming for someone to, “feed me some line.” Then you will hear the second scream, “which one.”  
9. You can assume that once #8 happens progress will be slow. (The moral of this story is to not stretch more than two lines through the same opening.)  
10. You can assume that someone on the first alarm will have to stretch a long line. This means that companies should really train hard on deploying the long lines, and figuring ways other than the front door to get it in place.  
11. You can assume that the front does not look like the back. Ensure that companies due to the rear are giving a size-up including the number of floors in the rear.  
12. You can assume that if you “lose” the interior stairwell your ability to preserve life has been severely compromised.  
13. You can assume that unless the building is fully involved, and I mean the entire thing is on fire, that a 2 ½” or 2” line is going to be too big to move around. The guys with the smaller lines may take a second or two longer but they will still put the fire out.  
14. You can assume that you will only get one shot at proper apparatus placement. Don’t get caught up in the drama, take the extra few seconds to get a good spot. You only get one shot at it.  
15. You can assume that unexposed fire in the voids will cost more than the damaged drywall in apt. 402. (Open the joint up and fast). You can also assume that the fire is in the voids.  
16. You can assume that the fire will travel to the exposure buildings through the attic/cockloft space.  
17. You can assume that someone will declare the “search complete”, but not say that
they only checked one apartment. It is damn near impossible for one crew of three or four to do a good search of 12-16 apartments in a reasonable amount of time. If you need help searching, ask for it.

18. You can assume that if the fans are started before the voids are opened and cleared you will need one alarm in addition to what you have on the scene.

19. You can assume that the trench cut will take more time, more people and more saws than you thought, and in my book much longer than pulling the ceilings on the top floor. I ain’t saying don’t use trench cuts, but I usually don’t.

20. You can sometimes assume that you will have water supply issues in these complexes, especially those on private loops. Take the time to pre-plan, do some flow tests, develop some station and battalion level plans in concert with the SOPs, and put the fire out.
You cannot properly and safely respond to a reported structural fire with 4-5 people as your first alarm assignment.

NEVER get off the apparatus without at least ONE tool in your hand plus a light.

Stay low, even the best bunker gear will not protect you when you are STANDING UP in a fire.

When you hear "We have less fires today!!?? Tell'm "then we MUST have even MORE quality, realistic and aggressive training." Training is NOT handing someone an american heat video and tell'n em to watch it...those may be INTERESTING but training must be physically "doing".

Which line to pull? (gen'l rule of thumb) is Residential-1-3/4" line. Commercial or Multi Occ-2-1/2" line with immediate following backups. If you pull ONE LINE, you must ALWAYS pull a second line....they can always be put away ....but it sucks when you need the "missing" 2nd line-and it's too late.

Beware of the firefighter who tells you he has survived numerous "real" flashovers and doesn't act scared.

Beware of the firefighter who "doesn't need any more training".

Train and act as if motorists are blind and want to hurt you while on the highway.

Make sure your apparatus is so visible and loud that it annoys people. (dowlings rule of lighting packages)

When you are told to open up a roof, make sure it is big enough to drive a small car through.

Stay out of the doorway leading to the fire-you are blocking things.

Make sure doors won't close behind you...carry wooden wedges.

Make sure garage doors don't close behind you...assign a firefighter to it.

Make sure a plier/wirecutter and knife are in your coat pocket-where you can get to it when geared and packed up.

PASS devices don't work when we have to remember to turn them on.

If UPS can track packages, why can't we track firefighters just as easily and quick?

Positive pressure works well, AFTER the fire is under control.

An automatic alarm is a FIRE until we get there and determine it's not (many will not agree with me on this one but I say if you have good enforcement over false alarms, the problem of false automatic alarms can be minimized...with today's alarm technology, there are far fewer false alarms) EMS is important, but we can get hurt and killed alot easier at a fire.
No one determines the status of a fire except the FD (beware of “cancel’n cops”)...NO ONE cancels the FD except one of our own.

Power tools need regular daily maintenance and checking...shut off \textbf{AOL Instant Messenger} and go check your tools.

Lay a supply line on EVERY reported fire, you can always put it back.

As Brannigan says “The Building is your Enemy”--KNOW your enemy before the battle. There is NO excuse for not having every structure (except single family dwellings) pre-planned in your “first due” area...and, there is nothing BETTER than having it when you have a working fire.

Big fire? Big Water! Sometimes a headline is NOT the answer! How fast can your FD deploy a ground monitor?

We cannot use single family dwelling tactics on a commercial or large area building fire. Plan, train and practice for those fires too.

Beware of firefighters who have 6 months on the job with a mouth of “22 years experience”. (we refer to the as “6-22’s”).

There are essentially 2 ways to protect firefighters from a flashover...1-Vent, 2-Cool with water.....it takes adequate staffing to do both. We must remember to VENT early, VENT often and VENT in coordination with the other crews.

\textbf{Career Firefighters? Volunteer Firefighters? Paid-On-Call Firefighters? We have all seen great ones and clueless ones on all sides of this business. The labels mean nothing...it’s all performance based.}

Firefighters...you joined to serve...so don't try to "customize" the FD to meet YOUR personal needs...respond quickly everytime the tones go off and participate in training regularly...and remember "Ask NOT what your fire department can do for you...ask what YOU can do for your fire department"....(with apologies to JFK)

\textbf{Officers: Your primary job (when riding the front seat) is proper size up, quick report and appropriate initial leadership/tactics....It is NOT just to blow the sirens, horns and scream on the radio....the safety of your crew is #1...take "the front seat" seriously.}

\textbf{Officers-Your absolute primary job is to send your crew home in one piece after the run...can your crew and their family trust you to do that? Do you have the experience, training and knowledge required to do that?}

\textbf{Officers -Doing accountability AFTER we realize that someone is missing, sucks. Firefighters...sometimes you DON’T have a say or input on all decisions....a FD is not always a democracy.}

A C.O. alarm going off is not a red light and siren run.

\textbf{Officers should generally be trusted by the Chiefs but Chiefs should ALWAYS look after the Officers.}
Beware of the Chief who doesn't go to fires because he "totally" trusts the officers...sorta like a football coach who doesn't go to the game.

Beware of the Chief who says "we are an EMS department that also, occasionally goes to a fire"

Fire Fighting is all about the things your mother told you not to do
- Get dirty
- Break things
- Swear

"A good friend will bail you out of jail,
but your best friend will be the one sitting next to you saying
'That was f%$@ing awesome!'"
"When fear knocks at the door, and you answer, there will be no one there."
"A friend is a person who will have a beer with you,
a best friend is one who will be puking in the toilet next to you at the end of the night,
but a brother is one who will follow you through the gates of hell,
right behind you and do all the above when it is all over...."

Anonymous
Infantryman's Journal, 1954
3 Rules of Leadership
1: When in charge, TAKE CHARGE.
2: People want you to take charge. When you do, however, your own people will resist you.
3: When they do resist- GET OVER IT and move on.
"That's the life, being a fireman.
It sure beats being a ballplayer.
I'd rather be a fireman."
Ted Williams - Boston Red Sox - 1940
"Let me not pray to be sheltered from dangers, but to be fearless facing them."
Author unknown
"The probability of someone watching you is proportional to the stupidity of your action."

"Let no man's ghost return to say his training let him down."
Fire Service addage

"If you're not going to wear your turn-out gear properly
you need to establish a 'good-friend agreement.'
I just hope you have a good enough friend who will wipe your ass for you
while your burns are bandaged up for six months."
Battalion Chief John Salka, FDNY

"A certificate does not make you certified.
Attitude, performance, commitment to self and team;
These and a certificate make you certified."
TYPES OF CONSTRUCTION

Strategic Classifications for Fire Officers

This is important! Listed in descending order of fire resistance, thus the out-of-sequence numbering. Remember, fire resistance equals time. For detailed descriptions of building construction classifications, refer to the NFPA Fire Protection Handbook, "NFPA 220, Standard on Types of Building Construction," or your local building code.

**Type I  Fire Resistive**
Structure will not contribute fuel to fire; load-bearing structural members protected; fire collapse not a strategic consideration; anticipate rapid fire growth due to big fire load; large open areas; vertical voids; letting an entire floor (or floors) burn can be a prudent confinement strategy.

**Type II  Non-Combustible**
Structure will not contribute fuel to fire; due to unprotected load-bearing structural members, fire load and possible early collapse are key strategic considerations; high-rack storage, unprotected steel columns and steel bar-joint trusses are primary considerations; know location of suspended loads; fire load will vary widely by occupancy use.

**Type IV  Heavy Timber (Mill)**
Basically, a Type III building on steroids; exterior walls will not contribute fuel to fire; interior load-bearing members will contribute considerable fuel to fire; more mass equals more time; scrutinize connections; timber trusses are not uncommon; multiple interconnected voids will contribute to fire growth; unprotected steel, suspended loads and open stairwells must be considered; identify self-releasing floor systems at columns.

**Type III  Ordinary (Conventional and Lightweight)**
Exterior walls will not contribute fuel to fire; how walls are tied to interior of unreinforced masonry is critical information; interior load-bearing members and partitions will contribute considerable fuel to fire; less mass equals less time; identify unprotected steel columns; combustible lightweight floor and roofing systems are common; open stairwells and attic voids are confinement considerations; beware bearing walls removed and replaced by unprotected support systems; multiple interconnected voids will contribute to rapid fire growth; fire load varies by occupancy use; tilt-up with panelized roof system equals ordinary construction.

**Type V  Wood Frame**
Entire structure can contribute fuel to fire; if not conventional, expect lightweight combustible floor and roof systems; open stairwells and large open attic are primary considerations for confinement and rapid fire growth; create a door for rapid rescue and alternative access/egress (no permit needed); understand fire behavior in older balloon frame; lightweight floor systems can create horizontal balloon frame; offensive benefit from defensive position can be easy.

—Mark Emery