



Standard Operating Guideline	
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Standard:	TBD
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Authority:	Larry H. Williams, Jr, Fire Chief

PURPOSE: The use of a Personnel Accountability System (PAR), Rapid Intervention Crews (RIC), and Emergency Evacuation Signal will provide enhanced personnel safety for the individual fire fighter and will provide the Incident Command staff an improved means to track, account for, and support all personnel working in the hot zone.

A. ORGANIZATION

SECTION 1

The Company Officer of the first arriving unit assuming command shall implement the Personnel Accountability System. This shall be completed at all alarms. In most cases, this will simply be accounting for members assigned to the Incident Commander’s Company. However, in multi-company responses, this task will require a concentrated effort.

SECTION 2

As an incident becomes more complex, the accountability of personnel may be assigned an Accountability Officer. However, the Incident Commander retains the responsibility for the accountability of all personnel.

SECTION 3

All personnel within the "hot zone" shall be accounted for at all times. The "hot zone" is defined as any area that requires an SCBA, charged hose line, and special protective clothing, or in which a fire fighter is at risk of becoming lost, trapped, or injured by the environment or structure. This may include interior and exterior fire ground operations, confined space, trench rescue, hazardous materials incidents, etc.

SECTION 4

The Incident Commander will always maintain an accurate tracking and awareness of personnel working at an incident.

SECTION 5

The Incident Commander will always include accountability in strategic and incident action planning, and he/she must consider and react to any barriers to effective accountability. This function can be delegated to an Accountability Supervisor.

SECTION 6

Division or Group Supervisors will always maintain an accurate tracking and awareness of crews assigned to them. This will require the Division or Group Supervisor to be in their assigned area while maintaining close supervision of crews assigned to them.

SECTION 7

All crews and personnel will work for the Incident Commander or a Division or Group Supervisor. **NO FREE-LANCING.**

SECTION 8

Crews arriving on the scene should retain crew integrity for all intents and purposes. Minimum crew size will be considered two or more members and at least one functioning radio is required for each crew.

SECTION 9

All crews entering a hot zone must be supervised by a designated supervisor or other ranking individual.

SECTION 10

All crews will go in together, stay together, and come out together. Reduced visibility and increased risks will require very tight crew integrity.

SECTION 11

If a radio fails while in the hot zone, the crew will exit unless there is another working radio with the crew.

B. PASSPORT SYSTEM**SECTION 1**

To enhance personnel accountability and improve the tracking of fire fighters in the hot zone, the PASSPORT system will be used. PASSPORTS involve a plastic name tag with the crew member's names affixed, that will be placed on the company passport, located on the officer's side of the fire apparatus.

SECTION 2

Accountability may be assigned to a driver, a Division or Group Supervisor, or the designated Accountability Supervisor, depending on the nature, type, and complexity of the incident. The Incident Commander will use the resources available to the most efficient and effective use possible.

SECTION 3

As staged units are assigned, the Incident Commander will advise units of their accountability location and any other pertinent instructions. Communications will repeat the initial assignment of accountability location. Typically, this will be at the Command Post.

SECTION 4

The PASSPORT system equipment includes a 2" x 4" plastic tag with the company's unit number etched on it. The PASSPORT should contain the names of all personnel presently assigned to that company. The PASSPORT will be located at the Company Officer position: glove compartment door, center console, etc. The PASSPORT should only be removed to take to the accountability area, which is most often the Incident Command Post. A Velcro strip will allow the PASSPORT to be attached to the apparatus as well as be easily removable.

SECTION 5

Each member will be issued three individual name tags. These will be affixed to Velcro strips on the under-side of their helmet.

SECTION 6

When personnel begin their shift, they are responsible for immediately updating the Company's PASSPORT on the unit they will be staffing. Personnel shall also place a name tag on the officer's personal passport.

SECTION 7

Members going off duty will remove their name tag from the Company Officer's PASSPORT and the unit's PASSPORT. Name tags will be placed on that member's helmet Velcro strip.

SECTION 8

All engines, trucks, and command vehicles will be equipped with an 8" x 11" status board. This will be used to affix PASSPORTS on and will be located on the inside door of the driver's position.

SECTION 9

The Company Officer will be responsible for ensuring that the Company's PASSPORT and Officer's PASSPORT reflects the assigned on duty personnel. When entering a hazard zone with a partial crew, **the Company Officer must remove the name tags of those members not entering the hazard zone.** The name tags of these members may be returned to the member, placed on the Company Officer's helmet strip, or in their pocket.

SECTION 10

Both PASSPORTS will list the Company Officer's name first and the apparatus driver's name second. Other assigned members to that unit name tags need not be in any specific order.

C. HELMET IDENTIFIERS**SECTION 1**

Firefighter helmets will be equipped with magnetic strips permanently attached to each side of the helmet. The permanently affixed strip will identify the member's home station and assigned unit. When a member is temporarily assigned to another unit, the member will insure that the current unit identifier matches the unit they are temporarily assigned to. The Department provides temporary helmet identifiers at each station that quickly attach to the permanent magnetic strip. Members must make sure to return the temporary unit identifier to the officer in charge prior to leaving the shift.

D. SCBA IDENTIFIERS

All SCBA's assigned to each apparatus have been unit identifiers that correspond to that unit. Any time an SCBA has to be swapped out for any reason, the unit identifier should be swapped as well to maintain the visual accountability for that unit.

E. PERSONNEL ACCOUNTABILITY REPORT (PAR)**SECTION 1**

The Personnel Accountability Report (PAR) involves a roll call of personnel assigned. For the Company Officer, a PAR is a confirmation that members assigned to their crew are visually accounted for. For the Division or Group Supervisor, a PAR is accounting for all crew members of all companies assigned to their division or group. Reports of PAR should be conducted face to face within the company, division, or group whenever possible.

SECTION 2

A Personnel Accountability Report will be required for the following situations:

1. Any report of missing or trapped members.
2. Any change from offensive to defensive attack mode.
3. Any sudden hazardous event at the incident.
4. By all crews reporting an "All Clear."
5. Every 20 minutes of elapsed time.
6. After report of "Under Control."
7. Any time the Incident Commander determines a need.

F. ACCOUNTABILITY SUPERVISOR/MANAGER**SECTION 1**

The Incident Commander will be responsible for the proper utilization of our accountability system. This responsibility may be delegated to a qualified member or retained by the Incident Commander. All crews entering the incident will deliver their PASSPORTS to the accountability location prior to entering the hot zone.

SECTION 2

As divisions or groups are implemented, Division or Group Supervisors will manage PASSPORTS only if they are not entering the hot zone. PASSPORTS will remain on the unit if the Division or Group Supervisor is within the hot zone.

SECTION 3

As Staff Officers arrive on the scene, they will be assigned accountability responsibilities for given divisions or groups. These officers will report to their assigned Division or Group Supervisor to manage accountability for that division or group outside the hot zone.

SECTION 4

As an incident escalates, and staff officers fill accountability positions for each division or group (or branch), these Accountability Managers will be assigned to a radio channel as designated by the Incident Commander. Depending on the situation, Accountability Managers will either report to Logistics or the Incident Commander.

SECTION 5

At incidents with a critical need for Accountability Managers to assist Division or Group Supervisors, the Incident Commander may choose to split up a company and distribute the crew members to different divisions or groups to serve as Accountability Managers.

G. ACCOUNTABILITY GROUP**SECTION 1**

As an incident escalates to the level that Accountability Managers are assigned, the Incident Commander should implement an Accountability Group/unit to coordinate Accountability Managers.

SECTION 2

The Accountability Division Supervisor will be assigned to Command or Logistics and will operate on the assigned radio channel. The Accountability Division Supervisor should be located at the Command Post, if possible.

SECTION 3

The Accountability Group Supervisor's responsibilities include:

1. Develop and implement a plan designed to track and account for all personnel working in the hot zone.
2. Ensures that Accountability Officers are implemented in each division or group as necessary.
3. Request and manage division or group resources as needed.
4. Provide progress reports to the Incident Commander.
5. Initiate PARs upon benchmarks, per Item C. Section 2, or as needed.

H. PASSPORT IMPLEMENTATION**SECTION 1**

For single company incidents, the PASSPORT remains on the apparatus.

I. POINT OF ENTRY CONTROL**SECTION 1**

PASSPORTS will remain with the designated Accountability Manager near the “point of entry” to the hot zone. Upon entry, crews will turn in their PASSPORT. The Incident Commander is responsible for ensuring that all PASSPORTS are collected from apparatus and brought to the Command Post or assigned to an Accountability Manager. Any member that reports to an incident that is not assigned to an operational unit must bring their individual PASSPORT or tag to the Command Post or Accountability Manager prior to beginning any on-site work.

SECTION 2

Upon exit of the hot zone, the crew must retrieve their PASSPORTS. The accountability status board will contain only the PASSPORTS of those crews in the hot zone.

SECTION 3

Crews exiting at a different location than the original point of entry must immediately notify their original Division or Group Supervisor and/or Accountability Manager of their changed status. The PASSPORT must be retrieved by the crew.

SECTION 4

Where physical distance or barriers prevent easy retrieval of the PASSPORT, and where the crew is being reassigned to another division or group, a “make-up” PASSPORT must be assembled. Crew members will provide the new Division or Group Supervisor another name tag. When another “make-up” PASSPORT is not available, the individual name tags will be placed on the accountability status board.

SECTION 5

The original Division or Group Supervisor and/or Accountability Manager must be made aware of any changes to the location or status of assigned crews.

J. MULTI-STORY INCIDENTS**SECTION 1**

Multi-story or high-rise incidents present only a minor modification in the standard approach to PASSPORT accountability. The following procedures should be followed:

1. The first engine to each geographic side of the incident remains the accountability location.
2. First-in crews that are parked within 50 feet of the first engine may leave their PASSPORTS on the apparatus.
3. Companies parking a greater distance away will deliver their PASSPORTS to the initial engine and place the PASSPORTS on the status board of the accountability engine.
4. Once a Lobby Control is established all crews reporting to the building will deliver their PASSPORTS to the Lobby Control Division.
5. Lobby Control will be responsible for collecting PASSPORTS of the initial companies as soon as possible.
6. Once the Resource Division is established, the Resource Division Supervisor will collect the PASSPORTS of all crews assigned to fire control positions. The Resource Division Supervisor will assign Accountability Officers at each point of entry to stairwells, elevators, etc.
7. PASSPORTS for crews assigned to the Lobby Control or any other support divisions or groups within the building (non-hot zone crews) will be maintained by the Division or Group Supervisors.

K. TERMINATING THE PASSPORT SYSTEM**SECTION 1**

PASSPORT accountability will be maintained until an “Under Control” benchmark has been established. At this time a Personnel Accountability Report must be obtained. After the PAR has been received, the Incident Commander will determine whether to continue with the PASSPORT system.

SECTION 2

Upon termination and release from the incident, Company Officers and crew members will ensure the PASSPORT is returned to the Captain side of their apparatus. The crew will also ensure the PASSPORT is up to date.

L. SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES**SECTION 1**

Accountability will only work with a strong personal commitment to the safety system by our members. The commitment involves the following responsibilities:

1. **Fire Fighter** - Responsible for staying with their crew at all times and ensuring that their name tag is on the appropriate PASSPORT.
2. **Driver - The driver of the first engine to each geographic side of the incident becomes the initial Accountability Officer.** The driver must collect PASSPORTS from crews and apparatus assigned to their side of the incident (division or group) and manage accountability until relieved by a Division or Group Supervisor or Accountability Officer.
3. **Company Officer** - Responsible for keeping their crew intact at all times and ensures the PASSPORT is kept current and accurate. The PASSPORT must reflect only the personnel entering the hazard zone. The PASSPORT must be turned in at the point of entry and retrieved upon exit.
4. **Division or Group Supervisor** - Responsible for accounting for all crews in their assigned division or group, maintaining an awareness of their exact location, and maintaining accurate PASSPORTS of those crews in the hazard zone.
5. **Accountability Officer** - Responsible for teaming up with the assigned Division or Group Supervisor and to manage all accountability for that division or group. The Accountability Officer must collect all PASSPORTS from drivers, apparatus, or the Division or Group Supervisors. The Accountability Officer must maintain close coordination with other Accountability Officers.
6. **Accountability Division Supervisor** - Responsible for managing Accountability Officers and the Accountability system. The Accountability Division Supervisor also ensures that PARs are initiated at tactical benchmarks or as needed.
7. **Incident Commander** - Responsible for tracking the location of all crews. The IC must also advise later assigned crews of which unit is serving as the Accountability Officer, and their current location. The IC will determine the level of accountability to be used, and will ensure that all members operating at the incident understand the accountability level selected, as well as the proper use of the entire system.

M. "2 IN/2 OUT"**SECTION 1**

The "2 in/2 out" procedure has been established to provide direction for operations in Immediate Danger to Life and Health (IDLH) or potential IDLH atmospheres, in accordance with NFPA 1500, OSHA 29CFR 1910.120, and 1910.134 when operating in and around hazardous environments.

SECTION 2

IDLH is an atmospheric concentration of any toxic, corrosive, or asphyxiated substance, or:

- 1) Poses an immediate threat to life; 2) would cause irreversible or delayed adverse health effects; 3) would interfere with an individual's ability to escape from a dangerous atmosphere. Atmospheres with a concentration of oxygen by volume of less than 19.5 % will be considered as IDLH. An atmosphere will be considered IDLH until proven otherwise.

SECTION 3

A "2 in/2 out" team requires a two person entry team "in" the hazardous area and the required two person stand-by team positioned "outside" the hazardous area. It is the policy of our Fire Department that the "buddy system" be used whenever an entry into any hazard area is made. **A minimum of two members.**

SECTION 4

Personnel that are operating in an IDLH area will be in full personal protective equipment, with SCBA donned (see Opr04) and operating, before entering an IDLH or potential IDLH area. Personnel that are required to enter an IDLH area will at all times utilize the "buddy" system of teams of 2 or more. **Personnel will not enter an IDLH area alone.**

SECTION 5

A team leader will be designated for each "buddy" team. The team leader will be equipped with a portable radio and will notify Command in the event of an emergency. While operating in an IDLH area, team members must remain in direct visual, voice, or tethered contact with one another at all times. At no time will team members be separated from one another.

SECTION 6

Each team member will be required to:

1. Provide fellow members with assistance.
2. Warn of hazards encountered.
3. Routinely check on welfare of fellow team members.
4. Routinely advise Command of conditions. **(Team Leader)**
5. Provide accountability (PAR) reports to Command. **(Team Leader)**

SECTION 7

The Dothan Fire Department requires a minimum of five personnel to be assembled at the incident scene prior to entry into the IDLH area when the situation requires the use of hose lines.

1. 2 - entry team members
2. 2 - initial RIC members
3. 1 - pump operator

During operations where IDLH environments do not require the use of hose lines, entry can be made when four personnel are on the scene. The only exception of entry of a crew into an IDLH without an established initial RIC is when there is a need to perform an immediate rescue of suspected occupants.

SECTION 8

The first arriving unit will perform exterior operations while waiting for the assembly of adequate personnel for entry. These may include, but are not limited to:

1. Size-up the incident and give an appropriate Brief Initial Report (BIR)
2. Establish command
3. Request additional resources
4. Exterior rescue and fire attack
5. Exterior utilities control
6. Exposure protection
7. Medical assistance for victims
8. Isolation and evacuation
9. Establishing a water supply
10. Denying access to the hazardous area/secure the scene

SECTION 9

Prior to personnel entering an IDLH area, an initial Rapid Intervention Crew (RIC) must be assembled outside the hazardous area. The initial RIC is to provide assistance to the interior personnel in the event of an emergency. The initial RIC will consist of two or more personnel in full personal protective equipment with donned SCBA and ready for immediate service. The initial RIC will have a separate hose line in place (if required), along with any equipment needed to initiate a possible rescue of fire-rescue personnel. The initial RIC will monitor by radio the activities of the interior team and maintain visual or voice contact with them.

As the incident progresses and higher numbers of personnel arrive on the scene, and operations expand, a dedicated RIC will be established to replace the initial RIC.

N. RAPID INTERVENTION CREW (RIC)**SECTION 1**

A rapid intervention crew shall consist of at least two members and they shall be available for rescue of a member or members if the need arises. Rapid intervention crews shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation underway.

SECTION 2

The composition and structure of rapid intervention crews shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The incident commander shall evaluate the situation and the risks to operating teams and shall provide one or more rapid intervention crews which will be commensurate with the needs of the situation.

SECTION 3

The initial RIC members may be assigned other duties provided that such duties do not interfere with their ability to perform the specific function of an initial RIC or cause them to abandon their position. Examples may include but are not limited to: flaking of hose lines, ground level exterior ventilation, equipment retrieval (if apparatus is within 50' of stand-by team position), lighting, exposure protection, and exterior fire attack (if appropriate). However, once a dedicated RIC is established, no other duties shall be assigned to this crew.

SECTION 4

Additional duties assigned to an initial RIC member will not include pump operations. Additional duties will be restricted so as not to require the abandonment of the initial RIC position directly outside the hazardous area. In the event, the initial RIC must perform functions that would interfere with their mission, such as performing CPR, he/she will inform Command and Command will advise the interior personnel to exit the IDLH area. The interior personnel will immediately withdraw from the IDLH area until another initial RIC can be assembled.

SECTION 5

Generally, the Rapid Intervention Crew shall be located outside the IDLH in an area that can monitor Command and respond rapidly when deployed. At times, the Incident Commander may locate the Rapid Intervention Crew at or near the Command Post depending on immediate circumstances.

SECTION 6

The objective of the dedicated RIC is to have a fully equipped rescue team on-site, in a ready state, to immediately react and respond to rescue injured or trapped fire-rescue

personnel. The dedicated RIC will have the same duties and functions as the initial RIC with the following changes:

1. The dedicated RIC will be established as soon as possible. Typically, the dedicated RIC will be established upon arrival of the second in engine company.
2. The **dedicated** RIC will be a unit with a minimum of two personnel, in full personal protective equipment (see SOG 120.2), stationed just outside the hazardous area or as assigned by the Incident Commander, and ready for immediate entry. The **dedicated** RIC will have a charged hose line in place (if required) and will have the appropriate rescue tools available for immediate use.
3. The **dedicated** RIC will not be given any additional duties. Their sole mission will be to provide emergency assistance for the interior personnel in the event of a lost, trapped, or missing fire fighter(s).
4. The **dedicated** RIC will be maintained until the IC determines that they are no longer needed. Typically, this will be when there is no longer an IDLH atmosphere and the incident has been declared "under control."

SECTION 7

A **dedicated** RIC will be established at all incidents where fire department members are subject to hazards that would be immediately dangerous to life and health. Examples of special hazards include, but are not limited to:

1. Offensive Fire Operations
2. Hazardous Materials Incidents with Entry
3. Technical Rescue Incidents (Trench Rescue, Confined Space Rescue, Dive/Water Rescue, Structural Collapses)
4. Any other incident having significant risks

SECTION 8

The second-in engine will normally assume the role of **dedicated** RIC after arriving on the scene. Furthermore, the second-in engine company is responsible for ensuring an adequate water supply to the first arriving company.

SECTION 9

Upon a report of a lost, trapped, or missing fire fighter(s), command should dispatch the **dedicated** RIC to the last reported location of the lost/trapped/missing fire fighter(s). The Incident Commander will immediately obtain a PAR of all companies that are working at the incident.

O. REPORTS OF LOST OR MISSING PERSONNEL**SECTION 1**

An absent member of any crew will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe.

SECTION 2

Company Officers must immediately report any absent members to the Division or Group Supervisor or Incident Commander. For any reports of missing personnel, the Incident Commander must request the next greater assignment (First Alarm goes to a Second Alarm, etc.)

SECTION 3

The Incident Commander must initiate an immediate Personnel Accountability Report of all companies assigned to duty in the hot zone. The Incident Commander must also deploy the Rapid Intervention Crew in accordance to this guideline to the last reported working area of the lost personnel to begin a search. The incident priorities must also switch to search and rescue of our members.

P. "MAYDAY"**SECTION 1**

The rescue of lost, trapped, or missing fire fighter(s) in a burning or collapsed building is especially time sensitive. There is a very narrow window of survivability for a firefighter(s) who is out of air supply, trapped by approaching fire, or trapped by heavy structural collapse. Therefore, rapid, concise decisions and actions must be taken to increase survivability. The MAYDAY program is designed to prepare all personnel for any sudden life threatening occurrence that may injure, trap, disorient, or distress any emergency response personnel during an emergency incident.

SECTION 2

MAYDAY will be the radio signal used for any distressed fire fighter needing assistance for any reason. No other term shall be substituted.

Q. DECLARING A MAYDAY**SECTION 1**

When an emergency responder identifies that he/she, or a member of his/her team, is lost, trapped, missing, disoriented, or injured and in need of assistance, he/she shall (if possible) transmit a verbal message on the tactical channel to Command and state: "**MAYDAY, MAYDAY, MAYDAY**".

SECTION 2

The person transmitting the **MAYDAY** shall, if possible, advise the following:

1. **WHO THEY ARE:** such as Fire Attack Group and number of members in distress. Identify the trapped/distressed member(s) by name if possible.
2. **LOCATION:** such as floor, room, side of building, etc. Be specific as possible.
3. **PROBLEM:** such as trapped, lost, disoriented, out of air, etc.
4. **NEEDS:** such as hose line, ladder, shovels, air cylinders and rescue tools, etc.

Communicate **LUNAR: Location, Unit, Name, Assignment, & Resources or Unit, Conditions, Assignment, & Needs.**

SECTION 3

If a fire fighter(s) is unable to communicate verbally, he/she should activate the **EMERGENCY** button on his/her portable radio. This will immediately lock the portable radio and transmit a signal into the Communications Center. Communications will immediately contact Command on tactical channel and provide as much information as is known in reference to the emergency. The fire fighter(s) shall activate the alarm on his/her PASS device.

R. COMMAND'S RESPONSE TO MAYDAY**SECTION 1**

Upon receipt/recognition of a MAYDAY, Command shall notify Communications via the fire dispatch channel. Communications shall immediately transmit an alert tone followed by a verbal message on the Fire Department "Fire Dispatch Primary" channel indicating that a MAYDAY has been transmitted. The Communications Center will immediately advise all personnel that all non-emergency radio traffic must cease. There should not be any delay in controlling the Fire Department radio channels once a MAYDAY has been called. Only traffic pertinent to the MAYDAY shall be permitted on the tactical channel until a separate radio channel is assigned for the rescue operation (if needed). **See Addendum 1 for the DFD MAYDAY Command Checklist.**

S. COMMUNICATION'S CENTER'S RESPONSIBILITIES**SECTION 1**

The Senior Dispatcher at Communications shall dedicate an additional fire dispatcher to the fire radio frequency during a MAYDAY situation. All non-emergency activity will cease on all fire channels, and all channels shall be monitored closely for any transmissions by the missing fire fighter(s).

SECTION 2

If the missing fire fighter(s) come up on a channel other than the tactical channel, the fire dispatcher shall remain with that fire fighter and Communications shall immediately

notify Command. It is essential that once communications have been established with the trapped or missing fire fighter(s), they are not lost.

T. FIREFIGHTER'S RESPONSIBILITIES**SECTION 1**

Fire fighters must not hesitate to declare a MAYDAY if they become lost, trapped, disoriented and/or are in need of assistance. This should occur as soon as the individual thinks that he/she may be in trouble.

SECTION 2

Upon recognition that a MAYDAY situation exists, the fire fighter should activate his/her PASS device manually to sound an audible alarm. The device should remain active until members of the RIC reach the member(s) or the member(s) are able to reach safety. If the device interferes with radio communications, it may be turned off temporarily, but must be re-activated to sound the audible alarm. **Lost or trapped crew(s) should remain together.**

SECTION 3

Lost or trapped fire fighter(s) should always attempt to get out of a building by whatever means possible. Where doors, windows, or other egress are not available, fire fighters should attempt to reach an exterior wall. Once at the wall, a search for doorways, windows, and hallways will generally lead to the outside. Rescuers will first search hallways, around walls, and around windows and doors before sweeping large interior areas. Where the fire fighter(s) cannot find a way out but there is safe refuge (protective room or floor) away from the fire to which the fire fighter(s) can retreat, he/she should take advantage of this location. Command and rescuers should then be advised of the location by whatever means possible. In the event one firefighter becomes trapped or otherwise incapacitated, crew member(s) must consider leaving the trapped or incapacitated member in an attempt to secure help. Every practical effort should be made by all firefighters to save themselves and their partners.

SECTION 4

A conscious effort must be made by the trapped fire fighter(s) to control breathing and remain calm. Unnecessary talking or physical activity must cease unless absolutely necessary. This will increase the likelihood of extending the supply of air until rescuers can find the trapped team member(s). If the fire fighter(s) cannot get out, he/she should assume a horizontal position on the floor such that the audible effect of the PASS device is maximized. The fire fighter(s) should attempt to take this position at an exterior wall, doorway or hallway to maximize quick discovery by rescue crew.

SECTION 5

In assuming a position to await rescuers, the fire fighter(s) should attempt to position his/her flashlight(s) toward the ceiling. This will enhance the rescuer's ability to see the light and locate the downed fire fighter(s).

T. GENERAL CONSIDERATIONS

SECTION 1

Rescue needs generally fall into two categories:

1. Fire fighter(s) trapped by collapse.
2. Fire fighter(s) lost in a smoke filled and burning building.

SECTION 2

Most significant problems and differences between the two categories:

1. The search area can be substantially larger for a lost fire fighter than that encountered in a collapse situation.
2. A collapse may present a major extrication situation.

SECTION 3

Other considerations are:

1. Possible secondary collapse.
2. Separated and scattered crews.
3. Confusion over the last known location of the crew or member.

SECTION 4

There are specific actions that the Incident Commander must address quickly. They do not necessarily need to be accomplished in this order. **Change the incident action plan to a high priority rescue effort.**

1. Initiate a PAR immediately to assess rescue requirements.
2. Commit the RIC to the most appropriate location to initiate a rescue
3. Ventilate early and often for life safety and consider the utilization of Positive Pressure Ventilation (PPV).
4. Immediately request an additional RIC.
5. Withdraw companies from the affected area (if needed).
6. Do not abandon firefighting positions, provide re-enforcement and ensure that sufficient resources are committed to ensure a safe working platform for the RIC.
7. Assign a Chief Officer to assume control of the rescue group.
8. Call for additional resources early.
9. Utilize EMS personnel to establish treatment and transport group/branch/unit.
10. Open/unlock all exterior doors, if appropriate.
11. Ensure all media control is managed by the PIO.
12. Expand the Incident Management System to accommodate an expanding incident.
13. Closely monitor the structural stability of the building.

14. PROVIDE STRONG SUPERVISION AND CONTROL OF THE INCIDENT.

15. Conduct a risk assessment of the proposed rescue effort. Live rescuers shall not be sacrificed, even for fallen fire fighters.
16. Call an additional ambulance.

U. EMERGENCY EVACUATION**SECTION 1**

When the Incident Commander orders an emergency evacuation, **A ONE-MINUTE AIR HORN BLAST OF ALL ON SCENE APPARATUS** and a general announcement by the Communications Center shall be initiated. The Communications Center shall announce, "All units operating at (address) evacuate the building/area immediately and return to your assigned apparatus."

SECTION 2

Once the emergency evacuation has been sounded, all members shall report to their assigned apparatus. When personnel arrive at their apparatus, the Incident Commander shall conduct a Personnel Accountability Report (PAR). If apparatus are not located within close proximity of the incident, personnel will evacuate to an area outside of the IDLH taking collapse zones into account if the incident type warrants. They will then notify the IC of their location and PAR status.

SECTION 3

The revised action plan will be transmitted to all units by Command. Typically, the operation will become a defensive mode incident at this point. All units will operate outside the collapse zone when this situation occurs. Yellow fire line tape shall be used to determine the exclusionary area zone for the general public. This exclusionary area zone shall be described as "outside perimeter." An "inside perimeter" shall be marked off using Red fire line tape that will mark the collapse zone of the building for the operating fire fighters. The collapse zone shall be calculated by adding the height of the exterior walls to a safety factor of 20'. Example: A building with 30' exterior walls will have an interior perimeter of 50' (30'+20') established around the entire structure. **No** members will be allowed in the "inside perimeter" without specific permission from command. Companies will only go back to work after the Incident Commander has re-assigned them to do so. **Free-lancing will not be tolerated.**

(Signature On File)

Larry H. Williams, Jr.

Fire Chief

DOTHAN FIRE DEPARTMENT

Addendum 1
DFD MAYDAY COMMAND CHECKLIST

May Day is declared _____ Deploy RIT with Safety Officer _____

CONFIRM RADIO CHANNEL OF MAYDAY _____

SWITCH OTHER UNITS NOT INVOLVED IN RESCUE TO OTHER CHANNEL

Advise Communications

Request Additional Resources

Engine Company

Ambulance

Truck Company

Heavy Rescue

Determine who what where how (**LUNAR¹** or **UCAN**)

WHO: _____

WHERE: _____

HOW : LOST/DISORIENTATED TRAPPED COLLAPSEFALL
OTHER

WHAT DO THEY NEED: AIR WATER TOOLS

OTHER

PERFORM PAR

Reassure & Remind missing/disorientated/trapped firefighters

Control Breathing

Activate PASS Device

Find Wall

Flashlight aimed towards ceiling

Assume horizontal position

Request additional help

Duty Officer

Fire Chief

Assign Rescue Group Leader

New Safety Officer

Maintain current operations

Conduct Risk Assessment

Strong INCIDENT MANAGEMENT & ACCOUNTABILITY

¹ Location, Unit, Name, Assignment, & Resources or Unit, Conditions, Assignment, & Needs