

MOLINE FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Section: EMERGENCY	Issue Date: 04-10-2009
Subject: MOLINE SECOND ALARMERS	Amendment Dates:
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Purpose

In order to promote a more efficient, safe and coordinated working relationship between the Moline Fire Department, mutual aid departments and the Moline Second Alarmers Association during training exercises or while involved in an emergency situation in which this organization may be called upon to assist (primarily general fire alarms); and

To avoid duplication of effort by our members and to provide for manpower when and where needed; and

To relieve Moline Fire Department officers of the confusion of multiple requests for instructions by individual Second Alarmers; and

To prevent Second Alarmers from taking upon their own responsibility duties at a fire which are not requested by the Fire Department and which might create the need for unnecessary restrictions on our activities.

PROCEDURE

The following *Standard Operating Guidelines* shall govern the Moline Second Alarmers Association at emergency scenes:

1. Notification of an incident requiring Second Alarmers' response will be made to members by pagers or by telephone at the discretion of the Control Officer.
2. If the Fire Department Incident Commander initiates a request for a Second Alarmers' response, the Fire Department dispatcher will notify the Second Alarmers on the prioritized roster by computerized telephone system or other means. A contacted member will relay pertinent information to the Control Officer and ensure a Second Alarmer will respond with Air 12.
3. Upon notification of an emergency situation, members will respond to the scene unless directed otherwise. Confirmation that Air 12 is responding will be made by advising the dispatcher on the Fire Department frequency (when Fire Department traffic permits).

When responding to a mutual aid or box alarm, the Moline Fire Department Shift Commander must be notified by Centre Station that Air 12 is being requested.

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- A. Go to Fire Ground Red or designated channel.
 - B. Air 12 will be driven only by properly trained and licensed personnel.
 - C. Whether responding in Air 12 or personal vehicle, members will obey all applicable traffic laws and employ good defensive driving practices. No lights or sirens shall be used while responding, unless requested to expedite by Incident Command. Once on scene, lights will be used if located on a public street. Awareness will be given upon arrival to parking personal vehicles so as not to interfere with emergency vehicles and locating air 12 at the Incident Commander's direction. Air 12 will notify dispatcher upon arrival.
 - D. Members will have full turnout gear available at emergency responses.
4. The first member to arrive at the emergency scene shall find the response report sheet / clipboard / Second Alarmers roster carried in Air 12 and assume command as Control Officer, Assistant Control Officer or ranking officer of the Second Alarmers.
- A. If members arrive before Air 12, the first priority will be to ensure Air 12 is in route: if it is not, to bring Air 12 to the scene. Second Alarmers are to stage at Incident Command while the senior Second Alarmer assumes Control Officer duties until relieved. Contact Incident Command for staging assignment.
5. The Control Officer shall report to Incident Command. He shall not involve himself in any activity which shall interfere with his ability to thoughtfully assign other personnel to useful duties or which would prevent him from keeping a record of such assignments. He may perform any task requested by the Incident Commander. He will be identified as Air 12 in radio transmissions.
6. In the event of a situation requiring multiple control points determined by Incident Command, the Control Officer will assume one and delegate authority for control of subsequent points. The Control Officer may further delegate any of his control functions at any time.

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7. As other members of the Second Alarmers arrive on the emergency scene, they shall report to the Control Officer for duty assignments, following accountability procedures and maintain that assignment until completed or properly relieved. Upon completion of one assignment, the member will report back to the Control Officer for another.
 - A. Although individual emergencies and Incident Commander's instructions govern Second Alarmer activities, the Control Officer will take care not to assign members to duties for which they have not been trained or to those which could endanger the member or another individual. Examples of appropriate assignments include, but are not limited to:
 - 1) Manning vacated fire stations to ensure their security or providing security for equipment and vehicles.
 - 2) Retrieving or obtaining extra turnout gear, tools or other equipment for firefighters.
 - 3) Manning Air 12; appropriately changing, refilling and dispensing S.C.B.A. bottles; or arranging fire scene illumination.
 - 4) Providing refreshments and rehabilitative services to firefighters, including first aid if needed.
 - 5) Evacuation of threatened exposures and parties and protection of same.
 - 6) Fire scene diagramming or photography, if requested by Incident Command.
 - 7) Assisting at fire stations putting trucks and equipment back in service, including Air 12, if requested by Incident Command.
 - 8) In extraordinary circumstances, such as mass casualty incidents, major disasters and the like, to perform such tasks as determined by Incident Command NOT TO INCLUDE: Fire Suppression and / or entering Haz-Mat restricted hot zones.

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- B. Whereas these assignments require sufficient expedient personnel to efficiently accomplish them, the Control Officer at any time request additional Second Alarmers to respond. He may request Dispatcher to notify appropriate members. Members so contacted should place every priority on their response.

- 8. The Control Officer will ensure all members and assignments are accounted for prior to leaving the scene.

- 9. A Fire Response Report shall be completed for each incident and a record of the Second Alarmers activity shall be permanently maintained by the Control Officer or Secretary.