

Bernie Deutsch
Chairman

Russell Turner
Vice Chairman

Mary Ann Drobysh
Secretary

Sullivan County Fire Advisory Board

Date: March 26, 2012

Meeting called to order at: 7:32pm

Pledge to the flag was held

Dan Briggs, the County Clerk was there in swear all the members in. Anyone who was not present please see wither Dan or his Deputy Clerk Helen to be sworn in.

Attendance: 15 out of 15 members present

Bethel: Timothy Blais	P
Callicoon: Paul Hemmer	P
Cochecton: Gary Cochrane	P
Delaware: Tim Hornicek	P
Fallsburg: Bernard Deutsch	P
Forestburgh: Chris Cavello	P
Fremont: Anthony Wayne	P
Highland: Warren Wagner	P
Liberty: Don Sherwood	P
Lumberland: Charlie Fallon	P
Mamakating: Joe Roe	P
Neversink: Russell Turner	P
Rockland: Michael Juron	P
Thompson: Robert Yakin	P
Tusten: Craig Burkle	P

Reading of minutes from previous meeting: Minutes accepted as read.

Coordinators Report:

All the Battalion meetings are done except for the one at Kauneonga Lake.

The first allotment of training hours has been received. We have 50% of what we requested for now. The rest depends on the State Budget.

The 1st Sunday in May will be the Fallen Firefighters Memorial Service at the Government Center. All departments should make sure that they are represented. Loch Sheldrake and Liberty will have their ladder trucks there this year.

Work is progressing at the training center.

There will be a DOT class April 24 for companies along the Route 17 corridor. Space is limited to 50 people and that includes all police, ems and tow operators. 3 seats for each department along Route 17 will be reserved.

The County is currently negotiating for new tower sites. Alex is working on getting the new frequencies. Parts of Rockland and Neversink are in a different zone and they need a new application which is being done.

Dick gave the details about the Gibber Fire and thanked everyone for the great job.

Alex and Dick have revised 6 of the 7 special team protocols and we will go over them under new business. We need to get them to Public Safety before April 18th. Alex would like a list of all members on each team.

The Mutual Aid Plan also needs revisions in response to State requirements.

Cora Edwards, the Public Safety Chair was at the meeting. She wanted to thank all first responders for the great job they do. She realizes that she and the other committee members have a lot to learn but they are willing and interested. She has already had meetings with the State, Homeland Security and NYSEG to name a few. Cora spoke a little about grant money and the need to look for it. She teaches grant writing 1 day a week. Her direct phone is 807-0438; please call her with suggestions or ideas.

COMMITTEE REPORTS

- 1) **Training Facility:** no report
- 2) **EMS:** no meetings or report
- 3) **Arson:** In 2011 we had 61 investigations, 4 arrests and 1 fatality. So far in 2012 we have had 15 investigations with 1 fatality. There are 3 current criminal investigations going on. Charlie also spoke about the Gibber Hotel fire and the cooperation from all departments who responded. There are multiple insurance investigators involved since each room occupant could have their own policy in place. There is currently no dog available in the local area for investigations, the nearest is Rockland County. It takes a long time to train a dog and they do not always pass the tests despite the intensive training. An Orange County Investigator had his dog fail, he adopted the dog as a pet.
- 4) **Radio:** no report

Correspondence: None

Old Business: None

New Business: Policy Updates: There are no major changes to any of the plans. Some members would have liked more time to look them over. We can always make changes later on if needed. All policies were brought up for discussions before a vote was taken.

Wildland Search and Rescue, Electrical Utility, Fire Investigation were all passed as is. Fire Service Policy & Procedures for the use of the Emergency Communications System and the Fire Advisory Board Rules and Regulations had minor changes that were recommended, then passed. There were some more substantial changes to the Mayday Protocols. There was a great deal of discussion about the wording in the document. Changes were suggested and the policy passed with those changes. Jack will make all the needed changes.

There was a great deal of discussion about the Dive Team and their policies. The Dive Team will meet with Dick and Jack to come up with a plan agreeable to all. There are some safety issues that need to be dealt with as well; Dick will meet with Joe Ratner on those.

Russell brought up the possible issues with the reservoirs being opened up for public boating. This is scheduled to happen May 26th. This needs to be addressed.

Good and Welfare: We will hold a special meeting, if necessary, to approve the Dive Team Protocol.

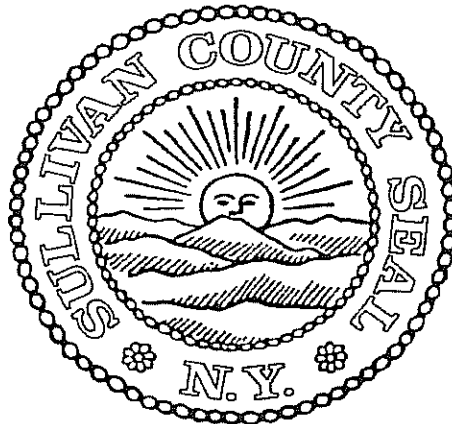
Adjournment: Motion to Adjourn Time: 8:38

Special Meeting Monday April 16 at 7:30pm at the Sullivan County Government Center for the purpose of approving an updated Dive Team Policy and a discussion to be lead by E911 Coordinator Alex Rau on the Sullivan County Radio Interoperability Upgrade Project. The Meeting will be at 7:30pm.



Sullivan County

Dive Team Policy



Sullivan County Dive Team

Table of Contents

1) Mission Statement.....	Page 3
2) Definitions.....	Page 3, 4
3) Personnel Requirements for Divers.....	Page 4, 5
4) Personnel Requirements for Surface Support.....	Page 6
5) Organizational Structure.....	Page 6, 7
6) General Operational Guidelines.....	Page 7

1) INTRODUCTION

A) Mission Statement

The Sullivan County Dive Team is a specialty operation of the said organization "Sullivan County Bureau of Fire" The intent is to provide emergency dive services for the Sullivan County community and to provide mutual aid to other organizations needing such services.

B) Dive Team conditions

It will be the intent of the Sullivan County Dive Team to follow these general operating guidelines during training and/or any emergency water responses called upon to render aid. These guidelines are to be used by the officers and all members of the team. These are simply guidelines and not step-by-step methods. Under emergency conditions, they may be altered as deemed necessary by the officer in charge. These procedures will not limit the team or its officers to certain methods or task. If any amendment is made during operations immediate notification must be made to the Deputy Fire Coordinator and Incident Commander. It is also to the knowledge of the Sullivan County Dive Team that there are some national, federal and local entities that have regulations, guidelines and standards concerning diving. It is the intent of the team to honor these regulations and guidelines to the best of their ability.

2) Definitions

A) Dive Team

- 1) Consists of divers certified by a reputable dive agency and surface personnel who have acquired additional training set forth in this document to perform dive operations.

B) Diver

- 1) Person working in the water using self-contained underwater breathing apparatus (SCUBA)

C) Team Officers

- 1) Shall be a qualified member of the team and should attend training regularly, be actively striving towards or hold the highest certification required.

D) Open Water Diver

- 1) A recognized entry-level certification of scuba diving from any nationally recognized agency.

E) Advanced Open Water Diver

1) Any upper level diver program above entry-level diver that is offered by a nationally recognized agency.

F) Public Safety Diver

1) A diving certification that reflects NFPA 1670 technical rescue standard technician level program.

G) Support Personnel

Any non dive member who assists the team and/or divers should work at the level of their training.

3) Personnel Requirements for Divers

A) Applicants

- 1) Anyone wanting to apply to the Sullivan County Dive Team must be eighteen (18) years of age, be a member in good standing of a Sullivan County Fire Dept. and complete an application for Special Operations for the Bureau of Fire.
- 2) Probation Status: will be a six-month period. During this period they must attend as many team drills as possible.

During this probationary period they must obtain check offs on the basic skills as outlined in this policy.

- a) Once on probation, duties can only be performed under supervision of an officer or their designee.
- b) No probationary member shall enter the water unless directed by an officer or their designee.
- c) No probationary member can be an officer.

B) All team members will maintain a working knowledge of the diving equipment that is currently in service. They will also be aware of each piece of equipment's purpose and use, so that it may be used safely.

C) In addition to the previous mentioned qualifications all divers must be checked off in the

following areas before allowed to dive under these conditions:

- 1) Underwater Search Patterns
- 2) Night Diving
- 3) Black Water Diving
- 4) Line Tended Diving
- 5) Current Diving
- 6) Boat Diving
- 7) Overhead Environments
- 8) Crime Scene Preservation and Documentation
- 9) Recovery Procedures
- 10) Dry Suit Diving
- 11) Full Face Mask Diving

D) Additional training that is desired:

- 1) Natural and Compass Navigation
- 2) CPR
- 3) Basic First Aid Procedures (including first aid for diving related injuries and illnesses)
- 4) Basic Knots and Mechanical Advantage Systems
- 5) Entanglement Procedures
- 6) Equipment Maintenance
- 7) Air Fill Station Methods

E) All divers will complete an annual Fire Department interior firefighter OSHA physical.

F) All team members must maintain active membership with in a Sullivan County Fire Department.

G) At no time shall a member release any information to the public (including media) about dive team operations without consent from the Incident Commander.

H) Dismissal Procedures

- 1) If any member is found to be conducting themselves in a manner that is detrimental to the team, then an evaluation will be made by the Dive Captain. Upon this evaluation a written warning may be placed in said person's personnel file. If repeated measures of detrimental actions continue to occur then the said diver may be dismissed from the Dive Team.
- 2) If a member is unable to meet the training requirements and is non-proactive in trying to maintain their diving proficiency then, upon review by the Dive Team Captain, they may be placed in an inactive state or dismissed from the Dive Team. All efforts will be made to encourage any persons in this position to get the required training to maintain their active status.

- 3) If a member is no longer in good standing in a Sullivan County Fire Department or Company, Chief must notify the Dive Team in writing that that member is not in good standing or has been dismissed from the department.
- 4) The Sullivan County Dive Team will notify the Chief in writing upon any dismissals

4) Personnel Requirements for Surface Support

- A) Applicants for surface support operations will fall under the same guidelines as diving applicants minus the actual diving requirements and an interior OSHA physical.
- B) Surface support personnel must attend training exercises to obtain knowledge of diving operations and equipment. Those who train with the team will be given priority over those who do not when an incident occurs and will be asked to accompany the team.
- C) Surface support functions include, but are not limited to:
 1. Communication operation
 2. Line attendants / Rope mechanics
 3. Boat operations
 4. Rehab/Manpower
 5. Equipment transport and preparation
 6. Crowd and traffic control
 7. Equipment repair

5) Organizational Structure

- A. Overall supervision of this team falls under the authority and direction of the Sullivan County Fire Coordinator. The following organizational structure is for the internal operations of the dive team. Maintaining the integrity of this structure is critical for the safety and health of dive team members during training and operations. It also provides a vital link in the command structure of this team.
- B. The Deputy Fire Coordinator is responsible to assist the Incident Commander with coordination of mutual aid, staging and all aspects of liaison for all resources and agencies at the incident. In the absence of the Team Captain and or Lieutenant/s the person with the highest qualifications on scene will be appointed as the water operations officer for that incident.
- C. Team Captain
 - 1) The Sullivan County Fire Coordinator appoints this position. This person is responsible for Captain's duties within the operations division. Duties in operations division are but not limited too.

- a) Coordination of training activities. All training activities shall be coordinated through the team's Lieutenant for documentation.
- b) Incident operations will be the sole responsibility of the Incident Commander in charge (Fire Chief of Jurisdiction) and /or the Incident Commander of the law enforcement agency of jurisdiction.
- c) The Captain is responsible for coordinating the efforts of the dive team within the command structure of section b (above)
- d) Act as liaison between the Sullivan County Dive Team and the Sullivan County Fire Coordinator.

D. Team Lieutenant /s

- 1) The Fire Coordinator appoints this position. The Lieutenant is the second level of command of the dive team. The Lieutenant automatically assumes the duties of the team Captain if absent.
- 2) Assist the Captain in the performance of their duties.
- 3) Maintain the appropriate membership list, personnel files, training records and call documentation for the **annual** submittal to the Sullivan County Bureau of Fire.

6) Response Guidelines

- 1) Individual Team Members will be notified of a call (dive) by a special ops tone on their pager. If they are able to respond they must call in using the "I Am Responding" phone program. **DO CALL IN TO 53 CRONTROL**

7) **General Operation Guidelines**

- A) The Sullivan County Mutual Aid Plan will be followed
- B) The team shall at all times to the best of its ability operate and follow the NFPA 1670 standard.
- C) The Sullivan County Dive Team will operate under the National Informational Management System (NIMS) at all times.



Sullivan County

Fire Service Policy & Procedures for use of the Emergency Communications System

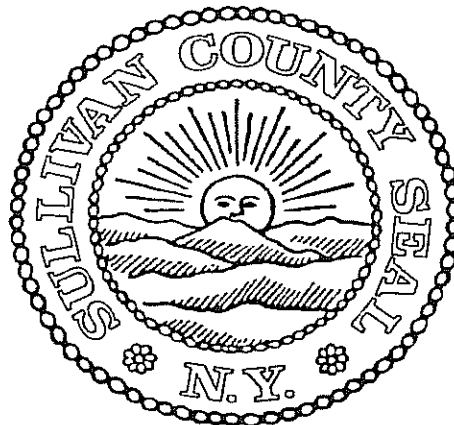


Table of Contents

1) Purpose.....	Page 3
2) Radio Frequency Designations.....	Page 3
3) Signal Codes for Dispatch and Requests from the Field.....	Page 3
4) Fire Department and Apparatus Radio Identification Numbers.....	Page 4
5) Individual Department Officer Radio Identifiers.....	Page 5
6) Response Protocol for all Radio Users.....	Page 5, 6
7) Use of Portable Radios.....	Page 6
8) Calling Back in Service.....	Page 6

1) Purpose

- A. The purpose of this policy and procedure will be to ensure the clear, concise and uniform usage of the Fire Emergency Radio Communications System throughout Sullivan County and in conformance to all NIMS communication requirements.

2) Radio Frequency Designations/ Battalion Frequency Assignments

- A. All radios used within the Sullivan County Emergency Communications System will have their radio channels set up as follows:

1) Channel 1:	46.24	Truck to 53 Control
2) Channel 2:	46.12	Operations
3) Channel 3:	45.20	Operations
4) Channel 4:	45.60	Operations
5) Channel 5:	46.30	Operations - Handheld Only
6) Channel 6:	46.10	Dispatch from 53-Control - <u>Receive Only</u>

- B. Upon responding to an alarm and when establishing command at an emergency scene all communications will be conducted on the operations frequency assigned to each Battalion as follows:

1) Battalion 1:	45.60 – Channel 4
2) Battalion 2:	45.20 – Channel 3
3) Battalion 3:	45.60 – Channel 4
4) Battalion 4:	46.12 – Channel 2
5) Battalion 5:	45.20 – Channel 3

3) Signal Codes for Dispatch and Requests from the Field

- A. All requests and/or dispatches will be made in plain English, as per NIMS protocol. Where practical, a cell phone may be used as an alternative form of communication to 53 Control for sensitive issues

4) Fire Department & Apparatus Radio Identification Numbers

A. Radio Identification Numbers by Department are as follows;

Beaverkill Valley	Station 61	Bloomington	Station 62
Callicoon	Station 63	Callicoon Center	Station 64
Claryville	Station 65	Fallsburg	Station 31
Forestburg	Station 66	Grahamsville	Station 67
Hankins	Station 68	Highland Lake	Station 69
Hortonville	Station 10	Hurleyville	Station 11
Jeffersonville	Station 12	Kauneonga Lake	Station 13
Kenoza Lake	Station 14	Lake Huntington	Station 15
Lava	Station 16	Liberty	Station 17
Livingston Manor	Station 18	Loch Sheldrake	Station 20
Long Eddy	Station 19	Lumberland	Station 21
Monticello	Station 22	Mountaindale	Station 23
Narrowsburg	Station 24	Neversink	Station 25
North Branch	Station 26	Rock Hill	Station 27
Roscoe/Rockland	Station 29	Smallwood/Mongaup Valley	Station 30
Summitville	Station 32	Swan Lake	Station 33
Westbrookville	Station 34	White Lake	Station 35
White Sulphur Springs	Station 36	Woodbourne	Station 37
Woodridge	Station 38	Wurtsboro	Station 39
Youngsville	Station 40	Yulan	Station 42

B. Specific Apparatus Identification Numbers are as follows;

11 to 19 = Engine/Pumper
21 to 29 = Tanker
31 to 39 = Pumper/Tanker
41 to 49 = Ladders/Aerials
51 to 59 = Mini-Pumper
61 to 69 = Rescue/Utility
71 to 79 = Fire Department Ambulance

Example: Beaverkill Valley Fire Department, Station 61

Engine/Pumper	61-11
Tanker	61-21
Pumper/Tanker	61-31
Ladders/Aerials	61-41
Mini-Pumper	61-51
Rescue	61-61
Ambulance	61-71

5) Individual Department Officer Radio Identifiers

- A. Chief Officer radio identifiers will use the individual Fire Department's County I.D. number followed by their standing in rank.

Example: Beaverkill Valley Fire Department, Station 61

Chief:	61-1
1 st Assistant Chief:	61-2
2 nd Assistant Chief:	61-3

- B. Individual departments may use whatever number of additional radio identifiers for officers in their own internal operating procedures. In order to have these radio identifiers recognized for use in the countywide radio communications system the response protocol outlined in this document must be followed.
- C. **A list of all Officers and their corresponding radio identifiers by individual department will be kept on record at the E-911 Center (53 Control) and will be updated on a regular basis by the Deputy Fire Coordinator for Logistics.**

Response Protocol for all Radio Users

- A. When initiating a radio transmission the correct procedure will be to give the call sign of the station you are calling followed by your assigned call sign. An un-alerted operator is more likely to hear their own call sign and become alerted to hear the call sign of the calling unit. **Example:** 34-1 this is 17-1 or 34-1 this is 34-11.
- B. Upon dispatch of any emergency, the fire department radio procedure for officers will be as follows; Once Car 1, 2 or 3 calls in to 53 Control that they are responding no other subordinate officers and/or radio identifiers will call in. Cars 4 ,5,6 etc. will not call in until a second dispatch is broadcast and only if Cars 1, 2 or 3 have not responded at that time. Only cars 1, 2 and 3 will sign on after the first dispatch.
- C. If Car 1, 2 or 3 happens to be responding from outside their respective district, that information shall be forwarded to 53 Control when calling in as responding.
- Example:** 53 Control this is 12-1 responding from Woodbourne.
- D. When arriving on the scene of any reported incident the first arriving officer or apparatus signing on the scene to 53 Control will do so by identifying themselves and then stating, "establishing command".
- E. An exception to Chief Officer sign on protocol would include a subordinate officer and/or radio identifier, i.e.; apparatus, arriving on the scene prior to Cars 1, 2 or 3 signing on the air in order to report conditions found at the scene which require immediate attention or if cars 1, 2 or 3 are responding from outside their district or are out of service.

- F. Fire apparatus responding shall call 53 Control in order of their response as they leave the station. Only the first arriving apparatus to any incident shall call on the scene to 53 Control, all others shall call on the scene to the incident commander on their assigned Battalion Operations Frequency.
- G. Mutual Aid responses for standby duty shall limit radio sign on's to the first responding unit only.
- H. When reporting conditions upon arrival to 53 Control at a reported structure fire the following language is to be employed; After establishing command the first arriving officer or apparatus then can report the conditions found upon arrival as, "nothing showing", "smoke showing" or "fully involved" to describe conditions found at that time. The dispatcher shall then repeat the reported conditions. This gives responding units as well as dispatchers a clear picture of what is unfolding during the first very important minutes of an incident. Conditions at all other incidents, i.e.; MVA's, rescues, Haz-Mat, etc, shall be reported using plain English to 53 Control.
- I. Once command has been established on the scene of any emergency a fireground frequency shall be utilized as per Incident Command Protocol and this protocol will be followed thereafter.
- J. The Incident Command System Protocol will outline a Mutual Aid Department's response procedure and will be binding as to the proper radio usages therein.

6) Use of Portable Radios

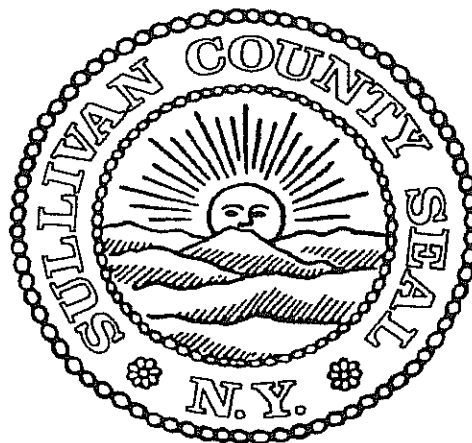
- A. Portable Radios although a very practical tool for providing mobility while maintaining a vital communications link on the emergency scene are not recommended nor will be considered acceptable for contacting 53 Control from the field. When at the scene of any emergency it is recommended that the command post work off the most powerful radio available.

7) Calling Back in Service

- A. When leaving the scene the last unit to leave shall call into 53 Control "Returning to Quarters".
- B. Once apparatus and equipment have been returned to response readiness at the Fire Station a call of back in service should be made.
- C. It is recommended that Departments calling back in service and/or calling for times should do so by phone.
- D. Partial returns to service will be communicated to 53 Control by the Chief in charge and will be noted accordingly by the dispatcher receiving said message.

Sullivan County

Fire Advisory Board Rules & Regulations



Sullivan County Fire Advisory Board

Table of Contents

1)	Article 1Page 3
2)	Article 2	Page 3
3)	Article 3	Page 3
4)	Article 4	Page 3
5)	Article 5	Page 3
6)	Article 6	Page 4
7)	Article 7	Page 4
8)	Article 8	Page 4
9)	Article 9	Page 4
10)	Article 10Page 5
11)	Article 11	Page 5

Sullivan County Fire Advisory Board

Article 1: Organization

This organization shall be known as the Sullivan County Fire Advisory Board as established under County Law section 225-a.

Article 2: Membership

- a) The membership of this organization shall consist of fifteen members.
- b) Fire Service issues will be represented by one member from each of the fifteen Townships in Sullivan County.

Article 3: Appointment Procedure

- a) The Appointment procedure to the board will be as follows:
The name of the proposed member may be suggested to, or picked by, the Supervisor of each respective town. The name of the proposed member will then be forwarded by the Town Supervisor to the Legislative representative(s) of each respective town who will in turn forward the proposed members name to the Chairperson of the County Legislature for appointment. All proposed member names should be presented for appointment no later than the Town Board's November meeting for approval no later than their December meeting. The name must then be forwarded to the legislature before the end of the calendar year so that the Chairperson of the County Legislature can make the appointments during the first week of January.

Article 4: Duties

- a) It shall be the duty of this board to cooperate with the New York State Office of Fire Prevention and Control carrying out Training and Mutual Aid programs; to act in an advisory capacity to the County Legislature; to assist the County Fire Coordinator and/or Deputies in all their projects; to aid all county fire service organizations; and to promote and project the best possible image of the fire service.
- b) Any Member who fails to attend at least 50% of the regular meetings annually shall not be recommended for reappointment by the board. Valid excuses will be considered and will not count against the member's attendance record. The Legislature will be provided with the attendance records of this board.

Article 5: Election of Officers and Terms of Office

- a) The officers of the Sullivan County Fire Advisory Board shall consist of a Chairman, Vice Chairman and Secretary, each elected for a term of one year, in the order named, at the annual re-organizational meeting. The term of Chairman and Vice-Chairman will not exceed three (3) consecutive years by annual election.

Sullivan County Fire Advisory Board

Article 6: Duties of Officers

- a) The Chairman shall preside at all regular and special meetings of this board and at all executive committee meetings. The Chairman shall appoint all committees.
- b) The Vice-Chairman shall preside in the Chairman's absence.
- c) In the event that the Chairman and Vice Chairman are both absent, the board members present shall elect a chairman pro tem for that meeting.
- d) The Secretary shall be responsible for keeping an accurate record of all proceedings at regular and special board meetings and Executive Committee meetings; attend to all correspondence; notify and any specified persons of all meetings, giving date, time and place.

Article 7: Officer and Member Vacancies

- a) All officer vacancies shall be filled by 2/3 vote of the board members present at the next regular meeting after the vacancy occurs.
- b) Membership vacancies shall be filled by appointment by the County Legislature upon recommendation from the respective Town Supervisor to the board.

Article 8: Meetings

- a) Regular meetings shall be held on the LAST Monday every other month as follows:
 - a. **January**
 - b. **March**
 - c. **May** — Meeting to be held on the Monday before the Memorial Day Holiday
 - d. **July**
 - e. **September**
 - f. **November**
- b) Meeting will be held at 7:30 PM in the Legislative Chambers.
- c) The re-organizational meeting shall be the first meeting after the appointment of board members by the Chair of the County Legislature.
- d) A quorum shall consist of eight (8) members of this board
- e) Special meetings shall be held at the call of the chairman or at the written request of five (5) or more board members.

Article 9: Committees

- a) The first member appointed to a committee shall serve as the committee chairman and will be responsible for a complete report to the board.
- b) Committees are charged with researching issues and reporting their findings to the board for consideration and/or further action.

Sullivan County Fire Advisory Board

Article 10: Amendment of Rules & Regulations

- a) Any amendments to these rules shall be presented in writing and read at a regular meeting. It shall be read at the next regular meeting and voted upon by the members present with a 2/3 vote accepting the proposed amendment.

Article 11: Meeting Agenda/Order of Business a)

The Order of Business will be as follows:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Attendance Roll Call
- 4) Reading of minutes of previous meeting
- 5) Coordinator's report
- 6) Communications
- 7) Committee Reports
- 8) Unfinished Business
- 9) New Business
- 10) Good and Welfare
- 11) Adjournment

Article 12: Representation

- a) Each of the fifteen seats on the board represent the fifteen townships in Sullivan County and a total of forty fire departments that serve their respective towns throughout the County.
- b) Represented Fire Departments are listed herein:

**Beaverkill Valley
Bloomingburg
Callicoon
Callicoon Center
Claryville
Fallsburg
Forestburg
Grahamsville
Hankins/Fremont
Highland Lake
Hortonville
Hurleyville
Jeffersonville
Kauneonga Lake
Kenoza Lake
Lake Huntington/Cochecton
Lava
Liberty**

**Livingston Manor
Loch Sheldrake**

Sullivan County Fire Advisory Board Rules & Regulations

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SULLIVAN COUNTY

Mayday Policy & Procedure Emergency Evacuation Policy & Procedure

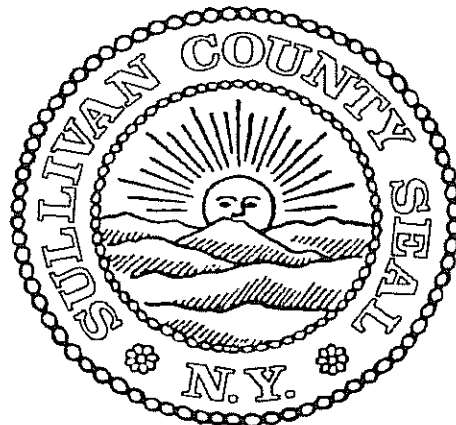


Table of Contents

1) Purpose	Page 3
2) Mayday Description	Page 3
3) Mayday Procedure	Page 4
4) Emergency Evacuation Description	Page 5
5) Emergency Evacuation Procedure	Page 5

1) **Purpose**

- A. The purpose of this policy is to provide a uniform countywide procedure for both mayday situations and emergency evacuation situations and to clearly define the differences between both applications.
- B. It is required that all firefighters know and understand these procedures and the criteria herein as to fully understand their different applications.

2) **Mayday Description**

- A. A Mayday code is transmitted when a firefighter(s) is in **imminent** danger (life threatening situation). eg: trapped, disorientated, injured, etc. **Mayday is not an emergency evacuation call! Air horns do not initiate a mayday!** A mayday is communicated by radio and/or person to person over the radio.
- B. It is imperative that all firefighters know and understand the procedure, as it will be the sole method for firefighters who find themselves or others in a life-threatening situation to communicate such an emergency at any incident.
- C. The following situations will initiate a mayday call:
 - Trapped
 - Entanglement
 - Cut off by fire
 - Cut off by collapse
 - Through the floor
 - Pinned
 - SCBA failure
 - Firefighter down
 - Lost/Disoriented
 - Pass Device Activation

3) Mayday Procedure

A. The Mayday procedure for the fire service of Sullivan County will be as follows:

- (1) The signal for a **MAYDAY** situation is the verbal transmission of **“MAYDAY, MAYDAY, MAYDAY” (3 times)**
 - (2) The **“Mayday”** transmission shall continue until acknowledged. It should be reported to the Incident Commander immediately.
 - (3) The Communications Dispatcher, upon hearing a **“Mayday”** call, shall advise all other radio traffic to stay clear of the channel on which the **“Mayday”** was called.(Radio silence)
 - (4) Any department personnel that are aware of a missing individual or crew should also declare a **“Mayday”**.
 - (5) Individuals who declare a **“Mayday”** should, if possible, provide approximate location by floor or last known location to assist with finding them. Also, they should provide as much information as to their circumstances as possible.
 - (6) Personnel who become trapped or disoriented should execute all necessary self-rescue activities to assist in their own rescue.
 - (7) Upon receipt of the **“Mayday”**, the incident commander shall immediately consult with the FAST/RIT leader and assign the rescue to that team, if one is available on the scene. In the event a FAST/RIT is not available, all interior firefighters not engaged in other critical assignments will be utilized for the rescue effort.
 - (8) All fire suppression activities shall continue unless ordered to cease by the incident commander.
 - (9) All company officers shall provide a Personnel Accountability Roster to the Incident Commander, if available.
- 4)** All **“Mayday”** activities will continue as directed by the Incident Commander utilizing either FAST/RIT Standard Operating Procedures or available personnel, whichever is available.

5) Emergency Evacuation Description

- A. An Emergency Evacuation Signal will be initiated when personnel on the scene recognize the eminent collapse of a structure during firefighting operations or any change in conditions during an incident, which will endanger personnel. ***This is not a Mayday alert!***
- B. An Emergency Evacuation Signal will be given by blasts of apparatus air horns and the procedure will be outlined in this document.

6) Emergency Evacuation Procedure

- A. The Emergency Evacuation Procedure for Sullivan County will be as follows:
 - (1) All observations of building and/or incident conditions recognized as an imminent threat to personnel will be reported to the Incident Commander for immediate action.
 - (2) Once the situation has been reported to the Incident Commander, **only** the IC will give the order for apparatus air horns to sound the evacuation signal. This rule must be adhered to so as to eliminate any confusion during an emergency evacuation.
 - (3) Apparatus air horns will sound for approximately one minute and all firefighting and/or rescue activities will cease and emergency accountability of personnel will begin immediately.
 - (4) Once the situation has been assessed and ultimately rectified, the Incident Commander can order fireground operations to continue as conditions permit.