Jackson County Rescue Squad Inc.

Standard Operating Guidelines

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Introduction

The purpose of this manual is to provide uniform standards for the operations of the Jackson County Rescue Squad. This manual is for the use of every member of the Jackson County Rescue Squad, to help each person better represent our profession and our Department.

Our department is judged by the performance of each individual member. Therefore, all of us should strive for a higher level of professionalism and dedication. Although most of the common and generally used operations are covered and the rules of good conduct are recorded, each member and each incident must be considered separately. Therefore, this manual in no way should be interpreted as removing the discretionary powers of individual members in unique situations. Wherever possible, departmental policies and procedures must be followed.

However, when the incident dictates the need to make a judgment decision, the member is not, and cannot be, restricted by this manual. No manual, however detailed, can be used as a substitute for good judgment and common sense.

Upon acceptance by other members to the Department, it is most important that you fully realize the responsibilities of your position. It is not just a "job" to which you have been appointed. It is a position of **TRUST**. We as a department, have been entrusted with the preservation of life and property by the citizens of Jackson County.

When you accept a position within our department, you become a part of a team of individuals striving to provide lifesaving services to our area. You should strive to better yourself and department through goodwill, training, and hard work. This will make you a valuable asset to our Department and to the community.

Mission Statement

The mission of this Department is to provide the citizens and guests of Jackson County and the surrounding areas with prompt high quality technical rescue services in the event of accident or injury. Competent, well-trained, professional personnel shall provide this service twenty four hours a day seven days a week.

Purpose

The purpose of this manual is to provide guidelines that standardize the operations of the Jackson County Rescue Squad. Standardization will foster professionalism and consistency as well as lessen confusion and minimize liability. It is impossible to provide guidelines for every conceivable situation. Therefore, in cases where there is no clear guideline, the most senior operational member involved should use his/her discretion. The incident should then be reported to the Chief for review and consideration of amendment to the guidelines. This manual has been designed to support the By-laws established by this Department.

Section 1 Roles & Responsibilities

1.1 Chief (201)

Effective: January 1st , 2013

Revised Date:

Roles and Responsibilities:

1. As defined in the JCRS ByLaws.
2. Main role will be all media relations and promotion of the department, its practices, and management of the department.

1.2 Assistant Chief (202)

Effective: January 1st , 2013

Revised Date:

Roles and Responsibilities:

1. As defined in the JCRS ByLaws.
2. Work as a team with the treasurer (208) to manage all financial functions, payments, and audits of all funds.

1.3 Captain (203)

Effective: January 1st , 2013

Revised Date:

Roles and Responsibilities

1. As defined in the JCRS ByLaws.
2. Over day to day operations including building, equipment, safety, and insurance.

1.4 1st Lieutenant (204) Training Officer

Effective: January 1st , 2013

Revised Date:

Roles and Responsibilities:

1. As defined in the JCRS ByLaws.
2. Keeps well documented training turned in by members in an acceptable format.
3. Ensure that each Tuesday has training scheduled and diseminating that to the members to attend.

1.5 2nd Lieutenant (205) Equipment Officer

Effective: January 1st , 2013

Revised Date:

Roles and Responsibilities:

1. As defined in the JCRS ByLaws.
2. Manages equipment and assists Captian (203) ensure department is prepared to provide rescue services.

1.6 (208) Line Officer

Effective: January 1st , 2013

Revised Date:

Roles and Responsibilities:

1. As defined in the JCRS ByLaws.
2. Works directly with Assistant Chief to ensure all financial rules are being followed.
3. Keeps detailed financial records and provides members and board with finanical updates at least each quarter.

1.7 (209) Line Officer

Effective: January 1st , 2013

Revised Date:

Roles and Responsibilities:

1. As defined in the JCRS ByLaws.
2. Ensures open communication with Members and addresses any personnel issues possible if they are benign in nature.
3. Overall moral of the department.

Section 2 Training

2.1 Driver Training Program

Effective: October 31st, 2014

Revised Date:

Purpose

The following will detail the Driver Training Program for this Department.

Procedure

1. Any operational member that meets the criteria for being a driver shall become eligible to complete the Driver Training Program to become a released driver for this Department.
2. The Captain (203) or his/her designee will be responsible for the Driver Training Program.
3. Upon completion of the Driver Training Program eligible personnel shall be released by approval from the Captain (203).
4. Members must complete Driver Training Program and be approved by the Captain (203) or his/her designee prior to driving squad vehicles.
5. The Captain (203) or his/her designee may approve which vehicles the member may or may not drive as well as any conditions of driving.
6. The Captain (203) will provide documentation to the (204) 1st Lieutenant, as well as notify the chief that a member has completed training, it has been documented and filed.

2.2 Training General

Effective: October 31st , 2014

Revised Date:

Purpose

To establish In-Station Training requirements for the purpose of refreshing skills and introducing new training topics.

Procedure

1. All members of this department shall complete Hazmat and bloodborne pathogens refresher training annually.
2. All members of this department shall complete CPR/AED training bi-annually.
3. All members will need to complete ICS 100,200,700,800 prior to any assignment on scene in the ICS structure. All members should have the training within 3 months of joining the department.
4. Personnel that do not achieve trailing goals may be placed on suspension or dropped from the roster if their minimum hours of training are not meet annually or there is concern over their level of training related to safety or performance on scene.
5. All training shall be conducted with an officer in charge with at least the respective training in the subject matter. All training is to be documented with (204) 1st Lieutenant.

Equipment

1. No primary apparatus or equipment shall be taken out of our district for training without approval from Chief (201) and in these cases it will be for a major training effort, in line with our mission statement, and involving improving our members.
2. Jackson County Rescue Squad equipment and apparatus will not be used directly or indirectly by members who are being paid to provide instruction during training. Examples:
    a. Raft use as a guide on the river.
    b. Instructor or Assistant for a college or commercial entity.
    c. Equipment for use by Non-JCRS members for a class.
3. Any squad equipment used for training shall be be made ready for service by the member that used the equipment. Any damage shall be reported to 2nd Lieutenant immediately.

Section 3 General Operations

3.1 Reporting Complaints

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines and a proper Chain of Command for personnel when reporting difficulties or concerns with other personnel, equipment, and/or citizens pertaining directly to this Department.

Procedures

Any officer may take immediate action including: Reclamation of gear, lights, and suspension of any member; Request members leave the call immediately; and/or reassignment of duty. Complaint forms will be turned in to the Assistant Chief (202) and they will complete a follow up complaint form after review by the Chief (201), Assistant Chief (202), and Captain (203). These forms are available in electronic form online or in print form from any Officer.

Emergency Incidents

1. When a difficulty or concern is encountered on an emergency incident, inquiries shall be directed to the highest level of supervision present.
2. A Complaint Form shall be completed documenting the nature of the complaint, the personnel/equipment involved, time, date, and incident number. This complaint form is to be delivered to the Assistant Chief (202).
3. If an Officer is present he/she will process the complaint and then make notification to the Rescue Captain of the situation.
4. If no Officer is present rescue member shall be responsible for notifying the Rescue Captain of the situation.

In-Station

1. When a difficulty or concern is encountered in-station, inquiries shall first be directed to the Officer present.
2. A Complaint Form shall be filled out documenting the nature of the complaint along with a first party statement pertaining to the action in question.
3. If an Officer is not present personnel shall then make notification to the Rescue Captain.
4. When a difficulty or concern is encountered involving the Chief, Assistant Chief, or Captain, inquiries shall be made directly to the highest ranking officer not involved.

Public

1. All complaints from the public shall be taken with care and done by the first contact with an officer. Members are to immediately give guidance to public on how to contact an officer to file a complaint.
2. A Complaint Form shall be filled out by the first contact officer documenting the nature of the complaint along with a first party statement pertaining to the action in question. In lieu of a written statement the complaint must meet in person with the Chief and Assistant Chief to provide a verbal statement referencing the complaint.

Ethics

1. Individuals identified in a complaint should not directly contact the complainant or further discuss the issue with other members.
2. Complaints shall be investigated by officers/board not involved in the incident.

3.2 Progressive Discipline

Effective: January 1st , 2013

Revised Date:

Purpose:

To establish guidelines for the oral counseling, reprimand, and/or the suspension of personnel.

Procedures:

1. When appropriate, disciplinary actions shall be progressive in nature and consistent with the seriousness of the infraction.
2. A member's first minor offense or infraction of the Department's Standard Operating Guidelines, shall receive, as a minimum, an Oral Counseling Session with an officer. Oral Counseling shall be documented and shall be kept in the member's personnel file.
3. A Written Reprimand is appropriate for a first major violation or second minor violation of the same or similar nature. All available officers with at least one of the top three present, will meet with the personnel for the written reprimand. Written reprimands are considered very strong disciplinary actions and shall be kept in the member's personnel file. A written reprimand will contain the following:
    a. Statement of charges in sufficient detail to enable the member to understand fully the violation, infraction, conduct or offense for which he/she is to be disciplined.
    b. Any suspension or probation conditions.
4. The third offense of the same or similar nature or that results in injury or defacement of the Department will warrant a suspension of responding to emergency incidents for a period of not less than thirty (30) days and written documentation of the following:
    a. Name of member
    b. Length of suspension
    c. Specific description of incident
    d. Reason for suspension
    e. Previous disciplinary action taken
5. Documentation of the suspension and/or probation shall be kept in the member's personnel file.

3.3 Sexual Harassment

Effective: January 1st , 2013

Revised Date:

Purpose

To establish sexual harassment guidelines to be followed by all personnel in this Department.

Harassment on the basis of sex is a violation of Title VII of the 1964 Civil Rights Act and is prohibited by this Department. Sexual harassment shall be viewed as misconduct and subject to disciplinary action, up to and including dismissal from the Department.

Procedures

Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

How to Recognize Sexual Harassment

1. Is the behavior directed toward personnel of one gender only?
2. Is it unwelcome "courting, flirting, or sexual behavior"?
3. Has the person objected to the behavior or indicated that the behavior is unwelcome?
4. Does the behavior interfere with the person's work performance?
5. Does the behavior create an environment that is hostile, intimidating, or offensive for the person?
6. Does the person feel demeaned, degraded, or embarrassed by the behavior?
7. Have decisions been made on the basis of acceptance or rejection of the behavior?
8. Has the person who once voluntarily participated in the behavior expressly stated that the behavior is no longer welcome?

Filing a Sexual Harassment Complaint

1. Once an unwelcome sexual advance has been made, personnel should tell the offender to stop the inappropriate behavior and then make notification, without delay or fear of reprisal, to the Assistant Chief. If the Assistant Chief is unavailable notification shall be made to the Chief.

Receiving a Sexual Harassment Complaint

1. The Officer receiving the sexual harassment complaint shall listen to the person filing the complaint, document facts relayed by the person, and then immediately contact the Rescue Captain and make notification of the situation. The Officer receiving the complaint shall NOT: assume the alleged perpetrator is at fault; tell the person relaying

the complaint to ignore it; assume the person relaying the complaint asked for it or is at fault; make light of, laugh at, or discount the complaint; tell the person relaying the complaint to retaliate, i.e., embarrass the alleged harasser or react with physical aggression; or allow the behavior continue.

Sexual Harassment Investigations

1. Once notification is made to the Rescue Captain he or she shall report to the Chief and make he or she aware of the situation.
2. A full investigation of all sexual harassment complaints will be conducted.
3. Confidentiality of all parties involved shall be maintained.
4. In determining whether the alleged conduct constitutes sexual harassment, the totality of circumstances, the nature of the act, and the context in which the alleged incident occurred will be fully investigated.

3.4 Drug Policy

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines regarding the use of illegal drugs by personnel of this Department.

Procedures

1. The Jackson County Rescue Squad shall be declared a drug-free department.
2. The Department prohibits any personnel from the use, distribution, manufacture or possession of an illegal controlled substance.
3. Any personnel found in violation of this policy will be subjected to all local and Federal regulations, faces immediate suspension and will be recommended for dismissal in bad standing by the Officers to the membership.

3.5 Alcohol Policy

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines regarding the use of alcohol by personnel in this Department.

Procedures

1. The use of alcohol while on station property is strictly prohibited.
2. No personnel shall be on station property, operate station equipment, or respond to emergency incidents when having consumed alcoholic beverages within six (6) hours of the last consumed beverage.
3. Off duty consumption that reflects negatively on the Department is also prohibited, i.e. consuming alcohol in view of the public while wearing Department identification.
4. Any personnel found in violation of this policy shall be disciplined as deemed appropriate by the appointed officers.

3.6 Accidents Involving Department Vehicles

Effective: January 1st , 2013

Revised Date:

Purpose

A vehicle accident shall be defined as any incident in which property damage or personal injury has occurred between Department property or vehicles and any other objects or property. The following establishes procedures for reporting vehicle accidents involving Department vehicles.

Procedures

1. Stop and render any assistance (if necessary).
2. Notify dispatch of the accident and if any other assistance will be required.
3. Have dispatch immediately notify the Rescue Captain of the situation. The Rescue Captain (203) will notify the Chief (201) immediately.
4. If there are no injuries, and if the involved apparatus is responding to an emergency incident, the apparatus may continue to the incident. Prior to continuing to the incident the Duty Personnel shall determine the apparatus operationally safe.
5. At no time shall the accident be discussed with the other parties concerning fault. All accounts and details of the accident will be given to the investigating law enforcement officer.
6. Once the Rescue Captain has been notified he/she should respond to the scene, take pictures of the scene, take written statement from members involved, and write a report of what was found at the scene. This report shall be completed within twelve (12) hours of the incident if possible.
7. If the Rescue Captain is unavailable the 1st lieutenant shall complete the investigation and then submit the completed report to the Rescue Captain.
8. Within twenty-four (24) hours of the incident a full Accident Report shall be completed by the Safety Officer complete with pictures of the accident and statements from each of the personnel on the apparatus involved.
9. For the purpose of insurance claims, obtain as much information from the involved parties as possible, i.e. Name, Address, Phone Number, Insurance Carrier and Policy Number. If there are any witnesses obtain their names and where they can be contacted.
10. Insurance information for all vehicles is located in the glove compartment.

3.7 Reporting Damaged or Inoperable Equipment

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines when personnel encounter damaged or inoperable equipment.

Procedures

1. Any damages made or found to equipment or any inoperable equipment shall be immediately reported to the appropriate 2nd Lieutenant. If the 2nd Lieutenant is unavailable personnel shall then notify the Rescue Captain.
2. Damaged or inoperable equipment that is not reported can endanger other personnel and possibly affect patient care. Damages or inoperable equipment that is NOT REPORTED shall result in strict disciplinary action as deemed appropriate by the Rescue Captain and his or her appointed Officers.
3. Any damaged equipment shall be logged in the respective log book.

3.8 Receiving Emergency Calls In-station

Effective: January 13, 2013

Revised Date:

Purpose

To establish procedures for the proper handling of emergency calls which is received either over the telephone or in person at the station.

Procedures

1. When receiving an emergency call over the telephone record the following information and then advise the caller to call 911:
    a. ADDRESS OR LOCATION OF THE EMERGENCY
    b. NATURE OF THE EMERGENCY
    c. NAME OF THE PERSON REPORTING THE EMERGENCY
    d. TELEPHONE NUMBER OF THE CALLER
2. After recording the above information, notify communications by calling 828-586-1911 to ensure they received the call.
3. When a citizen walks-in with an emergency immediately call communications by dialing 911 and notify them of the following:
    a. IF THE EMERGENCY IS NOT IN-STATION OBTAIN THE ADDRESS OR LOCATION
    b. NATURE OF THE EMERGENCY
    c. ADVISE IF A QUALIFIED CREW IS ALREADY ON THE SCENE OR IF COMMUNICATIONS NEEDS TO DISPATCH THE CALL TO ALERT OTHER PERSONNEL.
    d. GIVE YOUR NAME, DEPARTMENT AND MEMBER NUMBER.

3.9 Radio Communications

Effective: March 13, 2013

Revised Date:

Purpose

The following provides guidelines for establishing efficient radio communications.

Procedures

1. Jackson County Rescue Squad will utilize analog narrowband. Digital communications presents a safety issue and should only be used to contact outside units that do not have proper analog programming.
2. Listen before transmitting to make certain that the channel is clear of other radio traffic and ensure you are transmitting on the correct channel.
3. Organize your thoughts prior to transmitting. Keep all transmissions brief and to the point. Avoid long-winded descriptions and unnecessary repetition. Accuracy, brevity, and speed are all important, however, they should be considered in that order.
4. Speak distinctly and pronounce words carefully. Speak at a moderate speed, using a normal conversational tone of voice with a natural emphasis and rhythm, don't yell or shout. Speak in phrases, not one word at a time.
5. Ensure that the microphone button is fully depressed and pause three (3) seconds before starting and ending transmissions.
6. Hold the microphone approximately, three (3) to five (5) inches away from your mouth.
7. Use official titles and authorized unit and equipment designations in all transmissions.
8. During all radio transmissions, remain calm. Refrain from using uncivil, angry, abusive, derogatory, sarcastic, or racist remarks or language.
9. Ten Codes (i.e. 10-4) are not the primary means of communication used. However, under certain circumstances Plain English may complicate the situation further. All personnel shall be familiar with the following Ten Codes:10-18 (Emergency Traffic) 10-33 (emergency traffic involving rescue,fire,LE), 10-50 (accident with injury), 10-21 (call the station)

10. Passengers shall operate all communications systems (Radio, Cellphones, GPS, Computer, Tablets) to keep the driver free from distraction. Drivers may operate radios only in situations where there is not a passenger to do so for them.
11. UNDER NO CIRCUMSTANCES should a driver use a cellphone responding to calls in either a POV or a rescue apparatus unless it is in handsfree mode.
12. Units shall end all transmissions directed to county dispatch with "Jackson County"; this is to get the attention of the dispatcher (i.e. "RESCUE 2 Enroute Jackson County").
13. Only Officers and Rescue Apparatus should check in-route or on-scene on our Cowee channel. Exception would be if you are first on scene. If first member on scene, advise dispatch you are on-scene and provide the following information if not already know to dispatch:
    a. Location of the incident
    b. How many vehicles, patient etc.
    c. Entrapment or Pin-In.
    d. Establish Command if no other departments have done so if this is a rescue call (Pin-In, Embankment, Water etc).
14. All members should switch to KM for on scene communications between rescue. This should be done for all communications except to dispatch. Communications to dispatch should be between officers or IC on scene.
15. Example radio call to MVA with entrapment on 116.
    - (JCRS) "212 On-Scene Jackson County"
    - (County) "Time 10:57"
    - (JCRS) Do scene size up and respond to county "212 Jackson County"
    - (County) "Go ahead"
    - (JCRS) Think about what you need at this point. How many ambulances, is the scene safe, how pressing is traffic control, do we need ropes, do we need heavy rescue. "Have 2 vehicles involved with 2 PI (Person Injuried), confirmed entrapment of 1 subject, others are free from the vehicle. Advise 200 units will need heavy rescue and ropes. Advise fire to shutdown 116 at Webster bridge and North River road. The accident is located at the entrance of south river road and is blocking the roadway. This will be Highway 116 Command"

3.10 Uniforms and Appearance

Effective: January 1st , 2013

Revised Date:

Purpose

Establish guidelines for the proper attire and appearance of personnel when responding to emergency incidents.

Procedures

1. No personnel shall display a certification higher than the level in which he or she is allowed to practice within the Department.
2. Jewelry should not be worn due to possible injury.
3. Shorts, dresses, sandals, or high heels should be avoided whenever possible for safety reasons.
4. Any funeral services members should be in full dress uniform.
5. Use of tobacco is not permitted within any operational scenes (Hot / Warm Zones).

3.11 Duty Crews and Event Duty

Effective: January 1st , 2013

Revised Date:

Purpose

Establish guidelines for Event Duty Crews ("Man the Station", Special Events).

Procedures

1. All Department members that sign-up for event duty must show up on time for the duty.
2. Officers may suspend personnel that fail to respond to his/her event duty for a month/ thirty (30) days.
3. Personnel that know ahead of time that they will be unable to respond to his/her event duty (i.e. illness, work, personal, etc.) shall identify a replacement and notify an officer as soon as possible.

3.12 Returning to Quarters

Effective: January 1st , 2013

Revised Date:

Purpose

To establish procedures for crews to follow when returning to the station from emergency incidents and rules while at any main station or substation.

Procedures

1. Upon returning to quarters it shall be the responsibility of the driver to replace used fuel if below ¾ full and to rinse off the exterior of the unit if needed.
2. If apparatus needs to be cleaned must be cleaned after the call or scheduled for the next day for someone to complete it. For example lengthy search causes rope, UTVs and other equipment to be dirty. Either wash said equipment upon returning or come in the following day to complete. The driver of the vehicle is responsible to ensure this is done.
3. Additional members of the crew shall ensure the unit is clear of trash and re-stock any supplies used.
4. All vehicle logs including driver, mileage, date, and trip description will be filled out after each call.
5. Any maintenance logs should be filled out and/or taken care as soon as possible.
6. Smoking inside or in non-designated areas is prohibited at any station or substation.
7. At no time shall any JCRS member establish a residence at any JCRS station.

3.13 Requesting Supplies

Effective: October 31st, 2014

Revised Date:

Purpose

To establish procedures for personnel when requesting supplies.

Procedures

1. Medically trained personnel only should restock the first aid jump bags.
2. When supplies are in need of reorder personnel shall notify the 2nd Lieutenant.

3.14 Responding to Emergency Calls in POV

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines for personnel when responding in his/her privately owned vehicle to emergency calls.

Procedures

1. **PRIVATELY OWNED VEHICLES ARE NOT EMERGENCY VEHICLES AND THEREFORE ARE NOT AFFORDED ANY EXEMPTIONS OR SPECIAL PRIVILEGES UNDER STATE LAW.**
2. Remember that you are representing the Department, any reckless or unsafe acts of driving when responding to the station reflect negatively in the view of the citizen.
3. Do not exceed posted speed limits.
4. Do not pass another vehicle(s) UNLESS it is confirmed that the other vehicle(s) has yielded the right-of-way.
5. Do not flash headlights on and off or blow your horn at other drivers in an attempt to make them yield the right-of-way.
6. Personnel that are found operating in an unsafe or reckless manner shall be subjected to strict disciplinary action as deemed appropriate by any officer.

3.15 Use of Emergency Warning Devices

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines for personnel in the use of emergency warning devices in privately owned vehicles.

Procedures

1. The use of emergency warning devices is subject to all state and local laws.
2. The emergency warning lights are to be activated once you arrive (parked) on the accident scene for the use of protection and traffic control (safety reasons).
3. A red or the combination of a red and white warning light will be permitted for use only, NO BLUE, NO SOLID WHITE.
4. The use of warning lights is considered to be a privilege and is subject to revocation by officers at anytime if misused.
5. **PRIVATELY OWNED VEHICLES EQUIPPED WITH EMERGENCY WARNING LIGHTS ARE NOT EMERGENCY VEHICLES.**
6. Absolutely no sirens shall be used in privately owned vehicles except Chief, Assistant Chief, and (205) Rescue Captain.
7. Any questions concerning the use of emergency warning devices shall be directed to the (205) Rescue Captain.
8. Again, remember you are representing this Department, any reckless or unsafe actions when responding to the station will reflect negatively in the view of the public.

3.16 Use of Squad Vehicles / Take Home Vehicles

Effective: January 6th , 2014

Revised Date:

Purpose

To establish guidelines for personnel in the use of squad vehicles.

Procedures

1. The Chief(201) and Assistant Chief(202) may be assigned take home vehicles.
2. Officers may be assigned take home vehicles with approval from the Chief (201), Assistant Chief(202), or Captain (203).
3. All use of squad vehicles will be entered into the log for that vehicle.
4. Members who may be On-Duty during special events with approval from the Chief (201) may be issued a vehicle on a temporary basis.
5. Anyone operating a Squad vehicle shall be On-Duty and respond to calls if that apparatus is required to perform a rescue.
6. All operations of squad vehicles outside district shall require approval from Chief (201), Assistant Chief(202), Captain (203) or 1st Lieutenant (204).
7. Smoking is strictly prohibited in Squad Vehicles.

Section 4 Safety

4.1 Personal Protective Equipment

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines for use of Personal Protective Equipment (PPE).

Procedures

1. PPE is defined as National Fire Protection Agency (NFPA) approved structural firefighting turnout gear, or extrication jump suit, boots, helmet, and gloves.
2. PPE shall be donned on incidents in which providing patient care may endanger the rescuer (i.e. auto-accidents, auto-fires, structure fires, and inclement weather).

4.2 Use of Disposable Medical Gloves

Effective: January 1st , 2013

Revised Date:

Purpose

To establish procedures for use of medical gloves.

Procedures

1. All personnel shall don disposable medical gloves at all times when assisting or directly engaged in patient care which involves blood, bodily fluids, mucus membranes, non-intact skin, and other potentially infectious materials.
2. Disposable medical gloves shall be worn when assisting on scene by handling or touching contaminated items or surfaces.
3. Whenever possible disposable medical gloves shall be donned prior to entering an emergency incident scene.
4. Fire-rescue protective gloves shall be worn over disposable medical gloves to provide protection of the gloves barrier integrity, where operations such as vehicle accidents, involve abrasive surfaces as broken glass, jagged, metal, etc.
5. For situations where large amounts of blood are likely to be encountered, it is important that gloves fit tightly at the wrist to prevent blood contamination of hands around the cuff.
6. If caring for two or more patients involving blood or other potentially infectious materials, gloves are to be changed between patient contacts.
7. While wearing gloves, avoid handling personal or non-contaminated items such as combs, pens, cab of units, etc. that could become soiled or contaminated.
8. Replace disposable medical gloves as soon as feasible when gloves are contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
9. When removing gloves, avoid skin contact with the glove's exterior contaminated surfaces and wash hands after removal.
10. Disposable medical gloves will be located on the Rescue units and will be available in a variety of sizes to accommodate all personnel.

4.3 Use of Medical Gowns and Medical Face Shields

Effective: October 31st, 2014

Revised Date:

Purpose

To establish procedures for use of medical gowns and medical face shields.

Procedures

1. Personnel shall use medical gowns and medical face shields prior to providing patient care when maintaining an airway or in situations where splashes of bodily fluids can occur.

4.4 Use of Safety Restraints/Safety Belts

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines for use of safety restraints/safety belts while on department vehicles.

Procedures

All personnel riding on the Rescue unit shall be seated and secured to the vehicle by use of a safety restraint or safety belt. The only exception to this shall occur when personnel are performing medical procedures in which the safety belt or restraint will interfere with such procedures.

4.5 Emergency Vehicle Response Guidelines

Effective: October 31st, 2014

Revised Date:

Purpose

To establish safety guidelines when responding to an emergency incident.

Procedures

1. Prior to Response
    a. The driver shall ensure that all personnel are seated with appropriate safety belts or restraints in place.
    b. The driver shall complete a 360-degree walk around the apparatus to ensure that all compartment doors are secured and no other hazards are present. This has affectionately been named the "Ryan Check" for reference.
    c. The driver shall familiarize him or her with the cab layout; check mirror position, and adjust the seat and steering wheel to the desired position.
2. Warning Devices
    a. When responding to public services or non-emergency calls the apparatus shall respond "routine traffic" (headlights only).
    b. When responding to emergency incidents warning lights and sirens shall run continuously, at all intersections, and at all other times deemed necessary.
    c. Drivers shall operate apparatus with the constant understanding that warning devices only request the right-of-way and they are not always effective.
3. Vehicle Control
    a. Drivers shall operate apparatus in a safe manner neither to endanger the lives of personnel on the apparatus nor to endanger the lives or property of the public.
    b. Drivers shall operate apparatus in a defensive manner at all times particularly in the presence of other vehicles or pedestrians that have not completely yielded the right-of-way.

c. Drivers shall follow other responding apparatus and non-emergency vehicles that have not yielded the right-of-way at the distance established by the five (5) second rule.
d. Drivers shall not pass other emergency apparatus unless directed to do so by the driver of that apparatus.

4. Response Speeds
   a. Drivers shall respond as close to posted speed limits as possible.
   b. Drivers shall reduce response speeds when encountering slippery road conditions, inclement weather, poor visibility, congested traffic, or sharp curves.
5. Intersection Procedures
   a. General Practices
      i. Drivers shall operate apparatus as though other vehicles are present at all intersections until he or she is certain they have the right-of-way.
      ii. Observe traffic in all four directions and scan intersections for possible hazards.
      iii. Change siren cadence well before approaching intersections.
      iv. Avoid using opposing lanes of traffic if at all possible.
   b. Controlled Intersections
      i. Drivers shall bring the apparatus to a complete stop at all controlled intersections where a stop sign, yield sign, or yellow or red light is present and proceed only after the right-of-way has been given.
      ii. The driver and attendant shall communicate that all is clear and vehicles have yielded before entering a controlled intersection where a green traffic light is present.
      iii. Drivers shall proceed through a controlled intersection where a green light is present at or below posted speed limits.
   c. Railroad Intersections
      i. Apparatus shall come to a complete stop.
      ii. Turn off all audible-warning devices.
      iii. Operate the motor at idle speed.
      iv. Look and listen for approaching trains.
6. Backing Procedures
   a. Avoid backing unless absolutely necessary.
   b. Never back-up in a hurry regardless of the situation.
   c. A spotter shall be used to aid the driver in backing. Spotters shall position themselves so that he or she is visible in the driver's side mirror.
   d. When conditions permit the driver shall survey the area in which they will

be backing into so not to rely solely on the spotter.

e. Drivers shall have the window down for better visibility and better communications with the spotter.
f. All personnel should be familiar with a common set of hand signals
g. An audible warning should be given before backing.

4.6 Communicable Disease Exposure

Effective: January 1st , 2013

Revised Date:

Purpose

To establish procedures to follow when personnel encounter a communicable disease exposure while in the line of duty.

Procedures

1. Report immediately to an officer.

Exposure Control Plan

POLICY

Jackson County Rescue Squad is committed to providing a safe and healthful environment for our membership. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our members. This ECP includes:

Determination of employee exposure

Implementation of various methods of exposure control, including:

- Universal precautions
- Engineering and work practice controls
- Personal protective equipment
- Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

The Captain (203) is responsible for implementation of the ECP. The Captain will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP. The 2nd Leuitent (205) will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The 2nd Leutient (205) will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

The Captian (203) will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. The 1st Leutient (204) will be responsible for training, documentation of training, and making the written ECP available to all members, OSHA, and NIOSH representatives.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:
All Members

Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:
Any rescue incident or contact with rescue apparatus,soiled gear or tools.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions- All members will utilize universal precautions.

Exposure Control Plan - Members covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training.

All members can review this plan at any time by contacting any officer of this department. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Captain (203) is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised member positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

Sharps disposal containers are inspected and maintained or replaced by (Name of responsible person or department) every (list frequency) or whenever necessary to prevent overfilling.
This facility identifies the need for changes in engineering controls and work practices through Review of OSHA records, member interviews, committee activities, etc.
We evaluate new procedures and new products regularly based on other departments, AHJ, trade publications, member recommendations, etc.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in (List appropriate containers for storage, laundering, decontamination, or disposal.)
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is:
Notify an officer or MedWest unit on scene.
The procedure for handling other regulated waste is:
Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available at (must be easily accessible and as close as feasible to the immediate area where sharps are
used).
Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry

Laundering will be performed or delegated by 2nd Lieutenant(205)
The following laundering requirements must be met:

- handle contaminated laundry as little as possible, with minimal agitation
- place wet contaminated laundry in leak-proof, labeled or color coded containers before transport. Use (specify either red bags or bags marked with the biohazard symbol) for this purpose.

Labels

The following labeling methods are used in this facility:

- Equipment to be Labeled
- Label Type (size, color) (specimens, contaminated laundry, etc.)
- (red bag, biohazard label)

The 2nd Lieutenant(205) is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the 2nd Lieutenant(205) if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

(Jackson County Rescue Squad) will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.
The hepatitis B vaccination series is available at no cost after initial member training and within 10 days of initial assignment to all members identified in the exposure determination section of this plan. Vaccination is encouraged unless:
1) documentation exists that the employee has previously received the series;
2) antibody testing reveals that the employee is immune; or
3) medical evaluation shows that vaccination is contraindicated.
However, if an employee declines the vaccination, the member must sign a declination form. Members who decline may request and obtain the vaccination at a later date at no cost.
Documentation of refusal of the vaccination is kept by the Captain (203).
Vaccination will be provided by Jackson County Health Department.
Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the member within 15 days of the completion of the evaluation. It will be limited to whether the member requires the hepatitis vaccine and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Captain (203). An immediately available confidential medical evaluation and follow-up will be conducted by a licensed health care professional. Following initial first aid (clean the wound, flush eyes or other mucous membrane,

etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the department can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed member is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the member does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed member elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE

EVALUATION AND FOLLOW-UP

The Captain (203) ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard. The Captain (203) ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the member's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant member medical records, including vaccination status
- The Captain (203) provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Captain (203) will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (O.R., E.R., patient room, etc.)
- procedure being performed when the incident occurred
- employee's training

The Captain (203)will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary the Cheif (201) will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

Member TRAINING

All members who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by 1st Lieutenant(204).
All members who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.
- Training materials for this facility are available from the 1st Lieutenant (204).

RECORDKEEPING

Training Records

Training records are completed for each member upon completion of training. These documents will be kept for at least three years at Station 2.
The training records include:

- the dates of the training sessions

- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training the names and job titles of all persons attending the training sessions

Member training records are provided upon request to the member or the member's authorized representative within 15 working days. Such requests should be addressed to 1st lieutenant(204).

Medical Records

Medical records are maintained for each employee with occupa tional exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." (Name of Responsible person or department) is responsible for maintenance of the required medical records. These confidential records are kept in (List location) for at least the duration of employment plus 30 years. Member medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Captain(203).

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Captain(203).

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline

hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.
Signed: (Member Name)_____ Date:_____

4.7 Hazard Communication Standard

Effective: January 1st , 2013

Revised Date:

Purpose

Meet requirements of OSHA Hazard Communications Standard

Policy

To ensure that information about the dangers of all hazardous chemicals used by (Name of Company) is known by all affected members, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.
This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in Station 2 for review by any interested member. The Cheif(201) is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

Container Labeling

The 2nd Lieutenant(205) will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.
The 2nd Lieutenant(205) in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see the 2nd Lieutenant(205).
The 2nd Lieutenant(205) will review the company labeling procedures every year and will update labels as required.

Material Safety Data Sheets (MSDSs)

The Captain(203) is responsible for establishing and monitoring the company MSDS program. He/she will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be

followed when an MSDS is not received at the time of initial shipment:
Locate an MSDS from another source. Copies of MSDSs for all hazardous chemicals to which members are exposed or are potentially exposed will be kept in Station 2. MSDSs will be readily available to all members. If an MSDS is not available, contact the 2nd Lieutenant(205).
When revised MSDSs are received, the following procedures will be followed to replace old MSDSs:
Replace all old MSDS with revised MSDSs.

Member Training and Information

The Captian(203) is responsible for the Hazard Communication Program and will ensure that all program elements are carried out. Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and MSDSs to obtain hazard information
- Location of the MSDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:
(Describe training format, such as audiovisuals, interactive computer programs, classroom instruction, etc.)

Hazardous Non-routine Tasks

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are:
confined space entry

Program Availability

A copy of this program will be made available, upon request, to members.

4.8 Reporting Illness or Injury

Effective: January 1st , 2013

Revised Date:

Purpose

To establish procedures to follow when personnel suffer illness or injury while in the line of duty.

Procedures

1. If an officer is not on-scene notify dispatch of the incident and if any other assistance will be required.
2. Have dispatch immediately notify the Rescue Captain(203) of the situation. The Rescue Captain will notify the Chief (201)immediately.
3. Once the Rescue Captain has been notified he/she should respond to the scene, take pictures of the scene, and complete the Incident Report. This report shall be completed within twelve (12) hours of the incident.
4. If the Rescue Captain is unavailable highest ranking officer shall complete the Preliminary Incident Report and then submit the completed form to the Rescue Captain.
5. Within twenty-four (24) hours of the incident a full Incident Report shall be completed by the Captain(203) complete with pictures of the incident and statements from each of the personnel involved.
6. For the purpose of insurance claims, obtain as much information from the involved parties as possible, i.e. Name, Address, Phone Number, Insurance Carrier and Policy Number. If there are any witnesses obtain their names and where they can be contacted.

4.8 Life Safety Rope Inspections

Effective: January 1st , 2013

Revised Date:

PURPOSE

The purpose of this procedure is to provide a guideline for the inspection of all life safety rope used for training and emergency incidents.

DEFINITION:

For the purpose of this procedure the following definitions will apply:

1. Cleaned - For the purpose of this procedure cleaned means use of tepid water with a mild Non-chlorinated soap (i.e. Ivory liquid) and rinsed thoroughly, allowed to air dry completely, away from sunlight, prior to storage and/or reuse.
2. Destroyed - Shall mean the rope is taken out of service and cut up into random lengths. This rope should only be used for knot tying practice.
3. Downgraded - Shall mean the rope is no longer to be used as a life safety rope for rescue at fires or other emergency incidents. The downgraded rope shall be identified as being unworthy of use as a life safety rope.
4. Impact Load - A dynamic load that would cause the rope to be momentarily stressed beyond the given static load.
5. Life Safety Rope - Rope dedicated solely for the purpose of constructing lines for supporting people during rescue, fire fighting, or other emergency operations or during training revolutions.
6. Rope Inspector – Team member that is assigned to quarterly rope inspections.
7. Shall - Indicates a mandatory requirement.
8. Should - This term indicates a recommendation or that which is advised but not required.
9. Visual Damage - Shall mean damage to the rope visible to the naked eye. This shall include damage to the mantle of the rope that exposes core fibers. This shall also include uneven circumference of the rope that feels like hourglasses.

INSPECTION PROCEDURE:

1. All life safety ropes will be inspected and logged quarterly. The 2nd Lieutenant (205) will be responsible for inspections and record keeping.
2. Each life safety rope shall be inspected and sealed with a tie after each use in accordance with this procedure following the manufacturer's guidelines and

recommendations. It will be the Incident Commander's responsibility to have these inspections made.

3. After each use of each life safety rope, the rope shall be inspected. A minimum of three team members will inspect the ropes and shall stand in line approximately three feet apart and run the entire length of the rope through their bare hands. Inspecting the individuals should look and feel for unusual and uneven wear on the rope.
4. Life safety rope shall be permitted to be reused providing:
    a. The rope has not been visually damaged by exposure to heat in excess of 300 degrees F.
    b. The rope has not been subjected to any impact load.
    c. The rope has not been exposed to any chemical liquids, solids, gases, mists or vapors known to hazardous materials or that are known to deteriorate rope.
    d. The rope has not been exposed to excessive abrasion of the mantle that exposes the core fibers of the rope.
    e. If the rope has been exposed to excessive soiling, the rope shall be cleaned and dried after each use.
    f. After each use and inspection of life safety rope, the rope shall be placed in an approved rope bag.
    g. If the Incident Commander is unsure about the reuse of the rope, he shall send the rope to the 2nd Lieutenant (205) for an inspection and determination of possible reuse capabilities.

ROPE RECORD MAINTENANCE

1. A rope record shall be maintained on each life safety rope used. This will be placed in the file cabinet at Station 2.
2. After each use and inspection of the rope, the Incident Commander or his designee shall update the rope record.
3. If the Incident Commander determines that the rope is not suitable for reuse as a life safety rope, he shall update the rope record with a recommendation to downgrade or destroy the rope. If a rope has been recommended for downgrading or destruction, it shall be sent to the 2nd Lieutenant (205).
4. If a life safety rope fails for any reason, the Incident Commander shall secure the rope, rope record, and all components of the rope system. The Captain shall be called to the scene and the investigative process shall begin immediately. A strict chain of custody shall be maintained for investigative purposes.

4.9 Training Safety Rules

Effective: January 1st , 2013

Revised Date:

1. The Jackson County Rescue Squad's Command System shall be used at all incidents.
2. All rules and regulations of the Jackson County Rescue Squad shall apply regardless of location of training exercise.
3. No one is to step on rope or drop any equipment.
4. All injuries and/or ailments will be reported to the Captain(203). The Captain will ensure Medical Reporting and Care for On the Job Injuries are followed. All paperwork will then be forwarded to the Assistant Chief for investigation. At the conclusion of their investigation, written reports will be sent to the Chief.
5. Since there is an element of hazard in technical rescue training, safety procedures will be followed at all times and horseplay will not be tolerated.
6. No smoking or tobacco will be allowed around ropes or harnesses.
7. Each member shares the responsibility for the safety of all other members. Any member observing an unsafe practice shall correct the situation immediately and then report it to an officer.
8. "WARNING" There is no substitute for proper instruction in the area of technical rescue. If you have any questions do not hesitate to ask.
9. No one will attempt a rappel or other operation until his or her belayer has audibly and/or visibly acknowledged that he is "on belay" and the rappeller has signaled his respective belayer that he is "on rappel".
10. Any person participating in technical rescue operations shall wear an approved helmet and gloves.
11. The Jackson County Rescue Squad will use the National Evacuation Signal for all incidents. When any of these signals are activated, all members are to immediately evacuate, ensure accountability and report status to IC. This will be the signal of three's:
    a. Three consecutive blows of the air horns
    b. Three consecutive blows of the whistle
    c. Three consecutive tones on the radio
13. The Jackson County Rescue Squad will always maintain "Very Strict" Accountability. This will be in the form of "tag-in" and/or "sign-in". This will depend on the rescue discipline, but technical rescue team members will "always be accounted for".

4.10 ATV Guidelines

Effective: January 1st , 2013

Revised Date:

Purpose

The following document outlines the guidelines for the use of the All Terrain Vehicles during Search & Rescue missions and trainings.

SAFETY

1. All persons should be duly certified to use ATV's during a mission.
2. All persons certified should wear proper safety equipment including:
    a. Helmets that are certified to DOT/ANSI/SNELL (Always)
    b. Long sleeves / long pants (according to the National ATV Safety Institute and the manufacture safety specifications found in the owners manuals, long sleeves and long pants should always be worn)
    c. Goggles/ shield / other eye protection (Always)
3. ATVs should always be operated in accordance with all state and local laws covering use.
4. ATVs should always be operated in accordance with the manufacturer's safety recommendations and requirements.
5. ATV operators will demonstrate their riding skills on a department-approved course prior to being allowed to use the ATV on squad missions.
6. When operating any ATV or UTV, seatbelts must be used. (ALWAYS)

MAINTENANCE

1. Fuel: needs to be kept full and / or have sufficient extra fuel available
2. Prior to use, ATV's must be inspected prior to detail. They will be checked for:
    a. Tire pressure
    b. Fuel
    c. Oil
    d. Lights
    e. Brakes
    f. Overall safe condition

OPERATION

1. No ATV usage off any trail or road (NO TRAIL BLAZING) unless given specific

permission by property owners or agency in charge, and command.

2. ATVs are not high-speed vehicles and must be operated at safe speeds. Speed limit on roads is 20 mph.
3. All other vehicles and pedestrians have the right of way at all times. ATV operator will yield before proceeding.
4. ATVs will be deployed with the following equipment:
    a. First aid kit
    b. Water
    c. Communications (radio, cell phone, FRS, etc.)
    d. Navigation (GPS, compass, and applicable maps if available)
    e. Personal safety equipment applicable to the mission and to current and expected weather conditions.
    f. Personal Lighting
5. It is the ATV users responsibility to ensure that equipment is on the ATV prior to their deployment.

SUGGESTED ATV USES, but not limited to:

1. Search along trails and roads.
2. Transportation of equipment and people.
3. Medical response.
4. Use in place of other 4-wheel drive vehicle due to poor road conditions or lack of accessibility.
5. Communications relay.
6. Winter weather access.

MUTUAL AID

1. When mutual aid is received or given, these policies set forth shall apply.
2. When mutual aid teams are requested to support JCRS, the requested agency shall be told "up-front" that the ATV(s) must be operated in a safe manner by only JCRS members following our Standard Operating Procedures. Safety equipment should be used and guidelines should be followed as stated within this document for safety and liability reasons.
3. Failure to comply shall result in denial of acceptance or continuation of that individual(s) or organization(s) assistance.
4. At no time shall a member from another organization use JCRS ATV equipment.

Section 5 Emergency Response

5.1 Rehabilitation

Effective: January 1st , 2013

Revised Date:

Purpose

Rehabilitation ensures the safety and health of all personnel operating at the scene of an emergency incident. The following will establish procedures when Rehab has been implemented.

Procedures

1. Rehab will be conducted on all extended operations/incidents handled by this Department and as deemed necessary by the Incident Commander (IC). Extended operations/incidents include structure fires, extended searches, extended extrication, and prolonged rescue operations.
2. The Rehab Sector Officer shall be responsible for establishing communications with the IC, the implementation of rehab, and the accountability for all personnel entering and exiting the Rehab area.
3. The Rehab Sector shall be set up in a dry, cool or warm place (depending on the weather) free of all associated hazards (i.e. fire-ground operations, vehicle exhaust).
4. Set up blankets or salvage covers on the ground to provide personnel with areas of rest.
5. When personnel arrive to the Rehab Sector the Rehab Officer will receive the crew's passport, place the passport on the Rehab Board noting the time of arrival, and then radio the IC confirming that the crew has arrived at the Rehab Sector. Example: "Rehab to Command, Team 2 has arrived at Rehab".
6. Personnel shall spend a minimum of fifteen (15) minutes in the Rehab Sector.
7. Once personnel have entered Rehab they will remove any protective equipment, replenish fluids, and rest.
8. Enter/Exit Time, name, and age shall be recorded.
9. Personnel exhibiting abnormal vital signs and/or that have an actual medical complaint shall be treated accordingly and monitored closely while in the Rehab Sector.
10. Prior to personnel exiting the Rehab Sector a second vitals check will be performed. If vitals are within normal limits and personnel are complaint free then they shall be recommended for release to the Rehab Officer. Personnel in the Rehab Sector shall not

be permitted to leave until released by the Rehab Officer.

11. Personnel that leave the Rehab Sector prior to being released by Rehab Officer shall immediately be reported to the IC.
12. Once a crew is ready for release the Rehab Officer will give the appropriate passport to the crew leader and then radio to the IC that the crew is clear of Rehab. Example: "Rehab to Command, Team 2 has been released from Rehab".
15. Due to accountability reasons, crews will typically enter and exit the Rehab Sector as a unit. However, if one member of the crew must remain in Rehab longer, the rest of the crew will be permitted to leave.
16. In cases where one crewmember must remain in rehab while the rest of the crew is being released, the Rehab Officer will radio to the IC that the crew is being released and announce the last name of the crewmember that is being detained. Give the crew leader the appropriate passport minus the nametag of the crewmember being detained. Example: "Rehab to Command, Rescue 12's crew has been released from Rehab, Firefighter Cooper is being detained for further evaluation".
17. If any personnel obtain medical treatment or in need of emergency transport from the scene this shall be recorded in the Rehab Log and the IC shall be immediately notified of the situation. Example: "Rehab to Command, Rescuer Burrell Number 212 has suffered a burn to the hand he will be transported POV to the hospital non- emergency for further treatment."
18. In most situations an additional ambulance and crew will be assigned to the scene in the event an emergency transport is needed.
19. At the conclusion of the incident the Rehab Officer shall forward the completed Rehab logs to the Rescue Captain (203).

5.2 Personnel Responding Directly to the Scene

Effective: January 1st , 2013

Revised Date:

Purpose

Establish guidelines for personnel responding directly to the scene.

Procedures

1. Personnel of this Department shall respond directly to the scene when an accident may exist providing the member must pass the scene in his/her NORMAL route of travel to the station. The only exception to this is when the Rescue unit responds "driver only" or "short crew" then personnel may respond directly to the scene to assist. Personnel may also respond to the scene when deemed necessary.
2. Personnel responding directly to the scene shall park their personal vehicle in a non-obstructive location to provide easy access for the emergency units. Upon arrival at the scene personnel shall activate emergency warning lights.

5.3 Unsafe Scenes

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines when responding into potential unsafe situations to include suicide attempts/threats, stabbing, shootings, unknown situations, and/or any other situations that could place personnel in danger.

Procedures

1. When pre-arrival information is received indicating a possible aggravated or unsafe scene the Rescue unit will stage well away from the scene.
2. Prior to arriving at a safe staging point the Rescue unit shall turn off all warning lights and audible warning devices as to not aggravate the scene further.
3. Only when the scene has been deemed safe and secure by the Law Enforcement Agency will the Rescue unit proceed into the scene.
4. A minimum of two (2) personnel with a portable radio will enter a scene regardless of the nature. No personnel will enter a scene alone and without a portable radio.
5. If the scene turns into an unsafe situation while personnel are already there, personnel will exit the scene and radio Dispatch for Law Enforcement to be dispatched and not re-enter the scene until the agency has secured the scene.
6. If at anytime personnel are in danger, and cannot exit the scene, contact Dispatch via radio.

5.4 Fire Calls

Effective: January 1st , 2013

Revised Date:

Purpose

There will be times when JCRS is called upon to assist the Fire Departments on large-scale fires; the following will provide guidelines for responding to such incidents.

Procedures

1. When responding to fires the default role of the Rescue crew will be to provide rehab and patient care.
2. When arriving on the scene the Rescue unit shall position as close to the incident scene as possible without endangering themselves, hindering the arrival of other apparatus, and interfering with fire-ground operations.
3. The Rescue crew shall report to the Officer-in-Charge or the Incident Commander if the Incident Command System (ICS) has been implemented and assume the responsibility of the Rehab Officer upon request of the IC.
4. The Rescue crew shall then set-up for Rehab as detailed by the Rehabilitation Section in this manual.

5.5 Vehicle and Machinery Accidents

Effective: January 1st , 2013

Revised Date:

PURPOSE

To establish guidelines for handling vehicle and machinery rescue and extrication safely and effectively.

POLICY

In the event of a vehicle or machinery rescue or extrication, the following guidelines have been established.

PROCEDURES

1. Vehicle
    a. Establish Command
    b. Request dispatcher to respond additional or special equipment, if necessary.
    c. If commercial trucks are involved, check placarding and take necessary precautions.
    d. Give actual location of incident to dispatcher if other than original reported location.
    e. Request police department/state trooper units to respond to the scene if they are not already there. If police/trooper units are at the scene, coordinate with them.
2. Safety
    a. All personnel should be in protective clothing.
    b. Place apparatus uphill and upwind from accident scene if possible. Apparatus should be parked between rescuers and oncoming traffic with parking brake set and wheels turned toward curb.
    c. Stop all fuel leaks, if possible, and prevent use of flares if fire hazard exists. Hose line should be positioned and charged.
    d. Prior to rescue personnel entering vehicle, stabilize the vehicle using cribbing, chock blocks, ropes, vehicle emergency brake, etc.
    e. While awaiting arrival of police or highway patrol units, you may want to post a guard to watch oncoming traffic on busy highways.
    f. Overturned vehicles should not be "righted" until patients have been removed.
3. Fuel Spills
    a. Should stop leak, if possible, and prevent ignition utilizing hose lines to safeguard

patients as well as rescue personnel.

b. If unable to stop leak by crimping fuel lines, you may be able to fill fuel tank with water to level of leak so only water runs out.
c. With large fuel spills, a light water or other type of foam may be needed to prevent ignition.
d. Notify Jackson County Dispatch of fuel spill and estimate volume in gallons.

4. Machinery
    a. Establish Command
    b. Insure that all power is shut off to the machine involved. Initiate lock-out/tag-out procedures if possible, or have someone standby the switch to insure that power is not accidentally restored while rescue operations are underway.
    c. If possible, obtain technical assistance from foreman, headman or other knowledgeable person.
    d. Request necessary assistance as required (EMS for bodily injury, etc.)
    e. Utilize special tools or equipment, which may be kept on hand in shop or facility for such emergencies.
        I. With wrenches, you may be able to remove gears, chains, etc., sufficiently to get the enmeshed member out. In general, do not spare the machinery.
        II. In spring-wound devices, place bar through sprockets to prevent further rotation.
        III. Grease or lard may be of some help.
    f. Provide emergency medical care appropriate to the injury after extrication remember shock is most like to occur.
    g. In some cases, it may be necessary for a trapped body to be removed from machinery by a surgical operation. In such cases, dismantle the involved machine to a point where the patient may be transported to the hospital with the injuring machine component still attached.

EXTRICATION

1. Make sure vehicle/machinery is stabilized before rescue personnel begin extrication.
2. Officer in charge should supervise the extrication operation.
3. All personnel should wear protective clothing.

OPERATIONAL CONSIDERATIONS

1. Officer in charge shall coordinate with EMS personnel concerning patient care.
2. Officer in charge should coordinate with police or highway patrol personnel concerning traffic control and any other police function required.
3. Safety should be foremost in the mind of the officer concerning emergency operations.

5.6 Dead-on-Arrival

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines for the proper handling of a Dead-On-Arrival (DOA) patient and the preservation of the scene.

Procedures

1. Upon arrival determine that an irreversible state of life exists.
2. The Jackson County Sheriff's Office need to be dispatched to all DOA incidents off highway and NC Highway Patrol or Police department for all on-highway DOA incidents .
3. Secure the area; do not disturb the scene.
4. Do not allow unauthorized persons in the area.
5. Limit the number of personnel operating at the scene.

5.7 Attempted Suicide

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines for personnel in maintaining the scene at a suicide or suicide attempt and the handling of the patient.

Procedures

1. Upon arrival evaluate the patient needs and provide appropriate emergency medical care.
2. Law Enforcement is automatically dispatched on all suicides.
3. Do not disturb the scene.
4. Do not allow unauthorized persons into the scene.
5. Limit the number of personnel responding to only those persons necessary to provide medical care.

5.8 Suspected Child Abuse or Geriatric Abuse

Effective: January 1st , 2013

Revised Date:

Purpose

To establish guidelines for the handling of a patient that is a victim of child abuse or a patient that is a victim of geriatric abuse.

Procedures

1. Upon arrival evaluate patient needs and provide appropriate emergency care.
2. If child abuse or geriatric abuse is suspected, Law Enforcement shall be immediately requested to the scene.
3. By law you must report the abuse.

5.9 Confined Space

Effective: January 1st , 2013

Revised Date:

PURPOSE AND SCOPE

1. To provide guidelines during entry and rescue operations in a confined space.
2. These guidelines are designed to provide guidance for the Jackson County Rescue Squad and other personnel during all phases of confined space entry and rescue operations.

DEFINITIONS

1. As defined by OSHA regulation 29 CFR 1910.146
    a. Confined Space: Is large enough and so configured that an employee can bodily enter and perform assigned work; and Has limited or restricted means of entry or exit; and Is not designed for continuous employee occupancy.
2. Permit-Required Confined Space
    a. Contains or has the potential to contain a hazardous atmosphere; Contains a material that has the potential for engulfing an entrant; Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or Contains any other recognized serious safety or health hazards.

RESPONSE

1. Assessment
    a. Upon arriving on the scene the first-in-units will assess the following:
        i. What type of space is this?
        ii. Are there product storage hazards?
        iii. Locate and secure the job site foreman or a reliable witness.
        iv. Determine location and number of victims.
        v. Obtain blueprints, maps or have site personnel draw a sketch of the site.
        vi. Determine the mechanisms of entrapment or nature of illness.
        vii. Make a conscious decision as to this is a "rescue or recovery".
        viii. Determine number of entry points and locations.
        ix. Determine electrical/mechanical/chemical hazards.
        x. Has the responsible party contacted us about the space? If so, locate

pre-plan.

2. After assessment, the first in units will do the following:
    a. Assure adequate Technical Rescue Team personnel.
    b. Set up visual command, assign the following positions as a minimum:
        i. Incident Commander – Responsible for the overall coordination of the rescue area.
        ii. Safety Officer – Responsible for overall scene safety and technical rescue documentation sheet.
        iii. Atmospheric Monitoring – Responsible for atmospheric monitoring and recording.
        iv. Air Supply – Responsible for all air supply, bottles, supplied air breathing apparatus and any other relating items as they apply to the use of SCBA, SABA and the related air supply.
    c. Establish a perimeter with tape.
    d. Ventilate the general area if needed.
    e. Ventilate the area (positive pressure when possible).
    f. Start assessing the effectiveness of ventilation with atmospheric monitoring.
    g. If possible, open all additional openings into the space to assist with the ventilation process, ie: (Manholes, Hatches, Natural Openings).
3. Assure fire control methods, if needed.
4. Do not allow sources of ignition on site.

ENTRY PREPARATION

1. Assure lockout, tag-out, blank-out procedures are complete.
    a. THE KEY TO A SUCCESSFUL LOCKOUT, TAG-OUT, BLANK-OUT SYSTEM IS RETAINING SOMEONE INTIMATELY FAMILIAR WITH THE ELECTRICAL AND MECHANICAL SYSTEMS IN THE AREA, PLANT OR SPACE WHERE YOU ARE WORKING. ALLOW THESE PERSONNEL TO BRIEF AND GUIDE YOU ON THEIR SYSTEM.
    b. All fixed mechanical devices and equipment capable of causing injury shall be placed in a zero mechanical state (ZMS).
    c. All electrical equipment (excluding lighting) shall be locked-out in the open (off) position with a key type padlock.
    d. The key shall be turned over to the Incident Commander and remain with him until Command is terminated.
    e. In all cases where lockout is not possible, equipment shall be properly tagged and stand-by security provided.
    f. All locked-out utilities shall be tagged with an approved Confined Space Tag system
    g. Post non-essential PERSONNEL AT THOSE AREAS TAGGED AND BLANKED OR BLINDED.

h. Assure that all personnel who will enter the site are equipped with SCBA. If you must remove your standard SCBA to fit in the opening or move into the space "DO NOT ENTER". If you enter with standard SCBA, do not enter more than 25 feet from entrance.
i. Entrance with standard SCBA should be limited to reconnaissance only, unless the victim is easily accessible.
j. Assure one back-up team for every entry team.
k. No one shall enter a confined space alone; work team shall consist of a minimum of (2).
l. Each entry team member shall be equipped with the following:
    i. Communications
    ii. Explosive proof lighting.
    iii. Atmospheric monitor.
    iv. Proper protective gear as deemed necessary by Command. At the very least each member shall wear coveralls, nomex hood, boots, gloves and helmet.
    v. A life safety line shall be attached to each entry tem member and an extra safety line for the victim.
    vi. Some form of rapid removal extrication/retrieval system for the victim.
    vii. If the entry team must enter a vertical shaft greater than five feet, each member shall wear a personal harness and be attached to a fall arrest system upon entering.
    viii. A victim escape mask, if applicable.

ATMOSPHERIC MONITORING

1. Atmospheric monitoring shall occur prior to and during all entries into a confined space. It should be stressed that a lack of positive or negative alarm levels does not eliminate the requirement for Proper respirator protection.
2. Atmospheric monitoring should be accomplished at high and low areas of the space.
3. All atmospheres shall be tested for:
    a. Oxygen deficiency.
    b. Oxygen excess.
    c. Toxicity.
    d. Flammability.
4. The following levels shall be considered as immediately dangerous to life and health (IDLH) environments.
    a. Oxygen deficit < 19.5%
    b. Oxygen enriched > 23.0%
    c. Flammability at 10% of Lower Flammability Limit (LEL).
    d. Toxicity shall be any limit whose numerical value exceeds the Permissible Exposure Limit (PEL) in accordance with the preset levels on atmospheric monitor.

5. Atmospheric monitoring shall occur during occupancy at intervals dependant on the possibility of changing conditions, but in no case less than every five minutes.
6. All atmospheric readings shall be recorded on an atmospheric monitoring work sheet.
7. In the event that, in the opinion of the Incident Commander, the atmospheric readings become what he considers unsafe to continue operations in, all entry teams shall be removed from the space immediately until such time as the atmospheric conditions are corrected.

ENTRY

1. Once the best method and location for entry has been determined, teams shall begin entry and reconnaissance/recovery/rescue operations in the space.
2. Entry decisions should be made based on the known location of victim(s), safety of the opening, atmospheric readings and ease of the recovery points.
3. Prior to entry, each team member shall be logged on to a technical rescue work sheet with his or her time of entry. This function shall be assigned to the Safety Officer.
4. Team shall be limited to thirty minutes in any space.
5. Each team shall be assigned to REHAB upon removal from the space until rehydrated and vital signs are within normal limits.
6. Once inside the space:
    a. Assure adequate interior team communications (hard-line communications).
    b. Assure adequate communications with the operations exterior (hard-line communications).
    c. Mark, if necessary with chalk, or other method, entry and movement patterns to assure egress.
    d. Move towards the suspected victim location as a team.
    e. Beware of elevation differences and unstable footing.
7. Once the victim has been located, decide:
    a. Is this a rescue or recovery?
    b. Can the victim be easily moved towards the opening with current equipment carried by the team?
    c. Is an additional team needed to make the move?
    d. Communicate your decision to the Incident Commander.
8. Once the victim has been attached to a removal device and is in the process of being rescued/recovered, insure that if the victim is to be moved through an opening, either vertical or horizontal, which blocks team members only way out, that the following guidelines are followed:
    a. Whenever possible, assure that all team members are stationed to the egress side of the hole/opening in the event the victim becomes lodged.
    b. Always try to avoid being blocked by the victim.
9. When the move is made, assure it is made quickly and smoothly, leaving the time the space is blocked for egress as minimal as possible.

10. Assure that the exterior personnel as well as interior teams are aware of the move and a plan is agreed upon in blocking the space.
11. Assure that all air lines and connections are clear of the victim and his movement path to assure that no air line problems develop as a result of the victim becoming entangled or pinching off the lines.

VICTIM REMOVAL

1. Once the victim is set for removal, assure the following:
    a. As much C-Spine control as is possible, based on the space and the victim's condition.
    b. Use removal systems on the exterior, which are applicable to the size and weight of the victim.
    c. Mechanical advantage systems are much preferred over manual hauling.
    d. Do not use electric winches, etc., to remove victims; these allow little control and could result in dismemberment or additional injury.
    e. Decide if the victim is to be removed head first or feet first.
    f. Avoid the use of wristlets on patients with burns to extremities.
2. Once the victim is clear from the space:
    a. Deliver patient directly to local EMS on scene.
    b. Remove all entry team personnel and equipment.

SAFETY CONSIDERATIONS

1. If rigging, hauling, or use of rope hardware are needed in the space assure only aluminum or stainless steel carabiners and hardware are used to avoid sparks.
2. In the event of airline failure on a SABA, the entire team shall IMMEDIATELY leave the space and assure the rescuer with the problem is assisted.
    a. Notify the exterior immediately of the problem and identify the line and the specific problem.
    b. Never leave a partner in trouble unless you must clear the way for his exit.
    c. In the event that the ten minute bypass bottle runs out before you have exited and the air line problem cannot be corrected:
    d. Buddy breathing by passing the mainline (which is still functional) back and forth to each other is acceptable.
    e. Do not leave the non-operational line behind.
    f. Exit the space and correct the problem.

TERMINATION

1. Double check personnel list and ensure all personnel are accounted for.
2. Inventory and replace all equipment.

3. Place any equipment damaged or potentially unfit for further confined space use out of service until repaired.
4. Have contractor or responsible party seal entry points to assure no additional injury.
5. Turn over all documentation to the Incident Commander for incident review and critique.

5.10 Rope Rescue

Effective: January 1st , 2013

Revised Date:

PURPOSE AND SCOPE

- To provide guidelines for the safe and effective use of the technical rope rescue equipment during emergency operations.
- These guidelines are designed to provide guidance to the Jackson County Rescue Squad and other personnel who may be involved in a rope rescue operation.

DEFINITIONS

1. High-Angle Rope Rescue – a situation where rope rescue operations are performed in an environment in which the load is predominantly supported by the rope rescue system.
2. Low-Angle Rope Rescue - a situation where rope rescue operations are performed in an environment in which the load is predominantly supported by itself and not the rope rescue system (e.g., flat land or mild sloping surface)

GENERAL GUIDELINES

1. It must be understood that "High-Angle" rope rescue operations are to be attempted only as a last option. All other means of access and egress must be considered first. It should also be understood that this SOG is not intended to be all-inclusive. During rope rescue operations judgment, experience, training and coordination among team members is an absolute necessity.
2. While often times it is much simpler and easier to use power equipment found on the scene such as cranes, derricks, forklifts, etc., the use of such equipment for patient transfer is a violation of federal OSHA law. Only as a last resort should such equipment be used.

SIZE UP

1. During the initial stages of a potential incident in which rope rescue may be used it is necessary for the Incident Commander to obtain certain key information. The following information needs to be gathered:
   a. What is the victim's location?
   b. How is he/she suspended or supported?

c. Is the patient injured?
d. Is the victim "hanging" or simply "stranded"?
e. Can the victim be reached by any other method?
f. Is there an on-going rescue attempt by untrained personnel or by-standers?

2. If the information that is gathered suggests that a rescue by rope is the only method usable to rescue the victim, the following shall be completed.
   a. Is this a rescue or recovery?
   b. Is an adequate Technical Rescue Team personnel available?
   c. Establish a visible command and control access area.

RESCUE OPERATIONS

1. NFPA Standard 1903 will be followed as conditions warrant whenever possible.
2. All victim loads will be at least two separate lines of at least ½ inch in diameter. Both lines will be attached to separate bombproof anchors.
3. All victim transport systems ie; SKED Stretcher, Class II Harness, etc., must be securely attached to the victim. No free, short non-secured rides will be permitted.
4. Any point where the rope passes a stationary object must be padded or the direction of the rope altered to prevent rope chafing.
5. All single line rappels will be bottom belayed. If a bottom belay is not possible, a top belay will be used.
6. Minimum protective clothing will be worn at all times when on an emergency scene (helmets and gloves).
7. Any non-essential personnel shall be removed from the rigging and operations area.
8. A Clearly established "Incident Command" and "Safety Officer" will be established.

TERMINATION

1. Upon completion of the incident, Command will verify all personnel are accounted for and that all equipment has been returned to its proper place.
2. All documentation of the incident is to be turned over to the Incident Commander.
3. Any rope used in the rescue is to be put out of service until it can thoroughly inspected and status has been determined.
4. Any equipment damaged in the rescue must be pulled out of service and placed in a secure area for servicing.

5.11 Trench and Excavation

Effective: January 1st , 2013

Revised Date:

PURPOSE AND SCOPE

1. To address operations which involve the location, disentanglement and removal of victims from underground collapses in trenches and excavations.
2. This procedure is designed to provide guidelines to the Jackson County Rescue Squad when presented with an incident involving the collapse of a trench or excavation where victim(s) are trapped or buried. This includes protected trenches where victim(s) are trapped or pinned by heavy equipment, pipe, bedding material or other items other than soil.

DEFINITIONS

1. As defined by OSHA regulation 29 CFR 1926.650

a. Trench – A narrow excavation in relation to its length made below the surface of the ground. In general, the depth is greater than the width, but the width in not greater than 15 feet.

b. Excavation – A man-made cut, cavity, trench or depression in an earth's surface, formed by earth removal. Usually wider than it is deep.

GENERAL GUIDELINES

1. Any incident, in which a patient is trapped, buried or experiencing a medical emergency in a trench or excavation will require the response of additional resources.
2. All trenches shall be "safe and protected" using approved methods prior to entry by any emergency personnel.
3. All emergency vehicles shall park at least 200 feet from the collapse site. The only exception shall be made by the IC.
4. All traffic shall be stopped or detoured within 400 feet of the collapse zone.
5. A hazard zone shall be established to control at least 75 feet around the perimeter of the collapse zone. This should be done with fire line tape.

INITIAL OPERATIONS PHASE

1. Assessment:
   - A. First-in units should attempt to gather the following information:
     - a. What is the nature of the problem? Collapse, trap, medical etc.
     - b. How many victims are there?
     - c. What is their location?
     - d. Width length and depth of the trench.
     - e. Are there any on-scene hazards?
       - i. Disrupted utilities.
       - ii. Flowing water.
       - iii. Secondary Collapse
       - iv. Mechanical hazards/heavy equipment.
       - v. Exposed but non-disrupted utilities.
       - vi. Hazardous material/explosives.
   - B. Is there an ongoing rescue attempt by untrained personnel or bystanders?
     - a. Once these items are evaluated, the following shall be completed:
       1. Is this a rescue or recovery?
       2. Assure adequate Technical Rescue Team response.
       3. Establish visible command and control access to the area.
       4. Stop any ongoing rescue by untrained personnel.
2. Making the site safe.
   - a. General area safety. Eliminate all ground vibration. This entails the protection of the general area around the collapse zone for at least 300 feet in all directions. It includes:
     - i. Traffic control.
     - ii. Access control.
     - iii. General hazard identification.
     - iv. Have all heavy equipment shutdown.
     - v. Rescue area safety. This entails the initial steps needed to make the actual collapse zone around and in the trench as safe as possible using basic techniques.

SHEETING AND SHORING OPERATIONS, ENTRY AND DISENTANGLEMENT OPERATIONS SHOULD BE CARRIED OUT UNDER THE DIRECTIONS OF THE TECHNICAL RESCUE TEAM.

1. Ventilate the trench with positive pressure ventilation.
2. Support any unbroken utilities.
3. Provide a helmet and shield or goggles for victim if possible.
4. DO NOT ALLOW ANY PERSONNEL INTO AN UNPROTECTED TRENCH.
5. DO NOT TOUCH OR LEAN ON ANY HEAVY EQUIPMENT UNTIL YOU HAVE ASSURED IT IS NOT IN CONTACT WITH ELECTRICAL UTILITIES.

TECHNICAL RESCUE OPERATIONS PHASE.

1. Operational responsibility.
   A. All personnel shall report to and work through the Incident Commander.
   B. Establishment of Division/Group Officers associated with the trench or excavation collapse may be necessary.
   C. In some cases the following Division/Group Officers shall be established:
      a. OPERATIONS - responsible for coordination of actual collapse site and the divisions associated with all activity on the rescue ground.
      b. EXTRICATION - responsible for directing the actual sheeting and shoring, disentanglement and removal operations associated with the trench or excavation. Will report to the Operations Officer.
      c. SAFETY - responsible for the safety of the rescue personnel. Reports directly to the Incident
      d. Commander and has the authority to override anyone, including Command, to shut down any unsafe operation.
2. Collapse zone operations.
   A. Different collapse scenarios will obviously require different sheeting and shoring techniques as the situation demands. Each scenario should be approached with the same evaluation mechanism and adaptations made to the operation as required by the configuration of the trench or excavation.
   B. The following are potential forms of collapse, which will be encountered. They should be handled in accordance with the accepted techniques taught.
      a. Single wall Shear.
      b. Double wall Shear.
      c. Spoil pile slide.
      d. Intersecting trench collapse.
      e. Collapse in protected trenches.
      f. Rabbit box slide or above level collapse.
      g. Industrial shoring collapse.
      h. Inadequate protection systems in place.
3. The following are potential forms of victim entrapment scenarios, which may be encountered. 'They should be approached using accepted techniques taught.
   a. Victim(s) buried to waist.
   b. Victim(s) buried to chest.
   c. Victim(s) not buried but injured or experiencing a medical problem in the trench environment.
   d. Victim(s) trapped or pinned by heavy equipment or pipe.
   e. Victim(s) trapped in running sand or material.
   f. Victim(s) completely buried.
   g. Victim(s) buried in the end of a large diameter pipe.
4. Operational guidelines.

a. Rescue area considerations.
    i. Assure ventilation continues, atmospheric monitor as necessary.
    ii. Assure dewatering systems are operational.
    iii. Assure utilities are controlled and identified.
    iv. Limit personnel at lip and collapse zone.
    v. Assure communications via walkies.
    vi. Assure safety officer in control of access and personnel.
    vii. Assure media staging area away from collapse zone.
b. General considerations.
    i. Brief all personnel on plan of action and confer with appropriate Divisions/Groups.
    ii. Provide constant updates to Command.
    iii. Plan at least two steps ahead of the operation, have a secondary plan ready in the event that the initial tactical plan proves unworkable.
    iv. Rotate personnel regularly.
    v. Assure personnel involved in disentanglement and digging operations are rotated at least every thirty minutes.
    vi. All personnel are to wear issued personnel equipment (boots, coveralls, helmet, gloves, etc.,)
c. Patient considerations.
    i. ABOVE ALL TREAT PATIENT FOR CRUSH SYNDROME IN ACCORDANCE WITH PROTOCOLS as established by Medical Director.
    ii. Consider and treat for hypothermia.
    iii. Never dig a patient out with heavy equipment.
    iv. Once around the patient dig by hand.
    v. Plan movement mechanism well ahead of time for removal of the patient once disentangled.

5. Community resources.
    a. In the event that Public Utilities is needed, advise of the following:
        i. Exactly what is needed?
        ii. Manpower
        iii. Heavy equipment (what kind).
        iv. Pumps (what kind).
    b. Assure that all utilities, which have been identified, have a representative present. DO NOT ATTEMPT TO CONTROL UTILITIES.
    c. Assure a Level II staging area for all incoming community resources requested.

SPECIAL SITUATIONS

In certain cases it may be necessary to dig a parallel trench or excavation in order to create a parallel shaft. If this becomes necessary consider the following:

1. Any trench cut for a rescue operation should be properly protected.
2. Assure all utilities are identified prior to cutting into the trench. Requesting the utility

company on an emergency basis can do this.

3. Assure adequate shaft material for construction of the parallel shaft.
4. If possible request and retain a certified engineer to assist in the planning and implementation. This should be used only as a last option.

TERMINATION OF THE INCIDENT

1. REHAB all personnel prior to termination and removal operations.
2. Brief all personnel on the operation and its intended outcome.
3. Perform removal operations in the reverse order.
4. Beware of secondary collapse zones, no equipment is worth an injury.
5. Stage, clean and inventory all equipment. Report any lost or damaged equipment to the Incident Commander.
6. Any parallel shaft construction tunnels or isolation tunnels should be left in place. Removing them may cause a collapse.

5.12 Structural Collapse

Effective: January 1st , 2013

Revised Date:

PURPOSE

To provide guidance during a Technical Rescue Operation that require search and rescue operations to occur in any form or type of collapsed structure or damaged structure.

RESPONSE

Any incident involving structural collapse or damage where the possibility exists of victims being trapped or buried will require the response of additional Rescue Teams. No personnel shall enter a collapsed or damaged building to render patient care or extrication until a general survey and size up of damage is done.

SEARCH AND RESCUE STAGES

1. Reconnaissance. Provide for a general survey of the area and size up of the damage. Find out the following information:
    A. Building's use.
    B. Number of occupants.
    C. Number of victims trapped and their probable location.
    D. Are rescue operations currently underway?
    E. Presence of hazards:
        a. Gas and utilities
        b. Flammables
        c. Electrical
        d. Flooding from burst mains
        e. Plumbing and sewer disruption
    F. Structural stability of adjoining buildings.
    G. Rescue efforts already underway by untrained personnel and/or citizens. Stop such efforts immediately.
2. Immediate rescue of surface casualties.
    A. Victims found on top of the debris or lightly buried should be removed first.
    B. All rescue efforts should be directed to the victims who can be seen or heard.
    C. Rescue efforts should be also directed to reach those victims whose location is known even if you cannot see or hear them.
2. Scene organization and management.

a. Establish Command: Working within the Jackson County Rescue Squad's Incident Command System is essential to a successful operation.
b. The following checklist is to be followed:
    i. Shut down all utilities.
    ii. Evaluate structural integrity, assign a safety officer.
    iii. Request an engineer or architect.
    iv. Direct rescue operations from a safety stand point.
    v. Assign team leaders for each designated rescue team.
    vi. Divide the collapse area into manageable areas.
    vii. Draw up a contingency plan and place on standby.
c. Exploration and rescue from likely survival places.
    i. Seek out casualties by looking in places that could have afforded a reasonable chance for survival. Typical areas that should be searched are:
        1. Spaces under stairways.
        2. Basement and cellar locations.
        3. Locations near chimneys or fireplaces.
        4. Voids under floors that are not entirely collapsed.
        5. Undemolished rooms whose egress is barred.
        6. Voids created by furniture or heavy machinery.
    ii. Locate casualties using the "hailing system."
        1. Place rescuers in "call" and "listen" positions.
        2. Have the Division/Group Leaders call for silence.
        3. Going "around the clock" each rescuer calls out or taps on something. A period of silence should follow each call.
        4. All members should attempt to determine a "fix" on any sound return.
        5. After a sound has been picked up, at least one additional "fix" should be attempted from another angle.
        6. Once communications with the victim has been established, it should be constantly maintained.

2. Breaching and shoring.
    A. In some instances, breaching and shoring may reach victims.
    B. Initially try to avoid the breaching of wall. This may undermine the structural integrity of the rest of the building.
    C. It is safer to cut holes in floors and use the shaft approach.
    D. If you must breach a wall or cut a floor, cut a small hole first to assure that you are not entering a hazardous area.
    E. Shoring may be used to support weakening walls or floors.
    F. Shores should not be used restore the structural elements to their original positions.
    G. An attempt to force beams or walls into place may cause collapse.
    H. If you decide to shore, keep the following in mind:

   a. The maximum length of a shore should be no more than 50 times it's width.
   b. The strength of a shore is dependent on where it is anchored. If anchored to a floor, it will be dependent on the strength of the floor.
   c. Shoring should be attempted only by qualified personnel or under the supervision of technical rescue personnel.
   d. Shoring should NEVER be removed once in place.
2. Selected debris removal.
   a. This phase of the rescue process will consist of reducing the size of the rubble.
   b. This must be accomplished based on a pre-determined plan.
   c. Cranes and heavy equipment may be needed to accomplish this portion of the rescue.
   d. Remove debris from the top down.
   e. Remove debris from selected areas where information suggests that victims might be.
3. General debris removal.
   a. This should be deployed after all other methods have been used.
   b. This should be used only after the decision has been made by the incident commander that no other victims may be found alive.
   c. This basically amounts to the demolition phase.

GENERAL

1. It is safer to reach entrapped victims from above.
2. Diagram the building on the command board.
3. Ensure control of all accesses to the site.
4. Beware of "at will" respond by volunteers or citizens.

5.13 Water Rescue

Effective: January 1st , 2013

Revised Date:

PURPOSES AND SCOPE

To address operations that involves the location, disentanglement and removal of victims from a water environment. These guidelines are designed to provide guidance to the Jackson County Rescue Squad personnel who may be involved in a water rescue operation.

DEFINITIONS

For the purpose of emergency response, a water rescue shall be defined as any incident that involves the removal of victim(s) from any body of water other than a swimming pool. This shall include rivers, creeks, lakes, washes, storm drains, or any body of water, whether still or moving.

SAFETY

Any rescue member that enters the warm zone or the hot zone must wear an approved PFD at all times. Any rescue member that enters the hot zone must have all approved equipment and be properly trained for the training required for that incident.

TACTICAL CONSIDERATIONS

All potential water rescues will be dispatched as water rescue (WR). Dispatch procedures will be same as any technical rescue. Due to the potential danger of these types of incidents, it is imperative that the first arriving rescue member coordinates with the Incident Commander and utilizes the JCRS Incident Command System.

COMMAND RESPONSIBILITIES

1. Command must secure the immediate area and assure that no more citizens enter the water.
2. Well-intentioned, untrained citizens can quickly become victims.
3. Command must identify the problem and make a decision whether to operate in the rescue or recovery mode.
4. If operating in the rescue (offensive) mode, Command should consider all of the potential

hazards to rescuers and victims. Command should consider the risk/benefit factor. A risk/benefit factor is a subjective decision that weighs the benefits of what is to gain versus what can be lost if the worst happens. If the benefit is high, and the risk to rescuers is low, Command should move forward with the Action Plan. If the risk is high to rescuers and the benefit is low, Command should discuss with the team and develop an Action Plan to make recovery.

5. If Command is operating in the rescue (offensive) mode, a quick assessment of the hazards associated with the water must be made (i.e., speed, temperature, hydraulics, debris, and possible contamination). If the victim can be seen, Command should determine if the victim is in immediate life-threatening danger or is relatively safe and secure for the moment. If the victim is in immediate life-threatening danger, rescue must be quick. Rescue options will be considered and executed in order from low risk to high risk. "Reach-Throw-Row-Go-Helo" shall be the proper order of execution to effect rescue.
6. Reach: If possible, reach the victim with whatever means possible (i.e., pike pole, stick). If the victim is too far out in the water to reach something, move on to next option.
7. Throw: Throw would be the next option available. Throw the victim a throw rope bag. The victim should grab the rope, but not tie it around himself/herself, and the rescuer will pendulum belay victim to shore. If the victim cannot be reached by means of Reach or Throw, Command should consider waiting for the additional (Swiftwater Certified) Technical Rescue Team (TRT) members before committing personnel to the rescue. The following options are considered technical high-risk operations that require specialized training and equipment.
8. Row: Row is the next rescue operation for consideration. Boat base operations can be a safe and effective means of rescue with proper training and equipment. If an inflatable boat is not available, move on to next option.
9. Go: Go should be the next consideration. Any time a rescuer is placed into the water to effect rescue, it is considered to be a dangerous operation. Rescuers can be at extreme risk. Prior to placing a rescuer in the water, Command and the rescuers involved should consider the risk/benefit factor again. If the hazards associated with placing a rescuer in the water are too high, Command should consider the next option.
10. Helo: Call for helicopter rescue team. This is also considered a high-risk rescue operation.
11. The high risk factor is minimized by the experience of the aircrew and rescue team. If the risk/benefit factor justifies the use of the helicopter rescue team, there should be no hesitation in calling them.
12. If a water rescue operation turns into a long technical operation, Command should consider expanding the Jackson County Rescue Squad Incident Command System to include the following:
    a. Upstream Division: This group consists of personnel whose responsibility would be to watch for and advise Command of any obstacles and/or hazards (i.e., top loads, suspended loads) that may be floating downstream and may hinder the rescue operation.

b. Downstream Division: This division consists of personnel whose responsibility would be to be prepared to rescue victims and rescuers that may be swept downstream. All personnel in this division should have a throw rope bag in hand. There should be downstream personnel on both sides of the river.
c. River Right/Left Division: Command should assign personnel to the opposite bank that the operation is being conducted from. Personnel assigned to this division will be responsible for rigging the opposite end of a rope rescue system being set up.
d. Rescue Group: Personnel assigned to this group are responsible for developing an action plan with Command. Once the action plan has been developed, rescue group will be responsible for executing the plan in the safest possible manner.
e. Logistics: Command should assign one individual to Logistics. Logistics will be responsible for:
    i. Securing and assigning any equipment needed for technical rescue operations.
    ii. Retrieving and inventorying any equipment issued for the operation.
    iii. Logging all rope used for the operation on the rope log cards assigned to that rope.
f. Medical Division/Group: Personnel assigned to Medical Group will be responsible for providing BLS/ALS treatment to victims removed from the water. This may be staffed with representatives from local EMS.

TERMINATION

1. Upon completion of the incident, Command will verify all personnel are accounted for and that all equipment has been returned to its proper place.
2. All documentation of the incident is to be turned over to the Incident Commander.
3. Any rope used in the rescue is to be put out of service until it can be thoroughly inspected and status has been determined per S.O.G's.
4. Any equipment damaged in the rescue must be pulled out of service and placed in a secure area for servicing.

5.14 Wilderness Search and Rescue

Effective: January 1st , 2013

Revised Date:

PURPOSE AND SCOPE

To provide guidelines for the safe and effective search and rescue of lost persons. These guidelines are designed to provide guidance to The Jackson County Rescue Squad's personnel, and other personnel who may be involved in a lost person search and rescue operation.

INITIAL ON SCENE CONSIDERATIONS

1. Establish contact with Command
2. Establish Operational Search Division and Command Area
3. Debriefing
4. Secure Point Last Scene (PLS)
5. Dispatch Command Vehicle
6. Complete Lost Person Form
7. Re-interview witnesses
8. Obtain latest photograph of missing person
9. Complete Rescue Team Call Out

PRE-SEARCH CONSIDERATIONS

1. Set up Staging Area and assign Staging Officer
    a. Staging officer will check all rescuers equipment
2. Assign Planning Officer
    a. Obtain maps of area – Topographic / Road
    b. Set up Planning status board
    c. Obtain present weather conditions
    d. Project 12 hour weather conditions
3. Assign Resources Officer
    a. Set-up Resource Board
    b. Complete Staging and Resources Forms
4. Assure Command has established Public Information officer
    a. Prepare News Media Release with photographs
    b. Establish news Media Staging Area

5. Dispatch Mutual Aid assistance
    a. Type of searchers needed
    b. Type of equipment or special equipment needed
    c. Location of Staging Area
    d. Type of terrain
6. Establish Communications Officer
    a. Establish communications frequencies
    b. Establish Major Events Log
7. Secure Command Area
    a. Utilize law enforcement
8. Request commissary assistance
    a. Red Cross
    b. Salvation Army
    c. Local churches

1. Determine missing person profile
2. Determine Probable Search Area (POA)
3. Divide probable search area into segments
4. Prioritize search segments
5. Determine Circumstances of Loss
6. Identify Incident Objectives
7. Evaluate need for specialized teams or equipment

a. Confined Space Rescue
b. High Angle Rescue
c. Night Vision Equipment
d. Infrared Equipment
e. Helicopters / Helicopters with Forward Looking Infra-Red (FLIR)
f. Special Dog Teams

1. Estimate Probability of Detection and Success (POD & POS)
2. Determine type of search teams needed for each segment

a. Type I – Hasty Search (Speed)
b. Type II – Efficiency Search
c. Type III – Thoroughness Search
d. Search Dog Team

UTILIZE PASSIVE SEARCH TACTICS

1. Confinement considerations
    a. Trail blocks

   b. Roadblocks
   c. Lookouts
   d. Patrols (Bike, Foot, Four Wheeler, Horse)
   e. Track Traps
   f. String Lines
2. Attraction considerations
   a. Sirens
   b. PA Systems
   c. Strobes
   d. Horns
   e. Yelling
   f. Whistles
   g. Flares
   h. Lights

UTILIZE ACTIVE SEARCH TACTICS

1. Type I / Hasty – Fast initial response of well trained, self sufficient, and very mobile searchers that check areas most likely to produce clues or the subject the soonest.
2. Type II / Efficient – Relatively fast, systematic search of high probability segments of the search area that produce high probabilities of detection (POD) per search hour of effort (shown to achieve a POD of approximately 50%)
3. Type III / Through – Slow, highly systematic search using the most through techniques to provide the highest probability of detection (POD) possible (shown to achieve a POD of approximately 75%)
4. Dog Teams
5. Aircraft
6. All-terrain Vehicles (ATV)
7. Horse Mounted Teams
8. Four-wheel Drive Vehicles
9. Bike Teams

TEAM BRIEFING CHECKLIST

1. Provide written Description and Track Information
2. Team Properly equipped
   a. Navigation Equipment
   b. Map of Area
   c. Water
   d. 24 Hour Pack (if necessary)
   e. Lighting
   f. Communications
3. Team Leader Identified
4. Instruct team to maintain pace count and bearing

5. Team members placed on Incident Status Board
6. Review Incident Action Plan
7. Review Situation Status and Prediction
8. Specify team objectives and strategies
9. Tactical assignments with explicit Instructions
10. Hazards – types and locations
11. Weather – present and forecasted
12. Specific equipment needs
13. Communications Details
    a. Frequencies to be used
    b. Designators and codes
    c. Contact persons and Times
    d. What to do if communications problems arise
    e. Emergency communications
14. Transportation
15. Reporting locations and times
16. How to deal with News Media and Family
17. Where to be at what time
18. Debriefing Instructions
    a. Where
    b. With whom
    c. What information will be expected, needed and required
    d. What form should the debrief be in
        i. Oral
        ii. Written
        iii. Sketches
        iv. Maps

TEAM DEBRIEFING CHECKLIST

1. Complete Debriefing Form
2. Explicit description of area covered and activities conducted
3. Probability of detection (POD) percentage
4. Location of clues, regardless of how insignificant (use maps and sketches to document)
5. Specific difficulties encountered
6. Loss equipment
7. Hazards located (be specific to location)
8. Suggestions, recommendations and ideas

5.15 CISM

Effective: January 1st , 2013

Revised Date:

DEPARTMENTAL CHAPLAIN

1. DEPARTMENTAL CHAPLAINS ARE APPOINTED BY THE NORMAL PROCESS ACCORDING TO THE BYLAWS OF THE ORGANIZATION. APPOINTMENT CONSIDERATION SHOULD TAKE INTO ACCOUNT THE MORAL CHARACTER, RESPECT, AND TRUSTWORTHINESS OF THE CANDIDATE. THE FUNCTION OF A DEPARTMENTAL CHAPLAIN IS TO, WHEN REQUESTED, OFFER A PRAYER OF GUIDANCE AND THANKSGIVING DURING THE COURSE OF DEPARTMENTAL BUSINESS OR FUNCTION.

GUIDELINES OF A CHAPLAIN:

1. A CHAPLAIN DOES NOT FUNCTION AS A PASTOR, EVANGELIST, OR CLERGY BUT RATHER TO OFFER HOPE AND SUPPORT DURING THE EVENT OF A CRISIS OR UNTIL A MEMBER OF A LOCAL RELIGIOUS ASSEMBLY ARRIVES.
2. A CHAPLAINS PURPOSE IS TO MEET THE SPIRITUAL NEEDS OF THE ONE IN CRISIS WITHOUT REGARD TO RACE, GENDER, OR RELIGIOUS PREFERENCE.
3. A CHAPLAIN IS ON CALL AT ALL TIMES
4. CHAPLAINS ARE BOUND TO CONFIDENTIALITY

5.16 Dive Operations

Effective: January 1st , 2013

Revised Date:

DIVE TEAM RESPONSES

The dive team can be requested to perform dive operations for the purpose of the rescue of a near drowning victim, recovery of a known DOA body, objects of evidence, or any other dive related operation by the request from any Jackson County Fire Department, Rescue Squad, EMS unit, Law Enforcement agency or the Department of Emergency Management by contacting the Jackson County 911 Center. The 911 center will contact the dive team by the dispatch procedures that are set forth in these guidelines. The team will also be available to out of county emergency services agencies upon request.

MODES OF OPERATION

RESCUE MODE: The team will be considered in the rescue mode if there is any possibility that a recovery may result in the saving of a life. The team will act in a rescue mode for a period of 60 minutes/(1) hour from the time that the victim was last seen on the surface, or until command deems rescue is no longer viable for the incident.

RECOVERY MODE: The team will be in the recovery mode if the 60 minutes/(1) hour time restraint has expired on a drowning incident or if the search is for an object and there is not a threat to life.

DISPATCH AND NOTIFICATION PROTOCOLS

The dive team will utilize the Jackson County 911 office for notification of a dive incident including enroute status, on-scene status .

Upon notice from dispatch of a dive call all members will report to Station 2 to begin logistics operations. Members that may be close to the scene may report direct to the scene.

The first officer to respond will meet or otherwise contact the Dive Team Leader or his/her designee. Once on-scene command will be established and standard ICS protocol.

Dive Operations: All dives will be considered altitude dives and should be figured at the recommended altitude of 3000 ft locally. Unless altitude greater than 3000' verified by topo maps or GPS..

Actual De	1000'	2000'	3000'	4000'	5000'	6000'	7000'	8000'
10	10	11	11	12	12	12	13	13
20	21	21	22	23	24	25	26	27
30	31	32	33	35	36	37	39	40
40	41	43	45	46	48	50	52	54
50	52	54	56	58	60	62	65	67
60	62	64	67	69	72	75	78	81
70	72	75	78	81	84	87	91	94
80	83	86	89	92	96	100	103	108
90	93	97	100	104	108	112	116	121
100	103	107	111	116	120	124	129	134
110	114	118	122	127	132	137	142	148
120	124	129	134	139	144	149	155	161

Altitude dives anything over 1000'

Divers will be tethered either to surface or anchor in all dive operations when possible, free search is not recommended. Understanding there will be some operations a tether will not be possible. All divers will be responsible for maintaining a physical condition suitable for the stress of dive operations.
All dive calls will follow ICS procedures including sketch and operations plan. Scenes will have GPS coordinates and elevation logged. Witness statements will be taken, verbal and then written by the witness. These statements will be signed, dated with time by the person taking the statement. Statements should consist of last seen area, time, and events prior to incident. Maps will be printed or added to ICS forms with measurements handwritten on same. Measurements of scene will need to be done before suspending the operation. Pictures will be taken of the scene, prior dive operations. Divers will take pictures or video when possible of the item that is being rescued/recovered prior to the item being recovered.

Underwater Scene will be photographed or videoed prior removal. Along with measurements from fixed object, if no object is in reasonable distance, then a semi-permanent marker will be placed (i.e. concrete bucket with metal eye and floating marker, plastic stake, etc). The scene will need to be marked off, size to be determined on operation area and diver visibility. Marking of the scene will be done with material that is non-hazardous to the underwater environment and will not degrade quickly. Dive for lost items i.e. lost motors, sunken boats, lost equipment, will be treated in the same manor of at least a backup divers and preferred no free search. These items can be retrieved on initial dive unless otherwise informed by LEO or IC/DC. When body/target item is located and predetermined location code needs to be given.

Tenders will be shore based or possible another diver, with the skills and training to assist the diver in routine functions. This person will have appropriate equipment for their own safety (i.e. PFD, or dive equipment properly worn and maintained.). Tenders should confirm signals with diver prior to the beginning of the dive. Tenders need to have radio communications with the Dive Coordinator. Tenders are responsible for notifying dive command of dive begin time, PSI on entry, and diver exit time and PSI. Tenders will also be responsible for communicating with diver and directing the diver in search pattern. Divers will not be tendered a distance greater

than 125' to 150'. Tenders point they are standing during the dive must be recorded and if a find is that point will be marked. Tender point can be marked with rebar, spray paint, flagging, and then photographed, measured, and recorded.

Divers that are involved in operation will be when possible:

1. Primary diver/divers: Diver performing the dive or operation.
2. Backup diver/divers: Diver who is ready to replace or aid the primary diver. This diver should be a well qualified diver.
3. 90% diver/divers: This will be when available a diver who is 90% ready to enter the water to back up the primary or backup diver.

Divers will mark the object of the operation with a floating buoy (any color other than red/orange). Diver then will place marker, or mark of scene underwater. Diver then will photograph area and aid in measurements for documentation. Divers once the above has been done will remove the item, and confirm all dive logs and scene forms are completed.

Rescue vs. Recovery this decision will be made by the IC. Recommended that if time elapsed is greater than 60 mins the operation be conducted as recovery. Recovery will require photos, underwater marking off of area, semi-permanent marker be placed. Diver should sketch underwater scene to accompany pictures. Diver should also record water temp, visibility, depth, and condition/position found.

Command Structure: Incident Commander will be in overall command of all scenes. Dive operations will be commanded by Dive Coordinator (DC).

Dive Coordinator(DC): Dive Coordinator (DC) will have general command knowledge and knowledge of Dive Operations. This will consist but not limited to general knowledge of dive equipment, search patterns, and dive related injuries. DC will need to ensure all reports have been done i.e. witness statements, photos, dive logs, entry points for diver. Hot zone has been established, point last seen, dive flags are out, equipment is functioning, and divers are capable and ready for the operation. DC can change or "shut-down" operation for any reason. DC will be responsible for continuous re-evaluation of scene and reporting to incident commander. DC can assign other duties to other no diving members i.e. interviewer, recorder, and aids for divers.

Safety Officer: Safety Officer will have working knowledge of dive equipment. Safety officer will be responsible for diver, tender, and bystander safety on and near scene. Safety Officer will establish staging area, hot zone, warm zones, and proper dive markings out. He/She will also ensure divers are physically able to perform the proposed operation. Ensure divers and tenders have all necessary equipment for assigned duties. He/She should confirm medical information is on hand for all divers, and divers are hydrated prior and after dives. Safety officer will confirm divers depth and surface time prior next dive. Safety officer needs to confirm if dive area is in contaminated waters and if divers have proper equipment for the dive operation.

Diver: Divers will maintain good physical condition for the stress of dive operations. Divers will be responsible for ensuring equipment is in good condition suitable for diving. Divers will need to maintain a dive log for all dives done recreational or rescue/recovery. Divers need to complete at least 3 training dives a year. Divers should be familiar with tender signals, and comfortable with the area that is involved in operation. Divers are responsible for hydrating before and after dives. All divers will have completed medical forms prior dive operations. Divers will ensure tanks are at least 3000 psi prior dive and will stop dive at 1000 psi. Divers will be responsible for filling out dive logs, and underwater scene forms.

Diver equipment:

1. Divers will carry 2 buoys for dive one to mark item and another for emergency (diver in distress) marker. The emergency marker will be red, bright orange, or yellow in color preferable to be inflatable "sausage" style marker. This buoy if surfaced will stop all dive operations. This will indicate diver is in life threatening danger.
2. Functioning light
3. Cutting device i.e. knife, side cutters
4. Recommended divers have 2 forms of weights. A weight belt is recommended if diver uses integrated system. This is to split the weight 50-50.
5. Diver should wear at least one pair, preferable two pair gloves for body recovery.
    a. First pair being a cut resistant leather or dive glove.
    b. Second pair being a latex/nitrile outer glove.

Divers should rest and hydrate before diving, diver is also responsible for ensuring the proper wet/dry suit is selected for dive. Divers should not exceed recommended time of 20 minutes on all dives.

Tethers: Tether lines should be of good quality minus any damage that would lessen the strength of the line. Divers should be tethered with a quick release device that can be released under load. Diver will not be tethered at no greater distance than 125' to 150' feet from tender. If a distance of greater than 150' is needed the tender will need to move to area closer to reduce the distance.

TENDER to DIVER :
1 pull---------- Are you ok?
2 pull----------Change Directions
3 pull----------Stop/Stay Down
4 pull----------Stop/Come to surface

DIVER to TENDER:
1 pull----------I'm OK
2 pull----------Need Slack in Line
3 pull----------Target is located

4 pull----------Need Help/There is a problem

DIVER DOWN: If tender receives a 4 pull signal from diver he/she should give one pull to verify that the diver is ok. If diver is ok give one pull back to confirm. If tender does not receive a response from diver after 3 attempts, "Diver Down" will be declared all operations will stop. Back-up diver will tether into divers line and attempt rescue of primary diver and 90% diver will enter water as back-up diver. EMS will be notified immediately and transported or moved close to the incident with appropriate equipment. Air medical should be placed on stand-by. That diver involved medical form will need to be provided to the medical personnel.

Crime Scene: If the scene is determined to be a crime scene the area should have already been marked off in zones. A log should be made of all persons entering the hot zone. LEO should be notified to take possession of evidence from non-LEO members. Diver needs to record time, depth, water temp, if body position of body, where, and including direction as related to North/South. If weapon found surface buoy mark item but DO NOT remove or touch till notified to do so by LEO. Item is to be photographed in place. The area will needed to be corded off in distance set forth by LEO and semi-permanent marker with surface buoy in case of future dives to locate evidence is needed.

Evidence (i.e. witness forms, field sketches, photos, diver logs, and etc.) will need to be turned over to LEO. A chain of custody must be maintained and turned over to LEO evidence officer. Diver may be provided a evidence bag to place items recovered by diver.

Body Removal: Body should always be placed in body bag underwater and the contents within one to two feet surrounding the body. Once body has been placed in bag the area under the body should be placed in the bag. Lift bags should be used in deepwater ropes can be used in shallow water. Contents should remain in bag for M.E..

DIVE OPERATIONS

ARRIVAL & SIZE UP:

- Upon arrival of the dive team to a scene, the dive team leader or designee will report to the incident commander to determine mode of operations and will be in charge of dive operations.

- The dive team will remain in staging with equipment until further assigned by the dive team leader.

- Once the mode of operations is determined, any specialized equipment shall be requested as needed including EMS, boats, wreckers etc.

- Information gathering and witness interviews will be conducted by a member designated by the dive commander. Information needed from witnesses will include; last seen point, description of object or victim, clothing or colors that may be distinguishable. When witnesses are being interviewed they should be taken to a location point when they last saw the victim or object. A diver may be used as a visual reference point to locate the last point on the water.

- Once information is gathered and interviews are complete, a hazard assessment & risk benefit analysis will be completed. The completion of which will determine a "DIVE OR NO-DIVE" status. Any diver can refuse to dive at any time.

- Before diving operations begin, a safety officer will be assigned
A complete briefing will be conducted with all divers, tenders, boat crews, and any other support personnel by the dive officer.
The following items shall be addressed;
:Dive objective
:Hazards or environmental conditions likely to affect the safety of the operation.
:Response mode
: Communicating Methods
: Depth limits
:Time limits
:Assignments

- There will be no free lance diving allowed!

- All dives are to be tethered dives except when conditions determine that line tethers can be more of a safety concern than a help. Any untethered dives are subjected to be conducted in the buddy mode.

- All dives are limited to twenty minutes under water and maximum depths shall be sixty vertical feet. No dive shall enter the decompression mode.

RECORDING OF ACTIVITIES

- A record keeper shall be assigned to log information pertaining to the dive operations which will include the following;
:Diver safety checks of equipment
:Physical & mental condition of diver
:Name of diver
:Time in & out of water
:Dive mode

:Tank pressure (before & after the dive)
:Maximum depth
:Surface interval time

WITNESS INTERVIEW AND MAPPING

- All witnesses to any scene should be immediately identified and sequestered until team members assigned to this task have arrived or members of law enforcement units with primary event responsibility have arrived. Main items of concern are:
- :numbers of victims
- :point last seen
- :time in water
- :any missing rescuers

MULTI-AGENCY COORDINATION

All major events shall be coordinated using the NIMS model and the Senior Dive Team Member will have absolute dive and scene safety authority. A command center will be established and all arriving units will be briefed on Jackson County Rescue Dive Team dive standards for safety and operations.

RISK VS BENEFIT ANALYSIS

(From Dive Operations Section.) - Once information is gathered and interviews are complete, a hazard assessment & risk benefit analysis will be completed. The completion of which will determine a "DIVE OR NO-DIVE" status. Any diver can refuse to dive at any time.

SEARCH OPERATIONS

- A minimum of two divers will enter the water: One primary diver and one safety diver. Both are tethered individually by a tender.

- A 90% diver will be staged at the waters edge ready to assist the safety diver as needed.

- Divers will determine a search pattern based on conditions and object that is to be

recovered.

The following search patterns are acceptable methods for use during a rescue or recovery dive.

JACK STAY: This pattern is used as a grid search. It requires two anchors secured to each end of a search line. Buoy markers are attached to each anchor. The search line is pulled taught to a pre-designated length. The line is used as a guide for the diver to swim and sweep. Once the diver reaches the end of the line it is repositioned for another swim and sweep search.

PIVOT SEARCH: This pattern is a 360-degree search. It requires one anchor with a buoy marker tied to it. A line spool is attached to the anchor and is manned by a second diver. The search diver will be tethered to the spool and is deployed by the second diver as needed.

SWEEPING SEARCH: This search requires a primary diver to be tethered and is tended by a person on shore. The diver will make sweeping searches of 180-degrees and the tending line is deployed a few feet after each 180-degree sweep has been made.

PARALLEL SWEEP: This search is similar to the sweeping search except the diver and tender are always parallel to one another. The tender will walk along the shore back and forth as the diver makes a search.

-Once divers descend below the water surface, bottom time begins and the diver will be signaled to surface when twenty minutes has elapsed.

-The safety diver will then become the primary diver and the 90% diver will become the safety diver. The first primary diver will report to rehab and will be debriefed and any log information will be recorded. This rotation will continue until the object or victim has been found or all divers have been depleted.

RESCUES AND RECOVERY PROCEDURES

-If a victim has been found during the rescue mode the diver will signal as such and the backup diver will proceed to help remove the victim and deliver patient to the awaiting EMS unit.

-If a body is found during the recovery mode the primary diver will signal the tender as such. A marker buoy will be deployed and additional help from another diver will bring the body to just below the waters surface using a lift bag and stokes basket. The body may need to be put in a body bag if conditions require. If homicide is suspected, measurements of depth and location need to be documented.

-If evidence is being searched for and is found, a marker buoy is to be placed near the object and the tender is to be notified of a find. Do not touch or move until law enforcement has been consulted. Measurements may need to be taken before the object has been disturbed.

TERMINATION OF DIVE OPERATIONS

Upon the recovery of the object of the operation, the divers will recover all tools and equipment that have been deployed in the water. Once this task is accomplished the divers shall report to the rehab area to doff equipment and establish all personnel and equipment are accounted for. Items that need refilling or sanitizing will be done at this point. Documentation of all dive activities and debriefing will be handled at this point. Any CSID can be done at this point or delayed until conditions allow. All personnel and gear should be decontaminated to the extent that conditions allow. Any further comprehensive decontamination and cleaning should be done upon return to the Rescue Building.

DECONTAMINATION

All equipment and personnel should follow standard decontamination. IC staff should assure that this is available.

POST DIVE DEBRIEFING

All responding units shall be debriefed following dive operations at Station 2.

PRESS RELEASE AND THE MEDIA

The members of the dive team are mandated to follow the restriction of HIPPA guidelines and under no conditions release any victim information to the media. Any media inquiries are to be referred to the incident commander for an appropriate response.

Section 6 Administration

6.1 Purchasing

Effective: January 1st , 2013

Revised Date:

Purpose

The following will detail all purchases for this Department.

Purchase Procedure

1. Normal Purchase
    a. A Budget Expenditure Form must be filled out and placed in the treasurer's box for all purchases billed, charged on credit card or otherwise.
2. Unauthorized use / Personal Use of squad funds.
    a. At no time are any squad funds, lines of credit, or other funds to be used by members or officers for personal use.
    b. Any deviation from this policy will be reported to Law Enforcement and the department will cooperate fully, pursuing any and all charges.

Record Keeping / Disbursement of Funds

1. Treasurer (208) will document all expenditures with an itemized invoice or receipt.
2. Chief Financial Officer(202) shall reconcile bank statements monthly.
3. Treasurer (208) shall maintain a detailed check register. No open, blank, or checks shall be dispersed and an invoice must be in hand prior to any issuance of payment.
4. Checks shall be written on the 1st and 15th of each month. Treasurer (208) and Chief Financial Officer(202) shall be present for disbursement cycle and deliver to mail carrier.
5. Chief (201) and Chief Financial Officer(202) shall review all bank ledgers weekly independently.

Procedure

1. Normal Purchase
    a. A Budget Expenditure Form must be filled out and placed in the treasurer's box for all purchases billed, charged on credit card or otherwise.
2. Unauthorized use / Personal Use of squad funds.
    a. At no time are any squad funds, lines of credit, or other funds to be used by members or officers for personal use.

6.2 Conflict of Interest

Effective: January 1st , 2015

Revised Date:

Purpose

The purpose of this conflict of interest policy is to protect Jackson County Rescue Squad Inc's interests when it may benefit the other interests of an person, another department, county or other entity.

Conflict Of Interest

1. Voting
    a. Any member that believes there to be a conflict of interest should immediately notify the chairman of the meeting (201 - Chief) or (202 - Assistant Chief). The chairman may discuss or immediately excuse the member from the vote or discussion to prevent a potential conflict.
    b. Any member that believes there to be a potential conflict of interest may notify the chairman of the meeting (201 - Chief) or (202 - Assistant Chief). At that time there may be discussion or the chairman may excuse the member/members at his/her discretion.
2. Proposals
    a. All members should refrain from any proposals which involve themselves, family or friends monetarily benefiting from squad funding.
3. Abstain / Excusal from meeting, voting and other functions of the Squad.
    a. At any time the Chairman may ask a member to abstain from a vote, be excused for discussion, or participation once a potential conflict of interest has been identified at his or her discretion.