

Arvin Hart Fire Company SOGs as revised: September of 2010

Facilities

1 Use of Fire Stations

- a) No mechanical work shall be performed on private vehicles/equipment in any station without express permission of a Chief Officer or Commissioner.
- b) Changing of oil on private vehicles/equipment inside any station is prohibited.
- c) Washing of members vehicles is allowed under the following conditions:
- d) Nothing except soap and water shall be put down the drain (do not wash heavy mud/dirt into drains)
- e) Clean up station after washing vehicles/equipment, this includes cleaning and damp mopping the floors and returning any used equipment
- f) No apparatus subject to freezing damage shall be parked outside during cold weather.
- g) Any deviations from this policy will result in these privileges being revoked for those deviating from the rules.
 1. The Chief shall be responsible for enforcement.
- h) All expendable supplies (such as soap) shall be the responsibility of the member.

Equipment and Apparatus

1 Apparatus Drivers

- a. The driver of any district apparatus is responsible for the apparatus from the time it leaves the station until the time is ready for the next call, unless relieved of their duties by a Line Officer. The driver shall fill out the proper information in the log book after each use or repairs to the apparatus.

2 Equipment Use

- a. All equipment on the apparatus is intended for use at the scene of an incident. Equipment shall not be removed from any station or apparatus and used by members or any other person. Equipment may be used under extraordinary circumstances with the permission of the Chief or Commissioner who will communicate with the Chief.
- b. Any equipment taken off a piece of apparatus with the permission of a Chief Officer or Commissioner shall be logged in the apparatus log book when taken and when returned.

3 Lost Equipment belonging to the Fire District

- a. Any equipment belonging to the Fire District which is lost by any member must be immediately reported to a Chief Officer. A thorough search for the equipment shall be initiated. Upon investigation of the circumstances surrounding the loss of the equipment, the Chief will report such loss to the Board of Fire Commissioners. Barring intentional negligence on the part of the member who was responsible for the equipment, the item will be replaced at no cost to the member.

4 Apparatus Location

All apparatus shall remain on hard surfaces at all times unless the OIC directs the apparatus off the road.

5 Apparatus Operators

Any person operating apparatus shall be proficient with the operation of the apparatus, pumps and all other equipment on the apparatus. Anyone found to be deficient in the operation of the apparatus shall be suspended from driving until they are proficient with the

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operation of the apparatus or associated equipment. The candidate shall be given every opportunity to become proficient and then re-tested in the basic concepts.

6 Backing Apparatus

- When backing apparatus a person shall be in position to direct the driver to avoid backing accidents.
- The driver shall keep the spotter in site at all times or shall immediately stop the apparatus.
- If no other person is available as a spotter the driver shall exercise extreme due caution, avoid backing if possible and shall take all actions to avoid damage or injury, including a walk around of the apparatus and location.
- All back up alerting devices shall be operational. If not, a repair request shall be filled out and turned in to an officer.

Personnel

1 New Members

New members will not be cleared to participate in incidents until they are informed by the Secretary that they are covered by the Saratoga County insurance program. New members may participate in training exercises after being approved by the Commissioners and signing the official Company role book.

2 Junior Members

Are those members who have not reached the age of 18 but shall be included in activities with the intention of learning while assisting. Each junior member shall be assigned a mentor who will provide needed guidance and evaluate their performance.

Junior Members Shall:

- a) ride apparatus at the discretion of the OIC on the apparatus
- b) not to be counted as part of a crew and shall never take the position of a senior, qualified firefighter.
- c) not participate in live fire attack activities of any kind
- d) ride on board R 10-3 but shall not take the place of a more qualified member at the discretion of the OIC
- e) not respond to the scene of any incident dispatched as a personal injury accident
- f) remain with the apparatus or in personnel staging at the scene of all incidents until given a specific job assignment by an officer, and then work within a team setting with more qualified members or officers
- g) respond to a fire station for assignment, never directly to the scene of an incident.
- h) not be authorized the use of a blue light
- i) not be assigned duties that would compromise their safety or be beyond the training of a junior member
- j) be encouraged to participate in all training exercises, learn the command structure, the location of all district streets, and the location and use of all equipment on the apparatus.
- k) be issued PPE which clearly indicates junior membership status.
- l) at the close direction of an officer or more experienced member participate in salvage, overhaul and other fire ground activities inside a structure with the permission of the IC or Operations Officer. Safety is always the primary concern.
- m) be permitted to don SCBA and participate in non-fire activities if they have satisfactorily completed the New York State Fire Fighter 1 course, have a fit test and physical in accordance with Company requirements and have the permission of the OIC on the apparatus.

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Operations

1 Incident Accountability

- a. Firefighters arriving on the scene who are not part of a pre established apparatus crew shall report to staging and receive assignments. If staging is not established, report to the operations officer or an apparatus OIC for accountability and assignment.
- b. No fire fighter shall leave the scene of an incident until all apparatus and equipment is returned to service for the next incident. Leave shall be granted only by the Incident Commander or designee. Leaving the scene of an incident without prior approval is subject to a immediate suspension.

2 Incident Command

- a. At the scene of an incident the first member on the scene shall assume command as the incident commander.
- b. Command of an incident may be formally relinquished to a higher ranking or more experienced member. Upon relinquishing command, those assuming command shall be briefed on the situation and resources related to the incident.
- c. Upon assuming command of the fire company, any member will be subject to the same responsibilities as any line officer and will be liable to the same degree for any act or omission.

3 Emergency Vehicle Response:

a. Extrication Response within the Fire District

- 1) Respond 10-3 first with a maximum crew
- 2) Respond the closest engine company to the scene
- 3) Respond either 10-7 or 11-2 for possible use of the winch or for traffic control. Avoid running the support unit from the first due area where the incident has occurred, let a second due station run the support unit.
- 4) NOTE: U11-3 should be run for traffic control or as a light unit, check with the IC.
- 5) All other units are to stage in station unless requested by the IC
- 6) Fire police shall respond to assist with traffic control

b. Extrication Response *outside* the Fire District

- 1) Respond 10-3 ONLY
- 2) All other personnel and apparatus to stage at their respective stations unless requested by IC.
- 3) The OIC on 10-3 should check on the air with Fire Control noting crew status.
 - i. A full crew for extrication incidents is a minimum of 6 qualified members; all other responders shall report to their respective stations and await instructions.
- 4) Fire police shall stand by unless requested by the IC.

c. Mutual Aid Calls; First Due assigned apparatus:

- 1) DAYTIME mutual aid, respond an ETA from the main station for all calls unless determined otherwise by the IC or OIC.
- 2) If needed discuss response strategy with other units on Channel 5.
- 3) An ETA from Station 4 is first Due to respond to calls in Mechanicville, Hillcrest, Hemstreet Park, Melrose or any location south of our district.
- 4) An ETA from Station 1 is first Due to respond to calls in Washington County, Hoosic Valley, Valley Falls, Stillwater Village or any location east of our district.
- 5) An ETA from Station 2 is first Due to respond to calls in Round Lake or on the East end (Dunning St./Route 67 at Route 9 & south)of Malta Ridge's district or locations west of our district.

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- 6) An ETA from Station 3 is first Due to respond to calls in the West end (Dunning St./Route 67 at Route 9 & north) of Malta Ridge's District and to Quaker Springs, Victory Mills, Schuylerville or locations north of our district.
- 7) Reserve 10-1 is **not** to automatically respond to structure fires within the District and the OIC shall check with the Incident Commander prior to any response other than the assigned brush fire mission.
- 8) Station fill-ins within the district shall be determined by the OIC remaining in the district.
- 9) On mutual aid calls, the first engine to have a full crew (minimum 4 firefighters two of which shall be pack qualified) shall respond to the call regardless of the station of origin. If the first due assigned engine checks on the air with the minimum crew on board, they shall respond to the call and the first engine to check on the air will either return to their station of origin or fill in at the empty station at the discretion of AH Command or the OIC on the apparatus. [*This is to insure coverage on a mutual aid call, all officers involved must communicate on the company channel (5) to avoid confusion*]
- 10) It is recommended that on a mutual aid call at least one chief officer remain in the district.
- 11) Junior and probationary members shall NOT be counted as part of the crew.
- 12) Probationary members without prior NYS approved and certified training shall NOT be counted as part of the crew.

4 Response Crew

In order to effectively and efficiently attack a fire, any apparatus capable of carrying up to five members should not leave the station with less than a crew of three, two of which are pack qualified. It is recognized that there will be times when this is not possible. If the apparatus responds with less than three, the OIC shall communicate to dispatch that the unit is responding with reduced staffing. (For example, ETA 10-1 is responding with a crew of two etc.) this gives the IC the opportunity to plan and determine if additional staff is needed. Junior members shall NOT be counted as part of the crew. (If it is one senior member and a junior member on the apparatus, the status is one. If there is a senior member driving and a junior member, there is no officer and a crew of one, which in most cases is not sufficient staffing to respond)

- a) Junior members may ride aboard the apparatus at the discretion of the OIC but may not take the place of a senior qualified firefighter if available. Junior members shall report to the OIC for assignment.
- b) All members shall respond to a fire station until all needed fire apparatus has responded to an incident. Members are discouraged from responding directly to the scene of an incident in their personal vehicles.

5 Position Location Duty Assignment

Where you are seated on the apparatus shall determine your duties are at the scene of an incident.

- a) **Driver's Seat;** if you are seated in this position, your duties include the safe operation of the apparatus to and from the incident and the operation of the apparatus and any associated equipment on the apparatus during the incident including the generator and scene lighting.
- c) **Passenger's Seat;** If you are seated in this position, your duties include being OIC on the apparatus, with the exception of R 10-3 where the OIC may take a position in the rear of the apparatus to direct the crew. On R 10-3 the person in the passenger seat, if not an officer, shall be responsible for both Hurst tool power units and tool staging.

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- d) The crew seated in the rear of the apparatus shall be assigned their duties by the OIC of the apparatus, those duties shall include, but not limited to, initial attack line operation, hydrant hook up, forcible entry, search and rescue, ladder placement or as directed by the OIC.
- e) The crew on R 10-3 shall be assigned to their duties by the OIC and may function as a ladder company on the fire scene performing tasks such as forcible entry, ventilation, ladder placement and search and rescue. At an extrication incident, duties shall be assigned by the OIC.

6 Officer' s Responsibility

If a line officer is on the call, the line officer assumes the role of the OIC on the apparatus and shall be seated in the right front position on the apparatus. The exception is on R 10-3 where the officer shall be located in the rear with the crew. On R 10-3 the driver or front seat rider will coordinate radio traffic with the OIC located in the rear of the apparatus.

7 Wearing Protective Clothing

- a) All fire fighters shall wear full protective equipment at all times, commensurate with their job duties on the fire ground. The full personal protective equipment for a fire fighter attacking a working fire in a structure or vehicle shall include, foot protection, protective coat and pants, gloves, SCBA, protective hood and appropriate eye and head protection. An exception is wildland fires where the minimum protection is boots or heavy lug sole work shoes, hand protection, eye protection and head protection or as prescribed by the OIC of the crew.
- b) When working on a highway where traffic is moving past the scene of the incident a ANSI type 3 compliant clothing shall be worn, with the exception of firefighters making a direct fire attack.

8 Hand Tools

When leaving the apparatus at an incident, each fire fighter shall bring a hand tool to the work area. Examples of hand tools include, hand lights, portable radio, closet hook, halligan tool, axe, pike pole, and TIC or heat detection device. All equipment shall be returned in a clean condition to the apparatus from which it was taken as soon as possible after the incident. Any broken equipment shall be taken out of service and repaired. A repair slip shall be filled out and filed with a chief officer.

9 Move Up and Fill in at Other Stations

If apparatus is moving from one station to another during an emergency incident, as a cover company, the response mode shall be non-emergency/priority 2 and the driver shall exercise due diligence in the operation of the apparatus. If the apparatus is subsequently requested to the scene of the incident, the OIC shall upgrade to emergency mode/priority 1 and transmit their status to Fire Control.

10 Departmental Response Guidelines Defined:

- a) Priority 2 or Non Emergency Response: shall mean without warning lights and audible devices
- b) Priority 1 or Emergency Response: shall mean with warning lights and audible devices while exercising due diligence in the operation of the apparatus.
- c) Placed in Service; shall mean that the apparatus shall return to the appropriate station priority 2 and stand by in station until released by an officer.

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- d) It shall be the policy of this department to exercise due diligence at all negative traffic control devices (stop signs, red lights, etc.) especially when the intersection is not being controlled by fire police staff. Drivers found to be in violation of this policy are subject to immediate suspension for a period to be determined a line officer.

11 Personnel Vehicle Operation

Any member having a blue light shall possess a valid blue light card issued by this department. Any member found to be responding to an incident using a blue light without exercising due diligence shall be subject to the following

- a) The member's blue light card may be revoked, and the blue light shall not be used to respond to an incident.
- b) The member is subject to suspension for a period determined by a line officer. If suspended by a line officer, the officer shall report the incident to the Chief as soon as possible.
- c) If a member operates their vehicle while having a suspended blue light card, they are subject to immediate suspension and further disciplinary action.
- d) All blue light abuses and suspensions shall be documented in writing by the chief and entered into the member's personnel file.
- e) The department will not be responsible for any vehicle citations issued to a member who responds without using due diligence.
- f) Any member recklessly operating a vehicle to or from district property will be subject to suspension or other disciplinary action by a line officer, which shall be reported to the Chief as soon as practical.

12 Private Vehicles at the Scene of a Fire

- a) The use of private vehicles being driven to the scene of an incident is discouraged. Members are encouraged to respond to the closest station.
- b) Private vehicles shall not be driven to incidents outside of the District unless ordered by the officer in charge.
- c) Private vehicles at an incident shall park on one side of the road and shall always leave room for incoming apparatus, taking into account location of hydrants, and possible water tanker shuttles.

13 Fire Fighters Duties on Extrication

The driver of R 10-3 shall remain with the vehicle, assist with scene lighting, power unit operation and monitor the radio for communications. The front seat passenger will be responsible for the operation of both power units. All associated extrication tools shall go to staging and be placed on the staging tarp to be available for use. The firefighters in the rear of R 10-3 shall be assigned duties by the OIC. The initial concern is to be attentive to scene safety. Attention must be given to hazardous materials, downed wires, and unstable situations. All responders should scan the scene prior to commencing extrication tasks.

Any responder unassigned, shall report to the OIC for assignment. If possible, all firefighters responding on the apparatus for an extrication incident shall be qualified on the Extrication Tools. NOTE: if there are less than six responders on the apparatus, the OIC shall let the IC know how many responders are on the apparatus so that the IC has the option of obtaining additional resources. There shall be no smoking, picture taking, cell phone calling or texting related to the incident at the scene of a vehicle accident.

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14 Responding to an EMS Assist, with the Rescue Squad at an MVA without Extrication

Respond with the closest apparatus for staffing, and R 10-3 on all calls in our district. F 10-7, U 11-2 or U11-3 will respond on request of the IC, all other apparatus shall remain in station until released by the IC. On EMS assist calls, the first apparatus to have a full crew (min of 4) shall respond to the call regardless of the station of origin. If the first due (closest) engine then checks on the air with a crew of at least 3, they shall proceed to the call and the engine that checked on the air first shall return to service and stand by in station until released by the IC.

15 Ice Rescue Incidents

In order to affect a successful ice rescue the safety of the crew is of prime importance. No responder shall be on the ice without an approved PFD or exposure suit. There shall be radio communications between the shore crew and the rescue crew. A safety officer shall be assigned to the incident and EMS shall provide a medical evaluation team. The EMS provider shall check all rescue team members coming off the ice who have been involved in a rescue recovery in the water. There shall be a back up rescue team with the proper equipment as soon as possible. The back up crew may be composed of qualified members of another fire/rescue department. If the rescue is close to shore, rescue team members will be tethered by rope or some other acceptable means.

- a) In district apparatus response will consist of U 11-3, MR 10-8 with five qualified responders, an ETA from Station 3 with a crew of 4 with at least two qualified responders and R 10-3 for support.
- b) Outside the district, U 11-3 & MR 10-8 and R 10-3 with at least four qualified responders pre unit, shall respond. Responders aboard U 11-3 shall don appropriate PPE.
- c) All personnel shall be trained in the use of exposure suits and rescue techniques.
- d) If apparatus is available with fewer than the minimum number of qualified individuals check with IC for instructions.
- e) Operational zones shall be defined as:
- f) Ice Rescues: HOT ZONE = the vicinity of victim WARM ZONE = on the ice and COLD ZONE = on the shore.
- g) Water Rescues: HOT ZONE = in the water WARM ZONE = in the boat and COLD ZONE = on the shore.
- h) Appropriate personal protective equipment shall consist of:
 - 1) Cold Water/Ice Rescues: in the hot or warm zone an exposure suit with helmet, in the cold zone a PFD.
 - 2) Warm water rescues: in the hot or warm zones wear PFD and helmet (exposure suit optional), cold zone, wear PFD.
- i) Rescuers shall be tethered to a rescue fixture (ice screws, boat or other approved device) and shall be communication with the shore crew. Attempt rescue of victims by using the Reach-Throw-Go method. Minimize the number of rescuers on the ice or in the water.
- j) Accountability of all rescuers is essential. An accountability system shall be the responsibility of the Safety Officer.

16 Carbon Monoxide (CO) Response Protocols

Apparatus response to CO incidents shall be R 10-3 first, the closest ETA to the address of the incident or at the discretion of the IC.

- a) Illness Indicated: If the dispatcher reports there are victims, with signs of illness the response mode shall be priority 1 and EMS shall be requested if not already dispatched.
- b) Responders shall be in full protective equipment including SCBA while investigating CO findings where illness is indicated or if the structure is vacant.
- c) No illness indicated: If no illness is indicated, the response mode shall be priority 2.

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- d) Protective equipment should be worn with SCBA on initial investigation.
- e) IC shall be responsible for filling out the CO findings report with one copy to the occupant and one copy to be attached to the Incident Report.

17 Personnel Staging

- a) Personnel staging shall be established on incidents where more than one crew (4 or more) are committed to an incident or at the discretion of the IC.
- b) The use of personnel staging eliminates freelancing on the incident scene and is an essential component of accountability.
- c) An officer or qualified member shall be assigned to assist the IC with personnel resource staging. It would be appropriate to utilize an officer from a Mutual Aid company as a personnel staging officer.
- d) All firefighters at the scene of an incident, not engaged in mitigating the incident shall report to the personnel staging area for assignment and accountability.
- e) Staged resources shall have the appropriate PPE, and tools immediately available for assignment as determined by the IC.
- f) It is appropriate that a FAST or RIT team be staged in the designated personnel staging area.
- g) The MSA RIT pack stored on R-10-3 shall be transferred to the FAST team if assembled.

18 Fire Department Incident Safety Officer (FD-ISO)

As a member of the command structure, the safety officer will report directly to the Incident Commander. The safety officer is responsible for developing and recommending measures for assuring personal safety and to assess and/or anticipate hazardous or unsafe conditions.

- a) The specific duties of the SO at a given incident will be outlined in the written SOGs or assigned by the Officers or Incident Commander.
- b) Safety Officer(s) shall be appointed by the Chief in consultation with the Line Officers by January 31st of each year.
- c) The Safety Officer shall take the Incident Safety Course as prescribed by the Office of Fire Prevention and Control, (Minimum 6 hours) within 12 months of appointment. In addition, shall also complete Building Construction, Wood and Ordinary or equivalent within 12 months of appointment
- d) The department recognizes that certain incidents present a significant or increased risk to firefighters. With these incidents comes an increased responsibility to monitor firefighter actions and environmental conditions. The appointment of a FD-ISO can increase the Incident Commander's effectiveness in protecting firefighters.
- e) It shall be the responsibility of the FD-ISO to adhere to the following guidelines and shall be the responsibility of all on scene personnel to follow the direction of the FD-ISO to acknowledge and minimize risks associated with incident environments and operations.
 - 1) The FD-ISO shall be responsible for all safety issues at all company functions, including but not limited to fire/rescue calls, water rescue, MVAs, training exercises, parades and fire station activities.
 - 2) The FD-ISO shall respond to all company incidents and the ISO's authority is restricted to the Stillwater Fire District, unless their assistance is requested by through a mutual aid request for resources.
 - 3) Minimum standards for the lead FD-ISO shall include, 16 hour Incident Safety Officer Course, 16 hours Principles of Building Construction, 16 hours Incident Command System, and 8 hours OSHA Compliance.
- f) The chief officers will appoint a safety team by January 31st of each year with the consensus of the officers.

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- 1) The team shall consist of a lead safety officer and as many other safety officers as the chief officers deem necessary.
 - 2) The FD-ISO shall be integrated with the incident management system as a command staff member, reporting the status of conditions, hazards and risks directly to the Incident Commander (IC)
 - 3) The IC shall communicate the incident action plan to the FD-ISO. The FD-ISO shall provide the IC with risk assessment of the incident scene operations.
- g) The FD-ISO will not be assigned any other duties at the scene of an incident.
 - h) The FD-ISO shall have the authority to stop or alter any operation, action or personal exposure that presents a threat to the life safety of a firefighter, crew or liaison.
 - i) Any changed, altered or stopped assignment made by the FD-ISO shall immediately be reported to the IC.
 - j) At an emergency incident where the FD-ISO identifies unsafe conditions, operations or hazards that do not present an imminent danger, the FD-ISO shall take the appropriate action through the IC to mitigate or eliminate the unsafe condition, operation or hazard.
 - k) The FD-ISO shall have the authority to appoint assistant safety officers if the size, scope or duration warrant additional assistance.
 - l) The FD-ISO shall carry a portable radio capable of transmitting on the fire ground operations frequency and monitor radio transmissions. Imminent hazards shall be communicated to the IC and affected crews upon discovery.
 - m) The FD-ISO shall don a high visibility "Safety Officer" vest or helmet as a means to signify to all personnel the presence of a SO. Line Officers shall report hazards or potential hazards to the FD-ISO during operations.
 - n) The FD-ISO shall have the knowledge, skills, and ability to manage incident scene safety.
 - o) The FD-ISO shall insure that a rehabilitation sector is established as needed.
 - p) The FD-ISO in consultation with the Incident Commander shall ensure that a Rapid Intervention Team (RIT or FAST Team) is available and ready for deployment when required.
 - q) The FD-ISO shall ensure that established safety zones, hot zones and any other designated hazard areas are communicated to all staff.
 - r) The FD-ISO shall evaluate motor vehicle accident scene hazards and apparatus placement and take appropriate actions to mitigate hazards.
 - s) The FD-ISO shall have knowledge of building construction.
 - t) The FD-ISO shall monitor the structure and advise the IC of hazards, collapse potential and fire extension to adjacent exposures.
 - u) The FD-ISO shall evaluate smoke and fire conditions and advise the IC and sector operations officers for the potential for flashover, back draft or other events that might endanger staff.
 - v) The FD-ISO shall have knowledge of the personnel accountability system and see that a system is utilized.
 - w) The FD-ISO shall monitor the accessibility of entry and egress of structures and the effect they have on the staff conduction interior operations.
 - x) The FD-ISO shall ensure compliance with the infection control plan and coordinate with EMS first responders.
 - Y) The FD-ISO shall coordinate with the safety officers associated with any technical teams operating at the scene and operate as the District's safety liaison with such staff.
 - z) The FD-ISO shall initiate an accident investigation process as required.
 - aa) The FD-ISO shall participate in any post incident briefing.

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19 “Do Not Use”, notification sheets

When the cause and origin investigation reveals that a fire was caused by a piece of equipment, the IC shall be responsible for filling out a DO NOT USE notification sheet with one copy to the occupant and one copy to be attached to the incident report. If appropriate, the code enforcement official shall be notified of the incident for the purpose of inspecting and approving the equipment for use subsequent to the fire occurring.

20 Assignment of Quartermaster

A quartermaster shall be appointed from the rank and file membership annually by the Chief after consultation with the Line Officers. The Quartermaster shall

- a) Keep an inventory of uniforms and any fire company equipment in storage.
- b) Keep a running inventory of all PPE belonging to the fire district.
- c) Will issue equipment and clothing to firefighters at the direction of the Chief and will maintain property records as necessary.
- d) Will receive equipment and clothing when necessary or when a member departs the company for any reason.
- e) Will be responsible for repair, ordering and receiving equipment after consultation with the Chief and/or the President.
- f) Examples of equipment will be; any PPE item, hand lights, badges, uniforms, or any other item deemed appropriate etc.
- g) Uniforms or any part thereof shall be purchased with the permission of the President and or Chief and after a uniform requisition form to the vendor is fill out by the Quartermaster.
- h) Recover property which may be lost or stolen or the value of the property by any means necessary and expedient.
- i) If a member should leave the Company for any reason, all property issued by the Company and/or District must be returned to the Quartermaster. Property shall include but not limited to PPE, radios, license plate tag, uniforms or any part thereof, radios, badges, coats and keys or any other equipment purchased by the Company or Fire District. If there is a letter of resignation, that shall be forwarded to the Company President for action.
- j) Upon returning Company property it is recommended that the Quartermaster issue a written receipt.

22 Scene Accountability

No member shall leave the scene of an incident unless directed by an officer, otherwise not until all apparatus and equipment is returned to service. Any member who leaves the scene of an incident without the permission of the Incident Commander or ranking officer shall be subject to suspension and subsequent disciplinary action. An incident is not over until all personnel are accounted for and all equipment and apparatus are ready for the next call.

23 NIMS ICS Compliance

In accordance with Homeland Security Presidential Directive #5 the Stillwater Fire District and the Arvin Hart Fire Company shall operate under the principles of NIMS ICS response strategies.

Training

1 Definition of a Drill

A drill is any activity sanctioned by the department and the department’s officers. If you do not attend the training at the prescribed location or are not under direction to perform another task by the OIC during the training evolution, no credit shall be earned. Wednesday night drills shall begin at 6:30PM, Saturday drills shall begin at 8:00AM.