**Radio Frequency 154.280 MHz** – February 1984

 Voted to utilize 154.280 MHz for mutual aid and fire ground operations.

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**Incident Command System (NIMS)** – Updated in 2006; December 2010

 Adopted the Incident Command System, upgraded to NIMS.

**Personnel Accountability System** **(PASS)** – June 1999; Rev: December 2009

Adopted a personnel accountability system and SOG for SCFOMAD towns/cities to use as a guideline.

**Standardize Building Evacuation Signal** – May 3, 1984

Voted to adopt the “AIR HORN” building evacuation signal.

**Uniform Policy** – Updated 2009

Voted to adopt a uniform policy. This policy covers Class A uniforms and insignias. This is a guideline only and is not mandatory.

**Assistance & Support Committee –** August30, 1979

Adopted guidelines to assist Chiefs, Assistant Chiefs or Deputy Chiefs in certain situations.

**Communication Standardization** –June 7, 2013

Adopted radio procedures to standardize terminology for communications to and from dispatch.

**Violent Incident Guideline -** September 4, 2014

 Adopted guideline for fire and EMS response to shootings, hostage taking

 or other law enforcement support situations.

**INCIDENT COMMAND SYSTEM STANDARDIZATION**

**NATIONAL INCIDENT MANAGEMENT SYSTEM**

## Adopted on June 6, 1991; Revised October 2006; December 2009; December 2010

##### **Key Position Names with Vest Colors:**

* Incident Commander Lime Green Background
* Safety Officer Lime Green Background
* Operations Officer Orange Background
* Division Officer Orange Background
* Staging Officer Orange Background
* Water Supply Group Leader Orange Background
* EMS Officer Blue Background
* Primary Triage Blue Background
* Secondary Triage Blue Background
* Triage Master Blue Background
* Loading Officer Blue Background
* Haz Mat Group Leader Blue Background
* Decon Group Leader Blue Background
* Information Officer White Background
* Planning Officer White Background
* Logistics Officer White Background
* Finance Officer White Background
* Liaison Officer White Background

Division Officers should be given a title that reflects their assignment.

Example: Division “C”

Helmets:

Whereas some chief officers now wear non-white turnout gear and firefighters wear a variety of helmet colors, the following helmet colors should be used:

* White Chief Officers
* Red Company Officers
* Black or Yellow Firefighters
* Blue EMS / Auxiliary

##### **Personnel Accountability:**

The personnel accountability system adopted by the SFOCA\* at their December 2008 meeting should be the Passport type Accountability System (PASS).

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\* - By-Laws amended December 2009 meeting changing name to the Seacoast Chief Fire Officers Mutual Aid District.

**INCIDENT COMMAND SYSTEM STANDARDIZATION** Cont’d

**NATIONAL INCIDENT MANAGEMENT SYSTEM**

**Work Location and Area Names:**

The side that command has set up shall be side “A”

If necessary the following acronyms shall be used.

* A – Alpha
* B – Bravo
* C – Charlie
* D – Delta

**Standard Geographic Designation System:**

**INCIDENT COMMAND SYSTEM STANDARDIZATION** Cont’d

**NATIONAL INCIDENT MANAGEMENT SYSTEM**

**Work Location and Area Names** Cont’d**:**

Each exterior side of a structure shall be given a letter designation. The side of the structure facing the street (address side) shall be designated A. The remaining sides shall be designated B, C, and D, in a clockwise manner. Exposures shall be designated in a like manner as shown above.

The interior of a structure shall be designated by floor (1, 2, 3, etc.). The basement, attic and roof shall be designated by name.

The ICS shall be used to maintain an effective span of control and workload for all supervisory personnel.

**Divisions:**

Denote geographic area. They are responsible for all tasks that are to be completed in that geographic location. Example: First floor at a structure fire. Designation shall be Floor One. Responsibilities include but are not limited to suppression, search and rescue, ventilation, salvage, overhaul.

 Examples: ICS Designation:

|  |  |
| --- | --- |
| * Basement
 | Basement |
| * First Floor
 | Floor One |
| * Second Floor
 | Floor Two |
| * Third Floor
 | Floor Three |
| * Attic
 | Attic |

**Groups:**

Task oriented crews used for single function.

Examples:

* Ventilation
* Fire Suppression
* Salvage
* Overhaul
* Rescue
* Rehab
* Manpower: Minimum 3 / maximum 6 personnel
* RIT: Minimum of 3 qualified personnel

**INCIDENT COMMAND SYSTEM STANDARDIZATION** Cont’d

**NATIONAL INCIDENT MANAGEMENT SYSTEM**

**Radio Communications:**

The purpose of this procedure is to establish suggested guidelines to ensure that all radio communications are conducted in a professional, consistent manor.

* Plain language radio messages should be used in preference to numerical codes to facilitate understanding.
* All departments and apparatus have been issued radio numbers. The complete radio number should be used when making a radio transmission. The sequence for all transmission shall be from the sender to the receiver. Example: “19 Ladder One to Rockingham Dispatch”.
* The incident commander or his/her designee should make all frequency and/or radio channel assignments.

**PERSONNEL ACCOUNTABILITY SYSTEM**

#### Adopted December 4, 2008; Revised December 2009

These guidelines were unanimously adopted by member departments of the Seacoast Chief Fire Officers Association\*, in accordance with NFPA 1500 – 8.4, to maintain a level of safety of all personnel during an emergency event.

Personnel accountability starts with the Officers’ Attendance and Daily Logs. Each on duty member and the position he/she fills must be listed in the Daily Log. Additionally, each member’s attendance must be recorded on the Attendance Sheet. From this point on, accountability will be maintained using the Passport type Accountability System described below.

**PURPOSE:**

This procedure identifies a system of incident site firefighter accountability. Accountability procedures enhance the safety of firefighters operating on emergency incidents by providing the Incident Commander with a system to track the number of members and their areas of operation. This information is vital, especially when an evacuation occurs or a serious event happens that requires immediate accounting for all members involved.

**SCOPE:**

In accordance with NFPA 1500-8.4, 2007 Edition, it is the recommendation of the SCFOA\* to initiate a PASSPORT type Personal Accountability System when the first fire department unit arrives on scene and continues until the IC determines it is no longer necessary. Account-ability procedures shall be strictly followed to ensure the effectiveness of the system and the safety of all personnel.

**GENERAL:**

1. Accountability involves a personal commitment to work within the safety system

at an incident.

1. Command will always maintain an accurate tracking and awareness of when resources are committed at an incident.
2. Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.

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\* By-Laws amended December 2009 meeting changing name to the Seacoast Chief Fire Officers Mutual Aid District.

**PASSPORT ACCOUNTABILITY SYSTEM** Cont’d

1. Officers will always maintain an accurate tracking and awareness of crew members assigned to them.
2. All crew members will have an assignment – no free-lancing.
3. Crews arriving on the scene should remain in contact for all intents and purposes. A minimum crew size will be two or more members with a radio.
4. All crews entering the hot zone must be supervised by or notify a designated supervisor or other ranking individual.
5. All crews will go in together, stay together, and will come out together. Reduced visibility and increased risk will require crews to work in closer proximity.
6. If a radio fails while in the hot zone, the crew will exit unless there is another working radio with the crew.

**SYSTEM COMPNENTS:**

Name Tags

Every member of the Fire department shall be issued four (4) name tags. The tags shall have the member’s name and department radio identification number engraved on them. Name tags shall be color-coded as follows:

* White = Staff Officers
* Red = Company Officers
* Black = Firefighters
* Orange = Auxiliary positions (Fire Alarm, Dispatchers, Explorers, etc.)
* Yellow = Functional assignments (Fire Attack, Vent, Search, Salvage, R.I.T., etc.)

Members shall store their name tags under the brims of their helmets when not in use.

Primary Passports

Primary Passports shall be White 2” x 4” pieces of hard-backed Velcro that are attached to either the dash or the officer’s door of every unit. It will have the department name and unit designator engraved at the top (example: “EXETER Engine 3”. The Primary Passport will contain the names of all members who are assigned to staff that particular unit. Name tags of members will be placed on the Passport below the unit ID in order of assigned riding

**PASSPORT ACCOUNTABILITY SYSTEM** Cont’d

position, starting with the officer, the driver and then the crew. The driver’s name tag shall be placed upside down if they are remaining with the unit. If they participate as part of an assigned crew then it shall be placed correct side up. The Passport shall be given to the Incident Command Post.

Secondary Passports

Secondary Passports shall be Red 2” x 4” pieces of hard-backed Velcro. The Officer or designated crew member shall carry the Secondary Passport when no officer is assigned. It will have the department name and unit designator engraved at the top. The Secondary Passport will contain the names of all members who are assigned to staff that particular unit. Name tags of members will be placed on the Secondary Passport below the unit ID in order of assigned riding position following the same rules as the Primary Passport.

Tactical Boards

The Tactical Board contains the Incident Command Worksheet on the front, and the back will have Velcro strips for the collection of the Passports. Tactical Boards, which will be carried on First Due Engines, are for use when operating as an initial IC or division/group supervisor. Larger versions may be used in command vehicles to work tactically and should follow a standard template whenever possible.

Accountability Kits

Accountability Kits should be carried in command vehicles. Items for these kits shall be used for replacement during incidents, if needed. Accountability Kits contain the following items:

* Blank name tags
* Passports
* Appropriate writing implements
* Spare Velcro strips

**IMPLEMENTATION**

The Personnel Accountability System shall be implemented on all emergency incidents when members are operating in an IDLH, hazardous area, when using SCBA, or at the discretion of the IC. Members reporting for duty shall take two of their name tags and place one each in the following areas:

* The Primary (White) passport is located on the dash/door of their assigned apparatus
* The Secondary (Red) Passport of the assigned unit (OIC)

**PASSPORT ACCOUNTABILITY SYSTEM** Cont’d

The unit officer’s name tag (when assigned) shall be attached to the top of the Primary and Secondary Passports, underneath the unit designator. The driver’s name tag shall be placed under the officer’s tag. All other assigned personnel shall place their name tags below the driver’s tag.

Shift crew members will be responsible for immediately updating the Passports as they arrive to duty – including any overtime, standbys or following swings from another station.

Crew members being relieved will remove their name tag from the Passports prior to leaving the station.

Arriving crew members will ensure that their name tag is on the Passports of the apparatus that they are assigned. Company officers are responsible for ensuing that the Passports always remain current.

**EMERGENCY OPERATIONS**

IC Responsibility

The Initial Arriving Officer shall establish command in accordance with the Incident Command System. This officer shall then voice pertinent command information to other responding units. The IC is responsible for ensuring the Primary (White) Passports are collected from on-scene apparatus. Passports shall be placed at a designated Passport collection area at the Command Post. Unit designators will be utilized on the appropriate Tactical Board.

Remote Entry

When units must enter a hazardous area (or presumed hazardous area) remote from the initial Passport drop-off point, the first arriving unit officer shall confer with command. A determination shall be made to assign that unit officer the role of Division/Group Supervisor or assign another officer to that function if available. All units entering at that point shall ensure the Primary (White) Passport is delivered to the IC at the Command Post.

An example would be units entering a shopping mall at the opposite side of the Command Post.

Division/Group Officer Responsibility

The Division/Group Supervisor must maintain accountability of the units assigned to their area of responsibility. Division/Group Supervisors will utilize the Tactical Boards with the Secondary (Red) Passports for the units assigned to that particular Division/Group.

**PASSPORT ACCOUNTABILITY SYSTEM** Cont’d

It is the responsibility of the Division/Group Officer to advise Command when units are moving between Divisions/Groups.

It is the responsibility of the Unit Officer or other member as assigned to collect their Secondary (Red) Passport from the Division/Group Supervisor and take them to the next assignment Supervisor.

**BUILDING EVACUATION PROCEDURE**

## May 3, 1984

These procedures have been drafted for acceptance by member departments of the Seacoast Chief Fire Officers Association\*, as a standard method of warning all firefighters in a fire scene to quickly and completely evacuate that area.

1. Method
2. Air Horns (apparatus, canned, air bottles, etc.)
3. Procedure
4. The Fire Ground Commander (FGC) shall give the order to evacuate.
5. The Air Horn of the nearest apparatus to the building will be used (preferably facing the building).
6. The sequence of signals will be – blast (thousand & one), pause (thousand & one), blast, (thousand & two), pause (thousand & two), blast, (thousand & three), a deliberate pause of a thousand and one, two and three. The proceeding will continue until a full procedure (three times – nine blasts) has been completed.
7. Following this procedure, if PA System is available, an announcement of “EVACUATE THE BUILDING NOW” will be made three times.
8. Confirmation
9. All personnel returning from the building will report to their officer for a head count and he/she in turn will report to the FGC.

This procedure should work out well with air powered type horns; sirens are felt to be unreliable due to the length of the blast.

In order for this procedure to work well, all members should be thoroughly informed and trained in its use.

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\* - By-Laws amended December 2009 meeting changing name to the Seacoast Chief Fire Officers Mutual Aid District.

**UNIFORM POLICY**

## Adopted November 1999; Revised April 2009; Revised December 2009

**Insignias:**

## **Rank Collar Brass Class A**

|  |  |  |
| --- | --- | --- |
| Firefighter/Private | Scramble | No Arm Band |
| Lieutenant or Inspector | 1 Silver Trumpet | 1 Silver Arm Band |
| Captain or FPO | 2 Silver Trumpets | 2 Silver Arm Bands |
| Battalion Chief | 2 Gold Trumpets (crossed) | 2 Gold Arm Bands |
| Deputy Chief | 3 Gold Trumpets | 3 Gold Arm Bands |
| Assistant Chief | 4 Gold Trumpets | 4 Gold Arm Bands |
| Chief of Department | 5 Gold Trumpets | 5 Gold Arm Bands |

Class A Uniform

* Privates shall have single-breasted blouses with four (4) silver FD buttons
* All Officers shall have double-breasted blouses with five (5) FD buttons
* Lieutenants and Captains shall have silver buttons
* Chief Officers shall have gold buttons
* Length of service markings shall be the same color as any arm bands
* Caps shall be the New Haven or Bell Top style
* Blue with black band for Firefighter/Private
* White with silver band for Lieutenant and Captain
* White with gold band for Chief Officer
* The Chief of Department will be the only member to wear flames on the brim of dress cap
* Length of service marks shall be one (1) bar / Maltese cross for each five (5) years of service
* Retired Chief sleeve patch, clusters are gold with a red R between them, is to be sewn on either sleeve ½ inch above the top stripe and should there be no stripe, 4 inches above the cuff of the sleeve.

### ASSISTANCE & SUPPORT COMMITTEE

A Committee of Chief Callahan, Chief Esterbrook and Deputy Chief Toland met at the Newton Fire Headquarters, August 30, 1979, and agreed upon the following guidelines for assisting chiefs or deputies having certain problems.

1. Support of the Seacoast Chief Fire Officers Association\* would be only on agreement of both parties involved in dispute.
2. The SCFOA\* would not support a chief involved in any wrongdoing. A chief should be acting within his/her job description or within the laws of his/her community or state.
3. The SCFOA\* shall not become involved in problems regarding labor unions or personnel matters.
4. The SCFOA\* will support a member when the membership feels he/she has executed sound judgment in emergency operations or administrative practices, and charges are brought to the contrary.
5. Support of the SCFOA\* would be only on agreement of both parties involved in a dispute.

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Updated by a vote at the meeting of November 1, 1979, held at Exeter.

\* - By-Laws amended December 2009 meeting changing SCFOA to the Seacoast Chief Fire Officers Mutual Aid District.

**COMMUNICATION STANDARDIZATION**

Adopted June 7, 2013.

**The Standardization of Call Signs**

Plain English will be used as radio call signs of apparatus; for example: “Portsmouth Engine 1 to Fire Alarm” or “Epping’s Boat 1 to Rockingham.”

The letters C, O, W, P, and M will be used as radio call signs for Chief Officers, Officers (Captains & Lieutenants), Deputy Forest Fire Wardens, Paramedics and Department fire and EMS Members respectively.

The term *squad* is no longer used; it is a rescue by definition - a non-transporting vehicle.

|  |  |
| --- | --- |
| **APPARATUS** | **PERSONNEL** |
| *Administrative Identifier**For the purpose of in-house reporting* | ***Radio Call Sign***Call it what it is | ***Radio*** ***Call Sign*** | *Groupings* |
| F | **Forestry** | **C** | Chief officers |
| E | **Engine** | **O** | Officers: Captains & Lieutenants |
| T | **Tanker** |  | Chaplain  |
| A | **Ambulance** (licensed & can transport) | **P** | Paramedic |
| L | **Tower** / **Ladder**  | **M**  | All dept members (local can assign #s) |
| B | **Boat**  | **W** | Deputy Forest Fire Warden |
| U | **Utility** |  |  |
| R | **Rescue** (non-transporting vehicle) |  |  |
|  | Hose wagon |  |  |
|  | Foam trailer |  |  |
|  | Air trailer |  |  |
|  | All hazards trailer |  |  |
|  | Rehab unit |  |  |
|  | Gator / ATV |  |  |
|  | **Car** |  |  |

**Changes in Radio Communication Procedures**

The term “working fire” is part of an on scene report used to communicate to dispatch that all companies are working and committed to the firefighting effort. It is not a term used to request an additional alarm. A “first alarm” would be followed by additional alarms as requested by the Incident Commander. Each community assembles their own run card assignments for each alarm. How alarm run cards are assembled is entirely at the discretion of each individual community.

**COMMUNICATION STANDARDIZATION** Cont’d

The 20 minute mark [personal accountability report (PAR) can be utilized for a variety of incidents including working fires, water rescues, rail incidents, hazmat incidents, search operations or at the request of the Incident Commander. If the Incident Commander does not want to use the 20 minute mark they can simply request their dispatch to “discontinue the use of the 20 minute mark.”

The practice of transmitting “back in quarters” has ended. When a piece of apparatus becomes available for service simply transmit the unit is “in service” to dispatch. For example, “Epping Ambulance 2 is clear of the Exeter in service.” Additionally, when an Incident Commander advises dispatch that “all units are in service” or “all units are clear and returning in service,” there is no need for any additional transmissions from individual units duplicating the same message again as they return.

Every effort should be made from the communications operator to repeat messages back to the sender. This ensures understanding and ensures that individuals operating remote from the incident are made aware of the incident’s operational status. This is especially critical for initial on scene reports, situation updates, requests for resources and incident assignments.

**Violent Incident Guideline**

**Purpose:**

These guidelines are adopted by the Seacoast Chief Fire Officers Mutual Aid District to provide guidance during a violent incident involving law enforcement. These incidents are low frequency, however high risk incidents that need to have a level of pre planning and adequate staffing to ensure a successful outcome.

**General:**

In the event of a Law Enforcement Action or Active Shooter Incident the Unified Commanders must take several things into consideration. This includes escalation of the current incident as well as the normal every day calls that will continue to occur within the community. Some items to take into consideration should be:

* Assigning a Fire Department Officer to the Unified Command Post to provide assistance as well as gathering information as the incident continues.
* Provide adequate Fire and EMS resources to handle the Violent Incident currently and plan for escalation. POV’s should not enter the scene.
* Requesting the Seacoast Chief Fire Officers Mobile Command Unit.
* Requesting the Seacoast Region Type 3 Incident Management Team.
* Provide adequate Fire and EMS resources to handle the normal activity with the community.

**Typical Command Structure:**