# General Order

Department of Fire & EMS

G.O. #: 9-3-25

**Subject:** Introduction of Updated Fire Rescue Operational Policies

**Date:** September 22, 2025

**Authority:** Deputy Chief Paul Supko/*PJS*

The Department is introducing updated Fire Rescue Operational Policies as part of our ongoing commitment to safe, consistent, and effective operations.

We will begin with an **Awareness Phase**, during which all members are encouraged to carefully review the policies, practice their application, and formulate any questions they may have. This phase is intended to last approximately two months which will provide everyone time and opportunity to become familiar with the material. Many of the policies are simply expanded versions of the previously existing policy or merely writing out things that are currently occurring on a day-to-day basis. To assist with the awareness phase, the document attached has a "Take Away" section which highlights the key points or significant elements.

As part of this process, we are currently incorporating the **Building Construction** and **Radio Reports** policies into our mandatory fall skills training classes. This integration ensures that members not only read the policies but also apply them in a practical training environment.

To further support this rollout, future training and policy review sessions will be developed to help members apply the policies effectively and work through real-world examples. The policies will be added to the CCVESA website, county web page and DFEMS members' drive. A printed copy will be provided to each station, company chief, and our mutual aid partners.

While these policies are comprehensive and thorough, they are also **living documents**. We fully expect revisions and adjustments as needed, based on feedback, operational experience, and best practices. Your engagement and input during this Awareness Phase will be essential in shaping the final versions.

Thank you in advance for your commitment to reviewing, practicing, and providing feedback on these policies. Together, we will continue to strengthen our operational foundation and enhance the safety and effectiveness of our responses.

Respectfully,

Deputy Chief Paul Supko

CARROLL COUNTY

*Carroll County, Maryland*

# DEPARTMENT OF FIRE & EMS


## *SOP Section 4: Fire/Rescue Operational Policies*

FIRE·EMS

# FOREWORD

This document introduces a comprehensive set of operational policies designed to support the growth, professionalism, and operational excellence of our fire & EMS department. As a department made up of fourteen diverse stations, we recognize the importance of having clear, consistent expectations for how we respond to emergency incidents. These policies are a step forward in creating a unified operational approach across our entire organization.

Our work is high-speed and high-risk. Every response requires coordination, competence, and clarity. These policies serve to align all personnel regardless of station or role, under shared procedures that prioritize safety, efficiency, and accountability on every emergency scene.

In developing this operational framework, we closely examined the seven existing Section 4 Fire/Rescue operational policies. Some were already approved; others remained in draft form. This effort expands on those foundations, restructuring and refining them into a more accessible and practical format. Where needed, complex or overloaded policies were broken into focused, standalone documents to make expectations easier to follow and implement.

Much of the content within these proposed policies reflects how we already operate in the field. It formalizes standard practices and puts them into writing. At the same time, these policies introduce new structure in areas where guidance was previously unclear or inconsistent. The result is an Operational Doctrine that reduces duplication, resolves contradictions, and eliminates unnecessary over-explanation.

These policies were crafted with the uniqueness of each station in mind, acknowledging that while each has its own identity, we must all function as one team when it matters most. The revised format is designed to be intuitive, making it easier for members to reference and apply during both training and live response.

The ultimate goal is simple: to ensure that our department, as it grows, remains operationally aligned and mission-ready. We owe it to the communities we serve to function as a single, capable unit, prepared for anything, and unified in everything we do.

*Yours In Service,*

*Deputy Chief Paul Supko*

# Table of Contents


**Carroll County Department of Fire & EMS**
**Standard Operating Procedures**

# *Section 4.1*
# INCIDENT MANAGEMENT

# Carroll County Department of Fire & EMS Standard Operating Procedures

## SOP 4.1.1 - Incident Management System

## SUMMARY

This SOP establishes a uniform Incident Command System (ICS) for all emergency incidents. It ensures that an Incident Commander (IC) is always in place, defines what qualifies as a complex incident, and clarifies how command is assumed, transferred, and maintained. The policy also standardizes terminology for building sides, floors, and zones, and provides procedures for staging and command operations.

## Key Take-Aways

### When is Command Established:

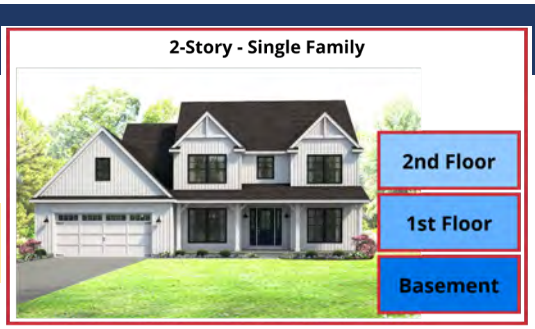
- An Incident Commander is identified for every incident – whether or not it is formalized and announced.
- Routine medical incidents do not require formalized or announce Incident Command.
  - On multi-unit EMS incidents, the officer from the fire suppression piece will assume Command responsibilities, freeing EMS clinician(s) to manage patient care.
- Upon arrival, Command Officers are strongly encouraged to assume command from any non-command officer.
  - When possible because the initial officer is not needed for other operations, the initial Incident Commander should be incorporated into the command team.
- When assuming command, the Primary Unit Officer is required to announce:
  - Unit Identifier
  - “Name" of the Command - i.e. "North Center Street Command"

### Complex Incidents:

- Any of the following indicate a Complex Incident:
  - More than 5 units
  - Duration expected to last longer than one hour, or
  - Involving special operations (hazmat, water, technical rescue).
- When a basic incident escalates to a complex incident – a Command Officer must be alerted.

### Floor Numbering

- Always based on the entrance level.
- If the entrance is not the first floor, numbering starts at that level and must be clearly communicated.
- Floors remain identified by number (i.e. 1st Floor) until designated as operational Divisions by IC.



# SOP 4.1.1 - Incident Management System
## Key Take-Aways (continued…)

## Unit & Resource Staging

- Level 1 – Units stage 600 feet / two blocks away without passing the last water source.
- Level 2 – Units report to a designated staging area;
  - The first arriving primary unit (preferably an engine) becomes the Staging Manager.

## Command Officer Responsibilities While En Route:

- Coordinates with ECC
- Manages resource requests or backed-up, and
- Ensures initial reports (BIR, 360, Entry, and 2-Out) are completed prior to assuming command.
  - **If improper or unclear strategies and/or tactics are being communicated and/or applied, the first due command officer should intervene while en route.**
  - **Command officers should not assume command while en route but should directly recommend key prompts or actions to the initial IC.**
- Responsibility to complete the above actions:
  - 1st Due Ranking Volunteer Company Chief Officer (if responding)
  - Ranking DFEMS Command Officer (if responding)
  - 1st Due Engine Officer

## Tactical Command

- Used by a company officer working with their crew prior to the arrival of a Command Officer.
- Must state 'establishing tactical command' and will then on be identified as 'Command.'

## Strategic Command:

- Expected for larger/complex incidents.
- A stationary Command Post provides advantages such as improved communications, documentation, protection, and access to CAD/IT systems.
- Additional 360 or Threat Assessment:
  - If the Command Officer believes conducting their own 360 or assessment of a threat is beneficial, they must:
    - Verbalize on radio their actions and that they will be away from the Command Post.
    - Immediately return to the Command Post.

# SOP 4.1.1 - Incident Management System
## Key Take-Aways (continued…)

## Assuming Command (Command Officers):

- If a stationary command post has not been established, the Command Officer will establish a stationary command post by advising the initial incident commander to join them in the command post or by conducting a formal transfer of command.
- The following will be identified before assuming command:
  - Incident Strategy
  - Location of all units operating within the IDLH
  - Tasks being performed
  - Number of personnel in each crew

## Transfer of Command:

- Incoming IC must confirm strategy, assignments, and crew counts.
- If face-to-face is not possible, transfer may be conducted by radio but must remain formal and deliberate.
- Limit the number of times Incident Command is passed.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.1** | **Effective Date: 9/22/2025** |
| **Subject: Incident Management System** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[ X] Volunteer** **[X ] Career**

## I. PURPOSE

To establish a uniform on-scene management system for emergency operations that:

- Enables initial implementation of an integrated command system for fire/rescue incidents.
- Supports scalable resource deployment and structured command transitions.
- Adapts to incidents of any size or complexity.

## II. DEFINITIONS

**Assume Command:** The action of a Command Officer exercising his/her authority to become the Incident Commander.

**Command (Incident Commander, IC):** The individual who has overall authority and responsibility for managing incident operations.

**Command Officer:** A duly elected, fire operations officer of a Carroll County volunteer company, holding the rank of Chief, Deputy Chief, or Assistant Chief. Department of Fire & EMS career officers from the rank of Battalion Chief and above.

**Command Post (CP):** The physical location from which Incident Command exercises command and control over the entire incident.

**Complex Incident:** An incident that exceeds the span of control (more than 5 units) The incident or will not be mitigated in less than 1 hour. There are special operations components (hazmat, water rescue or technical rescue).

**Incident Command System (ICS):** An organizational structure protocol that supports an Incident Commander and is intended to promote communication, coordination, accountability, and effective action to respond to a natural disaster or other emergency.

**Mode of Operation:** The strategic approach taken by Incident Command based on risk, resources, and conditions. The three (3) primary Modes of Operation:

1. Offensive Mode
2. Defensive Mode
3. Transitional Mode

**Pass Command:** When the Incident Commander transfers command of the incident to another party. The practice of passing command multiple times is discouraged.

## III. POLICY

The ICS concepts shall be utilized during all incidents.

A. It is the policy of Carroll County that there is an Incident Commander for every incident.

B. The Incident Commander must create and communicate a vision for a successful incident outcome. This vision is communicated by the issuance of clear incident objectives.

1. Incident objectives may be embedded by a standard operating procedure.
2. SOPs do not restrict the use of discretion by an Incident Commander.

C. The Incident Commander must ensure effective command which means ensuring that all the basic incident management functions are accomplished. Those functions are:

1. Situation Awareness
2. Accountability
3. Effective Communications
4. Risk Assessment
5. Established Objectives
6. Initiating and Monitoring Actions

D. Complex incidents require the presence of an Incident Commander operating from a stationary command post whenever possible.

## E. Exercising the Command Function

1. Routine medical incidents do not require formal implementation and announcement of Command. It shall be inferred that the officer from the suppression piece, when dispatched to the incident will assume Command responsibilities such as adding additional resources and relaying information, thus freeing EMS clinician(s) to manage patient care.

2. It is possible for units to respond to what was dispatched as a basic incident and find a complex one. When personnel arrive and find a complex incident, they must ensure that a command officer is alerted.

3. Any unit officer may announce via radio that they have Command for an incident when the unit officer believes that assuming Command will improve incident operations.

4. Whenever an EMS transport member establishes command the first arriving suppression officer is strongly encouraged to assume command. This decision will be based upon, crew size and the urgency of executing tactics.

5. An EMS Officer may choose to act as the initial Incident Commander only if command has not been established.

6. Upon arrival at an incident, a Command Officer is strongly encouraged to assume command from any non-command officer. When possible, the initial Incident Commander should be incorporated into the command team to maintain continuity. This integration should only occur if the initial IC is not required to remain with their crew in an operational capacity.

7. Primary Unit Officers are required to announce the unit identifier of the Incident Commander and "name" the Command - typically using the street name - for every complex event.

8. This document covers two methods of managing incident command: Tactical Command and Stategic Command.

## F. Use of ICS Components

1. All of the listed functions/positions are assigned by the Incident Commander or by standard operating procedure.

2. Only the Incident Commander may assign ICS roles.

3. The Incident Commander should only use the components of ICS as necessary to maintain a reasonable span of control.

4. The ICS must be expanded as necessary to maintain an effective span of control.
5. Common IMS Components:

    a. The list below contains common IMS terms and how they are expected to be applied on incidents within the scope of this policy.
        i. Incident Safety Officer (ISO)
        ii. Liaison
        iii. Branches
        **iv.** Groups
        v. Divisions

    b. **Incident Safety Officer (ISO):** The designated individual responsible for monitoring and assessing safety hazards on scene. The ISO has the authority to identify and mitigate risks, ensure compliance with safety protocols, and intervene to prevent unsafe actions. They report directly to the Incident Commander.

    c. **Liaison Officer:** Responsible for coordinating with other agencies, including local, state, federal, and private sector partners.

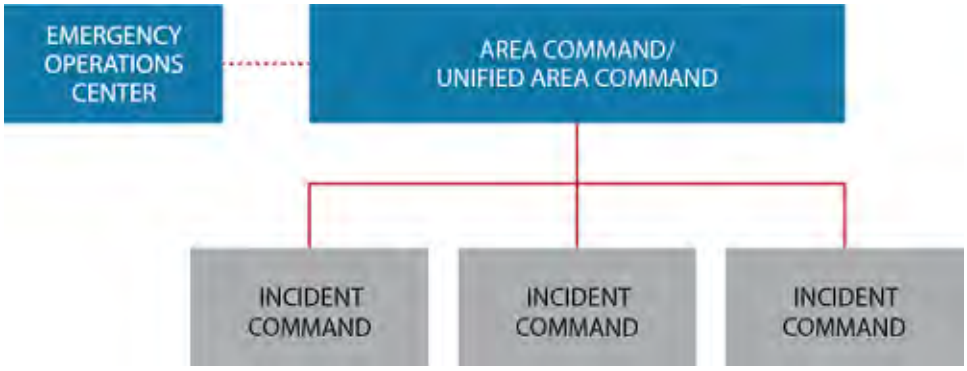
    d. **Branches:** The organizational level having functional or geographic responsibility for major parts of incident operations. Branch Directors are responsible for command, control, and accountability of all assigned resources.

    e. **Group:** Responsible for the operation with a specific functional assignment under the direction of Command. (Groups are tasks and move around the incident, i.e.,Search Group, Vent Group.)

    f. **Division:** Responsible for the operations within a defined geographical area under the direction of Command (Divisions are locations and don't move, i.e., Division 1, Division A)

6. **Area Command:** An Area Command organization oversees the management of multiple incidents or a very complex incident through establishing multiple ICS organizations.

7. **Unified Command:** Unified command allows all agencies with jurisdictional authority or responsibility for the incident to jointly provide management direction to an incident.




## G. Geographic Designations

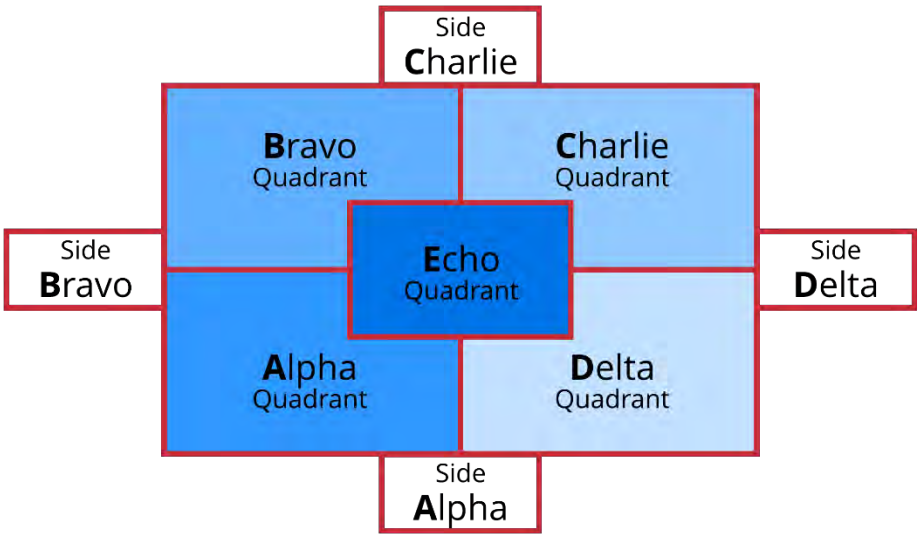
Carroll County uses standard geographic designations to refer to structures.

### 1. Building Sides & Quadrants

a. It is assumed that each structure generally has four sides, with the address side of the structure referred to as Side Alpha.

b. Each structure is divided into quadrants labeled clockwise, beginning in the left front corner as you face the address side of the building, Alpha thru Delta with the center core, where applicable, described as Echo.

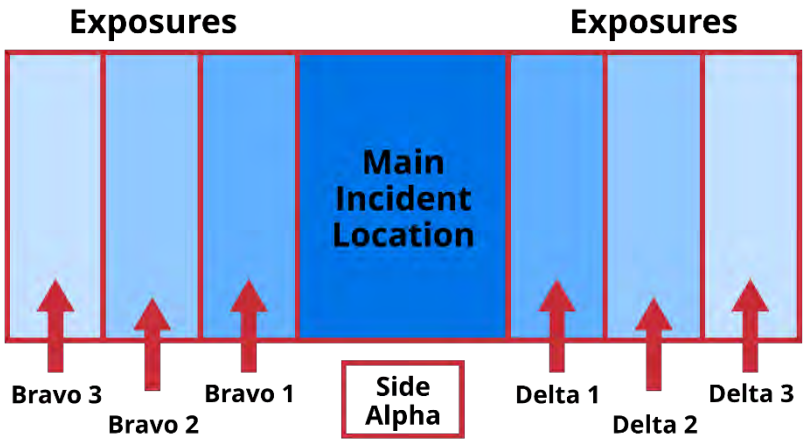
c. While the address side of the building is typically designated as Side Alpha, the Incident Commander may designate any side of the building as Side Alpha and the other sides will then be designated clockwise using the conventions outlined above. This change must be communicated.




**Address Side of Structure**

2. **Exposures**
   a. The designation of exposures is based on the designation of "sides". The exposure immediately adjacent to a given "side" assumes the same designation as that side.

   b. In a multi-story structure, the two floors above the fire and the floor below the fire are generally considered exposures.



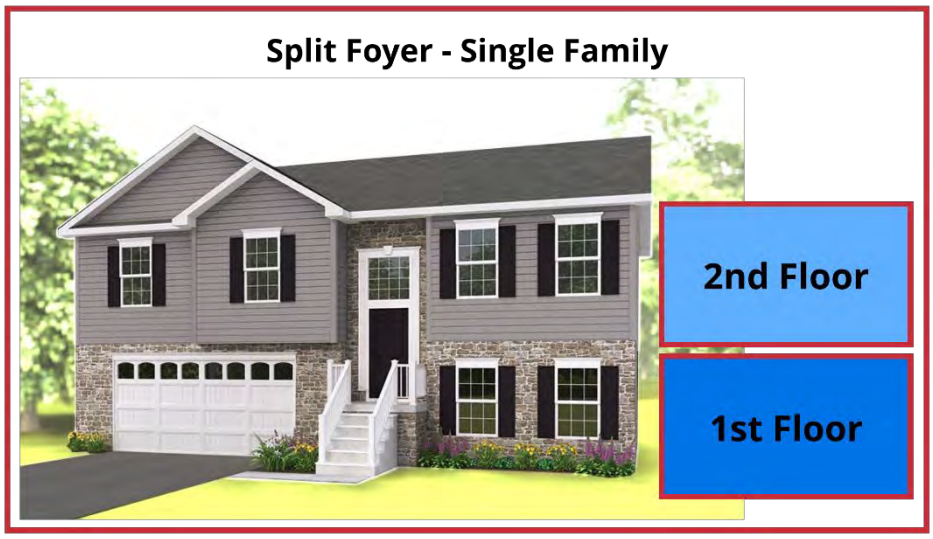

**Address Side of Structure**

3. **Floors**
   a. Floors will be numbered up from the ground entrance.
      i. Some buildings are arranged with the entrance numbered other than the first. In this case, this designation will be used and clearly communicated to the units operating on scene.

ii. **Floors are referred to by their number until assigned as an operational "Division" by Incident Command. (i.e. 1st Floor, 5th Floor, Basement)**

b. Half (½) stories are occupied spaces within the roof level of a structure. This is typical of, but not limited to, cape cod style construction.

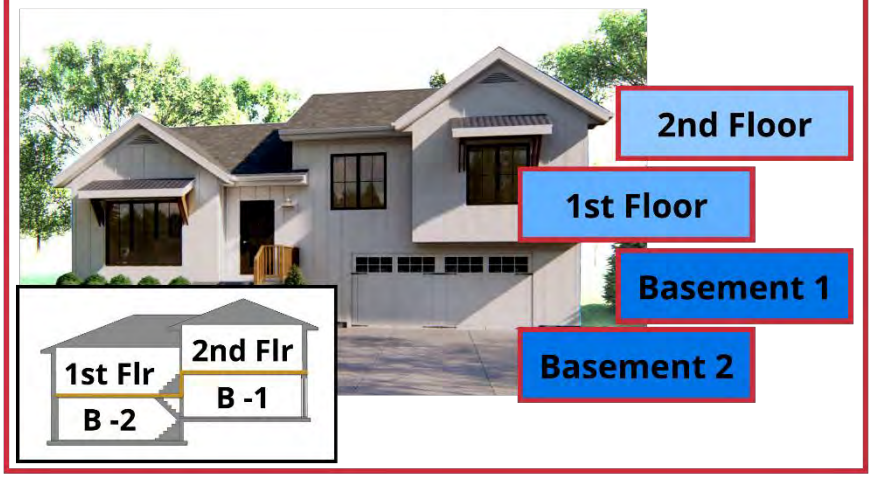
c. There are structures that do not follow normal conventions and/or do not fit within the descriptions above. When this situation is encountered, the unit officers must advise Command of the building layout and the Incident Commander must ensure that the various levels of the structure are clearly designated.



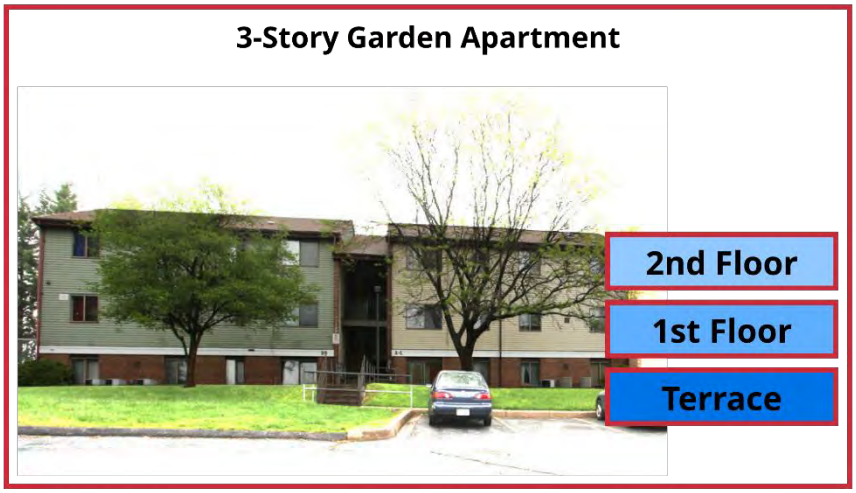
## 2-Story - Single Family


## 1 1/2-Story Cape Cod - Single Family


## 2-Story Split-Level - Single Family



d. Terrace Level – Lower apartment floor where primary access is via interior common entrance with a second ground-level exit through the rear of the main living area.




## H. Isolation Zones

Some incidents require the establishment of isolation zones. Isolation zones define incident action areas based on their relative hazard. Isolation zones are not always based on concentric circles. The nature of the incident hazards determines the shape of the zones. The Incident Commander should ensure that the zones are clearly identified.

1. **Hot Zone** - where the incident action is occurring and represents the area of the highest hazard.

2. **Warm Zone** – the area of lesser hazards that represents a transitional space between the high hazard area and the no hazard area.

3. **Cold Zone** - area free of incident hazards.
    a. The incident command post is located in the cold zone.

4. For some events, such as vehicle collisions, these hot and warm zones may be referred to the inner and outer circle respectively.

## I. Resource Staging

There are cases where the Incident Commander decides to stage additional resources. The IC may stage units to allow time for reconnaissance or to determine the most appropriate location for unit placement. There are two (2) types of staging:

1. **Level 1 Staging** - Units stage 600 feet or two (2) blocks, whichever is greater, away from the incident without engine companies passing the last available water source.

2. **Level 2 Staging** - Units are assigned to a specific staging area. (a) The location is determined and announced by Command.
    a. The first primary unit in staging will be the Staging Area Manager, preferably an Engine.
    b.

## IV. PROCEDURES

**A. <u>Command Officer responsibilities en route:</u>**

1. Upon dispatch, and prior to command being established, the first due command officer shall:
    a. Coordinate all communications with Carroll ECC
    b. Manage all resources requesting to be added or backed up to the incident
    c. Ensure complete and accurate BIR, 360, and Entry radio reports and 2 Out
    d. While en route maintain situational awareness of:
        i. Incident Action Plan
        ii. Position of all companies operating in the IDLH

2. The responsibility to complete the above actions are assigned as follows:
    a. 1st Due Company Ranking Volunteer Chief Officer (if responding)
    b. DFEMS Ranking Command Officer (if responding)
    c. 1st Due Engine Officer

3. **If improper or unclear strategies and/or tactics are being communicated and/or applied, the first due command officer should intervene while en route. Command officers should not assume command while en route but should directly recommend key prompts or actions to the initial IC.**

B. **<u>Tactical Command:</u>** The company officer engages in direct action with their crew. Because every incident has an Incident Commander, tactical command is in effect simply by virtue of a unit being on the scene of an incident. Tactical command can be used for both initial incident investigation and for initial engagement in emergency operations.

1. Primary Unit officers will state “establishing tactical command.” From that point forward, you are “Command,” and there is no need to verbalize “Tactical Command.”

C. **Strategic Command:** The company officer operates separately from their crew and works outside of the IDLH at a stationary command post. By virtue of size, complexity, or potential for rapid expansion, there is a smaller number of incidents that demand early, strong, stationary command from the onset. Examples of these situations include:

1. Indications of a working incident in a large commercial building
2. Any incident where defensive operations will be the initial mode of fire attack

**D. Stationary Command Post:**

1. Physically locating the Strategic Command in a stationary command position puts the IC in the strongest position to carry out the functions of command, accomplish the incident's tactical objectives, and ensure all members' safety working on the fire ground. Responding command officers should listen carefully to all radio traffic while en route to the scene to set themselves up for success, paying particular attention to:

    a. Initial Water Supply Instructions
    b. BIR, 360, Entry radio reports and 2 Out
    c. IAP as communicated by the initial IC
    d. Location units are deploying to

2. To a significant extent, command effectiveness directly correlates to stationary command positioning. By setting up and remaining stationary at the CP, the IC is in the ideal position to maintain control, remain continuously available to communicate, and monitor and evaluate responders' changing needs while operating within the IDLH. Under most situations, the first arriving command officer shall assume a strategic command position inside the command vehicle. This will give the strategic IC the following advantages:

    a. A stationary, remote, and quiet place to listen, analyze, and make decisions.
    b. A more dependable communication position with the utilization of full power wattage radios.
    c. A place to write and record.
    d. Protection from the elements.
    e. Access to CAD data, other IT equipment, and reference materials.

3. While the IC must remain disciplined at operating in a fixed location, there will be occasions where the IC must have the flexibility to adjust.

    a. When the first arriving command officer is unable to position the command vehicle in a location where they can visually observe the hazard area, they may relocate to a better position and will:

i. Announce the exact location
ii. Remain stationary at that location (except for number 3. below)
iii. Continue to utilize the tactical worksheet

4. When the first arriving command officer believes that either conducting a 360 themselves or taking an opportunity to view a specific hazard area quickly is beneficial, they may choose to do so, providing:

    a. They make a verbal announcement on the radio that they will be away from the command post conducting a 360.
    b. Immediately return to the stationary command post.
    c. When possible, have another member of the Command Team remain at the command post.

5. When a command officer arrives on location and the first incident commander has not established a stationary command post, the command officer will establish the stationary command post by advising the initial incident commander to either join them in the vehicle or by conducting a formal transfer of command.

E. **Transfer of Command:** When a command officer arrives on location a proper transfer of command must occur. The new incident commander will not assume command until they identify the following:

    a. The incident strategy
    b. The location of all units operating inside the IDLH
    c. Their task being performed
    d. Number of personnel in each crew

1. Confirm, or establish if not done already, that the name of Command reflects the incident's geographical location (e.g., "Green Street Command").
2. Select a suitable location to establish the Command Post. When doing so, consider the following:

    a. A clear view of the incident scene is critical.

    b. The command post location should not hinder units from mitigating the incident. Ensure to leave space for access and egress of additional responding units. It is understood that the initial command post location may be suitable but could later become blocked by arriving apparatus positioning. In these cases, the IC should evaluate another suitable location and not hinder an apparatus tactical position and/or operation.

3. Transferring Command when IC #1 is operating from the Tactical Command Position

    a. Because IC #1 will likely be operating in the tactical command position inside of the IDLH, a face-to-face transfer will not be possible. If the command officer cannot conduct a face-to-face with IC #1, the formal transfer of command should occur via radio. In this case, the command officer (IC #2) should confirm with IC #1 the location of all units operating inside the IDLH, their task and number of personnel in their crew. Once confirmed, the command officer will confirm the transfer of Command.

Example:

**Chief 9** – *"Chief 9 to Engine 91 Bethel Rd. Command, I've arrived on location and will take it from out here. I copy that you have yourself with 2 and Tower 3 with 2 operating on Floor #1, and Engine 131 with 2 stretching a line to the second floor; is that correct?"*

**Engine 91** – *"That's correct."*

**(Chief 9 now knows that he/she has 6 personnel operating in the IDLH , where they are and what tactical objectives they are working on )**

**Chief 9** – *"Chief 9 to Carroll, assuming Bethel Rd.. Command, the command post is my vehicle on the Alpha side of the building."*

## V. RECISION

This Standard Operating Procedure rescinds all directives regarding the Incident Management System or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## VI. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

**None**

## VII. ATTACHMENTS

**None**

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.1.2 - Communications

## SUMMARY

This SOP standardizes fire/EMS communications, both radio and data, in alignment with NFPA and NIMS. It emphasizes professional etiquette, structured transmissions, proper use of talkgroups, and consistent terminology for unit status. The policy also covers mutual aid, accountability reminders, and MDT expectations.

## Key Take Aways

### Command Tone:

- Command Tone: A single tone alert, requested by the Incident Command from ECC, notifying all units that the Incident Commander is about to announce an incident-wide, priority message.
- Requested by the Incident Commander via ECC.

### Radio Etiquette:

- Units shall us "sender TO receiver" format. *i.e. "Engine 71 to Carroll."*
- To Acknowledge Instructions - Units will repeat orders they receive to ensure receipt and accuracy.
- Professional Etiquette is required:
  - Avoid interrupting or stepping on other traffic.
  - Be Concise.
  - Speak calmly and clearly - YELLING IS CONTAGIOUS.
  - Common Terminology will be used. *i.e. No Ten-Codes*

### Tactical Benchmarks:

- Tactical Benchmarks are verbal indicators to mark the completion of a critical task.
  - **"Water on the Fire"** - Attack lines are in operation and working on extinguishment.
  - **"Fire Under Control"** - The main body of fire is out in an assigned unit's area and no or controlled extension.
  - **"Primary Negative"** - Primary Search is complete with no victims found.
  - **"Utilities Controlled"** - Indicates all utilities are shut off.
  - **"Water Supply Established"** - Water supply has been established to the fire attack engine.

# SOP 4.1.2 - Communications
## Key Take-Aways (continued...)

## Radio & MDT Practices:

- Units will verbalize communications and use their MDTs as indicated.
  - If a unit does not have an MDT or its MDT is malfunctioning, all communications will be via radio.
- **Calling Enroute** - All Units will verbally respond of A1 - Main
  - Suppression Apparatus are required to include the number of **operationally cleared personnel** onboard.
- **Talkgroups**
  - Units will operate on talkgroups as assigned.
  - No units will verbalize as responding on the talkgroup to limit disruptions.
- **Arriving on Scene**
  - All units are required to verbalize when they arrive on scene.
    - Dispatched is only required to acknowledge the first arriving unit if radio traffic is heavy.
  - All untis will status as "Arrived" on their MDT.
    - If radio traffic is heavy and a report is not required, the MDT can be used in place of the verbal.
- **Transport of Patients**
  - All units will verbalize when they begin transport, including destination and priority (with alert status, when appropriate). *i.e. "Medic 127 is transporting to CHC, priority 1, Stroke Alert."*
  - Units will status at the Hospital via MDT ("At Hospital" - AH)
- **Landing Zone Operations**
  - Units will status "Enroute..." and "Arrived at LZ" via MDT.
- **Returning to Service**
  - Units **placed in service while enroute** will status "Available on Radio" - AOR via MDT.
    - ECC will only verbally prompt those units who do not status on the MDT.
  - Units **clearing a scene** will utilize the MDT to status "AOR", unless a disposition is required.
    - A disposition is a primary method of recording a concise summary of the situation found and actions taken to mitigate the incident.
    - A disposition is not required on EMS incidents, unless there is a refusal of service or no partient found.
- **In Quarters** - Units will utilize the MDT to status in the station.

## De-Escalating Incidents:

When a box assignment is downgraded or canceled, and only a few units remain (ex., an engine and truck for smoke removal) on scene for an extended period, the incident commander will advise the ECC that they will switch their operations to A2. This will free up A7 for the next incoming box assignment.

# SOP 4.1.2 - Communications
## Key Take-Aways (continued...)

## Requesting Additional Resources:

- All on-scene requests for additional resources will be made by the Incident Commander.
- All requests prior to arrival of the first unit OIC, will be made by the following:
  - 1st Due Ranking Volunteer Company Chief Officer (if responding)
  - Ranking DFEMS Command Officer (if responding)
  - 1st Due Engine Officer
- Requests will be made for resources, not units.

## Responding Mutual Aid Units:

- **Calling Enroute** - All Mutual Aid (MA) Units will verbally status enroute via A1 - Main, also providing their staffing.
  - MA Units will them switch to the assigned talkgroup after given required info my ECC.
    - *"Baltimore County Truck 18, we have you responding with 4. Operations are on our Alpha 7. No verbal needed on Alpha 7."*
  - This is to limit radio traffic and interuptions on operational talkgroups.
- **Responding Mutual Aid Units on a 2nd Alarm or Greater** - MA Units will still verbally status enroute on A1 - Main, also providing their staffing.
  - ECC will instruct MA Units of the operations and staging talkgroups.
    - *"Adams County Truck 1, responding on staging talkgroup Alpha 9, staging location is 123 Main Street. Operations for Box Alarm 5-1 are on our Alpha 7."*
  - ECC does not monitor the staging talkgroup.
    - Staging OIC is preferably the first arriving Engine OIC who will interface with the Incident Commander/Command Post.
- Mutual Aid Units are expected to follow Carroll County SOPs while operating in the County.

## Talkgroup Utilization:

- Talkgroups are normally assigned by ECC per the following:
  - 1st Box/Structure Assignment - Alpha 7
  - 2nd Box/Structure Assignment - Bravo 7
  - 3rd Box/Structure Assignment - Bravo 11
  - 4th Box/Structure Assignment - Alpha 11
- Each Fireground Talkgroup has 3 Support Talkgroups assigned to it:
  - FGx0 - Tactical Operations
  - FGx1 - Water Supply
  - FGx2 - Staging
  - FGx3 - Operational Support Channel
  - Support TGs can be used as necessary by IC but are not monitored by ECC

# SOP 4.1.2 - Communications
## Key Take-Aways (continued...)

## Personnel Accountability Report:

- A formal "PAR Check" to account for all operational personnel and their location should be done periodically and after a significant event, throughout the incident until it is declared under control.
- Formal PAR Check Procedure
  - IC shall make a general announcement to all units to standby for a "PAR Check".
    - Division/Group/Unit OICs and crew should account for all members.
    - All personnel will account for their location and actions with the officer if working in separate locations.
    - FADO's working independently outside of the IDLH will not be included.
  - Unit's entry report must match the PAR Report.
  - Division/Group/Unit OICs will communicate their **unit accountability, number of personnel,** and **exact location** directly to the IC when prompted.
- Unaccounted Personnel
  - Persons or crews unaccounted for will not stop the PAR Check - however, rollcall should not prohibit quick, common sense resolutions to locate personnel.
  - When PAR has concluded and personnel are still missing - a MAYDAY shall be declared.
    - RIT will be deployed and MAYDAY in effect until personnel are accounted for.

## Priority Traffic Reports:

- **Priority Traffic** is urgent information to be conveyed to IC and must be sent immediately.
  - See SOP 4.1.2 III.D.3 for reasons that indicate Priority Traffic.
- State "[Unit] to Command - Priority Traffic.", requiring Command to acknowledge the Priority Traffic.
- **Evacuation Command** is covered in SOP 4.1.4 - Withdrawal & Evacuation.
  - If a unit or IC call for an evacuation, ECC will immediately sound the evaucation tone and verbally call for the evacuation on the operational talkgroup and Alpha 1 - Main.

## Priority Safety Message:

- A Priority Safety Message is given to all personnel on scene to convey safety concerns, such as unsafe/uninhabitable spaces, life-safety hazards, collapse concerns, or sudden, significant events.
- To Transmit a Priority Safety Message, IC will request a Command Tone from ECC before clearly and concisely announcing the message.

## Command Restricted Talkgroup:

- A talkgroup, restricted by IC, to prioritize critical communications during significant events.
- IC will request that ECC restricts the talkgroup - ECC will sound a single alert tone and state *"Carroll to all units on [TG], the talkgroup has been restricted by Command. Hold your traffic."*
- All non-essential radio traffic must cease until the restriction is lifted.
- Units are to use alternate talkgroups as directed by Command or ECC.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.2** | **Effective Date: 9/22/2025** |
| **Subject: Communications Policy** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X] Volunteer** **[X] Career**

## I. PURPOSE

This document covers policies and procedures that govern voice and data communications for the Carroll County Department of Fire & EMS. While used as a standard to save time and maximize efficiency, it is not intended to cover every situation encountered. This document will adhere to NFPA, NIMS and local standards.

## II. DEFINITIONS

**Command Tone:** A single tone alert, requested by the Incident Command from ECC, notifying all units that the Incident Commander is about to announce an incident-wide, priority message.

**Command Officer:** A duly elected, fire operations officer of a Carroll County volunteer company, holding the rank of Chief, Deputy Chief, or Assistant Chief. Department of Fire & EMS career officers from the rank of Battalion Chief and above.

**Emergency Communications Center (ECC):** Carroll County 911 Dispatch and Communications, operated under the Department of Public Safety is an integral part of Fire & EMS operations.

**Order Model:** Unit acknowledging the receipt of a direction given by another unit by repeating the message.

## III. Policy

Fire & EMS personnel shall utilize professional and consistent radio communications practices while operating in Carroll County, Maryland.

A. Radio communication practices will be coordinated with the Carroll County Emergency Communications Center through the Deputy Chief of Operations.

1. Fire & EMS members will operate according to established procedures.
2. **Units shall use "sender TO receiver" format**, not "receiver FROM sender".
   *Ex.: "Engine 71 to Carroll."*
3. **Order model -** Acknowledgement of Instructions – Units will repeat orders they are given to confirm receipt and accuracy.

B. Personnel will utilize professional etiquette when speaking on the radio.

1. Prior to sending a message, the sender will listen and ensure that their transmission will not interrupt, or "step on", radio traffic.

2. Messages must be short and concise while being adequately descriptive to effectively communicate.

3. Transmissions will aim to be calm and collected, professionally worded, and clear as to be understood by the receiver, ECC, and other units.

4. Escalating Radio Transmissions - It is the responsibility of the Incident Commander to intervene when units begin to escalate the tone, rate, and/or volume of their transmissions to maintain calm and deliberate operations on scene.

   a. Degradation of calm, professional radio traffic is contagious and results in the degradation of operations

5. Members are reminded radio communications are guided under Federal Communications Commission rules and should familiarize themselves as such.

C. Common terminology will be utilized.

1. **Unit Status** Terminology with coinciding Mobile Data Terminal (MDT) status code.

| Term or Phrase | Definition | Example |
|---|---|---|
| **"Available on the Air"**<br>MDT: AOR – Available on Radio | Indicates a unit is out of the station, in-service, and monitoring their radio. | "Medic 19 is AVAILABLE ON THE AIR." |
| **"Responding with [Staffing Level]"**<br>MDT: E - Enroute | Unit is responding to an assigned incident.<br>*Staffing level is determined by the number of operational personnel on board the unit*. | "Engine 131 Responding WITH FOUR." |
| **"On Location"**<br>MDT: A – Arrived | Indicates a unit has arrived at an assigned incident. | "Engine 81 On Location." |
| **"Staging"**<br>MDT: STG - Stage | Placement of apparatus or personnel for deployment per SOP concerning Unit Staging. | "Medic 29 is STAGING for police at [Location]." or "Engine-Tanker 24 is LEVEL 1 STAGING at [Location]." |
| **"In Service"**<br>MDT: AOR or AOS - Available on Scene | Unit is able to respond to incidents.<br>Unit is free of a location or assignment.<br>*This is typically associated with pertinent information, when single unit* | "Tower 3 is IN SERVICE" |
| **"In the Area"**<br>MDT: AC – Area Check | In the case of incidents where the location is not specific, the unit is in the general area of the dispatch.<br>*The unit will update to "Arrived" if an incident location is determined*. | "Engine 141 is IN THE AREA." |
| **"Enroute to the Hospital" or "Transporting"**<br>MDT: EH – Enroute Hospital | Unit is transporting or moving to the hospital on an EMS incident.<br>*For transporting EMS units, Patient Priority and Destination are Required*. | "Medic 38 is ENROUTE TO [Hospital], Priority 3." or "Medic 38 is TRANSPORTING TO [Hospital], Priority 1." |
| **"Arrived at the Hospital"**<br>MDT: AH – Arrived Hospital | Unit is at the hospital. | "Medic 79 is ARRIVED AT [Hospital]." |
| **"Enroute to the Landing Zone"**<br>MDT: ELZ – Enroute Landing Zone | Unit is moving from the incident scene to the Landing Zone. | "Medic 109 is ENROUTE TO THE LANDING ZONE." |

| | | |
|---|---|---|
| **"At the Landing Zone"**<br>MDT: ALZ – Arrived Landing Zone | Unit is at the Landing Zone location. | "Medic 139 is AT THE LANDING ZONE." |
| **"Out of Service, [Reason]"**<br>MDT: UOS – Unavailable on Scene or<br>UOR – Unavailable on Radio | Unit or company is not able to respond or operate.<br>*This should be accompanied by a verbalized reason*. | "Medic 49 is OUT OF SERVICE, FOR DECON" |
| **Unavailable on Radio Options:**<br>Out of Position, Decon, Restock, Staffing, Repairs, Detail, Training, Lack of Water. | | |

| | | |
|---|---|---|
| **"In Quarters"**<br>MDT: AIQ – Available in Quarters | Unit is in the station and in service. | "Engine 61 is IN QUARTERS" |
| **"In Quarters, Out of Service" or "Unavailable In Quarters"**<br>MDT: UIQ – Unavailable in Quarters | Unit is out of service in quarters and unable to respond. | Medic 69 in OUT OF SERVICE, IN QUARTERS for CLEAN-UP." |
| **"Out of Service, In Quarters" or "Unavailable in Quarters" Options:**<br>Repairs, Training, Decon (EMS transport units ONLY), Clean-up, Detail. | | |

2. **Tactical Benchmark** Terminology

| Term or Phrase | Definition |
|---|---|
| **"Working Incident"** | The term "Working Incident" indicates a situation that will require the commitment of all responding companies. This report advises Communications that the companies will be engaged in tactical activities and will be held at the scene for an extended period of time.<br>When an incident Commander declares a Working Incident, the ECC will start the Incident Duration Timer, and shall prompt command when appropriate for the RID assignment, Fire Marshal, or Utility Companies. |
| **"Water on the Fire"** | Indicates that the attack line or lines are in operation and have begun extinguishment. |
| **"Primary Negative"** | Indicates the completion of the primary search and that no victims were located. |

| | |
|---|---|
| **"Water Supply Established"** | Indicates a continuous water supply to the fire attack engine is established off of a hydrant or rural water supply. |
| **"Fire Under Control"** | Transmitted when the main body of fire has been extinguished and all areas have been confirmed as having no fire extension (or when extension has been controlled) in an assigned unit's geographic / operational area. |
| **"Utilities Controlled"** | Indicates all utilities, e.g., gas, electric, have been shut off. |

D. **Units and Personnel will abide by the following communication practices:**

Personnel shall utilize the following practices to support accountability, clear communication, and safety. Consistency in the interface of communications between units and ECC is critical to reliable interoperability, relying on established guidelines, especially in high volume or acuity modes of operations for ECC or personnel.

1. **Calling Enroute:**
    a. All units will verbally respond on A1 – Main. Suppression apparatus (including Utilities) will include their unit staffing, indicating the number of operationally cleared personnel on-board the unit.
2. **Talkgroups:**
    a. All incidents will be assigned a talkgroup for operations.
    b. No units will verbalize as responding on the talkgroup after switching to that talkgroup as a regular practice. (i.e. *"Truck 2 is on Alpha 7 with 4"*)
3. **Arriving On Scene:**
    a. All units will verbalize on the radio when they arrive on scene.
    b. ECC is only required to verbally acknowledge the first unit arriving on scene, or units without an MDT status showing "Arrived."
    **c.** All units will status arrived on the MDT.
        i. If radio traffic is heavy, it is appropriate to only utilize the MDT for status changes, unless a report is required.
        ii. If the unit does not have or if the MDT malfunctions or is disconnected from the server, the Unit OIC will verbalize on the radio to ECC that their MDT is down and revert to practices as if the unit had no MDT until the error is corrected.
4. **Requesting Additional Resources:**
    a. All requests for additional resources will be made by the Incident Commander.
    b. For requests prior to the arrival of the first unit OIC, requests will be made in the

following order of precedence:

i. 1st Due Company Ranking Volunteer Chief Officer (if responding)

ii. DFEMS Ranking Command Officer (if responding)

iii. 1st Due Engine Officer

c. Incident Commanders or crew leaders will make a request for a resource type not a particular crew or unit.

i. Improper Ex – *"Command to Carroll give me Rescue 20."*

ii. Proper Ex. - *"Command to Carroll, one additional rescue squad."*

iii. Proper Ex. - *"Command to Carroll, start a Rescue Squad with 'supplied air'."*

5. **Transport of Patients:**

a. All units will verbally transmit enroute to the hospital, stating the destination, priority and when applicable, the alert status.

i. *Medic 69 is enroute to CHC, Priority 1, Stroke Alert."*

b. The transport unit will status "At Hospital" (AH) when arriving at the receiving facility. No verbal message is necessary.

6. **Landing Zone Operations:**

a. Units will utilize the MDT to status "Enroute LZ" (ELZ) or verbalized if MDT is down when moving from the scene to the Landing Zone.

b. Units will status "Arrived LZ" (ALZ), or verbalized if MDT is down, when arriving at the Landing Zone.

7. **Returning to Service:**

a. When units are placed in service while still enroute to the scene, they will status as Available of Radio (AOR) utilizing the MDT, only.

i. ECC will verbally prompt any units who do not acknowledge the change via MDT to confirm they are returning to service.

b. When units are clearing an incident scene, they will utilize the MDT to status as AOR, unless a disposition is required.

i. A verbalized disposition is a primary form of recordation, concisely summarizing the situation found and actions taken to mitigate the incident.

ii. A disposition is not required on EMS incidents, unless there is a refusal of service or no patient found.

8. **Returning to Quarters:**
    a. Units will utilize the MDT to status in the station.
        i. Exception would be notification to ECC of circumstances not available via the MDT.
9. **Units without an MDT:**
    a. Units without an MDT or an MDT in error will utilize verbal communication via radio with ECC for status changes.
10. **Mutual Aid Responding Units:**
    a. Mutual Aid Units from neighboring Counties or jurisdictions will initially respond on A1 – Main.
        i. ECC will instruct neighboring Counties to have units respond on A1 – Main when requesting mutual aid resources.
        ii. When a mutual aid unit responds on A1 – Main, ECC will advise "[Unit], we have you responding. Operations for [Alarm type, Box Area] are on our [Talkgroup]. No verbal needed on [Talkgroup]".

            *Ex. "Baltimore County Truck 404, responding. Operations are on our Alpha 7. No verbal necessary on Alpha 7."*

    b. Mutual Aid (All) Units responding on a second or greater alarm, will respond on A1 – Main.
        i. ECC will instruct mutual aid units with the following, "[Unit], respond on the staging talkgroup [A9] staging location is 123 Main street. Operations for [Alarm Type, Box Area] are on our [Fireground Talkgroup].
        ii. ECC does not monitor staging talkgroups. Units will operate in accordance with the Incident Management System SOP or any SOP concerning unit staging.

            *Ex. (From ECC) "Adams County Truck 1, respond on staging talkgroup A9. 2nd alarm staging is at 123 main street. Operations for Box Alarm 5-20 are on our Talkgroup A7.*

## III. Procedure

A. Incident communications will follow established practices of operating on assigned Talkgroups.
    1. **Zone:** A bank of up to 16 Talkgroups within a radio matrix. The 1st and 16th talkgroups in a Carroll Fire & EMS Zone will be Main (dispatch talkgroup).

    2. **Talkgroup:** A virtual channel within a trunked radio system designated for specific user

groups to ensure organized and efficient communication in fire and EMS operations.

3. **Radio Matrix:** Zones and Talkgroups are assigned according to operational needs.
    a. Talkgroups are normally assigned by ECC per the table below.
        i. First box/Structure Assignment: A7

        Second Box/Structure Assignment: B7

        Third Box/Structure Assignment: B11

        Fourth Box Structure Assignment: A11

        ii. Each Fireground Talkgroup has three (3) support talkgroups assigned to it.
            1) X0 –Tactical Operations
            2) X1 – Water Supply
            3) X2 – Staging
            4) X3 – Operations Support Channel

        iii. Incident Command has the prerogative to utilize the support channels for each fireground (X1-X3) according to the needs of the operations. This must be clearly communicated with ECC and all assigned units.

        iv. Talkgroups X1, X2 and X3 are not monitored by ECC and must be assigned to a command support member.

        v. Incident Command may request incident operations or a portion of incident operations be moved to another talkgroup.
            1) Ex. Rescue Alarm 3-1 is assigned to A3 – EMS1, but escalates to a complex incident. The Rescue Alarm 3-1 Incident Command requests that operations are moved to A7, A11 or B7 in order to separate radio traffic from other incidents on A3 – EMS1.

    b. When a box assignment is downgraded or canceled, and only a few units remain (ex., an engine and truck for smoke removal) on scene for an extended period, the incident commander will advise the ECC that they will switch their operations to **A2**. This will free up **A7** for the next incoming box assignment.

| Zone A – Carroll Fire A | |
|---|---|
| **Talkgroup (TG)** | **Use** |
| A1 – Main | Dispatch |
| A2 – FTAC | Local, Brush, Misc. Alarms Operations |
| A3 – EMS1 | Standard EMS Operations |
| A4 – CALL 801 | EMRC Call Channel |
| A5 – MED 804 | EMRC Consult |
| A6 – MED 808 | EMRC Consult |
| A7 – FG10 | **1st Operations Talkgroup** |
| A8 – FG11 | Water Supply for 1st Fireground |
| A9 – FG12 | Staging for 1st Fireground |
| A10 – FG13 | Operational Support for 1st Fireground |
| A11 – FG20 | **4th Operations Talkgroup** |
| A12 – FG21 | Water Supply for 4th Fireground |
| A13 – FG22 | Staging for 4th Fireground |
| A14 – FG23 | Operational Support for 4th Fireground |
| A15 – FD TA | Talk-Around Channel |
| A16 – Main | Dispatch |

| Zone B – Carroll Fire B | |
|---|---|
| **Talkgroup (TG)** | **Use** |
| B1 – Main | Dispatch |
| B2 – FTAC | **A2 – FTAC** (Same Channel in both Zones) |
| B3 – EMS2 | Rescue & Aviation |
| B4 – ADMIN | Administrative Talk-Around Channel |
| B5 - EMPTY | |
| B6 - EMPTY | |
| **B7 – FG30** | **2nd Operations Talkgroup** |
| B8 – FG31 | Water Supply for 2nd Fireground |
| B9 – FG32 | Staging for 2nd Fireground |
| B10 – FG33 | Operational Support for 2nd Fireground |
| **B11 - FG40** | **3rd Operations Talkgroup** |
| B12 – FG41 | Water Supply for 3rd Fireground |
| B13 – FG42 | Staging for 3rd Fireground |
| B14 – FG15 | Operational Support for 3rd Fireground |
| B15 – FD TA | Talk-Around Channel |
| B16 - Main | Dispatch |

| Zone C – Carroll Fire Training | |
|---|---|
| **Talkgroup (TG)** | **Use** |
| 1 - Main | Dispatch |
| 2 – Fire Ops | Same as Carroll A2 - FTAC |
| 3 – EMS1 | Same as Carroll A3 - EMS1 |
| 4 – Training 1 | CCPSTC or Assigned Training |
| 5 – Training 2 | |

| Carroll Government | |
|---|---|
| **Talkgroup (TG)** | **Use** |
| 1 – LGEMG | Local Govt Emergency Managment |
| 2 – IAEMG | |
| 3 – LGCORD | Local Government Coordination |
| 4 – EMMGT | Emergency Management |
| 5 – SPEV1 | Special Events 1 |

| | |
|---|---|
| 6 – Training 3 | |
| 7 – Blank | |
| 8 – Training TA | Talk-Around Channel |
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|---|---|
| 6 – SPEV2 | Special Events 2 |
| 7 – SPEV3 | Special Events 3 |
| 8 – FARM MUSM | Farm Museum TG |
| 9 – FP MAIN | Fire Police |
| 10 – PDCORD | Police Interoperability |
| 11 – Blank | |
| 12 – Blank | |
| 13 – RADIO MT | |
| 14 – REGROUP | |
| 15 – POP25 | |
| 16 – FD TA | Talk-Around Channel |

4. **Mutli-Agency Coordination and Responding to Mutual Aide:** DFEMS units will utilize the zones and talkgroups assigned to them when operating in mutual aide jurisdictions.
5. **State and Federal Interoperability:** DFEMS Personnel will familiarize themselves with State and Federal talkgroups that allow for interoperability on the state, regional, and national levels.
    a. State/Regional level zones include MD FIRST, CMARC FIRE, CMARC COMM,

       NCR MARITIME, and NCR 800 IOP
    b. Federal level zones include 700 IOP 50, -60, -70, -80, 800 IOP 90, 700 IOP REGL, DEPLOY, and USA WIDE.

B. **Incident Duration Reminders (IDR)**

It is important for the Incident Commander to track elapsed incident time. This informs their use of work cycles, determining the need for additional resources, and evaluating the impact of fire on structural components.

1. ECC must provide incident duration reminders at intervals of 15 minutes after dispatch and throughout the incident.
2. IDR are indicated for Box Alarms, Working Rescues, HazMat operations, Advance Technical Rescue operations, and Cardiac Arrests.
3. ECC may delay an IDR in order to avoid interference with incident operations but must provide the IDR as close to the designated time as possible.
4. When the IDR is delayed, ECC will provide the actual elapsed time post-dispatch.
5. Only the Incident Commander can stop the IDR cycle and only after at least one cycle.

## C. Personnel Accountability Report

A formal "PAR Check" to account for each individual on the fire ground should be conducted periodically or after a significant event throughout the incident until the incident is declared "under control."

**The formal PAR check intends to validate the IC's account of where personnel are operating at measured intervals.**

1. The frequency of formal PAR checks is determined by several factors, including but not limited to:
    a. Building critical factors
    b. Level of risk
    c. Status of critical incident benchmarks
    d. Status of incident stabilization
    e. Time
2. In addition, a PAR check must be initiated under the following conditions:
    a. When the IC has ordered an evacuation of all personnel
    b. When changing from offensive operations to defensive operations
    c. Sudden structural collapse
    d. Sudden change in events such as flashover, backdraft, trench collapse, hazmat release, etc.
3. Formal PAR Check Procedure:
    a. The IC shall make a general announcement to all units on the fireground to standby for a "PAR check." The IC should pause to allow crews to account for members.
    b. All personnel will notify their company officer of their condition and location (in the event the crew is working in teams of two in different areas).
    c. FADO's operating independently outside of the IDLH will not be included in the PAR Report.
    d. The unit's entry report, must match the PAR report.
    e. The Company Officer, Division or Group Manager will communicate their **unit accountability**, **number of personnel**, **and exact location** directly to the IC when summonsed.
    f. After all units have reported back, the IC should document the time on the command board/tactical worksheet and make a benchmark notification to the ECC.
        i. *Ex. Command – "Command to all units operating on the fire ground, 123 Main Street, standby for a PAR check. (After waiting a reasonable amount of time)*
        *Command – "Command to E61"*
        *Unti Supervisor – "Engine 61 is PAR with 3; operating on the first floor."*
4. Persons or crews unaccounted for will not stop the PAR check from continuing

a. This is because more than one crew or person may be unaccounted for.
b. If any personnel cannot be accounted for, the company officer, will report the missing person's status as "unknown" and give the last known location.
c. The company officer will then initiate search procedures within their assigned area.
d. **Under no circumstances shall the roll call take precedence over common sense, quick resolutions to account for those who were unaccounted for.**

5. Missing or Unaccounted Personnel:
    a. When the PAR check has been completed and personnel are still missing or unaccounted for, the IC shall declare a MAYDAY.
    b. Command shall deploy the rapid intervention team (if in-place) or assign companies capable of affecting an immediate rescue, and/or those who are operating in close proximity to the last known location(s) of the firefighter(s).
    c. MAYDAY procedures will remain in effect until the MAYDAY operations are complete. The IC will report the results of the MAYDAY operation and return to normal fire ground operations.
    d. **All other B/D/G's operating at the incident shall maintain their current positions and assignments unless otherwise directed by Command.**

## D. Priority Traffic Reports

1. Priority traffic is urgent information needed to be conveyed to Incident Command.
2. Priority Traffic Reports must be transmitted as soon as the information is obtained.
3. Circumstances requiring a Priority Traffic Report include:
    a. Unable to complete a critical assigned task/tactical objective.
    b. Urgent need to be reinforced or backed-up to complete an assigned task/tactical objective.
    c. Victim(s) encountered.
    d. Compartmentalized fires not easily controlled by the locating unit.
    e. Fire discovered below operating units, threatening their ability to remain or operate.
    f. A roof report that includes: attic fire, unsafe roof structure, collapse.
    g. Sudden, significant events (flashover, backdraft, collapse)
    h. Deteriorating conditions requiring the evacuation of personnel.
4. All Priority Traffic Reports are to be directed to the Incident Commander by stating, "[Unit] to Command – Priority Traffic."
    a. The Incident Commander must acknowledge the transmission of a Priority Traffic Report.
    b. If the Incident Commander does not acknowledge the transmission of a Priority Traffic Report, ECC must ensure that the Incident Commander acknowledges the message.
5. Evacuation Command (Covered in 4.1.4 Withdrawal & Evacuation)

a. If a unit or Incident Commander call for a structure to be evacuated, ECC will immediately sound the Evacuation Tone and state, *"Carroll to all units operating on Box Alarm XX-XX, EVACUATE THE STRUCTURE, EVACUATE THE STRUCTURE."*
    i. This will also be broadcast over A1-Main.

E. **Priority Safety Message**

1. A Priority Safety Message is given to all personnel operating on a scene by the Incident Commander.
    a. Reasons include unsafe or uninhabitable spaces, life-safety hazards (i.e. powerlines), active or impending structural collapse, or sudden, significant events affecting the safety of operating personnel.
2. To transmit a Priority Safety Message, the Incident Commander will request a Command Tone from ECC. After the tone, the Incident Commander will clearly and concisely announce the Priority Safety Message.
    a. Units are not to individually acknowledge the Priority Safety Message unless specifically requested to be so by the Incident Commander.

F. **Command Restricted Talkgroup**

1. A talkgroup may be restricted by the Incident Commander during significant events to prioritize critical communications.
2. The Incident Commander will request that ECC "restricts the talkgroup" and what the restriction is related to. The ECC will immediately acknowledge and announce that the talkgroup has been restricted after a single-tone Announcement Tone.

    *Ex. "Command to Carroll. Restrict the talkgroup to units operating on the Engine 12 MAYDAY." "Carroll to All Units operating on Box 1-1, the talkgroup is restricted per Command, to units operating on the MAYDAY."*
3. When a talkgroup is restricted:
    a. Only priority transmissions and communications from directly involved personnel are permitted.
    b. Non-essential radio traffic must cease until the restriction is lifted.
    c. Units not directly involved should:
        i. Defer routine messages until the restriction is lifted.
        ii. Use alternate talkgroups as directed by Command or ECC.
    d. Failure to comply may result in communication delays and operational disruptions.
        i. ECC will briefly address any traffic in violation of the restriction.

            *Ex. "Carroll to [Unit], the talkgroup has been restricted by Command. Hold your traffic."*
4. When the cause for the restriction has been mitigated, the Incident Commander will

request ECC to lift the restriction.

a. The Incident Commander will provide a brief report stating why the restriction is being cleared.

*Ex. "Command to Carroll, all units operating at 456 Main St. Have exited the structure with PAR. Clear the restricted talkgroup."*

b. ECC will sound a single-tone Announcement Tone and advise all units.

*Ex. "Carroll to units operating on Box Alarm 1-1, the talkgroup is no longer restricted."*

c. Only the Incident Commander may lift the restricted talkgroup.

**G. Mobile Data Terminals (MDT)**

1. Fire Mobile (Computer Aided Dispatch Program) and the computer shall be **restarted once a day to receive any updates.**
2. Immediately upon start of shift, the oncoming crew shall ensure that the MDT's are working and display Available In Quarters ("AIQ").
   a. MDT Errors will be reported appropriately within the Chain of Command to be addressed as soon as possible.
3. Units equipped with an MDT will utilize the MDT for all status changes as detailed in this SOP, Section III. §D.
4. The requests and remarks submitted via the MDT Chat function are considered a part of a legal document and can be legally discovered at the request of records.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Communications Policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

Incident Management Policy 4.1.1

## VI. ATTACHMENTS

None.

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.1.3 - Radio Reports

## SUMMARY

This SOP establishes the standard radio reports that give the IC and units responding, or on the scene, a common operating picture. Reports ensure that critical information—such as incident conditions, crew actions, and resource needs—is shared consistently and accurately. These reports apply across incident types where appropriate.

## Key Take Aways

### Operational Radio Reports:

Carroll County has identified the basic radio reports necessary to meet the operational needs, benchmarks and progression of incidents. Initially arriving units, units officers, and command officers are responsible for completing these reports as indicated on all incidents.

All members are expected to use the reports and their indicated components to ensure consistency across all units and incidents. The following sections provide an example each report.

### Brief Initial Report (BIR):

***ex. 1 (house fire):*** *"Engine 91 is on location at 1234 Baltimore Blvd. with a 2-story, type 5. single-family residential, fire showing from the 2nd floor on the Alpha Side. Lieutenant from E91 will have the Baltimore Blvd Tactical Command. Engine 91 will be stretching an 1-3/4" handline to the Alpha Side. I'll be out on my 360."*

***ex. 2 (vehicle collision):*** *"Rescue Squad 6 is on location with 3-vehicles in the intersection and the roadway blocked. Captain from Rescue Squad 6 will have the Hughes Shop Road Command. I'll be out investigating."*

### 360 Radio Report (360):

The 360 will be completed **BEFORE implementing interior tactics**.

***ex.:*** *"Command to Carroll, 360 is complete. I have a single family residence, 2-stories in the front and 3-stories in the rear with a walk-out basement. Basement is clear. The homeowner is stating all occupants are out of the house."*

### Incident Action Plan - Entry Report:

**Entry Report**

- ***ex. 1:*** *"Engine 12 is entering Side Alpha on the 1st floor with an 1-3/4" handline for fire attack. 3 personnel. "*
- ***ex. 2:*** *"Truck 2 is accessing the 2nd floor via Side Bravo window for search. 2 Personnel."*

**Exit Report**

- ***ex.:*** *"Engine 12 in out of the structure in the front yard. PAR with 3 personnel."*

# SOP 4.1.3 - Radio Reports
## Key Take-Aways (continued…)

## CAN Report (Location-Conditions-Actions-Needs):

***ex.:*** *Command: "Command to Carroll, Chief 3 will now be assuming the East Main Street Command.*

*Command: "Command to Engine 31, give me a CAN report."*

*Engine 31: "Engine 31 to Command, we are operating on the 1st-Floor with 3 personnel. We have active fire in the room ahead of us with moderate heat and low visibility. We are operating an 1.5" handline and making good progress on the fire. We will need another crew to assist with opening up"*

*Command: "Ok, Engine 31. I have you operating on the 1st floor with 3 personnel with a handline. I have good conversion from the outside. You will have Tower 3 coming search the 1st floor."*

## Incident Progress Report:

***ex. 1 (structure fire):*** *"Command to Carroll. Units are continuing to operate at 1234 Ridge Road in a 3-story, Type 3, commercial building, which is an approximately 50 feet by 100 feet structure.*

*We have continued fire on the 3rd floor in office space with continued suppression efforts. Primary Search is negative with secondary search underway. Coordinated horizontal ventilation is underway.*

*2 handlines are operating in the fire unit with a 3rd handline currently dedicated to units addressing extension concerns in adjacent spaces on the 3rd floor. Exposure concerns are limited to the 2 neighboring office units on the 3rd floor.*

*All units will be held and continue operating on scene."*

***ex. 2 (vehicle collision with rescue):*** *"Command to Carroll. Extrication operations continue at Liberty Rd and Georgetown Blvd. There are 2 patients entrapped with extrication operations being performed by Rescue Squad 12. 3 additional patients are being evaluated for transport by Medics 127, 128 and 149. EMS103 is continuing to over see the medical group.*

*We are OK with units on scene and are awaiting the arrival of BGE. The roadway will continue to be shutdown at the scene."*

## Final Incident Progress Report:

***ex.:*** *"Lineboro Road Command to Carroll. Units operated at 2041 Lineboro Road in a 2-story, single family residence with type 5 construction.*

*First arriving units encountered fire throughout the 2nd floor with extension into the attic. Suppression and overhaul has been completed by units on scene. Damage was limited to the fire structure and Red Cross is on scene for 2 adults and 3 children.*

*The Engine 71, Engine 43, Truck 49-1, and Medic 79 remain on scene, cleaning up and will be returning to service when ready. The Lineboro Road Command is terminated and all remaining units can switch to Alpha 2 for clean up. Chief 7 is in service."*

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.3** | **Effective Date: 9/22/2025** |
| **Subject: Radio Reports** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[ X] Volunteer** **[X ] Career**

## I. PURPOSE

Radio communication, in and of itself, does not mitigate an incident, in nearly all cases, the overall outcome of the incident is directly connected to the quality (not quantity) of the radio communications between the Incident Commander (IC) and the tactical level officers.

Communication is the tool that facilitates the command and control process during an incident and is paramount in decision making.

The reports defined in this policy may be applied to any type of incident when applicable.

This procedure explains the following reports:

1. Brief Initial Report “BIR”
2. 360 Report
3. Incident Action Plan -Entry Report “Entry Report”
4. Location-Condition-Action-Needs “CAN Report”
5. Progress Reports

## II. DEFINITIONS

None

## III. PROCEDURES

**Structured Radio Reports**

### A. Brief Initial Report (BIR)

The purpose of the BIR is for the first arriving unit to provide a snapshot of the incident's critical factors. The first arriving unit on any incident in which multiple units are responding shall give the BIR. The BIR should be given immediately upon arrival after evaluating the critical factors. A complete and accurate BIR allows for all responding units to begin a mental size-up before arrival and allows units to begin formulating a tactical incident action plan based on standard operating guidelines.

The following information shall be included in the BIR if it is appropriate to the incident:

1. Water supply statement. (This can be done before or included in the BIR)
2. Correct address of the incident, if different than dispatch.
3. Arrival/operating side of the building
4. Number of stories
5. Type of occupancy
6. Type of construction (Type I, II, III, IV, V)
7. Conditions evident on arrival
8. Establish or Pass Command
9. Confirm that you are conducting the 360, or if unable, assign it to an incoming unit.

### B. 360 Radio Report

The 360 Radio Report (360) allows the first arriving unit officer to view all sides of the building and further paint a picture of the incident's critical factors to incoming units. The 360 survey allows the initial arriving officer to determine the possible location of the fire, the presence of a victim(s), and the best location for initial line deployment. Most importantly, the 360 survey reduces the chance of crews operating above an unknown, uncontrolled fire, not immediately apparent.

1. The following information shall be included in the 360 survey report:
   a. The number of floors on the Alpha and Charlie side.
   b. The absence or presence of a basement
   c. The absence or presence of an exterior basement entrance
   d. Conditions in the basement (Stating “Clear. Smoke, Fire or Unknown)
   e. Conditions on any other side of the building
   f. Occupant status is described in one of three ways;
      i. The occupants are accounted for. (All out of hazard area and safe)
      ii. The occupants are not accounted for. (Unable to confirm everyone is out)

iii. The occupants are known to be trapped. (Witnesses or 911 caller advise someone is trapped)

2. The first arriving unit officer completes the 360 survey **before implementing interior firefighting tactics.**

3. In the event the first arriving unit is unable to conduct a 360 due to building size, geographical layout (e.g. apartment building, condominiums), or physical barriers, the officer shall:
   a. Attempt to observe as many sides of the building as possible.
   b. Communicate in the BIR that they cannot conduct a 360 and assign that task to another unit.
   c. If there are no obvious conditions evident from any side of the building, the first arriving company may proceed with their investigation while awaiting the completion of the 360.

4. In situations where an obvious rescue(s) exists, and the initial company officer identifies the need for immediate action, they must communicate (in the BIR) that they are unable to conduct a 360 due to an obvious rescue and assign that task to another unit before engaging in firefighting tactics or the rescue.

5. Upon completion of the 360, the officer must give a complete 360 Radio Report so that all persons on the scene and responding are aware of the incident critical factors and the initial incident action plan.

6. Additional 360 surveys should be completed as the incident progresses. At a minimum, a 360 survey should be completed by:
   a. First arriving officer, unless reassigned before any interior entry
   b. Officer of the RIT team on arrival
   c. Safety Officer when assigned
   d. Throughout the incident at IC direction
   e. By the IC if they need a better understanding of the incident. (announce you are temporarily out of the command post)

## C. <u>Incident Action Plan - Entry Report</u>

The Incident Action Entry shall be completed as a separate message from the 360 report.

1. All units that deploy into a potential IDLH must clearly and concisely communicate, via radio, the following:

   a. Entrance to be utilized
   b. Where they intend to operate
   c. What actions they are taking

d. How many people with their crew are entering the IDLH.

*Ex. "E81 entering side Charlie to the basement with an 1 ¾ for fire attack with 2 personnel."*

2. Crews must report when they are out of the IDLH and their staffing.

## D. Location-Conditions-Actions-Needs (CAN) Report

The (LCAN) **"CAN"** report fulfills the control element of command and control by establishing a uniform feedback mechanism in a radio report. This allows the IC to maintain constant situational awareness of the current environment, tasks, and resource needs of units operating in an IDLH. In addition, companies transmit a clear, concise, and informative radio transmission to the IC, minimizing non-critical information transmission.

A company or other operating group at an incident must keep the incident IC apprised of critical pieces of information. There is a delicate balance in maintaining radio discipline. Priority must be given to limiting radio transmissions to the critical information needed to maintain the command and control decision-making process.

1. Conditions – Which should also include your location, describe what your current operating environment is as it relates to any of the following (as applicable):
   a. Smoke conditions
   b. Heat conditions
   c. Fire conditions
   d. What's burning
   e. Fire load hazards (hoarding)

2. Actions – Actions describe the tactical/task level actions being taken by your company. Examples include, but are not limited to:
   a. Searching for fire/fire located/water on fire
   b. Status of primary/secondary search
   c. Vent operations

3. Needs – Needs describe any resources requirements needed to support your assignment. Examples include, but are not limited to:
   a. Additional lines
   b. Crews with hooks
   c. Opening the roof

4. While there is not a specific time increment or set of circumstances for companies to give and/or an IC to ask for a CAN report, the following are a few examples:
    a. When Command is transferred to or assumed by someone, the IC should consider getting a CAN report from all units operating in the IDLH.
    b. A company needs additional resources.
    c. A company completes and/or is unable to complete a tactical benchmark.
    d. Changing conditions such as anytime smoke, fire, or other hazardous conditions improve or worsen.
    e. A company transitions from investigating a situation to identifying a hazardous condition.

Ex. *"Command to Engine 131, give me a CAN Report"*

*"E131 to command, we are operating on the first floor fires knocked, we are checking for extension, I need a crew with hooks"*

## E. Incident Progress Report

The incident progress report enhances overall situational awareness by providing a structured format for reporting incident critical information, allowing for incident forecasting, and benchmarking critical tasks.

1. The initial incident progress report shall be provided as soon as possible, after the arrival of the first battalion/division chief. Although the initial incident progress report may lack certain pieces of "known" information, it still provides an added value.

2. Follow-up incident progress reports shall be provided at regular, reasonable intervals until the incident is declared "under control." If an incident is resolved within a brief time frame, the IC will only provide a final incident progress report. While the information below is specific to a structure-type incident, a modification of information for other types of emergencies is appropriate.

3. Incident Progress Report, the following information shall be included in the incident progress report if it is appropriate to the incident:
    a. Incident address
    b. Number of stories
    c. Occupancy
    d. Type construction
    e. Building dimensions
    f. Fire/smoke conditions (provide location if known)
    g. Status of critical benchmarks such as
        i. Fire located
        ii. Extinguishment
        iii. Search progress

iv. Ventilation

h. Number of lines stretched and operating
i. Description of exposures on all sides
j. Duration of incident

**F. <u>Final Incident Progress Report</u>**

a. The Incident Commander will provide a final Incident Progress Report prior to cancelling command. The final IPP will be a concise incident summary of situation found, actions taken and the resources remaining.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Radio Reports or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

**N/A**

## VI. ATTACHMENTS

**N/A**

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.1.4 - Tactical Withdrawal & Emergency Evacuation


## SUMMARY

This SOP provides procedures for removing personnel from structures or areas when conditions become unsafe. A tactical withdrawal is a controlled relocation of hose lines and crews to a safer operating position when an area becomes untenable. An emergency evacuation is an immediate order to exit due to imminent danger such as collapse or loss of water supply. The policy outlines how ICs initiate withdrawal or evacuation, including radio notifications, ECC evacuation tones, apparatus air horn signals, and PAR checks to confirm all personnel are accounted for. Re-entry requires an IC reassessment and a declared operational mode with safety considerations.


## Key Take Aways

### Tactical Withdrawal:

- Initiated by IC or Comapny Officer to relocate crews, hoselines, and equipment operating in an area deemed untenable to a safe area of operations.
- IC or Company Officer will clearly communicate directions affected units as to where to relocate. Withdrawal should be confirmed and IC/ECC notified.
- When a Tactical Withdrawal is indicated, IC will request a Command Tone from ECC. IC will then make the annoucement specific to the Tactical Withdrawal direction.

### Emergency Evacuation:

- The immediate evacuation of personnel from an unsafe structure or area. Initiated by:
  - Immediately informing IC of the need for evacuation.
  - IC immediately informing all units of the evacuation.
    - ECC will immediately follow with the EVACUATION TONE and ANNOUNCEMENT to all units on the operations talkgroup and Alpha 1 - Main.
    - All staffed apparatus will sound a 15-second long air horn blast.
- Units without a handline immediately stop work and evacuate.
- Units with a handline strategically and smartly move to evacuate as quickly as possible without abandoning a path of egress for escaping personnel.
- Exiting unit OIC will notifty IC and prepare for a PAR Check.
- IC will initiate a PAR Check, initiating a MAYDAY for unaccounted for personnel.
- No personnel will re-enter the structure until give the OK by IC after reassessment of the structure and conditions.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.4** | **Effective Date: 9/22/2025** |
| **Subject: Tactical Withdrawal & Emergency Evacuation** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X ] Volunteer** **[ X] Career**

## I. PURPOSE

During the course of an incident, conditions within a structure may deteriorate to a point that precludes fire department personnel from operating in a specific area or the structure in its entirety. For example, this may be due to an area in danger of isolated collapse, advancing fire conditions, or temporary loss of water supply. When this situation occurs, the Incident Commander (IC) may consider issuing a tactical withdrawal order or an emergency evacuation.

## II. DEFINITIONS

None.

## III. PROCEDURES

### A. Tactical Withdrawal

A tactical withdrawal is the relocation of units' hose lines and equipment, operating in an area deemed untenable and relocating to a specific area deemed safe to continue operations.

1. The IC or company officer may direct a tactical withdrawal by:

   a. Requesting a command tone from the ECC
   b. Communicating with all units in the affected area.
   c. Providing clear and concise tactical directions as to where units should relocate.
   d. Confirming that all units have withdrawn from the affected area and are PAR.
   e. Notifying Carroll ECC of the tactical withdraw.

**B. <u>Emergency Evacuation</u>**

Should it become necessary to immediately evacuate operating personnel from an unsafe structure, or area the following evacuation procedure shall be initiated:

1. Immediately notify the IC of the unsafe condition or situation.
2. The IC shall immediately direct all units to evacuate the structure on the fireground tactical channel.
   a. If a unit or Incident Commander calls for a structure to be evacuated, ECC will immediately sound the Evacuation Tone and state,*"Carroll to all units operating on Box Alarm XX-XX, EVACUATE THE STRUCTURE IMMEDIATELY, EVACUATE THE STRUCTURE IMMEDIATELY."*
      i. This will also be broadcast over A1-Main.

   **<u>Any company operating without a hose line will cease work and immediately exit the structure.</u>**

3. **Any company operating a hoseline must be thoughtful and deliberate in their exit, making sure they are not removing a hoseline that is protecting a path of egress for any members operating between that hoseline and the fire.**
   a. **<u>This should in no way be interpreted as a</u> <u>justifiable reason to not comply with the directive to withdraw but</u> <u>provides a consideration that must be coordinated with the IC.</u>**
4. Simultaneously, while the evacuation signal is being transmitted, all staffed apparatus operating in the immediate area shall sound the air horns continuously for a minimum of 15 seconds.
5. All officers will immediately notify the IC when their company is outside the building and prepare to report the same when the IC initiates the PAR check.
6. The IC shall initiate a unit-by-unit PAR check and record each unit's position and status.
   *a. Reference SOP 4.1.2 Communications, for PAR Check process.*
7. The IC shall initiate a MAYDAY for any person who is not accounted for.
   *a. Reference SOP 4.1.5 MAYDAY for MAYDAY process.*
8. Personnel shall not re-enter the structure or evacuated area until given the all clear signal by the IC.
   a. The IC must size up and reassess the structure and conditions.
   b. Upon re-entry, the IC must declare a mode of, operation which shall include any safety considerations or instructions.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Tactical withdrawal and Emergency Evacuation or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

**Policy 4.1.1 Incident Management System**
**Policy 4.1.2 Communications**
**Policy 4.1.5 MAYDAY**
**Policy 4.1.6 Accountability**
**Policy 4.2.1 Structural Firefighting**

## VI. ATTACHMENTS

**Emergency & Tactical Withdrawal Worksheet**

# Carroll County Fire & EMS — EVACUATION / WITHDRAWAL Worksheet

**Incident #**

**Date**

**Time**

**Incident Commander**

## EMERGENCY EVACUATION OR TACTICAL WITHDRAWL

## EMERGENCY EVACUATION - Checklist

☐ I/C determines to Evacuate Time: _____

**Make fireground announcements:**

1. **"Command to all units,** on the fireground, EVACUATE THE BUILDING IMMEDIATELY, and stand by for a PAR. Command to Carroll sound the evacuation tones."

2. **Dispatch announces the Evacuation Tone and Order:**
**"Carroll to all units operating on Box Alarm XX-XX,**
**EVACUATE THE STRUCTURE IMMEDIATELY, EVACUATE THE STRUCTURE IMMEDIATELY."**

☐ Get Exit Reports from OIC's/Division/Group Supervisors

☐ Conduct a PAR Check, confirming all units are out of the structure and accounted for.

☐ Declare a Mayday for any unaccounted for members

☐ I/C determines the new strategy

☐ **Command Announces "Command to all units, all units are PAR, We are operarting in the _____mode."**

## TACTICAL WITHDRAWL - Checklist

☐ I/C determines to Iniate Withdrawl Time: _____

**Make fireground announcements:**

1. **"Command to Carroll give me an ALERT TONE"**

2. **"Command to all units, on the fireground, Tactical withdrawl from the structure - All units, Tactical Withdrawl from the structure."**

☐ Verify with all OIC/Division/Groups effected that the Tactical Withdrawl was received and units are withdrawling.

☐ Continue to evaluate Withdrawal vs. Evacuation

☐ Get Exit Reports from OIC's/Division/Group Supervisors

☐ Conduct a PAR Check, confirming all units are out of the structure and accounted for.

Declare a Mayday for any unaccounted for members

☐ I/C determines the new strategy

☐ **Command Announces "Command to all units, all units are PAR, We are operarting in the _____mode."**

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.1.5 - MAYDAY Procedures

## SUMMARY

This SOP establishes the process for firefighters to declare a MAYDAY when in distress (lost, trapped, or injured) and for ICs and crews to respond. It defines when a MAYDAY must be transmitted, the communications format, and how ICs manage the incident after a MAYDAY is declared. It integrates with accountability and evacuation policies to ensure rapid rescue, immediate resource allocation, and initiation of Rapid Intervention Team (RIT) deployment.

## Key Take Aways

### Declaring a MAYDAY:

- MAYDAY is declaring by or for personnel who are in a life-threatening situation and require immediate help.
- To Declare a MAYDAY - Personnel will:
  - Depress their Emergency Button (EB) on their portable radio.
  - Transmit Who, What, and Where in relation to the MAYDAY.
- Depressing the EB gives "Ruthless Preemption" to the activated radio - taking absolute priority when transmitting.
  - If the member does not have a radio when needing to declare a MAYDAY, they must alert others in their vacinity and activate their PASS alarm.

### ECC Responsbilities in a MAYDAY:

- Any time an ECC dispatcher recognizes a unit in MAYDAY, they must immediately notify IC - requiring acknowledgment by IC.
  - If an EB is activated on the scene, ECC will immediately notify IC.
- A MAYDAY declaration will indicate the next alarm being dispatched.
- An ECC Dispatcher will be dedicated to the MAYDAY talkgroup.

### Incident Command Responsibilities in a MAYDAY:

- IC Must immediately acknowledge the MAYDAY and confirm the Who, What, Where information.
  - IC will repeat the critical information back to confirm correction receipt of the MAYDAY.
  - IC will then request ECC transmit an alert tone over the operations talkgroup and Alpha 1 - Main, declaring the MAYDAY.
  - Following the alert tone, IC will clearly stated the Who, What, Where of the MAYDAY and state, *"Command to all units, a MAYDAY has been declared on the fireground, all units must maintain radio silence unless you have a life saving message."*
- IC will utilize the MAYDAY Tactical Worksheet.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

| | |
|---|---|
| **Standard Operating Procedure: 4.1.5** | **Effective Date: 9/22/2025** |
| **Subject: MAYDAY Procedures** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X ] Volunteer** **[ X] Career**

## I. PURPOSE

To establish a procedure for personnel to utilize to alert Command that an imminent life-threatening situation exists.

## II. DEFINITIONS

**Command Restricted Talk Group:** A mechanism for incident commanders to quickly and efficiently limit and control radio transmissions.

**Emergency Activation Button (EB):** Orange button located on the portable radio and remote speaker mic that activates the emergency alert mode which transmits an emergency signal and identify the radio designation.

**MAYDAY:** term used to alert the Incident Commander or other persons that personnel are in an imminent life-threatening situation.

**Personnel Accountability Report (PAR)**: Radio reports provided to command to ensure each crew is intact and all crewmembers are accounted for.

**Personal Alert Safety System (PASS)**: Devices worn by emergency responders to signal distress or need of assistance in extreme environments.

**Rapid Intervention Crew (RIC)**: A crew (unit) specifically designated by the Incident Commander whose sole responsibility is the rescue of members in distress.

**Ruthless Preemption:** A feature that is activated when the emergency button is depressed, that provides the user activating the EB priority radio usage over all other portable and mobile radios, with the exception of a ECC console.

## III. PROCEDURES

### A. Declaring a MAYDAY

1. When personnel operating on the scene of an emergency incident find themselves or others in a life-threatening situation and require immediate assistance, they shall instantly declare a MAYDAY.

2. Declaration of a MAYDAY shall be limited to only those situations which demand immediate action by on scene resources to come to the aid of a distressed member. Examples would include:
    a. Personnel trapped or entangled
    b. Personnel lost
    c. Personnel out of air
    d. Serious medical emergency

3. Members will depress their emergency button (EB) then declare a MAYDAY by transmitting a verbal message over the operational incident talk group. The message shall begin with:

    "MAYDAY, MAYDAY, MAYDAY" and immediately followed by:

    a. WHO - is calling the MAYDAY
    b. WHAT - is the problem
    c. WHERE - is the location Personnel calling a MAYDAY must make certain that the MAYDAY is acknowledged. If no acknowledgement is received, personnel should utilize the EB function of the portable radio.

4. Depressing the EB on the top of the portable radio will transmit an emergency alert over all radio consoles to alert ECC an emergency exists. Personnel must give a verbal message as listed above and receive an acknowledgement.

5. Depressing the EB will give the member Ruthless Preemption. This feature gives the member priority when they key up the portable radio. When doing so you will bump off anyone speaking and "own" the channel for transmitting. The IC may choose to depress their EB to also gain the ability to have ruthless preemption.

6. All members entering an IDLH will have a portable radio and will activate the emergency button when in distress. The Personal Alert Safety System (PASS) is to be activated to alert members that an emergency exists.

## B. Emergency Communications Center

1. The monitoring of operational incident talk groups by the ECC dispatcher is an essential component of firefighter safety. Any time that an ECC dispatcher recognizes that an emergency exists they are to immediately notify the IC. If a MAYDAY is transmitted by a unit and not acknowledge by the IC, the ECC dispatcher shall attempt to alert the IC that an emergency exists.

2. If an EB has been activated from a fireground unit, ECC shall immediately notify the IC and take action to identify the unit involved.

3. As soon as a MAYDAY has been declared, ECC shall dispatch the next Alarm.

4. The ECC shall designate a dispatcher to the sole responsibility of monitoring the designated MAYDAY talk group. The dispatcher shall assist the IC and ensure pertinent information is acknowledged.

5. At the conclusion of the MAYDAY event, ECC will make an announcement on all radio channels and return to normal operational mode.

## C. Incident Command

1. Upon receipt of a MAYDAY, the IC shall immediately acknowledge the unit/person calling and confirm the following information:
    a. WHO - is calling the MAYDAY
    b. WHAT - is the problem
    c. WHERE - is the location

2. The IC shall repeat the information back to ensure confirmation and accuracy. After acknowledging the MAYDAY, IC will request that an alert tone be transmitted by ECC. ECC shall transmit the alert tone over the operational incident talk group(s) and Main-1.

3. At the conclusion of the alert tone, the IC will announce that a MAYDAY has been declared for:
    a. WHO - is calling the MAYDAY
    b. WHAT - is the problem
    c. WHERE - is the location

4. The IC will make the following transmission on the Tac Channel:

***"Command to all units; a MAYDAY has been declared on the fireground, all units must maintain radio silence unless you have a life saving message."***

5. IC will utilize the RIT based upon an established action plan (WHO; WHAT; WHERE). Appropriate deployment is generally considered to be:
    a. Reported location
    b. Last known location
    c. Most hazardous area first

6. IC is to request additional resources as appropriate.
    a. The next alarm is to be automatically dispatched by the ECC.
    b. Ensure appropriate level of EMS resources is available for potential number of victims.
    c. Ensure sufficient resources to maintain suppression efforts.

7. IC must control the fireground communications.
    a. Non-essential radio traffic is to cease.
    b. Members in distress will not be expected to switch radio channels.
    c. Assign officer to monitor the talk group the MAYDAY was called on.
    d. The IC has the option of using alternate talk groups or ordering radio silence until the MAYDAY is cleared.
    e. Face-to-face communications should be utilized within groups and divisions.

8. Expand the Incident Management System (IMS)
    a. As a minimum, the functional areas of suppression and RIT (rescue) must be separated.
    b. Additional Branches, Divisions and Groups shall be established based upon the needs and the anticipated needs of the incident. Consideration should be given to EMS, Staging, PIO, CISM, Family/Survivors Support.
    c. MAYDAY Tactical Worksheet shall be used to coordinate Operations

9. The IC shall complete a personnel accountability report (PAR) as soon as possible. The PAR should not be done over the talk group at a time that would be a detriment to the MAYDAY event. PAR's at the division/group level should be conducted immediately and through face-to-face communication.

10. Upon confirmation that the MAYDAY issue has been resolved, and after a complete PAR has been conducted, the IC will clear the MAYDAY and return units to a normal operating mode.

11. After the MAYDAY event has been cleared, the IC will reassess the Incident's priorities and make any needed adjustments to the incident action plan. The adjustments to the incident action plan and the current operational mode shall be communicated to all branches, divisions, and groups.

**D. Division/Group/Unit Supervisor**

1. Officers operating on the scene of any emergency must ensure close accountability of personnel and/or units (resources) under their command. Officers must be prepared to give an accurate accountability report at any time.

2. When a MAYDAY has been declared, all officers must adhere to operational discipline and keep assigned personnel and/or units under control. Personnel and/or units must not self-deploy into the rescue effort.

3. Officers must be aware and listen for a change in talk group assignments and switch to the correct talk group.

4. Division/Group/Unit supervisors shall ensure that any rescue or search for distressed member(s) is a coordinated effort at the authorization of the IC.

5. Only crews in direct physical contact with distressed member(s) may engage in any rescue effort.

6. Division/Group/Unit supervisors shall immediately account for all assigned members. This should be accomplished by face-to-face contact, leaving the radio frequency clear for emergency traffic.

7. If personnel and/or units are unaccounted for, the IC must be notified immediately.

8. If personnel and/or units have been accounted for, the officer will give the report when called for.

9. Division/Group/Unit supervisors shall ensure that operational assignments are carried out and suppression efforts are maintained.

**E. All Operating Personnel actions/responsibilities**

1. Every member working on the scene of an emergency incident must ensure that accountability is maintained at the unit level. Personnel must keep their direct supervisor apprised of their current location and progress.

2. Each member is responsible to work in groups. Every group must be radio equipped, and every effort must be made to not become separated.

3. When a MAYDAY has been declared, every member must adhere to operational discipline, not freelance into the rescue effort.

4. Members must be aware and listen for a change in the talk group assignment and switch to the correct talk group.

5. When a MAYDAY has been declared, each member shall immediately report to their assigned officer for accountability. This should be accomplished by face-to-face contact whenever possible, leaving the radio frequency clear for emergency traffic.

6. If the member's officer is unaccounted for, the IC must be notified immediately.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding MAYDAY Procedures or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

A. Policy 4.1.1 Incident Management System

B. Policy 4.1.2 Communications

C. Policy 4.1.6 4.1.6 RIT & 2 In/ 2 Out Functions

## VI. ATTACHMENTS

**A. I/C MayDay Work Sheet**

# Carroll County Fire & EMS — MAYDAY TACTICAL WORKSHEET

**Incident #**

**Date**

**Time**

**Incident Commander**

**MAYDAY**
**MAYDAY**
**MAYDAY**

## SECTION 1 – INCIDENT COMMANDER INITIAL ACTIONS

☐ Confirm Mayday — Time:

**Make fireground announcements:**

| | |
|---|---|
| 1 | "Command to all units, A MAYDAY has been declared on the fireground. All units must maintain radio silence unless you have a life saving message." |
| 2 | (Unit#) Go ahead with your Who, What, Where |
| 3 | Direct the member to activate their Pass Alarm and Emergency Button |
| 4 | "Command to Carroll - this talkgroup is now Command Restricted" |

☐ Confirm w/ ECC (Additional Alarm & Medic)

☐ Deploy RIT w/ hoseline when needed

☐ Ascertain other units in close proximity

☐ Consider PAR check

## SECTION 2 – INFORMATION GATHERING (FROM DISTRESSED MEMBERs)

| | Member #1 | Member #2 | Member #3 |
|---|---|---|---|
| ☐ WHO (Name, Unit) | | | |
| ☐ WHAT (Nature of emergency) | | | |
| ☐ WHERE (Last known location) | | | |
| ☐ AIR Status (EB/PASS use) | | | |
| ☐ PROBLEMS / NEEDS | | | |

## SECTION 3 – COMMAND & CONTROL

| | |
|---|---|
| ☐ | Assign Rescue Group Supervisor |
| ☐ | Assign RIC Officer |
| ☐ | Establish Rescue Plan |
| ☐ | Ensure Fire Attack Maintained |
| ☐ | Request Additional Alarms/Resources |
| ☐ | Establish Medical Group |
| ☐ | Staging Area for next alarm |

## SECTION 4 – TRACKING

| | | |
|---|---|---|
| ☐ | MAYDAY Time Declared: | |
| ☐ | Air Supply / Status Updates Logged | |
| ☐ | Benchmark - RIT deployed at: | |
| ☐ | Benchmark - Victim located at: | |
| ☐ | Benchmark - Victim extricated at: | |

## NOTES:

# Carroll County Department of Fire & EMS Standard Operating Procedures

## SOP 4.1.6 - RIC & 2 In - 2 Out Functions


## SUMMARY

This SOP outlines the use of Rapid Intervention Crews (RIC) and the OSHA-required 2-In/2-Out rule for IDLH environments. It defines the general rules, incidents where 2-In/2-Out applies, allowable exceptions (such as known rescues), and the responsibilities of assigned personnel. The procedure ensures that whenever crews enter hazardous areas, adequate standby personnel are in place to support accountability and provide immediate rescue if needed.


## Key Take Aways

### When is "2 In - 2 Out" Needed:

- A minimum of 4 personnel are required before entry into any IDLH Environment - 2 operating inside, 2 remaining outside of the IDLH for rescue/assistance.
- The IC, when not Tactical Command, and the FADO do not count toward the "2 Out" Personnel.
- Applicable Incidents:
  - Structural Firefighting
  - Rope Rescue
  - Confined Space Entry
  - Trench Rescue
  - Collapse Rescue
  - Hazardous Materials

### Exception to "2 In - 2 Out":

- Immediate Life Saving Rescue that would increase risk to a known victim if delayed.
- Incipient Fire or Non-IDLH Conditions

### Rapid Intervention Crew:

- Initial RIC - 4th Due Engine Company, at least 3 personnel.
  - Collect appropriate RIC equipment, assess the operations, structure, and conditions; performing a 360, providing an updated report to IC. RIC Staging should be out of the collapse zone.
- Expanded RIC is established with the arrival of the RID - 1 Engine, 1 Special Service, 1 Medic Unit
  - The Rapid Intervention Dispatch is requested when a working incident is established requiring a RIC.
  - RIC should ensure ongoing situational awareness of communications, operations, and conditions.
  - Crews can soften the building to support effective egress but should not adversely effect ventilation efforts.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS Standard Operating Procedures

## SOP 4.1.6 - RIC & 2 In - 2 Out Functions


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# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.6** | **Effective Date: 9/22/2025** |
| **Subject: RIC & 2 In – 2 Out Functions** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X ] Volunteer** **[X ] Career**

## I. PURPOSE

To establish safe operating procedures for high-risk emergency operations, including structural firefighting and technical rescue incidents, by ensuring a minimum standard of personnel safety through the practice of Two-In & Two-Out & Rapid Intervention Crews.

This SOP applies to all personnel involved in operations within Immediately Dangerous to Life or Health (IDLH) environments, including:

A. Interior structural firefighting
B. Technical rescue (rope, confined space, trench, collapse)
C. Hazardous materials operations

## II. DEFINITIONS

**Emergency Activation Button (EB):** Orange button located on the portable radio and remote speaker mic that activates the emergency alert mode which transmits an emergency signal and identify the radio designation.

**HazMat Operations:** Entry into or mitigation of hazardous materials environments above the operational level.

**IDLH Atmosphere:** Environment immediately dangerous to life or health.

**Mayday:** Term used to report situations where a firefighter(s) is in distress or requires assistance in an IDLH atmosphere.

**Rapid Intervention Crew (RIC):** Resource assigned on an emergency event to achieve the rapid intervention capability. Four personnel are recommended for this assignment; the minimum, however, is three personnel.

**RID Task Force:** A complement of resources used to enhance RIC during a large or complex incident, and/or the activation of a RIC company. The complement includes:

1 - Engine
1 - Special service
1 - Medic unit

**Technical Rescue:** Operations involving unusual hazards and specialized equipment (Ex., rope, confined space, trench, collapse).

## III. POLICY

All IDLH operations must follow the "Two-In, Two-Out" rule: no fewer than four personnel are required before entry into IDLH conditions—two operating inside and two outside, prepared to initiate rescue.

## IV. PROCEDURE

### A. General Rule for All IDLH Environments

1. A **minimum of four personnel** is required before entry into IDLH conditions:

    a. **Two-In**: Personnel working inside the hazard zone.
    b. **Two-Out**: Personnel outside, properly equipped, standing by for rescue or assistance.

2. The Incident Commander (when not in a tactical role) and FADO will not be included as part of the 2 out.

### B. Applies to the Following Incident Types:

1. **Structural Firefighting**: Beyond incipient stage.
3. **Rope Rescue**: Elevated work or entry where fall hazard exists.
4. **Confined Space Entry**: Permit-required environments with IDLH potential.
5. **Trench Rescue**: Active shoring or entry into unprotected trenches.
6. **Collapse Rescue**: Entry into unstable structures or voids.
7. **Hazardous Materials**: Operations requiring PPE and SCBA.

### C. Exceptions to the 2-In/2-Out Requirement

1. **Imminent Life-Saving Rescue**: If immediate action is required to save a life and delay would increase risk to the victim.
2. **Incipient Fires or Non-IDLH Conditions**: When hazards do not meet the IDLH threshold.

## D. Responsibilities

1. **Incident Commander**: Enforce 2-in/2-out policy, authorize exceptions as needed.
2. **Entry Teams**: Work in pairs, maintain communication, use accountability systems.
3. **RIC Teams**: Be rescue-ready with PPE, tools, and rapid deployment plan.

## E. RIC Responsibilities

1. **Initial Rapid Intervention Crew -** The initial RIC is a single resource (recommended to be composed of four personnel but with a minimum of three personnel), assigned from the resources on the initial alarm on an emergency incident to achieve the rapid intervention capability. The unit that should be used to create the initial RIC is the fourth due Engine on the initial dispatch.

    a. Dispatch to an incident that will potentially require personnel to operate within an IDLH will trigger an initial RIC.

### 2. Duties of the Initial RIC

a. While responding, the assigned RIC officer and the entire crew should monitor all radio traffic. Critical information to remain aware of includes but is not limited to:
    i. Building size
    ii. Occupancy
    iii. Construction type
    iv. Conditions evident
    v. Each company's incident action plan (IAP), including an area of operations.
    vi. Each company's staffing operating in IDLH

b. Position apparatus out of the way as not to block access for other units.

c. Proceed to the closest truck or rescue squad and retrieve the RIC equipment. The RIC should have at a minimum:
    i. RIC Bag – Carroll County and Mutual aid, if available
    ii. Hand Tools (irons)
    iii. Power saws
    iv. Hand lights
    v. Thermal imaging camera (TIC)
    vi. Stokes basket

d. The RIC will perform a 360 and provide an update report to command. This does not need to be a rebroadcast of all the information provided in the original 360 radio report but instead should focus on any conditions or observations that have changed from the original report.

e. If not assigned by the IC, the RIC officer shall select a location for RIC outside any anticipated collapse zone. The location should provide easy and timely access to the potential problem areas of the incident.

f. The RIC must maintain situational awareness of the incident action plan and perform tasks to improve firefighter safety on the incident. This includes routine monitoring of the radio and assisting with the accountability of crews regarding their assigned location within the structure, as well as the following:
    i. Improve ladder placement or throw additional ladders as needed
    ii. Force egress points for rapid firefighter escape
    iii. Remove windows/window bars and security gates as applicable. Ensure coordination with the IC to make sure there are no unintended consequences to coordinated ventilation.
    iv. Remove or control fire ground hazards
    v. Maintain current rescue plans as fire ground tactics change
    vi. Continuously monitor fire ground activity, function, location, fire, and smoke conditions
    vii. Control any utilities on the exterior of the building

g. Enhanced RIC (Rapid Intervention Dispatch) – Enhances the initial RIC with an adequate number of personnel:
    i. The first arriving officer shall request a RID as soon as there is any visible indication (smoke/fire) of a working fire.
    ii. If the first arriving officer fails to request the RID, the talk group operator will prompt the first due command officer to see if they would like the RID started.
    iii. In addition, the ECC supervisor is empowered to dispatch a RID when critical factors indicate the potential for a working incident.

h. If an exception to the policy is made, document the following in the incident report:
    i. Type of incident
    ii. Reason for exception
    iii. Risk-benefit justification
    iv. Outcome

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding RIC & 2 In – 2 Out Functions or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

A. Policy 4.1.1 Incident Management System
B. Policy 4.1.3 Radio Reports
C. Policy 4.1.5 MAYDAY Procedures
D. 29 CFR 1910.134(g)(4) – OSHA Respiratory Protection Standard
E. NFPA 1500 – Standard on Fire Department Occupational Safety and Health Program
F. NFPA 1670 – Standard on Operations and Training for Technical Search and Rescue
G. NFPA 472/1072 – Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction

## VI. ATTACHMENTS

**None**

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.1.7 - Personnel Accountability

## SUMMARY

This SOP establishes the department's accountability system for tracking personnel operating in hazardous zones. It describes the use of Personnel Accountability Tags (PATs), collector rings, and accountability boards to maintain crew integrity. It defines Level I accountability (basic) and Level II accountability (enhanced, with entry control for high-risk incidents such as high-rise, hazmat, or confined space). The procedure explains how PAR checks are conducted and emphasizes the IC's role in maintaining real-time awareness of personnel locations to enhance firefighter safety

.

## Key Take Aways

### Personel Accountability in Practice:

- Personnel Accountability shall be implemented on any incident with an IDLH, potential IDLH, hazard area when using SCBA, or at IC discretion.
- It is the responsibility of the first due Command Officer to maintain accountability throughout the incident.
  - All units entering an IDLH environment must be tracked - units/personnel entering and exiting together.
- Personnel are required to carry their assigned radios - no less than 2-firefighters operating together with 1 radio.
- Crew integrity must be maintained and no less than 2-firefighters working together at a time.
- Personnel in a officer's car, SUV, medic, or POV will not enter a IDLH or go to work without notifying IC.
  - Personnel will be attached to another unit (i.e. U8 with 2 is attached to E81's crew)
  - If they are unable to safely join the crew due, they will report to the Command Post until able to do so.
  - Personnel will not freelance or act independently of their crew/assignment.

### Personnel Accountability Tags (PAT):

- The PAT Program is administered and issued by the Department of Fire & EMS.
  - Company issued tags will comply with DFEMS guidelines in SOP 4.1.7.

### Level 1 Accountability:

- Unit Officers/Supervisors are responsible for all personnel riding their apparatus.
- All personnel's PATs should be placed on the Apparatus Collector Ring and the ring remains in the unit.
- IC is responsible for tracking units, staffing, and IDLH operations.
- Personnel in a officer's car, SUV, medic, or POV will not enter a IDLH or go to work without notifying IC.
- Personnel will be attached to another unit (i.e. U8 with 2 is attached to E81's crew)
- If they are unable to safely join the crew due, they will report to the Command Post until able to do so.
- Personnel will not freelance or act independently of their crew/assignment.

# SOP 4.1.7 - Personnel Accountability
## Key Take-Aways (continued…)

## Level II Accountability:

- Required when point-of-entry control is deemed necessary by the IC.
- Personnel will be assigned to collect all of the units' Apparatus Collector Rings and bring them to the Command Post.
- Units and Personnel accessing the point-of-entry will be specifically tracked, recording:
  - Name
  - Company Number / Unit
  - Time of Entry
  - Assignment
  - Beginning Air Pressure on SCBA
- Personnel exiting are tracked in the same way.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.7** | **Effective Date: 9/22/2025** |
| **Subject: Personnel Accountability** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X] Volunteer** **[X] Career**

## I. PURPOSE

Accountability procedures enhance firefighter safety while operating on emergency incidents by providing the Incident Commander (IC) with a system to track the number of personnel operating inside of the IDLH and their respective area of operation. While it is critical to account for every member on the incident scene, the incident accountability system's primary purpose is to account for all firefighters operating within an incident's hazard zone. This system will provide enhanced personal safety for the individual firefighter by providing the IC an improved means for tracking and accounting for the location of all personnel working in the hazard zone.

## II. DEFINITIONS

**Personnel Accountability Tag (PAT):** An identification card that has a snap ring hook and includes the name, ID number, and specialty team membership.

**Apparatus Collector Ring:** A large ring with a unit identification tag attached. Size: 5”x3”. Colors: Engines – blue, Trucks – red, Medics – yellow, Squads – green, Brush Units – black, Chief/Duty vehicles – white, Special Units & Utility Trucks – burnt orange.

**Accountability Control Board:** A device used to record unit/crew/personnel assignments during any Level II accountability situation as directed by the Incident Commander.

**Level I Accountability:** The minimum level of accountability used during fire and rescue incidents.

**Level II Accountability:** Used when it has been determined that the incident requires more stringent accountability. When implemented, “Point of Entry Control” will be stablished. Examples would include high-rise fires, confined space or trench rescues, hazardous materials incidents, etc.

**Personnel Accountability Report (PAR):** A physical check of personnel working on an incident, performed by their supervisor, and reported to the Incident Commander via the organizational framework in place at the time the PAR is taken.

## III. POLICY

Department of Fire & EMS Personnel in Carroll County shall abide by the established practices of personnel accountability and safety while operating on incidents.

### A. Personnel Accountability

1. The personnel accountability system shall be implemented on all emergency incidents where personnel operate in an IDLH, potential IDLH, or hazardous area when using SCBA, or at the Incident Commander's (IC) discretion.

2. The hazard zone includes but is not limited to the following:

    a. A structure reported to be on fire or in proximity to the structure during exterior operations.
    b. Reported interior gas leak.
    c. A confined space, trench, or collapse.
    d. Units operating on the water, ice or railway.

3. It is the responsibility of the first due Command Officer to track units assigned to the incident throughout the call, beginning at dispatch until the emergency has been mitigated.

4. IC will track all units operating within an IDLH environment.

5. Use of the Accountability System does not replace a company officer’s primary responsibility of supervising their crew or maintaining crew integrity.

    a. The company officer is responsible for crew safety by maintaining communications with Branch/Group/Division supervisors or IC.

6. When a member is assigned to a portable radio associated by virtue of their "riding position," that member must wear the radio whenever entering an IDLH environment.

    a. No members will enter an IDLH without a portable radio.
    b. Officers will not wear their assigned portable when riding an apparatus. The Officer will wear the unit officer portable.

7. Other than highly unusual situations, crews will always enter and exit together.

8. Personnel shall not separate from their crew for independent action or attach to another crew without their company officer's permission.
9. Once assigned to operate in a specific geographical area or a B/D/G, and outside of an unforeseen emergency, crews are prohibited from moving from that location without the IC's permission.

10. All personnel shall maintain contact with their company officer by at least one of the following:

    a. Voice
    b. Touch
    c. Sight
    d. Portable radio

11. Members arriving in an officer's car, SUV, medic unit or personal vehicle will not enter the hazard area without the incident commander and interior crew leader being aware.

    a. Members arriving in an officer's car, SUV or personal vehicle and unable to safely join their crew will stage at the command post for an assignment.
    b. Personnel arriving by SUV or personal vehicle will not operate independently and should attach to a unit operating on scene.
        i. Ex. Utility 8 arrives on scene with 2 personnel. U8 is assigned to supplement Engine 81's crew.
    c. The member's company officer shall give specific instructions as to the crew's location within the hazard zone.
    d. The member shall proceed directly to the location identified by their company officer.
    e. The member shall perform no task within the hazard zone before joining up with their crew.

12. Crews may not leave or relocate from their assigned working location without the approval of the Incident Commander.

## B. Program Administration

1. The Department shall be responsible for the countywide PAT program.

2. Should a volunteer company decide to purchase and issue their own PAT's, that company shall comply fully with this Standard Operating Procedure (SOP).

3. The Department shall be responsible for purchasing a suitable software program, a printer compatible with said software, and all supplies for the PAT program. The Department will supply tags and snap rings with each tag.

**C. Personnel Accountability Tags (PAT)**

1. **Green Tag:** Personnel qualified and authorized to operate in an Immediately Dangerous to Life and Health (IDLH) atmosphere.

2. **Red Tag:** Issued to all other non-interior firefighting personnel.

    a. These persons shall be EMS only, exterior only, Fire Police, or personnel currently enrolled in training.

3. **Advanced Technical Rescue (ATR), Dive & Hazmat:** Any person who has been accepted to one of the specialty teams of the Department shall have an identifier added to their PAT to identify them as a member of that team regardless of tag color.

    a. **ATR Team:** YELLOW band with "ATR"printed within the band.
    b. **Water Rescue Team:** BLUE band with "WATER RESCUE" printed within the band.
    c. **Hazmat Team:** ORANGE band with "Hazmat" printed within the band.

4. **Critical Incident Stress Management (CISM):** Members shall be issued identification cards to allow access to emergency scenes to meet the needs of personnel.

5. **Administrative Officers and team leaders** shall be issued identification cards as needed for official meetings, functions, etc.

6. Each specialty team member shall be issued an extra set of tags to be kept with them at all times. This is necessary so that if the member arrives to an incident in their personal vehicle, they can be accounted for.

    a. Regardless of how many specialty teams a person may be a part of, only one additional set of tags will be needed and issued.

## IV. PROCEDURES

**A. Implementation and Compliance**

1. All operational personnel will be issued a PAT that will be kept with their Personal Protective Equipment (PPE). They will be attached to an existing "D" ring on their turnout coat/PPE when not in use.

2. The PAT shall be considered an issued item of personal protective equipment and will be considered property of Carroll County Fire/EMS Department.

3. A PAT will be issued when a request is made by the company's official having the authority to request tags.

4. Each company will utilize "observer" tags for all ride-alongs to use when riding any apparatus.

5. An EXTERIOR PAT will be issued to all firefighter and EMS trainees prior to starting training.

    a. This PAT will not allow a person to operate in any area that may be hazardous (other than training scenarios).

6. Regular inspection and maintenance of PAT's will be the responsibility of the Company Chief or supervising DFEMS Officer.

7. If a PAT is lost, misplaced, or damaged, replacement tags shall be requested in the same way an initial tag request is made.

8. Personnel who resign or are terminated from DFEMS or any company will surrender all PAT's issued to the chief of that company or supervising DFEMS Officer.

    a. The PAT will be returned to the Assistant Chief of Training, Health, and Safety.

9. To ensure accuracy, the Company Chief or Supervising DFEMS Officers will ensure that career personnel maintain their PAT.

## B. Utilization of the Personnel Accountability System

### 1. Level I Accountability

a. The unit supervisor shall be responsible for all personnel riding on the apparatus and verifying that the proper PAT's are on the Apparatus Collector Ring. The Apparatus Collector Ring will remain on the unit unless otherwise directed by the Incident Commander (IC) or the Safety Officer.
b. IC is responsible tracking units, and their staffing level, operating in the hazard zone via Entry Reports.

2. **Level II Accountability**
    a. When the IC or the Safety Officer determines that the incident requires more stringent accountability, he/she will implement "Point of Entry Control" utilizing the Accountability Control Board.
        i. Personnel will be designated by IC to collect all Apparatus Collector Rings and bring them to the Command Post.
    b. To implement "Point of Entry Control," the designated member(s) will monitor all points of entry into the structure, confined space, haz-mat hot zone, dive operation, trench collapse or any other areas deemed necessary.
        i. Members assigned this function shall assume the radio designation "Entry Control."
    c. "Entry Control" shall record:
        i. Each member's name
        ii. The company number
        iii. Time of entry
        iv. Assignment
        v. Beginning air pressure on any breathing apparatus
    d. As members exit a control point, the time of exit and the ending air pressure should be recorded. Members who must exit at a point remote from the control point shall inform "Entry Control" of their exit immediately.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Personnel Accountability or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

**Policy 4.1.1 Incident Management System**

**Policy 4.1.3 Radio Reports**

## VI. ATTACHMENTS

**None**

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.1.8 - Minimal Staffing

## SUMMARY

This SOP defines the department's minimum staffing requirements for safe operations. It specifies the minimum number of personnel required for apparatus response and fireground functions to ensure compliance with safety standards, operational effectiveness, and regulatory mandates. The policy emphasizes that apparatus and crews must not begin hazardous operations without meeting these minimum staffing levels.

## Key Take Aways

### Apparatus Staffing:

- The number of operational personnel responding per unit is tracked to ensure minimal staffing levels are met.
- Units will indicate their number of operational personnel when going en route.
  - Trainees, Preceptees, Observers, and non-interior fire suppression personnel are not counted.
- ECC will track the apparatus and number of personnel responding to ensure adequate staffing, replacing or backing-up units as necessary to meeting minimal staffing requirements.

### Ensuring Minimal Staffing Requirements:

- All dispatched apparatus must respond per incident - i.e. 2 engines, 1 truck dispatched = min. of 2 engines, 1 truck are needs to respond to fill the assignment.
- Short-staffed units will be backed-up by the next due engine(s) to minimal staffing requirements per the call type.
  - ECC will inquire with the (in order) 1st Due Chief Officer, DFEMS Command Officer, or 1st Due Engine Officer if short-staffed units are to be backed-up, unless Incident Command has been established on scene.
  - If a unit is dispatched to back-up short-staffed units but fails to respond, it will be cancelled on the assignment at response check.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.8** | **Effective Date: 9/22/2025** |
| **Subject: Minimal Staffing** | **Section: Fire / Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X] Volunteer** **[X] Career**

## I. PURPOSE

To identify the minimum staffing levels for specific dispatched assignments within Carroll County, Maryland based upon the needs of each incident type. The result of these staffing levels shall be a limitation of excessive unit responses for specific incident types.

## II. DEFINITIONS

**Box Alarm:** Incident deployment requiring multiple resources in either hydrant or non-hydrant areas. This is typically for a structure fire and allows sufficient staffing to accomplish the primary strategies of the incident for: (RECEO-VS) as well as incident support.

**Structure Alarm:** An incident of lesser complexity than a box alarm where multiple resources are in an investigative or mitigation mode that results in a quick resolution to an incident without further escalation of resources.

**Rescue Alarm:** An incident involving patient care, removal, and/or extrication. This can require a Rescue Squad, EMS, and engine company response.

**Special Rescue Alarm:** An incident involving patient care, removal, and/or extrication in extraordinary circumstances requiring the response of Advanced Technical Rescue resources.

**HazMat Alarm:** An incident involving the mitigation of a hazardous materials release, requiring the response of HazMat Team resources.

**Medical Alarm:** an incident requiring utilization of EMS and/or fire resources to provide expedient and comprehensive patient care at an ALS or BLS level.

**Local Alarm:** An incident requiring a single unit response which is deemed adequate to mitigate a specific situation.

**Operational Personnel:** Personnel who are fully cleared and equipped to function in an operational capacity in IDLH (Green tag Personnel) by DFEMS or their volunteer company. This requirement is specific to the type of apparatus they are staffing.

**Routine Service Alarm:** A non-emergent incident that provides assistance to citizens, coverage for Fire/EMS stations or evaluates and resolves a specific hazard.

## III. POLICY

A minimum number of operational personnel are required to respond to incidents in Carroll County, as indicated by incident type, to ensure adequate staffing to mitigate those emergencies.

A. Responding units will indicate their staffing of operational personnel in accordance with the Communications SOP.
    1. Trainees, Preceptees, Observers, or non-interior fire suppression personnel will not be counted toward unit staffing.
    2. Unit officers are responsible to ensuring an accurate staffing count for their unit.
B. The Emergency Communications Center (ECC) will track staffing numbers per incident, ensuring the minimum number of units and the minimum staffing level as indicated by the incident type is met.
    1. Prior to arrival of the first unit officer on scene, ECC will back-up short-staffed units to meet minimum staffing requirements.
    2. After the arrival of the first unit officer on scene, ECC will consult with the officer on the necessity of backing-up short staffing.

## IV. PROCEDURES

The following incident types will require the associated minimum staffing to satisfy a full response.

A. Box Alarms

**28 Personnel (Hydranted)**

| | |
|---|---|
| House Fire | Trailer Fire |
| Barn Fire | |

**31 Personnel (Non-Hydranted Area)**

| | |
|---|---|
| House Fire | Trailer Fire |
| Barn Fire | |

**34 Personnel** **(Hydranted)**

| | | |
|---|---|---|
| Building Fire | Building Fire w/ Rescue | Building Fire w/ High Life Hazard |
| House Fire w/ Rescue | Building Fire w/ High Life Hazard and HazMat | |
| Building Fire w/ HazMat | | |

**37 Personnel** **(Non-Hydranted)**

| | | |
|---|---|---|
| Building Fire | Building Fire w/ Rescue | Building Fire w/ High Life Hazard |
| Building Fire w/ HazMat | Building Fire w/ High Life Hazard and Hazmat | |
| House Fire w/ Rescue | | |

B. Structure Alarms

**12 Personnel**

| | | |
|---|---|---|
| Gas Leak in a Residential or Commercial Structure | | Odor of Smoke |
| Structure Alarm | Chimney Fire | Appliance Fire |
| Electrical Fire | Fire Involving Exposures | Small Building Fire |
| Odor of Electrical Burning | Lightning Strike | Fire Reported Out |

C. Rescue Alarms

**6 Personnel**

| | | |
|---|---|---|
| Vehicle Collision | Rescue Alarm | Vehicle Collision Serious |
| Vehicle Collision with Bike, Motorcycle, Pedestrian, or ATV | | |

**12 Personnel**

| | |
|---|---|
| VC with Rescue | VC with Bus |

D. Special Rescue Alarms

**# of Personnel**

| | |
|---|---|
| 12 | Vehicle Collision with HazMat |
| 18 | Advance Technical Rescue (ATR) |
| 23 | ATR with HazMat |

E. HazMat Alarms

**21 Personnel**

| |
|---|
| HazMat Alarm |

F. Local Alarms

**Typical Assignment at least one Engine - (4 Personnel)**

| | | |
|---|---|---|
| Fire Alarms | Brush/Woods Fire | Outside Odor Investigation |
| Outside Gas Leak | Emergency Lock Out | Vehicle Fire |
| Large Vehicle Fire | Outside Fire | CO Detector Activation |
| Farm Machinery Fire | Field Fire | Trash Fire |

G. Medical Alarms

**5 Personnel**

| |
|---|
| Cardiac Arrest |

H. Routine Service Alarms

**At Least One (1) Unit from a Station as Dispatched**

| | | |
|---|---|---|
| Patient Assist | Smoke Investigation | Small Fuel Spill |
| Transfer | Wires Down | Elevator Rescue w/ No Injuries |
| Flooding Condition | Illegal Open Burning | Odor of Fuel |

I. Ensuring Minimum Staffing (backing-up units)

a. All dispatched apparatus must respond to the incident.
b. If the personnel number is below the required number, but all apparatus has responded; ECC will alert the next closest engine(s) to make up staffing.
c. If apparatus responds short and the minimum number of personnel is not met, ECC will notify the responding officer in this order:
    i. First Due Company Chief Officer
    ii. DFEMS Command Officer
    iii. 1st Due Engine Officer

F. Units alerted to replace understaffed or failed units will be canceled if they have not responded at the time the initial response is filled.

1. If they are already responding, ECC will not cancel units on fire calls until advised by command.
2. ECC will advise the Incident Commander or first unit officer of what has been alerted and what is responding above the initial assignment.

Cancellations, if any, are determined by those field personnel. If no unit is on scene ECC will notify the responding officers in this order:

a. First Due Company Chief Officer
b. DFEMS Command Officer
c. 1st Due Engine Officer

Example: Box Alarm 12-3, E123, HE31, HE131, E134, and Tower 12 have 4. E141 responds with 3, Medic 128, EMS103 and B/C101 are also responding. This is a total of 28 personnel. Chief 12 is responding to the incident. ECC will announce on the operating talk group "Carroll to Chief 12, your assignment is complete with 28 personnel with Engine 141 responding with 3."

3. This does not apply to units assigned as part of a pre-emptive supplement on the initial assignment. Example: If an engine is assigned to supplement an understaffed out of county unit on the initial dispatch, that unit will be canceled if the understaffed unit responds with proper staffing.

## V. RECISION

This Standard Operating Procedure rescinds all directives regarding Minimal Staffing or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## VI. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

**SOP 4.1.1 Incident Management System**
**SOP 4.1.2 Communications**
**NFPA 1710 & 1720**

## VII. ATTACHMENTS

**None.**

# Carroll County Department of Fire & EMS Standard Operating Procedures

## SOP 4.1.9 - Requesting Additional Resources

## SUMMARY

This SOP defines the types of additional resource assignments available on working incidents and when they should be requested. It includes Rapid Intervention Dispatch (RID), special call units, second alarms (hydrant and non-hydrant), and various task forces (fire, tanker, brush, EMS, hazmat, ATR, inland search). RID must be requested as soon as a working fire is confirmed, generally by the first arriving unit or command officer, and may be initiated by ECC if not requested. The procedure ensures proper scaling of resources and rapid reinforcement during high-risk incidents

## Key Take Aways

### Rapid Intervention Dispatch:

- Requested by the first arriving unit to enhance the initial Rapid Intervention Crew (RIC) on working incidents (smoke or fire showing).
  - The first arriving OIC, Command Officer, ECC dispatcher, or ECC supervisor may start the RID based on information received or communicated.
- RID = 1 - Engine 1 - Special Service 1 - ALS Transport

### "Special Call" Requests:

- Requested by IC for specific sets of unit types, capabilities, or specific units.
- Request types and resources:

| Resource Request | Engine | Truck / Tower | Rescue Squad | Tanker | Brush | Medic Unit | Batt. Chief | Comm. Officer | Specialty |
|---|---|---|---|---|---|---|---|---|---|
| 2nd Alarm (Hydranted) | 5 | 2 | | | | 1 | | | |
| 2nd Alarm (Non-Hyd.) | 5 | 2 | | 3 | | 1 | | | |
| Fire Task Force | 2 | 1- SS | | | | | 1 | 1 | |
| Tanker Task Force | 1 | | | 3 | | | 1 | 1 | |
| Brush Task Force | 1 | | | 1 | 3 | 1 | 1 | 1 | |
| HazMat | 2 | 1 - SS | | | | 1 | 1 | 1 | 1 -HazMat |
| ATR | 1 | | | | 1 | 1 | 1 | 1 | 1 - ATR, 1 - ATV |
| Inland Search | 1 | 1 - SS | | | | 1 | 1 | 1 | 1 - ATV |
| EMS Taskforce | | | | | | 5 | 1 | 1 | Min. 2 - ALS |
| EMS Taskforce/MCI 1 | | | | | | 10 | 1 | | Min. 4 ALS, 1 Bus |
| EMS Taskforce/MCI 2 | | | | | | 15 | 1 | | Min. 7 ALS, 2 Buses |

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.9** | **Effective Date: 9/22/2025** |
| **Subject: Requesting Additional Resources** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X ] Volunteer** **[X ] Career**

## I. PURPOSE

This Operational Procedure defines the compliments of additional resources available on a working incident and when to request those resources.

## II. DEFINITIONS

**None**

## III. Policy

### A. Rapid Intervention Dispatch RID

The primary purpose of the RID is to minimize impact time in enhancing the initial Rapid Intervention Crew (RIC) with additional resources, when there is indication of a working fire. The Rapid Intervention Dispatch should be requested by the first arriving resource, both in hydrant and non-hydrant areas, as soon as it becomes apparent that it is a working incident (fire or smoke showing). This is generally determined on arrival, and communicated as part of the BIR, however there may be times where further investigation is needed in order to make a full determination.

1. As soon as it is determined to be a working fire, the Rapid Intervention Dispatch must be requested:
   a. By the first arriving unit
   b. By the responding Command officer if not already requested
   c. Prompted by the Communications tac channel operator, based on “smoke/fire showing” if the first arriving unit fails to request.
   d. The ECC supervisor may start the RID base on information received at the ECC

2. The resources dispatched on a Rapid Intervention Dispatch include:
    - 1-Engine
    - 1-Special Service (Truck or Rescue Squad)
    - 1-ALS Transport Unit

**B. Special Call**

A "special call" is a request for the dispatch of any combination of additional unit types, unit capabilities, or specific units. The Incident Commander must specify the desired quantity of unit types or capabilities, or the specific units desired.

*Example; "Main Street Command to Carroll, Special Call 2 engines to the scene"*

**C. 2nd Alarm Hydrant**

- 5 – Engines
- 2 – Trucks
- 1 – ALS Transport

**D. 2nd Alarm Non-Hydrant**

- 5 – Engines
- 2 – Trucks
- 3 - Tankers
- 1 – ALS Transport

**E. Fire Task Force**

- 2 Engines, 1 Special Service, 1 BC

**F. Tanker Task Force**

- 1 Engine, 3 Tankers, 1 Brush, 1 BC

**G. Brush Task Force**

- 1 Engine, 3 Brush Units, 1 Tanker, 1 Medic, 1 BC

**H. HazMat**

- 2 Engines, 1 Special Service, 1 Medic, HazMat 30, 1 BC

**I. ATR**

- 1 Engine, 1 Medic, 1 Ambulance, ATR 30, 1 Brush, 1 ATV, 1 BC

**J. Inaccessible Person Rescue**

- 1 Engine, 1 Special Service, 1 Medic, 1- Chase Car, 1- ATV, 1 BC

**I. EMS Task Force**

The incident commander will verbally request an "EMS Task Force." The ECC will ask for the number of patients and will dispatch one of the following assignments:

- **EMS TF**; 5-10 Patients – 5 Ambulances (minimum 2 ALS), 1 Chase Car, 2 Staff Assist, BC
- **EMS TF/MCI** 1; 11-25 Patients – 10 Ambulances (minimum 4 ALS), 2 Chase Car, 4 Staff Assist, 1 MAB, 1 MCSU, 1 Passenger Bus, BC.
- **EMS TF/MCI 2**; 26-50 Patients – 15 Ambulances (minimum 7 ALS), 2 Chase Car, 6 Staff Assist, 2 MAB, 2 MCSU, 2 Passenger Bus, BC.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Requesting Resources or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

**None**

## VI. ATTACHMENTS

**None**

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.1.10 - Building Type & Use

## SUMMARY

This SOP establishes standard recognition of building construction types and occupancy use for operational decision-making. It categorizes structures by type and use to guide risk assessment, tactical priorities, and fireground strategy - dictating fire spread and building behavior. By standardizing how personnel describe and evaluate building types, this SOP ensures consistent size-up, communications, and alignment of tactics with structural hazards and occupancy risks.

## Key Take Aways

### Construction Types:

There are 5 types of building construction utilized in the size-up/BIR - aid in painting a picture of conditions, challenges, tactics, and needs.

- **Type 1 - Fire Resistive:** Concrete and protected steel structure/supports, walls, floors, and roof.
  - High/Medium Rise and Large Commercial
- **Type 2 - Non-Combustible:** Concrete walls and floors with unprotected steele structure/support and roof.
  - Modern Commercial and Mercantile Buildings (warehouse, restaurants, stores)
- **Type 3 - Ordinary Construction:** Masonry or concrete walls with wood roof, floors, and structural components.
  - Older Buildings such as strip malls, taxpayers, garden apartments, etcs.
- **Type 4 - Heavy Timber:** Masonry walls with heavy timber interior structure (>8" Beams, >6" Girder). Floors and Roof are wood plank.
  - Older Churches, Barns, Agriculatural Buildings, warehouses, or commercial.
  - Becoming popular again in some restaurants, hotels, condos, homes, etc.
  - Difference from Type III - Type IV does not have plaster walls to protect the structure.
- **Type 5 - Wood Frame:** Interior framing, exterior walls, and structure/support are all wood.
  - Typical construction in single-family homes, townhomes, and condos.

### Occupancy Types:

- Buidling types are used to more specifically describe the call location. Classifications (larger categories) can be used to better guide the determination of occupancy type and description in common language as part of the size-up/BIR.
  - See III.B.1-10 for categories and descriptions.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.1.10 - Building Type & Use

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  - Becoming popular again in some restaurants, hotels, condos, homes, etc.
  - Difference from Type III - Type IV does not have plaster walls to protect the structure.
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# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.1.10** | **Effective Date: 9/22/2025** |
| **Subject: Building Type & Use** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[ X] Volunteer** **[ X] Career**

## I. PURPOSE

In the brief initial report (BIR), units shall provide the incident address's construction type and occupancy type. The inclusion and accuracy of this information in the BIR is essential. Knowing these items will drive the tactics and resource allocation of an incident. When provided effectively, these items provide a wealth of information beyond just building construction and occupancy type. Information may include:

1. Building construction materials, fuel load, and how fire will affect the building's structure.
2. Structural considerations that may affect how fire and smoke will move through the building.
3. How many occupants may be in the building and what the conditions are.
4. General floor plan or layout, potential building hazards, etc.

## II. DEFINITIONS

**None**

## III. PROCEDURES

### A. Construction Types

The following is a description and examples of the five construction types that should be included in your building size up. The focus should not be on using the "type" specifically, but rather providing a more detailed description that MAY give a better understanding or paints a better picture.

1. **TYPE I – Fire Resistive** – Generally found in high-rise buildings. It consists of concrete and protected steel support systems, walls, floors, and roof. It may also be found in some mid-rise or other large commercial buildings.

2. **TYPE II – Non-Combustible** – Typical modern commercial and mercantile buildings such as stores, warehouses, restaurants. These buildings are generally concrete walls and floors with unprotected steel support structures. The roof will likely be steel bar joist and sheeting covered with combustible material such as felt and tar.

3. **TYPE III – Ordinary** –Generally older buildings such as strip centers, taxpayers, garden apartments, etc. These buildings usually have masonry or concrete-bearing walls with wood roofs, floors, and structural components.

4. **TYPE IV – Heavy Timber** – Seen in many older churches, barns or agricultural buildings, and older warehouses or commercial structures. Becoming more popular again and incorporated into restaurants, hotels, and even condos and single-family homes. These buildings have masonry walls like type III buildings, but the interior wood consists of heavy timber. In a heavy-timber building, a wood column cannot be less than 8″ thick in any dimension, and a wood girder cannot be less than 6″ thick. The floor and roof are plank board. One difference between a heavy timber type IV building and type III construction is that a heavy-timber type IV building does not have plaster walls and ceilings covering the interior wood framework.

5. **TYPE V – Wood Frame** – Typical construction for single-family homes, townhomes, and condominiums. Wood-frame construction is the most combustible of the five building types. This is because the interior framing, exterior walls, and structural support are usually all wood.

**Additional details may provide a better understanding; here are a few examples:

*"E21 on location of a three and a half story balloon frame construction dwelling believed to be sub-divided into apartments…"*

*"E21 on location of a two-story middle of the row, ordinary construction taxpayer, side alpha is access to a carry-out, second-floor apartment access is on the Charlie side…"*

*"E21 is on location side alpha of a two-story type III middle of the group rowhouse with a flat roof…"*

## B. Occupancy Types

The following use and occupancy classifications are listed from the building codes and relate to the buildings' construction and fire code requirements. They are given here for guidance and understanding in determining an occupancy type to provide a background. These construction types affect the allowable construction materials, fire ratings, and protection systems of the building and therefore affect our building size-up considerations and tactical plan.

More specific common terms such as the examples below in parentheses should be used during size-up. Providing a basic description of the building occupancy provides an additional critical factor to consider as it relates to interior arrangement, rescue profile, fuel load, and other potential hazards.

**Code classification (Common terminology example) – Description**

1. **Assembly (Theatres, churches, halls, restaurants, bars, casinos, nightclubs, bus stations)** - Places where people gather together for civic or social reasons or for entertainment.
   *"E21 on location side bravo of a two-story Type IV church…"*

2. **Business (Banks, Doctors office, real estate office)** - Office buildings where services are rendered or business is transacted for a service.
   *"E21 on location side alpha of a four-story Type II medical office building…"*

3. **Educational (Schools, daycares)** - Assembly for educational purposes up to the 12th grade.
   *"E21 on location side alpha of a one-story wood-frame daycare center…"*

4. **Factory and Industrial (Manufacturing facilities)** - Assembly, finishing, manufacture, and packaging of products.
   *"E21 on location side Charlie of a one-story Type II electronics manufacturing facility…."*

5. **High Hazard (Physical or Health Hazard)** - Processing, manufacture, packaging, or storage of items that pose a high health or physical hazard.
   *"E21 on location side alpha of a seven-story coal-burning power plant…"*

6. **Institutional (Hospital, Nursing home, prison)** - Facility that houses those with no self-preservation capability without assistance.
   *"E21 on location at the security gate of a five-story fire resistive prison…."*

7. **Mercantile (Retail stores, gas stations, dealerships, etc).** - Places publicly available for the sale and purchase of goods.
   *"E21 on location side bravo of a one-story type II automotive parts and service center…"*

8. **Residential (Hotels, Dorms, Apartments, Group homes)** - Structures used for sleeping purposes that are not institutional.

   *"E21 on location side alpha of a four-story wood frame center corridor apartment building…"*

9. **Storage (Warehouses, storage units, etc.)** - Storage facilities not classified as a high hazard.

   *"E21 on location side alpha of a one-story type II carpet warehouse…"*

10. **Utility and Miscellaneous (Garages, Barns, sheds, carports, greenhouses, airport hangers)**

    *"E21 on location of a one-story non-combustible 200 x 300 airplane hangar…"*

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Building Type & Use or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

1. Policy Incident Management System 4.1.1
2. Policy Radio Reports 4.1.3

## VI. ATTACHMENTS

**None**


**Carroll County Department of Fire & EMS**
**Standard Operating Procedures**

# *Section 4.2*
# STRUCTURAL FIREFIGHTING

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.2.1 - Structural Firefighting

## SUMMARY

This SOP outlines expectations for structural firefighting operations. It covers tactical considerations such as establishing 2-Out, fire suppression priorities, and constant comparison of conditions (fire, smoke, stability) against objectives and strategies. It emphasizes matching tactics to conditions to ensure maximum effectiveness, firefighter safety, and incident objectives.

## Key Take Aways

### Determining Strategy:

- The initial OIC/IC must determine the operation strategy for the incident.
  - Operational Stategies: Offensive, Defensive, or Transitional
  - Strategy is determined by:
    - Available Water - hydrant/water supply reliability, volume
    - Available Personnel
    - Condition of the Structure - type, occupancy, involvement, prior condition

### Determining Priorities:

- Operational Priorities can be determined utilizing RECEO-VS.
  - **R**escue - **E**xposures - **C**onfinement - **E**xtinguishment - **O**verhaul - **V**entilation & **S**alvage

### Incident Operations:

- Incident Operations should refer to SOP 4.1.3 Radio Reports tying operations and communications togehter into structured benchmarks.
- **Brief Incident Report (BIR)**
  - First arriving unit is responsible for the BIR, setting the initial tone for the incident.
- **Initial 360 Report (360)**
  - First arriving unit (or assigned by the first unit if unable to complete idenpendently) is to complete an all-sides assessment of the structure prior to assuming interior firefighting operations.
  - The performing officer should take note of hazards and building conditions, verbalizing to incoming units and utilizing that information to help formulate initial strategies and tactics.
- **Incident Action Report - "Entry Report":** Units are responsible for communicating who is entering an IDLH and for what purpose.
  - Members are not to freelance, maintain/join structured and accountable crews, and follow establish supervision and command mechanisms.
  - Unit OIC are responsible for members under their supervision and completion of assigned tasks.

# SOP 4.2.1 - Structural Firefighting
## Key Take-Aways (continued...)

## Incident Opeartions (continued):

- **CAN Report:** Unit OICs are responsible for communicating their Location-Conditions-Actions-Needs as requested or indicated to help guide IC decision making and effective incident operations.
- **Exit Report:** The continuation of accountability, Unit OICs need to communicate when unit personnel are clear of IDLH.

## Tactical Considerations:

- **Eastablish 2 In - 2 Out prior to IDLH operations** unless there is a clear exception to the rule.
- **Fire Suppression:** Strategies, tactics, and objectives must continually be assessed against the conditions and structure.
  - Utilize available occupants to help inform this evaluation.
  - Begin suppression efforts on the lowest level of the structure with fire while not working on floors above uncontrolled fire (except in the case of rescue).
  - Deploy initial and backup lines, considering flow paths and ventilation efforts - maintaining a backup line for the initial attach line.
- **Interior Searches:** Indicated any time there are interior fire suppression efforts.
  - Primary and Secondary Searches should be done by different crews.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.


# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.2.1** | **Effective Date: 9/22/2025** |
| **Subject: Structural Firefighting** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X ] Volunteer** **[X ] Career**

## I. PURPOSE

To establish a consistent framework of incident priorities and operational objectives for Carroll County Fire & EMS personnel operating at structure fire incidents.

## II. DEFINITIONS

**Defensive attack:** is when fire suppression efforts are conducted from the exterior of the structure, considering exposures.

**Offensive attack:** is when crews are actively suppressing fire in a forward offensive manner into the structure.

**Rapid Intervention Crew (RIC):** Designated unit(s) assigned specifically for the immediate search, rescue, and removal of injured, lost, or trapped firefighters operating at an incident. The RIC maintains readiness outside the hazard zone and takes no other operational assignments until relieved or released.

**Rapid Intervention Dispatch (RID):** A dispatch assignment that provides additional units to offset the impact of establishing a dedicated RIC operation on a working incident.

**Strategy**: Refers to one of three actions used to combat a structure fire in this policy. Strategy is determined by available water, personnel and the condition of the structure.

**Transitional attack:** is when actions are taken to suppress fire load from the exterior of the structure and transition to an offensive attack.

## III. PROCEDURES

A. **Determining Incident Strategy** – Offensive, Defensive or Transitional strategies shall be determined by the following factors:

1. **Available Water**

    a. Water supply is a critical factor in determining fire suppression tactics and overall incident strategy.
    b. A reliable water source must be identified immediately.
    c. The lack of a reliable water supply will limit an offensive fire attack.

2. **Available Personnel**

    a. On scene personnel availability directly influences the decision to initiate offensive, defensive, or transitional tactics.
    b. A lack of personnel available to perform the required back up tasks, 2 out, back up handlines, ladders, and ventilation will limit the offensive attack option.

3. **Condition of the Structure**

    a. Structural integrity determines the safety and effectiveness of an interior operation.
    b. Many factors must be considered not limited to:
        i. Type of construction,
        ii. Occupancy type,
        iii. Level of involvement, and
        iv. Prior condition of the building.

B. **Determining Tactical Priorities using RECEO-VS.**

1. **Priority #1 Rescue**

    a. **Life safety is the highest priority at all structure fires.**
        i. The potential for life loss is most prominent in residential occupancies.
        ii. This strategic objective is achieved through interior fire containment and primary search.
        iii. All operational tactics should be assigned in support of this.
    b. When it has been confirmed that the structure's occupants are accounted for (self-evacuated, evacuated with assistance, or rescued), the strategic objective then moves to focus on firefighter safety and fire extinguishment.
        i. The first unit on the scene generally receives evacuation status information.
        ii. Upon arrival, gather information from the occupants who left the building or neighbors standing outside and communicate this information to all incoming units.

c. The rescue objective is addressed by a thorough interior primary search for life that focuses on tenable areas adjacent to the fire area, bedrooms, and means of egress.
d. A crew with a hoseline should be assigned the floor being searched to protect crews conducting the search.
e. Coordinated ventilation is critical in facilitating a primary search. This may be easily achieved through the opening or removal of select windows where occupants might be located.

**2. Priority #2 Exposures**

a. Interior exposure issues should be addressed through rapid containment of the fire.
b. This includes advancing an interior attack line to protect any occupants within the structure, focusing on the interior stairway if present, or other vertical voids.
c. The interior fire will be of two types:
    i. Fires involving only contents
    ii. Fires that involve the contents and structural components.
        1) This scenario provides the means for fire to extend throughout the structure.
d. The conservation of property without undue risk to firefighters should be a strategic goal throughout the entire incident.
e. Exterior exposure issues should be addressed through tactics appropriate for the situation.

**3. Priority #3 Confinement**

a. Tactics appropriate for the situation should be used to confine the fire rapidly.
b. If rapid extinguishment is thought to be unattainable, a hoseline(s) must be assigned in such a way as to protect the occupants, including crews operating above the fire.
c. In most cases, strategically stretching a handline(s) above the fire and to the side(s) of the fire accomplishes the goal of confinement.
d. In fires with attached similar structures, a hoseline should be stretched to the structure(s) on each side of the fire.

**4. Priority #4 Extinguishment**

a. The extinguishment of the fire is achieved through the proper selection, placement, and application of the attack line(s).
    i. The compartmentalization generally found within single and multiple-family dwellings and the fire loading suggests that a 1¾-inch attack line should be effective in fires involving only contents.
    ii. In general, fires involving structural components will require the support of several mobile attack lines.
b. When higher GPMs are required on the exterior, it is acceptable to use two 1¾-inch lines side by side.

i. They will deliver more GPMs than one 2½-inch line, which is generally done only on the exterior of the single-family dwelling due to restricted mobility and required staffing.
ii. In addition, when using the two 1¾-inch lines initially on the exterior, the two lines can easily be redeployed once the fire is knocked down.

c. In situations when a 2 ½ hoseline is warranted, such as commercial occupancies or larger residential buildings, the decision to strectch a 2 ½ hoseline should also consider the staffing and water available.

**5. Priority #5 Overhaul**

a. The type of construction directly affects fire travel.
b. Overhaul describes a systematic approach to making sure there are no further traces of fire in the structure.
   i. This entails searching for hidden fires to ensure we leave the structure in as safe a condition as possible.
   c. Overhaul requires checking all levels within the structure.
   d. Fire should be suspected of having entered all vertical and horizontal void spaces until proven otherwise.

**6. Priority #6 Ventilation & Salvage**

a. Coordinated ventilation during a fire should generally be achieved through natural horizontal methods.
   i. The reason for venting should be identified and communicated to the assigned units.
b. The need for roof openings will typically only be required when the fire has entered the attic area or has gained access to vertical void spaces.
c. Conventional construction provides the needed support to accomplish rooftop ventilation.
d. Lightweight construction does not provide the support necessary and may result in early collapse.
e. Crews ordered to perform rooftop ventilation in lightweight construction should be independently supported by aerial devices or a roof ladder.
f. Salvage of property and belongings will always be crucial to serving the community.

## C. <u>Incident Operations:</u>

Reference Policy 4.1.3 Radio Reports for BIR, 360 and Entry Report expectations.

**1. Brief Initial Report (BIR)**

a. The first arriving unit of any type is responsible for providing a complete BIR.
b. The BIR provided by the first arriving engine company (or unit) sets the tone for the incident. When stating conditions, keep it simple, only stating nothing, smoke or fire showing.

c. All units will follow their running assignment regardless of conditions stated.

**2. Initial 360 report**

a. The first arriving unit of any type is responsible for ensuring the completion of a 360 assessment and report.
    i. If the first arriving officer individually does not complete the 360 report, it must be specifically delegated to another unit able to complete the task immediately.
b. The initial 360 report is not intended to verbalize every hazard identified. It should only relay critical facts that will determine initial actions of the first arriving crews.
    i. e.g. Difference in elevation changes, location of fire and victims, conditions on the lowest level.
    ii. Example – *"Command to all units on the 360, 2 stories in the front, 3 in the rear with a walk out basement, no smoke or fire in the basement, fire from floor #2 on the Charlie side"*
c. The officer should not make an entry report as part of the 360 – The two reports must be independent.
d. A more descriptive 360 report may be provided by the Safety Officer and or RIC, Crew leader.

**3. Incident Action Plan - "Entry Report"**

A. When a crew enters an IDLH or potential IDLH they will transmit their Entry Report.

*Ex. "Engine 54 entering side alpha for fire attack with an 1 ¾ to the first floor* ***with 3****."*

B. Members will not enter a structure unless they are part of a crew, in PPE and reported in an Entry Report.
C. Members arriving in an officer's car, SUV, medic unit or personal vehicle will not enter the hazard area without the incident commander and interior crew leader being aware.
    a. Members arriving in an officer's car, SUV or personal vehicle and unable to safely join their crew will stage at the command post for an assignment.
    b. Personnel arriving by SUV or personal vehicle will not operate independently and should attach to a unit operating on scene.
        i. Ex. Utility 8 arrives on scene with 2 personnel. U8 is assigned to supplement Engine 81's crew.
    c. The member's company officer shall give specific instructions as to the crew's location within the hazard zone.
    d. The member shall proceed directly to the location identified by their company officer.
    e. The member shall perform no task within the hazard zone before joining up with their crew.

D. Unit Officers are responsible for maintaining crew integrity and accountability of personnel. PARs are conducted through individual companies, not divisions or groups.

**4. CAN Report**

A. All additional reports will follow the Location-Conditions-Actions- Needs

**5. Exit Report**

A. Crews exiting an IDLH will report that they are out of the building with their staffing number.

## D. <u>Tactical Considerations:</u>

**1. Establishing 2 out**

a. Two out must be established prior to making entry into an IDLH unless there is a known rescue.

2. **Fire Suppression**

The status of the fire, including smoke conditions, and the stability of the structure must be continuously compared against the strategy, incident objectives, and tactics to ensure maximum effectiveness.

a. Personnel must consider the survivability of occupants as part of the ongoing scene evaluation.
b. Fire suppression should begin on the lowest level of the structure where fire is present.
c. When a fire is primarily concentrated on the outside of a structure, fire suppression should begin on the outside.
d. Interior firefighting shall not occur directly above uncontrolled fires in structures unless the occupants are known to be trapped and operating above the fire is required to preserve life.
e. Consider fire flow paths while deploying initial attack lines and conducting ventilation.
f. Once committed to an interior attack position, the primary attack line must be provided a backup line until the fire is controlled, except as necessary to preserve life.
g. In general, only two attack lines should be stretched through anyone opening. (Must maintain awareness of opposing hose lines)
h. An engine company arriving before special services must be prepared to force entry into structures.
i. Units taking positions at reported structure fires must avoid parking in potential collapse zones

### 3. Interior Searches

a. Whenever the size up supports an interior fire attack operation a search of the structure must occur as well.
b. Whenever possible, the secondary search of any given area should not be completed by the same crews that conducted the primary search.
c. When a specific unit is tasked with ensuring that a systematic search has been completed, unit officers are not relieved from searching areas as they move through the structure.

## E. Additional Considerations

1. Anytime an IDLH is present the RID should be requested early.
2. When a second or greater alarm in requested the IC shall identify a staging area for those units when requested as necessary.
3. Once a working incident is confirmed and until a stationary command post is established, incident communications must be limited to critical incident needs such as water supply and occupant status.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Structural Firefighting or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

None.

## VI. ATTACHMENTS

None.

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.2.2 - Hydrant Running Assignment


## SUMMARY

This SOP details unit assignments for structure fires in hydranted areas, based on order of arrival. Each unit has defined duties, including hydrant supply, fireground tasks, and rapid intervention responsibilities. The procedure requires arriving units to announce arrival order over the radio. It also specifies tactical considerations for basement fires (attack from exterior entrance when available) and sets assignment for rapid intervention dispatch units.


## Key Take Aways

### General Assumptions:

- Units take responsibility according to ARRIVING position, unless otherwise specified.

### 1st DUE Engine:

- Identify Water Supply - 1st Due Engine OIC has the 1st due knowledge and ability to identify the most tactically effective water supply for the initial phases of the incident.
  - If not done, this should be prompted by a responding Command Officer per SOP 4.1.1 and 4.1.2
- Communicate intent and instructions (water supply, layout, specific approach, etc.) clearly to responding units.
- Replace first due medic unit on the assignment if it will be used as suppression staffing.

### 1st ARRIVING Engine:

- Initiate establishing Primary Water Supply.
- Assume Side A or Initial Fire Attack position - leaving room for 1st Truck.
- Officer - Perform:
  - Brief Initial Report (SOP 4.1.3)
  - 360 (SOP 4.1.3)
  - Establish "2-Out" (SOP 4.1.6)
  - Establish Initial Strategic Mode of operation (SOP 4.2.1)
  - Establish Tactical Command (SOP 4.1.1)
- Deploy initial attack line to primary entry/fire floor and control door.
- No entry until the 360 is complete - with confirmation of basement conditions.

# SOP 4.2.2 - Hydrant Running Assignment
## Key Take-Aways (continued...)

### 2nd Arriving Engine:

- Complete 1st Engine's water supply - complete lay, assume hydrant.
- Ensure "2-Out" is established.
- Officer - Assume Command if not already done.
- Operations
  - Assist 1st Engine
  - Deploy 2nd/Backup Attack Line
  - Be prepared to perform primary search, if 1st Special Service not on the scene and rescue is needed.

### 3rd Arriving Engine:

- Initiate Secondary/Side C Water Supply.
- Assume operations on Side C or opposite side of the structure from the 1st Engine - leaving room for 2nd Truck.
- Officer
  - Perform Side C BIR
  - Complete 360, if 1st Engine unable (SOP 4.1.3)
- Operations - Deploy Attack Line to Side C, floor above the fire, or exposure - as appropriate.

### 4th Arriving Engine:

- Position out of the way of other units' ingress/egress.
- Assume RIT Operations
  - RIT 360
  - Position at best access point for rescue and stage equipment.
  - Establish RIT hose line - larger and longer than initial attack line from Engine other than 1st Engine, if possible.
  - Relieve initial "2-Out"

### 5th Arriving Engine:

- Expand water supply, if necessary.
- Report to Command Post for assignment.

### 1st Arriving Truck:

- Position on Side A/with 1st Engine.
- Officer - Coordination with IC
- Operations - Forcible Entry, Search & Rescue, Ground Ladders, Establish Secondary Egress, Coordinated Ventilation

### 2nd Arriving Truck:

- Position on Side C/with 2nd Engine.
- Officer - Coordination with IC
- Operations - Forcible Entry, Search & Rescue, Ground Ladders, Establish Secondary Egress, Coordinated Ventilation

### 1st Arriving Rescue Squad (if dispatched):

- Position on Side A out of the way of other units' ingress/egress.
  - Will take Side C/Opposite Side if arriving as 2nd Special Service and 1st Truck is on the scene.
- Operations
  - 1st Arriving Special Service - Assume duties of 1st Truck.
  - Not 1st Arriving Special Service - Report to IC/Command Post

# SOP 4.2.2 - Hydrant Running Assignment
## Key Take-Aways (continued…)

## 1st Arriving Medic Unit:

- Be fully prepared to supplement suppression staffing of 1st Engine.
- Position out of the way of arriving units with route/ability to transport from scene if required.
- Establish "2-Out", if not already done. Requires dress in full fire suppression PPE.
- Stage EMS equipment to treat patients and begin establishing rehab.

## EMS Cars, Medic Units, & POV Reponses:

- If 1st arriving, perform BIR and 360 Reports.
  - If assuming IC, expectations are the same as other command officers.
- If canceling/downgrading an assignment, must provide:
  - Situation report to responding Command Officer with request for approval.
- Personnel will not operate alone and must be assigned to a unit/included in an Entry Report.

## 1st Arriving Command Officer:

- Assume IC only after appropriate transfer is completed and confirming location/staffing of units.
- Must use a tactical worksheet to track IC objectives, resources, and personnel.
- Establish Stationary Command Post.

## Rapid Intervention Dispatch:

- Engine and Special Service
  - Position out of the way of other units ingress/egress and IC.
  - Fill out Rapid Intervention Group (RIG) with 4th Engine.
  - Stage all RIT equipment and tools is RIG staging area.
- ALS Unit
  - Position to be able to transport and egress the scene.
  - Report to RIG with all EMS equipment to treat and package potential patients removed from the structure.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.2.2** | **Effective Date: 9/22/2025** |
| **Subject: Hydrant Running Assignment** | **Section: Fire/ Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X ] Volunteer** **[ X] Career**

## I. PURPOSE

To identify the unit responsibilities for units arriving on "Structure" or "Box" assignments in Hydranted areas in Carroll County, MD

Units responding late or not responding will change the running assignments – We must look at the running assignments listed below as a list of tasks which are guided by arrival order

## II. DEFINITIONS

Definitions for this procedure are covered in the IMS & Fireground Communications policies.

## III. PROCEDURES

**Unit assignments for the hydrant structure fire SOP are based on order of arrival which must be announced by radio when a unit arrives and assumes the responsibility's other than which they were dispatched.**

**IC and unit officers have the responsibility to communicate any deviations to this policy via radio**

**Response in a Hydrant Area:**

**A. <u>First Due Engine Responsibilities - During Response</u>**

1. **Identify water supply:** The first due engine shall identify a primary hydrant and relay the location to the second due engine. The second due engine shall acknowledge by using the order model. If the second due engine has not responded. Carroll ECC will ensure the second due engine is aware of the hydrant location.

a. If the first due engine responds late this responsibility falls to the responding first due Command officer to ensure a water supply is identified.

2. Relay specific instructions to responding units
   a. Layout instructions, The first due engine will give the layout instructions to the second engine company.

   b. Running route, the first due engine may need to verbalize which direction they are approaching from and direct the later arriving units.

Ex. *"E123 to Tower 12 come in Becket Rd. to Tydings Rd we will be stopping short".*

   c. Identify if the Medic unit will be used for suppression staffing if so, replace the unit. This should happen as early as possible in the incident.

**B. First Arriving Engine**

1. **Unit** – Begins the water supply process by laying a supply line from the closest fire hydrant or split laying to side Alpha or most appropriate location for fire attack. Reserve adequate space for the first aerial. Connect to the Fire Department Connection and/or standpipe, if closest to this side. (Advise the **IC** when FDC and/or standpipe is charged.)

2. **Unit Officer** – If positioning is not on side Alpha advise other units via the radio, transmit a **BIR**, establish or pass command if not in place, conduct a **360**, advise if the structure has a basement and report initial conditions of the basement and the location of any exterior basement entrance if indicated, request additional resources, identify a **"2-out" team.** The unit officer will then identify the **strategic mode** and transmit an entry report.

**Basement Fires: Whenever fire is determined to be below the primary entry grade Ex.: a basement fire the initial attack should be made from the exterior basement entrance if there is one and access to it is reasonable Refer to SOP 4.2.4 Basement Fires.**

3. **Crew** – Advance the appropriate size primary attack line to the fire floor/entry point, force entry, and control the door. No crew will make entry until a 360 report has been completed. Begin fire attack/confinement, rescue victims, protect exposures as appropriate.

4. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, tools, hand lights, hose, TIC, and other equipment appropriate for the construction of the structure and the tactics being deployed.

## C. Second Arriving Engine

1. **Unit** – Ensure the completion of, and expand, the water supply for the first arriving engine. Position the unit at the first engine's water supply.

2. **Unit Officer** - Establish command if not in place or assume command if indicated by first due engine.

3. **Crew-** Immediately establish a **"2-out" team**. If a **"2-out" team** is already in place, assist the first engine with deploying the primary attack line if needed, advance a second attack line unless directed otherwise by command. Prepare to perform a primary search/rescue of victims if no aerial or rescue squad is on the scene and occupants are known to be trapped. Begin checking for extension once bulk of fire is knocked down.

4. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, tools, hand lights, hose, **TIC**, and other equipment appropriate for the construction of the structure and the tactics being deployed.

## D. Third Arriving Engine

1. **Unit –** Communicate and secure a second water supply by laying a supply line from the next closest fire hydrant or split laying to side Charlie or most appropriate location opposite the first due engine, leaving room for the second aerial device. Connect to the Fire Department Connection and/or standpipe, if closest to this side. (Advise the **IC** when FDC/ standpipe is charged.)

2. **Officer** - Give a **BIR** for Side Charlie or side opposite first due engine if possible. Deploy additional attack line to side Charlie or the exposure. Complete a **360** of the structure if not completed by the first arriving officer.

3. **Crew** – Deploy the appropriate size/length attack line to side Charlie, the floor above the fire or the next appropriate exposure and begin fire attack/confinement, rescue victims, protect exposures as appropriate.

4. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, tools, hand lights, **TIC**, hose, and other hand tools appropriate for the construction of the structure and the tactics being deployed.

## E. Fourth Arriving Engine

1. **Unit** – Park away from the scene, Assume RIT. When the fifth due engine fails to respond, ensure the completion of, or expand, if necessary, the water supply for the third arriving engine.

2. **Unit Officer** – Become the **RIT** and perform a RIT 360 size-up of the structure to rescue downed firefighters if needed. (Unit officer will be **RIT** officer, will advise the **IC** when **RIT** is in place.)

3. **Crew** –Position at the best access for potential rescue. Appropriate RIT equipment and a hose line. (If possible the hose line should be from secondary unit. Not primary attack engine.) The RIT crew will maintain crew integrity and work to soften the structure in preparation for a rescue. Relieve the initial **Two-Out**. (Apparatus drivers will dress and support crew with **RIT** duties if not needed for water supply.)

4. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, **TIC**, tools, hand lights, hose, saws, search rope, ladders and designated RIT Tools, Spare RIT air, and other equipment appropriate for the construction of the structure and the tactics being deployed.

## F. Fifth Arriving Engine

1. **Unit** - Ensure the completion of, or expand, if necessary, the water supply for the third arriving engine. Assist with or complete any water supply issues as necessary, otherwise remain in an uncommitted location.

2. **Crew** – Will be prepared to stretch a long line to the opposite side of where the first due engine crew made entry. Report to the command post and stand by for assignment. (Apparatus drivers will dress and support crew if not needed for water supply).

3. **Equipment** - All personnel must wear full PPE. Equipment should include portable radios, tools, hand lights, hose, TIC, and other equipment appropriate for the construction of the structure and the tactics being deployed.

## G. First Arriving Aerial

1. **Unit** – Position on side Alpha or on side of the first engine

2. **Crew** – Provide forced entry, provide secondary/emergency means of egress with ground ladders, primary search, and rescue of occupants, provide coordinated ventilation with the attack crew, secure utilities, assist with salvage, overhaul, and lighting, utilize the aerial to gain access to the roof or most appropriate floor and communicate their conditions to the IC.

3. **Equipment** – All personnel must wear full PPE. Equipment should include, portable radios, ladders, tools, hand lights, TIC and other equipment appropriate for the construction of the structure and the tactics being deployed.

## H. Second Arriving Aerial (if dispatched)

1. **Unit** – Position on side Charlie or opposite first arriving truck if accessible

2. **Crew** – Support forced entry and coordinated ventilation, if necessary, provide secondary/emergency means of egress with ground ladders, utilize the aerial to gain access to the roof or most appropriate floor and communicate their conditions to the IC, assist with primary search of occupants, if necessary, utilities, and perform secondary search.

3. **Equipment** – All personnel must wear full PPE. Equipment should include portable radios, ladders, tools, hand lights, TIC and other equipment appropriate for the construction of the structure and the tactics being deployed.

## I. First Arriving Rescue Squad (if dispatched)

1. **Unit** – Position on side Alpha, if possible, but out of the way. Provide scene lighting if necessary. Will position as the second arriving Special Service if the first due aerial is already on scene.

2. **Crew** – Perform duties of the first arriving aerial when the rescue squad is first on scene. When not first on scene, report to the command post for assignment.

3. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, tools, hand lights, **TIC** and other equipment appropriate for the construction of the structure and the tactics being deployed.

## J. First Arriving EMS Transport Unit

1. The first due medic unit shall be fully prepared to supplement the first due engine as staffing.

2. **Unit** – Shall be parked out of the way and in a position to transport patients.

3. **Crew** – Identify and assess the welfare of any occupants and provide aid and shelter if needed. Prepare to transport injured firefighters and/or civilians if needed. Establish an Aid and or Rehab Station if directed by the **IC**. Support the **IC** as required. If the crew is assigned as the **"2-out"** team, they must dress in full PPE and be positioned at the entry point. Once the second due engine arrives and is in place the EMS crew should transition back to the first arriving EMS duties.

4. **Equipment** – Litter, oxygen equipment, **AED**, Aid-Bag, towels, ice packs, water cooler and cups, appropriate level of **PPE**.

## K. EMS Chase Cars, Medic Units & POV responses

1. **Unit** – Position out of the way not to impede responding apparatus.

2. **Crew** – If arriving first, provide a BIR and 360 Report. If assuming command members will be held to the same expectations as other command officers.

3. **Cancelling Units** – If cancelling or downgrading units prior to the arrival of an officer, a situation report must be provided to the responding command officer, along with a request for approval.

4. Additional arriving duty officers, utilities and POV's will not engage in incident operations without being included in an entry report or reporting to the command post for assignment.

**L. First Arriving Command Officer (with command vehicle)**

1. **Stationary Command Post -** Must attempt to position in a way that allows a view of at least two sides of the structure from the command post.

2. Chief Officers will not assume command until a transfer of command has been conducted. The transfer of command shall include confirming where companies are operating and the number of personnel in the crew. This can be accomplished through CAN reports.

3. Must use a tactical worksheet to track the incident objectives, resource allocation, number of personnel in the structure and progress towards established objectives.

4. Must ensure that the changes in strategy are deliberate and communicated.

5. When assuming command announce the location of the command post and provide a verbal transfer of command radio report listing the current incident operations.

**M. Rapid Intervention Dispatch Assignment**

**1. Engine and Special Service**

a. **Units** - Position out of the way and report to the **RIT** officer and fill out the **RIG**. The fourth arriving engine officer shall be the **RIG** officer.

b. **Crew** - Report to the **RIT** and assist with filling out as the **RIG.** (All personnel arriving on the **RID** will be used for the **RIG**).

c. **Equipment** - All personnel must wear full **PPE**. Equipment should include portable radios, **TIC**, tools, hand lights, hose, RIT pack for emergency air, tools for RIT, stokes basket, saws, and other equipment appropriate tools for the construction of the structure and the tactics being deployed.

**2. Rapid Intervention ALS Unit**

a. **Unit -** Position out of the way in a location where the crew can transport an injured firefighter if necessary.

b. **Crew** -Report to the **RIG** officer (Fourth arriving Engine)

c. **Equipment** – Full **PPE** as needed, Litter (Stretcher), oxygen, ALS equipment, **AED**, Aid Bag, and other appropriate equipment.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Hydrant Running Assignments or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

A. Policy 4.1.1 Incident Management System

B. Policy 4.1.2 Communications

C. Policy 4.2.1 Structural Fire Fighting

## VI. ATTACHMENTS

**Hydrant SOP Q Card**

**CARROLL COUNTY**
**Fireground SOP**

# Standard Operating Procedure HYDRANT

Box Alarm Hydrant Area

- **5 Engines**
- **1 TK/TW**
- **1 SS (BF)**
- **1 ALS**
- **BC 101**

**Staffing:**
**28 House Fire**
**34 Building Fire**

## 1st Arriving Engine

- Communicate & Secure a Water Supply
- Normally position side Alpha
- BIR, Assume Tactical or Stationary Command
- Officer completes 360 & announce hazards
- Make obvious rescues
- Entry Report w/ staff
- Initiate Fire Attack
- Support FDC if close by

## 2nd Arriving Engine

- Complete / Ensure water supply to 1st due engine
- Assume the "2 in 2 out" until relieved
- Support the 1st handline getting to the seat of the fire
- Advance a 2nd line to an area as directed by command.
- Search for victims if no special service is on location

## 3rd Arriving Engine

- Establish a second water supply
- Provide updated exterior size up of side opposite (normally Side Charlie) of the 1st arriving Engine
- Be prepared to advance attack line to the floor above or exposures as directed

## 4th Arriving Engine

- Establish RIT
- Conduct a RIT 360 w/ radio report
- Typically assemble at the point of entry of the 1st attack line
- Soften the building

## 5th Arriving Engine

- Ensure continuous water supply to 3rd due engine
- Be prepared to assume a forward roll assigned by command

## TK/TW/Ladder

- Position with first Due Engine (normally side Alpha)
- Ladder for egress
- Perform truck company functions on the fire floor with the 1st Engine, conduct a Primary Search

## Special Service

- Duties as assigned by command

(On Building Fires)

## Apparatus Positioning

Apparatus positioning is the key to success and will make or break an operation

1st arriving Engines must leave room for the truck.

Engines pumping hydrants need to ensure they do not block access to the scene for later arriving units.

Crews should discuss positioning strategies on location, after every suppression response

## Chief

- Position with a clear view
- Stay in the vehicle
- Assign Command Support Roles

## ALS

- Position apparatus so unit may initiate transport if necessary
- Report to side of building where IC & RIT with stretcher and EMS equipment
- May be assigned 2 out if qualified
- Prepare for Rehab

# Carroll County Department of Fire & EMS Standard Operating Procedures

## SOP 4.2.3 - Non-Hydrant Running Assignment

## SUMMARY

This SOP provides assignments for structure fires in non-hydrant areas. Like hydrant assignments, duties are based on order of arrival, with additional emphasis on water supply and tanker operations. It reinforces the requirement to announce arrival order by radio, gives tactical direction for basement fires (attack via exterior entrance if available), and outlines Rapid Intervention Dispatch assignments.

## Key Take Aways

### General Assumptions:

- Units take responsibility according to ARRIVING position, unless otherwise specified.
- Non-Hydranted Operations involves leveraging fire suppression and water supply together to maximize effect. This is done utilizing the "Attack Tanker" model.
  - All other units with Water-on-Wheels will provide nurse supply operations to the scene.

### 1st DUE Engine:

- Identify Water Supply - 1st Due Engine OIC identifies the primary water supply while enroute.
  - If not done, this should be prompted by a responding Command Officer per SOP 4.1.1 and 4.1.2.
  - Water Supply should be 15,000 gallons or more.
  - 5th Due Engine will acknowledge the water supply location.
- Communicate intent and instructions (water supply, layout, specific approach, etc.) clearly to responding units.
- Replace first due medic unit on the assignment if it will be used as suppression staffing.

### 1st ARRIVING Engine:

- Initiate and/or communicate layout - may not layout (instructing 2nd Engine to do so) if layout is impractical.
- Assume Side A or Initial Fire Attack position - leaving room for 1st Truck (if access is possible).
- Officer - Perform:
  - BIR, 360, and establish "2-Out" (SOP 4.2.3)
  - Establish Initial Strategic Mode of operation (SOP 4.2.1)
  - Establish Tactical Command (SOP 4.1.1)
- Deploy initial attack line to primary entry/fire floor and control door.
- No entry until the 360 is complete - with confirmation of basement conditions.

# SOP 4.2.3 - Non-Hydrant Running Assignment
## Key Take-Aways (continued...)

### Attack Tanker Deployment:

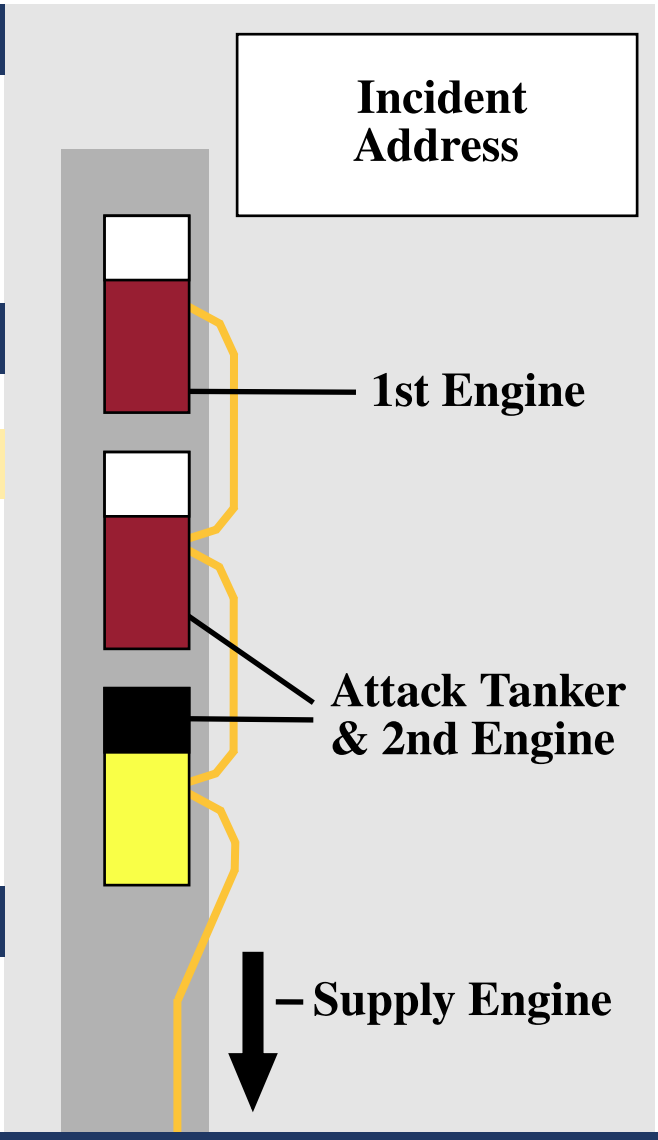
- 1st & 2nd Engines and 1st Tanker will be connected by supply line, as close together as possible.
- Supply line connect to pumps and **not to direct tank-fill intakes**.

### 2nd Arriving Engine:

- Complete 1st Engine's layout.
- Supply Water to first engine and hook supply line into Attack Tanker's pump intake.
- Ensure "2-Out" is established.
- Officer - Assume Command if not already done.
- Operations
  - Assist 1st Engine
  - Deploy 2nd/Backup Attack Line
  - Be prepared to perform primary search, if 1st Special Service not on the scene and rescue is needed.

### Attack (1st Arriving) Tanker:

- Position as close to 1st Engine as possible.
- Supply Water to 1st Engine.
- Hook supply line into 1st Engine's pump intake.




### 3rd Arriving Engine - Supply Engine:

- Pick up supply line to become the Supply Engine, utilizing a clappered siamese to pump the supply line.
- Ensure tankers and other water-on-wheels are able to quickly provide water to supply line/supply engine before moving to a fill site for more water.
- Officer - Side C BIR and complete 360, if directed.
- Operations - Deploy 2nd hand line and be prepared to perform search.

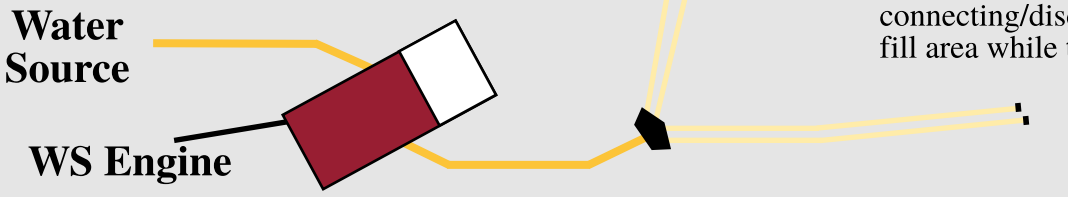
### 4th Arriving Engine:

- If needed, assist 3rd Engine with establishing the supply site.
- OIC and Crew report to scene to establish Rapid Intervention Crew
  - Driver will dress-out and join crew with 4th Engine parked out of the way if 3rd Engine does not need assistance.

# SOP 4.2.3 - Non-Hydrant Running Assignment
## Key Take-Aways (continued...)

### 5th Arriving Engine - Water Supply Engine:

- Report to the Water Supply site and establish access/fill site.
  - Water Shuttle vs. Supply Line Relay




- Supply Manifold is utilized to create separate filling areas.
- 1 Tanker is filled at a time, connecting/disconnecting the other fill area while the 1st Tanker fills.

### 1st & 2nd Arriving Trucks:

- If Accessible, 1st Truck to Side A and 2nd Truck to Side C.
- Provide Forcible Entry, Search, Ladders, Ventilation, etc.

### 1st Rescue Squad:

- Position Side A and out of the way.
- Report to Command Post if 1st Truck is already on scene.

### 1st Arriving Medic Unit:

- Be fully prepared to supplement suppression staffing of 1st Engine.
- Position out of the way of arriving units with route/ability to transport from scene if required.
- Establish "2-Out", if not already done. Requires dress in full fire suppression PPE.
- Stage EMS equipment to treat patients and begin establishing rehab.

### EMS Cars, Medic Units, & POV Reponses:

- If 1st arriving, perform BIR and 360 Reports.
  - If assuming IC, expectations are the same as other command officers.
- If canceling/downgrading an assignment, must provide:
  - Situation report to responding Command Officer with request for approval.
- Personnel will not operate alone and must be assigned to a unit/included in an Entry Report.

### 1st Arriving Command Officer:

- Assume IC only after appropriate transfer is completed and confirming location/staffing of units.
- Must use a tactical worksheet to track IC objectives, resources, and personnel.
- Establish Stationary Command Post.

### Water Supply Group Manager (WS):

- Establish WS early, assigned by IC.
- Determines water supply strategy
  - <500GPM - Do not use folding tanks
  - >500GPM - Consider folding tanks
  - >3,000 feet to Water Source - Consider relay operations

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.2.3** | **Effective Date: 9/22/2025** |
| **Subject: Non-Hydrant Running Assignment** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul supko** | **Revision Date: N/A** |

**Applicability:** **[ X] Volunteer** **[ X] Career**

## I. PURPOSE

To identify the unit responsibilities for units arriving on "Structure" or "Box" assignments in non-hydranted areas in Carroll County, MD

By design, the non-hydrant box alarm assignment is divided into two sections: fire suppression and water supply. Using the attack tanker concept, the fire suppression group alone, consisting of two engines and one tanker, will have a minimum of 3000 gallons of water. This capacity allows us to continuously flow the maximum critical flow rate of 500 GPM for six minutes.

For example, this is three 1 ¾ inch lines, or two 2 ½ inch lines, or a master stream device. Properly managing deployed hose lines can double or triple this time, or even more.

Considering that the minimum available water carried by the full first alarm is 8,250 gallons, (5-750 gallon engines and 3-1500 tankers) the water carried on our apparatus alone should support 500 GPM for 16.5 minutes of non-stop water flow. Typically, responding Engines and Tankers will have more than the required minimum tank size and therefore an increased fire flow time.

## II. DEFINITIONS

**Attack Tanker:** The first arriving tanker that positions as close as possible to the first engine to provide ample water for the initial attack.

**Nurse Tanker(s):** A tanker operation that arriving tankers pump their water off into a clappered siamese attached to a supply line.

## III. PROCEDURES

Carroll County will utilize the attack tanker deployment for all non hydrant structure fire responses. This deployment requires the first two engines and tanker to work as a team to establish a stationary water supply. This will essentially put 3000 to 5500 gallons of water

stationary, ready to use. All other tankers will pump the Siamese, off loading their water directly to the fire ground. We will use dump tanks only when larger fires warrant the need.

**Unit assignments for the hydrant structure fire SOP are based on order of arrival which must be announced by radio when a unit arrives and assumes the responsibility's other than which they were dispatched.**

**IC and unit officers have the responsibility to communicate any deviations to this policy via radio.**

**Response in a Non-Hydrant Area:**

**A. <u>First Due Engine Responsibilities - During Response</u>**

1. **Identify water supply:** The first due engine shall identify a primary (high volume) water source (15,000 gallons or unlimited) and relay the location to Carroll ECC for the fifth due engine. The fifth due engine shall acknowledge by using the order model.

    a. If the first due engine responds late identifying a primary water source falls to the responding first due Command officer.

2. Relay specific instructions to responding units
    a. <u>The first due engine is responsible for the supply line.</u>
        i. They must either lay the line or communicate with the second due engine regarding layout instructions.
        ii. Depending on access issues and the geography of the scene, the first due engine may decide to proceed into location without laying out.
        iii. When the first arriving Tanker has supply line capabilities they may also be utilized to layout.

3. Running route, the first due engine may need to verbalize which direction they are approaching from and direct the later arriving units.

    Ex. *"E123 to Tower 12 come in Becket Rd. to Tydings Rd we will be stopping short".*

4. Identify if the Medic unit will be used for suppression staffing if so, replace the unit. This should happen as early as possible in the incident.

**B. <u>Attack Tanker Deployment</u>**

1. The first two engines and the first tanker will position as close together as possible.
2. All three units will be interconnected with supply line.
3. Supply lines will NOT be connected to direct tank fills.

## C. First Arriving Engine

1. **Unit** – Begins the water supply process by laying a supply line (with clappered Siamese) to Side Alpha or the appropriate location for a fire attack.

    a. Reserve adequate space for the first due aerial and tanker if possible.

    b. Connect to the Fire Department Connection/standpipe if closest to this side. (Advise IC when FDC/standpipe is charged)

    c. May proceed to side Alpha without laying a supply line for rapid fire attack or to leave the driveway open for additional apparatus. This must be communicated on the radio.

2. **Unit Officer** - If positioning is not on side Alpha advise other units via radio, transmit a **BIR**, establish or pass command if not in place, conduct a **360**, advise if the structure has a basement and report initial conditions of the basement and the location of any exterior basement entrance if indicated, request additional resources, identify a **"2-out" team.** The unit officer will then identify the **strategic mode** and transmit an entry report.

**Basement Fires: Whenever fire is determined to be below the primary entry grade i.e.: a basement fire the initial attack should be made from the exterior basement entrance if there is one and access to it is reasonable. Refer to SOP 4.2.4 Basement Fires**

3. **Crew** – Advance the appropriate size primary attack line to the fire floor/entry point, force entry, and control the door. No crew will make entry until a 360 report has been completed. Begin fire attack/confinement, rescue victims, protect exposures as appropriate.

4. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, tools, hand lights, **TIC**, hose, and other equipment appropriate for the construction of the structure and the tactics being deployed.

## D. Second Arriving Engine

1. **Unit** – Ensure the completion of, or expand as directed or if necessary, the primary water supply for the first arriving engine. Position back the driveway to supply the first due engine with tank water leaving room for the first arriving truck and tanker if possible.

2. **Unit Officer -** Establish command if not in place or assume command if indicated by first due engine.

3. **Crew**- Immediately establish a **"2-out" team**. If a **"2-out" team** is already in place, assist the first engine with deploying the primary attack line if needed, advance a second attack line unless directed otherwise by command, perform a primary search/rescue of victims if no aerial or rescue squad is on the scene and occupants are known to be trapped. Begin checking for extension once bulk of fire is knocked down.

4. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, tools, hand lights, **TIC**, hose, and other hand tools appropriate for the construction of the structure and the tactics being deployed.

## E. Third Arriving Engine

1. **Unit** – Prepare to pump the primary supply line via clappered Siamese. If the fire flow is expected to exceed 500 gpm, consider setting up a dump site in an appropriate area that will not block lane access to the structure, (Position and complete first arriving engines water supply plan if indicated)

2. **Crew Role #1** - Water Supply – the crew will work to ensure tankers / water on wheels is quickly provided to the fire ground. As units arrive on location, this crew may transition to the fire ground.

3. **Officer** - Give a **BIR** for Side Charlie or side opposite first due engine if possible. Deploy additional attack line to side Charlie or the exposure. Complete a **360** of the structure if not completed by the first arriving officer.

4. **Crew Role #2–** Advance the appropriate size hand line to the floor above the fire or the next appropriate exposure and begin fire attack/confinement, rescue victims, protect exposures as appropriate.

5. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, tools, hand lights, **TIC**, hose, and other hand tools appropriate for the construction of the structure and the tactics being deployed.

## F. Fourth Arriving Engine

1. **Unit** – Position away, not to impede incoming Tankers. Assume RIC. Ensure the completion of, or expand, if necessary, the water supply.
    a. Driver may assist with water supply/dump site as needed.
    *b. (If not needed for water supply, drivers must wear full **PPE** and assist with crew responsibilities.)*
2. **Unit Officer** – Become the **RIC** and perform a RIT 360 size-up of the structure to rescue downed firefighters if needed. (Unit officer will be **RIC** officer, will advise the **IC** when **RIC** is in place.)

3. **Crew** –Position where the **RIC** is assigned with appropriate RIT equipment and a hose line. (If possible hose line should be from secondary unit. Not primary attack engine.) Relieve the initial **Two-Out**. (Apparatus drivers shall dress and support crew with **RIC** duties if not needed for water supply.)

4. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, thermal imaging camera, tools, hand lights, hose, saws, search rope, ladders and designated RIT Tools and other equipment appropriate tool for the construction of the structure and the tactics being deployed.

## G. Fifth Arriving Engine

1. **Unit -** Assist Water Supply unit with establishing the primary fill site for water shuttle or relay operations as directed by the first due engine or **IC** (Do not respond directly to the incident scene unless advised to do so by the **IC**). Must set-up supply lines with the ability to connect to two tankers at once, (filling one at a time) in the water supply shuttle. If the unit is not committed to the primary fill site once established proceed to the secondary fill site and establish secondary fill site.

2. **Unit Officer-** Become the fill site officer. **IC** or water supply officer must be notified when the primary fill site is ready.

3. **Crew** - Assist with establishing a fill site.

4. **Equipment** - Proper hose and adapters needed for primary fill site.

## H. First Arriving Aerial

1. **Unit** – Position on side Alpha or side of first engine.

2. **Crew** – Provide forced entry, provide secondary/emergency means of egress with ground ladders, primary search, and rescue of occupants, provide coordinated ventilation with the attack crew, secure utilities, assist with salvage, overhaul, and lighting, utilize the aerial to gain access to the roof or most appropriate floor and communicate their conditions to the **IC.**

3. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, ladders, tools, hand lights, **TIC** and other equipment appropriate for the construction of the structure and the tactics being deployed.

## I. Second Arriving Aerial (if dispatched)

1. **Unit** – Position on side Charlie or opposite first arriving truck if accessible

2. **Crew** – Support forced entry and coordinated ventilation, if necessary, provide secondary/emergency means of egress with ground ladders, utilize the aerial to gain access to the roof or most appropriate floor and communicate their conditions to the IC, assist with primary search of occupants, if necessary, utilities, and perform secondary search.

3. **Equipment** – All personnel must wear full PPE. Equipment should include portable radios, ladders, tools, hand lights, TIC and other equipment appropriate for the construction of the structure and the tactics being deployed.

## J. First Arriving Rescue Squad (if dispatched)

1. **Unit** – Position on side Alpha, if possible, but out of the way. Provide scene lighting if necessary. Will position as the second arriving Special Service if the first due aerial is already on scene.

2. **Crew** – Perform duties of the first arriving aerial when the rescue squad is first on scene. When not first on scene, report to the command post for assignment.

3. **Equipment** – All personnel must wear full **PPE**. Equipment should include portable radios, tools, hand lights, **TIC** and other equipment appropriate for the construction of the structure and the tactics being deployed.

## K. First Arriving EMS Transport Unit

1. The first due medic unit shall be fully prepared to supplement the first due engine as staffing.

2. **Unit** – Shall be parked out of the way in a position to transport patients.

3. **Crew** – Identify and assess the welfare of any occupants, provide aid and shelter if needed. Prepare to transport injured firefighters and/or civilians if needed. Establish a Rehab Station if directed by the **IC**. Support the **IC** as required. Crew may be assigned as the "**2-out**" team if qualified.

4. **Equipment** – Litter, oxygen equipment, **AED**, Aide-Bag, towels, ice packs, water cooler and cups, appropriate level of **PPE**.

## L. First Arriving Water Supply Unit

1. **Unit** - Establish the primary fill site for water shuttle or relay operations as directed by the first due engine or **IC**. (Do not respond directly to the incident scene unless advised to do so by the **IC**).

    a. Must set-up supply lines with the ability to connect to two tankers at once, (filling one at a time) in the water supply shuttle. (Work with the fifth due engine). If the unit is not committed to the primary fill site once established, proceed to the secondary fill site and establish the secondary fill site.

2. **Crew** – Assist in setting up the fill site

3. **Equipment** – Proper hose and adapters needed for fill site operations.

## M. EMS Chase Cars, Medic Units & POV responses

1. **Unit** – Position out of the way not to impede responding apparatus.

2. **Crew** – If arriving first, provide a BIR and 360 Report. If assuming command members will be held to the same expectations as other command officers.

3. **Cancelling Units** –If cancelling or downgrading units prior to the arrival of an officer, a situation report must be provided to the responding command officer, along with a request for approval.

4. Additional arriving duty officers, utilities and POV's will not engage in incident operations without being included in an entry report or reporting to the command post for assignment.

## I. First Arriving Command Officer (with command vehicle)

1. **Stationary Command Post** - Must attempt to position in a way that allows a view of at least two sides of the structure from the command post.

2. Chief Officers will not assume command until a transfer of command has been conducted. The transfer of command shall include confirming where companies are operating and the number of personnel in the crew. This can be accomplished through CAN reports.

3. Must use a tactical worksheet to track the incident objectives, resource allocation, number of personnel in the structure and progress towards established objectives.

4. Must ensure that the changes in strategy are deliberate and communicated.

5. When assuming command announce the location of the command post and provide a verbal transfer of command radio report listing the current incident operations.

6. For complex operations, delegate a Water Supply Group Manager.

## N. Water Supply Group Manager (WS)

1. Establish a water supply group manager early in the incident for non-hydrant areas.

2. The group manager will be assigned by incident commander (when established) or the first due command officer during response.

3. The primary focus of the WSis to determine the most appropriate strategy to move water from the water supply source to the fire ground. Due to the number of complex variables, the following is a list of actions the WSO must consider:
    a. Determine the distance from the LDH appliance (attached to the supply line) to the water source.
    b. Measure using Active 911, or
    c. Request distance from Carroll ECC

4. Based on the distance, announce either relay operations or shuttle operations
    a. Shuttle operations will either be nurse tanker or dump site
    b. Folding tanks should not be used for fire flows under 500 GPM.
    c. Distances less than 3000 feet should be considered for relay operations.

5. Request a water supply channel through command and direct all water supply resources to that channel.

6. Begin coordinating the overall water supply plan by directing each water supply resource to specific locations and/or giving them specific tasks.

7. Establish a tanker shuttle route. (In a circle direction to eliminate backing up if possible.)

## O. Rapid Intervention Dispatch Assignment

### 1. Engine and Special Service

a. **Units** - Position out of the way and report to the **RIT** officer and fill out the **RIG**. The fourth arriving engine officer shall be the **RIG** officer.

b. **Crew** - Report to the **RIT** and assist with filling out as the **RIG.** (All personnel arriving on the **RID** will be used for the **RIG**).

c. **Equipment** - All personnel must wear full **PPE**. Equipment should include portable radios, **TIC**, tools, hand lights, hose, RIT pack for emergency air, tools for RIT, stokes basket, saws, and other equipment appropriate tools for the construction of the structure and the tactics being deployed.

### 2. Rapid Intervention ALS Unit

a. **Unit -** Position out of the way in a location where the crew can transport an injured firefighter if necessary.

b. **Crew** -Report to the **RIG** officer (Fourth arriving Engine)

c. **Equipment** – Full **PPE** as needed, Litter (Stretcher), oxygen, ALS equipment, **AED**, Aid Bag, and other appropriate equipment.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Non Hydrant Running Assignment or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

A. Policy 4.2.1 Structural Firefighting
B. Policy 4.1.1 IMS
C. Policy 4.1.2 Communications
D. Policy 4.2.1 Structural Fire Fighting

## VI. ATTACHMENTS

**A. Non Hydrant Q Card**
**B. Water Supply Officer Worksheet**

# CARROLL COUNTY
**Fireground SOP**

## Standard Operating Procedure

**Box Alarm**

**NON Hydrant Area**

- 5 Engines
- 1 Water Supply unit
- 3 Tankers
- 1 Truck
- 1 SS (BF)
- 1 ALS
- BC 101

**Staffing:**
**28 House Fire**
**34 Building Fire**

Ver.4.2025

## 1st Arriving Engine

- Communicate Water Supply & lay out instructions
- Normally position side Alpha
- BIR, Establish Tactical or Stationary Command
- Officer completes 360 & announce hazards
- Make obvious rescues
- Entry Report w/staff
- Initiate Fire Attack
- Support FDC if close by

## 2nd Arriving Engine

- Complete / Ensure water supply to 1st due engine, lay the supply line if 1st Engine did not
- Send tank water to 1st due
- Assume the "2 in 2 out" until relieved
- Support the 1st handline getting to the seat of the fire
- Advance a 2nd line to an area as directed by command
- Search for victims if no special service is on location

## 3rd Arriving Engine

- Unit - Position to supply the LDH appliance (must have a Siamese or appliance on any supply line prior to sending water)
- Priority #1, Pump off tankers through the Siamese
- Prepare to be the dump site draft engine. Do not block access to the scene

## 4th Arriving Engine

- Unit -Report to the dump site.
- Crew - Establish RIT
- Conduct a RIT 360 w/ radio report
- Typically assemble at the point of entry of the 1st attack line
- Soften the building
- Driver stays at the dump site if needed

## 5th Arriving Engine

- Report to the primary water source (Fill site / Open water or Tank)
- Officer becomes the **Fill site Officer**
- Prepare to draft or hydrant hook up to fill tankers
- Position apparatus to not inhibit tanker traffic

## 1st Tanker

- **Report to Side Alpha as the attack tanker**
- **Pump to the attack engine**
- **Connect supply line to the second due engine**

## 2nd Tanker

- Supply the LDH appliance
- Support Tanker shuttle operations

## 3rd Tanker

- Supply the LDH appliance
- Support Tanker shuttle operations

## TK/TW/Ladder

- Position with first Due Engine (normally side Alpha)
- Ladder for egress
- Perform truck company functions on the fire floor with the 1st Due Engine / Primary Search

## Special Service

- Duties as assigned by command

(On Building Fires)

## Water Supply Unit

- Report to the Fill Site
- Prepare to fill tankers at 1000 GPM
- Ensure there is a fill site officer
- Fill the largest tankers first
- If backed up, request a second fill site
- Fill largest capacity tankers first

## Chief

- Assume Command/stay in the car
- Designate a Water Supply Officer and Tac Channel
- Assign Command Support Roles

## ALS

- Position apparatus so unit may initiate transport if necessary
- Report to side of building where IC & RIT with stretcher and EMS equipment
- May be assigned 2 out if qualified
- Prepare for Rehab

## Notes

- **ID Fill Sites with a street address when possible**
- **Fill Tankers at 1000gpm**

# Carroll County Water Supply Manager Worksheet

| MOVE WATER ON WHEELS 1ST! | Water Supply Channel | Command Channel |
|---|---|---|

***If it takes more than 3 minutes for an Engine to Establish DRAFT replace them immediately***

| ***Dump Site*** |
|---|
| Location: |
| Supervisor: |
| Dump Engine(s):<br><br>Water Transfer Engine Needed?<br>*YES* or *NO*<br><br># of Basins needed to meet the GPM flow? _____ |

| ***Fill Site 1*** |
|---|
| Location: |
| Supervisor: |
| Fill Engine(s):<br><br>Tankers: |

| ***Fill Site 2*** |
|---|
| Location: |
| Supervisor: |
| Fill Engine(s):<br><br>Tankers: |

| TASK OR OBJECTIVE | DONE |
|---|---|
| ***Establish Dump Site*** with 3rd Due Engine _____ | |
| ***Establish 1st Fill Site*** with 5th Due Engine _____ | |
| ***Establish 2nd Fill Site*** with TTF Engine _____ | |
| **Get Separate Water Supply Radio Channel** | |
| ***Ensure Dump Site does not interfere with Fire Ground Operations*** | |
| **Add 1 Tanker for Safety Margin** | |

***Number of Tankers Needed for Shuttle Operations***

| ***Required GPMs*** | ***Round Trip Mileage*** | | |
|---|---|---|---|
| | **2 miles** | **4 miles** | **6 miles** |
| **1000** | 6 | 8 | 10 |
| **900** | 6 | 7 | 9 |
| **800** | 5 | 7 | 8 |
| **700** | 5 | 6 | 7 |
| **600** | 4 | 5 | 6 |
| **500** | 3 | 4 | 5 |
| **400** | 3 | 4 | 4 |
| **300** | 2 | 3 | 3 |
| **200** | 2 | 2 | 2 |

| Distance = _____ miles | Time ***Departs*** Dump Site | Time ***Returns*** Dump Site | ***Total*** Fill/Travel Time | # of Loads Dumped |
|---|---|---|---|---|
| **Tanker # _____** (size _____) | | | | |
| **Tanker # _____** (size _____) | | | | |
| **Tanker # _____** (size _____) | | | | |
| **Tanker # _____** (size _____) | | | | |
| **Tanker # _____** (size _____) | | | | |
| **Tanker # _____** (size _____) | | | | |

# Water Supply Officer Worksheet

| *Carroll CO Tanker Sizes in Gallons* | | *Rear Dump* | *Side Dump* |
|---|---|---|---|
| **Tanker 1** | 3500 | YES | YES |
| **ET 24** | 1500 | NO | YES |
| **ET44** | 1500 | NO | YES |
| **ET 54** | 1500 | YES | YES |
| **Tanker 6** | 3200 | YES | YES |
| **Tanker 7** | 3000 | YES | YES |
| **ET 84** | 3000 | YES | YES |
| **ET 94** | 2000 | YES | YES |
| **ET 112** | 2500 | YES | YES |
| **ET 133** | 2500 | YES | YES |
| **Tanker 14** | 3500 | YES | YES |
| **E124** | 1500 | NO | YES |

| *Mutual Aid Tanker Sizes in Gallons* | | *Rear Dump* | *Side Dump* |
|---|---|---|---|
| **Adams Tanker 20** | 3000 | YES | YES |
| **Adams Tanker 22** | 2500 | YES | YES |
| **BCoFD Tanker 56** | 3000 | YES | YES |
| **MoCo Tanker 13** | 3500 | YES | YES |
| **FC EngTanker 64** | 1500 | YES | YES |
| **FC Tanker 9** | 3500 | YES | YES |
| **FC Tanker 10 & 17** | 3000 | YES | YES |
| **HoCo Tanker 3 & 33** | 3000 | YES | YES |
| **HoCo Tanker 34** | 3400 | YES | YES |
| **HoCo Tanker 4** | 3500 | YES | YES |
| **HoCo Tanker 13** | 3000 | YES | YES |
| **HoCo Reserve Tankers 17/550/551** | 3000 | YES | YES |

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.2.4 - Basement Fires

## SUMMARY

This SOP addresses operational tactics for basement fires, which present unique hazards due to access, visibility, and structural risks. It directs that whenever fire is determined below the primary entry grade, the initial attack should be made from the exterior basement entrance (if one exists and access is reasonable). This approach minimizes firefighter risk and improves effectiveness in confining and extinguishing basement fires.

## Key Take Aways

### Initial Tactics:

- 360 must be completed - **including basement conditions** - before implementing interior tactics
- Reference SOPs 4.1.10 and 4.2.1-3 regarding tactics and considerations.

### Suppression with Exterior Access:

- 1st Attack Line should primarily make access via exterior entrance directly to the basement.
- 2nd & 3rd Attack Lines should be placed to address other critical areas.
  - Additional Line to Basement, 1st Floor, Other Floors, Exposures
  - Location should be determined by critical factors like victims, searches, time delays, conditions, fire load, building size and layout.

### Suppression with Interior Access ONLY:

- This requires the highest level of caution and situational awareness.
- The attack line must ensure utilizing a straight stream, advancing while assessing conditions and integrity of the stairway/steps.
- Consider making access to apply water to untenable conditions in the basement via other means.

### Other Considerations:

- Ventilation must be done in a controlled way and clearly communicated via Command.
- Caution is required when operating above the fire, assessing structural and fire conditions continually.
- All searches above the fire should be done via Vent - Enter - Isolate - Search (VEIS)

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

| | |
|---|---|
| **Standard Operating Procedure: 4.2.4** | **Effective Date: 9/22/2025** |
| **Subject: Basement Fires** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[ X] Volunteer** **[X ] Career**

## I. PURPOSE

The majority of traumatic firefighter deaths occur when a firefighter operating above an uncontrolled fire falls through the floor into the fire. This SOG standardizes the operational approach regarding suspected basement fires to reduce the probability of firefighter injury or death. At no time should anyone operate above an uncontrolled fire except as necessary to preserve life. Additionally, a basement fire increases the likelihood of firefighters being caught in the fire flow path by entering above the fire.

## II. DEFINITIONS

Definitions for this procedure are covered in the IMS & Fireground Communications policies.

## III. PROCEDURES

### A. Initial Company Actions:

1. The first arriving company officer completes the 360 survey **before** implementing interior firefighting tactics.

2. In the event the first arriving officer is unable to conduct a 360 survey due to physical barriers, they must communicate that and assign that task to another unit.

3. Interior tactics shall not begin until conditions in the basement have been identified.

4. In situations where an **obvious** rescue(s) exists, and the initial company officer identifies the need for immediate action, they must communicate that they are unable to conduct a 360 due to an obvious rescue and assign that task to another unit before engaging in firefighting/rescue tactics.

**Exterior Basement Entrance Present**

1. **First Hoseline Placement:**
    a. **Under the greatest majority of circumstances, when an exterior entrance exists, the first attack line shall be advanced through this entranceway.** However, on the rare occasion when the first arriving officer/Incident Commander (IC) observes a condition requiring deviation, that must be clearly communicated on the radio.

    b. **Officers must immediately notify the IC of any delays in accessing the exterior basement entrance and/or getting water on the fire. This is critical for the safety of all members operating above.**

    c. Keep basement door/slider and all windows closed until a charged hoseline is in place, has been bled of air, and the stream has been checked.

    d. Notify the IC when you have water on the fire.

2. **Second and Third Hoseline Line Placement**

    a. Once a hoseline has been deployed through the basement entrance, the next critical positions (in no particular order) will be:
        i. An additional line to the basement
        ii. First floor
        iii. Any other floor above the first floor
        iv. Any attached exposures

    b. The location where the 2nd and 3rd line should be deployed is dependent on several critical factors, including but not limited to:
        i. Victim status
        ii. Search status of the upper floors and the need for hoseline to protect the search
        iii. Time gap between the arrival of the second, fourth, and fifth engines
        iv. Conditions evident on the first floor
        v. Volume of fire in the basement
        vi. Physical size, layout, or square footage of the basement

3. Based on fireground dynamics, and in the absence of any tactical direction from the IC, the officer of the second hoseline must clearly communicate with everyone on the incident the location where they will be deploying their line. Based on that information, the third and any additional lines deployed will need to cover the other high priority location(s).

## B. No Exterior Basement Access

1. If there is visible fire in the basement from an exterior window, the first hoseline should be deployed temporarily from the exterior, flowing water through the window, to knock down the visible fire. This must be communicated on the radio to all units.

    a. A big part of the efficacy of this tactic will be the ability to apply water directly to the fire area. Using this tactic when the water is not reaching the seat of the fire will have diminishing benefits.

2. After darkening down the fire, and as conditions allow, consideration should be given to follow-up the initial attack by cautiously deploying a line to the basement via the interior basement steps for final extinguishment.

## C. Advancing Down an Interior Stairwell

1. It must be done with the highest level of caution. The condition of the interior floor system should be verified to the best ability to ensure stability. Advancing crews should do so cautiously, continuously checking floor stability in front of them as they go.

2. The first line should advance to the top of the stairwell, control any fire at the stairwell, and evaluate conditions before descending the stairs.

3. As conditions warrant, using a straight stream, the crew will descend the stairs while observing the integrity of the basement stairs, to locate and extinguish the fire.

4. Having a second line in place to back up the basement company is critical. That company must be in place to make sure the attack hoseline is moving effectively and that the basement stairs remain clear of people and fire. This line will not redeploy to another location unless directed by the IC and then must be replaced.

5. If there is no exterior access and the basement stairs become untenable, consider creating access points for water application. This includes using appliances like cellar nozzles, piercing nozzles, revolving distributor nozzles, etc.

## D. General Considerations when Operating Above a Basement

1. Maintain strict door and window control.

2. Ensure that your hoseline is charged and ready to flow before making entry.

3. Assess the conditions at the threshold and notify the IC of the following:
    a. Floor condition
    b. Smoke conditions
    c. Heat conditions

4. Traverse the first floor slowly, paying full attention to floor integrity.

5. Protect the stairs between the first and second floors.

6. If conditions allow further advancement, the next priority will be to locate the basement stairs and provide protection by closing the basement door. If there is no door at the top of the stairs or it will not close, a hoseline directed at the first-floor ceiling above the basement doorway provides limited protection.

7. When possible, use walls and other positioning to remain out of the flow path.

8. Careful attention should be given to operating above a basement fire in balloon frame construction. Crews shall use Thermal Imaging Cameras to detect fire in walls and attic spaces.

## E. Truck/Rescue Squad Operational Considerations

1. When the fire attack is made using an exterior basement entrance, the first due truck may be responsible for all forcible entry needs and the primary search of the basement.

2. Ladder placement remains a priority at basement fires as:
    a. Fire quickly extends to upper floors through void spaces
    b. The use of "vent enter isolate search" (VEIS) techniques is often required
    c. Normal paths of egress can be cut off due to rapidly extending fire conditions

3. Searches of the second floor should be performed from ladders, decks, or upper floor access points to avoid operating directly over the fire. All searches conducted via ladder (VEIS) must be communicated to the IC, who will ensure a hoseline is deployed to protect the search.

## F. Ventilation

1. Ventilation **must only** be done in coordination with the attack crews.

2. The critical timing of coordinated ventilation is most effectively achieved when the engine company assigned to attack the fire communicates via radio that they are "applying water to the fire."

3. Ventilation should begin as close to the seat of the fire as possible.

4. Ventilation should be completed in a manner that will not cause the attack path to become the fire flow path.

## IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Basement & Below Grade Fires or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

1. **Policy 4.2.1 Structural Firefighting**
2. **Policy 4.1.1 IMS**
3. **Policy 4.1.2 Communications**

## VI. ATTACHMENTS

**None**

# Carroll County Department of Fire & EMS
# Standard Operating Procedures

## SOP 4.2.5 - Standpipe & Sprinkler Operations

## SUMMARY

This SOP sets procedures for supporting standpipe and sprinkler systems at fire incidents. It directs the first or second arriving engine to connect to the Fire Department Connection (FDC) and supply the system, specifies pressure requirements for residential vs. commercial systems, and requires assignment of a crew to monitor the sprinkler room. It also covers documentation and State Fire Marshal notification when systems fail or are ineffective, and prohibits fire personnel from replacing sprinkler heads. Crews are expected to return as much of the system to service as possible after activation.

## Key Take Aways

### Considerations:

- Initial suppression units will support sprinkler/standpipe systems.
- Systems/FDC should be charged when smoke/fire, waterflow are active or when directed by OIC/IC.

### Operations:

- 1st Arriving Engine should supply the FDC. If access is not practical, the responsibility goes to the next feasible unit within the response matrix.
  - i.e. 1st Engine stretches to fire in A/B corner of a large commercial structure. The 3rd Engine, assuming Side C, supplies the FDC on Side D.
- Pump Pressures
  - Commercial Sprinkler System - 150 psi (unless otherwise posted)
  - Residential Sprinkler System - 100 psi

### State Fire Mashal Notification:

- Anytime a sprinkler/standpipe system is activated - due to fire suppression or otherwise:
  - Document performance of the system in incident reporting.
  - Notify the State Fire Marshal **IF** the system malfunctions, fails, or is ineffective.

**These Key Take-Aways DO NOT encompass the entirety of this Standard Operating Procedure.**

Personnel are responsible for knowing and practicing what is contained in Departmental SOPs.

# Carroll County Department of Fire & EMS
# Standard Operating Procedure

## DOCUMENT DETAILS

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| **Standard Operating Procedure: 4.2.5** | **Effective Date: 9/22/2025** |
| **Subject: Standpipe & Sprinkler Support** | **Section: Fire/Rescue Operations** |
| **Authorized: Deputy Chief Paul Supko** | **Revision Date: N/A** |

**Applicability:** **[X ] Volunteer** **[X ] Career**

## I. PURPOSE

This section ensures that proper coverage of sprinkler and/or standpipe systems is incorporated into the department's response to incidents at structures and/or facilities equipped with sprinkler/standpipe systems. This coverage must be integrated into our suppression response SOPs to be consistent with our standard operations and ensure the effective support of these systems.

## II. DEFINITIONS

**Wet system** - Water is in the pipes at all times and is supplied by an independent water source. The pressure in the system is constantly maintained by the water source which may be supported by a fire pump. This will be found in most occupancies.

**Automatic dry standpipe** - Air is stored inside the standpipe at a constant pressure. When a hose valve is opened, the air escapes allowing the water from the independent water source to enter into the standpipe system. This will be found in occupancies/areas where freezing is a concern.

**Semi-automatic dry standpipe** - Air is stored inside the pipes, which can be pressurized or not be pressurized. Once an actuation device such as a manual pull station or an electrical switch is activated, water then enters the system.

**Manual dry standpipe** - This system has only pipes feeding the system with no air or water in them; nor is it connected to an independent water source. Fire apparatus must be used to supply the water through the standpipe. This may be encountered in parking structures, etc.

## III. POLICY

A. Sprinkler/standpipe systems shall be supported by initial suppression units when responding to incidents at structures and/or facilities equipped with these systems, in accordance with the following procedures.

B. In some occupancies where a fire pump is provided, the fire pump may be required to maintain pressures required during firefighting operations in the absence of fire apparatus support. If you are unsure if this is the case on any particular structure, support the system out of caution.

## IV. PROCEDURES

A. The **first arriving engine** shall address coverage of the fire department connection (FDC) supplying the sprinkler/standpipe system during their BIR based on the conditions encountered upon arrival and their familiarity with the structure and/or facility.

   1. The **1st arriving engine** will either;
      **a.** Cover the FDC and lay to an appropriate hydrant (normally within 100') **or**
      b. Direct the **2nd arriving engine** to cover the FDC and lay to an appropriate hydrant.

B. The **2nd arriving engine** shall cover the FDC if directed to do so.
   1. If **the 1st engine** is covering the FDC, then the **2nd engine** shall assist the **1st engine** at the hydrant while the crews of both engines accomplish their respective duties based on the applicable SOP or Incident Commander's (IC) direction.

C. Sprinkler systems must be charged immediately if they are part of the standpipe system. Otherwise, they must be charged to the required pressure when:
   1. Smoke or fire is visible.
   2. The water flow alarm sounding; or
   3. The officer in charge directs it to be done.
   4. Drivers must advise **IC** via radio when systems are charged.

D. All other units shall accomplish their respective duties based on the applicable SOP or ICs direction.

E. IC shall assign a crew (at least 2 personnel) from one of the responding units to locate the sprinkler room and remain in radio contact with the IC to shut and/or open the sprinkler/standpipe system at commands direction.

F. The engine supplying the FDC will support the sprinkler/standpipe system at the applicable pressure based on type of occupancy:

1. Commercial/Apartment sprinkler/standpipe system - **150psi (unless the pressure is noted on the FDC sign, in which case supply the system at that pressure)**
2. Residential sprinkler system - **100psi**

G. Whenever a sprinkler/standpipe system has activated due to proper function, a mechanical or electrical failure, or physical damage, the following actions shall be completed:
   1. Document the performance or non-performance of the sprinkler/standpipe system in the fire report.
   2. While on location, units will notify the State Fire Marshal's Office representative for the following instances:
      a. Malfunction or non-performance of a sprinkler/standpipe system.
      b. A sprinkler/standpipe system not being effective when activated.

H. Fire department members **shall not** replace activated sprinkler heads. However, fire department members should make all efforts to return as much of the sprinkler/standpipe system to service as possible. This may include isolating the activated floor or area via shut off valves or otherwise limiting the inoperable portion of the sprinkler/standpipe system.
   a. The building owners must be advised to contact a sprinkler company to have the system inspected and certified as back in service.

## V. RECISION

This Standard Operating Procedure rescinds all directives regarding Standpipe & Sprinkler or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## VI. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

**None**

## VII. ATTACHMENTS

**None**