

**JEFFERSON COUNTY FIRE DISTRICT #1
STANDARD OPERATING GUIDELINES**

SOG 503

RESPONSE PROCEDURES

I. PURPOSE

A. To define the appropriate guidelines for emergency response within the District.

II. SCOPE

A. These standards apply to all personnel of the District.

III. AUTHORITY AND RESPONSIBILITY

A. It will be the responsibility of the Chief and the officers to insure that these guidelines are followed.

IV. STANDARDS

- A. The first firefighter to arrive at the station shall make sure the doors are open and write the address on the dispatch board.
- B. All firefighters and officers are required to report directly to the station. The first officer to arrive shall see that responding apparatus has been properly staffed and that drivers have the proper address. Minimum staffing shall be according to SOG 501.
- C. Firefighters not assigned to responding apparatus shall stand by at the station until relieved by the officer in charge.
- D. The District will use The National Incident Management System(NIMS) to manage all emergencies.
- E. The first officer to arrive at the scene of an incident shall be "COMMAND" until relieved by the duty officer. When turning over command, tell the relieving officer details of the incident. State on the radio the name of command. Example: "Cordes is Highway 26 Command".
- F. The first engine or rescue shall report directly to the incident and take charge or receive an assignment from Command.
- G. The second engine or rescue will stand by at a staging area designated by Command. If a staging area has not been designated stage approximately 500 ft. from the incident awaiting instructions.
- H. When hydrants are available, and needed, there may be instances in which a hydrant is near the end of the street. In such cases the second engine shall stand by at the cross street. Apparatus shall not be stacked up on dead end streets.
- I. The tender shall respond on all non-hydranted area fires. Command shall contact

- the tender as soon as practical and advise where to set up. Due to the difficulty in maneuvering the tender, the engineer shall give consideration on placement. If it is going to have to shuttle, then it should not get blocked in. Also, the driver shall determine where the closest water source is and the best routing.
- J. Upon returning to the station all personnel on the apparatus shall assist the engineer in returning the apparatus to service.
 - K. It is the responsibility of each responding individual to sign in on the response sheet prior to leaving the station after an incident.

APPROVED:

DATE 12-11-2002

Earl Cordes
Fire Chief