



# STANDARD OPERATING GUIDELINE

## RESPONSE

### MABAS VEHICLE RESPONSE GUIDELINES

Effective: 01/Jan/06

Revised: 10/DEC/20

S.O.G. #: R-409

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## 1.0 Objective

- 1.1 The purpose of this guideline is to establish procedures for responding with the MABAS Division III vehicles that are housed at Station #33 as part of the MABAS Division III Vehicle Rotation Plan.

## 2.0 Responsibility

- 2.1 It is the responsibility of all Battalion Chiefs and Lieutenants to follow the guidelines documented in this Standard Operating Guideline. All personnel shall be responsible for familiarization with the vehicle(s) when they are housed at Station #33.

## 3.0 Procedure

- 3.1 MABAS Division III has established a vehicle rotation plan for the four (4) vehicles placed in service. The four vehicles are:
  - 3.1.1 Comm 3: MABAS Division III Communications vehicle
  - 3.1.2 Rescue 3: MABAS Division III Technical Rescue Team vehicle
  - 3.1.3 Haz-Mat 3: MABAS Division III Hazardous Materials Team vehicle
  - 3.1.4 Decon 3: ITTF/MABAS Decontamination Vehicle assigned to MABAS Division III
- 3.2 In the event that one of the vehicles is being housed at Station #33 at the time it is requested to an incident scene, the following guidelines will be implemented:
  - 3.2.1 Comm 3: One person, designated by the Battalion Chief, will respond to the scene with the vehicle. That person will stage the vehicle at the designated incident scene staging area unless otherwise directed by the Incident Commander. That person will remain with the vehicle and assist with the vehicle operations, at the direction of the Incident Commander, until the incident is concluded. If a personnel shortage is created, the guidelines established in Policy #14, Planned Manpower Scheduling, will be followed.
  - 3.2.2 Rescue 3: At the request for Rescue 3, the on-duty Technical Rescue Team personnel will respond with the vehicle to the incident scene. Those personnel will stage the vehicle at the designated incident scene staging area unless otherwise directed by the Incident Commander. In the event that no Technical Rescue Team personnel are on duty, two personnel designated by the Battalion Chief will respond with the vehicle. If one Technical Rescue Team person is on duty, that person along with one other firefighter designated by the Battalion Chief will respond with the vehicle. Those personnel will remain with the vehicle and assist with the vehicle operations, at the direction of the Incident Commander, until the conclusion of the incident. If a personnel shortage is created, the guidelines established in Policy #14, Planned Manpower Scheduling, will be followed.
  - 3.2.3 Haz-Mat 3 or Decon 3: At the request for Haz-Mat 3 or Decon 3, the on-duty Hazardous Materials Team personnel will respond with the vehicle to the incident scene. Those personnel will stage the vehicle at the designated incident scene staging area unless otherwise directed by the Incident Commander. In the event that no Hazardous Materials Team personnel are on duty, two personnel designated by the Battalion Chief will respond with the vehicle. If one Hazardous Materials Team person is on duty, that person along with one other firefighter designated by the Battalion Chief will respond with the vehicle. Those personnel will remain with the vehicle and assist with the vehicle operations, at the direction of the Incident Commander, until the conclusion of the incident. If a personnel shortage is created, the guidelines established in Policy #14, Planned Manpower Scheduling, will be followed.



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- 3.3 There may be an incident in Division III (or outside of Division III) where the vehicle is due or a request is made for the vehicle but no Highland Park personnel are due. In these cases, the guidelines established in 3.2.2 and 3.2.3 will be followed.
- 3.4 It will be the responsibility of the personnel that may respond with the vehicle to become familiar with its operations. On the months where a vehicle is scheduled to be housed in Highland Park, the Training Division will schedule familiarization classes for all personnel.
- 3.5 While the vehicle(s) are being housed in Highland Park, personnel at Station #33 will perform the daily apparatus check per the check-out forms found in each vehicle.
- 3.6 At the conclusion of an incident, members of the Hazardous Materials Team or Technical Rescue Team will make sure the team's vehicle is response ready. Station #33 personnel will assure readiness for Comm 3. This will include fuel, equipment, cleanliness, and any other tasks required for the apparatus to be ready for the next incident. Any questions pertaining to specific equipment on the vehicle can be directed to on-scene team personnel. If personnel have additional questions, they can contact Highland Park Fire Department team personnel.
- 3.7 Personnel responding to an incident with the vehicle will be required to complete a NFIRS report for the call (an event will need to be created by the dispatcher if not already done). If the response is part of a Highland Park team response, or is to an incident in Highland Park, only one report for the incident is required. The MABAS Division III vehicles are in the list of vehicles in the Firehouse program and personnel may be assigned to them for the report. Such a response outside of Highland Park is considered Mutual Aid Given.
- 3.8 When a vehicle is transferred to another agency, the proper MABAS Division III paper work will be completed, signed, and forwarded to the appropriate team leader.

#### 4.0 Actions to Be Taken When Highland Park Receives a Division III Vehicle

- 4.1 Properly fill-out the check-in sheet.
- 4.2 Fax the check-in sheet pursuant to the manual.
- 4.3 Shift-members will review the operation of the vehicle on the first day of its arrival. Also, subsequent shifts should go-over vehicle operations the first shift-days after vehicle arrival.
- 4.4 RED Center needs to be notified that the vehicle is in our quarters.
- 4.5 Our dispatchers need to be notified that the vehicle is at Station #33, Division III will request "COM 3" (or "Command Van," or "Rescue 3" or "Hazmat 3") on Box Alarms, and the dispatchers will have to tone us out to initiate the response.
- 4.6 When the vehicle is being sent to another department when we are done, we need to notify dispatch that the vehicle is no longer in our quarters.

#### 5.0 Reference

- 5.1 Highland Park Fire Department
- 5.2 MABAS Division III Vehicle Housing, Training and Response Guidelines

Approved:  Fire Chief