



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Dwellings - Ladder Operations</b>	<b>OPS 401</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide clear and concise instructions to members of a ladder company for safe operations when dealing with structural fire incidents in common residential type buildings.	
<b>DEFINITIONS</b>	<p>IC - Incident Command</p> <p>PPE - Personal Protective Equipment, including SCBA.</p> <p>Dwelling - One or two family house, garden apartment or townhouse.</p> <p>Officer - Member in charge of the apparatus and personnel assigned.</p> <p>Can - Member responsible for forcible entry and search.</p> <p>Irons - Member responsible for forcible entry and search.</p> <p>Roof - Member responsible for ventilation and search above the fire location.</p> <p>OV - Outside Vent - Member responsible for outside ventilation.</p> <p>Chauffeur - Member that operates the apparatus both driving and the turntable.</p> <p>VES - Vent, Enter and Search.</p> <p>SCBA - Self Contained Breathing Apparatus.</p>	
<b>RULES</b>	<p>All members performing firefighter functions shall be required to wear their department issued PPE at alarm calls.</p> <p>All apparatus should be positioned so as to not hinder incoming units.</p>	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>	In the event manpower is insufficient to fill all the positions, then multiple assignments might have to be completed by one member, or the arrival of the second due ladder company.	
First Due Ladder	<ol style="list-style-type: none"> <li>1. Safely responds to the alarm.</li> <li>2. Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up.</li> <li>3. If not the first due apparatus, notifies the dispatcher that the unit is at scene and the location the ladder truck will be setting up.</li> <li>4. Makes obvious rescues, if necessary.</li> </ol>	
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**Dwellings - Ladder Operations**

**OPS 401**

Officer  
Can/Irons

1. Attempts to ascertain all occupants are accounted for.
2. Ensures proper access has been gained into the fire building.
3. Performs a primary search of the fire floor for fire and /or potential victims.
4. If a victim is located, the member shall transmit to the IC the location and request assistance if necessary, and remove the victim.

Life safety is our primary goal. If a victim is located, their removal is of ultimate importance.

5. If a fire is located;
  - a. The Officer should radio to the IC and Engine personnel the location of the fire and/or send a member to lead the engine company to the fire.

Roof

1. Conducts vertical ventilation, if necessary.
2. Searches the levels above the fire for victims, If a victim is located, the member shall transmit to the IC the location and request assistance if necessary, and remove the victim.
3. If the roof is determined to be unsafe, notifies the IC of the situation.

OV

1. Accesses all sides of the fire building and reports any visible items of interest to the IC.
2. In conjunction with the engine hose line, provides horizontal ventilation on the fire building.
3. Performs VES, when necessary.

Chauffeur

1. Shall set ground ladders to the fire building, if practical.
2. Shall ladder the building with the aerial device as soon as possible.
3. May assist the Roof and OV with their duties, if needed.

Second Due  
Ladder

1. Safely responds to the alarm.
2. Notifies the dispatcher of their arrival and location that the ladder will be positioned.

**Dwellings - Ladder Operations**

**OPS 401**

Second Officer  
Can/Irons

1. Shall proceed to the floor above the fire (if not an attic) and conducts a secondary search of the floor.  
(If fire is in the attic, shall assist where needed.)

Second Roof

1. Assists First Due Roof, if needed.
2. Positions ground ladders to the exterior of the fire building, if needed.

Second OV

1. Assists First Due OV, if needed.
2. Positions ground ladders to the exterior of the fire building, if needed.
3. Performs VES, when necessary.

Second Chauffeur

1. Shall ladder the fire building with the aerial device, as soon as possible.
2. Shall assist first due chauffeur where needed.
3. Assists the Roof or OV, if needed.

**SOURCES**

None applicable.



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Taxpayer - Ladder Operations</b>	<b>OPS 402</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide clear and concise instructions to members of a ladder company for safe operations when dealing with structural fire incidents in common commercial type buildings.	
<b>DEFINITIONS</b>	IC - Incident Command PPE - Personal Protective Equipment, including SCBA. Taxpayer - A commercial business type building, either one or more stories. Officer - Member in charge of the apparatus and personnel assigned. Can - Member responsible for forcible entry and search. Irons - Member responsible for forcible entry and search. Roof - Member responsible for ventilation and search above the fire location. OV - Outside Vent - Member responsible for outside ventilation. Chauffeur - Member that operates the apparatus both driving and the turntable. VES - Vent, Enter and Search. SCBA - Self Contained Breathing Apparatus.	
<b>RULES</b>	All members performing firefighter functions shall be required to wear their department issued PPE at alarm calls.  All apparatus should be positioned so as to not to hinder incoming units.	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>	In the event manpower is insufficient to fill all the positions, then multiple assignments might have to be completed by one member, or the arrival of the second due ladder company.	
First Due Ladder	1. Safely responds to the alarm.  2. Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up.  3. If not the first due apparatus, notifies the dispatcher that the unit is at scene and the location the ladder truck will be setting up.  4. Makes obvious rescues, if necessary.	
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**Taxpayer - Ladder Operations**

**OPS 402**

Officer  
Can/Irons

1. Attempts to ascertain all occupants are accounted for.
2. Ensures proper access has been gained into the fire building.
3. Performs a primary search of the fire floor for fire and /or potential victims.
4. If a victim is located, the member shall transmit to the IC the location and request assistance if necessary, and remove the victim.

Life safety is our primary goal, if a victim is located, their removal is of ultimate importance.

5. If a fire is located;
  - a. The Officer should radio to the IC and Engine personnel the location of the fire and/or send a member to lead the engine company to the fire.

Roof

1. Gains access to the roof via aerial or ground ladder.
2. Reports conditions relating to the fire and hazards on the roof to the IC.
3. If the building has apartments above the stores and the fire is located below the top level, searches the floors above the fire floor for victims. If found, notifies the IC and removes them without delay.
4. If the fire is located on the top level, performs vertical ventilation, if possible.

OV

1. Accesses the rear of the fire building and reports any visible items if interest to the IC.
2. In conjunction with the engine hose line, provides horizontal ventilation on the fire area.
3. Performs VES, when necessary.

Chauffeur

1. Operates the aerial for rescues and building access as necessary.
2. Ladders the building with ground ladders as necessary.
3. May assist the Roof and OV with their duties, if needed.

Second Due  
Ladder

1. Safely responds to the alarm.
2. Notifies the dispatcher of their arrival and location that the ladder will be positioned.

Procedure Title

Procedure Number

**Taxpayer - Ladder Operations**

**OPS 402**

Second Officer  
Can/Irons

1. Assists the first due Officer/Can/Irons with searches of the fire floor and removes victims without delay.

Second Roof

1. Assists First Due Roof, if needed.
2. Positions ground ladders to the exterior of the fire building, if needed.

Second OV

1. Assists First Due OV, if needed.
2. Positions ground ladders to the exterior of the fire building, if needed.
3. Performs VES, when necessary.

Second Chauffeur

1. Shall ladder the fire building with the aerial device, as soon as possible.
2. Shall assist first due chauffeur where needed.
3. Assists the Roof or OV, if needed.

**SOURCES**

None applicable.



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>High-Rise - Ladder Operations</b>	<b>OPS 403</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide clear and concise instructions to members of a ladder company for safe operations when dealing with structural fire incidents in common high-rise type buildings.	
<b>DEFINITIONS</b>	<p>IC - Incident Command</p> <p>PPE - Personal Protective Equipment, including SCBA.</p> <p>High-Rise - A multiple dwelling or commercial structure consisting of more than three floors.</p> <p>Cockloft - The enclosed space between the top floor and the roof's underside.</p> <p>Officer - Member in charge of the apparatus and personnel assigned.</p> <p>Can - Member responsible for forcible entry and search.</p> <p>Irons - Member responsible for forcible entry and search.</p> <p>Roof - Member responsible for ventilation and search above the fire location.</p> <p>OV - Outside Vent - Member responsible for outside ventilation and search.</p> <p>Chauffeur - Member that operates the apparatus both driving and the turntable.</p> <p>VES - Vent, Enter and Search.</p> <p>SCBA - Self Contained Breathing Apparatus.</p>	
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. All members performing firefighter functions shall be required to wear their department issued PPE at alarm calls.</li> <li>2. All apparatus should be positioned so as to not hinder incoming units.</li> </ol>	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>	<p>In the event manpower is insufficient to fill all the positions, then multiple assignments might have to be completed by one member, or the arrival of the second due ladder company.</p> <p>All members will utilize stairwells, when practical, to reach upper floors if the fire is located on the sixth floor or less from the ground. If the fire is determined to be above the sixth floor, elevators may be utilized if working properly but should be exited on two floors below the fire floor.</p> <p>Members are reminded while utilizing stairwells to be cognizant of floor plans, stairs and exits.</p>	
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**High- Rise - Ladder Operations**

**OPS 403**

**First Due Ladder**

- 1. Safely responds to the alarm.
- 2. Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up.
- 3. If not the first due apparatus, notifies the dispatcher that the unit is at scene and the location the ladder truck will be setting up.
- 4. Makes obvious rescues, if necessary.

**Officer  
Can/Irons**

- 1. Attempts to ascertain all occupants are accounted for.
  - 2. Ensures proper access has been gained into the fire building.
  - 3. Makes note of floor numbering and reports same to IC.
  - 4. Accesses the fire floor and performs a primary search of the fire floor for fire and /or potential victims.
  - 5. If a victim is located, the member shall transmit to the IC the location, request assistance if necessary, and remove the victim.
- \*\*\* Life safety is our primary goal. If a victim is located, their removal is of ultimate importance.
- 6. If a fire is located;
    - a. The Officer should radio to the IC and Engine personnel the location of the fire and/or send a member to lead the engine company to the fire.
    - b. Ensures access to the fire location is maintained until hose line arrival.
  - 7. Officer shall provide supervision over all ladder personnel and ensure their assignments are being completed.

**Roof**

- 1. Utilizes an available stairwell or aerial to access the roof.
- 2. Secures open the bulkhead door over the stairwell to ensure proper ventilation of stairwell, as directed.
  - a. Coordinates with engine company if door needs to be closed.
- 3. Reports fire and smoke conditions, along with roof hazards to the IC.
- 4. If the fire is located below the top level (often a cockloft), searches the floors above the fire floor for victims and removes them without delay.
- 5. If the fire is located on the top level, performs vertical ventilation if possible.



**High- Rise - Ladder Operations**

**OPS 403**

OV

NOTE: Weather conditions, .g. high winds, should be taken into consideration during ventilation in any high rise building by all personnel.

1. Uses ground ladders or aerial device to perform obvious rescues, if necessary.
2. Accesses windows, if possible, to gain entry to apartments on the fire floor near the fire apartment to perform searches. If victim is located, the member shall transmit to the IC the location, request assistance if necessary, and remove the victim.
3. If window access is not possible, uses the stairwell to gain entry to those apartments for searches.
4. In conjunction with the engine hose line, provides horizontal ventilation on the fire.
5. May assist the Roof and Chauffeur with their duties.

Chauffeur

1. Operates the aerial for rescues and building access as necessary.
2. Ladders the building with ground ladders as necessary.
3. Assists the OV and Roof with their duties if necessary.

**Second Due Ladder**

1. Safely responds to the alarm.
2. Notifies the dispatcher that the unit is at scene and the location the truck will be setting up.

Officer  
Can/Irons

1. Assist the first due Officer/Can/Irons with searches of the fire floor and if victim is located, the member shall transmit to the IC the location, request assistance if necessary, and remove the victim.
2. Searches floors above the fire floor and provides vertical ventilation as needed.

Roof

1. Takes an available stairwell or the aerial to access the roof.
2. Assists the first due Roof as necessary.

NOTE: Weather conditions, .g. high winds, should be taken into consideration during ventilation in any high rise building by all personnel.

Procedure Title

Procedure Number

**High- Rise - Ladder Operations**

**OPS 403**

OV

1. Assists the first due OV as necessary.

Second Chauffeur

1. Operates the aerial for rescues and building access as necessary.

2. Ladders the building with ground ladders as necessary.

3. Assists the OV and/or Roof with their duties if necessary.

**SOURCES**

None applicable.



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>F.A.S.T. Team</b>	<b>OPS 404</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Long Beach Fire Department to provide a unit dedicated to effective removal and rescue of any trapped or disabled firefighter.	
<b>DEFINITIONS</b>	<p>MAYDAY - a radio term to be used by the member to alert the incident commander or any other persons on the scene that a member is in imminent danger.</p> <p>FAST team - Firefighter Assist and Search Team, will search and remove any Firefighter injured or in need of assistance at the scene.</p> <p>IC - Incident Commander</p> <p>LUNAR - acronym for Location, Unit, Name, Assignment and Resources needed.</p>	
<b>RULES</b>	None applicable.	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>	<p><b>A. FAST Team Response out of Long Beach</b></p> <p>At the scene of any major incident , the IC may call for one or more FAST Teams to standby, at a location determined by the IC, to assist in the effective removal and rescue of any trapped or disabled firefighter.</p>	
Outside District	Requests a FAST Team from Long Beach to the scene of an incident.	
FAST Team	<ol style="list-style-type: none"> <li>1. Assembles and responds safely to the dispatched location.</li> <li>2. Upon arrival at the scene, reports to the IC with their accountability tags.</li> <li>3. Collects the following information:               <ol style="list-style-type: none"> <li>a. Requests the frequency that the FAST Team will be operating on. Note: If the radio does not have the requesting Departments frequency the FAST Team officer shall request one from the IC.</li> <li>b. Inquires about the floor plan of the fire building.</li> <li>c. Remains at assigned location until called upon.</li> </ol> </li> </ol>	
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**F.A.S.T. Team**

**OPS 404**

IC

- 4. Officer in charge or assigned member shall perform a 360 degree view of the scene.
- 5. The FAST Team shall standby in proximity to the IC, awaiting orders.

**B. FAST Team Response to Long Beach**

- 1. If not already done, shall notify the dispatcher to alert for a FAST Team to respond to the scene of a major incident.
- 2. Collect accountability tags upon the arrival of the out of district FAST Team.
- 3. Shall distribute any pertinent information such as, but not limited to;
  - a. radio frequency,
    - Note: If the FAST Team radio does not have the Long Beach Fire Dept.'s frequency the Command Post shall provide a radio for them.
  - b. floor plans,
  - c. LUNAR information
- 4. Notifies the FAST Team if a MAYDAY is called. (See OPS 704)

**C. MAYDAY Called.**

IC

- 1. Receives MAYDAY call from a firefighter in need of immediate assistance.
- 2. Notifies the FAST Team Officer of situation and all available LUNAR information to assist in effecting the rescue.

FAST Team

- 1. Shall determine the quickest and safest point of entry.
- 2. Shall proceed to the last known location of the member calling the MAYDAY.
- 3. Upon locating member, FAST Team shall extricate the member by any means necessary.
- 4. The FAST Team shall provide updates to the IC of its progress.
- 5. Upon extrication of the member, the FAST Team shall transport the member to the Medical Command for evaluation or treatment if necessary.

**SOURCE**

Nassau County Fire Academy Rapid Intervention Team Guideline  
2nd Battalion Rapid Intervention Team Guidelines  
NFPA 1500, 1561



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Carbon Monoxide Alarms</b>	<b>OPS 501</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide assistance, medical or otherwise to the community in regards to carbon monoxide incidents. The policy is to also provide clear instructions on dealing with these emergencies.	
<b>DEFINITIONS</b>	<p>CO - Carbon Monoxide - is a colorless, odorless, tasteless, and non-irritating toxic gas.</p> <p>IC - Incident Command</p> <p>SCBA - Self Contained Breathing Apparatus</p> <p>PCR - Pre Hospital Care Report</p> <p>PPE - Personal Protective Equipment, including SCBA</p> <p>CO Emergency - CO present with readings of 200 ppm or more and/or aided persons are found with symptoms consistent with CO exposure.</p> <p>CO Incident - CO present with readings with less than 200 ppm.</p> <p>EMS - Emergency Medical Services</p>	
<b>RULES</b>	<ol style="list-style-type: none"> <li>Two separate and individual carbon monoxide gas meter detectors shall be utilized for testing inside the building on both Emergencies and Incidents.</li> <li>All members performing firefighter functions will be required to wear their department issued PPE at alarm calls, with the exception of the chauffeur, if needed.</li> <li>All apparatus should be positioned as to not hinder incoming units.</li> </ol>	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>	<ol style="list-style-type: none"> <li>Safely responds to the alarm.</li> <li>Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up, if needed.</li> </ol>	
Officer	<ol style="list-style-type: none"> <li>Prior to entry into the building, interviews persons at scene and determines if there are any aided. (If there are no aided at scene, go to Section A, if yes go to Section B.)</li> </ol>	
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**Carbon Monoxide Alarms**

**OPS 501**

<p>Member</p>	<p><b>A. INCIDENT</b></p> <ol style="list-style-type: none"> <li>1. Tests the carbon monoxide gas meter detector in fresh air, and ensures it is working properly.</li> <li>2. Enters the building in PPE and initiates a search for any potential victims.</li> <li>3. Attempts to locate the source of the carbon monoxide.</li> <li>4. Checks the carbon monoxide gas meter detector and advise the IC of the current readings inside the building.</li> <li>5. Attempts to mitigate the condition, if possible.</li> <li>6. After mitigating the condition, ventilates the building.</li> </ol>
<p>Officer</p>	<ol style="list-style-type: none"> <li>7. Keeps the IC updated with a progress report.</li> </ol> <p>NOTE: Members are reminded that most Carbon Monoxide "Incidents" are caused by bad batteries and/or expired detectors. These should be checked first.</p> <p>NOTE: If circumstances change, the alarm can always be upgraded to a CO Emergency.</p>
<p>IC</p>	<p><b>B. EMERGENCY</b></p> <ol style="list-style-type: none"> <li>1. Notifies EMS personnel of aided persons and their location.</li> <li>2. Notifies the dispatcher that the alarm is deemed an Emergency.</li> <li>3. Has the building evacuated by all non fire personnel.</li> <li>4. Orders members to don their SCBA regulator and initiate a search for any potential victims and locate the source of the emergency.</li> </ol>
<p>Member</p>	<ol style="list-style-type: none"> <li>1. Tests the carbon monoxide gas meter detector in fresh air, and ensures it is working properly.</li> <li>2. Enters the building in PPE with SCBA and initiates a search.</li> <li>3. Advises IC results of the search.</li> <li>4. Attempts to locate the source of the carbon monoxide.</li> </ol>

**Carbon Monoxide Alarms**

**OPS 501**

	<ol style="list-style-type: none"><li>5. Checks the carbon monoxide gas meter detector and advise the IC of the current readings inside the building.</li><li>6. Attempts to mitigate the condition, if possible.</li><li>7. After mitigating the condition, ventilates the building.</li></ol>
Officer	<ol style="list-style-type: none"><li>8. Keeps the IC updated with a progress report.</li></ol>
EMS	<ol style="list-style-type: none"><li>1. Interviews and accesses patient(s). If persons are found to be in need of medical attention, initiates OPS 202, EMS Alarm Response (Medical).</li><li>2. If no patient(s) are found, completes PCR.</li></ol>
IC	<ol style="list-style-type: none"><li>1. Has the dispatcher notify the proper utilities or Fire Marshall, if needed.</li></ol>
<b>SOURCE</b>	Not applicable.



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Automatic Alarms</b>	<b>OPS 503</b>	<b>All</b>
<b>POLICY</b>	The policy of the Long Beach Fire Department is to respond to automatic alarms that are received and have the building personnel assist with determining the cause of the alarm, mitigating the situation and resetting the alarm, if possible.	
<b>DEFINITIONS</b>	PPE - Personal Protective Equipment, including SCBA. SCBA - Self Contained Breathing Apparatus	
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. All members performing firefighter functions will be required to wear their department issued PPE at alarm calls, with the exception of the engine chauffeur, if needed.</li> <li>2. All apparatus should be positioned so as to not hinder incoming units.</li> <li>3. Removing fuses, disconnecting wires, removing any parts from a system should not be attempted.</li> </ol>	
<b>REPLACES</b>	General Order 78-135	
<b>PROCEDURE</b>	<p>In the event manpower is insufficient to fill all the positions, then multiple assignments might have to be completed by one member, or the arrival of another responding company.</p> <p><b>A. Response</b></p> <ol style="list-style-type: none"> <li>1. Safely responds to the alarm.</li> <li>2. Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up.</li> </ol> <p><b>B. Scene</b></p> <ol style="list-style-type: none"> <li>1. Shall locate the alarm panel and ascertain the location and type of alarm from the panel. Note: The alarm should not be silenced until the cause has been determined.</li> <li>2. Remains with the alarm panel to reset it after the cause has been mitigated.</li> </ol>	
First Due Apparatus	<ol style="list-style-type: none"> <li>1. Safely responds to the alarm.</li> <li>2. Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up.</li> </ol> <p><b>B. Scene</b></p>	
Officer/Member	<ol style="list-style-type: none"> <li>1. Shall locate the alarm panel and ascertain the location and type of alarm from the panel. Note: The alarm should not be silenced until the cause has been determined.</li> <li>2. Remains with the alarm panel to reset it after the cause has been mitigated.</li> </ol>	
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**Automatic Alarms**

**OPS 503**

Member

Note: The cause of the alarm shall be confirmed before attempting to reset the alarm panel.

- 1. After the location and cause has been determined, responds to correct the condition, whether it be removing smoke from the area or resetting a fire pull box.
- 2. Shall notify the member at the panel that the cause has been corrected.

Officer/Member

- 1. Shall reset the panel.

Note: Whenever possible, the system problem should be given to the property owner or representative for service and/or repair.

**C. Unable to Reset Alarm**

Officer/Member

Owner or Representative Present:

- 1. Advises a representative of the facility that the alarm panel is being placed out of service because it can not be reset. If the facility is a multiple dwelling nursing home, hospital, school, dormitory, or hotel, a Fire Watch/Impairment coordinator must be assigned by the facility.
- 2. Shall notify the dispatcher to contact FIRECOM and relay to them the alarm is out of service.
- 3. Leaves a Nassau County Fire Marshall Fire Watch Requirement form with a representative.

Note: Property owner/representative must be told to contact the Fire Dispatcher at 889-7800, to report an emergency in the building during a Firewatch.

No Owner or Representative Present:

Officer

- 1. Shall place a notice on the alarm panel stating the reason for the alarm being out of service, signed by the Officer with the date and time included.

Note: Attempts to contact an owner or superintendent shall be made to inform them of the fire alarm being placed out of service. If they aren't available then any building management or designated agent shall be notified. It shall be documented on the notice left on the alarm panel.

**SOURCE**

NY Fire Code 901.6



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope	
<b>Water Rescue</b>	<b>OPS 504</b>	<b>All</b>	
<b>POLICY</b>	The policy of the Long Beach Fire Department is to provide a response to water rescue emergencies and to ensure they are conducted in a manner that maximizes the protection of all personnel; rescuer and victim.		
<b>DEFINITIONS</b>	IC - Incident Commander PFD - Personal Flotation Device as defined by the USCG Watercraft - shall mean any type of boat or jet ski used by the department during water rescue operations. Watercraft Operator - member who has a minimum of a New York State Boater Safety course, basic swimming capability and has completed departmental watercraft operation training. Rescue swimmer - member who has a current ocean lifeguard certification, grade 3, that has been documented with the department or has completed departmental certification. PAT - Personnel Accountability Tag Collector Board - A small board that shall hold individual company personnel accountability tags. USCG - United States Coast Guard NFPA - National Fire Protection Association		
<b>RULES</b>	<ol style="list-style-type: none"><li>1. All watercraft rescue personnel shall adhere to all mandated Federal, State and NFPA rules and regulations regarding vessel operations, including but not limited to wearing approved PFD's and helmets during rescue operations.</li><li>2. No member shall attempt a water rescue alone unless circumstances dictate that such an attempt is of an immediate nature.</li><li>3. Only Department members that are Water Rescue Team members shall be allowed to operate in the water during a water rescue.</li><li>4. All watercraft rescue operations must have a minimum of two Water Rescue team members during operations.</li><li>5. No watercraft is to be used after dusk or before dawn unless it has the required lights on the vessel as per law or at the discretion of the IC.</li></ol>		
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**Water Rescue**

**OPS 504**

**REPLACES**

General Order 2008-02

**PROCEDURE**

**A. Initial Response**

Water Rescue Team Member

- 1. Responds for apparatus and equipment.
- 2. Gathers necessary equipment needed for the specific rescue (ocean or bay) and responds to the scene.
- 3. Affixes PAT to the collector board located in vehicle cab.
- 4. Awaits orders from the IC.

IC

- 1. Upon arrival, conducts a size-up of the situation and conditions of the surface water rescue, including.
  - a) wind
  - b) surf/rip currents
  - c) temperature
  - d) number of victims
- 2. Interviews witnesses and confers with other police or fire personnel, ascertaining;
  - a) time last seen
  - b) location last seen
  - c) description of person and/or equipment
- 3. Establishes command post location and advises dispatcher.
- 4. Coordinates rescue efforts with the Water Rescue Team members.
- 5. Based on the facts available at the time, considers notifying further resources, such as Nassau County Police Marine and Aviation, Town of Hempstead Bay Constables, U.S. Coast Guard, Long Beach Lifeguards or other Fire Department Water Rescue/Dive Teams or additional Long Beach Fire Department units.

NOTE: From the time of alarm, if sixty (60) minutes has expired the incident shall be deemed a recovery.

- 6. Coordinates with all outside agencies that respond.

EMS

- 1. Responds to staging area.
- 2. Awaits orders from IC.

**Water Rescue**

**OPS 504**

Water Rescue  
Team Member -  
Rescue Swimmers

3. Provides medical attention to victim(s), if needed. (See OPS 202)

**B. Rescue Swimmers - Land Based Rescues**

- 1. Assesses the situation and makes decision if a rescue is possible.
- 2. Attempts a land based water rescue only if another Rescue Swimmer member or certified ocean lifeguard, is accompanying him/her.
- 3. Coordinates rescue efforts with watercraft operators and assisting agencies on scene.
- 4. If adverse conditions dictate, land based water rescue operations will be terminated.
- 5. If a victim is located and is in immediate need of care, transports the victim back to emergency services personnel on land, for treatment. (See OPS 202).

**C. Watercraft Operations**

Water Rescue  
Team Member -  
Watercraft Operators

- 1. Deploys departmental watercraft.  
  
NOTE: All department issued safety equipment shall be utilized by all Water Rescue personnel, including approved PFD's, helmets, etc.
- 2. Responds to the location of the water rescue and initiates a search of the area for victims.
- 3. Initiates assistance to the victim.
- 4. Keeps the IC updated with any pertinent information.
- 5. Coordinates with rescue swimmers and assisting agencies on scene.
- 6. If a victim is located and is in immediate need of care, transports the victim back to emergency services personnel on land, for treatment. (See OPS 202).

**SOURCES**

Federal Navigation Law - USCG Rules and Regulations Handbook  
New York State Navigation Law  
NFPA 1670



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Accountability System</b>	<b>OPS 701</b>	<b>All</b>
<b>POLICY</b>	The policy of the Department is to utilize a system to properly account for all Fire Department members at the scene of an emergency incident.	
<b>DEFINITIONS</b>	IC - Incident Command SCBA - Self Contained Breathing Apparatus PPE - Personal Protective Equipment, including SCBA Collector Board - A small board that shall hold individual company personnel accountability tags. PAT - Personnel Accountability Tag IC designee - a member of the department selected by the OIC to collect the PAT from department apparatus. FAST team- Firefighter Assist and Search Team PAR - Personnel Accountability Report	
<b>RULES</b>	All members shall be required to participate in the Department Accountability System.	
<b>REPLACES</b>	General Order 2000-1	
<b>PROCEDURE</b>	Each company shall be issued a Collector Board that shall be secured on the apparatus in an easily accessible position to all members aboard.  Each member shall be issued a Personnel Accountability Tag (PAT) that will be color coded for each individual company.  All members issued PPE will be required to have their PAT affixed to their bunker coat in a readily accessible area, if applicable.  <b>A. Apparatus Response</b>	
Member	Upon entering an apparatus in response to an alarm, all members shall place their PAT on the company Collector Board, which should be easily accessible in the front cab.	
Officer	The apparatus Officer shall ensure compliance is met by all members aboard.	
Issuing Authority	Signature	Effective Date
		12/1/2015
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**Accountability System**

**OPS 701**

Chauffeur

Upon arrival at the scene of an alarm, the company chauffeur shall be responsible for the Collector Board to be moved to the chauffeur seat so it may be collected later, if needed.

**B. Private Auto Response**

Member

1. Member responds to the scene safely in his/her private auto and parks the private auto away from the fire block.
2. Member locates his/her company apparatus and retrieves his/her PPE and places their PAT on the Collector Board.
3. If the Collector Board has been retrieved by the IC designee, the member shall respond to the Command Post and personally hand his/her PAT to a Command Post member.

**C. Scene Operations**

IC

1. After accessing the situation, shall make a determination if it will be a prolonged operation.
2. If prolonged, shall designate a member of the department to be the person responsible for collecting the accountability boards (IC designee) from all of the department apparatus.
3. Shall be responsible for maintaining control over the accountability of the members operating at the alarm.

IC Designee

Shall locate all department apparatus and retrieve the Collector Boards and return with them to the Command Post location.

**D. Unaccounted for Member**

Company Officer

If an Officer/member realizes a member is unaccounted for and/or unable to locate a member of that company that entered the building shall immediately notify the IC.

NOTE: A visual PAR should be done periodically by the company officer to ensure the safety of members.

IC

1. Once notified of a missing/unaccounted for member, shall initiate a Department PAR of all members on the alarm scene, utilizing the PAT's collected.

**Accountability System**

**OPS 701**

Company Officer

- 2. If an unaccounted for member is located, makes notification to company officer of member's current location.
- 3. After a roll call of all companies present is completed and the member is not located, a "MAYDAY" procedure, (See OPS 704) and a FAST team response (See OPS 404) shall be initiated to locate missing member in his/her last known location.

**E. Completion of the Alarm**

- 1. It shall be the responsibility of the company officer and/or senior member of said company for retrieving the Collector Boards and verifying all of his/her company members are accounted for, using a verbal PAR.
- 2. If it is determined that a member is unaccounted for, the company officer shall immediately notify the IC (See Section D).
- 3. Shall be responsible for maintaining control over the accountability of the members operating at the alarm.

**F. Mutual Aid - In**

All mutual aid departments responding within the Long Beach Fire Department district shall conform to the current Long Beach Fire Department or similar accountability system. If any department responds and does not have in place a similar accountability system they shall not be allowed to operate at the fire scene.

**G. Mutual Aid - Out**

All Long Beach Fire Department companies that respond out of district to assist another fire department at any scene shall follow the Long Beach Fire Department accountability system with the addition of the following:

It shall be the responsibility of the Long Beach Fire Department company officer/senior member, upon arrival at the scene of an incident out of district, to bring the Collector Board of said company to the Command Post prior to engaging in any fire ground operations.

**SOURCES**

NFPA 1561



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>MAYDAY</b>	<b>OPS 704</b>	<b>All</b>
<b>POLICY</b>	The Long Beach Fire Department recognizes the dangers associated with fighting fires, and the dangers the members place themselves in doing such. This procedure is to guide members if the need arises to call for assistance if an imminent danger exists to the member or another.	
<b>DEFINITIONS</b>	<p>MAYDAY - a radio term to be used by the member to alert the incident commander or any other persons on the scene that a member is in imminent danger.</p> <p>FAST team - Firefighter Assist and Search Team, will search and remove any Firefighter injured or in need of assistance at the scene.</p> <p>PAR - Personnel Accountability Report, term used for the roll call of members at the scene using the Department Accountability system in place.</p> <p>IC - Incident Commander</p> <p>LUNAR - acronym for Location, Unit, Name, Assignment and Resources needed.</p> <p>PASS alarm - Personal Alert Safety System alarm</p> <p>SCBA - Self Contained Breathing Apparatus</p> <p>EMS - Emergency Medical Services</p>	
<b>RULES</b>	None applicable.	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>	<p><b>A. MAYDAY</b></p> <p>The MAYDAY signal may be declared by any personnel who may be trapped, in imminent danger, or by the IC.</p>	
Member	<ol style="list-style-type: none"> <li>1. Encounters a situation where the member is in need of immediate assistance due to imminent danger to him/herself or another.</li> <li>2. Calls a MAYDAY, stating MAYDAY, MAYDAY, MAYDAY, over the radio, if available, using the LUNAR acronym.</li> <li>3. If a member is unable to get through on the radio channel, switches to another frequency and attempts to notify the IC.</li> </ol>	
Issuing Authority	Signature	Effective Date
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**MAYDAY**

**OPS 704**

- 4. If the member does not have a radio, attempts to ascertain the nearest point of exit, i.e. window, and alerts anyone to his/her emergency.
- 5. Activates his/her PASS alarm that is attached to the SCBA to alert another that the member is in need of assistance.
- 6. Member shall attempt to locate an exit, door, window or any other means of egress possible.
- 7. If the member is unable to find an exit, but has a safe refuge (protected room/floor) away from the fire that the member can retreat to, shall do so.
- 8. Member shall conserve air by staying calm and controlling their breathing to extend the SCBA supply.
- 9. Member should utilize a flashlight, if available, or tapping noises to assist rescuers in locating them.

IC

- 1. Upon notification of a MAYDAY, the IC shall advise the dispatcher to have all units clear the air and switch to an alternate frequency to continue fire operations with the exception of the member calling the MAYDAY, the Incident Command and the FAST Team, until the conclusion of the MAYDAY.

NOTE: Upon receipt of a MAYDAY signal, ALL fire ground operations underway shall continue. Members shall not exit the fire building unless specifically told to evacuate by the IC.

- 2. The IC shall attempt to gather all information as to the LUNAR of the member in danger.
- 3. Coordinates response to the MAYDAY with the FAST team. (See OPS 404)
- 4. Conducts a PAR on an alternate channel to confirm all personnel are safe and accounted for, if needed.
- 5. Requests new FAST team to the scene.

FAST Team

- 1. Upon receiving all pertinent information in regards to the missing member, enters the building and attempts to locate the member.

Note: The FAST team shall remain on the same frequency as of the Firefighter calling the MAYDAY.

Procedure Title

Procedure Number

**MAYDAY**

**OPS 704**

EMS

2. When the member is located, extricates the member.
3. If member is injured, removes the member to the Medical Command.
1. Renders aid to injured member, if needed. (See OPS 202).

Note: Upon completion of the MAYDAY, all fireground units shall be advised to return to the proper frequency.

**SOURCE**

None applicable