



**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b>	Rescue and Special Operations	<b>SOP:</b>	10.1
<b>Subject:</b>	Tactical Emergency Medical Operator	<b>Executed:</b>	June 12, 2006
		<b>Revised:</b>	July 15, 2008 January 29, 2012 March 30, 2012 July 25, 2012 October 10, 2012 <b>February 26, 2013</b>
<b>Approved:</b>			
 Scott Kensinger, Operations Captain			

**PURPOSE**

The nature of the work that the “Tactical Emergency Medical Operator” (TEMO) team is engaged in is very dynamic. Recognizing the dangerous conditions and the conduciveness for injury during a tactical police deployment, the Winchester Fire & Rescue Department will be utilized for EMS support of the Winchester Police Department’s SWAT operations. The TEMO role on the team is one solely of medical support; therefore all TEMO’s will be unarmed and positioned at the discretion of the SWAT Team Leader as the situation dictates.

**SCOPE**

This procedure shall apply to all TEMO members. Implementation of an effective tactical medical support program is directed at achieving these important goals:

- Provide for a safer environment in which the TEMO performs his/her duties at the scene of a tactical operation.
- Enhance mission accomplishment.
- Reduce death, injury and illness, and related effects, among officers, medics, civilians, and suspects.
- Maintain good team morale when true concern for the member’s good health is realized.

**GLOSSARY**

- CCP – Casualty Collection Point
- COLD ZONE – That area where no significant danger or threat can be reasonably anticipated for the provider or patient.
- EMS – Emergency Medical Services

- HOT ZONE – That area in which there is a direct and immediate threat. Performing an assessment or providing treatment in this zone carries great risk and the only appropriate intervention may be self-aid or self-extraction.
- IC – Incident Command
- LFEMSC – Lord Fairfax EMS Council
- OEMS – Virginia Office of Emergency Medical Services
- OMD – Operational Medical Director
- RP – Rally Point
- SWAT – Special Weapons and Tactics team
- TEAM LEADER – SWAT Team Leader in charge of SWAT operations
- TEMO – Tactical Emergency Medical Operator
- TEMS – Tactical Emergency Medical Support
- WARM ZONE – That area in which there is a potential hostile threat, but the threat is not immediate or direct. TEMO decision-making is most affected in this zone: the benefits of medical evaluation and treatment at the point of injury must be compared to the risk of remaining in a potentially hostile area and delaying evacuation.
- WPD – Winchester Police Department
- WFRD – Winchester Fire & Rescue Department

## **STRUCTURE AND FUNCTION OF THE TEAM**

The TEMO team will consist of a maximum of ten (10) TEMO members. The personnel involved in this program shall be active operational members of the Winchester Fire and Rescue Department and are cleared as an EMS AIC. The day to day Department chain of command shall be utilized by the team.

TEMO members will be trained by an “Department Approved” TEMS course as well as continual training by WPD SWAT members, as available. Participation in this program is voluntary and the medic remains an employee or volunteer of Winchester Fire and Rescue Department. Members wishing to resign from the team must do so in writing to the TEMO team leader.

Each TEMO will function in accordance to the Virginia Office of EMS regulations, the EMS protocols as set forth by LFEMSC, and at the direction of the Winchester Fire & Rescue Department’s OMD.

## **TEMO QUALIFICATIONS**

The following qualifications must be met and maintained by all TEMO members:

- Must be a member of WFRD **and not on probation of any type.** (career or volunteer)
- Must meet the criteria for Active/Operational membership. (volunteer)
- Must not be on any disciplinary action or probation. (see reasons for suspension)
- Must have passed the most recent Work Performance Test as administered by the department
- Be trained to at least the EMT-Basic level and will be required to maintain current certifications and continuing educational requirements through the Virginia Office of EMS and LFEMSC.

- Obtain and maintain certification in International Trauma Life Support (ITLS).
- Currently hold VA certification in EVOG Class 2 or above
- Successfully complete a Department approved TEMS program, when available.
- Agree to serve a minimum of 3 years on the team.
- Attend TEMO/SWAT team training as scheduled.

## **SUSPENSION FROM TEMO**

Reasons for suspension from the team will include but not limited to the following:

- Failure to maintain the qualifications as set above.
- Placed on disciplinary probation by WFRD for any reason. Consideration to resume on the team will be evaluated by the Department Administration and the TEMO team leader once this probation period has been satisfied.
- Disclosure of confidential information.

## **RESPONSIBILITIES OF THE TEMO OPERATOR**

- Required to maintain all equipment and uniforms at the TEMO member assigned fire station or Timbrook Public safety Center for quick deployment callouts.
- Acquiring and maintaining important medical history, immunization status and current health status on each member. The confidentiality of this information is ensured by the TEMO.
- Ensuring the transfer of information to appropriate medical personnel to save valuable time during the treatment of injury or illness.
- Monitoring the medical effects of environmental conditions on individuals and team performance. The tactical medic immediately brings any problems to the SWAT team leader's attention.
- Providing field medical treatment to team members injured or taken ill while engaged in mission activity. He/She ensures that team members are afforded the best possible treatment and are transferred in a timely manner to an appropriate level of care. He/She provides humanitarian medical assistance to non-law enforcement personnel injured or taken ill during an operation until appropriate transfer to the EMS system can be safely accomplished. He/She elects when and where ambulances should be located in a stand-by mode during operations.
- Serving as the patient advocate for officers who are treated by other medical providers. He/She establishes good working relationships with local EMS systems and with receiving medical institutions and assures appropriate integration of the team's medical program with local health care delivery system. He/She also keeps commanding officers apprised of his/her findings and recommends actions, which should be taken to insure optimum outcomes for the officer and the team following injury or illness.
- Conducts medical threat assessments to determine the potential impact of medical/health factors on a mission. He/She serves as a health information resource for team members. The TEMO is the SWAT team leader's subject matter expert on matters relating to the health of the team.
- Providing pre-hospital on scene care under the direction of the WFRD OMD, using EMS protocols and standing orders as established by the OMD and the LFEMSC. Provides pre-hospital and on scene care and operational documentation to the OMD for review as requested.

- Making him/her available on an on-call basis to respond to SWAT call-outs.

## **RESPONSIBILITIES OF THE TEMO TEAM LEADER**

- The TEMO team leader serves as the leader of TEMO and liaison to the Winchester Police Department SWAT team.
- Provide notification to the Fire & Rescue Chief of callouts and other TEMO activity.
- Provide notification to the OMD of scheduled training events.
- Serves on the board for the selection of new members.
- Responsible for all TEMO administrative procedures.
- Ensures TEMO members meet and maintain the required qualifications.
- Directs TEMO team tasks to its members.
- Conduct an annual review of the program and team members and reports this to the Fire and Rescue Chief.

## **RESPONSIBILITIES OF THE OPERATIONAL MEDICAL DIRECTOR**

- The Winchester Fire and Rescue Department Operational Medical Director (OMD) shall direct the efforts of the team to successfully meet and maintain all clinical and procedural skills.
- Attend training as available to address TEMO and SWAT concerns.
- Provide advanced training to TEMO as deemed necessary.
- Approve advanced procedural protocols for the team.
- Be the liaison between TEMO and the hospital.

## **RESPONSIBILITIES OF THE SWAT TEAM LEADER TO TEMO**

- Provide command level support to TEMO for matters relating to health and safety.
- Position TEMO medics at the scene of operation in a safe zone, but near the inner perimeter of the operation.
- Ensure that the scene is safe and secure, as practical, prior to calling the tactical medic into the inner perimeter of an operation.
- Ensure victims needing medical care are brought out of an unsafe or unsecured location and taken to a safe zone for treatment by TEMO.
- Ensuring appropriate EMS coverage for all SWAT team activations.
- Facilitate implementation of TEMO recommendations when determined to be in the best interest of the team.

## **TEAM NOTIFICATION AND CALLOUT PROCEDURE**

- The goal is to have two (2) TEMO personnel on all callouts. As a last resort the team can deploy with only one (1) team member.
- TEMO Operators will be alerted of a SWAT callout via the team member's preferred method of contact. Members need to call ECC ONLY if able to respond. (540) 662-4131 or (540) 662-1111
- IMMEDIATE RESPONSE CALLOUTS: for callouts that require an immediate response; two (2) TEMO personnel shall be coordinated to respond from the on

duty shift, if available. The Battalion Officer and the TEMO team leader or his/her designee will determine the personnel to respond. The Battalion Officer shall backfill the remaining positions as necessary to maintain minimum staffing.

- SCHEDULED CALLOUTS: for callouts that are scheduled for TEMO personnel to respond beyond a one (1) hour window, off duty TEMO personnel shall call in to the ECC to announce their response. The TEMO team leader or his/her designee shall make contact with the Battalion Officer to ensure the request has been filled. If needed, on duty TEMO personnel can be assigned this task as a last resort.
- Personnel that will be alerted of an incident include: Fire & Rescue Chief, on-shift Battalion Officer, TEMO team members
- The Battalion Officer shall be mindful of incidents that extend beyond the 0700 timeframe for the potential of scheduled personnel not reporting for normal duty. Arrangements shall be made to back fill these positions as necessary.
- The responding team will arrive at least 30 minutes prior to the callout designated time, when possible, and secure all equipment needed for the callout. (Aid bags, radios and AED)
- The TEMO team will report to the SWAT team leader and advise of their status and attend the pre-incident briefing.
- Have ECC begin a fire incident number for reporting.

## **OPERATIONS – INCIDENT**

The following will outline how TEMO will operate during the incident:

- TEMO shall wear the complete issued uniform at all times during missions except when authorized to change by the SWAT team leader.
- TEMO Operators will respond in the same vehicle as the SWAT team and possibly function as the driver.
- Prior to TEMO deployment, the SWAT team leader will determine the zone in which the forward medics will operate. At this time a casualty collection point (CCP) may be established and may also be the rally point (RP) for all SWAT operations.
- TEMO will keep in constant contact with the SWAT team members at all times. The TEMO radio designation will be “TEMO 1”, “TEMO 2”, etc. When communicating to ECC the unit designator will be “TEMO”
- TEMO will follow all orders of the SWAT team leader, and members of the agency’s team and may be asked to perform other functions as needed.
- In the event of a medical emergency or traumatic injury, the TEMO members will follow the treatment protocols set forth by LFEMSC, and any other protocols approved by the Department OMD.
- TEMO members shall evaluate the “risk/benefit factor” of the medical objectives at all times.
- All medical occurrences requiring transport will require the medic to call for an EMS transport unit. At NO time will a regularly staffed medic unit be placed on standby unless specifically requested by the SWAT team leader.
- If possible, at least one TEMO member shall remain on scene with the SWAT team.

## **OPERATIONS – POST INCIDENT**

At the termination of the incident, TEMO shall perform the following duties:

- Poll each member of the SWAT team for any injuries and treat as needed.
- Participate in the debriefing if requested by the SWAT team leader.
- Do not leave until released by the SWAT team leader.
- Secure and replace any TEMO team equipment as needed.
- Make a report of any TEMO damaged equipment.
- Notify the Battalion Officer of mission completion.
- Prepare an EMS “No Patient” report in the Department reporting system and any associated run reports that are needed for medical treatment performed. A copy of this report should be forwarded to the TEMO team leader.
- Update timesheets to reflect the callout which shall include the incident number.
- As per the Comprehensive Employee Management System (CEMS), TEMO personnel called in to respond to an incident shall log a minimum of two (2) hours of time for their response up to the total time of the incident whichever is greater. Time will be calculated when the TEMO personnel announces their ability to respond to ECC or is authorized by the TEMO team leader or his/her designee.

## PERSONNEL EQUIPMENT

The following equipment will be provided by the department:

GENERAL: (Department Supplied)

- Black plate carrier with MOLLE system with a minimum of level III/A soft body armor.
- Medic patch (small) applied to the front of the vest.
- Department supplied duty boots.
- Urban digital uniform with name & medic tape applied.
- TEMO Patch displayed on each shoulder.
- Black knee pads.
- Black Balaclavas.
- Black ballistic Kevlar helmet.
- Streamlight helmet light with green lens.
- Black duty belt.
- Black gear bag
- TPSC building access card
- Storage room key

Aid bags:

- Black drop bag: large medic patch applied.
- Small black aid bag: small medic patch applied.
- Black leg/thigh medical pouch.
- Black radio pouch.
- Radio and ear com.
- SCBA mask and carrier bag.
- 40mm SCBA mask adapter and Cartridge
- Hydrostorm bladder/tubing: To be carried in the small aid bag.

The following items will not be provided by the department:

- Black socks.
- Black TEMO T-shirt.
- Black with clack buckle made from a durable material. Belt must be strong enough to support your body weight.
- Flashlight: Will be black in color and able to supply adequate light for operations.
- Elbow pads shall be black.
- Gloves shall be black.
- Any additional equipment as approved by the TEMO team leader.