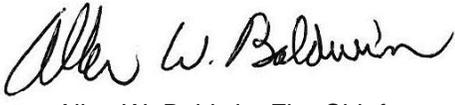




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Fire Suppression Operations	SOP: 8.6
Subject: Incident Scene Identification and Minimum Training/Certification Standards	Executed: November 17, 2008 Revised: October 22, 2012 August 26, 2015 (rewrite)
Approved:  Scott Cullers, Fire Chief	Revised:  Allen W. Baldwin, Fire Chief

PURPOSE

To define the minimum Winchester Fire and Rescue Department (WFRD) certification and training levels required for ALL department personnel that have operational roles in the Incident Command System (ICS) and for personnel accountability identification on the incident scene.

SCOPE

This procedure provides an easy identification system for the Incident Commander (IC) working on any emergency incident. By utilizing a color coordinated approach, the IC will have the ability to identify personnel capabilities and make appropriate assignments as outlined in the department incident command system.

PROGRAM STANDARDS

This procedure uses the following to set the minimum requirements for all levels of the Professional Development Program. Requirements may exceed but not fall below any of these standards:

- NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents
- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1021 Standard for Fire Officer Professional Qualifications
- City of Winchester NIMS Compliance Plan
- Virginia Office of EMS Regulations
- WFRD SOP 2.9 Department Identification System
- WFRD SOP 3.1 Respiratory Protection Program
- WFRD SOP 8.2 Incident Command System
- WFRD SOP 8.3 Personnel Accountability
- WFRD Infectious Control Program
- WFRD Apparatus Driving Procedures

PROCEDURE

The following outlines the various levels of personnel that will operate on the incident scene to include their required identification, certifications, and training that will allow for this easy recognition.

1. DEPARTMENT OPERATIONAL COMMAND OFFICER (Battalion Chief and above)

- a. Identification
 - i. White accountability tags
 - ii. White helmet with white shield
 - iii. Department ID
- b. Required Certifications
 - i. Fire Officer II or higher
 - ii. Mayday!! – Firefighter Down
 - iii. EMT-Basic or higher & Meets Virginia or National Registry Continued Education criteria for EMS.
 - iv. NIMS 100, 200, 700, 800
 - v. ICS 300, 400
- c. Current Trainings (maintained current)
 - i. Fit test performed annually by 4/1 of each year.
 - ii. CPR training/certification updated every two years by 4/1 of each year.
 - iii. HIPPA training to be performed initially and when updates occur
 - iv. Department Infectious Control training to be completed annually by 4/1.
 - v. 24 incident responses (Points),(12 points may be of documented station standby time)
 - vi. 24 hours of training to be logged annually (Minimum of 12 hours needs to be department related and if Fire/EMS provider training may be split between both disciplines)
 - vii. Attend minimum of 4hr's of Leadership, Operational or Command Training.
 - viii. Attend Annual Department Operational Officer Update.
 - ix. Attend Annual Structural Burn Session.
 - x. Meet WFRD Apparatus Driving Procedures SOP as applicable.

2. DEPARTMENT OPERATIONAL STATION OFFICER (Lieutenant and Captain)

- a. Identification
 - i. White accountability tags
 - ii. Black helmet with white shield
 - iii. Department ID
- b. Required Certifications
 - i. Fire Officer I or higher
 - ii. Mayday!! – Firefighter Down
 - iii. EMT-Basic or higher
 - iv. NIMS 100, 200, 700, 800

- v. ICS 300, 400
- c. Current Trainings (maintained current)
 - i. Fit test performed annually by 4/1 of each year.
 - ii. CPR training/certification updated every two years by 4/1 of each year.
 - iii. HIPPA training to be performed initially and when updates occur
 - iv. Department Infectious Control training to be completed annually by 4/1.
 - v. 24 incident responses (Points),(12 points may be of documented station standby time)
 - vi. 24 hours of training to be logged annually (Minimum of 12 hours needs to be department related and if Fire/EMS provider training may be split between both disciplines)
 - vii. Attend minimum of 4hr's of Leadership, Operational or Command Training.
 - viii. Attend Annual Department Operational Officer Update.
 - ix. Attend Annual Structural Burn Session.
 - x. Meet WFRD Apparatus Driving Procedures SOP as applicable.

3. FIREFIGHTER / EMS PROVIDER

- a. Identification
 - i. Green accountability tags
 - ii. Black helmet with black shield (career or volunteer) or Natural leather helmet (volunteer only).
 - iii. Department ID
- b. Required Certifications
 - i. Firefighter Level I or higher
 - ii. Hazardous Materials Awareness or higher
 - iii. Mayday!! – Firefighter Down
 - iv. EMT-Basic or higher & Meets Virginia or National Registry Continued Education criteria for EMS.
 - v. NIMS 100, 200, 700
- c. Current Trainings (maintained current)
 - i. Fit test performed annually by 4/1 of each year.
 - ii. CPR training/certification updated every two years by 4/1 of each year.
 - iii. HIPPA training to be performed initially and when updates occur
 - iv. Department Infectious Control training to be completed annually by 4/1.
 - v. 24 incident responses (Points),(12 points may be of documented station standby time)
 - vi. 24 hours of training to be logged annually (Minimum of 12 hours needs to be department related and if Fire/EMS provider training may be split between both disciplines)
 - vii. Attend EMS Provider Skills Update.
 - xi. Attend Annual Structural Burn Session.
 - xii. Meet WFRD Apparatus Driving Procedures SOP as applicable.

4. FIREFIGHTER (volunteer only)

- a. Identification
 - i. Yellow accountability tags
 - ii. Black helmet with black shield (career or volunteer) or natural leather helmet (volunteer only).
 - iii. Department ID
- b. Required Certifications
 - i. Firefighter Level I or higher
 - ii. Hazardous Materials Awareness or higher
 - iii. Mayday!! – Firefighter Down Operations
 - iv. NIMS 100, 200, 700
- c. Current Trainings (maintained current)
 - i. Fit test performed annually by 4/1 of each year.
 - ii. CPR training/certification updated every two years by 4/1 of each year.
 - iii. HIPPA training to be performed initially and when updates occur
 - iv. Department Infectious Control training to be completed annually by 4/1.
 - v. 24 incident responses (Points),(12 points may be of documented station standby time)
 - vi. 24 hours of training to be logged annually (Minimum of 12 hours needs to be department related and if Fire/EMS provider training may be split between both disciplines)
 - vii. Attend Annual Structural Burn Session.
 - viii. Meet WFRD Apparatus Driving Procedures SOP as applicable.

5. EMS PROVIDER (volunteer only)

- a. Identification
 - i. Blue accountability tags
 - ii. Blue helmet
 - iii. Department ID
- b. Requirements
 - i. EMT-Basic or higher & Meets Virginia or National Registry Continued Education criteria for EMS.
 - ii. Meets Virginia or National Registry Continued Education criteria for EMS
 - iii. NIMS 100, 200, 700
- c. Current Trainings (maintained current)
 - i. CPR training/certification updated every two years by 4/1 of each year.
 - ii. HIPPA training to be performed initially and when updates occur
 - iii. Department Infectious Control training to be completed annually by 4/1.
 - iv. 24 incident responses (Points), (12 points may be of documented station standby time)
 - v. 24 hours of training to be logged annually (Minimum of 12 hours needs to be department related and training may be split between both disciplines).
 - vi. Attend Annual EMS Provider Skills Update.
 - vii. Meet WFRD Apparatus Driving Procedures SOP as applicable.

6. PROBATIONARY / JUVENILE / DRIVER ONLY (Non-IDLH)

- a. Identification
 - i. Red accountability tags
 - ii. Red helmet with black shield (career or volunteer)
 - iii. Red helmet (volunteer only)
 - iv. Department ID
- b. Requirements
 - i. Any volunteer member that does not meet the criteria set above.
 - ii. Any career personnel not cleared operationally as per SOP.
 - iii. Juvenile Firefighters (16 and 17 year olds not certified as Firefighter I under Child Labor Laws/and un-documentable certifications as defined above)
- c. Current Trainings (maintained current)
 - i. CPR training/certification updated every two years by 4/1 of each year. iii. HIPPA training to be performed initially and when updates occur
 - ii. Department Infectious Control training to be completed annually by 4/1.
 - iii. 24 incident responses (Points),(12 points may be of documented station standby time).
 - iv. 24 hours of training to be logged annually (Minimum of 12 hours needs to be department related and training may be split between both disciplines).
 - v. Attend Annual Driver skills update as outlined in department drivers policy based on operational level.
 - vi. EMS Provider Skills Update based on certification levels.
 - vii. Meet WFRD Apparatus Driving Procedures SOP as applicable.

7. CHAPLAINS/RIDE-ALONGS/CANTEEN/PHOTOGRAPHERS (Non-IDLH)

- a. Identification
 - i. Black accountability tags
 - ii. Department ID
- b. Requirements
 - i. Limited activity
- c. Current Trainings (maintained current)
 - i. CPR training/certification updated annually by 4/1 of each year.
 - ii. HIPPA training to be performed initially and when updates occur
 - iii. Department Infectious Control training to be completed bi-annually by 4/1.
 - iv. Meet WFRD Apparatus Driving Procedures SOP as applicable.



ACCOUNTABILITY TAG REQUEST

Member Name: _____ Date: _____

Station/Shift Assignment: _____

Reason for request: (check one) New Issue _____ Replacement _____

Operational Level (see criteria above)	Color	Qty.	Reason for Request

Member Signature: _____

Station Chief / Supervisor Use

Recommendation: (check one) Approved _____ Not Approved _____
Does the requesting member meet the operational criteria listed above?

Station Chief / Supervisor Review Notes:

Station Chief / Supervisor Signature: _____

Office Use

Fire Chief Approval: _____ Date: _____

Request Fulfilled by: _____ Date: _____

Notes:

Policy Implementation:

Implementation period 1/1/16 – 12/31/16

Effective Date – 1/1/17

Response Points:

24 incident responses must be maintained annually to meet operational status. The point's year begins on January 1 and concludes on December 31. 12 points/responses may be of documented station standby time.

Station Standby Points:

1 response point will be issued for each four hour block of documented on station time. 12 Station Standby Points may be used towards Response Point Requirements. It will be the requirement of the member to enter time into Firehouse. In order to receive credit for on station duty time personnel must actively participate in all station duties, training and responses that occur during the time personnel are logged in for duty time.

Training Hour Requirements:

24 hours of training must be completed and logged annually (Minimum of 12 hours needs to be department related and if Fire/EMS provider training may be split between both disciplines).

Annual Training Updates/Offerings: (Updates will count as required training hours).

New Member Process:

TBD

Training Schedule:

Weekly Vol. & Annual for Vol. - TBD

Accountability TAGs EMS Certified Providers:

If members have a Virginia Approved EMS certification they will be issued the appropriate colored TAG for their operational level.

If they are approved by the Department OMD to function as an Attendant In charge (AIC) the members tag will be marked with AIC to indicate this status.

EMS Personnel cleared by the Operational Medical Director to serve as Attendant-in-Charge during patient transport will be identified with AIC on their respective accountability tag, regardless of accountability tag color.

Yellow Helmets:

All existing yellow helmets will be phased out over the 10 year service life of the helmet.

Volunteer Chief Officer Sign Off:

<u>Bobby Luttich</u> 8/26/15 Friendship Fire Company	<u>Dustin Bowen</u> 8-26-15 Rouss Fire Company
<u>Ray Hess</u> 8/26/15 Shawnee Fire Company	<u>BCH</u> 8/26/15 South End Fire Company

TRAINING REQUIREMENTS MATRIX

Tag Color →	White Battalion Chief and above	White Lieutenant and Captain	Green	Yellow Volunteer only	Blue Volunteer only	Red Probationary, Juvenile, Driver Only, Non-IDLH	Black Chaplains, Ride- Alongs, Canteen, Photographers, Non-IDLH
Helmet	White	Black	Black Natural Leather (Vol. Only)	Black Natural Leather (Vol. Only)	Blue	Red	N/A
Shield	White	White	Black	Black	N/A	Black w/P	N/A
Identification	Department ID	Department ID	Department ID	Department ID	Department ID	Department ID	Department ID
Required Certifications							
Fire Officer II (or Higher)	X					Any volunteer member not meeting the set criteria for other levels. Any career personnel not cleared operationally as per SOP. Juvenile firefighters (16 and 17 years old not certified as Firefighter I under Child Labor Laws and un- documentable certifications as defined for other levels	Limited Activity
Fire Officer I (or Higher)	X	X					
EMT (or Higher, meeting VA or National Registry continued education criteria)	X	X	X		X		
NFA Incident Command System	X						
NFA Incident Safety Officer	X						
ICS 300 & 400	X	X					
NIMS 100, 200, 700	X	X	X	X	X		
Mayday!! Firefighter Down	X	X	X	X			
Firefighter I (or Higher)	X	X	X	X			
Hazmat Awareness (or Higher)	X	X	X	X			
Fit Testing (annual by 4/1)	X	X	X	X			
Current/Maintained Training							
CPR (Biennial by 4/1)	X	X	X	X	X	X	X
HIPPA (Initial, any updates)	X	X	X	X	X	X	X
Dept. Infectious Control (Annual by 4/1)	X	X	X	X	X	X	X
24 Incident Responses (Annual)	X	X	X	X	X	X	
24 Training Hours (Annual)	X	X	X	X	X	X	
Leadership, Operational, or Cmd. Training (4 hours)	X	X					
Dept. Operational Officer Update (Annual)	X	X					
Structural Burn Session (Annual)	X	X	X	X			
Meet WFRD Apparatus Driving SOP (As applicable)	X	X	X	X	X	X	X
EMS Provider Skills Update (Annual)	X	X	X		X	X	