

ALSTEAD FIRE DEPARTMENT		
	Document Number: 100	
	Title: Bylaws	
	Section: Administrative	
	Creation Date: 5/21/2024 Most Recent Revision Date: 7/15/2024	
	Approval Date:	SB Chair Initial
	ADMINISTRATIVE	100

Article 1: Name and Purpose

This Fire Department will be known and designated as the Alstead Fire Department.

Its purpose shall be preserving and protecting life and property from and during fires and other emergencies in the Town of Alstead. This purpose shall extend to surrounding communities when requested by Mutual Aid.

Article 2: Officers

The officers of the Alstead Fire Department shall consist of the following:

Fire Chief (1C1)
Assistant Chief (1C2)
Captain (1C3)
Captain (1C4)
Lieutenant (1C5)
Lieutenant (1C6)

The Fire Chief shall be appointed by the Selectmen for an indefinite period of time, and the tenure of office shall depend upon good conduct and efficiency. The Fire Chief shall be technically qualified by training or experience and shall have the ability to command firefighters and hold their respect and confidence.

Subject to all written formal policies adopted by the Selectmen, the Fire Chief shall have the authority to direct and control all employees of his or her department in their normal course of duty and shall be responsible for the efficient and economical use of all department equipment.

All other officers shall be appointed by the Selectmen for two-year terms upon recommendation of the Fire Chief. The Fire Chief shall make recommendations to the Selectmen for his choice of Officers in October of every even-numbered year, starting in 2024. Selectmen shall take action on said recommendations within 30 days, and appointments shall take effect the following pay period.

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Article 3: Members

Applicants for membership in the Alstead Fire Department shall be hired and assigned to the Department by the Selectmen upon recommendation of the Fire Chief.

New members shall receive copies of all Department and Town of Alstead policies that they are required to follow. All members shall read and sign an acknowledgment form indicating they understand and agree to these documents.

New members shall be on probation for six months and must show sufficient activity and knowledge to merit continued status as active members. The Chief and Officers will conduct a review at the end of the six-month probation.

Members shall obey all reasonable orders of their superior officers, perform their assigned duties, and abide by all laws. When on duty with the department, whether in uniform or not, members shall act respectfully and refrain from becoming intoxicated when before the public. Members shall not leave duty until dismissed by their superior officers.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 101	
	Title: Document Updating Procedure and Guidelines	
	Section: Administrative	
	Creation Date: 8/30/2023 Most Recent Revision Date: 8/30/2023	
	Approval Date:	SB Chair Initial
	ADMINISTRATIVE	101

Purpose:

To provide Procedures and Guidelines for developing, reviewing, revising, and approving all other Alstead Fire Department Policies, Procedures, and Guidelines. To ensure a standard format for Alstead Fire Department Policies, Procedures, and Guidelines.

The purpose section should clearly state the reason for the policy, Procedures, or Guidelines.

Scope:

These Procedures and Guidelines shall be followed when developing new or revising current policies, procedures, or guidelines.

The scope section should clearly state the instances covered by the policy, Procedure, or Guideline.

Responsibility:

Personnel submitting policies, procedures, or guidelines for review, revision, and approval shall follow these guidelines.

The responsibility section should clearly state who is responsible for what.

Definitions:

Policies: Broad statements about a principle, plan, or course of action. Policies are guides to decision-making within an organization. They define the boundaries within which the administration expects Department personnel to act. Policies may also contain Procedures and/or Guidelines.

Procedures: Provide a detailed guide for specific actions at specific times.

Guidelines: Provide a less detailed guide for action that allows for alternative options or courses of action depending on circumstances.

The definitions section should define important terms that may be misunderstood. The definitions section is optional.

The Procedures or Guidelines section contains the actual procedures or guidelines.

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Guidelines:

Documents should be prepared on Microsoft Word or a word processing program that can be imported into Word. Documents should be formatted with:

- 1-inch margins
- Use the official header as seen in this document
- Times New Roman, 12 pt font
- Bold Headings
- Page # at the bottom of the page
- Documents should be as short as possible but should not exceed five pages
- Any member of the Department may submit suggested Policies, Procedures, or Guidelines

Procedures:

Draft Policies, Procedures, and Guidelines shall be submitted to the Chief for initial review. Drafts shall be submitted electronically as an attachment to an e-mail.

Within 30 days, the Chief will review the document and then forward it to the Board of Selectmen, along with his comments and recommendations on approval or disapproval.

Drafts approved by the Selectmen will be distributed to Department Officers for review and comment. Suggested changes to the draft shall be forwarded to the Selectmen in writing within 8 days of distribution.

Eight days after distributing the draft copies, the Selectmen review written comments and either modify the draft or schedule a meeting with the member(s) submitting comments to discuss their concerns.

The Chief will place the approved policy, Procedure, or Guideline in the Operations Manual and provide a copy to each member of the Department. The Chief will maintain an updated table of contents for all items in the AFD Operations Manual.

The Selectmen, who are the approving authority, may create or approve policies without review or comment.

ALSTEAD FIRE DEPARTMENT	
	Document Number: 102
	Title: Fire Department Chain-of-Command
	Section: Administrative
	Creation Date: 8/30/2023 Most Recent Revision Date: 8/30/2023
	Approval Date:
	SB Chair Initial
ADMINISTRATIVE	102

Purpose:

To establish a clear and effective chain of command within the Alstead Fire Department, ensuring efficient command structure and coordination during both incident responses and routine operations.

Scope:

This policy applies to all members of the Department during both emergency incidents, utilizing the Incident Command System (ICS), and day-to-day department operations and administration.

Responsibility:

All members of the Alstead Fire Department are responsible for adhering to the established chain of command. Deviations from the chain of command are permissible only under unusual circumstances and must be justified with a detailed and reasonable explanation.

Chain-of-Command Structure:

1. **Fire Chief (1C1):** Subject to the written formal policies and guidelines approved by the Selectmen, the Fire Chief shall have the organizational and administrative control of the department. Shall preside at all meetings of the Department. Shall have control and command at fires and other emergencies, events, parades, or drills. Shall direct all members of all fire companies or other persons to take proper measures to arrange the apparatus of the department in the most advantageous manner. Responsible for the ongoing compliance of the department and each Member with all applicable federal, state, and local rules, regulations, and policies.
2. **Assistant Fire Chief (1C2):** Acts in the capacity of the Fire Chief in their absence and assists in leadership duties. Responsible for the training of all members in the proper care and use of all department apparatus and equipment. Responsible for scheduling and conducting or overseeing all operational and administrative training.
3. **Captain (1C3):** Shall perform the duties of the Assistant Chief in his/her absence unless otherwise designated by the Chief or Assistant Chief. Responsible for keeping the Village Fire Station and all apparatus and equipment therein clean, orderly, maintained, inventoried, and ready for service.

ALSTEAD FIRE DEPARTMENT	
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ADMINISTRATIVE	102

4. **Captain (1C4):** Shall perform the duties of the Assistant Chief in his/her absence unless otherwise designated by the Chief or Assistant Chief. Responsible for keeping the East Fire Station and all apparatus and equipment therein clean, orderly, maintained, inventoried, and ready for service.
5. **Lieutenant (1C5):** Assists Captains and oversees smaller units or specific tasks.
6. **Lieutenant (1C6):** Assists Captains and oversees smaller units or specific tasks.
7. **Most Experienced Member:** Assumes command in the absence of officers.
8. **Clerk:** Responsible for keeping department records up to date and keeping accurate meeting minutes.

Guidelines:

- All officers must be Level One Firefighter Certified.
- The chain of command should be strictly followed to maintain order and discipline. Any deviation from the chain of command must be justified and explained.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 103	
	Title: Membership Requirements	
	Section: Administrative	
	Creation Date: 12/15/2023 Most Recent Revision Date: 5/20/2025	
	Approval Date:	SB Chair Initial
	ADMINISTRATIVE	103

Purpose: To define the classifications and specific requirements for members of the Alstead Fire Department, ensuring clarity in roles, responsibilities, and expectations to maintain high standards of service and operational readiness.

Scope: This policy applies to all individuals who are members or aspire to be members of the Alstead Fire Department, including Active, Reserve, and Honorary Members.

Responsibility: All department members are responsible for understanding and adhering to these classifications and requirements. The department's leadership is tasked with ensuring compliance and assessing member eligibility.

Classifications:

1. Active Member:

- Attends at least 50% of training drills, station duty work sessions, and meetings.
- Responds to at least 20% of emergency calls.
- Is issued appropriate equipment such as turnout gear, pager, etc.
- Eligible to be an officer if also Level One Firefighter Certified.

2. Reserve Member:

- Attends at least 50% of training drills, station duty work sessions, and meetings.
- Responds to at least 10% of emergency calls.
- Not eligible to be an officer.
- Only issued gear if available.
- Shall never respond directly to emergency scenes.
- Shall not be authorized to operate emergency lights on any private vehicle.
- Shall respond to the station during emergency calls and follow the orders of any Officer or Active Member.
- Shall not drive any department apparatus.

3. Honorary Member:

- Awarded to members with at least 15 years of active service.
- May be awarded to members with less than 15 years of service on a case-by-case basis at the discretion of the Chief.
- May attend training, station work sessions, meetings, parades, and other department functions on an unpaid volunteer basis at the discretion of the Chief. (Contact the Selectmen's Office for volunteer paperwork)

ALSTEAD FIRE DEPARTMENT		
	Document Number: 103	
	Title: Membership Requirements	
	Section: Administrative	
	Creation Date: 12/15/2023 Most Recent Revision Date: 5/20/2025	
	Approval Date:	SB Chair Initial
	ADMINISTRATIVE	103

- Not eligible to be an officer.
- Members must return all Department equipment, such as pagers, radios, and turnout gear, upon a change to this status. Any such equipment that is past expiration or useful life may be gifted to the Member at the discretion of the Chief.
- Honorary Members shall not respond to emergency calls.

4. Reinstatement from Reserve Member to Active Member:

- Any Member placed in Reserve status who subsequently meets the requirements for Active Member status may request a review.
- The Chief shall meet with the Member and determine if reinstating the Member to Active status would be in the best interest of both the Member and the Town.
- If so determined, reinstatement shall take effect immediately.
- If reinstatement is denied, the Member shall be notified in writing of the reason(s) for such denial, and the Chief shall send a copy of such notice to the Selectmen.
- If reinstatement is denied, the Member may request another review one (1) year from the original request date.

Anyone not meeting the criteria for any Classification shall not be considered a Member of the Alstead Fire Department and shall not have the rights, privileges, duties, or appearance of a Member.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 104	
	Title: Attendance Policy	
	Section: Administrative	
	Creation Date: 12/15/2023 Most Recent Revision Date: 1/6/2024	
	Approval Date:	SB Chair Initial
	ADMINISTRATIVE	104

Purpose: To establish clear guidelines for attendance at training drills, station duty work sessions, department meetings, and emergency calls, ensuring that all Active Members of the Alstead Fire Department meet the department's operational readiness and performance standards.

Scope: This policy applies to all members of the Alstead Fire Department.

Responsibility: All members are responsible for attending scheduled training drills, work sessions, meetings, and emergency calls as required by their classification. Department leadership is responsible for monitoring attendance and ensuring compliance with this policy.

Attendance Tracking:

- The department Clerk shall maintain a spreadsheet indicating attendance for every department member for the previous twelve (12) months.
- The Chief or his designee shall provide the Clerk with attendance numbers for each training, work session, meeting, and emergency call.
- Members who are unable to attend a gathering or emergency call must notify an officer within 48 hours. Half credit will be given for up to six (6) such excused absences.

Enforcement:

- Attendance percentages crossing the requirement thresholds shall result in a change of membership status, per the Membership Requirements policy.
- The Clerk shall inform the Chief when any member has a status change.
- The Chief shall inform the member in writing (email is adequate) of the change and order that any Town-owned equipment be returned or issued, as the case may be per the Membership Requirements policy.

Exceptions:

- Any member who is also an employee in good standing of the Alstead Police Department or an active member in good standing with the Alstead Ambulance Department shall be eligible for any Member classification in the Alstead Fire Department at the discretion of the Fire Chief.
- Members returning from a properly requested and granted Leave Of Absence shall not be penalized for lack of attendance and shall be reinstated to the Member classification they held immediately prior to said Leave. (See Personnel Policies and Procedures Manual for Town of Alstead, NH for details on Leaves of Absence.)

ALSTEAD FIRE DEPARTMENT		
	Document Number: 105	
	Title: Washing of Personal Vehicles	
	Section: Administrative	
	Creation Date: 07/16/2024 Most Recent Revision Date: 05/20/2025	
	Approval Date:	SB Chair Initial
	ADMINISTRATIVE	105

Purpose:

This policy provides clear rules on when, where, and how personnel may use Town Resources to wash Personally Owned Vehicles (POVs). This privilege is allowed in recognition of Members subjecting their personal vehicles to accelerated wear during emergency use, as well as an incentive to keep all Department Apparatus clean.

Scope:

These Procedures shall be followed when any POV is washed using Town Resources. Town Resources covered under this policy are Town-owned pressure washers and cleaning supplies.

Procedures:

Any Member who uses a POV to respond to emergencies may use Town Resources to wash the exterior of that POV.

POVs may only be washed during a time when Department Apparatus is being washed, such as upon return from an emergency response, or during a scheduled drill.

No interior cleaning or detailing shall be done on town time or with Town Resources unless it is directly related to an emergency response.

ALSTEAD FIRE DEPARTMENT	
	Document Number: 120
	Title: Fire Chief Job Description
	Section: Administrative
	Creation Date: 09/30/2024 Most Recent Revision Date: 09/30/2024
	Approval Date:
	SB Chair Initial
ADMINISTRATIVE	120

Job Title: Fire Chief (1C1)

Department: Alstead Fire Department

Reports To: Selectmen

FLSA Status:

Job Summary:

The Fire Chief is appointed by the Selectmen and is responsible for the overall management, administration, and operational direction of the Alstead Fire Department. This role includes overseeing emergency responses, ensuring compliance with regulations, and managing personnel and resources to protect lives and property from fire and other hazards. The primary responsibilities listed below are not an exhaustive list of the work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Primary Responsibilities:

- **Leadership and Supervision:**
 - Serve as the chief administrative officer of the fire department with all authorities and duties pursuant to NH RSA 154.
 - Provide organizational and administrative control of the department.
 - Preside over all department meetings.
 - Command at fires, emergencies, drills, and parades.
 - Maintain a positive culture and morale within the department.
 - Ensure fair and effective discipline of members in coordination with the Selectmen.
- **Incident Command:**
 - Serve as the Incident Commander during emergency responses.
 - Ensure efficient and effective coordination of firefighting and emergency services operations.
- **Regulatory Compliance:**
 - Ensure compliance with all applicable federal, state, and local regulations.
 - Implement and uphold department rules, policies, and safety standards.
 - Perform required fire code building inspections within the community.
- **Administrative Duties:**
 - Develop, present to the Selectmen, and implement the department budget.
 - Ensure excellent maintenance of department facilities, apparatus, and equipment.

ALSTEAD FIRE DEPARTMENT	
	Document Number: 120
	Title: Fire Chief Job Description
	Section: Administrative
	Creation Date: 09/30/2024 Most Recent Revision Date: 09/30/2024
	Approval Date:
	SB Chair Initial
ADMINISTRATIVE	120

- Oversee the training and development of department personnel in coordination with the Assistant Chief.
- **Community and Public Relations:**
 - Serve as the primary representative of the fire department to the public, local government, and other agencies.
 - Foster positive relationships with community members and stakeholders through such activities as hosting and participating in community events.

Qualifications:

- At least 5 years of experience as an officer within a fire department.
- Level One Firefighter Certification. CPR and AED. Traffic Incident Management (TIM)
- Extensive knowledge of firefighting techniques, safety practices, and emergency response systems (e.g., Incident Command System).
- Strong leadership, communication, and decision-making skills.
- Experience in managing personnel and resources in emergency and non-emergency situations.

Preferred Qualifications:

- Additional certifications in fire safety, emergency medical response, or advanced incident command.

Physical Requirements:

- Must be able to perform physically demanding tasks in extreme conditions, including firefighting and rescue operations.
- Must be able to lift and move heavy equipment.
- Must be able to communicate effectively (speaking and hearing) in adverse conditions, noisy environments, both in person and over radios, often with poor reception.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 201	
	Title: Emergency Response Guidelines	
	Section: Emergency Operations	
	Creation Date: 05/29/2024 Most Recent Revision Date: 07/15/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	201

Purpose: To establish standardized procedures for the effective response of appropriate Fire Department apparatus and personnel to emergencies.

Scope: These Guidelines apply to all emergency responses.

Responsibility: All personnel responding to emergency scenes should adhere to these Guidelines. Any member deviating from a Guideline must have a reasonable explanation based on the facts.

Personnel Response:

1. The Fire Chief or first responding Officer may respond directly to the scene in a Personally Owned Vehicle (POV) to allow for early scene size up and establishment of Command.
2. All other personnel should respond to one of the fire stations unless circumstances support responding directly to the scene. Such circumstances may include:
 - Location of the member in relation to the scene and the stations.
 - Location of the member's PPE
 - Location and response status of all appropriate or requested apparatus.
 - The Incident Commander ordering the member(s) to the scene.
3. Before responding to an emergency scene, all personnel should don appropriate PPE as described in the Standard Operating Guideline pertaining to the type of call.
4. The Incident Commander may allow members to remove PPE on the scene if he/she determines it to be safe and prudent.
5. Seatbelts should be worn by personnel responding in POVs.
6. Personnel affiliated with multiple emergency services agencies who respond to an incident as a member of the Alstead Fire Department should remain in that role throughout the incident unless a change is approved or acknowledged by the Incident Commander.
7. Personnel responding to a scene in a POV should park so that their vehicle will not impede incoming apparatus.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 201	
	Title: Emergency Response Guidelines	
	Section: Emergency Operations	
	Creation Date: 05/29/2024 Most Recent Revision Date: 07/15/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	201

Apparatus Response:

1. Apparatus should only be driven by personnel approved by the Fire Chief or designee to drive that specific apparatus.
2. Seatbelts should be worn by all personnel when available while apparatus is in motion.
3. Apparatus should respond in the order set forth in the appropriate SOG pertaining to the type of call. The Fire Chief, Incident command, or dispatch may modify this order.
4. Apparatus should respond to the scene as soon as any one (1) of the following conditions exists:
 - a. The Apparatus is fully staffed, meaning all seats are filled.
 - b. All personnel known to be responding to the station have arrived.
 - c. The ranking Officer, or in the absence of an Officer, the most experienced firefighter present, decides it would be prudent to respond based on personnel response, weather, time of day, and the nature of the call.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 202	
	Title: Personnel Accountability Policy	
	Section: Emergency Operations	
	Creation Date: 08/30/2024 Most Recent Revision Date: 08/30/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	202

Purpose:

The purpose of this operational guideline is to establish a standardized approach for maintaining safety on the scene of an incident specifically around maintaining accountability of where personnel are and what actions they are performing.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in emergency responses, including firefighters, officers, and support staff.

Responsibility:

It is the responsibility of the Incident Commander (IC) to utilize the Incident Command System (ICS) to organize and manage resources and personnel efficiently. The accountability of each member is managed through the ICS structure by creating clear roles and responsibilities.

Tags:

The Alstead Fire Department uses a “Tag” system. This system is used in conjunction with an accountability board or similar management system and shall be managed by a designated person at all major events. All members will be issued an accountability tag for use on the scene of emergency operations.

Personnel Accountability Reports (PAR):

Regularly conducted PARs are checks to ensure all personnel are safe and accounted for. These reports are prompted by dispatch every 20 minutes on an active emergency scene based on their algorithm. The designated person managing accountability should be in close proximity to the IC for effective safe communication.

Alternatively, if the fire ground is separated into multiple divisions each division may be responsible for their own specific accountability and will report directly to the IC when a PAR check is requested.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 203	
	Title: Rehab policy	
	Section: Administrative	
	Creation Date: 08/30/2024 Most Recent Revision Date: 08/30/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	203

Purpose:

To provide operational guidance for facilitating the appropriate rehabilitation; rest, rehydration, nutritional support and medical monitoring of emergency service responders and fire department members during emergency incidents as well as determining appropriate decision making for member status in determining fitness for continued emergency scene operations.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in emergency responses, including firefighters, officers, and support staff.

The goal of this guideline is to provide a structure and guidance for incident commander, officers and emergency responders that will support providing rest, hydration, nutritional support and medical monitoring of emergency responders and fire department members during emergency incidents.

The goal to be achieved by designated emergency responders is support of:

- Adequate rest and recovery from physical and psychological exertion
- Adequate rehydration and nutritional support
- Medical assessment and monitoring:
 - Detection signs of heat and stress related illness
 - Triage of personnel following rehab to:
 - Return to duty on scene
 - Relief of on-scene duties
 - Transport to the Emergency Department for further treatment

Responsibility:

The incident commander (IC) will establish a Rehab Sector at all emergency incidents where the conditions require rest and rehydration of any personnel. These situations include, but are not limited to:

- Building fires - Wildland fires
- Prolonged operations (emergency or training)
- Extremes of temperatures

ALSTEAD FIRE DEPARTMENT		
	Document Number: 203	
	Title: Rehab policy	
	Section: Administrative	
	Creation Date: 08/30/2024 Most Recent Revision Date: 08/30/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	203

Assignment to the Rehab Sector

Personnel must report to Rehab after:

- Using two (2) 30-minute SCBA cylinder
- 45 minutes of "active work"
- Any time they feel injury or stress (physical/mental)
- Being directed to by on scene personal after seeing signs of exhaustion or arising medical concerns

Staffing of the Rehab Sector

- Rehab will be staffed by Alstead Ambulance personnel if able, if they are unavailable an appropriate mutual aid ambulance will be dispatched.
- Ideally, staffed by a fully equipped ALS provider.

Entry into the Rehab Sector

Upon entry, personnel will:

- Surrender accountability tags or "tag in" to rehab
- Remove SCBA, helmets, hoods, turnout coats, and other PPE

Disposition from the Rehab Sector

Personnel will spend a minimum of 10 minutes in the Rehab Sector before returning to duty.

Disposition will be determined by the ranking medical officer based on one of the three following criteria:

1. **Return to Duty:** After resting, rehydrating, and having acceptable vital signs.
2. **Relief of On-Scene Duties:** Personnel requiring further medical intervention will remain in Rehab or be transported for evaluation.
3. **Transport to Emergency Department:** For indicators defined in Table 3 plus any personal experiencing any of the following;

ALTERED MENTAL STATUS, PERSISTENT VOMITING, SIGN OF HEAT STROKE, CHEST PAIN / PALPATIONS OR IRREGULAR HEART RATE, TRAUMA OR INDICATORS FOR THE NEED OF HOSPITAL CARE

ALSTEAD FIRE DEPARTMENT		
	Document Number: 203	
	Title: Rehab policy	
	Section: Administrative	
	Creation Date: 08/30/2024 Most Recent Revision Date: 08/30/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	203

Table 1 – Parameters for Rehab/Rest, Rehydration, and Return to Duty

Blood Pressure	100-160 Systolic / <100 Diastolic
Pulse	<120
Temperature	<99.5
Respiratory Rate	No Distress
SPO2	>98% or at their normal baseline

Table 2 – Medical Evaluation and Monitoring Criteria

Blood Pressure	>160 Systolic or Diastolic < 90 or >110
Pulse	>120
Temperature	>99.5
Respiratory Rate	>32
SPO2	<94%

Table 3 – Indicators for Need of Medical Care/Transport to Emergency Department

Blood Pressure	>200 Systolic or Diastolic < 90 or >120
Pulse	>150 anytime or >140 after 10 minutes
Temperature	>99.5
Respiratory Rate	>32
SPO2	<90%

ALSTEAD FIRE DEPARTMENT		
	Document Number: 204	
	Title: Structure Fire Response	
	Section: Operations	
	Creation Date:08/30/2024 Most Recent Revision Date:05/20/2025	
	Approval Date:	SB Chair Initial
	Emergency Operations	204

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to structure fires. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing fire suppression and rescue operations.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in structure fire response, including firefighters, officers, and support staff.

Definitions

- Structure Fire: A fire that occurs within a building or other enclosed structure.
- Incident Commander (IC): The person responsible for the overall management of the incident.
- Fireground Operations: All activities conducted at the scene of the fire, including suppression, rescue, ventilation, and salvage.

Responsibility:

Incident Commander (IC):

- Establish and maintain overall command of the incident.
- Conduct size-up and risk assessment upon arrival.
- Develop and implement an incident action plan, including escalation (2nd alarm, 3rd alarm) as the incident requires
- Coordinate with other responding agencies and ensure resource allocation.

Firefighters:

- Perform fire suppression and rescue operations according to assigned tasks.
- Follow safety protocols and use appropriate personal protective equipment (PPE).
- Report any hazards or unsafe conditions to the IC immediately.

Response Procedures:

Dispatch and Initial Response:

- Upon receipt of a structure fire notification (1st alarm) apparatus shall respond in a safe efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.

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	Title: Structure Fire Response	
	Section: Operations	
	Creation Date:08/30/2024 Most Recent Revision Date:05/20/2025	
	Approval Date:	SB Chair Initial
	Emergency Operations	204

Arrival and Size-Up:

- On arrival of the first fire unit the role of IC will be established until if necessary, an officer or person in a role of higher authority arrives. The IC will conduct a size-up to assess the situation, including building type, fire location, and potential hazards.
- Establish an incident command post and secure a water supply if necessary.
- Determine the initial strategy (offensive, defensive, or transitional) based on the fire conditions and structure.

Rescue Operations:

- Prioritize life safety and conduct primary and secondary searches for trapped occupants.
- Implement rescue operations using established techniques and ensure coordination with fire suppression efforts.
- Provide initial medical care for any rescued individuals as necessary.

Fire Suppression:

- Deploy hose lines and operate in accordance with the established strategy.
- Use appropriate tactics for ventilation, including vertical and horizontal methods, as needed.
- Monitor and manage water supply and ensure proper operation of apparatus and equipment.

Ventilation and Salvage:

- Perform ventilation to remove smoke and heat from the structure, improving visibility and conditions for firefighting operations.
- Implement salvage operations to protect property from water and smoke damage, including covering furniture and valuables.

Rehabilitation and Post-Incident:

- Provide medical evaluation and rest periods per approved rehab policy for personnel as needed.
- Conduct a post-incident analysis to review the response and identify areas for improvement. This analysis should be conducted in a timely manner

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- Ensure proper documentation of the incident, including reports and any required forms.

Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment of a fire scene and according to NFPA standards, including helmets, gloves, turnout gear, and SCBA (Self-Contained Breathing Apparatus) when in an IDLH environment.
- Accountability: Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- Emergency Evacuation: Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- Hazard Identification: Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 205	
	Title: Carbon Monoxide Incidents	
	Section: Operations	
	Creation Date:08/30/2024 Most Recent Revision Date:08/30/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	205

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to carbon monoxide alarms. This guideline aims to ensure the safety of firefighters, civilians, and property while efficiently managing carbon monoxide alarms and rescue operations.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in Carbon Monoxide response, including firefighters, officers, and support staff.

Definitions:

Carbon Monoxide (CO) is an odorless and colorless gas. CO is a common by product of incomplete combustion of any organic material. CO is a major toxic component in cases of smoke inhalation, CO causes poisoning by interfering with the binding of oxygen with the hemoglobin in the bloodstream, myoglobin in the heart and muscle tissue throughout the body. CO is a toxic substance and is highly combustible gas that burns rapidly.

Procedure:

Upon arrival, the first officer/unit shall attempt to determine if the alarm activation is valid through the following methods:

- Discussion with occupants
- Entry into the structure only after donning full protective clothing including SCBA and monitoring interior atmosphere with appropriate atmosphere monitoring devices (CO Detector)

EMS should be notified and dispatched immediately if occupants show any signs/symptoms of Carbon Monoxide exposure:

- Disorientation
- Dizziness
- Nausea
- Vomiting
- Facial discoloration (redness)
- Difficulty breathing
- Any exposure to carbon monoxide

If it is suspected that the activation is valid the following sources of Carbon Monoxide should be

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investigated:

- Furnace and chimney flue
- Stoves
- Appliances that use flammable fossil fuels
 - Natural gas
 - Propane
 - Oil
 - Kerosene
- Faulty space heaters
- Fireplaces
- Indoor operation of grills/cooking appliances
- Seepage from other sources
 - Garage
 - Storage closets/sheds
 - Adjacent structures
- Reverse drafting due to changes in air temperature or pressure

If the problem involves a utility, the proper organization / agency should be contacted and requested to respond immediately.

The fire department will not attempt any repairs or alterations to any appliance or other device.

Fire department actions shall be limited to:

- Evacuation and securing the structure involved
- Ventilation of structure
- Monitoring conditions within structure and the environment
- Assisting public utilities where requested

Using the CO Detector:

- After activating the detector, zero the device in fresh air (reading between 0 ppm and 1 ppm) follow the manufacturers recommendations.
- Beginning at the lowest level, preferably near the heating system to begin a survey of the structure, moving from the lowest floor to the highest. Concentrate on air ducts and returns.

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- **IF ANY READING OF 35 PPM OR GREATER IS RECORDED, DON AIR MASKS IMMEDIATELY BEFORE CONTINUING THE SURVEY.**

FOR READINGS OF 9 PPM OR LESS:

- Inform occupants that our detection equipment did not detect an elevated level of CO at this time (do not indicate that there is or was not elevated levels of CO).
- Recommend occupants check their CO detector per manufacturer and reset detector (under no circumstances will the Fire Department reset a household detector)
- Inform occupants that once the detector is reset to call the fire department again if it reactivates or if the occupant believes that there is a continued emergency that may need a Fire Department response.

FOR READINGS BETWEEN 9 PPM AND 100 PPM:

- ANY READING ABOVE 9 PPM SHALL BE CONSIDERED ABOVE NORMAL (refer to SCBA protocol above)
- Inform occupants that our detection equipment has registered a dangerous level of CO
- Recommend that all occupants leave the premises and begin to ventilate the structure
- If an appliance is determined to be malfunctioning, turn it off if this can be done in a safe manner and advise the homeowner to contact the appropriate utility/service company
- If the CO readings can be stabilized below 9 ppm, then the structure can be reoccupied AT THE DISCRETION OF THE OWNER
- (Stabilized is defined as readings below 9 ppm in an enclosed structure for a minimum of 20 minutes after ventilation is completed)
- Refer to #'s 2 and 3 in procedures below 9 ppm.

FOR READINGS ABOVE 100 PPM:

- ANY READING ABOVE 100 PPM SHALL BE CONSIDERED POTENTIALLY LETHAL
- ORDER THE OCCUPANTS TO EVACUATE IMMEDIATELY
- contact the utility company and inform them of the air monitoring findings
- begin ventilation
- If utility company does not respond and the CO levels can be stabilized below ppm limit, then the structure can be reoccupied AT THE DISCRETION OF THE OWNER
- If the utility company responds, then upon arrival inform them of our findings and turn the incident over to the utility company representative

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- Make preparations for a potential flash fire of the CO gas.

TERMINATION

If the source of the CO is unknown the homeowner shall be advised to not reoccupy the premises until a qualified person is able to inspect the premises and determine the cause. Fire Department personnel shall advise dispatch on a recorded line (when possible) either by phone or radio of what the homeowner was told.

- Prior to termination, the following should be performed:
 - Review actions taken with the occupant
 - Inform occupant of monitoring levels at arrival and during and after performing operations
 - Inform of possible likely source(s)
 - Inform of actions taken to return premise to acceptable conditions
 - Advise the occupant to have all appliances services as a precaution if not completed recently

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	Title: Automatic Fire Alarm Incidents	
	Section: Operations	
	Creation Date:08/30/2024 Most Recent Revision Date:08/30/2024	
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Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to automatic fire alarms. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing the fire department's response to automatic fire alarms. This policy aims to ensure a timely, efficient, and safe response to all alarm events while minimizing disruptions and ensuring the safety of both personnel and the public.

Scope:

This operational guideline applies to all Alstead Fire Department personnel involved in the response to automatic fire alarms, including firefighters, officers, and support staff.

Definitions:

- Automatic Fire Alarm: A system designed to detect fire or smoke and automatically alert the fire department or building occupants.
- False Alarm: An automatic fire alarm that is found to be caused by system malfunction, uncontrolled sources, or malicious intent with the absence of any true fire condition.
- Verified Alarm: An alarm where the presence of fire or smoke has been confirmed either by the responding unit or building personnel.

Response Protocol

1. Alarm Reception

- Upon the activation of an automatic fire alarm, notifications should be sent to Southwest District Fire Mutual Aid (SWDFMA) either through direct call from the facility or through the use of a third party monitoring service. If a call is received at either station or directly to a member (walk in, direct communication with a member, or by happenstance) the call taker will gather relevant information and they will contact Southwest District Fire Mutual Aid (SWDFMA) to have a formal dispatched response initiated.

2. Initial Response

- A full response should be dispatched, including a minimum of one engine company. The response level may be adjusted based on the information received and the location of the alarm.

3. En Route Procedures

- Units responding to the alarm should follow standard traffic laws and use emergency lights and sirens as appropriate. Crews should be prepared for both a potential fire and a possible false alarm.

4. Arrival on Scene

- Upon arrival, the Incident Commander (IC) will:
 - Assess the situation and establish an Incident Command.
 - Determine if there are visible signs of fire or smoke.

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- Communicate with building personnel or other witnesses to gather information about the alarm.

5. Inspection and Investigation

- If no immediate signs of fire are present, the IC will:
 - Direct crews to investigate the area of the alarm.
 - Perform an interior inspection if necessary.
 - Verify if the alarm system has been triggered by non-fire related causes (e.g., cooking fumes, dust, etc.).

6. False Alarms

- If it is determined that the alarm was false:
 - Notify dispatch and the building management of the false alarm.
 - If possible, meet with building management about reduction of false alarms in the future.

7. Verified Alarms

- If a fire or smoke is detected:
 - Implement standard fire suppression protocols including transmitting a 1st alarm request to Southwest District Fire Mutual Aid (SWDFMA).
 - Evacuate building occupants as needed.
 - Continue to manage the incident according to the severity and type of fire.

8. Post-Incident Procedures

- After the incident:
 - Complete a report including the cause of the alarm, actions taken, and any recommendations for the future.
 - Review the response for any improvements or changes in procedure.

6. Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment of a fire scene and according to NFPA standards, including helmets, gloves, turnout gear, and SCBA (Self-Contained Breathing Apparatus) when in an IDLH environment.
- Accountability: Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- Emergency Evacuation: Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- Hazard Identification: Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 207	
	Title: Brush Fire Response	
	Section: Operations	
	Creation Date:08/30/2024 Most Recent Revision Date:08/30/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	207

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to brush/wildland fires. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing fire suppression and incident mitigation.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in brush fire response, including firefighters, officers, and support staff.

Definitions

Brush Fire: A fire occurring in grasslands, forested areas, or shrublands, which can spread rapidly due to dry conditions and strong winds.

Incident Commander (IC): The person responsible for the overall management of the incident.

Fireground Operations: All activities conducted at the scene of the fire, including containment, suppression, rescue, and water supply.

Mopup: Mopup is the reduction and removal of any remaining burning debris and hot spots that may rekindle.

Responsibilities

- 1. Incident Commander (IC):** The IC will assess the situation, determine resource needs, and oversee all aspects of the response.
- 2. Firefighters:** Firefighters will execute operational tasks as directed by the IC, including fire suppression, evacuation, mop up, and protection of structures.
- 3. Logistics:** Ensure that all necessary equipment, including personal protective equipment (PPE), fire suppression tools, and communications gear, is available and functioning.

Procedure

- 1. Dispatch:**
 - Upon receipt of a brush fire notification apparatus shall respond in a safe efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.

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- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.

2. Initial Response

- On arrival of the first fire unit the role of IC will be established until if necessary an officer or person in a role of higher authority arrives. The IC will conduct a size-up to assess the situation, including fire location, fire size, rate of spread and potential hazards.
- Determine initial response strategy to include incident escalation 1st alarm brush fire or deescalation as appropriate.

3. Fire Suppression Tactics

- Direct Attack: Use fire lines and hand tools to directly combat the fire when feasible.
- Indirect Attack: Create control lines at a distance from the fire, using natural or constructed barriers to halt the spread.
- Air Support: Utilize aerial resources (if available) for water drops and retardant application as needed.
- Safety Zones: Identify and establish safety zones and escape routes for personnel.

4. Evacuation and Public Safety

- Evacuation Orders: Issue evacuation orders for affected areas based on fire progression and threat to life and property.
- Public Communication: Provide updates to the public through media, social media, and emergency notification systems as possible and as feasible.

5. Resource Management

- Resource Allocation: Deploy and manage personnel, equipment, and supplies effectively.
- Mutual Aid: Coordinate with neighboring jurisdictions and state fire marshal's office for additional resources if required.
- Rehab: IC shall monitor/manage response to rehab personnel when facing multi day or extended events (see Emergency Operations Policy 203, Rehab).

6. Containment and Control

- Fire Perimeter: Work to establish and secure the fire perimeter.
- Mop-Up: Conduct thorough mop-up operations to extinguish remaining hot spots and prevent re-ignition.

7. Post-Incident Procedures

- Conduct a post-incident analysis to review the response and identify areas for improvement. This analysis should be conducted in a timely manner.
- Incident Report: Complete a detailed incident report documenting the response, outcomes, and any issues encountered.

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- Recovery and Rehabilitation: Assess and address any damage to infrastructure and natural resources, and participate in recovery efforts as needed.

6. Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment of a fire scene and according to NFPA standards, including helmets, gloves, brushfire gear, and SCBA (Self-Contained Breathing Apparatus) when in an IDLH environment.
- Accountability: Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- Emergency Evacuation: Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- Hazard Identification: Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 208	
	Title: Chimney Fire Response	
	Section: Operations	
	Creation Date: 10/28/2024 Most Recent Revision Date: 10/28/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	208

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to chimney fires. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing fire suppression and rescue operations.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in chimney fire response, including firefighters, officers, and support staff.

Definitions

- **Chimney Fire:** A fire occurring within the chimney flue or chimney stack, which can involve the buildup of creosote or other combustible materials.
- **Incident Commander (IC):** The person responsible for the overall management of the incident.
- **Fireground Operations:** All activities conducted at the scene of the fire, including suppression, rescue, ventilation, and salvage.

Responsibilities

- **Incident Commander (IC):**
- Responsible for overall management of the incident, including establishing a command post, assessing the situation, and coordinating resources.
- Develop and implement an incident action plan, including escalation (1st alarm, 2nd alarm) as the incident requires
- Coordinate with other responding agencies and ensure resource allocation

Firefighters:

- Perform fire suppression and rescue operations according to assigned tasks.
- Follow safety protocols and use appropriate personal protective equipment (PPE).
- Report any hazards or unsafe conditions to the IC immediately.

1. Dispatch and Initial Response:

- Upon receipt of a chimney fire notification apparatus shall respond in a safe efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.

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2. Arrival and Size-Up:

- On arrival of the first fire unit the role of IC will be established until if necessary an officer or person in a role of higher authority arrives. The IC will conduct a size-up to assess the situation, including building type, fire location, and potential hazards.
- Establish an incident command post and secure a water supply if necessary.
- Determine the initial strategy (offensive, defensive, or transitional) based on the fire conditions and structure.
- Request additional resources to include a ladder truck to safely manage roof operations if deemed appropriate.

3. Assessment and Actions:

- Initial Assessment: Check for visible flames or smoke from the chimney. Look for signs of structural damage or exposure to other parts of the building.
- Determine Fire Spread: Assess whether the fire has spread beyond the chimney flue to other parts of the structure.
- Fire Suppression:
 - Use traditional equipment and specialized chimney equipment (e.g., chimney bombs, chimney rods, brushes) as necessary to address the fire.
 - extinguishment shall be conducted in a manner and with focus on the attempt to minimize damage to property.

4. Ventilation and Overhaul:

- Ventilation: Ensure proper ventilation to reduce smoke and toxic gasses within the building.
- Building should be assessed with a Carbon Monoxide monitor if appropriate and available to ensure a safe environment prior to turning the building back over to the homeowner.
- Overhaul: Conduct a thorough inspection to ensure the fire is fully extinguished and check for hidden fires or hotspots in the surrounding areas.

5. Post-Incident Actions:

- Inspection: The homeowner or property manager will be instructed to not use any impacted chimneys, piping, or stoves, without these areas being properly inspected by a competent person or service of their choosing.
- Report: Complete an incident report detailing the cause of the fire, the actions taken, and any recommendations for future prevention.

Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment of a fire scene and according to NFPA

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standards, including helmets, gloves, turnout gear, and SCBA (Self-Contained Breathing Apparatus) when in an IDLH environment.

- Accountability: Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- Emergency Evacuation: Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- Hazard Identification: Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.
- Appropriate ladder usage shall be of the highest priority. Ground ladders and roof ladders should be utilized in a safe and efficient manner in accordance with NFPA guidelines.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 209	
	Title: Motor Vehicle Accident Response	
	Section: Operations	
	Creation Date: 10/28/2024 Most Recent Revision Date: 10/28/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	209

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to motor vehicle accidents. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing fire suppression and rescue operations.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in incidents involving motor vehicles including fire response, extrication of a trapped person, and related hazardous material response.

Definitions

- **Motor Vehicle Accident (MVA):** Any incident involving one or more motor vehicles that results in property damage, injury, or death.
- **Entrapment:** A situation where a person is physically confined within a vehicle and cannot exit without assistance.
- **Hazardous Fluids:** Substances such as gasoline, diesel, oil, or other chemicals that pose a risk of fire, explosion, or environmental contamination.

Response Procedures:

1. Dispatch and Initial Response:

- Upon receipt of a motor vehicle accident notification apparatus shall respond in a safe efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.
- 1 Engine 1 should be the focus of initial response due to extraction and stabilization equipment placement within the apparatus.
- If able a second apparatus will respond with personnel and to act as an additional resource on scene.

2. Arrival and Size-Up:

- On arrival of the first fire unit the role of IC will be established until if necessary an officer or person in a role of higher authority arrives. The IC will conduct a size-up to assess the situation, including vehicle type, number of vehicles involved, number of potential patients, and potential hazards.
- Establish an incident command post.

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Scene Safety

1. **Vehicle Stabilization:** Prioritize stabilization of all vehicles involved to prevent further movement. Use appropriate tools and techniques to secure vehicles and ensure they are immobilized.
2. **Utility Involvement:** A check of the involvement of power or gas utilities should be conducted to include overhead and underground electrical equipment.
3. **Hazard Assessment:** Conduct a quick hazard assessment, including checking for leaking fluids, potential fire hazards, and other risks. Utilize proper PPE (Personal Protective Equipment) as required.
4. **Road hazards:** When working in traffic conditions Police units should be requested for assistance. If no Police are available Incident Command may determine that the safest option is to shut the road down completely while agencies on scene are active.
5. **Apparatus placement:** Care should be taken to place apparatus in a manner to provide safety of personnel and ease of access to equipment. If a single piece of apparatus is not enough to ensure this IC will request an additional piece of apparatus to respond to maintain safety.
6. **Traffic vest:** Personnel working on the scene of a MVA or near where traffic is moving on any traveled way shall be wearing a high visibility safety vest.

Medical Care

1. **EMS:** Units on scene shall work with Alstead Ambulance personnel to provide care if needed and maintaining patient safety as the highest focus.
2. **Extrication:** If individuals are trapped, use appropriate tools and techniques to perform extrication. Ensure that all extrication efforts are performed with safety and care to prevent further injury.

Hazardous Fluids

1. **Containment:** Identify and contain hazardous fluids. Use absorbent materials, booms, or other containment measures to prevent spread and mitigate environmental impact.
2. **Cleanup:** Coordinate with specialized agencies or contractors for the cleanup of hazardous materials as necessary. Ensure all procedures follow local regulations and environmental guidelines.

Fire Suppression

1. **Fire Prevention:** If there is a risk of fire, establish a water supply and prepare for fire

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suppression operations. Monitor for signs of ignition or fire and act quickly to control and extinguish any fires.

2. **Ventilation:** If needed, provide ventilation to dissipate hazardous fumes or smoke. Use proper equipment and techniques to ensure effective ventilation.

Power line involvement

1. In the event that the scene has an observed or potential power line involvement personnel shall follow appropriate safety guidelines and operate with the highest levels of safety.
2. On scene providers shall instruct SWDFMA dispatch to initiate a response from the appropriate utility company per their established protocols
3. Once the appropriate utility company arrives on scene units will work in conjunction with them to stabilize the scene and mitigate the incident.

Incident Reporting and Documentation

1. **Documentation:** Document all aspects of the incident, including scene conditions, actions taken, and outcomes. Complete all necessary reports and forms as per NH State requirements.
2. **Follow-Up:** Participate in post-incident reviews and debriefings to evaluate response effectiveness and identify any areas for improvement.

Safety Procedures

- **Personal Protective Equipment (PPE):** All personnel must wear appropriate PPE for conditions within the dynamic environment of a MVA scene and according to NFPA standards, including helmets, gloves, turnout gear, and SCBA (Self-Contained Breathing Apparatus) when in an IDLH environment.
- **Accountability:** Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- **Emergency Evacuation:** Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- **Hazard Identification:** Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.

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	Section: Operations	
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Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to motor vehicle incidents involving fire. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing fire suppression and rescue operations.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in incidents involving motor vehicles including fire response, extrication of a trapped person, and related hazardous material response.

Definitions

- **Motor Vehicle Fire:** Any incident involving one or more motor vehicles that results in property damage, injury, or death in which fire or potential fire is involved.
- **Hazardous Fluids:** Substances such as gasoline, diesel, oil, or other chemicals that pose a risk of fire, explosion, or environmental contamination.

Response Procedures:

1. Dispatch and Initial Response:

- Upon receipt of a motor vehicle fire notification apparatus shall respond in a safe efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
- Personal should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.
- 1 Engine 1 should be the focus of initial response due to extraction and stabilization equipment placement within the apparatus.

2. Arrival and Size-Up:

- On arrival of the first fire unit the role of IC will be established until if necessary an officer or person in a role of higher authority arrives. The IC will conduct a size-up to assess the situation, including vehicle type, number of vehicles involved, number of potential patients, and potential hazards.
- Establish an incident command post.
- Safety Considerations: Evaluate hazards such as fuel leaks, electrical risks, and the possibility of explosions. Ensure the safety of civilians and responders.

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3. Rescue Operations

- **Extrication:** If there are trapped individuals, prioritize their safe extrication using appropriate tools and techniques. Ensure that all possible risks are assessed before beginning the rescue.
- **Medical Care:** Provide medical assessment and care to any injured individuals. Coordinate with Alstead Ambulance medical treatment and transport.

4. Fire Suppression

- **Initial Attack:** Deploy fire attack lines as appropriate. Use water or foam based on the vehicle type and fire conditions.
- **Containment:** Prevent fire spread to surrounding vehicles, structures, or vegetation. Utilize fire barriers if necessary.

5. Hazard Mitigation

- **Fuel Leaks:** Identify and control any fuel leaks. Use absorbent materials to manage spills if needed.
- **Explosives:** Be aware of the potential for explosions, particularly with vehicles carrying hazardous materials. Maintain a safe distance and evacuate the area if necessary.
- **Debris Removal:** Coordinate the removal of debris and vehicle remains. Ensure the scene is safe for tow operators and cleanup crews.
- **Investigation:** Support any fire investigations as required. Preserve evidence related to the cause of the fire.

Scene Safety

1. **Vehicle Stabilization:** Prioritize stabilization of all vehicles involved to prevent further movement. Use appropriate tools and techniques to secure vehicles and ensure they are immobilized.
2. **Hazard Assessment:** Conduct a hazard assessment, including checking for leaking fluids, potential fire hazards, and other risks. Utilize proper PPE (Personal Protective Equipment) as required.
3. **Road hazards:** When working in traffic conditions Police units should be requested for assistance. If no Police are available Incident Command may determine that the safest option is to shut the road down completely while agencies on scene are active.
4. **Traffic vest:** Personal working on the scene of a vehicle fire or where traffic is moving on any traveled way shall be wearing a high visibility safety vest.

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5. **Personal Protective Equipment (PPE):** All personnel must wear appropriate PPE for conditions within the dynamic environment of a MVA scene and according to NFPA standards, including helmets, gloves, turnout gear, and SCBA (Self-Contained Breathing Apparatus) when in an IDLH environment.
6. **Accountability:** Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
7. **Emergency Evacuation:** Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
8. **Hazard Identification:** Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 211	
	Title: Flooded Basement	
	Section: Operations	
	Creation Date:10/28/2024 Most Recent Revision Date:10/28/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	211

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to incidents involving flooded basements or flooding in either residential or commercial structure, ensuring safety for both responders and residents while effectively managing the situation.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in a flooded basement type of response, including firefighters, officers, and support staff.

Definitions

- **Flooded Basement:** A basement area where water has accumulated due to heavy rainfall, plumbing failures, or other causes.
- **Incident Commander (IC):** The person responsible for the overall management of the incident.

Responsibility:

Incident Commander (IC):

- Establish and maintain overall command of the incident.
- Conduct size-up and risk assessment upon arrival.
- Develop and implement an incident action plan.
- Coordinate with other responding agencies and ensure resource allocation.

Firefighters:

- Perform designated actions according to assigned tasks.
- Follow safety protocols and use appropriate personal protective equipment (PPE).
- Report any hazards or unsafe conditions to the IC immediately.

Dispatch and Initial Response:

- Upon receipt of a flooded basement apparatus shall respond in a safe efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.

Arrival and Size-Up:

- On arrival of the first fire unit the role of IC will be established until if necessary

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	Document Number: 211	
	Title: Flooded Basement	
	Section: Operations	
	Creation Date: 10/28/2024 Most Recent Revision Date: 10/28/2024	
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an officer or person in a role of higher authority arrives. The IC will conduct a size-up to assess the situation, including building type, fire location, and potential hazards.

- Establish an incident command post and secure a water supply if necessary.
- The incident commander (IC) shall assess the situation based on the information provided.
- Determine if immediate life-threatening conditions exist (e.g., electrical hazards, structural concerns).
- Assess the risk of electrical hazards to determine if power is present. If there is an electrical risk is determined to be present the proper power utility company should be contacted for a response.
- Assess the risk of hazardous materials present; if home heating oil is present, such as from an in basement oil tank a hazardous material third party contractor should be contacted for clean-up.

Incident Mitigation:

Assessing the Situation

- Determine the source of flooding (e.g., stormwater, broken pipes).
- Evaluate the extent of flooding and potential risks to occupants.
- Communicate with the homeowner to gather relevant information.

Coordination with Other Agencies

- Notify the local public works department if there is a need for additional resources (e.g., pumps, sandbags).
- Coordinate with utility companies if electrical, oil, or gas hazards are present.

Mitigation Actions

- If safe, assist homeowners in moving valuable items to higher ground.
- Advise on the use of sump pumps or other methods to remove water when safe to do so.
- Document the incident thoroughly for future reference.

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Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment of a fire scene and according to NFPA standards.
- Accountability: Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- Emergency Evacuation: Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- Hazard Identification: Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.
- Structural fire gear shall not be worn within 10 feet of a water hazard.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 212	
	Title: Flooded Roadway	
	Section: Operations	
	Creation Date: 10/28/2024 Most Recent Revision Date: 10/28/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	212

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to incidents involving flooded roadway, ensuring safety for both responders and residents while effectively managing the situation.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in a flooded roadway type of response, including firefighters, officers, and support staff.

Definitions

- **Flooded Roadway:** Any roadway with standing or moving water that poses a hazard to vehicles and pedestrians.
- **Incident Commander (IC):** The person responsible for the overall management of the incident.

Responsibility:

Incident Commander (IC):

- Establish and maintain overall command of the incident.
- Conduct size-up and risk assessment upon arrival.
- Develop and implement an incident action plan.
- Coordinate with other responding agencies and ensure resource allocation.

Firefighters:

- Perform designated actions according to assigned tasks.
- Follow safety protocols and use appropriate personal protective equipment (PPE).
- Report any hazards or unsafe conditions to the IC immediately.

Dispatch and Initial Response:

- Upon receipt of a flooded road, apparatus shall respond in a safe and efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.

Arrival and Size-Up:

- On arrival of the first fire unit the role of IC will be established until if necessary an officer or person in a role of higher authority arrives. The IC will conduct a

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size-up to assess the situation, including building type, water location, and potential hazards.

- Apparatus placement shall be performed with regard for water levels to raise or fall depending on exigent circumstances.
- Establish an incident command post.
- The incident commander (IC) shall assess the situation based on the information provided.
- Determine if immediate life-threatening conditions exist (e.g., electrical hazards, structural concerns).
- Assess the risk of electrical hazards; if power is present, advise the proper power utility company.

Public Safety Measures

- Establish a perimeter to restrict access to flooded areas.
- Use cones, barricades, or signage to warn the public of hazardous conditions when needed, when available.
- Coordinate with local law enforcement and highway department to manage traffic flow and prevent vehicles from entering flooded areas.
- Coordinate with local law enforcement and mutual aid agencies if necessary to evacuate residents and the public from flooded areas.

Rescue Operations

- In cases where individuals are trapped in vehicles or structures, assess the necessity and feasibility of a rescue operation. Start a swift water rescue team if needed.
- Use appropriate personal protective equipment (PPE) and rescue gear.
- Establish a command structure and ensure clear communication among all responding units.
- If conditions are deemed unsafe, prioritize the safety of responders and consider alternative rescue methods, such as waiting for water levels to recede.

Communication and Coordination

- Maintain ongoing communication with dispatch, local law enforcement, and other agencies involved in response efforts.
- Provide regular updates on conditions and resource needs.

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Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment.
- Life vests shall be worn by all personnel working within 25 feet of the highest visible watermark.
- Structural firefighting gear shall not be worn within 25 feet of the highest visible watermark.
- Accountability: Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- Emergency Evacuation: Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- Hazard Identification: Continuously assess and mitigate hazards such as road wash out, structural collapse, hazardous materials, and electrical risks.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 213	
	Title: Ambulance Assist	
	Section: Operations	
	Creation Date: 10/28/2024 Most Recent Revision Date: 10/28/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	213

Purpose:

The purpose of this operational guideline is to establish a standardized approach or the fire department's response to requests for assistance from ambulance services. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing the needs of the community.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in a response for a direct request for help from ambulance services, including firefighters, officers, and support staff.

Definitions

- **EMS (Emergency Medical Services):** A system that provides emergency medical care and transportation to individuals in need.
- **CPR (Cardiopulmonary Resuscitation):** A lifesaving technique used in emergencies when someone is in cardiac arrest.
- **AED (Automated External Defibrillator):** A portable device that automatically diagnoses and treats life-threatening cardiac arrhythmias through defibrillation.

Dispatch and Initial Response:

- Upon receipt of a medical call, apparatus shall respond in a safe and efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond. If the response is for a cardiac arrest personnel should focus on the response of a piece of apparatus that is equipped with an AED.
- A dispatch request may be sent for a driver to assist the ambulance with transport. This driver shall be one approved by the department and shall operate the ambulance in the appropriate manner.

Response to Requests for Assistance:

- Fire department personnel may be requested to respond to requests for assistance from ambulance services under the following circumstances:
 - Life-threatening situations where immediate action is necessary to include automatic dispatch for any persons where CPR is in progress..
 - Situations where additional manpower is required to secure the scene, for lifting,

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or for any incident deemed unstable and the ambulance needs additional resources to manage a medical emergency.

Scene Management:

- Fire personnel will assist in managing the scene by:
 - Securing the area for the safety of all responders and the public.
 - All Fire Department personnel should maintain a valid CPR/AED certification.
 - Assisting with crowd control if necessary.
 - Providing light or other equipment to assist the ambulance crew.
 - Providing traffic control if needed.

Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment of a medical call. This includes closed toe shoes, disposable nitrile gloves to prevent contact with bodily fluids, eye protection when deemed necessary, and surgical masks when deemed necessary.
- When working at or near roadways with moving traffic all personnel shall wear a reflective vest.
- When working at or near waterways or moving water (within 25 feet) all personnel shall wear a personal flotation device (PFD).
- Hazard Identification: Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 214	
	Title: Tree and Wires	
	Section: Operations	
	Creation Date:10/28/2024 Most Recent Revision Date:10/28/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	214

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to incidents involving downed trees in roadways and those entangled with power lines. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing public safety.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in the procedure for assessing, managing, and coordinating responses to downed tree incidents, including firefighters, officers, and support staff.

Definitions

- **Downed Tree:** A tree that has fallen due to weather conditions, decay, or other factors, obstructing roadways or pathways..
- **Incident Commander (IC):** The person responsible for the overall management of the incident.
- **Power Line Incident:** A downed tree that is entangled or in contact with electrical power lines.

Responsibility:

Incident Commander (IC):

- Establish and maintain overall command of the incident.
- Conduct size-up and risk assessment upon arrival.
- Coordinate with other responding agencies and ensure resource allocation.

Firefighters:

- Perform operations according to assigned tasks.
- Follow safety protocols and use appropriate personal protective equipment (PPE).
- Report any hazards or unsafe conditions to the IC immediately.

Dispatch and Initial Response:

- Upon receipt of a tree down either with power lines involved or not, apparatus shall respond in a safe efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.

Arrival and Size-Up:

- On arrival of the first fire unit the role of IC will be established until if necessary

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an officer or person in a role of higher authority arrives. The IC will conduct a size-up to assess the situation, including building type, fire location, and potential hazards.

Handling Trees in Roadways

- If the tree poses an immediate hazard (blocking traffic or emergency access), initiate measures to safely clear the roadway.
- Use chainsaws and other equipment as necessary, ensuring that personnel are trained and equipped for this work.
- If the tree requires specialized equipment for removal, coordinate with a tree removal service.

Handling Trees Involved with Power Lines

- Do NOT attempt to remove trees that are in contact with or entangled in power lines.
- All power lines shall be considered live until determined otherwise by a utility company representative.
- Units shall work to maintain a safety margin of 2 to 2 ½ telephone pole lengths from the down tree with power line involvement.
- Immediately notify the power company directly or through SWDFMA (KCF-415 dispatch) and follow their guidance for managing the situation.
- Provide updates to dispatch regarding the status of the power line and any potential hazards.

Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment of a fire scene and according to NFPA standards, including helmets, gloves, turnout gear.
- When working in any roadway or near the roadway all personnel shall wear an appropriate high visibility vest.
- Accountability: Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- Emergency Evacuation: Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- Hazard Identification: Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 215	
	Title: Mutual Aid	
	Section: Operations	
	Creation Date: 10/28/2024 Most Recent Revision Date: 10/28/2024	
	Approval Date:	SB Chair Initial
	Emergency Operations	215

Purpose:

The purpose of this operational guideline is to establish a standardized approach for responding to mutual aid requests. This policy aims to ensure the safety of firefighters, civilians, and property while efficiently managing tasks requested to perform.

Scope:

This operational guideline applies to all personnel within the Alstead Fire Department engaged in structure fire response, including firefighters, officers, and support staff.

Definitions

- **Mutual Aid:** The provision of assistance by one fire department to another during emergencies, disasters, or large-scale incidents..
- **Incident Commander (IC):** The person responsible for the overall management of the incident.
- **Fireground Operations:** All activities conducted at the scene of the fire, including suppression, rescue, ventilation, and salvage.
- **Tanker Shuttle:** A coordinated operation where tankers transport water from a source (e.g., hydrant, pond) to a fire scene.

Responsibility:

Incident Commander (IC):

- Establish and maintain overall command of the incident. When Alstead Fire Department apparatus respond to a request for Mutual Aid they will comply with and follow directions provided by the established IC or the town requesting assistance.

Firefighters:

- Perform fire suppression, rescue operations according to assigned tasks.
- Follow safety protocols and use appropriate personal protective equipment (PPE).
- Report any hazards or unsafe conditions to the IC immediately.

Dispatch and Initial Response:

- Upon receipt of a mutual aid request, apparatus shall respond in a safe and efficient manner depending on such factors as road conditions, weather conditions, time of day, and estimated number of members able to respond.
 - requests for mutual aid directly to the scene of an incident apparatus shall respond with lights and sirens and accordance with state laws.
 - Requests for Mutual Aid for station coverage shall be done without the use

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of lights or sirens.

- If a piece of apparatus that was initially dispatched for station coverage gets upgraded directly to the scene the apparatus may activate lights and siren as deemed appropriate.
- Personnel should respond to the appropriate station to ensure that proper gear is donned and apparatus is able to respond.

Station Coverage:

- Response to station coverage shall be flow of traffic with no lights or siren usage.
- Upon arrival to a mutual aid town if necessary, apparatus will change radio frequencies to the appropriate frequency and notify SWDFMA that they will be operating on the mutual aid town frequency.

Fire Ground operations:

- Work within the ICS structure to provide assistance as needed.
- Maintain accountability according to established guidelines.

Tanker Shuttle:

- When a town requests a tanker for water supply 1 Tanker 1 shall respond when an approved driver becomes available.
- Tankers shall inform the incident command of their arrival and availability.

Water Supply:

- If a town requests a piece of apparatus for water supply an engine should respond as if going direct to the scene.

Other request:

- There may be other requests that the Alstead Fire Department may be asked to fulfill. Some of these may include shutting down specific roadways, or provide a service outside the normal.

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Safety Procedures

- Personal Protective Equipment (PPE): All personnel must wear appropriate PPE for conditions within the dynamic environment of a fire scene and according to NFPA standards, including helmets, gloves, turnout gear, and SCBA (Self-Contained Breathing Apparatus) when in an IDLH environment.
- Accountability: Use an accountability system to track all personnel on the fireground and ensure their safety (see Emergency Operations Policy 202, Personal Accountability).
- Emergency Evacuation: Establish and communicate an evacuation plan for firefighters if conditions deteriorate.
- Hazard Identification: Continuously assess and mitigate hazards such as structural collapse, hazardous materials, and electrical risks.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 216	
	Title: Landing Zone Operations	
	Section: Emergency Operations	
	Creation Date: 12/15/2023 Most Recent Revision Date: 05/20/2025	
	Approval Date:	SB Chair Initial
	Emergency Operations	216

Purpose: To establish guidelines for setting up and managing a safe and efficient landing zone (LZ) for aircraft during emergency operations, emphasizing apparatus response and the Landing Zone Coordinator (LZC) role.

Scope: This policy outlines the procedures and safety measures for establishing and maintaining an emergency landing zone.

Responsibility: The Incident Commander (IC) designates the LZC, who oversees the landing zone's preparation and operation, ensuring safety and effective communication with the aircraft.

Procedures:

1. Apparatus Response:

- Standard procedure is to respond to the LZ with fire department apparatus.
- The LZC may respond directly to the scene only if they deem it necessary for extra time to set up the LZ, particularly in cases of an imminent aircraft arrival.

2. LZC Duties and Safety:

- Ensure all ground personnel are equipped with proper personal protective equipment (PPE), including eye and hearing protection.
- Evaluate and determine necessary resources considering factors like weather, time of day, and location.
- Communicate exclusively with the aircraft using V MED 29 or other designated frequencies.
- Position with their back to the wind outside the 100' x 100' LZ.
- Provide essential information to the aircraft crew, including wind conditions, LZ description, hazards, and surface conditions.
- Secure the LZ from debris, people, animals, and lightweight objects.
- During night operations, avoid upward-facing lights and ensure emergency vehicle operators are ready to turn off lights upon request.
- Prevent ground personnel from approaching the aircraft unless accompanied by aircraft personnel.

3. Landing Zone Requirements:

- A flat, clear area of 100' x 100', with a firm surface and grass under 2 feet tall.
- Additional specific requirements for each agency operating aircraft can be found on their respective websites.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 217	
	Title: Operation and Transport of the Polaris UTV	
	Section: Emergency Operations	
	Creation Date: 12/15/2023 Most Recent Revision Date: 05/20/2025	
	Approval Date:	SB Chair Initial
	Emergency Operations	217

Purpose: To establish standardized procedures for the safe and effective towing, transport, and operation of the Alstead Fire Department's Polaris UTV (Utility Terrain Vehicle) and its accompanying trailer. Also, to inform members of the liability they incur by using Personally Owned Vehicles to tow this apparatus.

Scope: This policy applies to all personnel involved in the operation, towing, and transport of the Polaris UTV and its trailer.

Responsibility: All personnel involved in towing and operating the Polaris UTV must adhere to these guidelines and accept liability for compliance and safety.

Towing and Transport Procedures:

1. Suitable Vehicles:

- Every effort shall be made to use an appropriate town-owned vehicle.
- Should a Personally Owned Vehicle (POV) be used, the following criteria must be met:
 1. The POV belongs to an Active Member who has a signed copy of this policy in their personnel file, which serves as their acknowledgment and acceptance of potential personal liability for loss during towing operations.
 2. Member's personnel file has a photocopy of their current Driver's License.
 3. There is current proof of insurance for any POV used.

2. Pre-Towing Checklist:

- Ensure all tie-downs and the winch cable are securely tightened.
- Disconnect the battery tender.
- Verify that no loose objects are on the trailer or UTV.
- Confirm all connections to the towing vehicle are secure and functioning.

3. Towing Personnel:

- It is recommended to have at least two members with the towing vehicle, including a spotter for backing the trailer.

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UTV Operating Guidelines:

1. Riding in the Cab:

- Operators and up to two passengers may ride in the cab with seatbelts and approved helmets (no rear brim).

2. Restrictions on Riding:

- No one, other than a properly secured patient in a stokes basket, is allowed to ride on the rear of the UTV.

3. During Rescue Operations:

- If using the stokes, drain water from the tank and remove all hoses and fittings from the UTV.
- Do not use the UTV in High range during patient transport.

4. Use with UTV Tracks:

- The Fire Chief may authorize the installation of UTV tracks for operational advantage.
- When tracks are installed, do not use the UTV in High range.