

3.1

OAKLAND VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES MANUAL

Adopted by Oakland Town Board on \_\_\_\_  
Revision Date

SECTION I  
CONSTITUTION AND BY-LAWS

Adopted by Oakland Town Board on\_\_\_\_  
Revision Date

CONSTITUTION AND BY-LAWS

ADOPTED \_\_\_\_\_

AMENDED \_\_\_\_\_

ARTICLE I - NAME OF ORGANIZATION

SECTION 1: The name of this Volunteer Fire Fighters' organization will be the Oakland Volunteer Fire Department (hereafter referred to as Oakland VFD).

ARTICLE II - PURPOSE OF ORGANIZATION

SECTION 1: To maintain a fire department for the purpose of keeping the public fire conscious and to protect life and property from destruction by fire, disaster, and hazardous materials.

ARTICLE III - MEMBERSHIP

SECTION 1: To become eligible to become an active volunteer fire fighter (minimum age 18 years), the member must complete Entry Level Fire Fighter, Part 1 and Part 2, if possible, within the first year; be a citizen of the United States; qualify as to the mental and physical abilities of the fire fighter; and maintain a reasonable response time as defined under departmental policy for emergency calls.

Only active members will be allowed to vote and hold elective office. The number of active members will be specified under conditions set forth within the department's operational policies. (Note: exceptions to the "ctive member voting requirement may be granted if approved by a simple majority of the members present.)

SECTION 2: Those members of the Oakland VFD who either:

respond to a call in their own vehicle, or  
operate a town vehicle

shall, at all times, maintain a valid drivers license, in addition to a driving record that is acceptable to the Town Board and its insurance carrier. Failure to do so is grounds for immediate termination.

SECTION 3: All members of the Oakland VFD shall complete the forms required by the town's insurance carrier and its agent (currently Holden Insurance). Such forms include, but are not limited to, the following:

Appendix B: "Our Position Relating to Driving"

Appendix C: "Position Regarding Alcohol, Drinking, Drugs, Driving and Driving Habits"

Failure to complete these forms in a timely manner shall be grounds for immediate termination, since such failure may affect the town's ability to maintain insurance at reasonable rates.

#### ARTICLE IV - DUTIES

SECTION 1: It will be the duty of active members to be available to respond to every alarm, when called and as practicable, with as little delay as possible; and use their best efforts in the discharge of the duties as may be assigned to them by the officer in command; and obey orders.

SECTION 2: All active members are asked to attend all meetings, but are required to attend a minimum of eight meetings or other approved town/VFD functions per year, unless exceptions are granted by the Chief.

#### ARTICLE V - LOSS OF MEMBERSHIP

SECTION 1: Any member wishing to resign must state their intentions in writing and submit the resignation to the secretary or VFD officer, who will bring it to the Chief for action. All departmental issued equipment must be turned in. Equipment not returned within 30 days may result in billing for the value of said equipment by the town.

#### ARTICLE VI - OATH OF MEMBERSHIP

SECTION 1: **Active Membership Oath:** I do solemnly swear that I will faithfully execute my duties as an active volunteer fire fighter and adhere to all departmental rules, regulations and policies to the best of my ability. I will continue to preserve, maintain and defend the Constitution of the United States and By-Laws of the Oakland VFD, and uphold the motto of the volunteer fire fighter which is: unselfish public service, courage, and duty, so help me God.

#### ARTICLE VII - OFFICERS

SECTION 1: There may be up to ten (10) officers of the Oakland VFD. They will be: (1) Chief, (1) Assistant Chief, (3) Captains, (1) EMS Supervisor, (1) Training Officer (training officer duties may be combined with other offices), (1) Safety Officer, (1) Secretary, (1) Treasurer (secretary and treasurer offices may be combined). All officers will be charged with governing the business operations of the Oakland VFD, as needed.

#### ARTICLE VIII - DUTIES AND QUALIFICATIONS OF OFFICERS

SECTION 1: **CHIEF**

- Will have control over all department equipment and will be responsible for its care and condition.
- Will be the officer in command and provide direction and supervision relating to departmental operations during emergency response.



- Will be responsible for the proper training of the members of the department.
- Will periodically report to the Town Board on departmental operations.
- Will be responsible for meeting with the Assistant Chief and other officers to plan and coordinate equipment needs for the department.
- Will make recommendations to the fire commission regarding disciplinary actions.
- Must have completed Entry Level Fire Fighter 1 and 2 training, have one year of service and be an active member of the VFD.

#### SECTION 2: ASSISTANT CHIEF

- Will aid the Chief in the discharge of his/her duties and have the authority to perform all duties of the Chief in his/her absence.
- Must have completed Entry Level Fire Fighter 1 and 2 training, have one year of service and be an active member of the VFD.

#### SECTION 3: CAPTAINS

- Will aid the Chief and Assistant Chief in the performance of their duties.
- Will ensure all probationary fire fighters are furnished with a copy of the By-Laws, Rules and Regulations, and policies governing departmental operations.
- Will meet regularly with the Chief and Assistant Chief for review of all equipment and departmental needs.
- In the event no Captains have been appointed, the Captains' duties shall be performed by the Assistant Chief.
- Must have completed Entry Level Fire Fighter 1 and 2 training, have one year of service and be an active member of the VFD.

#### SECTION 4: SECRETARY

- Will keep and maintain all records required of the organization including minutes of all meetings.
- Will manage correspondence for the organization as assigned by the Chief or Assistant Chief including notifying members of special drills, business meetings, or elections.
- In the absence of the Secretary, the Chief will appoint a temporary Secretary.
- Must be an active member of the VFD.

#### SECTION 5: TREASURER

- Will manage the organization's auxiliary account.
- Will periodically make a report to the membership as requested - the report may be in writing.
- Will submit all records to the Officers when turning the responsibility over to a successor.
- Must be an active member of the VFD.

#### SECTION 6: EMS SUPERVISOR

- Under direction of the Chief.
- Will have the duty to oversee the EMS program and personnel.
- Must maintain accurate records of program, equipment and personnel, i.e., training, and response to all calls.
- Must keep current licensing for program and personnel.
- Will meet annually with EMS personnel to evaluate issued equipment inventory and condition.

- Will meet regularly with the Chief and Assistant Chief for review of all equipment and departmental needs.
- Must have completed First Responder training, have one year of service and be an active member of the VFD.

#### SECTION 7: SAFETY OFFICER

- Under direction of the Chief
- Will have the duty to observe and notify the Incident Commander of any safety concerns and to verify the implementation of the correction.
- Will report any concerns and the recommended correction to the Chief at the soonest available time.
- Has the authority to halt any operation that is in gross violation of the Standard Operating Guidelines, state and local regulations.
- Must have completed Entry Level Fire Fighter 1 training, have one year of service and be an active member of the VFD.

#### SECTION 8: TRAINING OFFICER

- Under direction of the Chief.
- Will have the duty to provide and coordinate the necessary training consistent with departmental policy, state and local regulations.
- Will ensure new members receive the required training to become eligible as active fire fighters.
- Must be an active member of the VFD.

### ARTICLE IX - ELECTION OF OFFICERS

SECTION 1: All officers will be elected by the active members eligible to vote. Member eligibility will be determined by the Fire Department Secretary.

SECTION 2: Term of office will be for two (2) years.

SECTION 3: Election of the Chief and Assistant Chief will take place in alternating years. Other officers may be elected in alternating years as the fire department shall determine.

SECTION 4: The Chief will appoint an Election Committee of three (3) at the October business meeting to handle all affairs of the election. The Election Committee is responsible for such duties as: calling for nominations, preparing the ballots, counting the members present and counting the ballots/votes. Nominations from the floor will be held at the first business meeting in November and prior to the November meeting of the Oakland Town Board. The town board will review the list of nominees for the offices of chief, deputy chief, secretary and treasurer. Upon approval of the candidates by the board, the election process may proceed. Additional nominations will be accepted until the time of the election if approved by the board. The election will be held at the first business meeting in December and the installation of officers will be held at that meeting, whereupon the new officers will take their offices. The town board shall be present for the election and swearing in at the December meeting. The election committee will make a report of the election process to the Oakland VFD. Any vacancies remaining at that time may be filled by appointment of the newly elected Chief.



SECTION 5: All elections of officers must be by secret ballot prepared in advance of the meeting. The winner in all elections will be determined by the largest number of votes cast for each office. In case of a tie vote, a re-vote must be held between the tied contestants. After a second tie vote, a coin toss will be employed as agreed upon by the parties.

SECTION 6: All officers shall be sworn in by the Oakland Town Clerk or other duly appointed official on the night of the election. Results of the swearing-in ceremony shall be included in the Minutes of the Oakland Town Board.

#### ARTICLE X - OATH OF OFFICE

SECTION 1: "I \_\_\_\_\_ (name) do solemnly swear that I will faithfully execute the office of \_\_\_\_\_ of the Oakland Volunteer Fire Department and will, to the best of my ability, preserve and maintain the Constitution of the United States and these By-Laws in carrying out the office, so help me God."

#### ARTICLE XI - MEETINGS

SECTION 1: Carry over business will be conducted at the first business meeting in January.

SECTION 2: Meeting dates and times may be set annually by the general membership at the first business meeting in January.

SECTION 3: A meeting will be conducted each month for training and/or work programs.

SECTION 4: A monthly business meeting will be held with the general membership in attendance, if they so choose.

SECTION 5: Business before the officers may be addressed by the approval of an agenda at the beginning of each business meeting.

SECTION 6: Special meetings may be called by the Chief or other Officer, and only such business as pertains to the purpose for which the meeting was called will be transacted. Three (3) days notice of the time and place of the meeting must be given by the officer calling the meeting.

SECTION 7: The general membership in attendance at all business meetings may address each issue before a vote is taken. A majority vote shall rule.

#### ARTICLE XII - ORDER OF BUSINESS

SECTION 1: When in question, Roberts Rules of Order will prevail.

1. Call to Order

2. Approve Agenda (when a formal agenda is prepared)
3. Reading of Minutes
4. Treasurer's Report
5. Communication and Bills
6. Report of Committees
7. Roll Call
8. Report of Officers
9. Unfinished Business
10. New Business
11. Application for Membership
12. Reception of New Members
13. Nomination of Officers
14. Election and Installation
15. Approval of Budget
16. Constructive Criticism
17. Adjournment

### ARTICLE XIII - AMENDING OF BY-LAWS

SECTION 1: The procedure to amend the By-Laws shall be (a.) the Officers may propose the amendment to the By-Laws by resolution setting forth the proposed amendment and directing that it be submitted for adoption at a meeting of the members; or (b.) any five (5) members may set forth a proposed amendment by petition, by them subscribed, which petition shall be filed with the Secretary of the department. Notice of the meeting of the members, stating the purpose of meeting and including the proposed amendment, shall be given to each member entitled to vote on the proposed amendment, and to each officer and director regardless of voting rights. In addition to notice, an amendment must be given a reading at two (2) regular business meetings preceding that meeting at which such amendment is to be acted upon.

Further, to amend the By-Laws, at least one-third (1/3) of the total active membership must vote and provided further that the amendment must be supported by a simple majority of the active fire fighters present at that meeting.

Subsequent approval by the Town Board implements the amendment.

SECTION II  
EMERGENCY RESPONSE

## EMERGENCY RESPONSE<sup>1</sup>

- A. Upon receiving an alarm, the fire fighter will proceed to the fire station. If this response is by private motor vehicle the fire fighter will obey all Wisconsin Statutes pertaining to motor vehicle operation.
1. Lights and sirens on personal vehicles.
    - a. Fire Department will not purchase or maintain lights and sirens on personal vehicles.
    - b. Code 3 responses (see below) will not be allowed in personal vehicles.
    - c. Lights can be used only on emergency scene.
    - d. Sirens can be on emergency scene and in aid to emergency warnings such as evacuations.
- B. Arriving at the fire station, the fire fighters will open station doors completely, drive fire vehicle<sup>2</sup> out of the station onto the apron and stop. The following checkout procedures should then be completed.
1. Turn on red lights. Make sure they are working.
  2. Check siren to make sure it is operational.
  3. Fasten seat belt.
  4. Make sure there is a seat belt for each passenger and that the passenger has fastened seat belt.
  5. First vehicle radios in that they are in service and proceeding to the emergency scene.
- C. All responses to any emergency scene shall be done per instructions from the dispatcher or officer in charge as follows:
1. Code 1 - Response will be without red light or siren. All traffic regulations will be observed. Due regard for the safety of others shall be observed.<sup>3</sup>
  2. Code 2 - Response will be without red light or siren. Speed will not exceed the posted speed limit. All red lights, stop signs, intersections, etc. will be approached at a speed in which the vehicle can be stopped should the intersection not be clear. Due regard for the safety of others shall be observed.
  3. Code 3 - Response will be with red light and siren. Speed will not exceed more than five (5) MPH over the posted speed limit. All red lights, stop signs, intersections will be approached at a slow enough speed so the vehicle can be stopped if necessary. Due regard for the safety of others shall be observed.
- D. School busses shall never be passed when its red lights are flashing.<sup>4</sup>

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<sup>1</sup> All drivers should be trained in defensive and emergency vehicle driving procedures and certified as able to drive by the training officer or the fire chief.

<sup>2</sup> Engine, tanker, brush buggy, utility truck, ladder truck, automobiles, etc.

<sup>3</sup> Intended for non-emergency response, vehicle transfer, etc.

<sup>4</sup> State Statute 346.48: Vehicles to stop for school busses loading or unloading children. (1) The operator of a vehicle which approaches from the front or rear of any school bus which has stopped on a street or highway when the bus is equipped according to s. 347.25 (2)



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and when it is displaying flashing red warning lights shall stop the vehicle not less than 20 feet from the bus and shall remain stopped until the bus resumes motion or the operator extinguishes the flashing red warning lights. This subsection does not apply to operators of vehicles proceeding in the opposite direction on a divided highway.

E. Excerpts from Wisconsin Statutes as they pertain to fire service vehicles.

340.10 Words and phrases defined. In chs. 340 to 349 the following words and phrases have the designated meanings unless a different meaning is expressly provided or the context clearly indicated a different meaning.

- (3) "Authorized Emergency Vehicle" means any of the following:
- (c) Vehicles of a fire department or fire patrol;
  - (d) Privately owned motor vehicles being used by deputy state fire marshals or by personnel of a full-time or part-time fire department or by members of a volunteer fire department while in route to a fire or on an emergency call pursuant to orders of their Chief or other commanding officer.

346.03 Applicability of rules of the road to authorized emergency vehicles.

- (1) The operator of an authorized emergency vehicle, when responding to any emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions stated in subs (2) to (5).
- (2) The operator of an authorized emergency vehicle may
  - (a) Stop, stand or park, irrespective of the provision of this chapter;
  - (b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;
  - (d) Disregard regulations governing direction of movement or turning in specified directions.
- (5) The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve such operator from the duty to drive with due regard under the circumstances for the safety of all persons nor do they protect such operator from the consequences of his reckless disregard for the safety of others.

346.19 What to do on approach of an emergency vehicle.

- (1) Upon the approach of any authorized emergency vehicle giving audible signal by siren, the operator of a vehicle shall yield the right of way and shall immediately drive such a vehicle to a position as near as possible and parallel to the right curb or the right hand edge of the roadway, clear of any intersection and, unless otherwise directed by a traffic officer, shall stop and remain standing in such position until the authorized emergency vehicle has passed.
- (2) This section does not relieve the operator of an authorized emergency vehicle from the duty to drive with due regard under the circumstances for the safety of all persons using the highway.

346.61 Applicability of sections relating to reckless and drunken driving. In addition to being applicable upon highways, s. 346.62 to 346.64 are applicable upon all premises held to the public for use of their motor vehicles, whether such premises are publicly or privately owned and whether or not a fee is charged for the use thereof.

346.62 Reckless driving.

- (1) It is unlawful for any person to endanger the safety of his own person or property

or the safety of another's person or property by a high degree of negligence in the operation of a vehicle.

- (2) It is unlawful for any person to cause injury to another person by high degree of negligence in the operation of a vehicle.

346.90 Following emergency vehicle.

The operator of any vehicle other than one on official business shall not follow an authorized emergency vehicle responding to a call or alarm closer than 500 feet or drive into or park his vehicle within the block where the fire apparatus has stopped in response to an alarm.

346.91 Crossing fire hose.

No person without the consent of the fire department official in command shall drive a vehicle over any unprotected hose of a fire department when such is laid down on any street, private driveway or to be used at any fire or alarm of fire.

347.25 Special warning lamps on emergency vehicles, school busses and funeral vehicle.

- (1) An authorized emergency vehicle may be equipped with one or more flashing, oscillating or rotating red lights and shall be so equipped when the operator thereof is exercising the privileges granted by s. 346.03. Such lights shall be so designed and mounted as to be plainly visible and understandable from a distance of 500 feet both during normal sunlight and during hours of darkness. No operator of an authorized emergency vehicle shall use such warning lights except when responding to an emergency call or when in pursuit of an actual or suspected violator of the law, when responding to but not upon returning from a fire alarm, or when necessarily parked on a highway in position which is likely to be hazardous to traffic using the highway.

347.38 Horns and warning devices.

- (4) An authorized vehicle shall be equipped with a siren, but such siren shall not be used except when such vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the law, in which events the driver of such vehicle shall sound the siren when reasonable or necessary to warn pedestrians and other drivers.

SECTION III  
COMMUNICATIONS



## COMMUNICATIONS-DEPARTMENT RADIO SYSTEM

### A. Purpose of Radio Communications System

1. Primary: Provide essential communication link between fire grounds and other emergency sites to control communications center (base stations). Provide communications link between mobile units and officers responding to or working at emergencies to facilitate operating on the emergency.
2. Secondary: Maintain communication contact with and between mobile units and officers of the department during non-emergency periods for purpose of keeping radio department equipment continually in "at ready" state for emergency operation, and for the general operational efficiency of the department in any and all operations.

### B. How Radios are to be used

1. Who shall utilize radios?
  - a. Officer(s) in command of fire ground or emergency situations.
  - b. Officer in charge of company, team or crew operating at alarm or emergency (or other department operation).
  - c. Operator of a department vehicle on the road without the presence of an officer.
  - d. Department member other than above who is acting on instructions from one of the above identified and/or Douglas County Communications Center.
2. What information is properly handled by radio?
  - a. Messages to or from a fire ground (or emergency site) that have a bearing on the operations being conducted at the location.
  - b. Messages to or from a mobile unit which have a bearing on the disposition or operation of that vehicle or its personnel on emergency or non-emergency fire department business.
  - c. Messages to or from department officers with portable units that have a bearing on their department function or department business.
3. What should NOT be handled by radio?
  - a. Messages between buildings or site where non-emergency business is being conducted which are served by telephone service.
  - b. Messages between mobile units or officers with portable units that involve personal business of those persons or persons at those locations. NOTE: For the purposes of this regulation, a contact by radio alerting another station that a personal message awaits a member is permissible.
4. Procedure for using radio transmitting.
  - a. Turn on radio.
  - b. Remove mic from holder.
  - c. Think of what is to be said. Try to make your message concise and to the point.
  - d. Hold the mic slightly to one side of the mouth with the speaking grill in opposite palm of hand. Hold for 2 or 3 seconds before speaking.
  - e. Depress the red button on mic.
  - f. Identify yourself (ex. Rescue 21) and then the unit you are calling. Include the call letters if it is another base.
  - g. Speak in a normal tone; slowly and distinctly
  - h. When a vehicle is being called and is not answering, you may go on the air, identify yourself and try to relay the message if you are in a position to do so. This may be done by radio or physically, depending on the situation.

C. Verbal Codes - Clearly speak in direct spoken word (plain English).

D. Radio Monitors

1. Purpose - To receive alarm signals in the fire fighter's home.
2. How assigned - Monitors are assigned to active fire fighters of the department. Active fire fighters to be determined by the Chief.
3. Maintenance - Monitors are to be maintained by person designated by the department. At no time are fire fighters to attempt to service monitors themselves.
4. Responsibilities - Fire fighters are responsible to maintain receiver in good condition and to return it to the station if it no longer functions or is not used.
5. Any information received on a monitor is not to be used for the personal gain of any fire fighter or member of his family.



#### SECTION IV

#### APPARATUS

## BASIC REQUIREMENT

VFD members must have completed the Driver/Operator course to operate or drive fire trucks and must have a valid driver's license. (Note: Town employees are exempted from this requirement.)

## ENGINE OPERATION

- A. Upon arrival at the fire scene, radio or ask (if radios are not available) the officer in charge for location to place the vehicle at the fire scene.
  - 1. Location is to be easily accessible to the fire, yet not so close the engine would be destroyed should the building be lost.
  - 2. If holding tanks are to be used, placement must be such as to allow easy access to the tank by the tankers, preferably two or more at one time.
  - 3. Location of the engine should give consideration to other equipment which will respond to the scene.
  - 4. Please park all vehicles on one side of the road, to allow passage.
- B. Straight or forward lay
  - 1. Place engine just near fire scene.
  - 2. Lay supply from nearest portable tank or tanker.
  - 3. Connect supply line to engine.
  - 4. Lay attack lines as directed by commanding officer.
  - 5. Hose lays, hose carries, and hose application refers to "Essentials of Fire Fighting" manual.
- C. Response to the fire scene shall conform to the section on emergency vehicle response.

## TANKER OPERATION

- A. Upon arrival at the fire scene, radio or ask (if radios are not available) the officer in charge for location to place vehicle at the fire scene. At no time should tankers leave the hard surface road without orders from the officer in charge. Waiting at a fire scene should be done in an area where the tanker can respond to another location if necessary.
- B. Driver will always stay with his vehicle unless other instructions are given by commanding officer.
  - 1. Monitor radio.
  - 2. Dump and return for water without delay.
  - 3. To hand out and receive back such extra equipment that might be carried.
- C. Tanker nursing
  - 1. Place tanker so it can be hooked to engine with a slight "S" bend in hard suction line.
  - 2. Driver and/or passenger will assist in hookup.
  - 3. Driver and/or passenger will monitor water level and report level to motor pump operator.
- D. Tanker Shuttle (Dump and Run)
  - 1. Driver and/or passenger will prepare tanker to dump.
  - 2. Passenger, if available, will guide tanker back to holding tank.

3. Dump will be made as quickly as possible without overflowing holding tank.
4. When empty, driver will pull clear of holding tank so the next tanker can back in.
5. Driver and/or passenger will close dump valve and replace dump extension in original position.
6. Respond to water source as indicated by officer in charge.

E. Filling tankers

1. Overhead fill.
2. Static source fill
  - a. As many portable pumps, engines, etc., should be set up as needed to supply fire ground.
  - b. Portable pumps, engines, etc., should be pumping at idle speed when not filling tankers to cool pumps. The pumps should continuously pump once started.
  - c. As many fire fighters should remain at the static source as needed to maintain a continuous supply of water.
  - d. Fill can be from the bottom of the tanker or from over the top, according to department policy.
3. Hydrant fill
  - a. A gate should be attached to the hydrant so the hydrant can be fully opened. In extreme cold conditions, the hydrant may have to be shut off or a small stream of water left running to prevent freeze up.
  - b. Fill hose and one fire fighter should remain at the hydrant, if manpower allows.
  - c. Fill can be from the bottom of the tanker or from over the top, according to department policy.

F. Improvised tankers<sup>5</sup>

1. Bulk milk tankers.
2. Cement mixers.
3. Septic tank pumpers.
4. Farm water tankers.

- G. Response to the fire scene shall conform to the section on emergency vehicle response. Improvised tankers must obey all Wisconsin Statutes.

### TRUCK COMPANY OPERATIONS

- A. Upon arrival, officer in charge shall be in radio contact with fire ground command as to where apparatus is to be spotted.
- B. When possible, the truck company should be spotted in front of the fire building in a safe place and out of the way of the working engine company, but close enough that ground ladders and tools can be easily reached.
- C. All ground ladders should be carried and raised in accordance with "Essentials of Fire Fighting" manual. Also, tools and equipment should be used in accordance with "Essentials of Fire Fighting" manual.

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<sup>5</sup>Arrangements to use improvised tankers should be made prior to their use.

D. All operations will be done with safety of persons and apparatus in mind.

SECTION V  
STANDARD OPERATING PROCEDURES  
DISASTER RESPONSE

FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES  
SUGGESTED OPERATING PROCEDURES

AIR, RAIL, HIGHWAY, INDUSTRIAL ACCIDENTS/DISASTERS

**CAUTION:** ALL PERSONNEL MUST BE EQUIPPED WITH COMPLETE PROTECTIVE CLOTHING INCLUDING SELF-CONTAINED BREATHING APPARATUS WHERE NECESSARY.

1. Operations

A. Upon receipt of a request for assistance, the following equipment should be dispatched.

1. Fire department units
  - a. Engine company utilizing pumper truck from department closest to scene of emergency.
  - b. Upon arrival, position apparatus with scene safety, hose lays, and efficient water shuttle as uppermost considerations.
  - c. Lay out two 1 ½ -inch hose lines of sufficient length to cover the area of the emergency. Use preconnected lines, or if not available, take sufficient hose from the hose bed and connect to pumper discharge gates.
  - d. Charge lines using booster tank water supply and maintain.
2. Water supply
  - a. Crew will set up and fill portable tank, assist engine operator in connecting hard suction sleeve in service and begin water relay operation.
  - b. Consideration should be given to the possibility of drafting water from a static source near the site and using a second engine, relaying water to the emergency scene. REMEMBER, engine and tank company crews MUST maintain fire suppression capability until the emergency is over.
  - c. Using Incident Command, appoint a mutual aid department to provide water point setup and operations.
3. Emergency medical services unit.
  - a. Provide assessment of victims, establish and maintain life support operations.
  - b. Extricate victims. (Utilize available qualified fire and police services personnel where necessary.)
  - c. Continue life support operations until advanced help arrives.
4. Rescue squads - light or heavy duty units.
  - a. Provide tools, equipment and manpower to assist emergency medical services units in victim extrication.
  - b. Provide basic life support at the request and under the direction of EMS officer in charge.
  - c. Perform such other rescue operations as may be necessary.
  - d. Provide illumination for area of operations.
  - e. After emergency has ended, assist fire suppression crews in returning area of incident to a reasonably safe condition.
    - (1) Removal or containment of hazardous materials.
    - (2) Removal of debris from roadways.



**CAUTION:** Use extreme care when operating rescue equipment and tools (air, electric or fuel powered) in areas where flammable liquids or gases are present.

2. Command Center
  - A. Established to provide effective and efficient operations and unified control during the emergency by implementing the Incident Command System as necessary..

SECTION VI  
POLICY ON FILLING SWIMMING POOLS,  
SKATING RINKS, AND OTHER  
PRIVATE USES

## PURPOSE

To promote good public relations and provide a service for citizens of our town when they are in need of clean water for the filling of their swimming pools or for other private uses.

## POLICY

Providing water for private uses is a volunteer effort to be done only if equipment and personnel are available.

The Fire Chief, and in his absence, the Assistant Chief, shall be notified prior to equipment use.

The Fire Department has determined to request a \$100 donation per truck for delivery of water. Active VFD members will not be requested to provide the donation.

Water delivery will be restricted to the Town of Oakland by order of the Town Board.

## PROCEDURE

All hose must be cleaned and replaced after use.

Personnel must monitor radios at all times.

## USE OF TANKER

1. Make certain all oil levels are full and vehicle is fully operational before and after use.
2. Use the tank size to measure gallons used.
3. Do not drive or back tankers off roadway and/or driveway surface to load or unload water.
4. Use lengths of hose to reach pool or other area from tanker.

SECTION VII  
POLICY ON PURCHASING

### PURPOSE

To define the purchase process.

### POLICY

All department purchases shall be authorized by the Chief or Assistant Chief.

### PROCEDURE

An affidavit shall be made out for each purchase and provided to the Town Clerk.

SECTION VIII  
EMS RESPONDERS



## EMS RESPONDERS

1. EMS Responders are overseen by the EMS Supervisor.
  2. Must meet state required training and be licensed at a minimum of First Responder.
- A. EMS RESPONDERS WILL FOLLOW FIRE FIGHTERS' SOGs CONCERNING RESPONSE.
1. Upon receiving alarm, EMS Responder will proceed to the scene. If this response is by private motor vehicle, the EMS responder will obey all Wisconsin Statutes pertaining to motor vehicle operation.
  2. Lights and sirens on personal vehicles.
    - a. Fire Department will not purchase or maintain equipment on personal vehicles.
    - b. Code 3 responses will not be allowed in personal vehicles.
    - c. Lights can be used on emergency scene.
    - d. Sirens can be on emergency scene and in aid to emergency warnings such as evacuations.
  3. Upon arrival at the scene EMS Responders must take precautionary measures to ensure scene safety, reduce risk of exposure to blood or other potentially infectious materials. This shall be done by putting on appropriate personal protective equipment such as gloves, face shields, masks, eye protection, gowns, aprons, and similar items.
- B. PRECAUTIONS AFTER HANDLING
1. Remove garments penetrated by blood or other infectious materials immediately, or as soon as feasible.
  2. Before leaving work area, contaminated protective equipment shall be placed in appropriately designated areas or containers for storing, washing, decontaminating or discarding.
- C. PREVENTATIVE MEASURES
1. The Town of Oakland VFD will make available, free of charge, the Hepatitis B vaccine and vaccination series and any booster doses recommended by US Public Health Service.
- D. EXPOSURE INCIDENT
1. If exposure occurs it must be reported immediately to the Fire Chief or EMS Supervisor. This will allow for timely medical evaluation and follow-up by a health care professional, as well as for timely testing of the source individuals' blood for the HIV and HBV. These reports must be treated by the EMS Responders in the **STRICTEST** confidence.
- E. INCIDENT REPORTS
1. Incident reports must be completed and handed in to the EMS Supervisor at each monthly training meeting.
- F. PURCHASES
1. Requests for purchases can be made to the Chief before the monthly business meeting.

SECTION IX  
LENGTH OF SERVICE AWARD

## LENGTH OF SERVICE AWARD

### ELIGIBILITY

1. Member must attend at least eight (8) monthly business/training meetings or other approved town/VFD functions per year.
2. Member volunteer fire fighters must be of good standing in accordance to Section I, Article III, Section 1.
3. Member EMS responders must be active participants and current in EMS training to qualify.
4. If eligible and member chooses not to participate, member must sign a Length of Service Award non-participation form.

### ANNUAL CONTRIBUTION

1. Annual Contribution will be determined by the Town Board. Amount will not exceed matching amount from the state.

### VESTING

1. A volunteer fire fighter or EMS responder that has provided 20 years of credited service to sponsor shall be fully (100%) vested.
2. Upon completion of 10 years of credited service, a volunteer fire fighter is partially (50%) vested. Vesting shall increase 5% for each year of credited service more than 10 and less than 20.
3. No more than one year of service may be credited to a program in any calendar year the volunteer fire fighter/EMS responder provided service to more than one program.

### FORFEITURE, FREEZES AND LEAVE OF ABSENCE

1. A sponsor may grant a leave of absence. If a leave of absence is granted, the account will not be forfeited or frozen.
2. A forfeited account will be equally distributed among all other open volunteer fire fighter/EMS responder accounts sponsored by the municipality at the time of the forfeiture.
3. Forfeitures may not be distributed to a frozen account.

### EXCEPTIONS

1. Any member called to active military service shall be removed from the active list for the duration of the duty and written notice shall be given to the Chief.
2. If any member is unable to meet requirements due to injury or unusual circumstances, the Chief shall determine if the circumstances are substantial enough to grant an exception.

### AMENDMENTS

1. Amendments and additions to either benefits or requirements may be enacted by a majority vote of the Executive Committee.

### PORTABILITY AND REINSTATEMENT

1. Non-Vested (less than 10 years of service) providing a volunteer fire fighter/EMS responder does the following within six (6) months of termination:
  - a. Rejoins the original length of service award program. Service will resume for

- vesting purposes based on the years of service earned before termination of service.
- b. Begins participation with another sponsor having length of service award program.
    1. The former length of service award account will be frozen and additional years of service earned under the new length of service award will be credited for vesting purposes.
    2. The account established under the new length of service award will credit vesting based on the years of service earned under the former program.
2. Partially or Fully Vested - providing a volunteer fire fighter/EMS responder:
- a. Rejoins the original length of service award program at any time prior to benefit distribution. Service will resume for vesting purposes based on the years of service earned before termination of service.
  - b. Begins participation with another municipality having a length of service award program within six (6) months of termination:
    1. The former length of service award account will be frozen and additional years of service earned under the new length of service award will be credited for vesting purposes.
    2. The account established under the new length of service award will credit vesting based on the years of service earned under the former length of service award program.

#### WHEN DOES THE VOLUNTEER FIRE FIGHTER RECEIVE AN ACCOUNT VALUE?

1. Age 60 with 20 years of service
  - a. A length of service award will be paid whether or not the volunteer fire fighter is active.
  - b. Additional crediting for service will be awarded annually.
2. Partially Vested, Age 60 and terminated
  - a. A length of service award will be paid in amount less than 100% vested, as determined by years of active service.
3. Partially Vested, Age 60 and active
  - a. May continue to earn credit until fully vested, then a length of service award will be paid.

The form of benefit distribution will be determined by the sponsor and approved by the State of Wisconsin's length of service award board.

#### DEATH BENEFITS

If you are an active volunteer fire fighter/EMS responder for a program at the time of death, your account will be paid in a lump sum to your designated beneficiary.

#### DISABILITY BENEFITS

If a volunteer fire fighter/EMS responder becomes permanently disabled as a result of volunteer fire

fighter/EMS responder duties as determined by the Wisconsin Worker's Compensation Program, he or she will be paid their vested length of service award benefit in a lump sum.



SECTION X  
FIRE COMMISSION

FIRE COMMISSION

Wisconsin Statutes provide the authority under which a town board may create a fire commission to manage the affairs of its volunteer fire department, and the fire commission may be vested with any and all



powers of the town board relating to said VFD management. Statutes also provide the authority for a town board to create advisory boards or committees, to address specific issues as they arise and provide recommendations to the town board for resolving those issues. The Oakland Town Board has decided not to create a standing, statutory fire commission and that as needs arise, advisory boards or committees will be created under direction of the town board to address specific issues that may pertain to the Oakland VFD.

#### ORGANIZATION OF ADVISORY BOARDS

When a specific issue arises affecting the Oakland VFD (and thereby affecting the town) that cannot be resolved within the VFD or through its normal discussions with the Oakland Town Board, the town board will select and appoint a minimum of three (3) interested Town of Oakland residents to form an advisory board. The town board will make every effort to select advisory board members who have no involvement or conflicts of interest with regard to the issue at hand, and have no relationships or conflicts with the Oakland VFD or the Oakland Town Board. If selected individuals honestly believe they can perform the duties of the advisory board without bias for or against any of the involved parties, they should be considered good candidates for advisory board membership. The town board will make the final decision regarding selection of the advisory board members.

#### DURATION OF ADVISORY BOARDS

Advisory boards will continue for a duration necessary to address the specific issues to which they have been called and will be dissolved thereafter. An advisory board may be called upon to address more than one specific issue, but the existence of the advisory board will end after completing the specific task(s) assigned to it by the Oakland Town Board.

#### ACTIONS OF ADVISORY BOARDS

Advisory boards will be called upon to investigate specific issues as directed by the town board and after fact finding and gathering all relevant information will provide specific recommendations back to the Oakland Town Board for resolution of said issues.

#### QUORUM FOR DECISIONS

Because issues can involve controversial or sensitive subject matters, a simple majority vote will not apply and all decisions and recommendations by advisory boards must have the unanimous support of all the advisory board members. Anything less is not considered a quorum.

#### PAYMENT FOR ADVISORY BOARD SERVICE

In some cases the town board may deem it appropriate to pay the members of the advisory board for the services they provide. The town board will determine which functions of the advisory board the members should be paid for and the appropriate rate(s) of pay for those functions. The town clerk will provide instructions to the advisory board members on record keeping as necessary to substantiate all said

payments for their services.

#### IMPLEMENTATION OF ADVISORY BOARD RECOMMENDATIONS

The advisory board will present its findings and recommendations to the town board and if the recommendations are accepted by the town board, the advisory board will then be dissolved. If the findings and recommendations are not considered complete, the advisory board may be sent back to readdress the issue(s) or the issue(s) may be referred to a subsequent advisory board.

Once the advisory board's recommendations are accepted by the town board, the town board will make its decision(s) on the matter and will inform the fire department accordingly.

## **Appendix A**

MNKK7340.TXT

Off work due to right shoulder, injected on 10-1-08 by Ritts; got sore felt like grinding; Linda wearig sling again. Employer has asked for a new set of restrictions. Linda to see Ritts on 10-21-08 at 1:15 PM

On 10-1-08 Ritts gave Linda a new set of restrictions. Not clear if employer has ever received. I asked Linda to have Ortho Assoc send to me. I will forward to employer.

Rittts felt that the altercation did not injure the right shoulder, but injured the left one that had not been previously injured. The current problems are in the right. Ritt's office has said he will probably do another arthroscopic procedure on the right.

# **BASIC LIFE SUPPORT GUIDELINES FOR FIRST RESPONDERS**

Received 3-13-07  
Oakland VFD



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## **1. INTRODUCTION**

These Protocols will provide the First Responder with a source of medical direction for the assessment and the treatment of patients. They also will act as a tool to help assure quality care for all patients. Each First Responder should make him or herself familiar with these protocols.

Compliance with these protocols demonstrates affiliation as required by the State of WI EMS Division. Any additional treatments such as automated defibrillation, advanced airways, EpiPen or the use of the Long Back Board will require additional protocols and agreements with Dr. Schrock as specified by the Minnesota Health Department rules.

## **2. GENERAL PARAMETERS**

### **A. FIRST RESPONDER QUALIFICATIONS**

Only those individuals meeting the following qualifications will function in the role as a medical first responder.

1. Meet all applicable State DHFS standards.
2. Maintain Current registration as a first responder, EMT, or paramedic.
3. Nurses and Doctors wishing to practice as EMS First Responders, are encouraged to be trained to some level of pre-hospital emergency care.

## **B. SAFETY**

Always consider the safety of the scene to minimize the risk to rescuers and additional harm to patients. Assess the need for extra personnel and/or special equipment. Remove patient from immediately hazardous situation.

When scene safety is a law enforcement responsibility, first responding medical personnel should remain clear of danger until scene is safe. (e.g., shootings, stabbings, assaults and other unstable or violent situations.)

## **C. SCENE MANAGEMENT AND PATIENT TRANSFER**

Authorized first responding medical personnel will assume control of the scene and treat patient according to protocol. Upon arrival of the ambulance, patient care responsibilities will be transferred to the paramedics. Ultimately Law Enforcement has authority over any scene, and at times may need to exercise this authority. In such a case direction should be taken from the law enforcement officer.

## **D. PATIENT CONSENT AND REFUSAL**

When ever there is a request for medical care for a patient, it is the responsibility of the EMS system to treat and transport that patient with his/her consent. Mentally competent adult patients or parents of a minor (less than 18 years of age) have the right to refuse treatment or transportation. In general, a person is mentally competent if he/she:

1. The patient is capable of understanding the nature and consequences of the proposed treatment.
2. The patient has sufficient emotional control, judgment, and discretion to manage their own affairs.

If a competent patient is refusing treatment the first responder will advise the patient that an ambulance has been dispatched and refusal must be handled by the paramedics. The only way the ambulance will be canceled is if the patient calls 911 and cancels the ambulance.

In the event that a patient cancels the ambulance and you feel that the patient needs further medical attention advise Radio of the situation and document on run report.

When the patient has been transported by POV or there is no patient advise Radio of the situation and have them cancel the ambulance. If you feel that the situation is minor you may choose to slow the ambulance to



code 2. Once an ambulance is responding code 2 it may be diverted on a emergency call and result in long delays to the original call.

## **E. DOA CRITERIA**

The medical standard of care is, to promptly institute CPR for individuals who suffer cardiac arrest. CPR may be withheld, however; when a victim is found without pulse and respirations, along with the following:

1. lividity, rigor or hypothermia in a warm environment is present;
2. obvious fatal trauma (example: decapitation) or the absence of vital signs upon arrival of first responders, despite patent airway.
3. a properly documented DNR order is present.

## **F. LIMITATIONS TO TREATMENT**

Only care outlined in these protocols should be delivered unless properly trained and directed by a doctor, or while assisting the ambulance crew with patient care.

## **G. PHYSICIAN ON THE SCENE**

1. If the patients Doctor is on the scene and wishes to direct the patient care he/she should be allowed to do so. Documentation of the physicians involvement should be included on run report.
2. If any other intervening physician is present and wishes to direct patient care he may be allowed to do so if the physician:
  - a. can show identification or is known to the first responder.
  - b. is informed and understands that he/she may be required to accompany the patient to the hospital with the ambulance crew.

## **H. INFECTION CONTROL**

1. Exposure to blood should be minimized:

When the possibility of exposure to blood or other body fluid exists, gloves should be worn. During extrication, or when possibility of hands being cut leather gloves should be worn. If hands become contaminated with body fluids they should be washed as soon as possible. It is

recommended that each responder have available a hand wash at the scene. When there is risk of eye, nose or mouth contamination splashproof protective eye wear and masks should be worn.

2. Mouth to mouth ventilation is not recommended, pocket masks with one way valves should be used.
3. Each agency shall develop a protocol for cleaning equipment after each use. Disposable equipment should be considered for use whenever appropriate.
4. In the event of significant exposure to blood or body fluids prompt reporting is essential. The report should be made as soon as possible to the medical facility that the patient was transported too. Each department should develop a specific policy for reporting significant exposures.

**A SIGNIFICANT EXPOSURE IS DEFINED AS:**

Any puncture of the skin by a needle or other sharp object that has had contact with patients  
blood or body fluids or fluids infused into patient.

Blood spattered onto mucous membranes or eyes. Contamination of open skin (cuts, abrasions, blisters, or dermatitis) with blood, vomits, saliva, amniotic fluid or urine. Human bite wound to provider would be included in this category.

**I. QUALITY ASSURANCE**

Each request for medical first response and every patient seen will be documented by completing a First Responder Medical Report. Copies of the report will be handed off to the responding ambulance crew at the scene.

In the event any packaging or moving of the patient is necessary prior to the arrival of the ambulance the ambulance copy of the EMS report must be sent to Gold Cross Ambulance as soon as possible. Also if you would like to have follow up information or would like a case review on any call please forward the Ambulance copy of the EMS report to Gold Cross.

Periodically runs will be reviewed with the medical advisor and run review sessions will be held with each department, by a Gold Cross paramedic.

**BASIC LIFE SUPPORT STANDING ORDERS**

**TRAUMATIC INJURIES**



## **A. STANDING ORDERS FOR TRAUMA PATIENTS**

1. Scene survey; number of patients and nature of event. Report multiple patients and/or hazardous conditions to Radio immediately.
2. Assess and stabilize the airway while protecting C-spine spine
3. Assess breathing, provide ventilation immediately when indicated. Examine chest for possible penetrating injuries, provide occlusive dressing to sucking chest wounds.
4. Assess circulation: check pulses, major bleeding? initiate bleeding control. Assess skin color, temperature and capillary refill. *Remember that circulation can be assessed by the presence and quality of pulses. ( radial, carotid, brachially ) and by capillary refill times. No radial pulses BP < 90 think SHOCK.*
5. Administer oxygen by Non-Rebreather mask at 10-15 lpm.
6. Perform a mini-neuro exam: AVPU, pupil check.
7. Assess vital signs: respirations, pulse, blood pressure.
8. After primary survey, make decision whether patient is critical. A patient may be considered **CRITICAL** if any of the following exist.

Penetrating injury to the chest

Difficulty with respirations

The presence of shock

Decreased level of consciousness

9. If patient is **CRITICAL**, report this to 911 Dispatch and / or the Gold Cross Crew responding. Request additional resources such as additional ambulances or Air Medical Transportation if appropriate.

[See also Appendix: HELICOPTER USAGE]

10. If the patient needs to be moved to provide resuscitative care, packaging of the critical patient is appropriate (to reduce the ambulance on scene time ), to move the patient to the helicopter LZ or from a remote location to the ambulance.

- a. A long back board is required
  - b. Spinal precautions will be followed throughout the move, providing continuous manual c- spine stabilization and Cervical Collar useage.
  - c. The use of a cervical collar is: mandatory if the victim is sitting in a vehicle (rapid extrication technique ) and optional if the victim is supine (use of manual support necessary until the victim is secured to the LBB)
  - d. Victim Supine Either a log roll or a multiple person lift will be used to move this victim onto the LBB.
  - e. All victims will be secured to the LBB by straps, in a supine position.
11. Re-assess primary survey and take vital signs at least every 5 minutes.
12. All victims of SHOCK will be placed on a LBB supine or position the LBB in a slight head down position. Keep all victims of shock, warm with blankets.

## **B. HEAD AND SPINE INJURIES**

- 1. Assess level of consciousness and airway. Establish an open airway, oral airway if patient is unconscious, with attention to #2.
- 2. Stabilize head and neck, cervical collar may be used as an adjunct to manual stabilization.
- 3. Administer oxygen by NRB mask, 10-15 lpm. Hyperventilate with positive pressure if unconscious. (BVM or pocket mask with supplemental O2.)
- 4. Do not move the patient unless patient is critical (see standing orders for trauma patients.)

**\*NOTE:** This protocol should be considered only as an adjunct to the standing orders for trauma.

## **C. BURNS**

1. Survey scene - is it safe?
2. Stop burning process. Extinguish flames. Remove smoldering clothing and jewelry.
3. Assess level of consciousness and airway; stabilize C-spine. Establish and maintain open airway, oral airway if unconscious.
4. Administer oxygen by NRB mask, 10-15 lpm. Use positive ventilator assistance as needed. (Be sure to keep away from flame.)
5. See General Trauma protocol for further primary survey. Remember, the burn itself is unlikely a early cause of death.
6. Remove non-adherent burned clothing and cover patient with clean sheet.
7. If more than 20% of body surface area apply sterile dressings, keep dry to prevent hypothermia. If less than 20% of body surface area, apply sterile dressings and saturate with cool water. Do not allow any burn patient to become chilled or shiver. Ice is contraindicated.
8. Chemical burns should be continuously flooded with water. Brush dry chemicals from skin before flushing with water.

**\*NOTE:** This protocol should be considered only as an adjunct to the standing orders for trauma.

## **D. AMPUTATIONS**

1. Treat per protocol for general trauma.
2. Control hemorrhage and cover stump with sterile dressings.
3. Administer oxygen by Non Rebreather mask, 10-15 lpm (if not already done in primary management).
4. Recover amputated part, wrap in sterile dressing. Do not place part in contact with ice.

**\*NOTE:** This protocol should be considered only as an adjunct to the standing orders for trauma.



## **E. FRACTURES, DISLOCATIONS AND SPRAINS**

1. See general Trauma protocol.
2. Stabilize injury in position found.
3. Expose injury site.
4. Cover open wound with sterile dressing.
5. Check circulation and sensation.
7. Do not move extremity unless life threatening situation.

\*NOTE: This protocol should be used as an adjunct to general trauma protocol.

## **F. EYE INJURIES**

1. Primary survey with resuscitation. (See general trauma protocol.)
2. Note mechanism of injury and amount of force.
3. Measure gross visual acuity (read print, finger counting, seeing light only). Note eye motion and pupil size and reactivity.
4. Do not remove impaled objects.
5. May protect eyes with metal shield or soft patches; do not place pressure on the eye itself.
6. Maintain patient sitting up or with head elevated if no C-spine injury.

\*NOTE: This protocol should be considered only an adjunct to the standing orders for trauma.

## **MEDICAL EMERGENCIES**

### **A. CHEST PAIN**

1. Primary survey/frequent vitals.
2. Administer oxygen by Non-Rebreather mask, 10-15 lpm or by nasal cannula, 4-6 lpm, if mask not tolerated.
3. Prohibit the patient from any unnecessary movement; provide reassurance.

4. Re-assess airway and level of consciousness frequently. Observe change in neurological status.

#### **E. DIABETIC EMERGENCIES**

1. Primary survey/frequent vitals.
2. Airway control, suction, ventilate as needed.
3. Administer oxygen by NRB mask, 10-15 lpm.
4. If hypoglycemia is suspected and patient is conscious, oral sugar concentrations may be given. Make note of time and amount given.
5. DO NOT GIVE ANYTHING BY MOUTH IF PATIENT IS UNCONSCIOUS OR IS NOT ABLE TO MAINTAIN AN AIRWAY!

#### **F. SEIZURES**

1. Primary survey.
2. Ensure airway patency - do not force anything between teeth. Suction airway as needed.
3. Administer oxygen by NRB mask, 10-15 lpm.
4. If seizure persist, protect patient from injury, DO NOT restrain patient.

#### **G. POISONING/OVERDOSE**

1. Primary survey/frequent vitals.
2. Ensure airway patency.
3. Administer oxygen by NRB mask, 10-15 lpm.
4. Obtain history;

For oral poisonings:

what ?

when ?

how much ?

For contact poisonings:



brush off solids  
flush with water

*For inhaled poisonings: remove patient from source of poisonous gases  
safe to do so*

## **H. NON-TRAUMATIC SHOCK**

1. Primary survey/frequent vitals.
2. Secure an open airway/suction as needed.
3. Administer oxygen by NRB mask, 10-15 lpm.
4. Place patient in Trendelenburg position (if no respiratory distress).
5. Keep patient warm, quiet and still.

## **I. ABDOMINAL PAIN**

1. Primary survey/frequent vitals.
2. Administer oxygen by NRB mask, 10-15 lpm or by nasal cannula, 4-6 lpm, if mask not tolerated.
3. Place patient in position of comfort.
4. Give nothing by mouth.
5. Watch for signs of shock.
6. Monitor vital signs.

## **OBSTETRICAL EMERGENCIES**

### **A. NORMAL LABOR AND DELIVERY**

1. Obtain pertinent history and perform physical exam.
2. If no imminent delivery, keep patient comfortable.
3. If delivery is progress:
  - a. assist delivery using clean or sterile technique.

1. primary survey
2. Administer oxygen by NRB mask, 10-15 lpm.
3. Move patient from source of heat when possible.
4. If patient is fully conscious let patient drink small amounts of cool water.
5. In case of heat stroke pour cool water over the patient.

**Hypothermia (*not dead until warm and dead*)**

1. Primary survey
2. Administer oxygen by NRB mask, 10-15 lpm.
3. Prevent further heat loss. (Remove wet clothing, cover patient.)
4. Handle patient gently, do not allow patient to exert himself.
5. If no detectable breathing or pulse begin CPR.

**B. DROWNING OR NEAR DROWNING**

1. Obtain history, aggressive resuscitation will be attempted for all patients submerged in cold water for 1 hour or less.
2. Assess ABC's
3. Protect C-spine
4. Begin CPR as indicated. Ventilate with 100% oxygen.
5. Keep warm - hypothermia is of real concern. (See hypothermia.)
6. Prolonged CPR is indicated in drowning victims.
7. In general, unless the airway cannot be cleared by the usual airway maneuvers or adjuncts, the Heimlich maneuver is not indicated in drowning because water has been mostly absorbed and will not be expelled by doing the Heimlich maneuver.

## **SPECIAL SITUATIONS**

In the event that a patient is in an extremely remote location or exposed to the elements, it may be necessary for first responders to move the patient to a safe environment or to meet the Ambulance when it arrives. In such cases the patient should be placed on long spine board, immobilizing entire body, if in doubt, contact responding ambulance for direction.

Patient movement is permitted to provide resuscitative care, or to move a patient from a remote area to the ambulance, remember to use proper spinal care when doing so.

## **APPENDIX: I HELICOPTER USAGE**

### **A. GENERAL INFORMATION REGARDING MEDICAL HELICOPTERS:**

1. A helicopter can fly in a straight line at approximately 160mph, given calm winds. They can, therefore; get a patient to a critical care center more rapidly and in less time than by ground. They are staffed with one critical care paramedic and one critical reregistered nurse.

2. Weather is a big factor, helicopters will only fly in weather that is safe. Factors such as thunder storms, ground fog, freezing rain, sleet and generally poor visibility are some of the more frequent reasons that ground helicopter services. You though, should not try to determine whether or not a helicopter will be able to fly in the current weather. ALWAYS make the request when your victims meet the severity criteria.

3. The ground ambulance will never be canceled, even though the helicopter is at the LZ. Air medical services are support to ground ambulances. The ground unit should be notified, if the patient is airborne and enroute to the hospital.

### **B. LANDING ZONE REQUIREMENTS** *You must consider and provide the following:*

a. Designate an Landing Zone Officer. This officer will communicate, via radio, with the responding helicopter, using Vacationland Fire or a predesignated frequency.



b. Parked in this manner the pilot will not have to land into the glare of your headlights. White light can seriously effect the pilot's night vision and should never be directed at the helicopter during final approach, while on the ground, or during take-off. Please remember to turn off all unnecessary vehicle headlights and light bars when the helicopter is circling overhead, in order to preserve the pilot's night vision.

c. Designate the perimeter of the LZ by using, red or yellow coned flashlights, lanterns, or HAND held fuse flares, ( to be used only in large open areas and kept 100 feet. away from the aircraft ), one at each corner of the 100' square. These devices are illuminated until the aircraft is on the ground, to provide the pilot with a visual reference as to the size of the LZ.

4. Powerlines and wires are especially hazardous near a landing zone. A single wire passing through an otherwise clear area is a particular hazard. Park an emergency vehicle with flashing red lights under wires as an additional precaution. Illuminate nearby poles or antenna at night.

5. The LZ Officer may consider the use of a signal device to attract the attention of the flight crew from a distance. (a Hand held emergency strobe, a signal mirror, flashlight or a spotlight ) These signal devices should not be directed at the helicopter once it is over head. Remember, white light can seriously affect the pilot's vision and should never be directed at the helicopter during final approach, landing, or takeoff.

a. It is helpful to tell the pilot when you have the helicopter in sight. ( " We have you in sight about one mile southeast of our location" )

b. Initially position yourself in the middle of the LZ. When you note the aircraft on final approach, turn off any signal devices (shine no lighting at the helicopter during the final approach), and then move out to the perimeter of the LZ.

c. Dress Warm! Loose hats and scarves are not a good idea either, since the rotor wash can remove them. eye protection is also recommended against blowing snow, sand, or gravel particles during the landing. Hearing protection should also be considered.

d. If available, keep a charged line or fire extinguisher nearby.

4. Place the patient in a sitting position or semi- reclined position, if at all possible.
5. Obtain vital signs and monitor continuously.

## **B. RESPIRATORY DISTRESS and RESPIRATORY ARREST**

1. Assess for airway, breathing, circulation; assist as necessary.
2. Obtain history - when did problem begin. Any apparent cause (e.g., bee sting, history of COPD, recent trauma).
3. Position. Place patient at rest and in position of comfort. Sitting up if conscious. Roll to side if vomiting or oral secretions.
4. Administer oxygen by Non-Rebreather mask, 10-15 lpm. If breathing becomes inadequate, assist ventilations with positive pressure ventilations, nasal cannula reserved for patients with chronic lung disease who are in mild distress and should be delivered at 2 lpm.
5. Obtain vital signs: BP, pulse and respiratory rate.
6. In the event of a respiratory arrest or ventilatory insufficiency (breathing too slowly or with inadequate tidal volume), you must breathe for the patient, using 100% O<sub>2</sub>. REMEMBER TO USE SPINAL PRECAUTIONS (if appropriate) ie., jaw thrust or jaw lift procedure.

## **C. CARDIAC ARREST**

1. Obtain history if possible (while initiating resuscitation measures.)
2. Begin CPR.
3. Ventilate with 100% oxygen, along with inserting an airway.
4. If applicable, apply semi-automatic (shock advisory) defibrillator and use according to protocol.

## **D. SUSPECTED STROKE ( CVA )**

1. Primary survey. Frequent vitals.
2. Airway control, suction, ventilate/as needed.
3. Administer oxygen by NRB mask, 10-15 lpm as appropriate, or by nasal cannula, 4-6 lpm, if mask not tolerated. Assist respirations as needed.



- b. suction infant with bulb syringe and protect from heat loss.
- c. double clamp and cut cord 8-10 inches from infant. (not absolutely necessary, cut cord only if you have sterile O.B. kit.)
- d. give infant to mother and allow to nurse.
- e. closely observe infant for distress and mother for excessive postpartum bleeding.
- f. note time of delivery.

## **B. OBSTETRICAL COMPLICATIONS**

1. Primary survey, administer oxygen by NRB mask, 10-15 lpm for all obstetrical complications.
2. For postpartum hemorrhage:
  - a. oxygen therapy.
  - b. massage uterus gently.
3. For prolapsed umbilical cord:
  - a. oxygen therapy.
  - b. place mother in knee-chest position or Trendelenburg position.
  - c. insert gloved fingers into vagina and hold presenting part off of cord.
  - d. do not touch or attempt to replace cord

## **C. NEWBORN EMERGENCIES**

1. In all situations, minimize heat loss:
  - a. Dry the newborn well.
  - b. Increase environmental temperature.
  - c. Use bunting, swaddler or similar device, be sure to cover head.
2. If meconium is present at birth, suction the mouth and oropharynx with bulb syringe. During delivery, suction mouth oropharynx before delivery of shoulders.
3. Provide oxygen and physical stimulation if respirations are present but depressed. Suction and position for optimal airway. Do not hyperextend the neck.
4. Assist ventilation if respirations are absent, begin CPR as needed.

## **A. ENVIRONMENTAL**

**Hyperthermia**



- b. Necessary information such as location, directional guidance, wind direction, and the presence of dangerous obstacles must be provided. This guidance and information about the LZ, will insure the safety of the flight crew.
- c. The LZ should be as close to the scene as possible and have less than a 10% grade, in other words a nearly flat surface.
- d. The LZ must be at least 100'x 100', day or night. This area must be free of all wires, trees, poles, light standards, stumps, rocks and other obstructions.
- e. Generally the area must be clear of any loose debris and obstacles which may be blown around. The rotor wash create very high winds.
- f. Avoid an area which has loose sand or gravel. Firmly packed gravel, packed dirt, asphalt or grassy areas are best for an LZ surface. Dusty areas may be wet down by fire personnel. Generally, If you would be comfortable driving your family car onto your landing zone, it's probably a firm enough.
- g. The helicopter will land and take off into the wind if possible. Therefore; orient the approach and departure paths according to the wind and communicate wind direction either by radio or by visual cue such as a colored flag or marker.
- h. Avoid "hover holes", if at all possible flight paths, clear of obstructions, should extend 300 feet from the landing sight, for both the helicopter approach to the LZ, and for the departure from the LZ.

2. **DAYLIGHT LZ-** Consider painting a 10 foot letter H in the middle of the LZ, using high visibility paints. ( Painting should not be done on asphalt roads) On a snow-covered LZ, you could march through the snow, making your 10 foot letter "H" to indicate "Helipad". If the snow is deeper than 12", you may wish to plow or use a snow blower to reduce the depth. A bright colored flag or other wind indicator would be helpful to indicate wind direction.

3. **NIGHT LZ-** Have vehicles at the scene turn their emergency lighting on. Light bars and red emergency lighting on squad cars and ambulances can be seen for miles from the air and are a good means of marking the LZ.

- a. Shine the headlights of *ONE VEHICLE*, onto the Helipad and *into* the wind (*park facing the wind*). Helicopters, like airplanes prefer to land and take-off into the wind.

### **C. SAFETY AROUND THE HELICOPTER**

- 1) Do not approach the helicopter until escorted by a flight crew member.
- 2) Wait for a flight crew member to come to you.
- 3) If the landing is on a slope, approach will be from the downhill side only

\_\_\_\_\_  
*Name of Town/Village/Fire Department*

### OUR POSITION RELATING TO DRIVING

The Town/Village/Fire Department of \_\_\_\_\_ takes driving habits, records and violations very seriously. Maintaining a valid Wisconsin driving license and an acceptable, satisfactory driving record is mandatory. It is a requirement of your employment. An acceptable driving record is defined as meeting the employer's and/or insurance company's guidelines. It is important you also develop good driving habits.

A time period of five (5) years will be used when reviewing your driving record. The following are considered serious violations for which you may be suspended from your employment immediately without pay pending further review:

- Alcohol or drug involvement of any kind
- Attempt to elude officer
- Reckless or careless driving
- Driving too fast for conditions
- Driving on wrong side of road
- Operating without a valid Wisconsin driver's license
- Speeding excess 20 MPH or over
- Failure to stop after accident
- Failure to report an accident
- Deviating from lane of traffic
- Failure to stop for school bus
- Other 4 or 6 point violation(s)

Other violations or unfavorable incidents:

- Getting three or more other violations during any 24 month period,
- Getting four or more other violations during any 36 month period,

may result in action taken against you which may include suspension or termination. Upon review of the situation, you will be notified of our final decision. You have a right to appeal. To appeal, you must give written notification that you are going to appeal within 30 days after you were notified of the decision. You will be notified of the hearing date. At which time, you may present your facts. The governing board will then make its decision and notify you in writing of its decision. During the appeal process you will not be allowed to drive your personal auto for fire department/ambulance related reasons and you may be placed on suspension without pay until the matter is complete.

- Any reports by anyone that an employee is driving in an unsafe manner will be dealt with depending on the circumstances and a review of the situation.

Be advised we take driving very seriously!  
Your employment depends on your driving.



I have read the above and understand.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date



You are to obey all traffic laws. In addition, following are other driving procedures to be familiar with and observe:

- No one under the age of 18 may drive an insured's vehicle off premises.
- There is no age limit, except stated above, for driving. However, anyone age 65 or older, must provide a doctor's statement whereby the doctor states an examination has been made and the employee is able to drive a town or emergency vehicle with no restrictions. This is to be done every two years thereafter.
- No one is allowed to drive an insured's vehicle alone until after three (3) years experience driving the vehicle with an experienced driver along. Driving three (3) years with an experienced driver along may be substituted if you have taken and successfully passed a driving course using the same type of vehicle. This requirement applies no matter what age you are.
- No insured's vehicle may be used personally without documented evidence of permission from a superior officer or board.
- No insured's vehicle shall back up unless one or more spotters are outside guiding the vehicle. If no spotter is available the driver must get out and place bright orange colored cones in the area backing up.
- No one may drive an insured's vehicle if alcohol or drugs have been consumed within the past eight (8) hours. The eight (8) hours may be extended longer if on medicine or other drug that requires longer periods of time.
- Keep focused on your driving especially during wet, slippery, icy or snowy conditions.
- Do not use a vehicle as a snow plow unless that is what it was designed for.
- In the springtime do not drive or park vehicles on the shoulder of the road. The shoulder is soft and may cause the vehicle to sink in and turn over.
- Do not pick up hitchhikers.
- Do not transport non-employees without documented evidence of permission from a superior officer or governing board.
- Never exit insured's vehicle without checking to see if the brake is on or that the vehicle is in the Park mode.
- If parking a vehicle on an incline or decline, take necessary measures to prevent the vehicle from running away if the brakes fail.
- Before backing in or leaving a building, walk around the vehicle to make sure all doors to the vehicle are closed.
- Before backing in or leaving a building, check overhead door to make sure it is up far enough for vehicle to clear.
- Always know what is around you when driving. Be alert and watch out for children.



I have read the above and understand.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

## **Appendix C**



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*(Name of Organization)*

**Position Regarding Alcohol, Drinking, Drugs,  
Driving and Driving Habits.**

Any member, who has alcohol on their breath, is impaired by alcohol and/or drugs, or has consumed alcohol and/or drugs within eight (8) hours prior to a call, shall not respond to any call under any circumstance. You are not a member of the fire department/ ambulance service while you have alcohol on your breath, while you are impaired or during the eight (8) hours after consuming alcohol. Any attempt or any response by anyone to respond with alcohol on their breath, is under the impairment of alcohol or having consumed alcohol during the eight (8) hours prior to a call shall not be considered a member and will not be afforded any privileges of the fire department/ambulance or covered under the fire department/ ambulance's insurance policies.

***We take alcohol, drinking, drugs and driving very seriously!***

Any one failing to adhere to the above that decides to respond to an emergency or non-emergency situation with alcohol on their breath, under the impairment of alcohol or having consumed alcohol with the past eight (8) hours, shall not be considered a member. If you arrive at the fire station or at the scene, you may be ordered from the scene and subject to immediate suspensions and possibly expulsion until further review by the governing board. If you do not leave, you may leave us no choice but to call the local law enforcement and have you removed. Depending on the decision of the governing board of the fire department/ambulance service, you may ultimately be expelled from the fire department/ambulance service membership permanently.

***We take alcohol, drinking, drugs and driving very seriously!***

I have read the above. I understand that if I violate the above I am subject to expulsion from the fire department/ambulance service membership.

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*(Signature of member)*

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*Date*