

# Boone County Mutual Aid Response Policy – Ver2 2022

Between the following Fire Departments:

Lebanon Fire Department, Whitestown Fire Department, Zionsville Fire Department



This guideline sets forth the terms and understanding for standardized response operations between the above-named agencies for the specific incident types included below. This guideline will serve only as a framework and is not intended to supersede or replace any individual agency policy.

## Purpose

This guideline intends to provide for a streamlined response when each agency responds together on the common incident types below. Elimination of confusion is paramount for responder safety. While identical policy is unlikely between multiple agencies, standard frameworks will allow for reduction in duplication and clearer communications.

## 1. MAYDAY/RIT

- a. RIT may be identified as “On Deck/RIT” – more information follows.
- b. The RIT is ideally a minimum of four firefighters but never less than three.
- c. RIT Officer: the OIC of the RIT team (designated as Function/Unit, i.e. “RIT Engine 211”)
- d. **RIT Leader**: the individual responsible for the RIT incident; may be the Incident Commander; but when possible, the **RIT Leader** should be another officer or senior firefighter so that the Incident Commander can stay focused on the overall incident. Radio designation is: “**RIT Leader**”
- e. RIT Identification: Each Team will identify as their unit designation followed by function. i.e.: RIT Engine 291, RIT2 Ladder 272, etc.
- f. The RIT will include the following positions:
  - i. RIT Officer
    1. Responsible for managing the team and communicating with the RIT Commander
    2. Maintain awareness of crew air supply
    3. Once the downed firefighter has been located, the RIT Officer will take control of the search rope, secure it near the downed firefighter, and guide the RIT out of the structure
    4. The RIT Officer should not be involved in the downed firefighter removal process. If physically involved, situational awareness is compromised.

- ii. Air / Nav (Navigation)
  1. Responsible for securing the search rope outside of the structure, managing the search rope during movement, and providing constant verbal communication to all RIT members
  2. Establish air supply to the downed firefighter upon location
  3. Assist with removal of the downed firefighter from the structure
- iii. Search 1 FF
  1. Aggressively search for the downed firefighter
  2. Assist Navigation/Air Supply with establishment of the downed firefighter air supply
  3. Convert the downed firefighter's SCBA straps for rescue
  4. Responsible for removal of the downed firefighter
- iv. Search 2 FF
  1. Aggressively search for the downed firefighter
  2. Perform a sweep in the immediate vicinity of the victim for a secondary exit
  3. If no secondary exit is found, then conserve energy for the removal
  4. If secondary exit is found:
  5. Inform the RIT Officer
  6. Extend the tagline from the tie off point near the down firefighter to the new exit location
  7. Returns to assist with removal
- g. Establishment Procedures:
  - i. A minimum of one RIT will be established for any working fire. In accordance with the standard company functions, the first RIT company will establish the function and base of operations. Each RIT will naturally have a RIT Officer (company officer) that will report to the Incident Commander and will determine an appropriate staging location and equipment needs. The following considerations should be made:
    1. Location of crews working inside the structure
    2. Type of structure involved
    3. Likely hazards to be encountered
  - h. The RIT company, once established, will assume the role of "On Deck" and may be deployed to other functions, as needed, by the incident commander, provided a replacement On Deck/RIT company is available to replace them.
  - i. At no point will the IC deploy an On Deck/RIT company without a replacement company available to assume the On Deck/RIT function. A staged and available RIT is paramount to firefighter safety and shall always be maintained on any working fire.
  - j. All companies are trained and capable of RIT operations, therefore, any company assigned On Deck will be aware of their immediate RIT responsibilities and will remain focused on that potential until reassigned or relieved.
  - k. If the RIT is deployed, an additional RIT must be established to take its place. The Incident Commander should anticipate the need for additional RITs as the RIT function is labor intensive and will often require multiple RITs to accomplish the mission.
  - l. The RIT will remain in place until the "Loss Stopped" benchmark has been announced.

## 2. Deployment Procedures

- a. In the event of a firefighter emergency, RIT will be deployed by Command. The Incident Commander will hand off the RIT operation to the RIT Leader, which should ideally be another chief officer or a member with the specific previous training to fill the role.
- b. Upon and RIT deployment or Mayday declaration, ALL companies on the fireground shall conduct a silent PAR and notify IC of any missing members of their company.
- c. Upon declaration of a Mayday, the IC should request a "Mayday Task Force Upgrade" from Dispatch. The Mayday Task Force will include one engine, one ladder, and one medic. **\*\*Note – as of Jan 2022 this call upgrade is not yet programmed into CAD and will require the IC to specifically ask for an additional engine, ladder, and medic.**
- d. The RIT Officer must communicate "RIT Entry Made" to the RIT Leader. This communication must include the entrance location and the number of personnel entering as the RIT (i.e.: RIT entry made through the front door with 3 members).
- e. RIT members must maintain voice contact with each other within the structure at all times.
- f. During the RIT operation, the RIT Officer should give updates which include location, members air supply, interior conditions, additional resources needed, and any other pertinent information.
- g. If any member of the RIT must exit the structure for any reason, all RIT members must exit.
- h. Upon location of the downed firefighter, the RIT Officer will communicate "Firefighter Located". The downed firefighter should be confirmed with the RIT Leader. At this point, the RIT Officer will take control of the search rope and secure it.
- i. Once the Navigation/Air Supply firefighter has secured the downed firefighters air supply, the RIT Officer should communicate this benchmark.
- j. When the downed firefighter removal process has begun, the RIT Officer should communicate this benchmark. This communication should include the planned exit location. Keep in mind that the planned exit location should be the closest exit point and may not be the RIT entry point.
- k. Once the downed firefighter and all RIT members have exited the structure, the RIT Officer should communicate "Firefighter and RIT Out of the Structure with PAR."
- l. The Incident Commander will initiate a PAR with all companies operating on the fireground. The RIT operation will be terminated upon successful completion of the PAR.

## 3. Order of Arrival

- a. Standard Company Functions in order of priority (rescue profile and/or obvious rescues, will dictate diverting from standard functions)
  - i. Attack (1st arriving)
  - ii. Search (2nd arriving)
  - iii. Backup (3rd arriving)
  - iv. Vent/Flow Path, Overhaul (4th arriving)
  - v. On Deck/RIT (5th arriving)
- b. Refer to Standard Company Functions / Field Operations Guide in Section 4 below for all incident types.
- c. Regardless of apparatus type, mark as your expected function by agency policy
- d. Examples:

- i. L272 (a quint) is first: "SIZE UP, L272 Attack"
  - ii. E342 (a quint) is fourth: "E342, 4th arriving, E342 Vent"
  - iii. L213 is first: "L213, 3rd arriving, L213 Backup"
  - iv. E292 is second: "E292, 2nd arriving E292 Search"
- e. Verbally marking on scene
  - i. It is imperative that all units on the initial response mark their order of arrival on the assigned fireground to maintain consistency and continuity of functions.
  - ii. IC will confirm if any communication issues exist.
- f. Nothing Showing:
  - i. 1st arriving - Size up, establish command and Investigate – Designation will be Command until replaced, then "Investigations"
    - 1. Engine company - pull past or short depending on the situation
    - 2. Ladder - pull past and assume ladder company placement
  - ii. 2nd arriving apparatus
    - 1. Engine company- mark on the scene on a hydrant and from which direction. (I.e. "Engine 292 on the scene on a plug to the north").
    - 2. After first arriving completes size-up, level 1 staging automatically takes effect
  - iii. 1st arriving chief
    - 1. Take a command position with good visibility of the scene. Command transfer will be at the discretion of the chief however if more than the first 2 arriving companies are put to work investigating, command should be transferred to a chief officer.
  - iv. 1st arriving Medic
    - 1. Stage out of the way of additional fire apparatus coming in and department depending if the crew can assist first arriving.
    - 2. Additional arriving
  - v. Take a position either on a sprinkler system or hydrant. Mark on the scene either on the system or on a hydrant. "Ladder 213 on the scene on a plug to the south".
  - vi. Do not ask for an assignment. Command will give it if needed.

#### 4. Standard Company Functions

- a. Standing Expectations:
  - i. All assignments will be based on order of arrival.
  - ii. All units will announce order of arrival and pre-designated function.
  - iii. i.e. "Ladder 271, Second arriving, Search"
  - iv. Engine work will not be assigned to dedicated mutual aid truck companies.
  - v. If deviating from assumed function (i.e. for immediate rescue, etc) then change will be announced over the air.
  - vi. First quint will stage for engine work and attack.
  - vii. Second quint or First truck will stage for truck placement, regardless of assignment.
  - viii. "On Deck/RIT" has the primary responsibility of RIT and must remain singularly focused on that until reassigned or relieved.

- ix. IC may deploy any On Deck/RIT company as needed for fireground operations but shall always consider the need for immediate replacement of that company and function for continuity of the firefighter safety and RIT operations.
  - x. First arriving will always establish command and perform a 360 if possible. If not possible, incoming Chief will be notified immediately.
- b. General Default Assignments:
- i. 1st Attack
  - ii. 2nd Search
  - iii. 3rd Backup
  - iv. 4th Ventilation
  - v. 5th On Deck/RIT
- c. **Residential - Nothing Showing**
- i. First Arriving (Engine)
    - 1. Identified as "Investigations"
  - ii. Second Arriving (Truck)
    - 1. Stage for aerial operations
    - 2. Assist investigations
  - iii. Third Arriving (Engine)
    - 1. Stage at hydrant
  - iv. Fourth Arriving
    - 1. Staging
  - v. Fifth Arriving
    - 1. Staging
  - vi. First Medic
    - 1. Staging (space for L and Es)
  - vii. Second Medic
    - 1. Staging (space for L and Es)
- d. **Residential - Smoke / Fire**
- i. First Arriving (Engine)
    - 1. Announce status of water supply
    - 2. Attack
    - 3. Rescue as needed
  - ii. Second Arriving (Truck)
    - 1. Stage for aerial operations
    - 2. Search
    - 3. Ladder structure
  - iii. Third Arriving (Engine)
    - 1. Ensure water supply
    - 2. Back up Attack
  - iv. Fourth Arriving (Truck)
    - 1. Ventilation

- v. Fifth Arriving
  - 1. On Deck/RIT
- vi. First Medic (Agency Specific)
  - 1. Medic – Accountability / Link w E or L
  - 2. FF – Secure Utilities / Link w E or L
- vii. Second Medic
  - 1. EMS / Rehab / Vic Assistance
- e. Commercial - Nothing Showing**
  - i. First Arriving (Engine)
    - 1. Announce status of water supply
    - 2. Investigations / Alarm
  - ii. Second Arriving (Truck)
    - 1. Stage for aerial operations
    - 2. Assist investigations
  - iii. Third Arriving (Engine)
    - 1. Stage at 2nd hydrant
    - 2. Stage for attack deployment
    - 3. (ENG) Plan for FDC connection
  - iv. Fourth Arriving
    - 1. Stage for On Deck/RIT
  - v. Fifth & Sixth Arriving
    - 1. Staging
  - vi. First Medic
    - 1. Staging (space for L and Es)
  - vii. Second Medic
    - 1. Staging (space for L and Es)
- f. Commercial - Smoke / Fire**
  - i. First Arriving (Engine)
    - 1. Announce status of water supply
    - 2. Primary Attack
  - ii. Second Arriving (Truck)
    - 1. Stage for aerial operations
    - 2. Search
    - 3. Ladder building
  - iii. Third Arriving (Engine)
    - 1. Ensure water supply
    - 2. (ENG) FDC Connection
    - 3. Backup Attack
  - iv. Fourth Arriving (Truck)
    - 1. Ventilation
    - 2. Search
  - v. Fifth Arriving (Engine)
    - 1. Floor above / Extension

- vi. Sixth Arriving (Engine or Truck)
  - 1. On Deck/RIT
- vii. First Medic (Agency Specific)
  - 1. Medic – Accountability / Link w E or L
  - 2. FF – Secure Utilities / Link w E or L
- viii. Second Medic
  - 1. EMS / Rehab / Vic Assistance
- g. High Rise – Nothing Showing**
  - i. First Arriving (Engine)
    - 1. Announce status of water supply
    - 2. Investigations / Alarm
  - ii. Second Arriving (Truck)
    - 1. Stage for aerial operations
    - 2. Stage for corner of building
    - 3. Assist Investigations
  - iii. Third Arriving (Engine)
    - 1. Ensure water supply
    - 2. (ENG) Plan for FDC Connection
    - 3. Stage for attack deployment
  - iv. Fourth Arriving (Truck)
    - 1. Stage for corner of building
  - v. Fifth & Sixth Arriving
    - 1. Level 1 Staging
  - vi. First Medic
    - 1. Level 1 Staging
    - 2. Patient Care
  - vii. Second Medic
    - 1. Level 1 Staging
- h. High Rise - Smoke / Fire**
  - i. First Arriving (Engine)
    - 1. Announce status of water supply
    - 2. Primary Attack (Connect floor below)
  - ii. Second Arriving (Truck)
    - 1. Stage for aerial operations
    - 2. Stage on corner of building
    - 3. Rescue
    - 4. Ladder building
  - iii. Third Arriving (Engine)
    - 1. Ensure water supply
    - 2. Backup Attack (From floor below)
    - 3. (ENG) Plan for FDC Connection

- iv. Fourth Arriving (Truck)
  - 1. Stage on corner of building
  - 2. Ventilation
  - 3. Search
  - 4. Assist Floor above / Extension
- v. Fifth Arriving (Engine or Truck)
  - 1. Floor above / Extension
- vi. Sixth Arriving (Engine or Truck)
  - 1. Lobby Control
  - 2. Accountability / Alarm / Elevators
  - 3. (ENG) Staging Officer
- vii. Seventh & Eight Arriving
  - 1. On Deck/RIT
- viii. First Medic (Agency Specific)
  - 1. EMS / Rehab / Vic Assistance
- ix. Second Medic
  - 1. EMS / Rehab / Vic Assistance
- x. Chief Officers – In order of Arrival
  - 1. Command
  - 2. Operations (floor below)
  - 3. Safety
  - 4. Accountability
  - 5. Lobby
  - 6. Staging
  - 7. Logistics
  - 8. Senior Advisor
- i. Battalion Chief / Chief Officer**
  - i. Residential/Commercial
    - 1. Establish / Assume Command
    - 2. Confirm / Perform 360
    - 3. Confirm assignments
    - 4. Estimate resource needs
    - 5. Assign Safety Officer
    - 6. Assign Accountability Officer
    - 7. Confirm utilities secured
  - ii. High Rise
    - 1. Establish / Assume Command
    - 2. Confirm / Perform 360
    - 3. Confirm assignments
    - 4. Estimate resource needs
    - 5. Assign Safety Officer
    - 6. Assign Accountability Officer
    - 7. Confirm utilities secured
    - 8. Consider Additional Alarms



- 9. Division and Groups
  - a. Operations (floor below)
  - b. Staging
  - c. Lobby/Base
  - d. Logistics / Planning

**j. Standard Benchmarks**

- i. Primary Search – all clear
- ii. Secondary Search – all clear
- iii. Fire Under Control – releasing companies
- iv. Loss Stopped – initial companies only
- v. Terminate Command, release Ops

**5. Active Shooter/Violent Intruder (RTF)**

- a. Unified Command is essential from the earliest opportunity, to coordinate all responding agencies. Law Enforcement will be lead due to the criminal nature and security threat.
- b. The ICS will be built upon as the incident grows but positions must be front-loaded to avoid overwhelming any group or division leader.
- c. Initial medic unit should be assigned the role of “Medical Group”.
  - i. Medical will ensure Triage/Treatment/Transport assignments to begin the process of stabilizing the incident from the medical aspect.
- d. At least one member from the first arriving fire unit should be assigned “Staging” to coordinate access and staging for all incoming apparatus.
- e. As early as possible, an Entry Coordinator (“Entry Group” or “Rescue”) should be assigned to begin assembly of Rescue Task Force (RTF) entry teams, Evacuation teams, and a Casualty Collection Points (CCP).
- f. RTF Teams of 4-6 members (2 LE, 2-4 FF) will enter secured areas (warm zones) to rapidly assess and treat life-threatening injuries.
- g. RTF teams will continue to move forward in controlled areas (per LE) until all patients are treated or the team runs out of supplies.
- h. FFs assigned to the RTF must have appropriate ballistic protection and rapid trauma control kits.
- i. Clear coordination between Unified Command and the Entry Coordinator is essential to ensure teams do not enter unsecured (Hot) areas.
- j. The Entry Coordinator will establish EVAC Teams to remove stabilized patients to the CCP or Triage/Treatment area for further assessment, treatment and transport.
- k. EVAC Teams must have sufficient manpower to facilitate moving multiple victims to the CCP.
- l. EVAC Teams should also have LE protection assigned to them until the scene is definitively secured.

## 6. Basic IMS

- a. Company/Function identifier to be used for all scene communications (E292 Search, L271 Attack)
- b. Divisions/Groups are used when a single resource oversees multiple resources in any area or function.
- c. Initial units may be assigned a Division but should be allowed to focus on their task level function. Company officers or any Chief as designated by Incident Command may be assigned as a Division as needed.
- d. Subsequent Chiefs will assume additional roles of Accountability, Safety, and additional Divisions as needed on arrival, at the discretion of the IC.
- e. As soon as feasible, an overall Safety Chief will be assigned as a priority.
- f. Sectors/Branches are not used unless incident expands to a major ICS complex
- g. Incident Command may need occasional situation updates from interior crews. A simple status report can be requested, or the IC may request a CAN report. CAN = Conditions, Actions, Needs.
- h. Primary Function Identifications
  - i. Attack
  - ii. Search
  - iii. Backup
  - iv. Vent/Overhaul
  - v. Investigations
  - vi. RIT-On Deck
- i. As of Jan 2022, the three agencies agree up the following asset deployment in regards to battalion chiefs:
  - i. Chief officers, including Battalion Chiefs, will no longer 'self-dispatch' to calls out of district, regardless of other out of district assets being dispatched or responding to the incident.
    1. A Battalion Chief should be available for subsequent responses and will be automatically added to any district where the call would normally require a Battalion Chief. \*\*As of Jan 2022 this has not been programmed into the CAD. All BCs are requested to monitor county incidents and add themselves to a call as needed when the district BC is already on a call or out of service.
    2. In the event that all three BCs are on an incident, the CAD will prompt the next due BC from Carmel, Pike, Brownsburg, or Westfield, as determined by running orders, on the following incident types. \*\*As of Jan 2022 this has not been programmed into the CAD and will require Administrative Staff to monitor for major incidents and either request a BC be dispatched from a mutual aid agency or have staff cover the response as an initial IC.
      - a. Residence Fire
      - b. Commercial Fire (all types)
      - c. Tactical PI
      - d. Aircraft Down
      - e. Technical Rescue
      - f. Water Rescue

- g. Significant Hazardous Materials Release
- h. Large Acreage Field Fire
- 3. Staff officer response to in-district emergencies will always remain at the discretion of the individual agency.
- ii. Battalion Chief dispatching will be upgraded as follows: \*\*As of Jan 2022 this has not been programmed into the CAD and will require each BC to be aware of county incidents and the need to be added to the call per this plan.
  - 1. The following call types will have two Battalion Chiefs dispatched or responding on the initial call:
    - a. Residence Fire
    - b. Commercial Fire
    - c. Multi-Family Fire
    - d. Institutional Fire
    - e. Technical Rescue
  - 2. The following call types will have a third Battalion Chief dispatched along with Working Companies Upgrade:
    - a. Commercial Fire
    - b. Multi-Family Fire
    - c. Institutional Fire

## 7. Interstate Blocking

- a. For any response (accident, extrication, vehicle fire, EMS, etc.) that takes place in a roadway with traffic, the following procedures will be in effect:
  - i. Always wear Class III high visibility reflective vests.
  - ii. Always wear structural firefighting helmet and full turnout gear.
  - iii. Avoid any staging that requires blocking opposite travel in a divided highway.
  - iv. Avoid any staging that requires crossing traffic at any point.
- b. Initial response apparatus will always block the lane of the incident and the next lane of travel (lane plus one) initially.
  - i. The Incident Commander will communicate with the lead law enforcement officer to determine when the scene is safe enough to open the extra lane. Additionally, the Incident Commander has the option to close down the entire roadway if conditions dictate. Communication with other agencies is required and essential in these instances.
- c. Left or Right lane blocking will be determined by the initial OIC based on the best deflection options in the event of collision. The deflection should direct a collision into the area of least potential harm.
- d. When operating at night, ensure that all distracting lighting is minimized, particularly white strobes, spotlights and take down lights that might affect other motorists.
- e. At any time of day, front-facing emergency lighting should be shut down upon arrival to avoid distracting opposite travel motorists. Rear lighting shall remain on in all cases and front lighting should remain on when needed for responder safety.

- f. Consideration should always be given to requesting an upstream safety from the PD. A vehicle in the breakdown lane .5 miles upstream has been shown to slow all upstream traffic and present a safer work area at the incident site.

**8. Continuity Plan for this Guideline**

- a. Biannual Operations meeting of all partner agencies.
- b. Quarterly meal meeting of mutual aid BCs (each shift).
- c. Annually, new additions/changes will be discussed and ratified at the bi-annual meeting.
- d. This guideline will continue indefinitely as it will be reviewed and adjusted on an annual basis. All signatory agencies will agree to an annual meeting of Operations Chiefs to review the items listed, ratify any additions or changes, or recommend deletions.