

**MARMORA VOLUNTEER FIRE COMPANY**  
**DUTIES AND RESPONSIBILITIES**  
**STANDING OPERATING PROCEDURES (SOP)**

**CHAPTER I**

**GENERAL GUIDANCE**

**201:1-1-1. PURPOSE.** To provide a systemic operation at any incident where Station 15 would respond to providing control or coordination for on scene activities and to be flexible to change in order to meet the changing requirements of each incident and situation.

**201:1-1-2. GENERAL.**

a. It is the responsibility of Station 15 personnel of the MVFC to dedicate them to perform the duties and responsibilities in the most professional manner in which they know how. Station 15 personnel will act with dignity, with care, and with respect to other's property, which we are there to protect.

b. Under no circumstances will any Station 15 personnel speak with outsiders or news media on an emergency scene without the permission of the Incident Commander (IC) or other officer designated by the IC. This is to prevent the potential misunderstanding with regard to the emergency incident.

c. Line Officers Firefighters must be safety conscious during actual operations or when in training. Unsafe acts that may cause injury to personnel or damage to equipment must be halted immediately.

**201:1-1-3. OBJECTIVES.** The objectives of the Station 15 Incident Command Policy are as follows:

- a. Life Safety for Company/Mutual Aid personnel and civilians.
- b. Stabilization of the incident.
- c. Conservation of property.

**STATION 15**

**21 SEPTEMBER 2004**

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\*This SOP supersedes SOP 201, dated 1 August 2002

**CHAPTER 2**  
**INCIDENT COMMAND SYSTEM**

**201:2-2-1. INCIDENT COMMAND SYSTEM.**

a. The Station 15 will follow the National Fire Academy's Incident Command System, as depicted in Annex A, this SOP.

b. Due to limited manpower on occasions, any one individual may fill several positions at one time, such as, Liaison Officer may also be the Public Information Officer or the Operations Officer may also be the Safety Officer.

c. Nothing in these operating procedures shall prohibit any Line Officer from providing for the Life Safety of personnel under his command or supervision.

d. The Chain of Command will be adhered to by the Firefighters. Firefighters should not personally contact the Chief without first contacting their Captain or a Deputy Chief the issue can not be resolved at the lowest level, the Chief will then be contacted by the Firefighter.

**201:2-2-2. INCIDENT COMMANDER (IC).** The first arriving Line Officer shall assume command of the incident, and be so designated the IC until appropriately relieved of duties.

a. The IC shall announce over Station 15's primary radio Channel #1 who is assuming IC and the incident name, i.e., "Central, 15-01 is assuming command of the Garden State Parkway mile post 24 incident."

b. The IC shall attempt a complete size-up of the incident and broadcast his Assessment over Channel #1 to the arriving vehicles.

c. The IC shall inform arriving personnel of the circumstances of the incident and their orders for action.

d. At all emergency scenes, within District 15 boundaries, the IC will always be a Station 15 Officer.

**201:2-2-3. TRANSFER OF COMMAND**

a. A responding higher-ranking line officer shall relieve the IC at the discretion of the higher-ranking fire officer. If a transfer of command takes place, it shall be by direct contact between the two officers. The outgoing IC shall provide the following information to the incoming IC.

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- (1). Current status of the incident.
- (2). Action Plan currently in effect.
- (3). Unusual safety hazards, accidents or incidents.
- (4). Status of resources at the scene, and those arriving.

b. Upon assuming command the new IC shall notify dispatch and Station 15 personnel that he has assumed command, via the radio, "Central and all Station 15 elements, 15-00 is now assuming command of the Garden State Parkway, mile post 24 incident."

**201:2-2-4. STATION 15 INCIDENT COMMAND STRUCTURE.** The IC will organize each emergency operation based on the specific requirements of the emergency encountered. Each emergency will be different, no two emergencies are alike, and so it is imperative that the command structure followed by Station 15 is flexible. Annex A, this SOP, page A-1 depicts the basic overall organizational structure. The IC will stipulate the assignment of Deputy Chiefs to specific duties in the Operations Branch, Water Supply Group and Plans Group as each Deputy arrives at the scene. Normally the Water Supply Group and Plans Group will not go into affect unless the emergency encountered is catastrophic in nature. Portions of the Operations Branch will be organized for each emergency again based on the emergency encountered. The second Deputy Chief to arrive at the emergency scene will take charge of the Fire Police operations.

**201:2-2-5. PLANS GROUP.** Annex A, this SOP, page A-2 depicts the structure of the Plans Group, which will normally be under the immediate responsibility of a Deputy Chief. The extent that each sub-group is required, organized, manned and operated will be based on the requirements of the emergency situation encountered. The Plans Group would normally be organized for the coordination of outside agencies supplying manpower, equipment or other mutual aid requirements for Station 15 emergency operations. Sub-groups are added or deleted based upon the requirements established by the emergency situation.

**201:2-2-6. WATER SUPPLY GROUP.** Annex A, this SOP, page A-3 depicts the structure of the Water Supply Group, which will normally be under the immediate responsibility of the Captain in charge of 15-95. A Deputy Chief will normally supervise the Water Supply Group during catastrophic emergencies. Water tankers will be added and deleted based on the requirements of the emergency situation. Operations may be run from fixed hydrants, nurse tankers, portable tanks, and drafting points based on their proximity to the emergency scene. The IC will normally provide initial guidance to the Water Supply Officer upon arrival at the scene.

**201:2-2-7. OPERATIONS BRANCH.** Annex A, this SOP, page A4 depicts the structure of the Operations Branch, which is normally placed under the responsibility of the first arriving

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Deputy Chief Groups and Divisions will be organized, manned and equipped based on the requirements of the emergency situation.

a. Divisions. Divisions will be established when there is an assignment based on locations. On small operations Divisions may be under the supervision of a Captain, normally a Deputy Chief will be in charge. The supervisor of a Division operation will supervise all activities conducted within his designated area.

(1). The exterior four sides of a building will be broken down into Divisions A, B, C and D; beginning with A at the front of the building and going clockwise to the left, rear and right sides of the building.

(2). The interior of a building with multiple floors will be broken down into Divisions 1, 2, 3, etc., beginning with the first floor up to the top floor. Basements will be IB, 2B, 3B, etc., beginning with the first basement floor and going down to the bottom basement floor.

b. Groups. Groups are assigned based on function being performed, i.e., Attack, Ventilation, Salvage, etc. The supervisor of a Group will normally be a Captain on small operations and emergencies. A Deputy Chief will be in charge normally during large operations. The following are typical Group operations that may be conducted by Station 15.

(1). **Attack.** An arriving Engine crew directed by the IC to extend lines and conduct offensive operations, building entry, FAST Teams, or back-up lines.

(2). **Air Ambulance.** An apparatus crew directed by the IC to set-up and support a Helicopter Landing Zone for patient evacuation.

(3). **Search & Rescue.** An apparatus crew assigned to conduct building Search and Rescue operations for potential victims.

(4). **Ventilation.** An apparatus crew assigned to conduct building ventilation in support of the Attack Crews or clean-up operations.

(5). **Emergency Medical Services (EMS).** First Responders, Rescue Squad and Paramedic personnel in support of the emergency operation. Providing life support to victims or checking the vital signs of Firefighter personnel.

(6). **Special Operations.** Personnel assigned to High Angle Rescue Team operations, hazardous materials operations and vehicle extrication.

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(7). *Staging.* Personnel, vehicles and equipment staged in a designated area, normally away from the emergency scene, for future emergency operations and resupply of air bottle operations.

c. In an incident employing both Groups and Divisions, it is important to understand a basic ground rule: Groups may cross Division boundaries. Group supervisors may, of course, find it advantageous to coordinate their activities with the Division supervisor when working within the Division's boundaries, but neither one reports to the other. Both positions are coequal in the ICS organizational structure.

**CHAPTER 3**  
**DUTIES AND RESPONSEBELITEES**

**201:3-3-1. OFFICER RESPONSIBILITIES AND DUTIES**

a. Chief Officer, The Chief Officer is responsible for everything that Station 15 does or fails to do during training and emergency operations. His responsibilities include but are not limited to the following:

(1). Assume Incident Command, perform the initial size-up, and direct Station 15/mutual aid personnel and equipment responding to the emergency scene, at the emergency scene, return to the firehouse, and after action activities and operations.

(2). Responsible for emergency operations and equipment as outlined in the By-laws of the MVFC.

(3). Responsible for the organization and maintenance of the engine bays, maintenance room, SCBA room, pump house, storage rooms, emergency generator system, and the Training Grounds (including structures).

(4). Ensuring firefighters are properly equipped and trained.

(5). Works close with the Company President to develop budgets and requirements for a coordinated, economic, and efficient MVFC organization.

b. Deputy Chiefs Duties.

(1) The number of and the appointment of Deputy Chief Officers will be determined by the Chief Normally there will be a minimum of four Deputy Chiefs. The four deputies will normally be responsible for the following functional areas:

(a). Deputy 1--Operations and Training.

(b). Deputy 2--Logistics and HART.

(c). Deputy 3--Safety, Engine Room Operations, and Personnel.

(d). Deputy 4—Engineer (*Unassigned at this time*)

(2). The Deputies duties include the following:

(a). Assume the duties of the Chief in his absence.

(b). Assume IC and direct the operations of Station 15 on the scene and during drills as directed.

(c). Follow and carry out the orders of the Chief

(d). Direct a specific portion of the emergency operation, i.e., inside attack/rescue, draft point operations, exterior attack, ventilation operations, etc.

(e). Direct Captains and Firefighters.

(f). Conduct Training.

(g). Supervise Fire Police Operations at the scene.

(h). Other duties as assigned by the Chief

c. Safety Officer, The Safety Officer will respond only to the IC, and is granted the authority to halt emergency scene or training activities that present a hazard to Firefighters. The Safety Officer duties include and are not limited to the following:

(1). Respond directly to the scene.

(2). Monitoring training and emergency scene activities to safeguard against Firefighters operating in unacceptable or perilous positions.

(3). Ensuring that equipment used by Firefighters meets Personal Equipment occupational Safety and Health (PEOSH) safety standards and remains in a safe condition.

(4). The development and review of operational procedures to ensure personnel safety.

(5). Maintain records and entry control at structure fires.

(6). Conduct the Defensive Drivers Course.

(7). Ensure Safety guidance is given prior to all hands on training, and monitor training to safeguard against Firefighters operating in unacceptable or perilous positions.

(8). Other duties as assigned by the Chief

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- (9). Be school trained in Safety at an accredited training center.
- (10). Conduct training as required.
- (11). Assist the Deputy Chief Officer with Fire Police operations at the scene.
- (13). Conduct Safety Inspections and investigate accidents and injuries.

d. Fire Prevention Officer, The Fire Prevention Officer duties include the following:

(1). Promoting fire safety year round by use of programs at local public schools and preschools, as well as civic organizations upon request. Through the use of posters, brochures, articles in the newspapers, radio announcements, seminars to local organizations, and by any other means necessary.

(2). Take pictures, and write articles to promote good public relations for the MVFC.

(3). Answer directly to the Chief, and assist the President.

(4). Conduct at least four commercial business preplans a year, and any other structure, which the Chief requires.

(5). Keep written records of all activities and turn in a report to the Chief and Secretary at the regular business meeting of the MVFC.

(6). Serve as a member of the Upper Township Emergency Services Committee.

e. Truck Captains. The Truck Captains duties include the following:

(1). Follow and carry out the orders of the Chief/Deputy Officers.

(2). Assume IC and direct operations at the emergency scene in the absence of the Chief/Deputy Officers, and until relieved of duties as the IC.

(3). Direct Firefighters at the emergency scene, during training, during maintenance of equipment, and during other activities as required.

(4). Participate and direct Firefighters in a specific portion of the operations at the emergency scene, i.e., rescue/attack, exterior attack, Ventilation, etc.

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(5). Ensure that the apparatus leaves the firehouse properly manned, with Firefighters in turn out gear, with seat belts locked, and the truck in the proper running order.

(6). Maintain the assigned truck and equipment in proper working order. Account for truck equipment through periodic checks, and an annual inventory that is to be turned in to Deputy 2.

(7). Ensure that the apparatus is returned in proper running condition and to report any discrepancies to Deputy Chief 2, the Engineer, and the Safety Officer if required.

(8). Account for assigned crewmembers during training and at the emergency scene.

(9). Train the assigned crew in the proper use of the apparatus, and the required maintenance procedures.

(10). Participate in Company activities and training sessions.

(11). Other duties as assigned by the Chief Officers.

(12). Become a Fire Service Instructor and Safety Officer qualified.

(13). Conduct training as directed.

(14). Certify Firefighters are capable of driving their respective vehicle of assignment, prior to operation.

f. Captain Fire Police. The Captain of the Fire Police duties include the following:

(1). Ensure Fire Police personnel are properly equipped.

(2). Ensure that Fire Police personnel are properly trained, and participate in Company activities and training sessions.

(3). Direct traffic to ease the passage of civilian traffic around the emergency scene.

(4). Conduct crowd control as required by the situation.

(5). Other duties as assigned by the Chief Officers.

g. Engineer. The Engineer duties include the following:

- (1). The sound mechanical capabilities of the vehicles and mechanical equipment of Station 15.
- (2). Reporting any discrepancies to the Chief or the officer in charge.
- (3). Developing a preventative maintenance program and performing the maintenance as scheduled on the vehicles and equipment.
- (4). Performing repairs on the vehicles, in a timely manner, in order to return them to service as soon as possible. Also, coordinating outside repairs and maintenance with Deputy 2 and the agency performing the service/maintenance.
- (5). Ensure the Maintenance Room is clean, organized, and functional at all times.
- (6). Conduct Training.
- (7). Other duties as assigned.

h. Training Officer. The Training Officer will work directly with the Chief and Line Officers to develop the Station 15 Training Program. Specific duties and responsibilities are covered in Section 300 these SOPS. The following are general duties and responsibilities of the Training Officer.

- (1). Publish a two-year Training Program.
- (2). Maintain training records, files and reports.
- (3). Maintain personnel files and medical records.
- (4). Develop the Training Budget annually, and submit to the President.
- (5). Schedule personnel to attend training
- (6). Maintain the Training Bulletin Board.
- (7). Develop and publish Training Guidance.
- (8). Conduct Training.
- (9). Assist other Instructors.

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**201:3-3-2. FIREFIGHTERS.** It is the responsibility of the Firefighters in the MVFC to make their best effort to respond to each and every alarm. It is also their responsibility to participate in other events, functions, fundraisers, training exercises, as directed. Firefighter duties include and are not limited to the following:

- a. Follow the orders of the Station 15 Officers of the Company.
- b. Participate in the handling of each emergency incident that the Company responds to.
- c. Properly pump and operate the apparatus.
- d. Properly use Company equipment.
- e. Notify their respective apparatus Captain when they have a conflict with Company activities or if they will be late for training sessions. Leaving a note in the Captain's distribution box, or notifying one of the Deputy Chiefs can also accomplish this.
- f. Maintain their assigned truck and its equipment in clean operating condition. Report damage or maintenance failure of equipment to the appropriate apparatus Captain immediately.
- g. Attend the approved Defensive Driving Course prior to operating apparatus without supervision or at the emergency scene. Be checked out and certified to drive each Station 15 vehicle, by a Captain, prior to driving the vehicles without direct supervision.
- h. Maintain their assigned PPE and wall lockers in clean and operating condition. Report damage, or loss of equipment to Deputy 2 for replacement of equipment.
- i. Obey NJ State traffic laws, especially when responding to an emergency. Do not try to pass other Firefighters responding to the fire company or an emergency response vehicles.
- j. The uses of blue lights are authorized for Firefighters, with the appropriate approved permit.

**201:3-3-3. HIGH ANGLE RESCUE TEAM (HART).** Deputy Chief 1, who will develop and maintain the HART SOP 702 for their specific operations, will supervise the HART. HART responses include responses that require the use of high angle equipment or ropes to rescue a victim or victims. The following general HART duties apply to the HART operations.

- a. The Light Rescue apparatus 15-70 will be manned with as many HART members as possible, as the first piece to respond to the scene.

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- b. Truck 15-60 will be the second piece of apparatus to respond, with additional arriving HART members, or regular Firefighters.
- c. Truck 15-45 will be the third piece of apparatus to respond, and will be fully manned.
- d. Only HART members will participate in the actual rescue.
- e. Only HART members will handle HART equipment unless under the direct supervision of a HART member.
- f. All other Firefighters will assist HART members in any way in which HART members deem necessary.
- g. The Safety Officer(s) will respond to the scene on all HART assignments.
- h. All other firefighters will assist in crowd control or traffic control as deemed necessary by the Chief Officers.

**201:3-34. FIRE POLICE.** The Fire Police are an integral part of the Emergency Organization of Upper Township, as well as Station 15. The primary responsibilities of the Fire Police are to ease the passage of traffic through major intersections of Upper Township and to control traffic and crowds around the emergency scene. The following duties apply to Fire Police personnel.

- a. Keep their radio at hand, fully charged and operational.
- b. Report any equipment damage or loss to Deputy 2.
- c. Use approved turnout gear when on an emergency operation.
- d. Listen to the radio instructions on Channel 4, for up-dates and guidance.
- e. Take an intersection and direct traffic to ease the civilian traffic around the emergency scene.
  - (1). Plan the placement and traffic pattern to eliminate congestion at the scene, and provide safe operations for emergency personnel.
  - (2). Reroute traffic, as coordinated and directed by the Chief Officers.
  - (3). Report to the third Deputy Chief on the scene for additional guidance and direction.

(4). Employ traffic cones, flares and other traffic guidance devices to ensure safe operations at the scene by emergency personnel.

f. Fire Police are authorized to use their personal vehicle when responding to the scene or to the appropriate intersection. The Fire Police will not respond to the scene of any GSP accident or car fire, but will respond to the GSP entrances and await further orders.

g. When responding to the emergency, obey NJ State driving laws. Do not try to beat the emergency vehicles to any intersection by passing same or speeding.

h. Use the radio to alert to alert the Chief Officers of similar problems bearing on the emergency operation.

i. Listen to radio instructions to the apparatus, respond to the scene and report to Fire Police I or a Chief Officer for your assignment.

j. Do not use a blue light or flashers on the trip back to the firehouse after the emergency.

k. At the emergency scene in Upper Township the Fire Police are responsible for traffic and crowd control as assigned by Fire Police I or a Chief Officer.

**201:3-3-5. FIRST RESPONDERS.** The primary duties and responsibilities of the First Responders is to provide immediate first aid and medical services to victims, until the arrival of the Upper Township Rescue Squad or Medic 9, and the patient care and transportation is relinquished to these agencies. More detailed guidance is provided in the First Responder SOP 703. The following is a limited number of priority tasks that the First Responders perform.

a. Provide emergency medical treatment to civilians and emergency medical personnel until the next level of medical care is provided.

b. Respond to nighttime fire calls

c. Assist the Upper Township Rescue Squad (UTRS) in emergency care operations, as required by the emergency situation.

d. Assist the PARAMEDICS in emergency care operations, as required by the emergency situation.

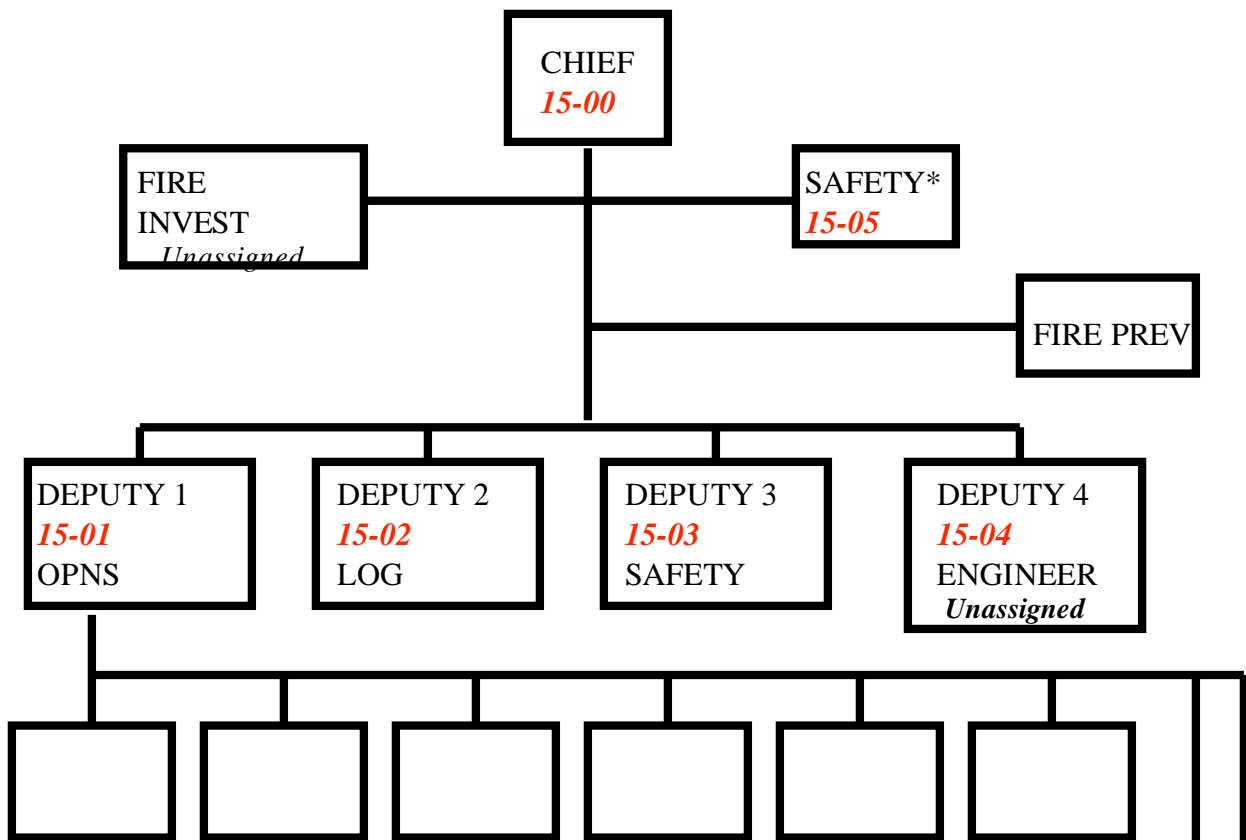
JAY NEWMAN  
CHIEF

OFFICIAL:

JEFF PIERSON  
DEPUTY CHIEF  
TRAINING OFFICER

ANNEXES  
A—STATION 15 INCIDENT COMMAND STRUCTURE

ANNEX A  
FIREFIGHTING INCIDENT COMMAND STRUCTURE



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