Addendum C

Automatic Response for Structure Fires at Camp Cachalot, Camp Squanto, and the MCI Plymouth with Carver Fire Department

Date Issued: 9/6/2005
Date Last Revised: New

Purpose:
It is the intent of this guideline to provide clear and concise methods for dispatch of apparatus for an Automatic Aid response plan with Carver Fire Department.

1. Providing the methods for dispatching apparatus.
2. Radio operations and frequencies.
3. Incident Command.
4. Accountability.

This SOG shall also assign responsibilities that the Dispatcher, Companies, Incident Commander and Departments shall perform for an Automatic response for each Department.

This Automatic Response policy shall not stop or change the request for Mutual Aid between the two towns for any and all responses.

Intent:
This agreement shall provide an automatic response to the Town of Plymouth by the Town of Carver for ***structure fires only*** in the following locations:

1. MCI Plymouth (Prison Colony) – Bumps Pond Road
2. Camp Cachalot – South East Line Road
3. Camp Squanto – Cutter Field Road

Notification for a Automatic Aid response:
The ***primary*** method of notification for the Automatic response shall be on ***Plymouth County Mutual Channel 4***[1] (PCMA 4) allowing direct contact between Plymouth Fire Department's Dispatch Center and the Carver Fire Department Dispatch Center.

Structure fire response:
Plymouth Fire Department shall dispatch our apparatus in accordance with our running cards using our normal radio procedures.

The on-duty Plymouth Dispatcher shall:
1. Dispatch Plymouth Fire Department responding stations to the structure fire.
2. Notify Carver Fire Alarm on ***PCMA channel 4*** of an Automatic response for a structure fire, and the location of that fire.

Apparatus Dispatched:

For structure fires:
The Plymouth Fire Department shall respond the following apparatus:

1. A box alarm assignment.
2. An Ambulance – ALS on working fire.
3. Chief Officers shall be notified of the structure fire.

The Carver Fire Department shall respond with the following apparatus:

1. An Engine
2. A Tanker
3. A Chief Officer

Plymouth Fire Department apparatus shall sign-on with Plymouth Fire UHF Channel 1 to Plymouth Fire Alarm and stay on that frequency unless directed to change frequency by the Incident Commander or Plymouth Fire Alarm.

Carver Fire Department apparatus shall sign-on to Carver Fire Alarm, and then change over to Plymouth UHF Channel 1 to sign-on to Plymouth Fire Alarm. Carver apparatus shall continually monitor Plymouth UHF Channel 1.

Plymouth Fire Alarm shall notify Carver apparatus of the following:

1. If Carver will be first-due at the structure fire.
2. Any pertinent information gained about the incident.

Structure Fire operations:
It is imperative that the Incident Command System be setup immediately. The first arriving company (Plymouth Fire or Carver Fire) shall be responsible to establish Incident Command and give a Brief Initial Report.

The ***Brief Initial Report*** shall include the following:

1. Unit's ID arrival on location
2. Location of the unit in relation to the incident
3. Description of the situation found
4. 1st tactical unit's assignment
5. Other units' assignments
6. Need for any additional assistance if necessary
7. Identify Level II staging area if necessary
8. Address the Command function

Accountability:
Plymouth Fire Department uses an Accountability Board and a Riding List to maintain fireground accountability whereas Carver Fire Department tags in and tags out as Carver enters and leaves the structure.

It is ***imperative*** that Accountability shall be setup by the Incident Commander as soon as possible at all fires with mutual aid companies. Slight differences in the systems used by Plymouth and Carver can potentially lead to problems on the fireground.

The Plymouth Fire Department Shift Commander is responsible for the initial setup and maintenance of the Accountability Board at all fires within the Town of Plymouth. The Plymouth Fire Department Shift Commander shall make certain that accountability is setup at ***level II*** at all fires in the Town of Plymouth, and shall be assisted by the Plymouth Fire Department Safety Officer.

Anytime there is even the slightest doubt of location of any man on the fireground, a Personnel Accountability Report (PAR) shall be accomplished immediately. The Incident Commander may assign a Carver Chief Officer to assist with Accountability and/or other fireground assignment.

1. **Fireground Operation:**
   - **Arrival -** When Carver Fire Department arrives at structure fires in the Town of Plymouth, the officer in charge shall present their accountability tags to the Plymouth Officer maintaining the Accountability Board. Plymouth's Accountability Boards are kept in the following locations:
     - Shift Commander's vehicle
     - Chief Officer's vehicles
     - Training Officer's vehicle

   - **First-arriving company -** If the Carver Fire Department is the ***first*** company on scene, Carver shall remove their Accountability Tags from the engine, except for the apparatus driver and put their Accountability Tags at the ***entry point they use to the fire building.***

   - **Exiting the structure** - As the Carver Firefighters exit the building, Carver shall gather their Accountability Tags if they are still at the entry point of the structure. They shall continue to use Carver's accountability methods until the tags can be presented to the Plymouth Fire Department Accountability Officer or the Incident Commander.

   - **Tag in and tag out** – Plymouth Fire Department maintains accountability by moving the tags of the Firefighters on scene from location to location on the Accountability Board to match the current location of the Firefighters on the fireground.

Jurisdiction at structure fires:
Plymouth Fire Department has the responsibility for any emergency incident within their town. At some point as deemed appropriate the Plymouth Fire Department shall assume Command of any incident within their town if they have not established Command initially.

[1] Plymouth County Mutual Aid Channel 4 shall only be used for the notification of either Department to respond to a structure fire, and for occasional testing of the capability of the system. Any routine testing of PCMA channel 4 shall be coordinated with Plymouth County Control and the Chief Officers of both the Carver and Plymouth Fire Departments.