Addendum A

Line Box Arrangement - Automatic Response With Carver Fire Department for Structure Fires

Date Issued: 8/14/2005

Purpose:
It is the intent of this guideline to provide clear and concise methods for dispatch of apparatus for a Line Box/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 a Line Box/Automatic response for each Department.

This Line Box/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 between the Town or Plymouth and the Town of Carver for ***structure fires only*** in the following locations:

In the Town of Plymouth, the Carver Fire Department shall respond to the following locations with one Engine Company:

1. On Federal Furnace Road up to and including Kings Pond Plain Road – ***632 Federal Furnace Road.***
2. On South Meadow Road up to and including Dorothy Drive – ***141 South Meadow Road.***
3. On Carver Road (Rte. 44) up to but ***not*** including Esta Road – ***251 Carver Road which is at Plymouth Rock Bible Church.***
    - Do ***not*** use the wording ***the second Esta Road,*** as coming from Carver what we call the second Esta Road is their first Esta Road.

In the Town of Carver, the Plymouth Fire Department shall respond to the following locations with one Engine Company:

1. South Meadow Village area – The gated entrance is ***Siren[1] activated.***
    - Respond on Federal Furnace Road to:
        - Spruce Court
        - Village Way
        - Ward Street
        - Ward Street Extension
2. Rte. 44 – Bunny's Road Area
    - Respond to – All these areas are very tight and may require the second truck in to stage:
        - Bunny's Road
        - Pond View
        - Janes Lane

3. Federal Furnace Road
    - Respond up to and including:
        - Old Federal Road

Notification for a Line Box/Automatic Aid response:

The ***primary*** method of notification for the Line Box/Automatic response by either town shall be on ***Plymouth County Mutual Channel 4***[2](PCMA 4) allowing direct contact between Plymouth Fire Department's Dispatch Center and the Carver Fire Department Dispatch Center.

Structure fire in Plymouth:
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 a Line Box/Automatic response for a structure fire, and the location of that fire.

Structure fire in Carver:
Carver Fire Department shall dispatch their apparatus in accordance with their normal dispatch procedures.

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

Apparatus Dispatched:

For structure fires in Plymouth:
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 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 they will be first-due at the structure fire
    - Station 2 is not available to respond

2. Any pertinent information gained about the incident
    - Hydrant location
    - Cross street
    - Any other pertinent data

For structure fires in Carver:

The Carver Fire Department shall respond as may be required by their Running Cards.

Plymouth Fire Department shall respond with the following apparatus:

1. An Engine Company

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

Carver Fire Alarm shall notify the responding apparatus of the following:

1. If they will be first due at the structure fire
2. Any pertinent information gained from any follow-up information

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 fire ground accountability whereas Carver Fire Department tags in and tags out as they enter and leave the structure.

1. **Structure fire in Carver**
    - **Arrival -** When Plymouth Fire Department arrives at structure fires in the Town of Carver, the officer on the responding Plymouth apparatus shall remove the Accountability Ring from the apparatus and shall present the tags to the Carver Fire Department Accountability Officer as they enter any structure. The apparatus drivers shall retain their Accountability Tags unless they are assigned with the crew.

- **First-arriving company** - If the Plymouth Fire Department is the ***first*** company on scene, they shall remove their Accountability Tags, 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 Plymouth Firefighter exits the building they shall gather their Accountability Tags from either the Carver Accountability Officer, or from the point of entry they used to enter the structure.

- **Tag in and tag out** - Carver maintains accountability by tagging ***in and out*** as they enter and exit the structure. Plymouth Companies shall use this method while operating in the Town of Carver.

2. **Structure fire in Plymouth:**

   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.

- **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, they shall remove their Accountability Tags, 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, they shall gather their Accountability Tags if they are still at the entry point of the structure. They shall continue to use their 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:
The primary jurisdiction for any incident depends in which town the incident takes place.

Plymouth Fire Department has the responsibility for any emergency incident within their town, and likewise Carver Fire Department has the same responsibility within their town. At some point as deemed appropriate

the respective Department shall assume Command of any incident within their town if they are not Command initially.

[1] To activate the gate at the entrance to South Meadow Village pull right up close to the gate and put the siren on ***wail.*** It is possible to manually open the gate if the siren activation fails. Plymouth shall respond to South Meadow Village on Federal Furnace Road.[2] **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.**