

# Kemah Volunteer Fire Department

## First Responder

### Standard Operating Guidelines

**Procedure Title:** First Responder

**SOG:** 14

**Approved By:** Steve Ruthstrom

Chief

**Date:** September 26 2002

**Scope:** This Standard Operating Guideline is meant to guide the Kemah Volunteer Fire Department towards a top quality first responding plan that will serve our community and department best. This Standard Operating Guideline cannot possibly foresee all the circumstances we may encounter. Members will have to use their own judgment, collect their total resources, including their training and overall experience, bearing in mind the guidelines outlined in this policy, and apply them collectively to the existing circumstances.

**Objective:** To provide support to Emergency Medical Service Providers for our primary response jurisdiction and to provide quality emergency medical care for the citizens we protect.

**Definitions:** ECA: Emergency Care Attendant  
MT: Emergency Medical Technician  
EMT-I: Emergency Medical Technician Intermediate  
EMT-P: Emergency Medical Technician Paramedic  
Department: Kemah Volunteer Fire Department  
NFIRS: Nation Fire Incident Reporting System  
TDH: Texas Department of Health  
CPR: Cardio Pulmonary Resuscitation

**Procedure:** **RESPONSIBILITY** – The Fire Chief or their appointed First Responder Coordinator shall:

- 1: Oversee the First Responder Program and insure that the department complies with all applicable laws including but not limited to local, state, federal laws and this department's Constitution, By Laws and Standard Operating Procedures.
- 2: Act as a liaison between the department and the Primary Emergency Medical Service Provider in matters concerning contracts, agreements, Personnel issues, training issues, discrepancies or problems relating to actual scenes or any matter relating to the First Responder Program.
- 3: File the registration application with TDH every two years starting January 01 2000.
- 4: Maintain all files relating to the First Responder Program including but not limited to all documentation of emergency medical service training for each member.
- 5: Coordinate all training including but not limited to ambulance familiarization, prevention of blood born pathogens and infectious disease and call documentation.
- 6: Coordinate all shift assignments.

### TRAINING REQUIREMENTS

- 1: All personnel must provide documentation of emergency medical service training to the First Responder Coordinator, which shall be kept on file.
- 2: All personnel are deemed first responders if they are certified in first aid from a nationally accepted standard and possess a health care provider CPR certificate.
- 3: The Department must maintain some personnel certified TDH.
- 4: Personnel wishing to obtain certification as a TDH certified ECA or EMT is encouraged to do so. However, reimbursement by this department for such training will only be done after successful completion and certification.
- 5: Any member of this department may request a training cost advancement based on the following criteria:
  - 1- The department will pay the cost of training directly to the training provider.
  - 2- Has been a regular member of the department for at least one year.

- 3- Has attended all required training per departmental requirements for the past 12 months.
- 4- Submits a letter of request to the department executive board and receives approval from it.
- 5- Provides a notarized letter to complete all required training, testing and eventual certification. If such training, testing and certification is not obtained, the member is responsible the cost reimbursement to the department within 30 days of failure to complete.

## **UNIFORMS**

- 1: Duty officers responding directly to first responder calls shall be identified by Department apparel (jumpsuit, tee shirt etc.) Markings shall be readily identifiable and displayed in such a manner easily showing their affiliation with this Department.
- 2: Personnel responding on apparatus from the stations shall be wearing their boots, bunker pants, and helmet. Personnel in bunker gear shall be aware of their surroundings (patient's houses or places of business) and take due care in keeping the location free from excessive dirtiness or uncleanness that may result from unclean bunker gear.
- 3: Personnel are excluded from Uniforms Section 2 if they meet the requirements of Uniforms Section .
- 4: This section does not hamper or direct any person from not wearing full protective bunker gear.
- 5: All personnel shall wear the minimum required personal protective equipment for the hands.

## **RESPONSE BY DEPARTMENTAL PERSONNEL**

In order for the Department to be an effective first responder organization it will require a timely and safe response to calls. This policy does not require a minimum amount of shifts to be filled by members, nor does it require a shift person to respond from a station.

- 1: Approved members may respond with a response vehicle from any location within the primary response area.
- 2: The response vehicle will be one of the support vehicles within the Departmental fleet. When a vehicle is in service for first responder response, it shall remain in district unless approved by the senior officer in district.
- 3: Personnel eligible to respond in response vehicles, as First responders must meet all the following criteria.

**A:** Required training per this procedure.

**B:** Chief and/or Coordinator approval.

**C:** an Operational Officer in district on a case-by-case basis must authorize Deviation to this section.

- 4: Senior responder shall assume the Command and may transfer command per Departmental guidelines.
- 5: Duty Officers not responding from stations shall respond per Departmental SOG's.
- 6: Departmental personnel may be approved to respond directly to incidents if the following conditions are met.

**A:** Certified by the Texas Department of Health as an EMT-B, EMT-I or EMT-P

**B:** Have Departmental issued or approved response equipment.

**C:** Approval by the First Responder Coordinator and the Chief.

**D:** Meets Attendance requirements set by Constitution and By-Laws and is in good standings with Department.

**E:** All other Department policies and Guidelines must be followed.

- 7: All personnel shall maintain a professional scene demeanor and discipline.

8: Upon their arrival, emergency medical service personnel from the primary emergency medical service provider or their designee shall assume full patient control. Our Department personnel shall

transfer all information regarding the patients condition and care to the emergency medical service personnel. Command will coordinate all requests by the emergency medical service provider and the Department personnel in a concerted effort to maintain continuity in patient care.

**9:** When Duty Officers are not responding directly to the scene, responding apparatus from the stations shall have at least one first responder qualified member per this procedure. All apparatus will respond to the scene per this Departments SOP's.

## **AMBULANCES**

**1:** As a standard, this Department is not to transport patients in departmental apparatus. In the case of special circumstances the IC wave this requirement. Special circumstances may include floodwaters, fire scenes, Haz-Mat incidents. In these cases the patient(s) must be transferred to an ambulance as soon as practical.

**2:** Upon request of an emergency medical service person from the transporting agency, Departmental chauffeurs may drive ambulances to hospitals.

**3:** Departmental chauffeurs shall not abandon our apparatus unless qualified Department personnel are eligible to return the equipment to service.

**4:** Upon request of an emergency medical service person, Department chauffeurs or drivers may secure or emergency medical service support vehicles.

**5:** Upon request of an emergency medical service person from the transporting agency, Department qualified first responders may assist the emergency medical provider with patient care during transport as approved by the Incident Commander.

**6:** Department personnel can't and shall not cancel ambulances.

**7:** Section 5 is at the discretion of the Incident Commander.

## **DOCUMENTATION**

**1:** The Incident Commander is responsible for insuring documentation of all first responder calls in the department NFIRS reporting system.

**2:** A copy of the patient contact sheet shall be attached to the NFIRS report.

**3:** The emergency medical service provider run number shall be in the NFIRS narrative.

**4:** Documentation should include but is not limited to:

**A:** Patient information (name, address, sex, age, etc.)

**B:** Chief complainant

**C:** Scene and patient description

**D:** Vitals

**E:** Level of consciousness

**F:** Patient Assessment

**G:** Care provided by Department personnel

**5:** This Department shall utilize a patient contact sheet.

**6:** Department personnel WILL keep patient information confidential.

## **PRIMARY RESPONSE AREA FOR FIRST RESPONDERS**

**1:** The Department shall respond to first responder calls only in its primary jurisdictions.

**2:** Occasionally, the Department will respond to borderline jurisdiction calls. The Incident Commander shall deem what the most appropriate action is in reference to the response. In case of a call not being in our jurisdiction, the Incident Commander shall ensure that the appropriate agency is notified through dispatch.

**3:** The Incident Commander shall document all information regarding out of jurisdiction calls and the circumstances that surrounded it.

## **REQUESTING ADDITIONAL MEDICAL RESOURCES**

**1:** Department personnel may request additional medical resources at the discretion of the Incident

Commander.

## **CRIME SCENES**

- 1:** department personnel must be aware that as a first responder they may be responding to crime scenes and may have to deal with victims and even suspects of crimes.
- 2:** Department personnel shall cooperate with investigations and police officers of crime scenes.
- 3:** Department personnel shall be careful when entering and exiting crime scenes as to not disturb any evidence.
- 4:** Department personnel shall not enter a potentially violent scene (weapons, disturbance, assaults, suicides) until police personnel have secured the scene and they given instructions to proceed.

## **EQUIPMENT**

- 1:** Department first responding apparatus shall have the following equipment:
  - A:** Full spinal immobilization equipment.
  - B:** Medical grade oxygen and equipment.
  - C:** Trauma kit.
  - D:** Personal protective equipment.

## **MEDICAL CARE TREATMENT**

- 1:** The department shall provide basic life support per the Clear Lake Emergency Medical Corps basic protocols.

## **TERM**

- 1:** The First Responder Coordinator shall submit a report to the membership annually at the December Regular Business Meeting to determine the effectiveness and efficiency of the First Responder Program.
- 2:** The report should include costs, response times and commitment of personnel to the program.
- 3:** The First Responder Program shall expire midnight September 30<sup>th</sup> 2003, unless the department membership has voted in the September 2003 Regular Business Meeting to continue the First Responder Program.

## **VIOLATION OF THIS SOG**

- 1:** Any violation of this SOG may be dealt with per Department Constitution and By-Laws Article VIII "Discipline Action".
- 2:** Any Officer or the First Responder Coordinator has the authority to temporarily suspend any member from the First Responder Program until the outcome of a formal grievance has been decided.
- 3:** Departmental Personnel may have their first responder approval rescinded at any time for the following reasons:
  - A:** Emergency suspension of certification by the Texas Department of Health.
  - B:** Providing care below the standard of care as set forth in the training program.

