



Kemah Fire Department

"Dedicated To Serve And Protect"

Kemah Fire Department Standard Operating Guideline

Subject: First Responding

Effective Date: TBD

Authorized By: Chief Brent Hahn

I. Purpose:

This Standard Operating Guideline is meant to guide the Kemah 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.

II. Policy:

SOGs for First Responding will include the following items:

- Responsibilities of EMS Captain and/or Fire Chief
- Training Requirements
- Apparatus Response
- First Responder Documentation
- Crime Scenes

III. Procedure:

Responsibilities of EMS Captain and/or Fire Chief

Command is responsible for the following tasks as, required by the circumstances of the situation within his judgment:

- Oversee the First Responder Program and insures that the department complies with all applicable laws including but not limited to local, state, federal laws and this departments Constitution, By Laws and Standard Operating Procedures.
- 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.
- File the registration application with TDH every two years starting January 01 2000.
- Maintain all files relating to the First Responder Program including but not limited to all documentation of emergency medical service training for each member.
- Coordinate all training including but not limited to ambulance familiarization, prevention of blood borne pathogens and infectious disease and call documentation.

Training Requirements

- All personnel must provide documentation of emergency medical service training to the EMS Captain and/or Fire Chief, which shall be kept on file.
- 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.

Apparatus Response

- R-2 may be used to respond to an emergency call when a TDH certified EMT is on the apparatus or will rendezvous on scene.
- All other apparatuses are able to respond as necessary.

First Responder Documentation

- The Incident Commander is responsible for ensuring documentation of all first responder calls in the department NFIRS reporting system.
- Attempt to remove personal identifiers from narrative as a fire report document is public records and to adhere to HIPPA, no one persons should be identified (e.g. names)

Crime Scenes

- 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.
- Department personnel shall cooperate with investigations and police officers of crime scenes.
- Department personnel shall provide patient aid while ensuring no disruption of evidence.
- Upon being dispatched for an emergency call that may be dangerous (assault, suicide attempt... etc.) ensure with dispatch that scene is safe and that KPD is already on scene.