

# Hiawatha Fire & Rescue

Policy 601.A  
Emergency Operations  
Apparatus Manning Procedure  
5/25/2001

Purpose- this policy shall establish a guideline for manning apparatus and the general responsibilities for those manning apparatus.

**NOTE:** The Incident Commander is the only person that may place an apparatus enroute without minimum staffing set forth in this policy and only after a period of time where no further personnel is available.

**NOTE:** Drivers shall not be eligible to drive a particular apparatus until they have been approved to operate that particular apparatus by the department training committee (officer).

**NOTE:** Officers are encouraged to staff the apparatus in the officer's seat. Officers are **not** encouraged to drive the apparatus when a trained driver operator is available.

**NOTE:** Senior Firefighters shall assume the duties of the officers when there are no officers available. If there is an officer available the Senior Firefighter is responsible for the duties of the firefighter.

**NOTE:** The officer or Senior Firefighter in charge shall always be responsible for the apparatus and the members of Hiawatha Fire and Rescue that are assigned to that particular apparatus.

## 1. Tanker 280-

### A. Minimum Personnel- 1

1. Driver Operator – left seat

### B. Maximum Personnel- 3

1. Driver Operator – front left seat
2. Officer or Senior Firefighter if there is no Officer available – front right seat
3. Firefighter – front middle seat

Duties related to the above assignments –

1. Driver Operator – Know address of emergency, position port-a –tank, operate tanker shuttle operations, communicates at scene directly with Incident Commander, Water Sector Officer or Pump Operator.
2. Officer – Know address of emergency, assist in positioning port-a- tank. Assist Pump Operator with setting up drafting operations. Responsible to see that all member of crew wear appropriate protective clothing as required. If first apparatus on scene, assume command until relieved by Senior Officer. Report to the Incident Commander for further instructions.
3. Firefighter – Assist the Officer or Senior Firefighter.

## 2. Rescue 281 -

### A. Minimum Personnel – 3

1. Driver Operator – front left seat
2. Officer or Senior Firefighter if there is no Officer available – front right seat
3. Firefighter/ EMT – rear seat

Maximum Personnel -

1. EMS Calls – 5
  - a. Driver Operator – front left seat
  - b. Officer or Senior Firefighter if there is no Officer available – front right seat
  - c. Two Firefighters/ EMT's – rear seats
  - d. One Student – rear seat

Duties related to above assignments –

1. Driver Operator – Know the address of the emergency. Position apparatus with respect to scene. Stays with apparatus whenever possible.
2. Officer / Senior Firefighter – Know address of emergency, Assist in positioning apparatus with regards to scene. Ensure that all members wear appropriate protective equipment and proper EMS gear is taken into scene. Take clipboard into scene. Coordinate EMS activities. Obtain patient information. Responsible for seeing that EMS report is complete.

# Hiawatha Fire & Rescue

Policy 601.A  
Emergency Operations  
Apparatus Manning Procedure  
5/25/2001

3. Firefighters / EMT's – Take appropriate EMS gear into scene. Primarily responsible for treating patient. Responsible for completing EMS reports.
  4. Student – Assist with EMS gear. Observe. Students are those members that are currently enrolled in an EMS certifying class.
  5. Auto Accidents and Fire Calls – 6
    - a. Driver Operator – front left seat
    - b. Officer or Senior Firefighter if there is no Officer available – front right seat
    - c. Firefighters/ EMT's/ Students – rear seatsDuties related to the above assigned positions –
    1. Driver Operator – Know emergency address. Position apparatus at scene. Stay with apparatus. Prepare appropriate rescue tools at vehicle accidents. Prepare to be assigned to rehabilitation sector at fire calls.
    2. Officer / Senior Firefighter – Know emergency address. Communications enroute to the scene. Assist with positioning apparatus. If initial responding apparatus assume command until relieved by higher officer. Triage if necessary. Obtain patient information. Ensure that all crewmembers wear appropriate PPE. Coordinate extrication activities and patient care.
    3. Firefighter / EMT's / Students – Responsible for patient care / don SCBA enroute as required.
- 
3. Engines 284/285/286–
    - A. Minimum Personnel – 3
      1. Driver Operator – front left seat
      2. Officer or Senior Firefighter if there is no Officer available – front middle seat
      3. Firefighter – rear seats or front right seat
    - B. Maximum Personnel – 5
      1. Driver Operator - front left seat
      2. Officer / Senior Firefighter – Front middle seat
      3. Firefighters – rear seats of front right seatDuties related to above assignments –
      1. Driver Operator – Know the address of the emergency, position the apparatus with respect to the scene (first due engine pulls past the scene), operates the pump, maintains adequate pressure and water supply, remains at engine unless relieved by company officer.
      2. Officer / Senior Firefighter – Communications enroute to the scene. Know the address of the emergency, assist in positioning the apparatus. If initial responding apparatus, assume command until relieved by higher ranking authority; communications enroute to the scene, size-up, responsible to see that all members of crew are wearing appropriate PPE; directs fire attack / extrication, helps with hand line and backs up nozzleman, dons air pack as required.
      3. Firefighters / Students – Don SCBA enroute, await orders by company officer. Pull pre-connect line. Engage in fire attack / extrication. Firefighter assigned to the front right seat will be assigned to connect the large diameter hose to a fire hydrant as necessary.
      4. **Engine Companies responding as the initial arriving engine shall divide the crew as prescribed in the Engine Company Operations Program. The following assignments shall be given by the officer while enroute.**
        1. **Officer**
        2. **Driver**
        3. **Nozzle**
        4. **Back-up**

# Hiawatha Fire & Rescue

Policy 601.A  
Emergency Operations  
Apparatus Manning Procedure  
5/25/2001

## 5. Doorman/Water

**Note: It is essential that all efforts be made to respond the initial assigned engine with five firefighters/officers as per the Engine Company Operations Program.**

### 4. Brush 289 –

#### 1. Brush Fire Assignment

##### A. Minimum Personnel – 2

1. Driver Operator - left front seat
2. Officer or Senior Firefighter if there is no Officer available – right front seat

##### B. Maximum Staffing – 5

1. Driver Operator –front left seat
2. Officer or Senior Firefighter if there is no Officer available – front right seat
3. Firefighter – Rear Seats

#### 2. EMS calls

##### A. Minimum Personnel- 2 (Only if n other EMT's are unavailable to respond)

1. Driver Operator/ EMT
2. Officer or Senior Firefighter/ EMT if there is no Officer available

##### B. Maximum Personnel-4 / 5

1. Driver Operator – left front seat
2. Firefighter/EMT – middle front seat
3. Officer or Senior Firefighter/ EMT if there is no Officer available

#### Duties related to above assignments-

##### Brush Fire Assignments / Helicopter Assignments

1. Driver Operator – Know the address of the emergency. Be able to run the pump and operate apparatus off road.
2. Officer – Communications enroute to the scene. If initial responding apparatus, assume command. Ensure that all members of the crew are wearing appropriate PPE. Direct fire attack at wild land fires. Land helicopter if needed.
3. Firefighter- Await orders from Company Officer. Engage in fire attack / land helicopter

##### EMS Calls-

1. Driver Operator – Know the address of the emergency. Safely navigate the apparatus to the scene. Assist with patient care.
2. Officer / Senior Firefighter- know the address of the emergency. Communications enroute to the scene. Assume command. Coordinate EMS efforts. Assist with patient care.
3. Firefighter / EMT – Assist with patient care.
4. Four persons may respond with S-289 to any EMS call. A fifth member may also respond at the discretion of the officer.

### 5. Truck 1-

#### 1. Minimum Staffing 3

#### 2. Maximum staffing 6

- A. Driver Operator – front left seat
- B. Officer- front right seat
- C. Firefighters – rear seats in cab.

#### Duties related to the above assignments-

1. Driver Operator – know the address of the emergency. Safely drive the apparatus to the scene. Properly position the apparatus. Driver Operator **must** have completed the required TRUCK 1 certification requirements.
2. Officer - Communications enroute to the scene If initial arriving apparatus assume command. Know the address of the emergency. Properly position

# Hiawatha Fire & Rescue

Policy 601.A  
Emergency Operations  
Apparatus Manning Procedure  
5/25/2001

the apparatus. Function within the tasks assigned by Hiawatha Fire Department Truck Company Operations.

3. Firefighter – **Must** be “Truckie Certified”. Function within the tasks of the Hiawatha Fire Department Truck Company Operations.
4. **T-1 Crew shall be divided into the following initial fireground assignments on all structure fires. This complies with the Truck Company Operations Program.**
  - A. Officer/Outside Vent Man
  - B. Search and Rescue 1
  - C. Search and Rescue 2
  - D. Ventilation 1
  - E. Ventilation 2
  - F. Driver Operator

**NOTE: It is essential that all efforts be made to respond T-1 with six personnel as per the Truck Company Operations Program.**

**Note: The duties and related assignments assigned to any particular apparatus assignment are listed as a general guideline. Duties and related assignments may change as individual circumstance changes.**