



# Delaware County Fire & EMS Mutual Aid Plan

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Adopted by the Delaware County Board of Supervisors  
Resolution No. of 2011



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**I. OBJECTIVE**

Delaware County is a rural county in upstate New York with a population of 47,980 residents. 30 fire departments and 19 EMS agencies provide service covering the 1,468 square miles of the county on a daily basis. The purpose of this mutual aid plan is to provide an organized, supervised, coordinated, cooperative and reciprocal approach to incidents which require the assistance of other agencies. Assistance may come in the form of personnel, equipment and physical facilities. This plan is only applicable in emergency situations and is not designed for the purpose of providing scheduled, routine or other non-emergency service. The level of cooperation amongst fire and EMS resources is critical therefore Delaware County has elected to merge its fire and EMS mutual aid plans into one comprehensive mutual aid plan to demonstrate its commitment to working together.

**II. DEFINITIONS**

**Advanced Life Support (ALS)**

A level of patient care provided under medical control by advanced emergency medical technicians of the critical care or paramedic levels

**Aerial Truck**

Also known as a ladder truck which is a hydraulically powered ladder, mounted on a vehicle that may also carries several different length extension ladders, extrication gear, ventilation equipment, and lighting. May or may not have a bucket or platform on the end

**Alpha**

Non emergency BLS response – non-life threatening

**Ambulance**

An ambulance is a vehicle for transportation of sick or injured people to, from or between places of treatment for an illness or injury, and in some instances will also provide out of hospital medical care to the patient

**Assistant Chief**

An officer who is fully capable of fulfilling the job responsibilities of the fire chief during his/her absence and completes other duties as assigned.

**Basic Life Support (BLS)**

A level of patient care provided under NYS DOH EMS protocol by certified first responders or emergency medical technicians at all levels

**Bravo**

Emergency BLS response – non-life threatening

**Charlie**

Stable ALS patient – Emergency Response – Mandatory ALS

**Chief**

Person in charge to plan, direct, manage, and oversee the activities and operations of the Fire Department, including fire suppression, fire prevention, hazardous materials mitigation, fire and life safety code compliance, emergency medical services, public education programs, and administrative support services

**Critical Incident Stress Management (CISM)**

A method of post incident psychological care, wherein a debriefing process allows for timely intervention to lessen the psychological after-effects of the incident, with the intention of preventing long-term effects

**Delta**

Unstable ALS patient – Emergency Response – Mandatory ALS

**Echo**

Not breathing – unstable/life status in question emergent response – Mandatory ALS (any EMS agency within 10 minute ETA may respond)

**Emergency**

Any unanticipated situation in which a person has need of medical assistance to relieve acute suffering, and/or reduce the likelihood of death and/or long term disability

**Engine**

Any of various large motor vehicles that carry firefighters and equipment to a fire and support extinguishing operations, as by pumping water

**Exterior Firefighter**

An exterior firefighter is one that does not enter a burning structure. Exterior firefighters operate hand lines or apparatus or perform other such firefighting duties from the outside of the involved structure. Exterior firefighters are also used when so much of the structure is involved in fire that there is little or no benefit to risking the safety of interior firefighters by inserting them into the structure.

**Fire Company**

An organization whose purpose is to extinguish fires; a single emergency response unit and its personnel within a fire department, i.e. an engine company

**Fire Departments**

An organization, often part of a local government, whose purpose is preventing and extinguishing fires. May provide other emergency services as well

**Fire District**

A separate unit of local government that is established for the purpose of providing fire protection and response to emergencies

**Incident Command System (ICS)**

A management system under NIMS guidelines designed for controlling, directing, and coordinating the total response to an emergency incident

**Intercept**

A response by an EMS agency to provide ALS care required by a patient, which this primary EMS agency caring for the patient is unable to provide

**Interior Firefighter**

A member of a fire department that fights fires by going into the burning structure in an attempt to extinguish the blaze from inside the structure, minimizing property damage from fire, smoke and water. Requires a minimum of four fully equipped firefighters; an entry team of at least two to enter the structure and fight the fire and two standing by to rescue or relieve the entry team.

**Intermediate Life Support (ILS)**

A level of patient care provided under medical control by advanced emergency medical technicians of the intermediate levels

**Medical Incident Command**

The portion of the incident command system that deals specifically with emergency medical operations at large incidents

**Mini-Pumper**

A small fire apparatus that is essentially a combination of an all terrain vehicle, mini-pumper, and a wilderness rescue vehicle. These vehicles are often used to fight wildfires or to carry specialized equipment

**Multiple-Casualty Incident (MCI)**

An emergency involving a number of patients too great for the primary EMS agency to effectively treat and/or transport

**Mutual Aid**

Mutual aid is an organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment, and physical facilities of all participating EMS agencies, regardless of type or size are

utilized for EMS or other emergencies in which the services of EMS personnel would be used throughout Delaware and adjacent counties.

**Nearest Appropriate and Available EMS Unit**

An EMS Unit will be considered available for mutual aid if it is appropriately staffed and equipped at the time assistance is required. Appropriate staff means individuals certified at the level required by the EMD determinant. Nearest will mean just that – the unit closest to the call. The PSAP is empowered by the plan to make the best EMS unit assignment possible, based on distance, appropriateness and availability.

**NFIRS**

National Fire Incident Reporting System

**NYS Fire Mobilization Plan**

The state fire administrator shall prepare a state fire mobilization and mutual aid plan which may provide for the establishment of fire mobilization and mutual aid zones of the state. Upon filing of the plan in the office of the department of state such plan shall become the state fire mobilization and mutual aid plan. Such plan may be amended from time to time in the same manner as originally adopted.

**Omega**

Non emergency public assistance BLS – patient generally not transported

**Primary EMS Agency**

The EMS agency which has primary responsibility for EMS response to the location of an incident is considered the primary EMS agency for that incident. This will normally be the ambulance agency in whose primary operating territory the incident is located. If the location of the incident is included in the primary operating territory of more than one ambulance agency, the primary EMS agency is that which is contracted by the government of the municipality in which the incident has occurred.

**Primary Operating Territory**

The primary operating territory of an ambulance service is the geographic area listed on the ambulance service’s operating certificate or statement of registration, within which the ambulance service may receive patients for transport. The primary operating territory of a first response agency is the fire district, fire protection district, contracted service area, or property/premises of the fire department, fire company, government agency, or private enterprise which sponsors or operates the first response team.

**Public Safety Answering Point (PSAP)**

A facility where 911 calls are answered, either directly or through re-routing

**Regional Fire Administrator**

The state fire administrator may appoint and remove a regional fire administrator for each fire mobilization and mutual aid zone established pursuant to the state fire mobilization and mutual aid plan. Before he enters on the duties of the office, each regional fire administrator shall take and subscribe before an officer authorized by law to administer oaths the constitutional oath of office, which shall be administered and certified by the officer taking the same without compensation and shall be filed in the office of fire prevention and control.

**Rescue Truck**

A type of apparatus used for technical rescue situations such as vehicle extrications, rope rescues or other specialty situations. Essentially rescue trucks are giant toolboxes on wheels that carry specialized equipment and tools.

**Tanker**

A type of fire apparatus with the primary purpose of transporting large amounts of water to the fire ground to make it available for extinguishing operations. These are especially useful in rural areas where fire hydrants are not readily available and nearby natural water resources are insufficient. Many tankers are equipped with fast-drain valves on the sides and back of the truck. This allows firefighters to empty thousands of gallons of water into a portable pond in just a few seconds.

**III. ADOPTION, REVIEW AND MODIFICATIONS**

The Delaware County Fire and EMS plan shall be reviewed on an annual basis. The review will be conducted by the Director of Emergency Services and EMS Coordinator. Any proposed changes will be brought before the Delaware County Fire and EMS Advisory Boards for review and adoption. Once these boards have reviewed the changes to the Delaware County Fire and EMS Mutual Aid Plan will be brought before the Delaware County board of Supervisors by resolution for adoption. Revisions and or modifications shall take effect upon the adoption of such legislative resolution or at a later time as may be specified within the revisions themselves. Once adopted by the Delaware County Board of Supervisors the plan shall be submitted to OFPC for insertion in the State Fire Mobilization and Mutual Aid Plan as well as submitted to the AAREMS Regional Council for recording.



**IV. PARTICIPATION – EXTENT AND LIMIT OF PARTICIPATION BY FIRE & EMS AGENCIES**

All fire and EMS agencies sponsored or operated by a county, city, town or village governmental unit, fire district, fire protection corporation, independent not for profit corporation or for profit business corporation, partnership or sole proprietorship (including hospital based EMS agencies) may participate in this plan. State and Federal institutions may participate in this plan to the extent allowed by State and Federal Law.

A list of agencies participating in the plan can be found in **Appendix A**.

Fire and EMS mutual aid is provided and received from fire and EMS departments in Wayne County, Pennsylvania. There is no formal agreement with this county. Such assistance is in accordance with Section 209A of GML. All requests shall be made through the Delaware County 911 Center.

Mutual aid is provided and received from fire and EMS agencies in Broome, Chenango, Greene, Otsego, Schoharie, Sullivan and Ulster counties through respective 911 centers under the direction of their county fire and EMS Coordinator or legally appointed deputies. All requests for mutual aid from these agencies shall be routed through the Delaware County 911 Center.

The standard request for mutual aid assistance under this plan will be for units that are appropriately staffed and equipped. Appropriately staffed and equipped will mean able to fulfill the request of the requesting agency. Example 1: Request for ALS shall have at least an AEMT-CC or paramedic on board a DOH approved EMS unit. Example 2: request for a pumper or interior firefighters shall consist of a unit which meets the definition of a pumper or staff who are credentialed to wear SCBA and perform interior firefighting skills.

Participation in this plan by an EMS agency specifically authorizes the PSAP to determine on behalf of the agency at the time of need which resources are the nearest, appropriate and available and to cause those resources to be dispatched in response to the request or protocol.

Each Fire and EMS agency participating in this plan is obliged to fully and immediately respond to a request for assistance from any other participating Fire or EMS agency, as received through a PSAP, within the limitations of its available resources as the time of the request. The responding Fire or EMS agency may, at its option, reserve a core capacity of its available resources for use in its own primary operating territory, and is not required under this plan to commit these core resources to a request for mutual aid assistance.

Only equipment and/or manpower that is specifically requested through the PSAP shall be mobilized and sent for a mutual aid request unless a prior SOP or agreement has been made between the agencies.

Any member of a participating agency in this plan may present themselves to the Incident Commander and offer assistance. If such offer of assistance is accepted it takes place under the auspices of this plan.

Any agency meeting the criteria of this plan may do so by filing a copy of a resolution adopted by the agency with the Delaware County Department of Emergency Services. **Appendix B** contains a sample resolution. Such resolution shall state that they elect to participate in the Delaware County Fire and EMS Mutual Aid Plan and will comply with the provisions of the plan. The resolution shall state that the agency shall recognize a call for assistance from another agency through the Delaware County 911 center. Such resolution shall also state that no restrictions exist against "outside service" by the fire department or ambulance service of the municipality or district with the meaning of Section 209(1) of GML which would affect the powers of such agency to participate in the Delaware County Fire and EMS Mutual Aid Plan.

Any participating agency may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective 30 days after filing of such notice with the Delaware County Department of Emergency Services Office. Any agency withdrawing from this plan shall surrender and return to Delaware County all county owned equipment on the effective date. The withdrawal shall remain in effect until reinstated by resolution as defined by Section 209(1) of GML. Withdrawal from this plan shall result in the suspension of mutual aid to the agency taking such action pursuant to the plan. All radio identifiers and call signs issued to such agency on county frequencies shall be cancelled on the effective date of the withdrawal.

#### **Insurance & Liability (EMS)**

Each participating EMS agency will maintain proper and adequate insurance coverage with respect to errors and omissions, loss or damage to property, and injury or death to persons, including workers compensation coverage for its members and employees. Unless otherwise provided for by law, or under separate agreement (e.g. fire service mutual aid plan), it is understood that liability for losses incurred while operating pursuant to this plan will remain with the agency incurring or causing the loss, and will not be transferable to any other EMS agency as a result of this plan. Nothing in this plan shall be construed as restricting or preventing the transfer of liability, where it is provided for by law or under separate agreement.

### **Financial Responsibility (EMS)**

EMS agencies requesting mutual aid assistance under this plan shall incur no liability for charges or fees for service from EMS agencies, rendering such assistance. Assisting EMS agencies shall be entitled, at their option, to bill patients or their insurance carriers for any usual and customary charges, in exactly the same way as they would bill patients receiving their services within their own primary operating territories.

## **V. EXTENT AND LIMIT OF AUTHORITIES (LINE OF AUTHORITY)**

### ***Delaware County Job Description for:***

#### **DIRECTOR OF EMERGENCY SERVICES / FIRE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position that involves planning, organizing, implementing, and evaluating a County-wide program for emergency services which may include fire, medical, Arson Task Force, Hazardous Materials Incident Response Team, and disaster coordination. General supervision is exercised over the EMS/Emergency Management Coordinator, 911 Coordinator and direct supervision is exercised over clerical and technical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Develops, maintains and administers various emergency plans to provide for the continuance of government in the event of an emergency or disaster as outlined within the General Municipal Law, Executive Law, Article 2-B, and as directed by the County Board of Supervisors; Develops departmental policies to direct the operational efforts of department personnel; Prepares and submits to the County Board of Supervisors, the County Fire Mutual Aid Plan and County Comprehensive Emergency Management Plan with periodic revisions and updates; Insures department compliance with all relevant local, State and Federal Laws; NIMS Coordination and Education; Administers a County-wide communication system for emergency services; Maintains the County inventory of manpower, equipment, materials, resources, services and facilities available for use in the event of an emergency; Plans and estimates the need for additional or unique equipment or special services to enhance the County's emergency response capabilities; Oversees development of inter and intra County mutual aid programs; Acts as liaison officer between the New York State Office of Fire Prevention and Control, State Emergency Management Office, New York State Department of Health, Delaware County Board of Supervisors, Delaware County Fire Advisory Board, EMS Advisory Council, the various fire departments, emergency squads, first responder units, County officials and other groups, organizations, boards and individuals involved in the County broad based public protection system; Understands and implements the various provisions of applicable legislation that affects

public safety, which includes but is not limited to sheltering, warning, training and planning; Plans, inaugurates and encourages fire prevention and public education programs; Prepares and submits annual budget; Speaks before civic groups and government bodies; Provides periodic reports to the New York State Department of Health, Office of Fire Prevention and Control and the County Board of Supervisors, as well as, preparing monthly reports to the Fire Advisory Board, quarterly reports and annual submission to the State Emergency

Management Office with regard to state reimbursement monies, and incident reports determining the cause and origin of mutual aid fires as requested by jurisdictional fire chiefs; Supervise, schedule, maintain and upgrade fire training facilities and equipment; Participate in meetings, drills and exercises; Provide and supervise volunteer personnel for the purpose of collecting, recording and tallying data with regard to rain and stream gauges; Does related work to enhance safety and public protection in the County.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the administrative practices involved in developing and directing the efforts of personnel from a variety of related disciplines to effectively deliver emergency services; Thorough theoretical knowledge of Civil Defense, Fire Prevention and Suppression, Emergency Medical Services and Safety; Thorough knowledge of local, State and Federal laws governing such practices; Good knowledge of recruitment, equipping and training methods; Good knowledge of the laws, rules, regulations and the purposes of 2 the State fire mobilization and mutual aid plan of the fire service; Good knowledge of the geography and political subdivisions of Delaware County; Good communications skills, both oral and written; Ability to conduct promotional and public relations activities; Ability to supervise the work of others; Ability to make crucial decisions in crisis situations; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. High school diploma or equivalency and seven years experience in civil defense, fire services, emergency medical services or a related field including one year of supervisory experience; OR

B. A two year degree from a regionally accredited or New York State registered college in Fire Science or a related fire or emergency management field and five years experience in civil defense, fire services, emergency medical services or a related field including one year of supervisory experience; OR

C. A Bachelors Degree from a regionally accredited or New York State registered college or university in Business or Public Administration and three years experience in civil defense, fire services, emergency medical services or a related field including one year of supervisory experience; OR

D. An equivalent combination of training and experience as defined by the limits of A, B, and C above.

Adopted 10/25/90

Revised 4/23/10

***Delaware County Job Description for:***

**EMERGENCY MEDICAL SERVICES (EMS)/ EMERGENCY MANAGEMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for planning, developing and coordinating County-wide emergency medical services and for assisting in the planning, organization and implementation of the emergency management program. The work is performed under the general supervision of the Director of Emergency Services with leeway allowed for use of independent judgment in carrying out details of the work. Administrative supervision of EMS training program will be provided by Director of Public Health May supervise clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Assists in formulating policies and preparing directives regarding emergency management; Assists in the development of specific emergency plans; Assists in the preparation of maps, charts and other graphics; Disseminates information and participates in meetings, mass casualty drills and training exercises; Assists in the implementation of emergency plans including the supervision of certain aspects or phases of such plans as assigned by the Director; Performs duties as required in disaster emergencies, including response and recovery activities; Represents director at emergency management conferences and meetings as requested; Assists in the promotion of understanding of emergency management and cooperation in emergency management work by providing civic and community organizations with relevant information; Reviews, updates, maintains and administers various EMS training programs in accordance with guidelines established by the Delaware County EMS Advisory Council; Maintains the County inventory of EMS training equipment, materials and resources and supervises the maintenance of that equipment; Plans and estimates the need for additional or unique equipment to enhance the County's training program; Compiles and maintains lists of available services, resources, mutual aid agreements relevant to emergency medical services; Acts as the American Heart Association Training Center Coordinator; Acts as a liaison officer between the Emergency Services office and the EMS Advisory Council, emergency squads and first responder units, other emergency services, local government and private agencies to coordinate development of emergency operational procedures.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the NYS EMS training program; Working knowledge of disaster control methods; Working knowledge of effective planning and organization for large scale emergency management operations; Good knowledge of EMS recruitment, equipping and training methods; Good knowledge of the organization of local, County and State government; Good knowledge of local geography, physical resources; Good knowledge of EMS organizations and related community and governmental organizations; Ability to establish and maintain cooperative relationships with public officials, professional and technical personnel, and the general public; Ability to communicate effectively both orally and in writing; Good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Three years fulltime paid experience as an emergency medical technician or six years part time paid experience as an emergency medical technician which shall include at least six (6) months teaching EMS courses, and certification as an AEMT-CC and New York State Instructor Coordinator Status; or

B. Two years fulltime paid experience as an emergency medical technician or four years part time paid experience as an emergency medical technician which shall include at least six (6) months teaching EMS courses and New York State Instructor Coordinator Status, and certification as a Paramedic.

**NOTE:** Verifiable volunteer or unpaid experience may be substituted for paid experience

**NOTE:** Must maintain certification as an AEMT instructor after appointment.

Adopted 10/25/90

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Reviewed 4/23/10

Deputy coordinators will assist fire coordinator on all above job duties when requested

***Line of Authority:***

In the absence of the County Fire or EMS coordinator, in accordance designated by the County Board of Supervisors and in accordance with Section 401 of the County Law deputies will assume the duties of the Fire or EMS coordinator. In accordance with said law, the director shall designate in writing and file in the County Clerks and Clerk of the Board offices the order in which the deputies are to serve during the director's absence or inability to act. **Appendix C** contains a comprehensive list in order of authority regarding the absence of the fire coordinator /emergency manager and the EMS coordinator/emergency management deputy.

Should a vacancy in the position of County Fire Coordinator occur the deputy county fire coordinators, according to **Appendix C**, are authorized to act temporarily as County Fire Coordinator until the County Board of Supervisors shall appoint a CFC under Section 225-A of the county law.

***DUTIES OF THE FIRE CHIEF - GML 204-d***

The fire chief of any fire department or company shall, in addition to any other duties assigned to him by law or contract, to the extent reasonably possible determine or cause to be determined the cause of each fire or explosion which the fire department or company has been called to suppress. He shall file with the office of fire prevention and control a report containing such determination and any additional information required by such office regarding the fire or explosion. The report shall be in the form designated by such office. He shall contact or cause to be contacted the appropriate investigatory authority if he has reason to believe the fire or explosion is of incendiary or suspicious origin. For all fires that are suspected to have been ignited by a cigarette, within fourteen days after completing the investigation into such fire, the fire chief shall forward to the office of fire prevention and control information detailing, to the extent possible: (a) the specific brand and style of the cigarette suspected of having ignited such fire; (b) whether the cigarette package was marked as required by subdivision six of section one hundred fifty-six-c of the executive law; and (c) the location and manner in which such cigarette was purchased.

**STATUS OF THE LOCAL FIRE DEPARTMENT**

- A. Each fire department participating in this plan shall retain its internal command and individuality while providing mutual aid.
- B. In accordance with this plan requests for mutual aid will be made by the incident commander.
  - 1. Incident Command at the fire or other emergency in which the services of firefighters would be used for personnel and officers entering the area under mutual aid remains with the fire department requesting the mutual aid.
  - 2. The Incident Commander will work with chiefs, senior officers and company officers of departments, providing mutual aid. The firefighters in the assisting department will be supervised by their own officers, who are, in turn, commanded by officers of the department requesting mutual aid.

3. In the event an incident escalates to a type III, II or I incident, incident command will evolve in accordance with NIMS.

## **VI. INCIDENT COMMAND SYSTEM**

The Delaware County Office of Emergency Services and all participants of this plan will operate via the recognized and adopted National Incident Command System. The Incident Command System is a proven all hazard management system which is used to ensure safe and effective management of all personnel involved in potentially dangerous situations.

## **VII. INVENTORY**

The Department of Emergency Services maintains a county resource inventory consisting of apparatus and equipment of participating fire departments. The county inventory records shall be located as follows:

1. Delaware County 911 Center
2. Delaware County Sheriff Office – backup 911 Center
3. Delaware County Department of Emergency Services

The Director of Emergency Services shall contact each fire chief and EMS captain from time to time regarding the inventory and it shall be the responsibility of each fire chief/EMS Captain to notify the Department of Emergency Services of any additions or deletions to his equipment.

The Director of Emergency Services or his designee shall be responsible for maintaining the inventory and the inventory shall be completely reviewed as part of the annual review by the Director of Emergency Services.

A copy of the current inventory shall be filed with OFPC and NYS DOH annually.

## **VIII. TRAINING**

The State Fire Training Program or County Fire Training program shall be the standard in Delaware County. The more restrictive standards shall take precedence as determined by the Director of Emergency Services and Fire and EMS Advisory Boards.

The Delaware County Department of Emergency Services is currently registered as a program sponsor and is approved to offer Basic Life Support (BLS) and Advanced Life Support (ALS) courses from the NYSDOH as follows:

- CFR
- EMT – Basic Original and Refresher
- AEMT – Intermediate Original and Refresher



- AEMT – Critical Care Original and Refresher

## **IX. REPORTING (FIRE & EMS)**

### **1. Fire Reporting**

In accordance with Resolution 18 of the Delaware County Board of Supervisors dated 1/28/81, and as required by Section 204d of GML, the Director of Emergency Services shall require each Chief or designated officer of a fire department participating in this plan to file a copy of a Fire/Incident report, according to the National Fire Incident Reporting System (NFIRS) 5.0 standards; on a monthly basis to the New York State Office of Fire Prevention and Control, via, the (NFIRS) – 1 Form.

There are three (3) ways to file fire incidents in the NYS Fire Incident Reporting System.

- A.** On-Line System – This on-line data entry system is now fully functional and open to all fire departments and County Fire Coordinators in New York State. This system provides fire departments the ability to report incidents on line to OFPC. In turn, a fire department can immediately view incidents reported and permits printing of incident report data for official use. Users will also have access to a growing list of selected reports.

New York State's Fire Incident Reporting System is a secure system and requires all users to obtain an account from OFPC. Please be sure to review the user requirements before requesting account. To obtain an account, download the Information Management System Application and submit it to OFPC for approval.

The Office of Fire Prevention and Control provides phone assistance, a cd tutorial, and/or on-site training for the On-Line System. For further information contact the Fire Reporting Unit at (518) 474-6746 or [ofpc.nfirhelp@dhses.ny.gov](mailto:ofpc.nfirhelp@dhses.ny.gov)

- B.** Electronic Format – Fire departments may use a NFIRS 5.0 compliant vendor software package to report fire incidents. Incidents are entered into the system by the fire department and the data is electronically transmitted to OFPC. The fire incident data may be on CD, floppy disk or a file attached to an e-mail. OFPC is not responsible for the compliance of third party reporting systems. If you have any problems with your software, please contact the vendor for help.

- C. Paper Forms – Fire departments may continue to report incidents on paper forms, currently available from OFPC. These forms will be entered by OFPC staff and the data captured into the New York State database.

## 2. EMS Reporting

NYS DOH requires that all EMS agencies complete an approved patient care report in accordance to Article 30 §3053 of the Public Health Law (PHL).

- A. Paper Forms - Submission of these reports must be in accordance with NYS DOH 12-02. A copy of NYS DOH 12-02 is attached as **Appendix D**
- B. Electronic Forms – Submission of these reports must be in accordance with NYS DOH 12-03. A copy of NYS DOH 12-03 is attached as **Appendix E**.

## X. STANDARD THREAD

All apparatus and its associated equipment participating in this plan shall be equipped with “American National Standard” thread as required in subdivision 5-Section 209e of the GML. Departments using quick connect and disconnect fittings shall have adapters to standard thread.

In particular, where participating fire departments are utilizing large diameter hose (3 ½ inch and up), sufficient adapters should be carried and immediately available so as to permit full utilization of the apparatus.

## XI. COMMUNICATIONS

### 1. Fire and EMS Communications

Use of two way land mobile radio for Fire and EMS gives us a powerful means to provide immediate and responsive service to the public. During an emergency, one of the most important pieces of equipment we have is the two way radio. Effective communications, both at the scene and between the scene and dispatch aid in the delivery of emergency services.

Maintaining efficiency in our communication system requires that each and every user of the system have an understanding of the radio system, the rules, regulations and procedures that have been developed for the system.

The enforcement of this communications plan is a *team* effort including: Delaware County Department of Emergency Services, the Fire Advisory Board and the Chief of the individual Fire and EMS agencies.

Some general rules for good radio operations are:

- Listen before transmitting, verify the channel is clear.
- Keep your message short, clear, concise and precise.
- Think about what you are going to say before you transmit over the radio.
- Don't shout, keep your voice calm.
- Hang up the microphone when complete.
- Turn off pagers and portable radios when transmitting on a mobile radio. If you hear a squeal it usually indicates audio feedback

## **2. Public Safety Answering Points/Emergency Operations Center**

### **Primary PSAP**

The primary Public Safety Answering Point located at Troop C Headquarters, 823 State Route 7, Unadilla, NY is referred to as "Delaware 911". 911 emergency phones are answered at this location for all of Delaware County, with the exception of the Town of Deposit (Deposit 911 calls are directed to Broome County by a pre-arranged agreement between the two counties). Delaware 911 dispatches all emergencies in Delaware County for Fire, EMS and Law from this location. All radio traffic to and from dispatch will be referred to as "Delaware 911". The 24/7 administrative 10 digit phone number to contact Delaware 911 is: **607-563-3349**

### **Backup PSAP**

Delaware County maintains and operates a backup PSAP at the Public Safety Building, 280 Phoebe Lane, Delhi, NY. This is a manned 24/7 communications point for Sheriff's Department activities. The radio equipment, 911 telephone answering equipment and Computer Aided Dispatch (CAD) system at the backup are identical to the Primary PSAP. In the event of an evacuation or failure at the Primary PSAP the backup will be activated to answer and dispatch calls. In the event of an activation of the Backup PSAP all radio communications will still be referred to as "Delaware 911" to ensure continuity of operations. The 24/7 administrative 10 digit phone number to contact the Backup PSAP is: **607-746-2000**

### **Emergency Operations Center**

The Delaware County Emergency Operations Center (EOC) when activated will be located at the Public Safety Building, 280 Phoebe Lane, Delhi, NY. During and EOC activation all radio communications will continue to operate as normal at the Primary PSAP. Delaware County Sheriff's Department Communications staff will monitor emergency radio traffic and will work in conjunction with Delaware

911 staff to ensure that all public assistance needs are met. The primary phone number for the Delaware County EOC is: **607-746-9600**

### **3. Basic Components of the Radio System**

The Delaware County Fire/EMS radio system is made up of a Public Safety Answering Point (PSAP) at the NYS Police Troop "C" Headquarters in Sidney and a backup PSAP at the Public Safety Facility in Delhi. Remote base operations are located on Craig Hill, Hancock (Coon Hill), Highmount, Houck Mtn., Johnson Hill, Mt. Utsayantha, Meridale and Sidney Local. In addition there are local base stations in most fire stations, mobile radios, portable radios and monitor receivers or pagers.

The Fire/EMS radio system consists of one (1) VHF low band frequency for dispatch operations, one (1) VHF low band frequency for fire ground operations, one (1) additional VHF low band frequency for alternate fire ground operations, fire police, Haz Mat or other local Fire/EMS emergency operations and one (1) VHF low band intra county frequency. The VHF low band frequencies are as follows:

### **4. County Fire/EMS Frequencies**

#### **45.88 County To County Frequency**

Used between counties to communicate when mutual aid is needed from another county. This frequency is restricted to use by Dispatch Centers, County Fire Coordinators and State Fire Prevention & Control Units.

#### **46.06 Primary Dispatch Frequency**

Used as the primary frequency to dispatch emergency units. Known also as F1, units will also contact the Dispatch Center on this frequency. This frequency is channel 1 on mobile and portable units. It is not to be used by field units as an emergency scene frequency.

#### **46.22 Primary Fireground Frequency**

Known as F2 or truck to truck, this frequency is to be used by units operating on emergency scenes. This is a "statewide" frequency. Most apparatus in NYS has this frequency, so that they can communicate in the event of a large-scale incident that crosses county lines. This frequency is not on the dispatch consoles.

#### **46.30 Secondary Fireground Frequency**

This frequency is restricted to use in portable radios. It serves as a secondary on scene frequency. Department fire police, Haz Mat and other specialty units commonly utilize this frequency. This frequency is not on the dispatch consoles.

## **Ambulances**

The ambulances throughout the county generally have both a VHF low band radio and VHF high band radio. The low band radio enables personnel to communicate with fire units and 911 Dispatch. Generally they have channel 1, 2 and any departmental fire ground frequency. Some ambulances are also allowed to have other counties' frequencies, as they provide frequent mutual aid, or travel through that county for transport.

The high band radios are utilized to communicate with medical control (hospitals) while enroute to a facility or from an emergency scene.

Patient information and medical directions are transmitted over these frequencies. Patient information is not to be transmitted over the low band radio, unless the high band system is not operating.

County EMS units use the following frequencies when transmitting over the high band system:

- 155.340 Primary County Hospital Frequency**  
Used by the following hospitals (medical control): Tri Town Hospital (Sidney), Delaware Valley Hospital (Walton), O'Connor Hospital (Delhi), Margaretville Memorial Hospital, Bassett Hospital (Cooperstown)
- 155.400 Secondary County Hospital Frequency**  
Used by the following hospitals (medical control): Fox Hospital (Oneonta)
- 155.205 Secondary Hospital Frequency**  
Used by Chenango Memorial (Norwich), Sullivan County EMS dispatch frequency
- 155.280 Hospital to Hospital Frequency**  
Used by Hospitals to communicate with one another via radio.
- 155.715 Statewide EMS Frequency**  
Used by EMS units during a large scale, multiple agency response anywhere in the state.

## **Hospital Based Ambulance**

There is one hospital based ambulance service operating in Delaware County. Margaretville Memorial Hospital (MMH) ambulance is the primary ambulance service in the Township of Middletown, covering the Arena, Arkville, Fleischmanns, Halcottsville and Margaretville fire department areas. MMH also provides Advanced Life Support services to neighboring communities as needed. MMH is dispatched by Delaware 911 via the county low band system. The low

band dispatch is electronically stored and rebroadcast locally via VHF High Band hospital frequency.

### **Commercial Ambulance Services**

There currently is one commercial ambulance service with operating authority operating in Delaware County – Cooperstown Medical Transport (CMT). CMT interacts within the county 911 dispatch system in a fashion similar to the county volunteer agencies. CMT is not utilized as a primary response agency but as an Automatic Mutual Aid agency for many of the county volunteer agencies. CMT operates its own dispatch radio system. CMT frequencies and individual tower locations are as follows:

<b>461.4250</b>	<b>Meridale Tower</b>
<b>463.5000</b>	<b>Utsayantha</b>
<b>464.600</b>	<b>Oneonta</b>
<b>463.325</b>	<b>Sidney</b>
<b>461.4250</b>	<b>Local</b>

### **Hospital Communications**

Communications between hospitals, Delaware 911 and the Delaware County EOC will primarily be performed by land line methods. If standard land line is unable to handle the volume or become in-operable, the Delaware County RACES program may be initiated to form a communications ring with area medical facilities as needed.

### **Local Fire Department Frequencies**

Many Fire/EMS agencies have their own local frequencies. These frequencies should be used for localized communications and for fireground operations only when operating on a scene when no mutual aid is anticipated. Departments must keep in mind that mutual aid agencies may not have the capability to transmit on the local frequency when operating within that department's incident.

### **Hilltops**

All hilltop base stations are programmed only with 46.06 and have the capability to be activated from a mobile radio on a "County All" PL. Additionally, in an effort to better communicate between mobile radio and the PSAP PL tones specific to each hilltop have been added. This allows a mobile radio operator to select either "County All" or a mobile operator with the hilltop appropriate PL's programmed in the radio can select the tower suitable to the area in which they are operating for possible clearer communications with the dispatch center. The hilltop PL's are as follows:

- County All 110.9

- Utsayantha 192.8
- Houck 179.9
- Craig Hill 210.7
- Johnson Hill 225.7
- Highmount 146.2
- Sidney 241.8
- Hancock 162.2
- Meridale 131.8

## **5. Field Radio Equipment**

### **Mobiles**

DCDES recommends the use of multi channel, preferably dual band, mobile radios with a minimum of 16 programmable channels. While there is a limited number of channels currently in use, consideration should be given to future expansion and to local department owned and operated frequencies. Radios purchased for installation in apparatus and chiefs vehicle and to be covered by DCDES maintenance must be purchased from a manufacturer approved by DCDES and the radio maintenance contractor. (DCDES radio maintenance contract will cover mobile radio equipment mounted in department owned apparatus, including ambulances, and the fire chief vehicle. Mobile radios should be limited to minimum 60 watt and maximum 100 watt output. All radios shall be programmed:

- Channel 1 – F1 46.06 PL 110.9 (County All)
- Channel 2 – F2 46.22
- Channel 3 – F3 46.30
- Channel 4 and above PL specific hilltops and local frequencies

### **Portables**

Portable radios should be limited to 5 watt output. To ensure continuity and ease of use, portables should be programmed in a similar manner to mobile radios as listed above. Portables should be for fireground use only. Communication to Delaware 911 should not be attempted with a portable radio unless the portable is being transmitted through a vehicular repeater. In a majority of cases, portables with not repeater capability will not transmit to Delaware 911 or the radio transmission will be too weak and garbled to be heard by the dispatcher.

### **Fire/EMS Paging**

Delaware County dispatches all Fire/EMS alarms via tone and voice paging on the primary dispatch frequency 46.06. Purchase, maintenance and programming of

paggers is the responsibility of each individual agency. Paggers must be capable of operating on the Delaware County system.

Additionally, Delaware County will send automated text messages, via the Computer Aided Dispatch system to pre-determined texting devices. Text messages are a secondary notification only. (Text Message policy available at DCDES)

## **6. Fire/EMS Operations**

Given that Delaware County has only one dispatch/talk back frequency for county wide use, certain procedures relating to emergency dispatch and scene communications have been developed. These procedures have been developed to ensure the timely dispatch of emergencies and manageable radio traffic.

All radio operations will be conducted in plain, clear text. Delaware County does not recognize and will not utilize 10 codes for radio transmissions. The use of obscene language is prohibited. Personal information must not be transmitted over the air.

### **Dispatching of Alarms**

All Fire and EMS alarms will be dispatched from Delaware 911 via low band tone and voice paging. Secondly, alarms will be automatically text messaged to recipients that have chosen to receive 911 CAD texts. Simultaneous with the tone and voice dispatch of all alarms the 911 dispatcher will dispatch the agency(s) on the 911 CAD system. The CAD dispatch will activate a timer. The dispatcher will monitor each agency post dispatch. Any Fire or EMS agency not enroute within 5 minutes will be "polled" and re-toned. The CAD timer will be re-set and at 8 minutes agencies not enroute will be polled and re-toned a second time. Any agency not enroute within 10 minutes will be polled and then another agency will be dispatched for Automatic Mutual Aid (AMA) for the call. The primary agency will then be re-toned after the AMA agency is toned. (See attached) EMS agencies have provided "call down" lists to cover calls for No Enroute and for ALS. The dispatcher will follow these lists. AMA Fire agencies will be dispatched at dispatcher discretion for nearest agency. **Appendix F** contains information on call received maximum interval time.

### **Acknowledgement of Call**

The first responding unit must call enroute with Delaware 911. It is preferred that an officer or the first responding apparatus call all units out that are enroute to the call to save air time. Further, it is not necessary for all officers to call enroute. The highest ranking officer should conduct all radio communications with Delaware 911 until a command post is established and a radio operator is assigned by the I/C.

### **Arrival/On-Scene**

The first arriving officer or apparatus should notify Delaware 911 of their arrival and include an initial size up report (if applicable). An Incident Command should



be established. The I/C must designate one radio operator for the incident and all radio traffic with Delaware 911 must be referred to as \_\_\_\_\_ Command.

### **EMS Enroute to Hospital**

Ambulances must report to Delaware 911 when they are enroute to a hospital and give the hospital name. All communication between ambulance and hospital must be conducted on the appropriate VHF high band EMS frequency.

### **EMS Arrival at Hospital**

Ambulances must report to Delaware 911 when they have arrived at the hospital.

### **Returning to Quarters**

Units may report to Delaware 911 when they are returning to quarters. This radio transmission is not essential and may be omitted if it will interfere with other incidents in the county.

### **Back in Service**

When an agency considers their department is back in service and ready for the next alarm, one radio transmission should be made to Delaware 911 to report all units back in service. However, for varying reasons, it may be necessary for Fire and EMS units to call back in service separately.

### **Progress Reports**

It may be necessary for an I/C to give updates or report progress of an incident to Delaware 911. These reports will be recorded in the CAD by the dispatcher.

### **Requesting Mutual Aid**

On larger scale incidents it may be necessary for an I/C to request further resources from other agencies. This request should come from the I/C or designated scene radio operator with specific instructions for the dispatch center to follow.

### **EMD Codes**

Delaware 911 will dispatch EMS calls utilizing the nationally recognized Priority Dispatch Emergency Medical Dispatch coding system. EMS response level of care will be by the EMD code determined through EMD questioning by the dispatcher. Response definitions are as follows:

- Ω- Omega -Non Emergent Public Assistance BLS – Patient generally not transported
- A- Alpha -Non Emergent BLS Response - non life threatening
- B- Bravo -Emergent BLS Response - non life threatening
- C- Charlie -Stable ALS Patient - Emergent Response - Mandatory ALS
- D- Delta -Unstable ALS Patient - Emergent Response - Mandatory ALS

•E- Echo -Not Breathing – Unstable/Life Status in Question Emergent Response - Mandatory ALS (any EMS agency within 10 minute ETA may respond)

It is necessary that the dispatcher ensure the proper level of care is responding to each call. In some cases it will be necessary for the dispatcher to dispatch a simultaneous ALS agency (if the primary is a BLS only agency). Or, it may be necessary for the dispatcher to dispatch ALS assist for an agency that has called enroute BLS level. Any EMS agency may request further assistance or a higher level of care at any time during the incident or call by making a request through Delaware 911.

### **Helicopters**

#### **Auto Stand-By:**

For some incidents a helicopter will be placed on automatic stand-by by the dispatch center. The dispatcher will advise the first acknowledging units if this has occurred. A determination must be made by field units if the helicopter is needed. If the helicopter will be utilized the field command must designate a landing zone and transmit this information to Delaware 911 to pass along to the helicopter. LZ coordinates or other LZ information must also be transmitted to Delaware 911.

#### **Request from the field:**

A request for a helicopter may come from the field units. This must be transmitted to Delaware 911 along with landing zone coordinates or other LZ information.

### **Drills/ Out of County**

It is not necessary for agencies to report equipment out of service to drills. Chief Officers should not call Delaware 911 to report out of the county.

### **Announcements**

Delaware 911 will broadcast countywide announcements specific to Fire/EMS at 1200 and 1800 hours. All announcements are to be requested through Delaware County Emergency Services and faxed to 911 by DCDES. Announcements will be delayed or cancelled for ongoing incidents.

### **Siren/Pager Tests**

Delaware 911 will conduct countywide pager tests at 1800 hours on the first Tuesday of January, March, May, July, September, and November. Delaware County Sheriff's Department Communications will conduct countywide pager tests from the backup PSAP at 1800 hours on the first Tuesday of February, April, June, August, October, and December. Countywide pager test may be delayed or cancelled for ongoing incidents.

### **Weather Statements**

The Delaware County Sheriff's Department Communications will broadcast Severe Weather Warnings via the Fire/EMS and Law Enforcement radio.

## **7. County Numbering System**

Delaware County utilizes the following radio identifier system:

### **County Vehicles**

County Car 1 through County Car 18 are County Fire & EMS Coordinators. Please see **Appendix G** for coordinator dispatch protocol. In addition at any time a fire or ems officer may request the support of a county coordinator to respond to the scene of an incident and work within the incident command system.

### **Fire Investigators**

County Fire Investigators have been assigned numbers in the 3200 number series. (3201-3220)

### **Radio Repair**

Radio repair service is provided on a contract basis. Each of the repair personnel has been assigned a number. 3401 through 3406 are assigned to radio repair.

### **Fire/EMS Department Identifying Numbers**

1 -Andes	11-East Branch	21-Meridale
2 -Arena	12-East Meredith	22-Pindars Corners
3 -Arkville	13-Fleischmanns	23-Roxbury
4 -Bloomville	14-Franklin	24-Sidney
5-Bovina	15-Grand Gorge	25-Sidney Center
6-Cooks Falls	16-Halcottsville	26-South Kortright
7-Davenport	17-Hancock	27-Stamford
8-Delhi	18-Hobart	28-Treadwell
9-CMT	19-Margaretville/MMH	29-Trout Creek
10-Downsville	20-Masonville	30-Walton

## **Department Officers**

The Chiefs of each Department will use the department name followed by the officer's rank.

RANK:	EXAMPLES:
1 Chief	<i>Masonville 1 = Masonville Chief</i>
2 Assistant Chief	<i>Masonville 2 = Masonville Asst. Chief</i>
3 Assistant Chief	<i>Masonville 3 = Masonville Asst. Chief</i>
4 - 9 Asst. Chief or Captain	<i>Masonville 4 = Masonville Asst Chief or Captain</i>
10 EMS Captain	<i>Masonville 10 = Masonville EMS Captain</i>
11-19 EMS BLS Provider	<i>Masonville 13= Masonville EMT</i>
30-39 Critical Care Technicians	<i>Masonville 30-39 Masonville Critical Care Tech.</i>
40-49 Paramedics	<i>Masonville 40-49 Masonville Paramedics</i>

## **Department Apparatus**

The first two numbers in the apparatus numbering system will identify the fire department (see page 35 for a list of fire department numbers). The second 2 numbers will identify the type of vehicle. If a department has multiple vehicles in that class, they will be numbered sequentially.

- 11 Pumper with capacity of at least 1000 gallons per minute (gpm)
- 21 Pumper with capacity of at least 750 gpm but not 1000 gpm.
- 31 Pumper with capacity of at least 500 gpm but not 750 gpm.
- 41 Pumper/Tanker
- 51 Tanker
- 61 Light Duty Rescue or First Responder vehicle
- 62 Ambulance
- 71 Utility or Rescue Vehicle
- 72 Specialty vehicles (rescue boats, haz mat vehicles, atv, etc)
- 81 Aerial Ladder Truck
- 91 Mini Pumper or Brush Fire Vehicle

If a department has multiple vehicles of the same classification, then they will be numbered sequentially. Example: Hancock has three pumpers of 1000 or better pumping capacity. Their designation would be 1711, 1712, 1713.

17__	Designates Hancock Fire
171_	Pumper Of 1000 gpm
1711	First Pumper In That Class
1712	Second
1713	Third

## **XII. STATE FIRE & EMS MOBILIZATION PLAN**

New York State Regional Fire Administrator

### **A. The State Fire Plan**

The plan for efficient utilization of the resources and facilities of the State for fire mobilization and control is formally titled the "State Fire Mobilization and Mutual Aid Plan", or, informally, the "State Fire Plan".

The State Fire Plan is an aggregate of local county fire mutual aid plans that have been prepared and adopted in accordance with a suggested format and formally accepted as part of the State Fire Plan. Even though every county fire mutual aid plan may not be included, every county has some form of mutual aid operating plan or procedure; thus, the State Fire Plan represents the total picture of available aid.

### **B. Authority and Responsibility**

In Delaware County, the same individual serves as Director of Emergency Services and Regional Fire Administrator. The responsibility and authority of the Director derives from appointment by the County Board of Supervisors while authority and responsibility of the Regional Fire Administrator derives from appointment by the Secretary of State.

#### **1. *Activation of the State Fire Plan by the Director:***

- a.** The director efficiently deploys the fire units in his/her county under his County Fire Mutual Aid Plan
- b.** When it is evident that fire mutual aid is required from a contiguous county or counties for the aid desired.

c. When all adjacent counties have provided aid consistent with their own fire protection and defense, and it is evident additional aid is requires, the Director originally requesting mutual aid may request activation of the State Fire Mobilization and Mutual Aid Plan by calling an Office of Fire Prevention and Control staff member at a field office or at (518) 474-6746 (24 hour service). The OFPC staff member will activate the State Fire Plan.

**2. *Activation of the State Fire Plan upon Request by a Municipality:***

a. Should a municipality determine the need for assistance, the Chief Executive may direct a request for aid to the Department of State's Office of Fire Prevention and Control.

b. Normally, the Office will refer such requests to the Director before the State Fire Plan is activated. The State Fire Plan will become effective only when the Director has utilized the assistance available from surrounding counties.

**3. *Activation of the State Plan by the Governor:***

a. Whenever the Governor shall determine that the public interest so requires, he may order the activation of the State Fire Plan.

b. The Office of Fire Prevention and Control will activate the plan through the appropriate Regional Fire Administrator.

**C. Authority of the State**

Authorized fire representatives of the Department of State have the following powers, duties and responsibilities:

1. To direct the dispatch of manpower and equipment of fire departments consistent with maintenance of local fire protection
2. To coordinate the response and assignment of manpower and equipment under the direction of the Fire Chief in command.

**D. Authority and Responsibility of Regional Fire Administrator**

1. The authority and responsibility of a fire officer appointed as a Regional Fire Administrator are inoperative until a State officer activates the State Fire Mobilization and Mutual Aid Plan. This plan is not activated until the counties surrounding the affected areas have been called upon and have provided aid consistent with their own fire protection and defense.

The Regional Fire Administrator is empowered to:

- a. Dispatch manpower and equipment;
- b. Coordinate response and assignment of resources

The Regional Fire Administrator is a state officer acting on behalf of the State of New York under the authority of the Office of Fire Prevention and Control and is vested with the powers of the State enumerated above under IV, A& B for the duration of the emergency.

Judgments and decisions made by the Regional Fire Administrator will affect all Fire Departments, which are part of the State Fire Plan for the appropriate region.

The Regional Fire Administrator shall perform additional duties in connection with the administration and execution of the State Fire Mobilization and Mutual Aid Plan as required by the Department of State's Office of Fire Prevention and Control.

#### **E. Resignation and Retirement**

1. A regional Fire Administrator may resign by submitting a written statement to the Department of State's Office of Fire Prevention and Control.
2. A Fire Coordinator who is separated from that office for any reason automatically vacates the Office of Regional Fire Administrator.

### **XIII. QUALIFICATIONS & ACCOUNTABILITY**

#### **QUALIFICATIONS:**

Delaware County recognizes the need for standardization of training across Delaware County. Included in this plan is a set of recommendations regarding firefighter and EMS training. These are recommendations and are not intended to supersede local fire department or EMS agency by-laws or training requirements.

#### **Interior Firefighter:**

- Approved firefighter physical with SCBA clearance
- At a minimum, completion of NYS OFPC Firefighter 1 course or equivalent. Equivalent to firefighter 1 would be Basic and Intermediate Firefighter or Essentials, Initial Attack and HazMat Operations.

- Completion of 100 and 700 NIMS courses

**Exterior Firefighter:**

- Approved firefighter physical for exterior firefighting
- At a minimum, completion of Basic Exterior Firefighting Operations or equivalent
- Completion of 100 and 700 NIMS courses

**Entry Level Company Officer**

- Must meet one of the requirements above for Interior or Exterior Firefighter
- ICS 200 course
- Introduction to Fire Officer Course

**Fire Chief**

- Must meet the requirements of interior or exterior firefighters and the requirements of entry level company officer
- ICS 300 course
- Fire Officer 1 course

**EMS Captain, Officer**

- NYS DOH Training course of EMT Basic or higher
- ICS 100
- ICS 200
- ICS 700

***ACCOUNTABILITY:***

Providing emergency responders with the safest and most effective work environment possible is imperative to the health and safety of our responders. One of the steps in this process is to have a uniform accountability system across all departmental boundaries. Not only does it increase our level of accountability for responders it also allows for critical information such as training and emergency medical information to be available on the emergency scene. It also provides the entire county and all agencies within a NIMS compliant system. This also allows for each responder to have an official ID for verification of membership in each individual fire department or EMS agency.

Each fire department will be given a manual accountability board and tags for their respective apparatus. These will be used to start the manual accountability process at each emergency scene.

Non interior responders will have 2 cards issued. One tag will be used as the responder's identification; this tag will remain with them as they arrive on



the scene. The second tag should be clipped to the accountability board when arriving on the scene depending on their job assignment.

Interior responders will have 3 cards issued. One tag will be used as the responder's identification, the second tag will be clipped to the accountability board when arriving on scene and the third card will be used for interior operations.

At no time will an interior operation be conducted without door accountability. This will allow fire ground and interior operations accountability to flow smoothly and safely. ***If you do not have an interior tag you shall not be allowed to go into a structure using SCBA.***

Once all operations are complete all tags need to be removed from the accountability system by the responder. Once you have removed yourself from the scene you are complete.

#### **XIV. LOST OR TRAPPED FIREFIGHTER**

When a firefighter is lost or trapped Delaware County will recognize the terminology of "mayday". Once a mayday has been declared all radio transmissions will cease on Channel 1 with the exception of the incident command or dispatching of another emergency.

The dispatcher will announce the mayday and request radio silence. The dispatcher will send out an alert tone to broadcast the mayday and request radio silence.

When the missing or trapped firefighter is located the incident commander will notify the 911 center and radio silence will be lifted.

Mayday shall be used only in the following cases:

1. Imminent collapse of structure feared
2. Structural collapse with firefighter trapped
3. Missing firefighter in a structure
4. Firefighter is unconscious or has suffered a life threatening injury

#### **XV. INJURY REPORTING**

The Director shall require each chief or designated officer of a fire department participating in this plan, to file a copy of a Civilian Casualty and Fire Service Casualty Report, according to the NFIRS 5.0 standards, on a monthly basis to the New York State OFPC, via the NFIRS-2/3 form(s); for all incidents requiring such.

The NFIRS-2 Civilian Casualty Form is used to report any civilian injury or death associated with incidents responded to by the Fire Department. Only one form needs to be completed for each incident, multiple casualties can be listed on the same form. This form is for civilian and non-fire service emergency personnel.

The NFIRS-3 Fire Service Casualty Form is used to report ONLY firefighter injuries or death associated with incidents responded to by the fire department. This form is for fire service emergency personnel only – not civilian or non-fire service.

**Incident Injury Reporting for County Team Members/  
Coordinators/Training Center**

In addition to the state forms required above any injury that occurs to a special team member, emergency management coordinator, firefighter or student while performing official duties and all injuries that occur on Delaware County property must be reported to the Director of Emergency Services within 12 hours.

Any injury that requires transport of the victim shall be reported within 3 hours to one of the following:

- Director / Fire Coordinator
- Deputy Director
- 911 Coordinator
- Chief Deputy Fire Coordinator
- Deputy Fire Coordinator for Training

**XVI. STATUS OF LOCAL FIRE & EMS AGENCIES**

- A. Each fire department and EMS agency participating in this plan shall retain its internal command and individuality while providing mutual aid.
- B. In accordance with this plan requests for mutual aid will be made by the incident commander.
  - 1. Incident command at the emergency in which the services of firefighters or EMS provider would be used for personnel and officers entering the area under mutual aid remains with the fire department or EMS agency requesting the mutual aid.
  - 2. The incident commanders will work with chiefs, senior officers and company officers of departments, providing mutual aid. The firefighters in the assisting department will be supervised by their own officers, who are, in turn,

commanded by officer of the agency requesting mutual aid.

3. In the event an incident escalates to a type III, II, or I incident, incident command will evolve in accordance to NIMS. All incidents will be managed by principles set forth by NIMS and within the ICS structure.

C. Delaware County has adopted a hazardous materials response plan and an arson plan pursuant to GML 209-bb. The county has established a Technical Rescue, Incident Management Team, HazMat Response Team, and Fire Investigation Team. **Appendix H** is a copy of the HazMat Response Team plan, **Appendix I** is a copy of the Fire Investigation Team Guidelines and **Appendix J** is a copy of the Delaware County Arson Plan. This plan supersedes all other plans and takes precedence.

#### **XVII. COORDINATION WITH OTHER EMERGENCY SERVICES**

Inter-service coordination is accomplished at the 911 center or backup 911 Center with law enforcement, department of public works, department of social services, public health and other necessary services.

Informal agreements exist and contact information for said agencies are listed at the 911 center and the backup 911 center.

# ***APPENDIX A***

## ***Participating Agencies***

## PARTICIPATING AGENCIES

ANDES FIRE & EMS	HANCOCK FIRE & EMS
ARENA FIRE	HOBART FIRE & EMS
ARKVILLE FIRE & FIRST RESPONDERS	MARGARETVILLE FIRE
BLOOMVILLE FIRE & EMS	MASONVILLE FIRE & EMS
BOVINA FIRE & EMS	MERIDALE FIRE & EMS
COOKS FALLS FIRE	PINDARS CORNERS FIRE & FIRST RESPONDERS
DAVENPORT FIRE & FIRST RESPONDERS	ROXBURY FIRE & EMS
DELHI FIRE & EMS	SIDNEY FIRE & EMS
DEPOSIT FIRE & EMS	SIDNEY CENTER FIRE & EMS
DOWNSVILLE FIRE & EMS	SOUTH KORTRIGHT FIRE
EAST BRANCH FIRE & EMS	STAMFORD FIRE & EMS
EAST MEREDITH FIRE & EMS	TREADWELL FIRE & EMS
FLEISCHMANN'S FIRE	TROUT CREEK FIRE & EMS
FRANKLIN FIRE & EMS	WALTON FIRE & EMS
GRAND GORGE FIRE & EMS	MARGARETVILLE MEMORIAL HOSPITAL EMS
HALCOTTSVILLE FIRE	COOPERSTOWN MEDICAL TRANSPORT

# ***APPENDIX B***

## ***Sample Resolution for Participating Agencies***

**Delaware County Department of Emergency Services  
Mutual Aid Plan  
Participating Agency**

*Governing body resolution and participation approval*

Resolution by the governing board having jurisdiction over the participating agency.

\_\_\_\_\_, offered the following resolution and moved its adoption.

Resolved that this board authorizes the participation of the \_\_\_\_\_  
\_\_\_\_\_ in the Delaware County Fire & EMS Mutual Aid Plan and certifies to the Delaware County Board of Supervisors through the Delaware County Director of Emergency Services that no restrictions exist against "outside service" by such participating agency named herein within the meaning of section 209 of the New York State General Municipal Law which would effect the power of said agency to participate.

If any restrictions exist, they must be documented below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services Provided: FIRE \_\_\_\_\_ EMS \_\_\_\_\_

And be it further resolved that a copy of this resolution be filed with the Delaware County Director of Emergency Services.

\_\_\_\_\_ Seconded the resolution

Voted: In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_

Carried: \_\_\_\_\_

Date: \_\_\_\_\_

Recording Officer: \_\_\_\_\_

This resolution supersedes all previous like resolutions

# ***APPENDIX C***

## ***Coordinator Listing: Listed in Line of Authority***



# DELAWARE COUNTY EMERGENCY MANAGEMENT

## Coordinators & Deputies

*Listed in order of authority*

<b>Car 1</b>	<b>Stephen P. Hood</b> <i>Director of Emergency Services</i> 280 Phoebe Lane, Suite 3, Delhi, NY 13753 <a href="mailto:steve.hood@co.delaware.ny.us">steve.hood@co.delaware.ny.us</a>	607-746-9600 - Work 607-201-4222 - Cell 607-746-9585 - Home
<b>Car 2</b>	<b>Margaret A. Wilson</b> <i>Deputy Director / EMS Coordinator</i> PO Box 711, Bloomville, NY 13739 <a href="mailto:Margaret.wilson@co.delaware.ny.us">Margaret.wilson@co.delaware.ny.us</a>	607-746-9600 - Work 607-201-3737 - Cell 607-287-0194 - Home
<b>Car 3</b>	<b>Leonard A. Govern</b> <i>Chief Deputy Coordinator</i> 1227 East River Road, Walton NY 13856 <a href="mailto:Lgovern1@hotmail.com">Lgovern1@hotmail.com</a>	607-865-4525 - Home 607-237-1015 - Cell
<b>Car 4</b>	<b>B. James Olmstead</b> <i>Deputy Coordinator / Arson</i> 8 Garden Street, Walton NY 13856 <a href="mailto:bjommo@usa.net">bjommo@usa.net</a>	607-865-5645 - Home 607-434-7387 - Cell
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**Coordinators & Deputies**  
*Listed in order of authority*

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# ***APPENDIX D***

## ***NYS DOH Policy Statement 12-02***

### ***Prehospital Care Reports (PCR's)***

# Prehospital Care Reports

Bureau of EMS Policy Statement	
Policy Statement #	12-02
Date	January 23, 2012
Subject	Prehospital Care Reports
Supercedes/Updates	85-01, 96-01, 02-05

Documentation is an essential part of all prehospital medical care. It must include, but not be limited to the documentation of the event or incident, the medical condition, treatment provided and the patient's medical history. The primary purpose of the Patient Care Report (PCR) is to document all care and pertinent patient information as well as serving as a data collection tool.

Article 30, section 3053 of the Public Health Law requires all certified EMS agencies to submit PCR/ePCRs to the Department. The completion of a PCR is a requirement for all certified EMS providers in accordance with Title 10 NYCRR Part 800.15. This also includes all of the electronic PCR (ePCR) programs. While Basic Life Support - First Response (BLS-FR) agencies are not specifically required to submit PCR/ePCR data, their participation in the EMS system, quality assurance and data collection are critical to system management and patient care. All BLS-FR agencies are encouraged to submit EMS data through the Regional Program Agencies.

The documentation included on the PCR/e-PCR provides vital information, which is necessary for continued care at the hospital. As part of transferring the patient to the Emergency Department Staff the agency must provide an appropriate medical record that includes the demographic, event/incident, assessment findings and treatment details upon delivery of the patient.

## PCR/ePCR Use:

A PCR/ePCR should be completed each time the EMS agency is dispatched for any type response. This includes (but is not limited to):

- Patients transported to any location,
- Patients who refuse care and/or transport,
- Patients treated by one agency and transported by another,
- Calls where no patient contact is made, such as
  - Calls cancelled before reaching the scene
  - Calls where no patient is located
  - When dispatched for a stand by
  - Events

If an agency is dispatched to a stand-by and while there they treat a patient, two PCRs should be completed. One as a record of the event and one for the patient care provided.

## Information Entry:

All information written on the paper PCR should be legible and printed in blue or black ink.

Any member of the crew may enter information on the PCR/ePCR. The individual indicated as "In Charge" should be the person who provided or directed the care to the patient. There is no requirement that the person in charge be certified as the highest level of care present. However the individual indicated as in charge is responsible for the care provided and documented. The provider listed as "In Charge" must be at least an EMT. If any advanced life support care was provided to the patient, the provider listed as "In Charge" must be an advanced EMT at the level appropriate for the care provided.

A complete PCR/e-PCR must include the fields required by the New York State Data Dictionary. The complete data dictionary can be found at the following URL:

- [http://www.health.ny.gov/professionals/ems/electronic\\_data\\_submission.htm](http://www.health.ny.gov/professionals/ems/electronic_data_submission.htm)

## Distribution of Paper PCRs:

### Pink (Hospital Patient Record) Copy:

- Ambulance Service: Leave the "pink" copy at the hospital prior to the agency leaving the hospital. In instances where this is not possible, all attempts should be made to provide the completed document to the receiving hospital as soon as reasonably possible. However, the ambulance crew must provide an appropriate medical record that includes the demographic, event/incident, assessment findings and treatment details upon delivery of the patient to the receiving facility.
- Advanced Life Support First Response (ALS FR) Agency: If no representative of the ALS agency will be accompanying the patient to the hospital, the transporting agency must be provided with an appropriate medical record that includes the demographic, event/incident, assessment findings and treatment details, if possible prior to leaving the scene. If an ALS provider is accompanying the patient then they must provide the completed medical record to the receiving facility prior to leaving (as above).
- Basic Life Support First Response (BLS FR) Agency: Same as for ALS FR Agency.

## **Yellow (Research) Copy:**

- Ambulance Service: Yellow copy shall be submitted by the service to the Regional EMS Program Agency as designated by the Department. PCRs shall be submitted at least monthly, or more often if so indicated by the program agency.
- Advanced Life Support First Response (ALS FR) Agency: Yellow copy shall be submitted by the service to the Regional EMS Program Agency as designated by the Department. PCRs shall be submitted at least monthly, or more often if so indicated by the program agency.
- Basic Life Support First Response (BLS FR) Agency: While not required by statute, the yellow copy shall be submitted by the service to the Regional EMS Program Agency as designated by the Department. PCRs shall be submitted at least monthly, or more often if so indicated by the program agency

## **White (Agency) Copy:**

- All Agencies: The original white copy should be retained in a secure location at the service's permanent office as designated to the Department for the following time periods:

NOTE: Federal Law (HIPPA) requires that medical records be retained for Six Years. If the call involves the treatment of persons under age 18, the PCR must be retained for three years after the child reaches age 18.

## **Electronic PCRs (ePCR):**

- EMS services are required to leave a paper copy or transfer the electronic PCR information to the hospital prior to the EMS service leaving the hospital. This document must minimally include, patient demographics, presenting problem, assessment findings, vital signs, and treatment rendered.
- Failure to leave patient information with the emergency department upon the delivery of the patient may compromise medical treatment and interrupt the continuity of patient care.
- All electronic patient records should be completed and closed prior to the end of the shift during which the patient was treated. There should be no access to patient records on personally owned computers. Agencies should have policies restricting the use of personally owned computers for completing ePCRs.

## **Confidentiality & Disclosure of PCRs/Personal Healthcare Information:**

Maintaining confidentiality is an essential part of all health care, including prehospital care. The confidentiality of personal health information (PHI) is covered by numerous

state and federal statutes, Polices, Rules and Regulations, including the Health Insurance Portability & Accountability Act of 1996 (HIPAA) and 10 NYCRR.

### **Title 10 NYCRR Part 800.15:**

Every person certified at any level pursuant to these regulations shall:

- (a) At all times maintain the confidentiality of information about the names, treatment, and conditions of patients treated except:
  - (1) A prehospital care report shall be completed for each patient treated when acting as part of an organized prehospital emergency medical service, and a copy shall be provided to the hospital receiving the patient and to the authorized agent of the department for use in the State's quality assurance program;

### **Title 10 NYCRR Part 800.21:**

An ambulance/ALS-FR service shall:

- (l) maintain a record of each ambulance call...

### **Health Insurance Portability & Accountability Act of 1996 (HIPAA):**

Federal Law (HIPAA) requires all healthcare providers to have a written policy on protecting Personal Health Information (PHI), including PCR's.

Such a policy should include (but not be limited to):

- Indicate that requests from patients for PCR/ePCR copies be in writing;
- That the agency will maintain a copy of the written request with the original PCR/ePCR;
- Maintaining the confidentiality of the information contained on a PCR/ePCR as well as the actual PCR/ePCR;
- Conducting security training for all employees/members in proper security procedures to protect personal health information; and
- Documenting security training of employees/members.

Providing PCR/ePCR copies to the receiving hospital, other providers giving care in a tiered system and to the EMS program agency for QI does not constitute a violation of the HIPAA regulations. For additional agency specific questions regarding HIPAA agencies should contact their legal counsel and/or the U.S. Department of Health and Human Services.

## Other PCR/ePCR Disclosures:

The PCR/ePCR may also serve as a document called upon in legal proceedings relating to a person or an incident. No EMS agency is obligated to provide a copy of the PCR/ePCR simply at the request of a law enforcement or other agency. If a copy of the PCR/ePCR is being requested as part of an official investigation the requestor must produce either a subpoena, from a court having competent jurisdiction, or a signed release from the patient. PCR/ePCR must be made available for inspection to properly identified employees of the NYS Department of Health.

A person may request a copy of a PCR/ePCR completed for themselves as the patient or the parent or legal guardian of a patient may obtain a copy of a PCR/ePCR completed for that patient. In cases where the patient is now deceased the person who is the court appointed legal representative of the patient's estate may request a copy of the PCR/ePCR.

An agency may provide a copy of a PCR/ePCR to those entities that represent that agency either for the purpose of collection of fees from the patient or their insurance carrier or as part of any legal proceedings relating to the agency. In such situations those representative are also responsible for protecting the personal health information contained within the document.

## Disposition Codes:

All hospitals in New York State have a three digit code indicating the hospital. In addition the name of the hospital must be indicated.

Non Hospital Disposition Codes	Meaning	Example(see Note)
001	Nursing Home	Any nursing home, rehabilitation center, respite home or extended care facility not listed with a hospital disposition code.
002	Other Medical Facility	Includes outpatient and specialty clinics, doctor's offices, diagnostic and testing facilities.
003	Residence	When a patient is transported to a private residence.
004	Treated By This Unit & Transported By Another Unit	In a multi tiered response system this disposition would be used by any BLS FR or ALS FR agency. This code would also be used if one ambulance service provides ALS interface for another ambulance. It would not be used by multiple vehicles from the same agency i.e. two ambulances are dispatched to the same call.
005	Refused Medical Aid and Or Transport	Any time contact is made and a person is evaluated, to include such procedures as vital signs being taken, or any treatment is provided. The documentation included on the PCR must indicate that the patient was advised of the need for care and the patient was competent to make an informed



Non Hospital Disposition Codes	Meaning	Example(see Note)
		refusal of such care.
006	Call Cancelled	Any time a call is canceled prior to the arrival of the EMS agency this disposition code should be used. When possible the crew should document what other agency canceled the response or the reason for the cancellation.
007	Stand By Only (No Patient)	Used if a service is dispatched for a call such as to stand by during a fire or other incident. If any person is treated at the scene an additional PCR should be completed for them.
008	No Patient Found	If a service arrives at a scene and there is no one there with any complaint or injury, this code should be used. This would include being dispatched to a motor vehicle crash at which there are no persons who require any evaluation or care to. Document completely under Comments
010	Other	Any instance not indicated or explained above. This might include a lift assistance call for a person who has fallen. Document completely under Comments

NOTE: It is impossible to include every possible scenario. An effort has been made to provide guidance on many common occurrences.

# ***APPENDIX E***

## ***NYS DOH Policy Statement***

***12-03***

***Electronic PCR***

# Electronic PCR Data Submission

Bureau of EMS Policy Statement	
Policy Statement #	12-03
Date	January 23, 2012
Subject	Electronic PCR Data Submission
Supercedes/Updates	04-05, 08-01

The New York State Department of Health, Bureau of Emergency Medical Services is responsible, pursuant to Article 30 of the Public Health Law (PHL) for the collection of prehospital patient documentation data. The paper Prehospital Care Report (PCR) has been the primary instrument used for patient care and EMS event documentation. The primary purpose of the PCR/ePCR is to document all prehospital care and pertinent patient information for medical and legal purposes, as well as serving as a data collection tool for local and statewide quality improvement, protocol development and when approved, research.

The Department collects and compiles raw data into quantitative and summary data as a retrospective review of EMS activity throughout the state. Recently, links were made to match out-of-hospital PCR/ePCR data with in-hospital data from the NYS Trauma Registry and the Statewide Planning and Research Cooperative System (SPARCS) Emergency Department data sets to create a more complete and inclusive patient care record. The PCR information is provided to the State and Regional EMS Councils and the State and Regional Emergency Medical Advisory Committees.

PHL Article 30 requires that all ambulance and advanced life support first response services (ALS-FR) submit all call reporting documentation to the Department, in a format approved by the Department. The NYS EMS Code, 10NYCRR Part 800.15, requires that every person certified as an EMS provider, at any level, must complete a PCR/ePCR for each request for EMS response received by his/her agency, in accordance with the Department's established policy.

## Article 30 § 3053 Reporting

Advance life support first response services and ambulance services registered or certified pursuant to article thirty of this chapter shall submit detailed individual call reports on a form to be provided by the department, or may submit data electronically in a format approved by the department. The state emergency medical services council, with the approval of the commissioner, may adopt rules and regulations permitting or requiring ambulance services whose volume exceeds twenty thousand calls per year to submit call report data electronically. Such rules shall define the data elements to be submitted, and may include requirements that assure availability of data to the regional emergency medical advisory committee.

## Part 800.15 Required Conduct

Every person certified at any level pursuant to these regulations shall:

- (a) at all times maintain the confidentiality of information about the names, treatment, and conditions of patients treated except:
- (1) a prehospital care report shall be completed for each patient treated when acting as part of an organized prehospital emergency medical service, and a copy shall be provided to the hospital receiving the patient and to the authorized agent of the department for use in the State's quality assurance program;

As more regions and EMS agencies look toward the implementation of an electronic patient documentation platform, it is the Department's intention to continue to collect patient care data through regionally based systems and/or through the State EMS Bridge.

## The National EMS Information System (NEMSIS)

NEMSIS is a national effort to standardize the prehospital data collected by EMS agencies. NEMSIS is the national repository that will be used to potentially store EMS data from every state in the nation. Since the 1970s, the need for EMS information systems and databases has been well established, and many statewide data systems have been created. However, these EMS systems vary in their ability to collect patient and systems data and allow analysis at a local, state, and national level.

For this reason, the NEMSIS project was developed to help states collect more standardized elements and eventually submit the data to a national EMS database.

## Electronic Data Submission in New York State

As the federal government continues coordinating the national EMS data set, called National EMS Information System (NEMSIS), New York State has updated its method for collecting the prehospital patient care data. In consultation with the NYS EMS Council, the Department has published a NEMSIS compliant data dictionary. The additional information will provide a vast new look at the EMS picture in NYS and allow for an improved evaluation of the system at the local, regional and state levels. The New York State EMS Data Dictionary is available at the following URL:

- [http://www.health.ny.gov/professionals/ems/electronic\\_data\\_submission.htm](http://www.health.ny.gov/professionals/ems/electronic_data_submission.htm)

## Policy

The Department works with Regional EMS Councils, ambulance and first response services in an effort to facilitate the submission of the required data elements through an electronic medium. **In an effort to insure an acceptable format, prior to implementing an electronic data collection product for the submission of ePCR data,**

**the EMS agency MUST RECEIVE WRITTEN APPROVAL FROM THE DEPARTMENT and the applicable Regional EMS Council(s).** This policy statement is intended to define the criteria necessary for an EMS Agency to convert its paper PCR system to the electronic submission of patient care report data.

**In order to be considered for approval by the Department to submit PCR data electronically, EMS agencies MUST adhere to all of the following:**

1. Be in compliance with all applicable sections of Article 30 and Part 800.
2. Be submitting paper PCRs to the Regional Program Agency on a routine and on-going basis.
3. Contact the Department, in writing, to determine electronic reporting requirements and request approval for electronic submission.
4. For EMS services that receive one-time, start up funding (i.e., grant funds) to purchase ePCR software/hardware, the written request for approval **will need to include a plan of funding sustainability of the software/hardware after the initial funding stream has been depleted.**
5. If the software being considered for purchase is not currently mapped and submitting to the NY state data repository, testing of the data compliance must occur to insure proper format and electronic transmission to the satisfaction of the Department and the Regional Program Agency.
6. Submit PCR data to the Department in the specified data file format at predetermined and scheduled intervals.
7. Receive approval from the appropriate Regional Emergency Medical Services Council(s) (REMSCO) and Regional Emergency Medical Advisory Committee(s) (REMAC) in writing.
8. All EMS services must submit the standard NYS data file to the Regional Program Agency in a compatible format on a regular and routine schedule determined by the program agency.
9. Apply for, and receive an account with the Department's Health Commerce System (HCS). This may be done with assistance from the Regional Program Agency.
10. If any changes or interruptions are made to the electronic patient record system that may affect data submission, the EMS service must notify the Department, in writing, ten (10) business days in advance of implementation. It is the Department's expectation that once a service converts to an electronic data collection (ePCR) system, that service will maintain the electronic system and **NOT** revert back to a paper-based system.

## **Additional Requirements**

EMS agencies considering the submittal of patient care data through an electronic medium are also required to maintain records in accordance with established policies, laws and regulations. This must include, but may not be limited to:

- Strict written confidentiality policies, including a written statement, addressing the electronic transmission, storage and security.
- Be in compliance with the Federal Regulations pertaining to the transfer of electronic patient information and HIPPA.
- Use an electronic data collection product that meets or exceeds the National EMS Information System (NEMSIS) data set and includes minimum statewide required data fields.
- Records retention policies which must include, but not be limited to:
  - If maintaining original records, they must be secured and available for retrieval within 24 hours of request.
  - Patient records may be stored electronically, however a hardcopy of the like image must be readily available upon appropriate request.
  - Federal Law (HIPPA) requires that medical records be retained for six years (6). If the call involves the treatment of persons under age 18, the PCR must be retained for three years after the child reaches age 18.
- Records must be made available for review by the Department upon request as required by regulation.
- Provide the REMAC or its designee, with additional data elements as requested for use with quality improvement programs, specific studies or approved research projects.
- The maintenance of patient records in a readable format and be capable, upon request by patient or designee, of providing the patient record.
- The patient records have to be provided to the receiving hospital at the time the patient care is transferred or a predetermined written plan with the hospital must be in place.
- EMS services are required to leave a paper copy or transfer the electronic PCR information to the hospital prior to the EMS service leaving the hospital. This document must minimally include, patient demographics, presenting problem, assessment findings, vital signs, and treatment rendered.
- Failure to leave patient information with the emergency department upon the delivery of the patient may compromise medical treatment and interrupt the continuity of patient care.
- All electronic patient records should be completed and closed prior to the end of the shift during which the patient was treated. There should be no access to patient records on personally owned computers. Agencies should have policies restricting the use of personally owned computers for completing ePCRs.

## Other Important Considerations

There are many details surrounding electronic patient record systems. It is the Department's expectation that every EMS agency choosing to implement an electronic patient documentation system will carefully examine these details and while this list may not be comprehensive, consider the following issues:

- Understand and adhere to the applicable HIPAA regulations.
- Have an appropriate secure method of data transmission.
- Have the necessary technical staff support to the electronic program.
- Have appropriate infrastructure, security and back up for the system.
- Have the funding available to maintain the hardware and software associated with the system.
- Researched the product and vendor to ensure that all of the state, local and legal requirements are met by the product to be utilized.

## The Review Process

Once the Department receives a written request to submit patient data electronically, it will review the request, and require the EMS service through a Memorandum of Understanding, to agree to the conditions set forth by the Department.

The conditions may include, but not be limited to:

1. The provision of a confidentiality statement.
2. Description of system infrastructure.
3. Proof of system back up or redundancy.
4. Proof of contracts for technical support, maintenance, upgrading and troubleshooting.
5. Information about the hardware and software products chosen for the system.
6. Proof of REMSCO/REMAC approvals.
7. Proof of continuous transmission of data to the Department, REMSCO/REMAC and the EMS service(s).
8. Proof that patient care records are provided to the receiving hospital, long term care facility or alternative destination, as appropriate, at the time the patient is delivered or a written agreement with the hospital for the delivery of the patient record at an alternative time or method.
9. Proof of compliance with PHL Article 30 requirements for service level Quality Improvement Committee.
10. Proof that there is a regular and routine process for providing data to the applicable REMSCOs, REMACs and Program Agencies.
11. The Department has the ability to amend the data collection method or elements as may be required by any future changes to the New York State data set.

## Notice

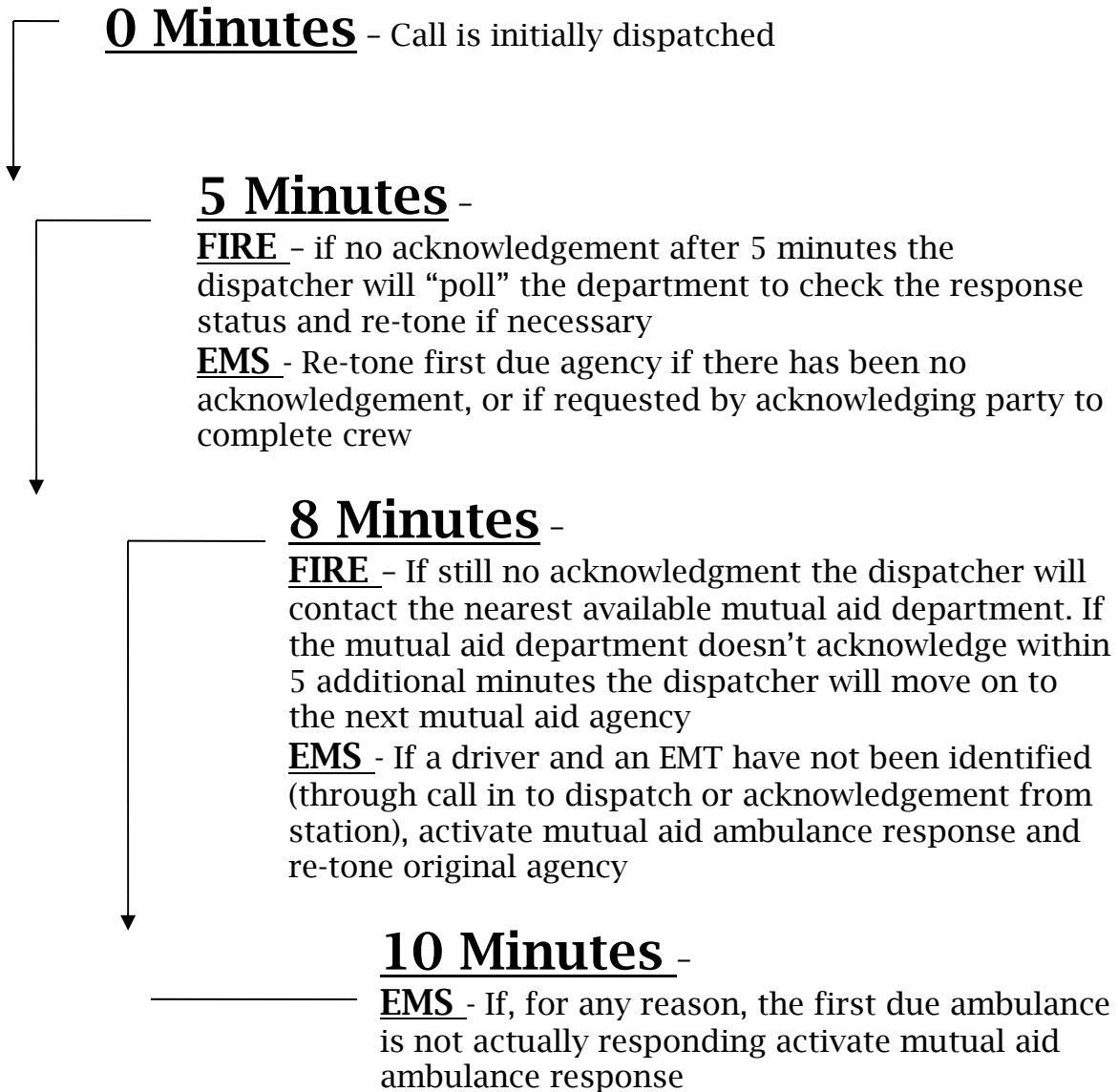
In accordance with section 3053 of the PHL, the Department may immediately revoke the authority to submit data electronically from an agency or regional program upon written notice. If the authority is revoked, the agency will be mandated to submit paper PCRs through the Regional Program Agency.

# ***APPENDIX F***

## ***Call Received Maximum Interval Time***



## Standard Maximum Call Receipt Interval Time Line



**Simultaneous ALS/ Mutual Aid ALS and Mutual Aid BLS Activation Procedure:** The ALS or mutual aid agency will have until the 5 minute mark to acknowledge (either with ALS or EMS depending on the situation). If NO acknowledgment at 5 minutes, continue down the call down list. If the original or closer agency calls en-route after the 5 minute mark, further units can be cancelled.

**ECHO Responses:** By criteria set forth by the National Academy of Emergency Medical Dispatch, an ECHO level call is the most serious medical condition possible requiring immediate intervention to correct. These types of calls are generated around the patient’s respiratory status. A subject with ineffective breathing, a

blocked airway from choking, or no respiratory status at all, will generate this type of response. The designation of an echo level call should derive the maximum response with any available resource that may be able to alleviate the situation. This response is not limited, it includes EMS, Fire, Police, or any other units that are trained in CPR, or may carry an AED

Delaware County Department of Emergency Services has had an ECHO Response Policy in place since 2006. A copy of this policy follows below:

***Statement:***

Echo priority calls are the most serious call that emergency services personnel are dispatched to. Patient survival in these cases is directly related to the amount of time it takes to supply care to the sick and injured. This policy will allow for the timeliest response possible by available emergency personnel.

***Purpose:***

This policy will allow for the timeliest response possible by available emergency personnel.

***Scope:***

This policy applies to all Delaware County response agencies with the ability to assist with an ECHO determinate call.

***Policy:***

Any agency (commercial, municipal, or volunteer) within a ten minute response of an incident that has been identified as an Echo level call may first response the call by responding directly to the scene. The agency responding must come on the air and advise Delaware 911 that they are responding, their location and level of care. They will then advise when arriving on-scene. When the primary agency acknowledges the call, they will be advised by the 911 center that another agency in the area is responding and what their level of care is.

# ***APPENDIX G***

## ***Coordinator Dispatch Protocol***

# Coordinator Dispatch Protocol

The 911 dispatch center will transmit a “Coordinator All Call” for the following types of incidents which require a Delaware County Emergency Management Coordinator response:

- ❖ Working Structure Fires
- ❖ Mutual Aid Fires
- ❖ Large Scale Grass/Brush Fires
- ❖ Aircraft Accidents
- ❖ Missing Person Searches
- ❖ Hazardous Materials Incidents (HazMat)
- ❖ Mass Casualty EMS Incidents (MCI)
- ❖ Weapons of Mass Destruction Incidents (WMD)
- ❖ Natural Disasters
- ❖ Unnatural Disasters
- ❖ Serious Firefighters / EMS Injury or Fatality
- ❖ Civilian Fatality (accident or fire)
- ❖ Severe Weather Incidents

All coordinators who have a reasonable response time to the location of one of these incidents should make an effort to respond.

Having more than one coordinator respond to an incident is not a problem.

# ***APPENDIX H***

## ***Delaware County HazMat Plan***

**Delaware County**

**FIRE SERVICE HAZARDOUS MATERIALS**

**RESPONSE PLAN**



**January 2009**

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**I.**  
**ANNUAL REVIEW**  
**AND**  
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## **II.**

# **ABBREVIATIONS**

CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCC	County Communications Center
CEMP	Comprehensive Emergency Management Plan
C-SERT	Crime Scene Evidence Recovery Team
CST	Civil Support Team
CSX	Rail Company that has tracks that run within Delaware County
DEC	Department of Environmental Conservation (New York State Agency)
DECON	Decontamination
DEP	Department of Environmental Protection (New York City Agency)
DMNA	Division of Military and Naval Affairs (Military parent of the CST)
DOE	Department of Energy (Federal Agency)
DOH	Department of Health (New York State Agency)
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FBI	Federal Bureau of Investigation
HAZ MAT	Hazardous Materials
HSPD	Homeland Security Presidential Directive
HQ	Head Quarters
IC	Incident Commander
IDLH	Immediately Dangerous to Life and Health (OSHA and Toxicology term)
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NY	New York
NYC	New York City
NYS	New York State
OFPC	Office of Fire Prevention and Control (New York State Agency)
PIO	Public Information Officer
SCBA	Self Contained Breathing Apparatus
SEMO	State Emergency Management Office (New York State Agency)
SOG's	Standard Operating Guidelines
UNYRIC	Upstate New York Regional Intelligence Center
WMD	Weapons of Mass Destruction

### III

## INTRODUCTION

The potential for accidents involving Hazardous Materials is a reality. County Government has responsibility to prepare a response to such hazards for the protection of health, welfare and safety of the public. It is both prudent and appropriate to plan for such an occurrence.

Effective response to any Hazardous Materials Incident requires the coordination and cooperation of many agencies and resources. This Emergency Management Plan is intended to be a useful operating guide to the procedures and practices to be implemented for a coordinated response to such an incident

In developing a plan for emergency response, account cannot be taken of the specifics of the situation. Therefore, the content of this document cannot always be specific. In some areas, specific responsibilities are given. In others, only a general outline is given. It is not the intent to limit or restrict initiative, judgment or independent action required to provide appropriate and effective response to the incident. Used as an operations guide, it will provide the basis for effective management of the emergency response and will be an aid to save lives, and prevent personal injury and lesson property damage.

It is the responsibility of all to prevent accidents with these materials and to minimize the effects of such accidents when they occur. To accomplish this, all available resources must be identified and coordinated through proper pre-planning.

In planning for hazardous materials incidents, it is important to define the threat. An understanding of the nature of hazardous materials, the specific risks they create and the areas which are most likely to be affected provide the basis for local and county planning. The emphasis of the plan is to provide a multiple agency, coordinated response to a hazardous materials incident.

## **OBJECTIVES**

The objectives of this plan are to:

1. Identify the higher risk locations for a Hazardous Materials Incident occurrence and to assess the levels of vulnerability associated with those locations.
2. Identify the command and control structure, which places the responsibility for pre-response, response and post-response phases.
3. Define the organizational responsibilities and relationships among the local, county, state, and federal agencies.
4. Identify the various agencies and organizations which have a role in hazardous material response.
5. Identify and outline procedures and the system to disseminate information to responders and the general public.
6. Establish and identify a central location for initial notification of a hazardous material incident.
7. Identify resources available to assist emergency responders during response to a hazardous material incident.
8. Clarify and identify the various responsibilities associated with conducting an evacuation and to assess current evacuation plans and provisions for sheltering individuals after being evacuated from a specific area. (See Delaware County CEMP)
9. Set a policy for review and testing of this plan.

## **PURPOSE**

This Hazardous Material Response Plan is designed to serve as an annex to the Delaware County Fire Mutual Aid Plan and the Delaware County Comprehensive Emergency Management Plan (CEMP) as per Section 209-e of the General Municipal Law.

The Delaware County Hazardous Materials Response Plan was developed to meet statutory planning requirements of Section 204-f, General Municipal Law, State of New York, and to provide the fire service of Delaware County with a higher degree of preparedness to deal with incidents involving hazardous materials in a safer and more efficient manner.

## **HAZARD ANALYSIS AND VULNERABILITY**

After review of the conclusions reached in the original plan, the risk assessment performed in the past still reflects accurately the risks currently faced in the County. Some additions were made concerning terrorism and further modifications will be made as this document is reviewed on an annual basis. Future changes will be made, if necessary, to reflect updated State and Federal protocols.

Participants on the original assessment and reviewing committee may include but are not limited to:

1. Delaware County Office of Emergency Services.
2. Delaware County Fire Advisory Board Hazardous Materials Committee.
3. Delaware County Public Health.
4. Delaware County Sheriff.
5. Delaware County Department of Public Works

### **PURPOSE**

To obtain information from which a determination can be made as to where Delaware County is most likely to encounter a hazardous materials incident and to evaluate the impact of the emergency on the populous and environment at those locations.

### **PROCESS**

To make a determination as to where in Delaware County the Fire Service is most likely to encounter a hazardous material incident, a hazard analysis was conducted by SEMO on July 1, 2008. This process was also previously done in the county many years ago.

The result of this analysis is on file at the Office of Emergency Services.

The answers received reflect local knowledge and experience.

### **RISK SUMMARY**

As a result of the original risk assessment and review of that assessment, the following determination has been made:

1. The most likely place to encounter a hazardous materials incident is in the transportation of hazardous materials over the County roadways. Major roadways include, but travel is not limited to Interstate 88 & 86, State Highway Routes 7, 8, 10, 12, 23, 28, 30, 206 & 357.
2. A second high probability is hazardous materials transportation by rail. CSX tracks run throughout the County thus providing the potential for hazardous materials incident. Although CSX has their own response team, local first response would be the primary responder in an emergency situation.

**(Risk Summary Continued)**

3. Fixed or stationary facilities, which produce and/or use hazardous materials also prevent a threat but is viewed as a lesser and usually more controllable threat than transportation accidents.
4. Although Delaware County does not possess a high security threat for terrorism, certain events, such as the County Fair, does raise some concern.
5. Although pipelines and navigable waterways are present, they showed limited risk in the analysis.

**AUTHORITY**

The Chief Executive or Administrative Head of a district, village, city, town, or county is responsible under the General Municipal Law for natural or man-made disaster operations in his/her jurisdiction. Under the Executive Law, Article 2B, the Chief Executive may declare a State of Emergency within any or all of the territorial limits of that local government and is authorized and empowered to use any and all facilities, equipment, supplies, personnel, and other resources of the political subdivision to cope with the disaster or any emergency resulting there from.

**LEAD AGENCY**

To achieve effective command, control and coordination, the jurisdictional Fire Department will serve as the lead agency during the incident stabilization phase using a Unified Command Structure under the National Incident Management System (NIMS). Unified Command will ensure that all agencies having jurisdictional responsibilities will be an active participant and contribute to the command and control process.

The ranking qualified fire official at the scene will serve as Incident Command for the duration of the incident or until the authority is transferred to another fire official or agency. Agency transfer will occur after incident stabilization for law enforcement, clean up, etc.

## **AGENCY FUNCTIONS**

### **FIRE SERVICE**

1. The Fire Service, with cooperation from Code Enforcement and Building Officials, will maintain a current listing of all Hazardous Materials in their response area. General Municipal Law 209u requires the reporting of hazardous materials to the local fire department.
2. In addition to its normal duties, the Fire Service will serve as the lead agency for on-scene coordination of emergency response to a Hazardous Materials incident.
3. The ranking qualified fire official will:
  - Serve as Incident Command Officer for the duration of the incident until command is transferred.
  - Be responsible for the coordination of on scene activities.
  - Assign personnel to fill positions under NIMS.
  - Evaluate the actual and potential hazards posed by the incident.
  - Obtain technical advice as needed.
  - Initiate actions to protect life and property including evacuation if necessary.
4. Additional resources may be called for utilizing the Mutual Aid Plan, which is available under separate cover.

### **OFFICE OF EMERGENCY SERVICES**

1. Coordinate outside resources as needed.
2. Act as a branch of the County Chief Executive Office.
3. Coordinate State and Federal response and radiological technical assistance as needed.
4. When appropriate, will notify the Public Information Officer (PIO) who will coordinate press releases with the Incident Command Officer, through the Command Post.
5. Activate the County Emergency Operations Center if needed.
6. Assist in coordination of post- incident activities such as clean up, hot wash, stress debriefs, etc.
7. Coordinate notification and/or response of NYS Office of Fire Prevention and Control when such action is warranted.
8. Assist the Incident Commander in coordination of response.
9. Work in conjunction with the Fire Advisory Board and community leaders to evaluate the hazardous material training needs of the local emergency personnel.
10. Coordinate local training initiatives annually to ensure consistency with the Hazardous Materials Plan.
11. Receive and compile Sara Title III Tier II mandated reports on the presence of hazardous materials within Delaware County.

(Office of Emergency Services, continued)

1. Maximize training resources available from all levels of government and private sector and ensure training complies with current standards.
2. Oversee daily operations and activities of the Delaware County Hazardous Materials Response Team, in cooperation with the Team Leaders.
3. Work with other groups in identifying high hazard locations, which may create a Hazardous Materials Incident.

## **COUNTY HAZARDOUS MATERIALS RESPONSE TEAM**

The Delaware County Hazardous Materials Response Team is a “Level A” response team and comprised of Volunteer Firefighters from throughout Delaware County and covers all areas of expertise.

1. When requested to a hazardous materials incident, the team will work as Haz Mat Operations or the Haz Mat Branch under Operations to assist the requesting agency with incident stabilization.
2. Will work with command to determine what/if any additional resources will be needed.
3. The Team will operate under “Standard Operating Guidelines” that is available under separate cover. These SOG’s contain specific procedures for Team actions and response.

## **EMERGENCY MEDICAL SERVICES**

1. The EMS Coordinator or duly authorized representative will provide on scene assistance with coordinating Emergency Medical Services response, operations and demobilization and post incident activities.
2. Will provide emergency triage, treatment and transport at haz mat incident scenes.
3. Will dedicate at least one unit to the care of emergency response personnel. This (these) unit(s) will NOT get involved with patient care of any civilian victims for the incident. Additional ambulances will be used for the transport of civilian victims or casualties.
4. Be informed of the hazards and treatment for substance exposure and relay information to emergency responders.
5. Take appropriate actions if contamination of civilians, personnel, equipment and vehicles are present or occur.
6. Coordinate ambulance staging area.
7. Provide individual for Command Post staffing.

## **COUNTY COMMUNICATIONS CENTER**

1. Operate as the lead Communication point for ALL major incidents.

2. Will record all incoming information using the Communication Center Incident Report Form. (Attachment #1)

## **LAW ENFORCEMENT**

Refers to agencies being duly authorized as a Law Enforcement Agency

1. Provide command post staffing.
2. Provide security at the scene.
3. Provide traffic and crowd control.
4. Assist in alerting residents of an affected area if evacuation is necessary or special instructions need to be given.
5. Shall establish and secure a temporary morgue if needed.
6. Will investigate the incident and any suspected criminal activity connected with it.
7. Request and coordinate any other law enforcement agency needed for assistance in operations and/or investigation.
8. Law enforcement control will be maintained by the first on scene law enforcement agency or until transfer of scene to another agency is made.
9. If the incident is an “unknown” or a potential terrorist incident, law enforcement may play a stronger if not definitive role in/as incident command. The possibility also exists for an explosive device, or any other potential terrorist threat, therefore the law enforcement agency will need to consider notification and/or use of:
  - a) NYS Police Bomb Squad
  - b) NYS Police Crime Scene Evidence Recovery Team. (C-SERT)
  - c) Upstate NY Regional Intelligence Center. (UNYRIC)
  - d) Federal Bureau of Investigation (FBI)
  - e) NY State Civil Support Team. (CST)
  - f) Wadsworth Center Bio- Defense Laboratory.
  - g) NYS and Public Health Agencies.

The Delaware County Hazardous Materials Response Team Standard Operating Guidelines contain more specific information regarding the response to potential CBRNE events.

## **PUBLIC WORKS/HIGWAY DEPARTMENTS**

1. Will provide a person for Command Post staffing to coordinate resource availability and response from other agencies. (Local, County, State)
2. Will provide on scene assistance by providing equipment and/or materials for controlling spills.
3. Provide assistance with traffic management activities.

## **STATE AGENCIES**

- **Health Department**

The health department will be responsible for confirming probable public health effects of the incident and notify the proper authorities affected.

- **Office of Fire Prevention and Control**



Assist in operation planning, information and resource gathering and provide technical assistance.

- **State Emergency Management Office**

Provide assistance in evacuation and sheltering needs as well as resources needed from the State Stockpile.

Act as liaison for any Federal Assistance needed.

- **State Police**

If not already the lead law enforcement agency will provide support for needs of the Lead Local Law Enforcement Agency.

## **NOTIFICATION AND ALERTING**

Notification within the County will be made in accordance with existing procedures at the County Communication Center. They will dispatch first responders and notify appropriate agencies.

Once an incident occurs, the most likely location to receive first knowledge of the event is the County Communications Center. The most likely source would be an emergency 9-1-1 call to the center.

When a Law Enforcement Agency receives a report of a potential hazardous materials incident, they will:

- Immediately notify the County Communications Center of the reported situation for dispatch of any fire and EMS units required.
- Dispatch a unit to the scene for early situation size up and report findings to County Communications.

When the County Communications Center receives a report of a potential hazardous materials incident, regardless of notification source, they will:

- Dispatch appropriate Fire Department, EMS Agency, and law enforcement based on the details provided regarding the incident.
- Notify County Office of Emergency Services including Director, Deputy Director/Fire Coordinator, Deputy Fire Coordinator, EMS Coordinator, and County Hazardous Materials Team.
- Although the IC of the incident would normally call the Delaware County Hazardous Materials Response Team, information received by the County Communications Center, may dictate earlier activation.

## **DIRECTION AND CONTROL**

### **PURPOSE**

To provide for effective leadership, coordination and unified on-scene command of emergency response forces in the event of a hazardous material emergency.

## **SITUATION**

A hazardous material emergency may require a broad range of on-scene response organizations, including emergency services personnel from all levels of government, industry representatives, private contractors and the media. The need for specialized equipment and technical knowledge during the response may also be extensive, as are the number of critical decisions that must be made in areas of release containment, emergency worker safety, public protective actions and environmental protection.

In accordance with Homeland Security Presidential Directive (HSPD) #5 from February 2003, Delaware County Response Agencies will be trained to operate using the National Incident Management System Unified Command Structure to perform response duties. Response organizations utilize the County Mutual Aid Plan to provide the necessary response required to deal with any specific incident. It therefore follows that this plan will reflect usage of NIMS and the County Mutual Aid Plan when dealing with a Hazardous Materials Situation.

Direction and Control begins with the initial local response, but is expanded as the emergency escalates to a larger response that may be directed by the County or possibly the State.

## **RESPONSE PROCEDURES**

### **PARTICIPATING AGENCIES**

Agency participation will vary depending on the scale of the incident and may include but not be limited to the following:

- Local
  1. Chief Executive
  2. Fire Departments
  3. EMS Agencies
  4. Local Law Enforcement
  5. Public Works
  6. Other Local Volunteer Groups
- County
  1. County Executive
  2. Office of Emergency Services
  3. County Hazardous Materials Team
  4. Public Health
  5. Public Works
  6. Sheriff's Department
  7. Public Information Officer
  8. O'Connor Hospital (Provides Decontamination shelter)
- Regional
  1. New York City DEP Hazardous Materials Response Team
  2. Otsego County Hazardous Materials Team
- State Agencies
  1. Office of Fire Prevention and Control (OFPC)

2. NY State Emergency Management Office (SEMO)
  3. NY State Police
  4. NY State Department of Environmental Conservation (DEC)
  5. NY State Department of Health
  6. NY State Department of Homeland Security
  7. DMNA - CST
- Federal Agencies
    1. Federal Bureau of Investigation (FBI)
    2. Federal Emergency Management Agency (FEMA)
    3. Department of Homeland Security
  - Facility and Transportation Representatives
  - Industrial Teams and Specialists
  - Contractors

Upon notification of a hazardous materials emergency, the County Communications Center will:

- Alert the appropriate emergency agencies
- Alert and inform the Sheriff & Office of Emergency Services personnel including:
  1. Director
  2. Deputy Director/Fire Coordinator
  3. Deputy Fire Coordinator
- **If requested, will notify:**
  1. OFPC- (518) 474-6746
  2. SEMO- State Emergency Coordination Center- (518) 292-2200
  3. NYDEC Spill Hotline- 1-800-457-7362
  4. Additional resources – See Appendix #3

## **UNIFIED COMMAND**

This plan addresses the need to ensure Direction and Control for multi- jurisdiction/ agency response to a hazardous material emergency, which highlights the demand for unified command structure among responding organizations under the direction of one Incident Commander.

The concept of “Unified Command” simply means that all agencies having jurisdictional responsibilities and authority at an incident will contribute to the process of:

1. Determining overall response objectives
2. Selection of response strategies
3. Ensuring joint planning and application of tactical activities
4. Ensuring integrated planning and application of operational requirements, including emergency protective measures, containment, safety and security
5. maximizing use of available resources

## **INCIDENT COMMANDER**

Upon notification of a hazardous material emergency, the ranking qualified firefighter of the jurisdictional fire department will act as initial incident commander. As the situation escalates to include additional agencies, the incident commander will be designated at the time of the emergency by mutual agreement of the primary responding agencies.

This designation would be based on the following criteria:

1. Agency with the greatest jurisdictional involvement; or
2. Agency with the greatest number of resources committed; or
3. Agency with the greatest degree of technical knowledge or qualifications regarding the situation.

As the situations and conditions surrounding the emergency change, the Incident Commander may also change. Those agencies present will maintain a presence in and participate from the Incident Command Post. The participating agencies will continue to be individually responsible for their various expertise in the incident response, thus truly representing a unified Command Post.

## **COMMAND POST**

The Incident Commander will assess the Emergency Situation and establish a Command Post, taking into consideration the wind direction and velocity, terrain, and general conditions to stay out of the IDLH atmosphere.

**NOTE:** The Command Post is the location from which all on-scene operations are directed. There should be one Command Post for any Emergency Incident. In a Unified Command, under the Incident Commander, each of the responding agencies will designate a senior staff member or Officer to be located at the Command Post where integrated communications systems should be available and where major operational planning and decision making takes place. In a Unified Command Structure, individual agencies can choose to establish an independent site from which to base their operations, but that site is NOT a Command Post and they MUST participate in Direction and Control at the designated Command Post.

## **EMERGENCY SERVICES DIRECTOR**

Upon notification by the County Communications Center of a Hazardous Material Emergency, the Director will contact the Incident Commander to assess the situation. This contact can be made by assignment of an Official from the Office to the scene or by contact by radio, telephone or personnel.

## **AUTHORITY DYNAMICS AND TRANSFER**

Just as the dynamics of on-scene Direction and Control operations expand and change as an incident escalates, leadership and authority may also have to be transferred as an emergency expands. In this regard, the following criteria could be used to determine where the direction and control authority should be centered:

1. Geographic area involved.
2. Single or multiple jurisdictions affected.
3. Number of response agencies.
4. Resource commitments.
5. Operational priority. (Containment, emergency medical, environmental, public health risk/impact, criminal acts, etc.)

Based on the above criteria, authority and unified command, the designation of an incident commander could change as the hazardous material emergency increases or decreases.

# **EMERGENCY RESPONSE PROCEDURES**

## **A. FIRST RESPONDERS**

The ranking officer of the first arriving emergency service will be in charge of the scene until the arrival of the Fire Department (if they are not the first) whose ranking officer will then receive transfer of command. Unified Command Structure is strongly recommended.

### 1. Evaluating the situation

- a) If arriving at the scene without prior knowledge of a hazardous materials report, with the utmost regard for personal safety, attempt to determine, from a distance what material is involved; staying upwind of the incident scene, using binoculars, if available, to read the placard ID number, and other visual characteristics and relay the information to the County Communications Center.
- b) Refer to the Emergency Response Guidebook or other appropriate resource to obtain hazards regarding the material involved for appropriate defensive actions.
- c) Safely determine if any injured parties require rescue and take appropriate action. (No action may be the best action, Safety First!)
- d) Assess other important circumstances at the incident scene or in nearby area which may add to the danger considering the following:
  1. Possible exposure of people in the area.
  2. The quantity of material involved.
  3. Possible ruptures, leaks and size of leak.
  4. Danger of fire and/or explosion.
  5. Toxicity and reactivity of the material.
  6. Harm to the environment and infrastructure.

### 2. Communicating the incident

- a) All communications for major incidents will be handled through the County Communications Center.
- b) Give the CCC whatever information is known about the incident.
- c) Advise other emergency personnel present and immediate steps to be undertaken at the site.
- d) Request assistance needed to deal with the situation considering both immediate and potential needs.
- e) Contact CHEMTREC for assistance and they can also locate and notify the shipper or carrier.
- f) Insure appropriate notification of local and/or County Chief Executive.

## **B. GENERAL RESPONSE**

### 1. Response Priorities

- a) Ensure the safety of emergency personnel and others in the area. All responders must be briefed on the hazards and precautions before entering an operational area.
- b) Determine the hazard and its potential effects through guidebooks, CHEMTREC and other information sources available.
- c) Carefully rescue injured or endangered persons if able to do so safely.
- d) Evaluate the need for traffic control and evacuation.
- e) Communicate current status information to the County Communication Center and request any additional resources needed.

- f) Assess resources which are available or on stand by
- g) Prevent Container failure.
- h) Avoid runoff water, which may be hazardous.
- i) If advisable, extinguish ignited materials where this can be done safely.
- j) Control and neutralize the hazard.
- k) Carefully contain or confine any spill if necessary.
- l) Obtain the names of anyone exposed to the material.

## 2. Response Coordination

- a) The Incident Commander should establish the command post with needed communications outside the danger area.
- b) All responding units will coordinate with the staging officer.
- c) Refer media to the Public Information Officer who will coordinate all press releases with incident command.
- d) Any needed evacuation will be performed in accordance with appropriate local and county plans and procedures.
- e) Ensure the shipper has been notified.

## 3. Directing On- Scene Activities

- a) The On Scene Commander will direct all activities at the scene.
- b) Self -contained breathing apparatus should be used whenever smoke, hazardous vapors or radiological materials may be present.
- c) Hot Zone, Warm Zone and Cold Zone shall be established as soon as possible and should be clearly identified.
  - Cold (Support) Zone- Clean area outside the inner perimeter where command and support functions take place. Special protective clothing is not required in this area.
  - Warm Zone- a buffer between Hot and Cold zones. Personnel in this area are removed from immediate threat, but are not considered completely safe from harm. It is also a contamination reduction zone where initial decontamination activities occur. Therefore this zone requires the use of proper personal protective clothing when dealing with contaminated people or equipment.
  - Hot (Exclusion) Zone- Area immediately around the incident where serious threat of harm exists. This Zone should extend far enough to prevent adverse effects from CBRNE agents to personnel outside the zone. Entry into the Hot Zone requires the use of appropriately trained personnel and the use of proper personal protective equipment.
- d) An outer perimeter may be needed beyond the cold zone for security and crowd control.
- e) A command post with communications shall be established and should be located in an area free from distractions. Incident Command directs activities through various support officers including but not limited to Operations, Logistics, Staging, and Safety, etc. Haz Mat Branch may have functions assigned as outlined in the Haz Mat Team's Standard Operating Guidelines.
- f) For major incidents requiring extensive response, several staging areas may be needed, which required resources may be pre- positioned and on stand- by

## C. SPECIAL EVACUATION CONSIDERATIONS

1. The Chief Executive or administrative head of County, City, Town, Village, or District is responsible under the General Municipal Law for Natural or Man Made Disasters operations in his/her jurisdiction. Under the Executive Law Article 2B, the Chief Executive may declare a State of Emergency within any or all of the territorial limits of the local government and is authorized and empowered to use any and all facilities, equipment, supplies, personnel, and other resources of the political sub-division to cope with the disaster or any emergency resulting there from.
2. In case of the need for evacuation, refer to the Delaware County Comprehensive Emergency Management Plan. (CEMP) The Reverse 9-1-1 Notification System can be utilized. For media outlet and Emergency Broadcast announcements, refer to CEMP. NY Alert may also be utilized.
3. Temporary evacuation shelters should be established for immediate evacuees to serve as a staging area until a long-term facility is established.
4. Nearby people should be isolated from any spill or leak of any material suspected to be hazardous. Evaluate the need to evacuate or shelter in place.
5. The hazard must be assessed to determine the need for further evacuation or isolation from surrounding areas. Refer to the "Table of Initial Isolation and Protective Action Distances" located in the "Emergency Response Guidebook". This should be used for the initial action for the incident and be re-evaluated when more information on the substance is available.
6. Where toxic fumes, smoke or radiological materials may be present, SCBA should be used.
7. Evacuation distance should be modified according to the following considerations:
  - a) a hazardous cloud may not disperse normally due to varying terrain, buildings and weather. Down wind evacuation distances may need to be increased.
  - b) If fire is involved, the poisonous effects may be altered resulting in a decrease or increase in the evacuation distance.
  - c) If containers are involved in fire, consideration needs to be given to the possibility of explosion and container fragmentation hazards and may require isolation up to ½ mile in all directions.
8. In some situations, evacuation may be impossible or unwise. This may be caused by long time factors for large or tall buildings or facilities, which would be cause to consider sheltering in place and shutting down air handling systems.
9. Evacuations will be handled through a Unified Command Structure by assigning evacuation tasks to various agencies.
10. Re-assessment will be necessary through out the incident to identify changes in conditions such as but not limited to:
  - a) Fire, toxicity or reactivity.
  - b) Spill increase or decrease.
  - c) Involvement of multiple or additional hazards.
  - d) Change in weather conditions including wind directions and velocity.

## **D. STATE ASSISTANCE**

1. State Agency personnel will work with Delaware County Agencies as appropriate.
2. State Agency Personnel will monitor the response, assess the situation and act as advisors.
3. When local and County Resources are fully committed, the County may formally request State assistance for any of the necessary activities or to request a State Disaster Declaration.

## **E. POST REPOSE PROCEDURES**

The Delaware County Office of Emergency Services will coordinate outside resources, act as a branch of the County Chief Executive, coordinate State and Federal Response and radiological technical assistance as needed.

It is not the intent of Delaware County or any local agencies to clean up spills. Once the “Emergency” is stabilized, agencies will work with the “Spiller” to clean up the area to return it to original condition.

In the event the spiller does not cooperate with clean up, Delaware County can work with the State Department of Environmental Conservation, the New York City Department of Environmental Protection, the Delaware County Sheriff’s Department, or the New York State Police for clean up with the spiller being responsible for the cost associated with action.

Information on clean up contractors can be received from DEC or from listings in the phone book. It would be in the best interest of the spiller to arrange for clean up. A limited list is available on Attachment # 2. Delaware County is by no means supporting the use of any contractor listed but simply supplying information for resources only.

## **F. TRAINING**

Training may be received from, but not limited to the following:

1. New York State Office of Fire Prevention and Control Outreach Training Programs or Fire Academy Residence Programs.
2. National Fire Academy
3. State Emergency Management Office
4. Delaware County Office of Emergency Services

The Delaware County Hazardous Materials Team will drill on a periodic basis at times and locations pre-determined by the drill coordinator or HazMat Committee.

The Haz Mat Response Team SOG’s contain more specific information regarding training.

## **G. PLAN REVIEW, UPDATES AND CHANGES**

The Delaware County Fire Coordinator and the Delaware County Fire Advisory Board Hazardous Materials Committee will perform the annual review and approve any and all changes to The Delaware County Fire Service Hazardous Materials Response Plan.



The original copy of this plan will be kept on file at the Delaware County Office of Emergency Services. A ledger will be kept which will indicate the yearly reviews conducted noting when and who conducted the review.

Any changes made to the plan will be made to the filed original and mailed to the agencies that have a copy, with written change instructions. Changed sections shall remain on file with the original for reference purposes marked as "OLD" to avoid filing errors.

**ATTACHMENT # 1**

**COUNTY COMMUNICATIONS CENTER INCIDENT REPORT FORM**

Incident # \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Request the following information at time of call**

Name of caller \_\_\_\_\_ Call Back # \_\_\_\_\_

Location \_\_\_\_\_

Type of Spill \_\_\_\_\_

Material (s) Involved \_\_\_\_\_

\_\_\_\_\_

Container Type \_\_\_\_\_

Rail/Truck ID #s \_\_\_\_\_

Placard Label #s \_\_\_\_\_

Shipper Manufacturer ID \_\_\_\_\_

Body of Water \_\_\_\_\_ Effected or threatened

Rate of Leak Description \_\_\_\_\_

Weather \_\_\_\_\_

Notification Check List

Person Spoke To

\_\_\_\_ Shipper/Manufacturer \_\_\_\_\_

\_\_\_\_ DEC Spill Number \_\_\_\_\_

## ATTACHMENT # 2

### Response and Containment Contractors

**NOTE:** Delaware County does not support the use of or encourage the use of any company on this listing. This list is for information to give to the spiller representative if no other resource lists are available.

#### No Specific Order

Op-tech Environmental  
10 Walker Way  
Albany, NY  
518-452-9641

Op-tech Environmental  
4426 Route 22  
Plattsburg, NY  
518-561-8368

Environmental Products and  
Services of Vermont  
40 Hamilton Lane  
Glenmont, NY  
518-465-4000

Maxymillian Technology  
1801 East Street  
Pittsfield, MA  
413-499-3050

West Central Environmental  
250 Watervliet Shaker Road  
Watervliet, NY  
518-272-6891

Clean Harbors Environmental Services  
32 Bask Road  
Glenmont, NY  
518-434-0149

### ATTACHMENT # 3

#### GENERAL PHONE NUMBERS

Chemtrec 1-800-424-9300	Poison Control 1-800-222-1222
Delaware County Sheriff's 607-746-6600	FBI WMD 518-457-5645
NYS Police 607-563-3349	SEMO Warning Point 518-292-2200 (24/7)
FBI- Albany 518-465-7551	DOE HQ/EOC 202-856-8100
OFPC 518-474-6746 (24/7)	Wadsworth Laboratory 518-474-4177
Dept. of Energy Region 1 516-282-2200	NYSDEC Spill Hotline – 1-800-457-7362

#### Hospitals

Name	General Number	Emergency Room Number
A.O. Fox Hospital	607-432-2000	607-431-5000
Albany Medical Center	518-262-3125	
Binghamton General	607-762-2200	
Chenango Memorial	607-337-4111	
Delaware Valley Hospital	607-865-2100	607-865-2188
Lourdes	607-798-5111	
Margaretville Memorial	845-586-2631	
M.I. Bassett Hospital	1-800-298-8900	
O'Connor Hospital	607-746-0400	607-746-0300
Tri-Town Hospital	607-561-2100	
Wilson	607-763-6000	

# ***APPENDIX I***

## ***Delaware County Fire Investigation Team Guidelines***



**Delaware County  
Fire  
Investigation Team  
GUIDELINES**

**Section I – Membership**

**Section II – Training**

**Section III – Safety**

**Section IV – Exceptions**

**Section V – Dispatch**

**Section VI – Response**

**Section VII – On Scene Duty assignments**

**Section VIII – Law Enforcement**

**Section IX - Court Appearances**

**Section X – Media**

**Section XI – Plan Review and Revision**

**Amended September 30, 2010**

# **DELAWARE COUNTY FIRE INVESTIGATION TEAM**

## **GUIDELINES**

**The purpose of the operating guidelines is to ensure the safety of all persons at an investigation and to guide the investigators in the most up-to-date procedures, ethical behavior, and the use of the most appropriate equipment available to the team in the field.**

### **I. MEMBERSHIP**

1. Members shall be certified fire investigators or associate members as set forth in the team by-laws Article II, Section I.
2. Each investigator shall participate in investigations within the scope of their ability.

### **II. TRAINING**

1. All members shall read and follow the team Constitution and Bylaws. All members shall be familiar with the latest editions of NFPA 921, Guide for Fire & Explosion Investigations, and NFPA 1033, Standard for Professional Qualifications for Fire Investigator.
2. All documentation of training shall be on file with the team secretary.
3. Each member shall meet the New York State code for Fire Investigator I and Fire Investigator II (NYCRR Title 19, chapter XII, Part 427.8) and shall give a copy of their highest certificate level to the team secretary.
4. Training to maintain certification shall be the responsibility of the individual member.

### **III. SAFETY**

1. Minimum dress shall be safety work boots, hard hat, coveralls, and work gloves. Turnouts shall be worn when deemed necessary by the lead investigator.
2. Electrical wires shall not be touched until it has been verified they are not energized.
3. Chimneys, walls and floors shall be checked for stability before working in the collapse zone (1½ times the height of the structure).
4. Air quality shall be verified before entry.
5. Any standing water shall be pumped out when necessary to ensure the safety of the investigator.
6. The investigator shall be aware of and follow the requirements of safety-related laws (OSHA, federal or state) or those policies and procedures established by their agency, company or organization.



#### **IV. EXCEPTIONS**

1. If it becomes necessary to deviate from these guidelines due to unforeseen circumstances, such exceptions shall be the responsibility of the lead investigator.

#### **V. DISPATCH**

1. The Incident Commander or Fire Coordinator shall request 911 to call out Fire Investigators to respond to the scene, when necessary.
2. Each investigator responding shall advise the 911 center of their investigator identifier.

#### **VI. RESPONSE**

1. When a notification is made, all available members shall respond and report to the Incident Commander upon arrival.
2. Emergency or blue lights are not authorized when responding to an investigation.
3. Members shall obey all Vehicle and Traffic Laws.
4. If no Level II Investigator responds, the Incident Commander should be requested to advise the Fire Coordinator through the 911 center.

#### **VII. ON SCENE DUTY ASSIGNMENTS**

##### **A. DUTIES**

1. Efforts shall be made to have a minimum of two investigators at every scene.
2. All members shall work as a team and follow the instructions of the lead investigator in cooperation with other investigative agencies.
3. The Chief Investigator of the Delaware County Office of Emergency Services or, in his absence, a Level II fire investigator shall be the lead investigator.
4. The lead investigator shall assign specific tasks pertaining to the investigation.

##### **B. SKETCHING**

1. Sketching should include all relative scene information, be presented in a finished form, and noted "Not to Scale".

##### **C. INTERVIEWS**

1. Introduce yourself as a member of the Fire Investigation Team.
2. Inform them that you are there to determine the cause and origin of the fire.
3. Interview subject away from the immediate fire scene and media.
4. Identify the interviewee (1st firefighter, caller, witness, owner, etc.) and identify interviewee's full name, DOB, address and telephone number.

##### **D. EVIDENCE**

1. Physical evidence shall be gathered by following accepted methods as directed by the lead investigator.
2. Any evidence gathered shall be secured within the chain of custody to ensure its validity by the lead investigator.

3. The evidence shall be held in a secure area until arrangements for transport to a recognize testing facility are made by the lead investigator.

#### **E. SCENE SECURITY**

1. Efforts shall be made to secure the scene until the cause and origin is determined.
2. Fire personnel or police agencies shall be called in to protect and preserve the scene when necessary.
3. If the scene is left unsecured, written permission shall be obtained from the owner or a warrant may need to be obtained to continue further investigation.

#### **F. PHOTOGRAPHY**

1. A photograph log shall be kept of all investigations as determined by the lead investigator.

#### **G. ORIGIN AND CAUSE**

1. All efforts shall be made to determine the origin and cause of every fire.
2. The fire cause shall be classified as accidental, natural, incendiary, or undetermined.

#### **H. REPORTS**

1. All reports submitted shall contain only factual information concerning the scene, evidence, and statements of individuals.
2. The report shall contain all information gathered and be presented as a completed unit to the lead investigator who shall submit a completed fire report to the Delaware County Fire Coordinator's Office.
3. Final determination or conclusion shall be the duty of the lead investigator.
4. Investigators shall keep all field notes with original files.

### **VIII. LAW ENFORCEMENT**

1. A law enforcement agency shall immediately be notified and the scene secured when it is determined that a crime scene may exist.

### **IX. COURT APPEARANCE**

1. The Investigator shall be prepared to appear in court when required.
2. The Investigator's testimony shall be unemotional and factual.
3. The Investigator shall appear in court appropriately dressed and with a professional appearance.

### **X. MEDIA**

1. Only the Incident Commander or the County Fire Coordinator shall make any statements or release any information to the media concerning the status of the investigation.

### **XI. REVIEW AND REVISION**

1. These Guidelines shall be reviewed annually by the Team to maintain current standards.

# ***APPENDIX J***

## ***Delaware County Arson Plan***



# **DELAWARE COUNTY**

## **ARSON PLAN**

**DELAWARE COUNTY ARSON PLAN**  
**As Amended September 30, 2010**

**DELAWARE COUNTY ARSON TASK FORCE PLANNING COMMITTEE**

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Excerpt from N.Y.S. General Municipal Law Section 204-c:

1. The governing body of each county \* \* \* shall develop a plan for arson investigation within such county or city. Such plan shall be submitted to the office of fire prevention and control for approval. No plan shall be approved unless it provides for the coordination of fire, law enforcement and prosecutorial services.

The following Arson Control Plan is adopted in recognition of the responsibility of Delaware County under Section 204-c of the N.Y.S. General Municipal Law with funding for planning from New York State Department of State, Office of Fire Prevention and Control.

DELAWARE COUNTY ARSON PLANNING COMMITTEE  
RICHARD BELL, DIRECTOR  
DELAWARE COUNTY BOARD OF SUPERVISORS

PUBLIC SAFETY COMMITTEE  
CRAIG DUMOND, CHAIRMAN

# DELAWARE COUNTY ARSON TASK FORCE PLANNING COMMITTEE

## I. PROBLEM IDENTIFICATION AND ANALYSIS

The arson problem in Delaware County is larger than many officials and the general public recognize it to be. Fire, police and prosecutorial agencies know that arson is committed with increasing frequency in recent years. Adequate data to fully document the scope of the problem in detail is now being collected by the Delaware County Office of Emergency Services. All fire departments presently submit fire data to the O.E.S. using the NFIR system to identify and chart arson trends and patterns. Determination of the origin and cause of fires if unknown or of suspicious origin may be requested from any of the fire departments, law enforcement agencies, or not at all. Prosecution cannot take place if the primary steps are not fully carried out. The Office of Emergency Services was officially named to assure that the proper actions are taken and other interested agencies notified. This system is being developed so that all agencies or individuals designated as part of the system are fully apprised of their role in the process.

### Community Fire/Arson Statistics and Demographics

POPULATION:		GENDER (percentage):	
Total Population	48,055	Male	49.5
Square miles (land)	1,446.37	Female	50.8
Population per square mile	33.22		
AGE (percentage):			
15 or younger	18.5		
16-24	12.8		
25-44	24.0		
45-64	26.2		
65+	18.6		
Average age (years):	40.85		

<u>Year</u>	<u># of fires</u>	<u>Property Loss</u>	<u>Arson or Suspicious</u>	<u>Arson Loss</u>
2007	21	\$2,454,325	1	\$303,000
2008	34	\$3,594,705	5	\$250,000
2009	53	\$4,805,755	10	\$1,482,000

## II. JUSTIFICATION OF THE IMPLEMENTING AGENCY

The Delaware County Board of Supervisors and the Public Safety Committee have designated the Office of Emergency Services as responsible for development and implementation of a County Arson Plan using the Arson Task Force concept. The reason for this action is:

- A. Arson is primarily a fire service problem.
- B. The Director of Emergency Services is in the best position to be aware of fires on a county-wide basis.

- C. Coordination of many agencies and individuals will be the key to success and such coordination is the primary function of the Emergency Services Office.
- D. County government, through the Public Safety Committee, maintains a regular and direct contact with the Emergency Services Office to monitor the various Emergency Services responsibilities.

### **III. MEMBERSHIP OF THE ARSON TASK FORCE PLANNING COMMITTEE**

The Delaware County Arson Task Force Planning Committee shall consist of members from:

- A. All Delaware County police agencies through the Delaware County Sheriff's Office, N.Y.S. Police and N.Y.C. D.E.P.
- B. All Delaware County fire departments through the Delaware County Fire Investigation Team in the Office of Emergency Services, Delaware County Fire Advisory Board and Delaware County Firefighters' Association
- C. District Attorney's office
- D. Delaware County Planning Department
- E. Delaware County Attorney
- F. Board of Supervisors through the Public Safety Committee

### **IV. DUTIES AND RESPONSIBILITIES**

- A. Act as an operational force to implement specific programs and elements including but not limited to:
  - 1. Public awareness programs through:
    - a. News media
    - b. Advertising
    - c. Speakers' bureau
    - d. Delaware County Fair booth
  - 2. Juvenile counseling and programs (Otsego County Juvenile Fire Setter Intervention Program currently counsels juvenile fire setters in Delaware County and Otsego County.)
  - 3. Rural programs
    - a. School education programs by individual fire departments
    - b. Senior citizen programs at senior housing by individual fire departments
- B. Assist the Delaware County Fire Investigation Team as needed.
- C. Attend meetings as called by the chairman.
- D. The Director of the Delaware County Office of Emergency Services shall appoint a Deputy Fire Coordinator qualified as a N.Y.S. certified fire investigator to be the Chairman of the Delaware County Arson Task Force Planning Committee.

### **V. PLAN REVIEW AND REVISION**

The Arson Task Force Planning Committee shall meet at least once annually to review progress of the Fire Investigation Team and to update or revise this arson plan if needed.

# DELAWARE COUNTY FIRE INVESTIGATION TEAM

N.Y.S. General Municipal Law Section 204-d. Duties of the fire chief

The fire chief of any fire department or company shall, in addition to any other duties assigned to him by law or contract, to the extent reasonably possible determine or cause to be determined the cause of each fire or explosion which the fire department or company has been called to suppress. He shall file with the office of fire prevention and control of the department of state a report containing such determination and any additional information required by such office regarding the fire or explosion. The report shall be in the form designated by such office. He shall contact or cause to be contacted the appropriate investigatory authority if he has reason to believe the fire or explosion is of incendiary or suspicious origin. For all fires that are suspected to have been ignited by a cigarette, within fourteen days after completing the investigation into such fire, the fire chief shall forward to the office of fire prevention and control information detailing, to the extent possible: (a) the specific brand and style of the cigarette suspected of having ignited such fire; (b) whether the cigarette package was marked as required by subdivision six of section one hundred fifty-six-c of the executive law; and (c) the location and manner in which such cigarette was purchased.

## I. AUTHORIZATION OF DELAWARE COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 139

May 27, 1992

RESOLUTION ESTABLISHING DELAWARE COUNTY CAUSE AND ORIGIN TEAM IN RESPECT TO FIRE AND EXPLOSIONS.

By Supervisor Sunkenburg

WHEREAS, the crime of arson calls for special technical investigation expertise, and

WHEREAS, there are a number of capable trained individuals in the county who would be willing to coordinate their efforts in investigation of potential arson scenes at the request of the Delaware County Fire Coordinator's office and / or appropriate county law enforcement agencies, including the District Attorney's Office, the Sheriff's Department, the State Police and other local Police Departments,

Now, upon recommendation of the Public Safety Committee of this body, be it,

RESOLVED, that the County Board of Supervisors hereby establishes the "Delaware County Cause and Origin Team" as an agency for the investigation of fires and explosions upon request of a Fire Chief, said team to consist of the following persons:

FIRE COORDINATOR  
DEPUTY FIRE COORDINATORS  
STATE FIRE INSTRUCTORS  
OTHER QUALIFIED FIRE OR POLICE PERSONNEL AS APPOINTED BY THE  
FIRE COORDINATOR.

Roll Call: Ayes 2792; Nays 429; Absent 259; Abstain 0.

## II. NAME:

DELAWARE COUNTY FIRE INVESTIGATION TEAM



### III. PURPOSE:

- A. Determine origin and cause of fires and explosions, suspicious or not; assist Fire Chief in his legal duty to determine origin and cause of fires and explosions, suspicious or not.
- B. Determine if a crime has been committed.
- C. Accumulate evidence pertaining to the alleged crime.
- D. Prepare the case for court action.

### IV. OBJECTIVES:

- A. To coordinate, for the public benefit, the investigation of fires, explosions, arson and kindred incidents.
- B. To provide professional assistance to fire and police officials in determining the origin and cause of fire and explosion in Delaware County.
- C. To combine resources of Fire Service, Law Enforcement and Prosecutorial Service to deter those who would destroy property and endanger lives for personal motives.

### V. TEAM MEMBERSHIP:

- A. The Delaware County Fire Investigation Team was approved by Resolution No. 139 at the May 27, 1992, regular meeting of the Delaware County Board of Supervisors. The members of the Fire Investigation Team are governed by the Constitution and By-Laws (**Appendix A**) and operate under the Guidelines (**Appendix B**), both of which are attached hereto. Charts showing the **Team Organizational Structure** and the **Team Investigation Flow Chart** are printed at the end of this Plan.
- B. Membership in the Fire Investigation Team shall be as outlined in the attached Constitution and By-Laws of the Fire Investigation Team.
- C. All members shall abide by the Code of Ethics of the International Association of Arson Investigators and the N.Y.S. Public Officers Law, as amended from time to time.
- D. There shall no discrimination in membership because of color, race, creed or sex.

### VI. TRAINING:

The Director of the Delaware County Office of Emergency Services shall make available to all firefighters in the county the current New York State fire investigation courses offered by the N.Y.S. Office of Fire Prevention and Control to qualify them for a N.Y.S. Level I Fire Investigator. Advanced training courses are available at the N.Y.S. Academy of Fire Science to qualify holders of the Level I certification for the N.Y.S. Level II Fire Investigator certification.

Deputy Fire Coordinators and police officers acting as Fire Investigation Team members shall be sent to the N.Y.S. Academy of Fire Science for further training within the limits of the budget of the Office of Emergency Services.

## **VII. TEAM ACTIVATION**

- A. The Delaware County Fire Investigation Team shall be dispatched at the request of the Fire Department Incident Commander by notifying the Delaware County 911 dispatch center on the Delaware County Fire Command frequency. All available team members shall respond to the alert. The Delaware County 911 dispatch center shall automatically dispatch the Team for any of the following incidents: Fires involving a burn injury or a fatality to a civilian or firefighter, an explosion, fires in a public building, school or dormitory, hospital or health care facility, religious building and all mutual aid fire calls.
- B. The Delaware County District Attorney's office shall be notified of the start of any arson investigation by a law enforcement agency involved or by the Delaware County Office of Emergency Services.

## **VIII. RECORDS**

A complete record of all fires, explosions and arsons investigated shall be maintained by the Delaware County Office of Emergency Services.

## **IX. DELAWARE COUNTY RESPONSIBILITY**

- A. All members of the Fire Investigation Team who are volunteer firefighters shall be protected by Delaware County Self-Insurance Plan while performing their duties as Delaware County Fire Investigation Team members.
- B. All equipment purchased by Delaware County shall remain the property of the County.
- C. All Delaware County government agencies shall cooperate fully with the Fire Investigation Team when called upon for assistance.
- D. Delaware County shall provide laboratory procedures through the appropriate law enforcement agency and all materials and evidence forwarded to the laboratory shall be the responsibility of the law enforcement agency of jurisdiction. The law enforcement agency or Delaware County Office of Emergency Services shall advise the Delaware County District Attorney's office of ongoing arson investigation developments.
- E. The Director of the Delaware County Office of Emergency Services Fire shall be responsible for all administrative duties between the Delaware County Board of Supervisors and the Fire Investigation Team.
- F. Mileage expenses shall be paid to all Fire Investigation Team members when called upon to respond with private vehicles and on submission of proper county voucher at the rate established by the county.

# **FIRE INVESTIGATION TEAM OPERATIONS PLAN**

## **I. RESOURCES**

There are 30 fire departments in Delaware County, staffed by approximately 1,200 all-volunteer firefighters. Many of the departments also provide ambulance services. All members must meet basic requirements for certification to perform the various tasks associated with firefighting, medical and rescue operations.

The Delaware County Sheriff's Office is the primary law enforcement unit in the county. The department is staffed by full-time personnel consisting of deputies, investigators and correctional services. Several villages support full-time and/or part-time police personnel. Other law enforcement agencies in the county include the N.Y.S. police and the N.Y.C. D.E.P. police who have investigatory personnel available.

The Delaware County District Attorney is a full-time position who maintains an office staff and full-time Assistant District Attorneys.

There are 35 departments in Delaware County government to provide an assortment of services for residents. These include, but are not limited to: Alcohol & Drug Abuse Services, Code Enforcement, Emergency Services, Fiscal Services, Medical Examiner, Mental Health, Sheriff's Office and Social Services & Youth Bureau.

In addition to the above, further resources are available from the N.Y.S. Office of Fire Prevention and Control, N.Y.S. Insurance Frauds Bureau, the U.S. Bureau of Alcohol, Tobacco and Firearms and the U.S. Federal Bureau of Investigation.

## **II. FIRE CHIEF**

Request the Delaware County Fire Investigation Team to determine origin and cause of fires or explosions, including arson.

## **III. 911 DISPATCH CENTER**

Dispatch Fire Investigation Team when requested by the incident commander at a fire scene.

## **IV. FIRE INVESTIGATION TEAM**

Assists fire departments in determining origin and cause of fires and explosions.

## **V. DUTIES**

### **A. The Fire Chief**

1. By law, the Chief of the fire department must determine or cause to be determined the origin and cause of fires and explosions in his area of operations.
2. He shall promptly activate the Delaware County Fire Investigation Team while he is in control of the scene or incident to determine the origin and cause of the fire or explosion.
3. He is responsible for completing the Field Incident Report and the Casualty Report and forwarding them to the N.Y.S. Office of Fire Prevention and Control and the Delaware County Office of Emergency Services in a timely manner.
4. He is considered an ex-officio member of the Fire Investigation Team upon activation.
5. He shall preserve and protect all evidence prior to the arrival of the Fire Investigation Team and shall not allow any unnecessary destruction of the fire scene during overhaul operations.

6. He shall secure the premises of the involved site to prevent removal of evidence or entry of unauthorized persons until such duties are assumed by the Fire Investigation Team or the police agency having jurisdiction at the scene.
- B. The Fire Department
1. Make a preliminary assessment of the scene of the fire or explosion to determine the cause and origin.
  2. Report these findings to the incident commander in charge of the scene.
  3. The incident commander shall base his decision to activate the Fire Investigation Team on these findings.
  4. All activities of the Fire Investigation Team are confidential and must not be discussed with unauthorized persons.
  5. The origin or cause of a fire or explosion not resulting in activation of the Fire Investigation Team may be released to the news media by the incident commander.
  6. The fire chief shall be responsible for timely notice to the Delaware County Office of Emergency Services of accidental fire or explosion of hazardous materials in their jurisdiction.
- C. The Delaware County Fire Investigation Team
1. Fire Service Members
    - a. Determine origin and probable cause of fires or explosions.
    - b. Assist in accumulating and securing evidence and information.
    - c. Secure statements from property owners, occupants and witnesses.
    - d. Attend critique for each incident as necessary.
  2. Law Enforcement Members
    - a. Accumulate evidence and submit for laboratory analysis as required.
    - b. Secure statements from property owners, occupants and witnesses.
    - c. The legal preparation of the case.
    - d. Make arrests.
    - e. News releases and media contacts.
    - f. Cause a critique to be held with all participants of an incident.
  3. All Members
    - a. Make contacts with and coordinate fire service and police agency having jurisdiction at the scene.
    - b. Do not interfere with extinguishing procedures of the fire department; however, evidence saving suggestions may be made to the incident commander.
    - c. Obtain permission from incident commander before entering premises.
    - d. Secure the scene to protect continuity of surveillance and remove no items from the scene that are not taken as evidence.

- e. Talk to no unauthorized person regarding evidence and be prepared to testify in court.
  - f. All information is classified and confidential and for use of team members only.
  - g. Based on information and evidence available, no final investigation determination shall be made until all team members in a particular investigation agree.
- C. The District Attorney  
On determination that arson has occurred, the District Attorney's office shall receive and evaluate information and evidence from any source, including the Fire Investigation Team, regarding arson and arson investigations in Delaware County. Appropriate action shall be taken as a result of District Attorney's evaluation.

## **VII. ADDITIONAL RESPONSIBILITIES**

- A. All sound safety precautions shall be observed.
- B. Full protective gear shall be worn when necessary.
- C. No member who feels physically unfit shall report for duty.
- D. No member shall respond who has consumed alcoholic beverages that would impair accomplishment of all duties.
- E. Investigative background inquiries and personal check of suspects shall be the sole responsibility of the police agency which has jurisdiction.
- F. Team shall continue investigation of an incident as long as necessary.
- G. Any member may disqualify himself in an investigation of family or a person with whom they are personally involved.
- H. A critique shall be held before release of data, evidence or information as to cause or causes of fire or explosion and this is a joint responsibility of all Fire Investigation Team members,
- I. All requests for information, reports or photographs shall be directed to the Director of the Office of Emergency Services, police agency of jurisdiction or District Attorney.
- J. Upon suspicion of arson, the fire department shall have the authority to hold the scene until proper police authority or the District Attorney's Office can be represented at the scene.
- K. The determination of a final critique with members present and only invited guests shall be held after final determination of the cause.
- L. The Fire Investigation Team shall be available to any law agency on request.
- M. The Director of the Office of Emergency Services, Sheriff and District Attorney shall be ex-officio members of any team.
- N. Team members are urged to become members of state and national arson investigators' associations to keep abreast of technical advances in the field.
- O. Technical data pertaining to fire codes and the fire investigation field shall be utilized from the National Fire Protection Association (NFPA), Underwriter's Laboratories (UL), Factory Mutual (FM), International Association of Arson Investigators (IAAI), or other nationally or locally recognized testing laboratories as official sources of information.

## **VIII. EXPENDITURES FOR ARSON INVESTIGATION**

- A. As all fire investigators are volunteers, travel costs shall be included in the budget of the Office of Emergency Services to cover mileage expenses.
- B. Technical hardware: Cameras, arson kits, tape recorders and other equipment deemed necessary for fire investigations shall be budgeted by the Office of Emergency Services.
- C. Non-technical and consumable supplies: Stamps, stationery, advertising, canvas carry-all bags, turnout gear and other office needs shall be supplied by the Office of Emergency Services.

**Director of  
Emergency  
Services**

**District Attorney**

**Deputy Coordinator  
Fire & Arson  
Investigations**

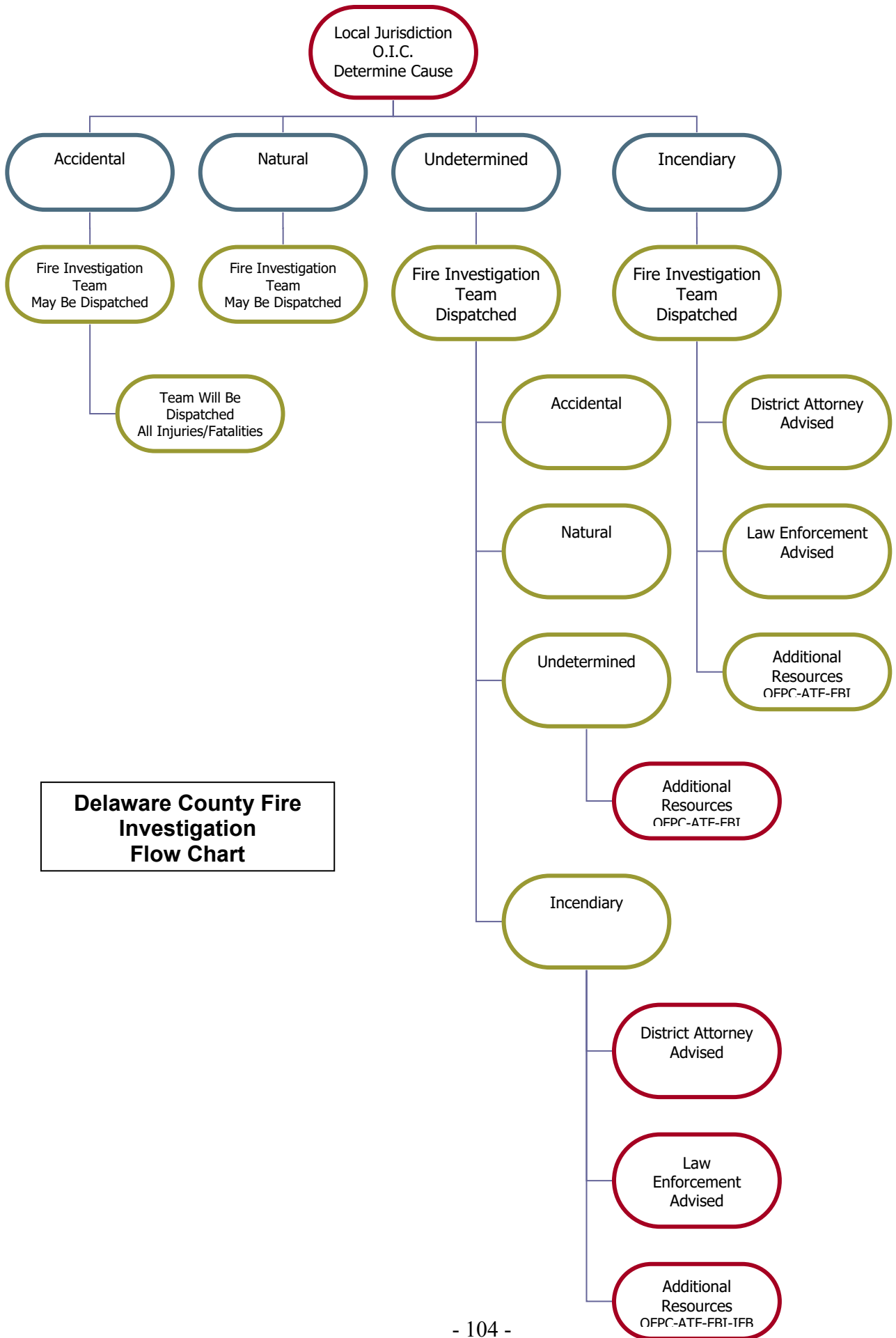
**Chairman  
Fire  
Investigation  
Team**

**Level II Fire  
Investigators**

**Level I Fire  
Investigator  
s**

**Law  
Enforcement  
Local-County-State**

**Additional Resources  
OFPC-ATF-FBI-IFB**



**Delaware County Fire Investigation Flow Chart**