

DIRECTIVES

Hadley Township Fire Department

Directives are various Hadley Township Fire Department rules of department operation as handed down by the Fire Chief. Deviations from directives may be subject to disciplinary action.

DIRECTIVE

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7-52 Checksheet

After all medical runs an equipment checklist will be filled out by ALL department personnel that will be paid for the run (except individual responsible for filling out medical report). All missing supplies will be restocked, as needed, any missing supplies that cannot be restocked at that time the individual will contact the Assistant EMS Coordinator, EMS Coordinator or the Fire Chief.

All responding individuals to the respective run will list their names on the checklist as well as the person filling out the medical report. The checklist will be stapled to the CAD upon completion.

In the event that a checklist is not properly submitted, a written warning will be issued to all personnel paid for the run by the EMS Board of Directors.

In the event that an individual incurred a second warning, the Fire Chief will enforce a 30-day suspension.

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Ample Personnel Onscene

Once an ample number of first responders have arrived onscene, the MFR with the highest license may direct “ample personnel onscene” to be declared. Any responder, enroute will stop emergency response and redirect to the fire hall for standby.

Any MFR with a Medic level license and the Fire Chief may disregard the ample on declaration.

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Apparatus on Roads & Driveways

All Hadley Township apparatus must not leave roadways or driveways unless under direct order from the Incident Commander. This does not include 7-41 and 7-42. Unit 7-52 may be driven off the roadway or driveway with extreme caution.

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Backing up Department Apparatus

When putting any department vehicle in reverse, the driver's window **MUST** be down. No matter the weather conditions. This is an added safety precaution.

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CAD Reports

Under no circumstances may CAD Reports leave the department.

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Cost Recovery for Transient and Non-Resident Recipients of Emergency Services

In the attempt to relieve financial losses to Hadley Township residents incurred by transient and non-resident recipients of resources implemented by the Hadley Township Fire Department, the Fire Chief will invoice parties in receipt of services.

The following circumstances will issue cause for billing:

1. Medical and/or Fire emergencies at either Michigan State Park location
2. Medical and/or Fire incidents involving motor/non-motorized transportation within the township
3. Emergencies involving utility standbys exceeding three hours of the initial alarm
4. Emergencies involving Medical and/or Fire resources for an extended period of time not related to township residents
5. Emergencies that involve incidents that are in violation of Township Ordinances

Billing Process:

1. Acting Incident Officer or Medical First Responder obtains Name/Address/Phone and Insurance information from recipient
2. Gives information to Fire Chief's Secretary
3. Secretary notifies Fire Chief with details of run, number of personnel to be paid for run, which apparatus responded to run
4. Fire Chief creates invoice and gives to secretary
5. Secretary mails invoice with self-addressed and stamped return envelope address to Hadley Township Clerk
6. Hadley Twp. Clerk receives payment and has Treasurer deposit check in proper Fire Department account and notifies Secretary of receipt
7. Secretary keeps records of all billing information, inquiries, and tallies

Invoice Details:

1. Invoice will itemize personnel hours at current hourly rate (\$15.73/hr.)
2. Invoice will itemize apparatus use at:

\$80/hour for Grass Rig

\$80/hour for Ambulance

\$120/hour for Pumper/Rescue

\$120/hour for Pumper

\$100/hour for Tanker

3. Invoice due within 30 days of receipt
4. Check or Money Orders must be made out to: Hadley Township Fire Department
5. Self-addressed and stamped return envelope will be included with invoice

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Emergency Response

When firefighting personnel are toned for an emergency of any kind—all personnel respond to the hall until all appropriate apparatus has called in route. Only the Fire Chief and Assistant Fire Chief will respond to the incident scene.

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EMS Standbys

When MFRs are toned for a standby (suicides, domestics, etc.), all MFRs are to respond to the hall. Please wait to load two or more people in 7-52 and respond to a safe location near the incident and stage. All responses...to the hall AND to the scene should be NONEMERGENCY.

Any MFR with a Medic level license and the Fire Chief may disregard proceeding to the hall.

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Eye Protection during Operations

All department personnel involved with JAWS or other extrication tools (air bags, breaking glass, etc.) must wear safety-rated glasses during operations.

This directive also includes tree and debris removal or cutting operations on buildings utilizing chainsaws or rescue saw (K-12).

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First Responder Response

When first responder personnel are toned for a medical of any kind (other than a standby for police)—the closest medically licensed responder will proceed to the incident. The next closest responder will respond to the hall to pull the appropriate medically licensed apparatus. An alternate plan for multiple mfr's responding can be achieved through communication over the Hadley Admin channel.

7-52 (Ambulance) is the most appropriate rig to pull for most medicals

7-42 (Grass/Rescue) will be utilized when 7-52 is currently on another run or will be the first rig to be utilized during inclement weather (winter) or off-road incidents.

7-22 (Rescue/Pumper) will be utilized if other rigs are out on calls or there are not enough responders to pull 7-52 and 7-22 during a personal injury accident.

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Media Interaction

The fire department, as a municipal organization, must maintain one voice for many reasons.

Media in the context of this directive means any organization (news, other fire departments, police agencies, township government, etc.), or an individual citizen (township resident or non-resident) or group of citizens.

When confronted with questioning regarding emergency incidents, from any media organization or individual, only the Chief or Assistant Chief will represent the Hadley Twp. Fire Department.

When posed with questioning, standard responses should be: I don't know, it's currently under investigation, or please speak with the Fire Chief.

This directive includes posts on social media including Facebook and Twitter. No images of any incident may be posted unless authorized, in writing, by the Fire Chief.

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Radio Communications for PI's

To minimize radio traffic, in the event of a PI accident, only two First Responders call in route over the radio. Only ONE First Responder is required to call onscene.

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Rescue Boat Operations

All department personnel/non-department personnel that are aboard rescue boat will wear a life jacket.

Patients being transported via boat do not need a life jacket.

Also, patients must NOT be strapped to backboard in the event of it's use.

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Smoke Investigations

Only fire department Commanding Officers may investigate smoke complaints. Exterior complaints may be investigated by a single Commanding Officer.

All interior investigations must be done with at least two officers. If another officer is not available—tone fire department for non-emergency response to hall. Load 7-22 with personnel and respond to location.

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Two Bottle Rule (SCBAs on Structure Fires)

Effective immediately,

Scope: All structure fires in Hadley Township as well as assists to other agencies.

All firefighters, after going through two SCBA bottles, must report to staging, have their PASS tag transferred to REHAB and proceed to the REHAB sector. REHAB will typically be at 7-52. First Responders as well as the ambulance on scene will take vitals and monitor firefighters. Firefighters are not to report back to staging without sign-off from REHAB.

Once signed off, the firefighter will be able to utilize ONE more SCBA bottle and repeat the process of reporting to REHAB.

In the event of extreme weather (hot, humid), this directive may change to one bottle at a time based on the Incident Commanders discretion.

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Two Person Minimum

When conducting any kind of interior investigation, overhaul, etc. always maintain a two-person minimum. The Assistant Fire Chief and Fire Chief may deviate from this directive with caution (interviewing witnesses, property owners, etc.).