



# Scarborough Fire Department Scarborough, Maine



## Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Manual of Operations</b>
<b>Subject:</b>	<b>1050 – Definition of Terms</b>
<b>Revision Date:</b>	<b>2/28/2011, revised 3/14/2017</b>
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### PURPOSE

To provide definitions of commonly used terms to facilitate better written and verbal communications within the Scarborough Fire Department.

### POLICY

- A. A list of basic Fire Department terms and their working definitions shall be provided in the Operations Manual.
- B. The terms and definitions contained within this standard operating procedure shall be officially recognized by all members of the Scarborough Fire Department.

### DEFINITIONS

As per Fire Department Policy, the following list of terms and definitions is included in the Operations Manual.

**Accountability Officer:** Member or officer tracking personnel on the fireground utilizing the tag system.

**Acting Fire Chief:** A person's temporary appointment to the position of Chief of the Department.

**Acting Position:** A temporary position at a higher classification occupied for a specific period of time by any member so designated.

**Active Duty:** That period of time during which a member shall be at a designated place of assignment.

**Active member:** A member who has met or exceeded all the requirements of their job description and mandatory training.

**Active Non-Structural Firefighter:** Active members who have not completed sufficient training to become certified as structural firefighters or active members who are not certified for full respirator use.

**Active Shooter Event:** An incident in which an armed person has used deadly physical force on another person(s) and continues to do so while having access to additional victims.

**Active Structural Firefighter:** Active members who have completed sufficient training to be certified in structural firefighting and are currently certified for full respirator use.

**Administrative Office:** Office of the Fire Chief.

**Advanced EMT:** A member licensed at the Maine Advanced EMT level of certification.

**Aerial Apparatus:** A piece of automotive fire equipment meeting NFPA #1901 Standards and equipped with either an aerial ladder or an elevating platform.

**Aides:** Assistants to the Incident Commander.

**Alarm:** A notification to Fire Department units to initiate a response.

**All Hands:** Confirmation of a working structural fire which triggers an additional level of response including a mutual aid RIT team, mutual aid ambulance assigned to firefighter rehab, mutual aid coverage ambulance, and Scarborough apparatus move-ups.

**Apparatus:** Any motorized vehicle carrying firefighting tools, equipment or personnel.

**Call Company Personnel:** Members who reside in the Town of Scarborough (or a neighboring community within a reasonable response distance with approval of the Fire Chief) and respond to emergency incidents on an as needed basis.

**Captain:** The highest ranking officer of an individual company in charge of a company station, apparatus and call firefighters. The department may also appoint department Captains to serve as a Training Officer, Safety Officer, Inspector, or other specific tasks as deemed necessary by the Fire Chief.

**Chain of Command:** Relationship of responsibility and authority, as shown on organizational chart.

**Channels Through:** The transmission of communications through the chain of command, in ascending or descending order.

**Chief:** The Fire Chief; the chief administrative officer of the Fire Department.

**Chief Officer:** An officer who holds the rank of District Chief or higher.

**Commanding Officer:** "Member's" immediate supervisor in chain of command.

**Communications:** Interchange of correspondence or message; verbal or written.

**Company:** Shall mean the organized group of firefighter/EMS personnel working as a team, assigned to a specific district that will carry out any tasks of which they have been trained and directed to perform.

**Company Fire Prevention District:** The area in which a company has specific responsibilities for the fire prevention inspection of assigned occupancies.

**Company Officer:** Any officer in command of a company and their assigned quarters.

**Cover Chief:** Member or officer designated by the Incident Commander to ensure adequate station coverage for the Department to respond to the next call.

**Day Fire Fighters:** See On Duty Firefighters.

**Defensive Attack Strategy:** Exterior attack directed to protect exposures and reduce fire extension while bringing the fire under control.

**Department:** - Shall mean the Fire Department of the Town of Scarborough

**Deputy Chief:** Classification of rank. The second-in-command assistant to the Fire Chief.

**Detail:** One or more members given a routine or special assignment.

**Directives** - Shall mean any oral or written orders and directions to include but not be limited to Special Orders, Policies and Procedures, General Orders and interoffice correspondence to be followed by all members.

**District:** A defined geographical section of the Town of Scarborough which includes specific apparatus response plans.

**District Chief:** Classification of rank. Call Company Chiefs that are primarily responsible for a district or call companies assigned to them.

**Door Control:** The process of ensuring that the entrance door that is providing access to the fire area is controlled and kept closed as much as possible before and after teams enter the structure.

**Drill:** A training session.

**Duty Officer:** On duty Operations Captain, Acting Operations Captain or the duty Chief.

**Emergency Order:** Order of a temporary nature pertaining to a particular emergency and valid until emergency no longer exists. The order may be written or oral.

**Emergency Vehicle:** Any vehicle owned or operated by the Fire Department and defined by Maine Motor Vehicle Statutes Title 29-A.

**EMS Deputy:** Classification of rank. The second-in-command administrative assistant to the Fire Chief who is responsible for planning, organizing, directing and coordinating the Scarborough Fire Department's EMS Division and its programs.

**EMS Medical Branch Officer:** Member or officer in charge of all functions relating to patient care.

**EMT:** A member licensed at the Maine EMT level of certification, which is responsible for patient assessment and treatment of BLS patients.

**Engine:** A mobile Engine usually carrying 500 gallons or more of water.

**Equipment:** All articles used by the department, other than apparatus, quarters, and expendable supplies.

**Evolution:** Practical drill simulating an actual firefighting situation.

**Explorer:** Any person between 14 and 21 years of age who are members of the Explorer program.

**Exposure control:** The activities used to control the spread of fire to unburned areas.

**False Alarm:** An alarm given with malicious intent or without reasonable cause.

**Fire Apparatus:** Automotive vehicles with a specific firefighting function, designed in accordance with NFPA #1901 Standards, used to carry firefighting personnel and equipment.

**Fire Captain:** See Captain

**Fire Chief:** See Chief

**Fire Company:** A crew of members under the command of a Company Officer or acting officer assigned to a Fire Station with apparatus.

**Fire Control:** When fire suppression activities have stopped the forward progress of the fire.

**Firefighter:** Classification of rank. Entry level members of the department that perform general firefighting duties under the supervision of a Company Officer.

**Fire Ground:** Operational area at a fire or other type of emergency call. The place where firefighting operations are being conducted.

**Fire Inspector:** Manages or works in the Fire Department Inspection program.

**Fire Investigator:** A department member assigned the collateral duties of fire investigation.

**Fire Lieutenant:** See Lieutenant

**Fire Prevention Officer:** A department member assigned the duties and responsibilities of fire prevention.

**First Alarm District:** See District.

**First Due:** The company that normally arrives first on an alarm.

**First-In-Officer:** The first Fire Department officer to arrive at the scene of an emergency.

**Flow Path:** The movement of heat and smoke from the higher pressure within the fire area towards the lower pressure areas made accessible via doors, window openings and roof structures.

**Flow Path Control:** The tactic of controlling ventilation points which limits additional oxygen into the space thereby limiting fire development and the movement of the heat and smoke conditions out of the fire area to the exterior and other areas within the building.

**Fulltime Captain:** see Operations Captain

**Fulltime Lieutenant:** Paramedic Lieutenant: A full time supervisory position responsible for a shift who responds to a wide range of medical, traumatic, and fire suppression-related emergencies and answering directly to the Operations Captain.

**Fulltime Personnel:** Skilled emergency medical and firefighting position that requires the employee to respond to a wide range of medical, traumatic, and fire suppression-related emergencies. This position is covered under a wage scale as outlined in a collective bargaining unit contract.

**General Orders:** Any order of permanent character which requires the attention of the entire department personnel.

**Goal:** A general statement of aim and direction which establishes the overall mission for an organization.

**Gold Badge Member:** Members who have attained 20 years of active participation in the Scarborough Fire Department. In addition, members who have served at least 10 years and attained the age of 50, or any member for special circumstances may be granted a gold badge if nominated by their company and approved by the Fire Chief.

**Grievance:** - Shall mean a written complaint pertaining to discipline and/or working conditions

**Immediate Family:** The immediate family means spouse, parent(s), child(ren), brother(s), sister(s), grand-parent(s), mother-in-law, father-in-law, foster parent(s), or blood relative(s) who serve as foster parent(s), step-child(ren), foster child(ren), or domestic partners.

**Inactive members:** Members who have not completed their mandatory annual training, or members who would like to remain a member of the department but are no longer able to meet the training or physical requirements to remain active (examples include: members away on extended leave for college, service in the armed forces, or other leaves approved by the Fire Chief).

**IDLH:** Immediately Dangerous to Life and Health

**Incident Commander:** The member who is in charge and has the responsibilities of an emergency incident that the fire department is involved in.

**Incident Command System:** The Incident Command System (ICS) has been developed and approved by the Scarborough Fire Department. ICS is a standardized organization and management system utilized in the handling of emergency incidents.

**Incident Safety Officers:** Members or officers that are responsible for scene and operations safety at an incident.

**In Good Standing:** See active member.

**Insubordination:** The willful act of disobeying, disregarding or undermining the orders of a superior officer or supervisor.

**Interdepartmental Memorandum:** A notice issued by the Fire Chief or other authoritative source.

**Junior member:** Members that are 16 or 17 years old. Junior members are limited to certain activities by Maine Bureau of Labor regulations.

**Ladder Company:** A fire company staffing a piece of aerial apparatus, specially trained in ladder work, ventilation, rescue, forcible entry, and salvage operations.

**Leave of Absence (L.O.A.)** - Shall mean an approved leave from the employee's duties for a predetermined period of time and shall follow the Town of Scarborough, Personnel Ordinance, Adopted October 6, 1993, Section 508 as amended.

**Level I Staging:** The primary staging area closest to the incident.

**Level II Staging:** A secondary staging area away from the incident where resources assemble to prepare for move-up to Level I staging.

**Liaison Officer:** Member or officer who acts as the contact person for the Scarborough Fire Department and all cooperating agencies, and reports to Command.

**Lieutenant:** Classification of rank. Fire line officer in charge of a company station, apparatus and call firefighters working under the direction of a Captain.

**Live-In Student:** Students at Southern Maine Community College that have applied for an internship with the department. Live-in students become call company members in the station they are assigned and may be rookies, or active members certified in structural firefighting.

**Manual of Operations:** An administrative directive by the Fire Chief establishing the practices and procedures of the department. Same as the Operations Manual.

**Mass Casualty Incident (MCI):** An incident that produces enough patients (9 or more), requires more than Level 3 Strike Team activation, or when circumstances warrant the establishment of all of the EMS Groups as outlined in the MCI policy.

**Medical Branch:** see EMS Medical Branch Officer

**Member:** Any employee regularly or temporarily appointed to the Fire Department to perform the duties of a Firefighter and/or EMS provider, under whatever designation they may describe in any salary or departmental ordinance providing compensation for the Fire Department. The term "member" includes officers.

**Memo:** A method of written communication utilizing a transitory notice issued for the guidance and information of members of the department.

**Memorandum of Understanding (M.O.U.):** Agreement between representatives of executive management of the Town and representatives of appropriate employee organizations.

**Meritorious Act:** One that is worthy of commendation or possesses merit and is deserving of reward or recognition.

**Multiple Casualty Incident:** An incident with more than two patients but no more than 8 patients and requires no more than Level 3 Strike Team activation. It may require mutual aid ambulances to respond, however the incident is generally handled like any day-to-day call without activating all the EMS Groups.

**Notify:** - Shall imply oral notification usually given by telephone, except when the notification can be readily and more conveniently made in person or in writing

**Objective:** A specific statement of desired achievement and/or performance which is directly measurable in scope and time factor.

**Offensive Attack Strategy:** Command option (Hit it hard from the yard) where critical life safety situations are present and crews will be entering the IDLH environment to conduct search, rescue and fire control efforts within the framework of the risk management plan.

**Officer-In-Charge:** An individual in charge of the fire suppression forces assigned to a particular fire station.

**Officers:** Officers of the Fire Department. Order of rank: Chief, Deputy Chief, District Chief, Captain and Lieutenant.

**On Deck Crew:** The next crew ready to work in the IDLH environment (proper PPE & SCBA, tools, radio, & flashlights) awaiting specific assignment from the Entry Control Chief.

**On-Duty:** A condition of employment wherein a member is actively engaged in a function of the department.

**On Duty Crews:** Per-diem and fulltime employees assigned to a station for a shift.

**On Duty Fire Fighter:** Members who are working a scheduled shift to provide vehicle driver/operation, emergency medical and/or firefighting activities during the scheduled hours, at the assigned station and piece of apparatus. These members may be fulltime or per-diem.

**On-Duty Station Leader:** The on duty firefighter in charge of the shift at a particular station.

**Operations Captain:** Paramedic Captain: A full time supervisory position responsible for a shift and answering directly to the Deputy Chief of Suppression and EMS.

**Operations Manual:** See Manual of Operations.

**Operations Officer:** Member or officer coordinating all tactical operations.

**Oral Reprimand:** An official oral notification by an officer to an employee that there is cause for dissatisfaction with his/her performance, and that further disciplinary measures may be taken, if not corrected. Oral reprimands usually include a written counseling memorandum for internal tracking.

**Paramedic:** A fire department member, licensed at the Maine Paramedic level of certification, which is responsible for patient assessment and treatment of BLS and ALS patients.

**Per Diem firefighter:** see On Duty Firefighter

**Personnel:** Same as Member.

**Pre-Fire Plan:** A plan of operations containing current strategic information and procedures for fire suppression operations in a given occupancy or complex.

**Pre-Fire Plan Inspection:** An inspection made by Fire Department members to study potential fire fighting and rescue problems at a given occupancy and to formulate a pre-fire plan.

**Procedures:** A prescribed or acceptable routine or method of performing or implementing a desired course of action such as specific directives that outline the Standard Operating Policies affecting Department Operations and Personnel.

**Property Conservation:** The activities required to stop or reduce primary or secondary damage to property.

**Public Information Officer:** Member or officer that acts as the official source for all information to be released to the media and other agencies.

**Pumper:** A piece of automotive fire apparatus meeting NFPA #1901 standards and equipped with a pump, water tank, and a compliment of hose, tools, and equipment (same as engine).

**Quarters:** Any department building or place wherein members or companies are assigned.

**Recruit:** A member that has been hired, issued an employee number, and assigned to a Call Company, but has not completed orientation and is not allowed to respond on apparatus or to emergency calls.

**Recognition Primed Decision Making (RPDM):** The ability to quickly determine the problem, find a solution and institute that solution based on previous experiences and situational awareness.

**Regular Response Assignment:** Pre-determined assignment of companies relative to alarm responses.

**Relief Person:** One who is asked to act in the official capacity of another who is on a day-off or otherwise absent.

**Relief Fund:** a monetary fund established for the purpose of compensating members who are unable to perform their functions in the department. It shall be managed by the Board Of Engineers, Captain of the Canteen and the Department Secretary/Treasurer, who shall govern the distribution of funds according to the criteria set up for the fund.

**Rescue:** The activities required to protect occupants, remove those who are threatened and provide patient care as necessary.

**Resource Chief:** Member or officer responsible for the direct management of all incident related resources which have been assigned to the scene and are not yet committed to the hazard area.

**Reunification Center:** A location established to provide assistance to the families/friends of victims.

**Rookie:** A recruit that has completed orientation and is authorized to ride on apparatus and respond to emergency calls under the direct supervision of a senior member or company officer.

**Rules:** Shall mean the Rules and Regulations of the Town of Scarborough Fire Department.

**Safety Officer/s:** Shall oversee all safety requirements the Department. They are responsible for an Inspection Program of department buildings and apparatus. They are often involved with accident and incident review.

**Senior:** Used when determining seniority between two members. The first consideration is Rank, followed by length of service in rank, and length of service in the department.

**Seniority:** - Shall refer to time in grade beginning with the last date of hire or promotion, not to include leaves (LOA) of 30 days or more. Seniority with respect to the Chain of Command shall mean the time an individual has accumulated at a rank level

**Senior Officer:** One who has served longer in the same office position than another, or one who has achieved a higher rank.

**SFD:** Scarborough Fire Department

**Shift:** A period of time when personnel are on duty. Shifts may vary in length and time depending on job classification and need.

**Special Drill:** A special assignment for departmental service.

**Special Duty:** When a member is assigned to perform a particular service of a non-routine nature, when regularly on-duty.

**Special Notice:** A transitory notice issued by the Fire Chief or other authoritative source for the guidance and information of members of the department.

**Special Order:** An administrative directive of temporary nature affecting practices and procedures of the department and shall be effective until canceled or included in the Station Journal:

**Special Services member:** A class of members that are authorized to work in a specific manner as ordered by the Fire Chief. Training and physical requirements shall be determined by the Fire Chief (example: Fire Police Officer).

**Staging Officer:** Member or officer who coordinates the staging of local and mutual aid apparatus and other resources at the designated staging area.

**Standard operating guideline (S.O.G.)** - Shall mean a recommended procedure to be used in situations as described, *(to be used as a guide)*

**Standard operating procedure (S.O.P.)** - Shall mean a description of a procedure that shall be followed as written in all situations described

**Station Student Live-In Advisor:** The individual at each call company who is primarily responsible for the live-in students assigned there.

**Still Alarm:** Generally, an alarm for a less severe incident initially requiring only a single engine response.

**Student Live-in Advisor** – The overall student live- in program administrator.

**Subordinates:** A member who stands in order of rank below another.

**Superior:** A member who stands in rank above another.

**Superior Officer:** An officer who stands in order of rank above another officer.

**Through Proper Channels:** Shall imply that the matter, where practical, is first brought to the attention of the Immediate Supervisor, who shall forward same to the Chief of the Department.

**Tour:** A string of twenty-four (24) hour shifts normally worked by members of the same platoon. A tour encompasses the regular cycle of twenty-four (24) hours on and twenty-four (24) hours off until three (3) successive shifts have been completed.

**Town-** Shall mean the Town of Scarborough, Cumberland County, State of Maine, a municipal corporation.

**Truck:** A piece of aerial apparatus equipped with ground ladders and standard ladder company equipment.

**Truck Company:** See Ladder Company.

**Uniform Members:** Those members of the department authorized by the Fire Chief to wear the Fire Department uniform.

**Unit:** One piece of apparatus or one company.

**Water Supply Officer:** Member or officer who assess the available water supply to each operating apparatus to determine if additional supply lines are needed. The water supply officer shall also assess the total amount of available water from hydrants or other static water supply sources and advise Command of such.

**Working incident:** Any incident where responding crews are committed to operations with the exception of a structure fire.

**Written Reprimand:** An official notification in writing by the Chief, or his designee, to the employee that there is cause for dissatisfaction with his/her performance, and that further disciplinary measures may be taken, if not corrected.

## **RESPONSIBILITIES**

It is the responsibility of all members of the department to be aware of these terms so they will understand the policies included in the Operations Manual.

## **REFERENCES**

“Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments”, Federal Emergency Management Agency, United States Fire Administration.