

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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**EMERGENCY OPERATIONS**

**SOP#:**           Eo 6.00          

**Title:** First To Arrive Duties

**Effective Date:**   01/01/2009  

**Revised Date:**   01/01/2009  

  
Fire Chief's Signature

  
City Manager's Signature

**FIRST TO ARRIVE DUTIES**

**I. PURPOSE**

To provide a uniform guideline for determining strategic and tactical goals when evaluating an emergency incident for first arriving apparatus.

**II. SCOPE/APPLICABILITY**

This policy shall pertain to all Fire Department personnel responding to emergency scenes.

**III. OBJECTIVE**

The objective of this policy is to provide a clear outline of duties to be performed by the first arriving emergency unit.

Consistent use of these guidelines will enable the establishment of the IMS and alert incoming apparatus to conditions and assignments on the emergency scene.

**IV. GENERAL GUIDELINES**

**Response:** Upon arrival or while en-route, should it be determined that no emergency exists or that immediate intervention is not required, it shall be the

first due company or responding Officer's responsibility to downgrade the response of additional units to a non-emergency status.

**Staffing and Deployment:** Upon arrival the first member must assess the needs of the emergency incident in terms of staffing and apparatus. Immediate consideration to incident priorities such as rescue, fire attack and control, and property conservation require the following: initial commitment, sustainment activities, RIT, and property protection. Consider your initial and ongoing requirements and request the appropriate resources early in the incident.

**RECEO:** Many departments utilize the RECEO method for evaluating an emergency incident. This is a useful acronym to remember when formulating strategic and tactical goals:

- Rescue
- Exposures
- Confinement
- Extinguishment/Control
- Overhaul

Since fire fighting is not the only type of emergency problem handled, the term "control" may be used in place of "extinguishment".

**Other arriving units:** As additional units arrive, they will be expected to make the incident commander aware of their presence and will receive assignments from the IC. All units should work together while maintaining their assignments to bring the incident under control.

## **V. POLICY**

A dependable water supply is essential to success and should be established as a primary function. It is the policy of the Poquoson Fire/Rescue Department that:

**When smoke or fire is visible, the first due fire apparatus will establish water supply.**

Other responsibilities of the first arriving unit are listed below. More detailed information related to obtaining water supply may be found in the "Water Supply" portion of the SOP's.

## **V. PROCEDURES**

If smoke and/or fire are indicated during dispatch or visible enroute, the first arriving engine will secure water supply.

### **UPON ARRIVAL**

- Transmit a brief and concise initial radio report to include:
  - Unit number and "on the scene"
  - Height of building in stories
  - Type of building (dwelling, apartment, commercial, etc)
  - Conditions on arrival
  - Officer in charge, identified by name and rank of the officer, not the unit number
- Evaluate resource needs and request additional resources if needed
- Assume command of the situation and remain in command until formally relieved by a superior officer
- Size up the emergency situation utilizing the "RECEO" Method
- Determine the primary objective(s) based on priorities
- Determine strategy based on objective(s)
- Develop plan of action based on objective(s) and strategy

- Assign other arriving companies and units until relieved of command.
- Communicate to the next in command the current situation and plan of action.
- Whenever the incident is obviously beyond the capabilities of the first arriving company it may be better for the first in officer to initially set up a command post rather than become involved directly in operations.

#### LIFE SAFETY

- If there is a life hazard or potential life hazard, then life safety will become the number one priority. All actions on the scene, by fire personnel, will be directed toward minimizing the life hazard.
  - Sometimes, an aggressive, quick attack on the problem will alleviate the life hazard.
  - Life safety includes the life safety of the public and of fire personnel.
  - Fire personnel should not be placed in precarious positions or take unnecessary risks.

#### CONFINEMENT

- Every effort should be made to contain the problem to the smallest area possible.
- Confinement also involves preventing an emergency problem from becoming more complex.
- Confinement of an emergency problem is second only to life safety as a priority consideration.

#### EXTINGUISHMENT/CONTROL

- Control relates to those activities engaged in by fire personnel which directly reduce or abate an emergency problem.
- Many times control efforts such as a direct attack on a fire can accomplish life safety, confinement, and control simultaneously.
- Control operations are utilized with an offensive strategy.

#### **OVERHAUL**

- Once the problem has been brought under control, overhaul will be utilized to identify any possible continuing hazards and renders the emergency scene both safe and under control to the greatest extent possible given the nature of the incident.
- Properly effected overhaul may reduce the amount of overall damage at an emergency scene.