

SEPTEMBER 2007



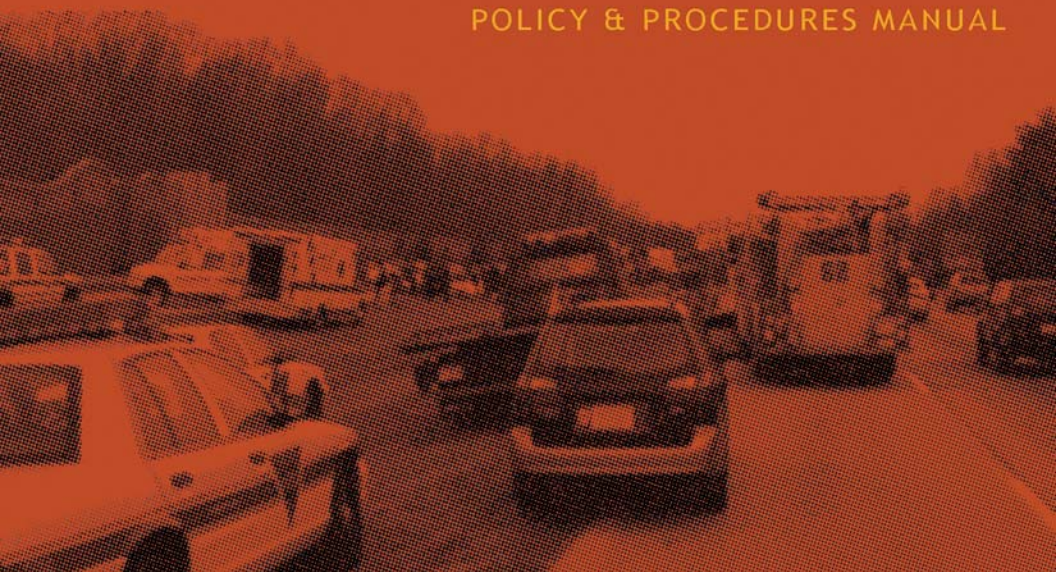
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REVISION 01

INCIDENT MANAGEMENT TASK FORCE

POLICY & PROCEDURES MANUAL



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- > **CHIEF TOM CALHOUN**
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- > **MIKE SICKELS**
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01

INTRODUCTION <-----

The purpose of this document is to provide uniform operational guidelines to ensure safe operations by emergency personnel dispatched to incidents on the limited access highways identified in Appendix A. These operational guidelines were formulated based on input from representatives of the response agencies listed in Appendix B. This document should be used by incident responders as a guideline for decision-making, and can be modified as necessary to address existing conditions.

Incident Definition

An incident is defined as any non-recurring event that causes a reduction of roadway capacity such as traffic crashes, brush fires, or vehicle fires. Improving the overall traffic incident management process will improve the safety of responding personnel, reduce the chance of an associated traffic crash, and minimize the amount of apparatus and personnel responding onto the highway.

Unified Incident Command

SPECIAL NOTE: *As per Title 53 of the New Jersey Revised Statutes, the state police have statutory authority over all incidents that occur on state highways.* As such, the senior trooper on the scene is the Incident Manager. In accordance with the Incident Management System, the senior fire department officer (FD) is designated as the Fire Branch (FB) Director. This designation will be used throughout this document to delineate the responsibilities of the senior fire department officer. (The Fire Branch Director may also function as the Operations Section Chief.)*

However, since the State Police do not have the ability to communicate on the Camden County, or Gloucester County emergency frequencies, the senior fire department officer will continue to utilize the command designation when communicating on the radio. A plain text designation will be utilized for highway responses (i.e. Route 42 Command).

Agencies responding to incidents in the response area covered by this document will utilize a *Unified Incident Command System*. The first arriving emergency responder will establish command, identify a command post location, and don a reflective vest for identification. All other responding agencies will send a representative to the command post. The agencies will cooperate and work together for the safe and efficient mitigation of the emergency. The E.M.S., fire, police, and DOT representatives will be expected to make decisions based on their experience and expertise in their respective fields to contribute to the successful conclusion of the incident. Any decisions made will be communicated to the other agency representatives to ensure coordination of efforts. The State Police will have the final say regarding any disputes that arise.

*In August Of 1990, Assistant Attorney General (AAG) John DeCicco of the New Jersey Attorney General's Office examined whether the authority granted to Fire Chiefs under Title 40A:14-54.1 superseded the authority granted to the State Police under Title 53 at the scene of a fuel spill on the highway. In a Memorandum dated August 10, 1990, AAG DeCicco noted the wording in the Title 40 statute "clearly indicates that a fire chief does not have the authority to preempt any State officers in the lawful exercise of their duties." The Memorandum further claimed the Title 40 statute limits the fire chief's supersession authority to municipal police officers, and does not apply to State Police officers, even at the scene of a fire.

Subcommittees to Task Force

- 1 Policy & Procedure
- 2 Response Boxes and Contracts
- 3 Training
- 4 Arbitration

02

RECOMMENDED EQUIPMENT <-----

Where applicable, agencies responding to incidents on limited access highways should consider having the following equipment:

- 2.1 A sufficient number of Class II Safety Vests for responding personnel;

- 2.2 A minimum of five (5) DOT approved reflective traffic cones (*10 cones are preferable*);

- 2.3 A minimum of one (1) case of traffic flares;

- 2.4 A lighted arrow stick or sign board;

- 2.5 Addition of DOT approved reflective striping to the rear and sides of the vehicle;

- 2.6 Minimum compliment of Basic First Aid equipment will be part of apparatus inventory.

03

INCIDENT RESPONSE <-----

- 3.1 Where possible and at the discretion of the senior fire officer, a minimum crew of four firefighters is recommended for units responding to incidents on the highway.
-
- 3.2 Responding members shall be properly seated in the vehicle and secured with supplied seat belts.
-
- 3.3 Only official, marked vehicles will be permitted on the highway. Under no circumstances will personal vehicles respond to incidents on the any of the identified limited access highways.
-
- 3.4 Companies will be assigned responsibility for a specific area of the highway, and will be directed to enter the highway via a designated ramp. Absent extenuating circumstances, or specific orders to the contrary, companies will utilize their assigned entry ramp whenever responding to incidents on the highway.
-
- 3.5 Responding units will transmit their response via radio on the designated radio channel, and will communicate the total number of responders on their apparatus (*i.e. E841 is responding with 5*).
-
- 3.6 As a general rule, full size units should utilize normal entrances and exits to reverse their direction of travel. Use of the median or paved U-Turns should be reserved for life threatening emergencies and extenuating circumstances.
-

3.7 Units will communicate via radio when entering the highway. (*i.e. E932 is entering the highway*).

3.8 As a last resort, it may be necessary for emergency vehicles to travel against the normal traffic flow to access an incident scene. **NO units or vehicles will employ this maneuver unless and until they receive specific approval from the incident commander or his designee.** The FB must ensure that no traffic is flowing on the roadway to be utilized, and shall communicate his intentions to the State Police prior to authorizing the emergency vehicle to enter the roadway. Once approval is received, the emergency vehicle shall proceed with extreme caution, utilizing the shoulder portion of the roadway if possible.

04

ARRIVING ON SCENE <-----

- 4.1 Operators of emergency response vehicles shall position their vehicles in a manner that best protects the incident scene, the patients, and the work area, when necessary.
-
- 4.2 Consideration should be given to traffic flow and to providing an avenue for additional resources to access the scene.
-
- 4.3 Unit operators shall cancel any warning lights, which impair the vision of approaching traffic (*i.e. headlights, spotlights, clear warning lights*).
-
- 4.4 When possible, crew members should exit their units on the side opposite the traffic flow. Personnel should always check for approaching traffic before exiting.
-
- 4.5 A sufficient safety zone should be employed around the apparatus to allow crew members to remove necessary equipment from the vehicle without being exposed to passing traffic.
-

05

TRAFFIC CONTROL <-----

- 5.1** Traffic control is primarily the responsibility of the New Jersey State Police and the New Jersey Department of Transportation.
-
- 5.2** If the above agencies are not present, it is the responsibility of initial responders to establish a safe work zone at an incident scene. Traffic cones, flares and / or emergency vehicles may be used for this purpose, until appropriate equipment becomes available.
-
- 5.3** Lane closure(s) should be instituted only if necessary to protect civilians or emergency workers. Responders will take all reasonable precautions to provide adequate notice to approaching traffic of the lane closure.
-
- 5.4** Scene conditions may necessitate the closure of the lane next to the affected lane, commonly referred to as a “buffer lane”, to provide an additional margin of safety for emergency workers. Conditions which would indicate the need for a buffer lane include, but are not limited to:
-
- 5.4.1** Light traffic conditions, with vehicles approaching and / or passing the scene at a high rate of speed.
-
- 5.4.2** A fire with heavy smoke conditions, or anticipated steam generation caused by the application of water.
-

5.4.3 A vehicle with injured occupants who need to be removed on a long board from the side of the vehicle facing traffic.

5.4.4 A motor vehicle crash requiring the use of hydraulic rescue tools.

5.4.5 Insufficient room to safely remove equipment from an emergency vehicle positioned close to a travel lane.

5.4.6 Any other unforeseen circumstances which would expose emergency workers to increased risk from passing traffic.

5.5 Personnel should face traffic at all times when placing and retrieving traffic control devices.

5.6 Traffic should never be allowed to pass an incident scene on both sides of emergency workers. The traffic should be diverted to the left or the right of the scene.

5.7 A blocking apparatus may be positioned in the lane closure if necessary for the protection of operating emergency workers. This is especially important during times of low traffic volume, when vehicles are approaching or passing the scene at a high rate of speed.

5.8 For the purposes of this document, a blocker apparatus shall refer to a large vehicle, usually a fire apparatus, positioned within a lane closing to provide a physical barrier between emergency workers and passing traffic.

-
- 5.9** Absent exigent circumstances, the blocker apparatus will not be moved into place until AFTER the lane closure is installed, and will be positioned down stream of the traffic control devices.
-
- 5.10** If an apparatus must be positioned in a live lane for the immediate protection of injured civilians or emergency workers, cones, flares and / or other traffic control devices must be placed upstream of the apparatus as soon as practical.
-
- 5.11** If state police are on location, the closure of any part of the traveled portion of the roadway must first be approved by the senior trooper.
-
- 5.12** If state police arrive on scene and determine that a previously closed lane must be opened to traffic, FD and / or EMS personnel must comply with this order. A reasonable amount of time will be afforded for personnel to move to a safe area before the lane is opened.
-
- 5.13** If the senior fire or EMS officer does not feel adequate safety measures are in place, they should direct their personnel to a safe area until the situation is resolved with the senior trooper at the scene.
-
- 5.14** The closing of additional lanes not affected by the accident, to include on and off ramps, shall require the approval of the state police and/or the New Jersey Department of Transportation.
-

5.15 The FB Director is responsible for appointing a safety officer. The safety officer is responsible for ensuring the safety of all personnel operating on the scene, and should assume primary responsibility for ensuring that proper traffic controls have been established in conjunction with the state police representative and / or his designee (*i.e. NJ DOT*).

5.16 When communicating with other personnel responding to an incident, it's important to note the exact location of the incident, and the most efficient route to access the scene. For purposes of uniformity, the following plain text designations will be used to communicate the lane or portion of roadway affected by the incident:

Lanes:

Three lanes in each direction:

Left Lane, Center Lane, Right Lane.

Four lanes in each direction:

Left Lane, Left Center Lane, Right Center Lane, Right Lane.

Five lanes in each direction:

Left Lane, Left Center Lane, Center Lane, Right Center Lane, Right Lane.

Shoulders will be designated as Left Shoulder or Right Shoulder.

Exits:

See next page.

Exits:

The term “Off-Ramp” will be used to describe a lane(s) which leads from the highway to another roadway.

The term “On-Ramp” will be used to describe a lane(s) which leads from another roadway onto the highway (*i.e. The crash is located on the Northbound Off-Ramp at Exit 10A*).

It is recognized that there are a variety of special circumstances which apply only to the companies who normally respond to certain areas of the highway (*i.e. Aljo curve, I-76 local and express lanes*). This policy is not intended to limit the authority of response agencies to develop standardized terminology which applies to their specific area, provided the terminology is NIMS compliant and is communicated to all companies / units who normally respond to those areas.

06

OPERATING ON SCENE <-----

SPECIAL NOTE: *If you are recalled by New Jersey State Police while on route to any highway assignment, ALL companies shall go available and return.*

6.1 Vehicle Fires:

SPECIAL NOTE: *The term “primary engine” refers to the engine responding in the reported direction of travel. The term “secondary engine” refers to the engine responding opposite the reported direction of travel.*

6.1.1 The first engine company in each direction will enter the highway and announce same via radio. A second full size engine may enter the highway in the reported direction of travel. This apparatus will stage on the shoulder prior to the incident scene and prepare to act as a blocker if needed. The remainder of responding apparatus is to stage off the highway in the area of their assigned entry ramp.

6.1.2 The secondary engine should avoid passing the fire until verification is received that the primary engine is able to access the scene. If the primary engine is able to access the scene, the secondary engine will exit the highway via the next available exit and stage, unless directed onto the highway by the FB. Recalled companies should avoid utilizing the highway to return to their station if traffic is congested.

-
- 6.1.3 The first arriving engine will position in accordance with (IAW) OG 3. The first arriving officer will establish command, perform a “size-up” and determine the necessary resources to safely mitigate the incident. Any unneeded resources will be directed to stage off the highway and / or recalled.
-
- 6.1.4 The FB Director should attempt to identify the senior trooper at the scene, and request his / her presence at the command post to ensure a unified incident command system.
-
- 6.1.5 Additional responding apparatus will position IAW OG 3. The company officer will proceed to the command post for orders unless instructed otherwise.
-
- 6.1.6 Unless conditions dictate otherwise, hose lines used for fire attack should be stretched from the first arriving engine only.
-
- 6.1.7 Apparatus positioned in the travel lanes of the highway should be moved to the shoulder as soon as practical. *If possible, apparatus should be moved prior to restoring hose lines and other equipment to their location on the engine.*
-

6.2 Motor Vehicle Accidents:

- 6.2.1 The first engine, rescue company and E.M.S. unit in each direction will enter the highway and announce same via radio. An additional full size apparatus may enter the highway in the reported direction of travel. This apparatus will stage on the shoulder prior to the incident scene and prepare to act as a blocker if needed. The remainder of responding apparatus will stage off the highway, in the area of their assigned entry ramp.
-
- 6.2.2 Units will position in accordance with operating guide (OG) 3, allowing a route of travel for arriving / departing E.M.S. vehicles. Only necessary units will be positioned close to the scene.
-
- 6.2.3 The first arriving officer will establish command, perform a size-up, and determine the necessary resources to safely mitigate the incident. Any unneeded resources will be directed to stage off the highway and / or recalled.
-
- 6.2.4 The FB Director should attempt to identify the senior Trooper and EMS member at the scene, and request their presence at the command post to ensure a unified command.
-

-
- 6.2.5** Additional responsibilities of the FB Director
- (a) Establish command and assign division / group officers.
 - (b) Don an approved incident command vest for identification purposes.
 - (c) Establish a command post staffed by representatives of operating units/agencies (*State Police, DOT, EMS, etc.*).
 - (d) Establish an "action circle" (*20' radius if possible*), by use of traffic cones or other appropriate barrier, around each vehicle involved.
 - (e) Designate an equipment staging area and a personnel pool at the edge of each action circle, for resources not immediately needed.

SPECIAL NOTE: Only assigned personnel should be inside the action circle.

-
- 6.2.6** Extrication Group responsibilities:
- (a) Coordinate with E.M.S. personnel to establish an action plan for patient extrication;
 - (b) Ensure ALL vehicles are properly stabilized prior to entry and extrication;
 - (c) Supervise extrication efforts utilizing the seven phases below:
 - (1) Size up and hazard control
 - (2) Access to patient for E.M.S.
 - (3) Patient assessment and immediate medical care.
 - (4) Disentanglement
 - (5) Patient packaging and treatment.
 - (6) Removal and treatment.
 - (7) Post rescue equipment servicing

SPECIAL NOTE: *Ensure patient protection throughout extrication, taking whatever steps necessary to protect against further injury through breaking glass, forcibly removed vehicle components, and flying objects.*

- 6.2.7 **The Fire Suppression Group** is responsible for mitigating any hazards which may result in a fire, including spilled fluids, vehicle power systems, electrical wires and / or the actions of rescue personnel, through any of the following methods, as dictated by conditions:
- (a) Stretch and charge a minimum of a 1.5" hose line, staffed by a minimum of 2 personnel in full turnout gear and S.C.B.A. (*line should be placed at the edge of each action circle*), and a dry-chemical extinguisher at the ready.
 - (b) Ensure vehicle(s) is de-energized.
 - (c) Inspect vehicle(s) for leaking fuel or fluids, and secure same. Apply sand or oil dry to any spilled fluids causing slippery ground surfaces in work area.
-

- 6.2.8 **Safety Group** responsibilities:
- (a) Monitor scene for any hazards that arise during incident, and report to FB.
 - (b) Ensure all personnel on location are wearing the proper safety equipment and adhering to safe work practices.
 - (c) Detail unassigned personnel to personnel pool staging, to be ready to respond within 3 minutes.
 - (d) Stop any act that may endanger the patient and / or rescuer.
-

6.2.9 E.M.S. Group responsibilities:

- (a) When possible, EMS units will respond and operate on the same frequency as fire units. This will facilitate effective communications and avoid the response of unnecessary units onto the highway. Staging at a designated location off the highway will be utilized where applicable.
- (b) Upon arrival, position units in a location which best accounts for the safety of crew members, minimizes disruption to traffic flow, and allows egress from the scene for patient transport.
- (c) Don approved Safety Vests for visibility.
- (d) First arriving BLS and ALS Supervisor or designee reports to command post.
- (e) Determine number of patients. If more than one, conduct triage and report results to EMS Group Leader.
- (f) The EMS Group Leader will notify the Incident Commander of the EMS resources needed (*BLS, ALS, Medical Evacuation Helicopter, etc.*). The Incident Commander will request the necessary resources via the appropriate communications center.
- (g) The EMS Group Leader, or designee, will coordinate with the Extrication Officer in developing an action plan for the removal of trapped patients.
- (h) Unassigned EMS personnel will be assigned to a manpower staging pool for assignment to functional groups (*triage, treatment, transport, etc.*).
- (i) For mass casualty incidents, an equipment and supply staging location may be designated.
- (j) Ensure safe and expeditious demobilization of all patients and units from the highway.

6.3 Brush / Grass Fire:

* Adhere to Scene Management OG 6.1 {*vehicle fires*}

07

HIGHWAY HAZARD <-----

* Adhere to Scene Management OG 6.1 {*vehicle fires*}

- 7.1 Apparatus will respond at reduced speed unless otherwise instructed.
-

08

HELICOPTER STAND BY <-----

* Adhere to Scene Management OG 6.1 {*vehicle fires*}

09

GENERAL OPERATION SAFETY <-----

- 9.1 Emergency personnel should consider the use of apparel, which will enhance their visibility. For FD members, full PPE (*coat, pants, helmet*) will be worn. Class II vests may be worn over the fire coat for increased visibility, and must be worn when the coat is removed. Personnel from other agencies should consider the use of Class II vests whenever working on the highway.
-
- 9.2 Personnel should be acutely aware of traffic at all times when operating on the scene.
-
- 9.3 A spotter is recommended whenever personnel are working near a live lane.
-
- 9.4 Personnel shall **never** operate in a live lane. Crossing a live lane should be done with extreme caution, and should be avoided when possible.
-
- 9.5 When possible, equipment deployed from the apparatus shall be taken from the side opposite live traffic lanes (*i.e. hose lines*).
-

10

DEMobilIZATION <-----

- 10.1** The demobilization of the incident must be managed with the same aggressiveness as initial actions. Apparatus and equipment should be removed from the highway promptly, to reduce exposure to moving traffic and minimize traffic congestion.
-
- 10.2** Vehicle operators shall ensure that all equipment has been properly returned to the apparatus, and all doors are closed and secure.
-
- 10.3** All personnel should be properly seated and secured with seat belts.
-
- 10.4** Vehicles which must merge into traffic traveling at highway speeds should consider employing a police vehicle or other marked emergency vehicle to assist them by providing a slow down.
-
- 10.5** Emergency warning lights should be canceled only after the vehicle has completely merged into traffic.
-

A

APPENDIX A <-----

Limited Access Highways Impacted by These Guidelines

Route 295: Mile Posts 25.6-38.0

Route 42: Mile Posts 6.5-14.1

Route 676: Mile Posts 0.1-4.6

Route 76: Mile Posts 0.1-2.5

Route 55: Mile Posts 59.1-60.0

B

APPENDIX B



Organizational Partners Impacted by These Guidelines

Fire, Ambulance & EMS Departments

Barrington Borough

Bellmawr Borough

Bellmawr Park

Blackwood

Blenheim

Brooklawn Borough

Cherry Hill Township

City of Camden

Chews Landing

Deptford Township

Gloucester City

Gloucester Township

Haddon Heights Borough

Haddonfield Borough

Lambs Terrace

Mount Ephraim Borough

Runnemede Borough

University of Medicine & Dentistry of NJ - EMS

Westville Borough

Police Departments

Barrington Borough
Bellmawr Borough
Brooklawn Borough
Cherry Hill Township
City of Camden
Delaware River Port Authority
Deptford Township
Gloucester City
Gloucester Township
Haddon Heights Borough
Mount Ephraim Borough
NJ State Police
NJ Transit Police
Runnemede Borough
Westville Borough

Other Agencies

Camden County Communications
Garden State Towman's Association
Gloucester County Communications
NJDOT - Traffic Operations and Maintenance

Fire, Ambulance & EMS Departments / Barrington Borough / Bellmawr Borough
Bellmawr Park / Blackwood / Blenheim / Brooklawn Borough / Cherry Hill Township
City of Camden / Chews Landing / Deptford Township / Gloucester City
Gloucester Township / Haddon Heights Borough / Haddonfield Borough
Lamb's Terrace / Mount Ephraim Borough / Runnemede Borough
University of Medicine & Dentistry of NJ - EMS / Westville Borough

Police Departments / Barrington Borough / Bellmawr Borough
Brooklawn Borough / Cherry Hill Township / City of Camden
Delaware River Port Authority / Deptford Township / Gloucester City
Gloucester Township / Haddon Heights Borough / Mount Ephraim Borough
NJ State Police / NJ Transit Police . Runnemede Borough / Westville Borough

Other Agencies / Camden County Communications
Garden State Townman's Association / Gloucester County Communications
NJDOT – Traffic Operations and Maintenance



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FIRE CHIEFS AND FIRE OFFICERS
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