
	<b><i>FIRE RESCUE</i></b> <b>ALBEMARLE COUNTY</b> <b>STANDARD ADMINISTRATIVE POLICY</b>	
	<b>Subject:</b>	Working Incident Policy
	<b>Reference Number:</b>	SAP-DEP-052
	<b>Effective Date:</b>	6 April 2015
	<b>Last Revision Date:</b>	04 August 2015
	<b>Signature of Approval:</b>	 <b>J. Dan Eggleston, Chief</b>

**Purpose:**

The purpose of this guideline is to establish criteria for the declaration of a working incident along with the corresponding actions to be taken after such declaration.

**Scope:**

This Standard Operating Guideline applies to all Albemarle County Department of Fire Rescue districts.

**Definitions:**

Working Incident- An incident in which a large number of apparatus and/or personnel will be committed for an extended period of time.

Examples include, but are not limited to the following:

- Structure Fire where multiple lines are required to control the fire
- Mass Casualty Incident (MCI) with more than 10 patients
- Hazardous Material Incident with Level A Entry
- Complex Technical Rescue Incident such as high angle rescue, confined space, structural collapse, or trench rescue

District- a geographical area representing a single fire or EMS agency's first due

**Policy:**

1. Declaration

- a. A "Working Incident" should be declared as soon as practical and if information warrants, the declaration may be made prior to units arriving on scene. This will ensure the appropriate resources are assigned to the incident and notifications are initiated.
  - i. Any emergency responder can initiate a working incident.
  - ii. If a communications officer is receiving credible information that indicates the working incident criteria has been met, responding units shall be notified.
    1. If in the communications officer opinion the incident meets the working incident criteria and no units are responding a working incident shall be declared.
  - iii. In all cases, if a chief officer is responding the decision to upgrade the call will be at their discretion.
- b. In order to maintain the desired effect, the declaration of a working incident should be avoided when a single action is desired such as, upgrading a call or toning a single district.

2. Protocol

- a. Upon declaration of a working incident the actions outlined in Attachment A should be taken by the communications officer for the corresponding incident.
- b. The ACFR Battalion Chief, Duty Officer, and/or District Chief shall evaluate system wide resources and consider the need for station transfers, mutual aid, and/or hire backs.

Attachment A

Call Type	Actions
<p>➤ <b>Structure Fire</b> <i>Example:</i> Structure Fire where multiple lines are required to control the fire</p>	<ul style="list-style-type: none"> <li>• Upgrade the call to a structure fire (residential or commercial) as necessary</li> <li>• Alert the “All County” tone and notify a “working fire in [<i>station X’s</i>] district has been declared @ [<i>location</i>]”</li> <li>• Notify ACFR Duty Officer</li> <li>• Notify ACFR FM to respond</li> <li>• Notify ACPD</li> <li>• Notify appropriate gas, electric, and water utilities</li> </ul>
<p>➤ <b>MCI</b> <i>Example:</i> Mass Casualty Incident (MCI) with more than 10 patients</p>	<ul style="list-style-type: none"> <li>• Upgrade the call to the appropriate level of MCI as necessary</li> <li>• Alert the “All County” tone and notify a “working MCI in [<i>station X’s</i>] district has been declared @ [<i>location</i>]”</li> <li>• Notify area hospitals of MCI and the number of possible patients if known</li> <li>• Notify ACFR Duty Officer</li> </ul>
<p>➤ <b>Hazardous Material (HM)</b> <i>Example:</i> Hazardous Material Incident with Level A Entry</p>	<ul style="list-style-type: none"> <li>• Upgrade the call to the appropriate level of HM as necessary</li> <li>• Alert the “All HM” and “All County” tone and notify a “working HM in [<i>station X’s</i>] district has been declared @ [<i>location</i>]”</li> <li>• Notify ACFR Duty Officer</li> </ul>
<p>➤ <b>Technical Rescue (TRT)</b> <i>Example:</i> Complex Technical Rescue Incident such as high angle rescue, confined space, structural collapse, or trench rescue</p>	<ul style="list-style-type: none"> <li>• Upgrade the call to the appropriate level of TRT response as necessary</li> <li>• Alert the “All TRT” and “All County” tone and notify a “working Technical Rescue in [<i>station X’s</i>] district has been declared @ [<i>location</i>]”</li> <li>• Notify ACFR Duty Officer</li> </ul>
<p>➤ <b>Brush Fire</b></p>	<ul style="list-style-type: none"> <li>• Upgrade the call to the appropriate level of brush fire as necessary</li> <li>• Alert the first due general membership tone and notify a “working brush fire in [<i>station X’s</i>] district has been declared @ [<i>location</i>]”</li> <li>• Notify VA Department of Forestry</li> <li>• Notify ACFR Duty Officer</li> </ul>
<p>➤ <b>Cardiac Arrest</b></p>	<ul style="list-style-type: none"> <li>• Upgrade the call to a cardiac arrest if necessary</li> <li>• Alert the first due Fire and EMS Duty tone and notify a “working cardiac arrest in [<i>station X’s</i>] district has been declared @ [<i>location</i>]”</li> <li>• Notify ACPD for response</li> </ul>
<p>➤ <b>Extrication</b></p>	<ul style="list-style-type: none"> <li>• Upgrade the call to a MVC with entrapment if necessary</li> <li>• Alert the first due Fire and EMS tones and notify a “working extrication in [<i>station X’s</i>] district has been declared @ [<i>location</i>]”</li> <li>• Notify ACFR Duty Officer</li> </ul>
<p>➤ <b>Other</b> <i>Example:</i> Search for missing person, large evacuation, etc.)</p>	<ul style="list-style-type: none"> <li>• Upgrade the call to the appropriate level of incident as necessary</li> <li>• Alert the first due fire and EMS general membership tone and notify a “working incident in [<i>station X’s</i>] district has been declared @ [<i>location</i>]”</li> </ul>