

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Operations

TITLE: Special Operations Duties and Training

NUMBER: 1500-016

A. POLICY

- 1) It is the policy of Bend Fire & Rescue (BF&R) to maintain a Special Operations Team. BF&R has recognized a need for advanced Technical Rescue skills. As these skills are highly specialized and require an above-average amount of time to train for, BF&R has authorized members to prepare for such emergencies in a setting above and beyond normal rescue and training activities. The intent of this policy is to inform all BF&R members of the areas of responsibility and requirements of team members.
- 2) The Fire Chief retains sole discretion on the number of personnel assigned to the team and the number of training days scheduled annually to meet operational needs.
- 3) All instructions contained in PPI# 1600-004 will apply to this policy.
- 4) This policy will outline the responsibilities for Rescue Specialists, as well as the requirements for Special Operations training.
- 5) Using NFPA 1006 as a guideline, Rescue Specialist training will be taken from the learning objectives at both the operations and technician level found in the following disciplines:
 - Rope Rescue
 - Surface Water Rescue
 - Swift Water Rescue
 - Confined Space Rescue
 - Trench Rescue
 - Structural Collapse Rescue
 - Common Passenger Vehicle Rescue
 - Heavy Vehicle Rescue
 - Machinery Rescue

B. PROCEDURE

- 1) The Deputy Chief of Operations will be responsible for overall management of the Special Operations Rescue Team.

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2) The following roles will be established within the Special Operations Team:

- Coordinator
 - ♦ Liaison with Deputy Chief of Operations.
 - ♦ Liaison with Battalion Chief of Training.
 - ♦ Coordinates with Deputy Chief of Operations for new purchases and equipment replacement.
 - ♦ Coordinates yearly and monthly training goals
 - ♦ Coordinates team selection process
- Assistant Coordinator
 - ♦ Assists team leader with coordination of yearly and monthly training.
 - ♦ Assists with team selection process.
 - ♦ Assumes any required duty in the absence of the Coordinator.
- Rescue Discipline Coordinator

Each rescue discipline shall have a minimum of one coordinator and one assistant.

Example: Rope Rescue Coordinator & Assistant Coordinator

Each Rescue Discipline Coordinator and/or assistant shall be responsible for coordinating training in their specific discipline.

- 3) All members of the Special Operations Team are expected to contribute to rescue instruction and will provide the Training Division with necessary training documentation.
- 4) Replacement of members to the Special Operations Team shall be outlined in PPI # 1500-015.

C. INSTRUCTIONS

The Special Operations Coordinator will confer with the Battalion Chief of Training to schedule monthly rescue training. Special Operations training will be included in the BF&R master calendar.

Training Sessions

- 1) Members of BF&R are expected to act in a professional manner during training sessions. The Special Operations Team Coordinator is responsible for maintaining drill progress and a focus on professionalism and safety. All members of the rescue team are expected to arrive early enough to be ready to begin the training precisely at the given time, to maximize the quantity and quality of training within the allotted time.

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- 2) Special Operations training will normally be conducted monthly and may occasionally conflict with other scheduled BF&R training. Rescue drills will last not more than ten (10) hours at a time unless prior arrangement has been made through the Operations Division.
- 3) Regular attendance at monthly drills will be critical to the successful outcome of rescues. For this reason, Special Operations team members shall be required to attend a minimum of 10 drills per year including at least one training session per primary discipline (rope, water, trench, confined space, collapse) to maintain membership with the team.
 - Failure to attend the minimum number of drills will result in:
 - ♦ Written warning
 - ♦ Suspension or removal from the team and loss of incentives
- 4) Absences due to sick leave as well as department-related commitments may be considered when evaluating annual attendance.
- 5) Training sessions will be scheduled in a manner to minimize negative impacts to operations.
- 6) Training sessions will be limited to those members who have been selected as members of the Special Operations Team, and those auxiliary team members selected per PPI#1500-017 to fill vacancies. Exceptions to this policy are at the discretion of the Special Operations Coordinator. Drills may be scheduled to take place during daytime and/or nighttime. Drills may include duty crews for orientation to rescue procedures and continuity of operations.

Outside Training

- 1) Outside training classes shall be NFPA 1006 compliant unless prior authorization is received from the Training Officer.
- 2) Outside training for individuals may be arranged through the Training Division as outlined in PPI# 1600-010. The degree to which an individual receives funding, paid leave, or other BF&R support for outside training is at the discretion of the Battalion Chief of Training.
- 3) Prioritization for who attends training is at the discretion of the Special Operations Team coordinator and may take into account; seniority on the team, existing skill sets, and team or department need.
- 4) When an individual receives support for outside training, he/she is responsible to complete the training in a timely manner and agrees to utilize this training to benefit BF&R, in cooperation with the training program. The individual may be asked to provide verification that the training was completed.
- 5) It shall be the individuals' responsibility to obtain proper documentation in the applicable task book while attending outside training.
- 6) Members shall prioritize the completion of task books once they are issued.

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Certifications

- 1) Rescue Specialists are expected to work towards attending classes and receiving certification in the following primary disciplines:
 - NFPA Rope Rescue – Technician Level
 - NFPA Swiftwater Rescue – Technician Level
 - NFPA Confined Space Rescue – Technician Level
 - NFPA Trench Rescue – Technician Level
 - NFPA Structural Collapse Rescue – Technician Level
 - NFPA Heavy Vehicle Rescue
- 2) It is desirable the Rescue Specialist also work towards certification in the following disciplines through training provided within the team.
 - NFPA Machinery Rescue

Training Records

- 1) A record of BF&R-recognized training will be maintained by the Battalion Chief of Training. These records shall be made available to members of BF&R as needed, and to authorized agencies as requested.
- 2) A training roster shall be completed for each training session. It is the responsibility of the instructor to complete the training roster and submit it to the Training Division.

Rescue Operations

- 1) Rescue Specialists will be expected to provide quick and accurate size-up when arriving on a rescue scene. They will work with the Incident Commander to ensure the best possible outcome for the incident.
- 2) The “Operations Section Chief” position shall be assigned to the highest qualified Rescue Specialist on-scene. This job will be to advise the incident commander and to control the rescue portion of the incident.
- 3) If possible, the position of “Incident Safety Officer” shall also be assigned to a Rescue Specialist during a technical rescue.
- 4) In the event of a Special Operations callback:
 - Off duty Rescue Specialist will communicate on the team text thread that they are responding to the rescue
 - One off duty team member will be the point of contact (POC) with the on-duty BC. They will announce on the text thread that they are the POC and call the on-duty BC to coordinate off-duty response for access and any other equipment needs

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- At the direction of the POC, off duty members shall either respond directly to the scene with their PPE or pick up additional equipment.
- The intent is that during a rescue, Rescue Specialist respond to mitigate the emergency and not backfill stations in the event of a concurrent 3PC.

Post Incident Reviews

- 1) All technical rescues will be followed with a After Action Review (AAR). This will be completed as per BF&R standards.
- 2) All Special Operations personnel involved with a technical rescue shall be granted overtime to attend its AAR when off duty.
- 3) During the final thirty (30) minutes of each rescue drill, an informal AAR will take place among members of the rescue team, to identify training discrepancies or potential problems, as well as to reinforce positive lessons learned.