

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

SOG #:	6.521	Effective Date:	6/9/2015
Title:	Marine 408 Operations	# of pages:	7
Category:	Special Operations	Classification:	Red

1. **PURPOSE:** The South Portland Fire Department wishes to establish operational procedures/guidelines to provide and maintain high quality, professional, efficient, and safe marine responses on and pertaining to the multi-purposed fire department marine vessel known as Marine 408.
2. **POLICY:** Marine 408 will respond to fire suppression, EMS, hazardous materials, water rescues, dive recovery, flammable liquid spills, and any other water related tasks the administration deems necessary.

3. PROCEDURES:

Definitions:

- Disabled Vessel – A vessel that is having mechanical, fuel, or other problems where the crew and occupants are not in any imminent danger and the vessel is in no immediate danger of damage, sinking, or running aground.
- Vessel in Distress – A vessel that is experiencing a condition that requires prompt action to mitigate, but does not reflect an immediate danger to the vessel or crew. Examples of a vessel in distress include: taking on water while pumps are still operating, vessels stranded on sand bars or drifting towards shoal water or dangerous conditions, flare sightings, and non-emergent medical conditions of crew members or passengers.
- Vessel or individuals in immediate danger – includes vessels on fire, vessels that are sinking, vessels on or in danger of contacting rocks or ledges, drowning, search and rescue missions, individuals requiring immediate emergency medical assistance, and any situation that is an immediate threat to life or property.
- Marine 408 – 24’ Viking Response vessel stationed at end of Portland St (City Pier near PPL Pier 1)
- Marine 404 – 10’ Zodiac inflatable carried on Squad 404
- PFD – Personal Floatation Device
- VC – Vessel Commander Marine 408, normally Officer/MIC of Engine 408
- MVO – Motor Vessel Operator who has completed the SPFD certification process

Scope

While the attached are called Standard Operational Guidelines, it is recognized that SOGs can only address a number of set conditions in an operational perspective. It is impossible to anticipate every situation that may occur during either an actual service call or training. Members may modify this SOG as the situation dictates and with

reasonable cause as justified for the situation. When utilizing or adapting this SOG to a specific situation, safety is of paramount importance. This SOG pertains to all personnel involved directly or indirectly with water related responses, or water related training. **A part of the unit's mission that always must be remembered is to provide for safe operations.** As stated in the SOG, every member, in all actions, should analyze the risk and benefit associated with that situation and action. It is the risk and benefit analysis that should judge each member's actions in regards to this SOG and the operation/training at hand.

Operations

To insure continuity and accountability for the response, equipment, maintenance, and operations of Marine 408, the following guidelines are in effect. The Officer/MIC on Engine 408 during their respective on duty shift will be primary company responsible for all operations relating to Marine 408.

Whenever the vessel leaves its docking area, certain procedures of notification must take place:

- The Officer/MIC advises Chief 401
- The Officer/MIC advises Fire Alarm that:
 - Marine 408 is underway
 - Number of Souls On Board (SOB)
 - Purpose of trip

Specific Information

General Information

1. Personal floatation devices (PFD) shall be worn at all times by all onboard personnel. Work or survival suits shall be worn when weather or sea conditions warrant. Wet suits are not considered PFDs and members wearing wet suits must also wear a vest type PFD.
2. The MVO shall use the tether/kill switch whenever Marine 8 is underway.
3. No smoking onboard.
4. A professional image shall be projected at all times.
5. Onboard tours by written permission only.
6. GPS, Radar, VHF and 800 Radios shall be in operation at all times when underway.
7. At all time the vessels running lights shall be illuminated. The emergency lights will be used when involved in an emergency operation.
8. Systems checks shall be performed before and after each use of Marine 8 and documented.
9. All equipment shall be maintained, organized and kept clean. Predetermined positioning of equipment shall not be deviated from to insure uniformity. Preventative maintenance shall be performed weekly per the onboard checklist and documented.
10. Any damage shall be documented and reported ASAP to Chief 401 using the form on the SPFD Intranet.
11. Only qualified, designated MVOs shall operate the vessel. When training new operators, a qualified and designated MVO-Trainer shall be immediately beside the trainee so as to insure expedient intervention if necessary.

Incident Command

1. The Incident Commander should establish command in a location where he/she has visual contact with the vessel or victim if possible and where he/she can make a determination as to weather and sea conditions.
2. The safety of our personnel is always the primary concern when conducting a marine rescue operation. The IC should make a decision as early as possible as to the current sea and weather conditions and should hold Marine 408 from launching if it is not safe to do so. **A go/not go assessment shall be completed prior to launching/departing the dock.**
3. The IC shall obtain and document the names of all crew members on each vessel deployed for accountability purposes.
4. All communications should be on the assigned OPS channel, all traffic to dispatch should be handled through the IC. The Incident Commander shall conduct periodic status checks with Marine 408 during extended operations.
5. The Incident Commander shall ensure that the U. S. Coast Guard and Portland Fire Dept. have been notified and are responding for any harbor water rescue situation. Consider requesting the Cape Elizabeth WET team.
6. When operating on mutual aid calls the IC may request the units operate on State Fire or some other available radio frequency.
7. The IC should request additional resources from mutual aid communities and other agencies as required. Consider use of the Scarborough's Command Van for extended or multi-agency events.
8. The IC should either personally meet, or assign a unit to meet with the complainant whenever possible to gather as much information as possible

Operation's Responsibilities (hereunto know as MVO)

1. The MVO's (Marine Vessel Operator) main responsibility is the safety of the crew and Marine 408. All South Portland Fire Department and United States Coast Guard safety regulations and shall be adhered to explicitly.
2. The MVO is and will be held accountable, not only by the South Portland Fire Department but the United States Coast Guard, for adhering to the Title 12, MRS rules and regulations.
3. The MVO shall not leave the helm and must maintain control of the vessel at all times while underway. Only when the vessel is safely moored at a stationary site and the transmission has been taken out of drive, shall the MVO be excused from the helm.
4. Risk/benefit shall be utilized in all operations. Sea conditions, weather, experience of the crew, experience of the MVO, vessel condition, incident type, etc. shall all be taken into account when assessing the risk/benefit. **A go/not go assessment shall be completed prior to launching/departing the dock.**
5. Marine 408 shall only be operated by those members that have been certified as Marine Vessel Operators as outlined in the training requirements.
6. The monitoring of all vessel gauges and electronics to insure safe and damage free operation shall be constant and on-going during all operations and training. When responding to a non life threatening incident or when training and negative or possibly

damaging readings are observed, termination of the operation and or training shall be exercised. When responding to a life threatening incident and negative readings are observed the risk/benefit of continuing the operation must be assessed.

Crew Responsibilities

1. Officer/MIC of Engine 408 (or assigned apparatus) shall be known as vessel commander (VC). The crew of the Marine 408 shall fall under the command of the VC. The VC's decisions shall be made in conjunction with the MVO's ability to safely operate the vessel.
2. All tending of lines, firefighting, patient care, underway maintenance, rescues, monitoring of instrumentation in conjunction with the MVO, bumper/fender placement, and hazardous objects watch such as floating debris, other boats, bridge pylons, etc. are the ongoing responsibilities of all crew members.
3. Marine 408's maintenance is the responsibility of all personnel. Weekly inspection records shall be kept and maintained of all maintenance, responses and engine operations. Any outside of normal parameters occurrences shall be reported immediately to Chief 401.
4. Proficiency in all aspects of vessel operations is the responsibility of all crew members and is and shall be ongoing. Operational training to maintain a safe level of proficiency is paramount and shall be scheduled and participated in by all crew members on a regular basis.
5. All personnel that are approved as MVOs shall receive a yearly skill check off to demonstrate proficiency for all aspects pertaining to Marine 408.

Medical Responsibilities

1. Only basic medical supplies shall be maintained onboard Marine 408 with a primary focus on basic bandaging.
2. Paramedics will need to bring an ALS jump kit and cardiac monitor to Marine 408 before deploying if a medical emergency is suspected.

Minimum Staffing for Deployment

1. A minimum of (2) two personnel is required to safely operate and respond to most incidents with a preferred staffing of (3) three, maximum of (4) four. Due to its size there will rarely be a need for more than (4) four crew members. The two required positions are the VC and MVO (the VC must be capable of also being able to pilot the vessel back to safe harbor in the event something happens to the MVO) ideally one Firefighter/EMTs shall also be onboard to act as deck hand and when manning permits, one Firefighter/Paramedic shall be part of the crew.
2. At all time there will be an approved SPFD MVO onboard whenever the Marine 408 is underway.

Rescue Swimmers/Divers

1. Members of the SPFD are currently not trained in surface rescue, rescue swimmers will be deployed only as a last resort.
2. The IC shall authorize the deployment of rescue swimmers.

3. When a victim is located, extreme care must be taken when approaching victims in the water.
 - a. Be alert for floating debris as well as other less visible victims.
 - b. Approach victims at a very low speed and from downwind/down current and at an angle. This will minimize the chances of running over a victim or chasing the after them.
 - c. When in doubt concerning boat actions around people in the water, the motor should be shut off. This will prevent the prop from cutting people in the water and reduces the chances of rescuers being tossed overboard by a sudden turn.
4. At no time should any of the crew enter the water to assist a victim.
5. Dive Rescue/Recovery is a Police function.

Firefighting

1. All fire fighting shall be conducted under the two in two out standard. When a call is received concerning a vessel fire, additional personnel shall be assigned to fulfill the two in two out standard and maintain SPFD's commitment to safety.
2. All marine fire fighting shall be conducted according to IFSTA Marine Fire Fighting 1st edition.
3. Rescue is the South Portland Fire Department's first priority. Any fire fighting, protection and preservation of property, is secondary to rescue efforts.
4. When firefighting a vessel fire, a 1¾ inch attack line shall be used and the minimal amount of water needed to extinguish the fire shall be used in an effort to prevent sinking of the vessel on fire.

Oil Spills

1. The primary responsibility of Maine 408 in an oil spill would be on scene oversight and evaluation of the incident as related to emergency management and protection of the city.
2. The vessel may assist in hauling booms as the boat is designed similar to DEP boats.

Towing

1. The South Portland Fire Department is not in the commercial marine towing business. Within Portland Harbor there are numerous commercially trained and insured towing companies. Vessels dead in the water shall only be towed at the discretion of the VC in conjunction with the MVO's ability to safely operate Marine 408 under the prevailing conditions. When towing is deemed necessary, the vessel shall be towed to the closest safe mooring site.
2. When towing is deemed necessary, tows shall be performed using a pre-tied towing harness insuring even placement of weight load.
3. The blue emergency lights shall be illuminated at all times that a towing operation is ongoing.
4. While towing, one crew member shall be placed in a position as to maintain visual contact with the vessel being towed. During nighttime towing operations, one spotlight shall be placed in the direction of the bow of the vessel being towed in an effort to maintain a visual reference on the towline by the crew of Marine 408.

5. All persons onboard the vessel being towed shall be required to wear life jackets and to maintain a safe distance from the tow line.
6. It shall be the VC responsibility to advise the owner/operator of the vessel being towed that the SPFD assumes no responsibility or liability for damages while rendering aid and have them sign the department's waiver. If the owner/operator does not accept the SPFD's position on responsibility, then the VC will notify the appropriate vessel towing services and will remain with the vessel in distress until such towing services arrive.
7. Chief 401, if not on scene, shall be notified of the situation.

Vessel Wake

1. Marine 408 can produce a significant wake. All personnel operating the vessel shall be held accountable for negative effects due to negligent wake creation.
2. Negligent wake creation is not excused during emergency responses. Good judgment must be exercised at all times.

Refueling

1. When possible refueling shall be done at DiMillo's Marina. The alternate location(s) shall be Spring Point Marina.
2. When refueling the engine must be shut down and all electrical equipment turned off.
3. When possible Marine 408 shall be refueled when the fuel gauges read $\frac{3}{4}$ full.
4. Crews of Marine 408 shall avoid allowing fuel levels to reach $\frac{1}{2}$ tanks when possible.
5. No smoking in the immediate area of refueling.
6. No bystanders allowed in the immediate refueling area.
7. All fuel shall be documented in the log book.

State of Readiness Maintenance

1. All state of readiness maintenance of Marine 408 shall be performed using manufacturer's guidelines.
2. All state of readiness maintenance performed by the boat's crew members, department mechanic or private contractor shall be documented.
3. All state of readiness maintenance work documentation shall be legible and organized. Any immediate issue that could possibly render the boat inoperable, unsafe or cause damage shall be immediately reported to Chief 401.

Security

1. All security systems shall be kept in the secure position when personnel are not in the immediate vicinity of Marine 408.
2. All gates shall be kept in the secure position when personnel are not in the immediate vicinity of Marine 408.
3. All mooring lines shall be kept in the secure position when personnel are not in the immediate vicinity of Marine 408.
4. When any security issue arises, Chief 401 shall be notified immediately.

Dry Docking

1. Marine 408 shall be removed from the water and “dry docked” each fall around late October to early November (weather depending). During this time all manufacturers’ guidelines for hull inspections, repairs and servicing will be completed.
2. Annual dry dock servicing is critical to extended vessel service, safety and warranty compliance.
3. Marine 408 will be returned to the water in early April as determined by administration.

Safe Harbor

1. In the event of a hurricane warning or when there is a possibility of hazardous weather conditions predicted, Marine 408 shall be dry docked and stored until the storm is over.
2. The decision to move or dry dock Marine 408 will be made by the Fire Chief/EMA Director or if not available by Chief 401.
3. Dispatch shall be notified by Chief 401 as to the relocation of Marine 408.

Marine 8 loaned to other City Departments or Government Agencies

1. Marine 408 may be used by other departments (Police Department Dive team, Transportation & Waterfront) for official functions. Whenever the Marine 408 is in use by another department they will either need to supply a SPFD certified MVO or hire one from the FD on overtime.
2. Prior to use, Chief 401 shall be contacted with the name of the MVO and purpose of the trip.
3. Dispatch will be advised that Marine 408 is in use for a non-emergency operation.

4. REFERENCES:

- Nashville FD SOG 6.11
- Scarborough FD SOG 3710

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief