	Standard Operating Guideline: FIRE 1	
	Subject:	Suppression Incident Operations
	Effective Date:	January 1, 2023
	Director:	DocuSigned by: William Ferguson 03F99B735E13429... 2/13/2023

Purpose

The purpose of this guideline is to establish a standard operating guideline (SOG) for all Franklin County Department of Public Safety (FCDPS) volunteer and career personnel by outlining expected roles, responsibilities, and expected practices while operating on any incident or scene; to ensure that objectives are being met, while operating in a safe manner, in accordance with current NFPA standards, as deemed applicable.

Scope

The SOG applies to all volunteer and career personnel, under the authority of the Director of Franklin County Department of Public Safety as defined by Section 8-12 of the Code of Franklin County, VA.

Expectations

FCDPS personnel, volunteer and career, work as a team. Each member is valued as an integral part of the "big picture," working towards the organization's mission. The expectations presented in this document are meant to promote a positive team attitude and to assist in the development of an efficient and effective work environment between volunteer and career personnel.

FIRE GROUND OPERATIONS

Response

NFPA 1710 safe staffing standard recommends at least four firefighters respond on an Engine Company to all structure fires. Recognizing this is not always feasible in Franklin County, understaffed crews can still be effective when arriving on the scene of a structure fire. When a suppression unit staffed with less than four certified firefighters arrives on the scene, priorities should be given to following:

- A thorough 360 size-up
- Treatment of any significant or life-threatening injuries

- Fire attack from the exterior
- Establishment of command
- Exterior utility control
- Ladder placement

Any member arriving in a Privately Owned Vehicle (POV) shall park out of the way and not impede access for fire apparatus. Personnel shall report to the IC for assignment and establishment of crews. **Freelancing cannot and will not be tolerated.**

All personnel, when involved in operations in the IDLH or that require the use of SCBA, should operate as a member of a team. That team should maintain contact with each other by sight, voice, and/or touch. Each team member should also have a portable radio to allow immediate contact with their supervisor.

A thorough size up to include a 360 of the structure is a critical step by the first arriving unit. The actions of this unit sets the stage for the remainder of the responding units and can have a direct impact on the outcome of the incident. A 360 size up shall be completed on all structure fire events before commencing an interior fire attack.

Command will be established by the first arriving unit or chief officer and maintained throughout the event. Command may be transferred to a senior officer/chief when applicable and available. The incident commander will verbalize over the radio the name and location of the command post. More information on command operations can be found in SOG OPS7.

Two-In, Two-Out

The Virginia Occupational Safety and Health Commission (VOSH) enacted legislation that establishes parameters for minimum staffing levels during initial firefighting operations. These parameters focus on the minimum number of personnel who must be on the scene before committing personnel to enter any hazardous area where there is an immediately dangerous to the life and health (IDLH) atmosphere. The term “two-in, two-out” refers to incident scene operations where the minimum number of firefighters (two) may enter an IDLH while a minimum number of firefighters (two) remain outside the IDLH area as the “stand-by team” to monitor the activity of the interior crew and effect rescue if necessary.

Personnel operating in IDLH atmospheres shall operate in teams of two or more and shall utilize full protective clothing and respiratory protection appropriate for the hazard and job assignment. An IDLH Atmosphere shall include, but is not limited to: structure fires, vehicle fires, outside container fires, suspected or known hazardous materials incidents, trench or confined space rescues, or when deemed so by the incident commander.

A minimum of four qualified/certified members must assemble on scene before interior fire attack operations are permissible. The exception to this is:

If, upon arrival at the scene, members find a probable or imminent life-threatening situation

where immediate action may prevent the loss of life or serious injury, such action shall be permitted with less than four persons on the scene, when the probability of a rescue is made, in accordance with scene size up indicators and fire-ground evolution factors.

Example: Report of person inside, person visible inside structure, etc.

When no imminent threat or credible report or persons trap, it is preferred to have a minimum of five certified firefighters on scene to include an incident commander.

Life safety is the highest priority at all structure fires. The potential for life loss is most prominent in residential occupancies. This objective should be achieved through interior fire containment and primary search. All operational tactics should be assigned to support this strategic goal. When it has been confirmed that the occupants of the structure are accounted for (self-evacuated, evacuated with assistance, or rescued) the strategic goal should then focus on firefighter safety and fire extinguishment; this information is generally received by the first unit on the scene. Upon arrival, gather information from the occupants who left the building or neighbors standing outside and communicate this information to all incoming units.

The rescue problem should be addressed by a thorough interior primary search for life that focuses on the tenable areas adjacent to the fire area, as well as the bedrooms and means of egress. A hose line should be assigned to the floor to protect crews conducting the search. Coordinated ventilation in this type of structure is critical in facilitating a primary search. This may be achieved through the removal or opening of selected windows where occupants might be located. If the EMS unit is staffed with members trained as firefighters and there is no need for the treatment of trapped or injured occupants, this unit may be used as the “outside two,” or assigned to other duties as determined by the IC. If this action is taken, another EMS unit shall be requested to the incident for the treatment of injured firefighters or occupants.

Strategic Modes

Incident strategy will fall into one of two general modes: offensive or defensive. The strategic mode shall be announced on the tactical channel by the original IC. Changes in the strategic mode shall be announced by the IC.

Offensive Mode

Offensive mode strategies are used in situations requiring immediate action and commitment of resources to the fire building. This may include interior or exterior operations. When operating in an offensive mode or strategy, personnel must make a decision on their command position. The unit officer will either be investigating or attacking. During an investigation, the officer will in most cases establish command which may not be set to one geographic area due to the unit’s actions. For example, “Engine 8 is on the scene, side Alpha of a two-story single-family dwelling, nothing showing from all four sides, investigating with a crew of three. After the size up, Engine 8 can either establish or pass command.

Defensive Mode

This is essentially a "holding action" used to keep the incident from spreading and protecting exposures until additional resources arrive. The defensive mode is also appropriate when the incident cannot be controlled, and the operation must protect exposures until the threat is reduced or eliminated. Typically, command will not be transferred in this mode except on the arrival of the chief.

RECEO (Command Level Considerations)

At most incidents, such as building fires, the basic concept of addressing the five basic tactical objectives applies:

- Rescue
- Exposures
- Confinement
- Extinguishment
- Overhaul

SLICE-RS (Unit/Crew level considerations)

The acronym SLICE-RS is a tactical decision model that incorporates the proven methodology learned from Lloyd Layman and pairs it with the informational data from UL and NIST in an attempt to provide a comprehensive tactical checklist for initial arriving personnel operating in a fire attack mode. With the implementation of SLICE-RS, we are providing a tool for the initial arriving officer to apply to their tactical decision making from the information gathered while obtaining a 360-degree view of the structure involved. SLICE-RS allows you to quickly categorize the information you see into the most efficient manner that can guide your tactics and communicate pertinent information to incident command or other units.

- **S**ize up – A tactical plan for a fire must be developed, communicated, and implemented. First arriving officers/incident commanders are responsible for obtaining a 360-degree view of the structure involved.
- **L**ocate the fire – The location and extent of the fire in the building must be determined and communicated.
- **I**dentify the flow path – Identify the presence and/or location of the flow path. Flow path evaluations should include openings acting as intakes and discharge, as well as smoke indicators of color, volume, and velocity of the flow path.
- **C**ool the space from the safest location – Given information obtained during the size up, locating the fire and identifying the flow path, personnel must determine if high heat/untenable conditions exist inside the structure. When these conditions are present, the officer will determine the safest and most direct way to apply water to the superheated space, or directly on the fire when available. The primary goal in this step is

to reduce the thermal threat to firefighters and potential occupants as soon as reasonably possible. Cool the fire from a safe location does NOT mean we attack every fire from the exterior prior to entry.

- **E**xtinguish the fire – Once the thermal threats has been controlled, the fire should be extinguished in the most direct manner possible.
- **R**escue – Personnel should consider the potential for rescues at all times. Firefighters should be prepared to remove occupants. It should be reinforced that many times, the best and most effective lifesaving action the initial units can take is to suppress the fire.
- **S**alvage – Firefighters should use compartmentalization to control fire spread and smoke whenever possible and protect occupant's possessions by the best available means once fire has been extinguished.

Radio Reports

The on-scene report gives the initial arriving company officer the opportunity to deliver detailed incident description. The on-scene report should paint an image of the building type and benchmark the conditions upon arrival to other incoming units. The on-scene report should be concise but provide sufficient information to incoming units to permit for proper apparatus placement and crew deployment. Information provided in the on-scene report should include: water supply information, unit identification and location, building height, occupancy type, and detailed location of what is evident upon arrival. More information on radio reports can be found in SOG OPS21.

360° Lap

The 360° Lap, or building walk around, will allow personnel to view all sides of the building (if possible), and further paint a picture of the incident to incoming units communicated in the situation report. The lap will allow the initial arriving personnel to determine the possible location of the fire, the presence of victims, best location for initial line deployment, and any obstacle present that may impede smooth fireground operations. The first-arriving unit shall conduct a thorough 360˚ lap of the structure prior to implementing interior firefighting tactics.

Identification of Building Sides and Geographic Areas

Common terminology is a founding principle of ICS. The ICS uses alphabetical phonetic identifiers for the designation of building sides, quadrants, and exposures. Used alone, the alphabetical letters are easily misunderstood over the radio. Therefore, the "International" Phonetic Alphabet shall be used to designate building sides/areas: Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, Xray, Yankee, Zulu.

Determination of Building's Exterior Sides

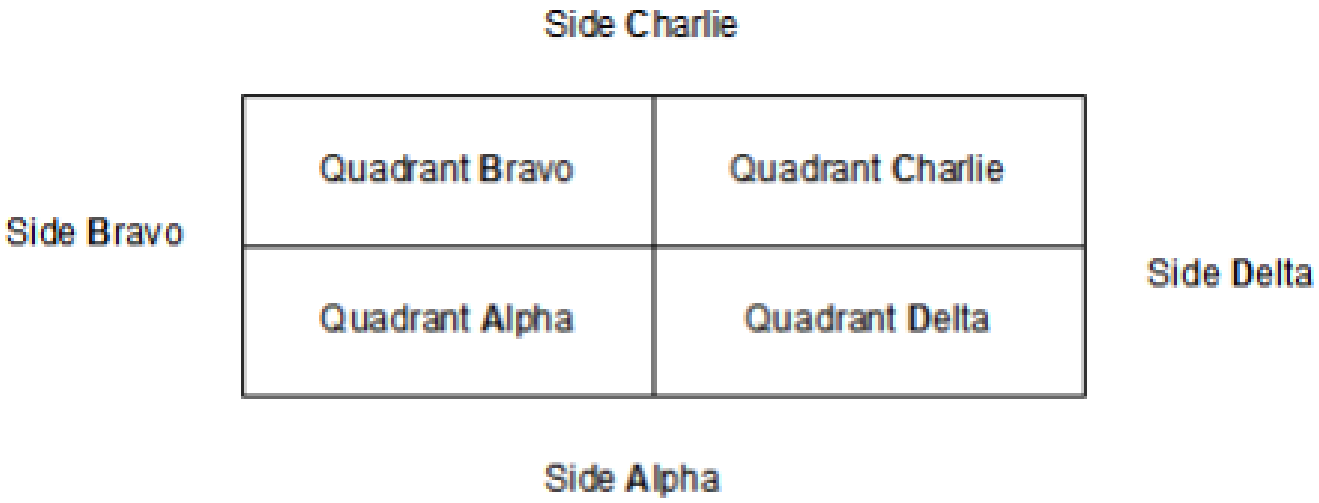
Side Alpha: The side of the building, which is utilized as the building address. In most cases, this would be the side that includes the main entrance or foyer.
Side Bravo: The left side of the building, when facing Side Alpha.
Side Charlie: The opposite side of Side Alpha.
Side Delta: The right side of the building, when facing Side Alpha.

Interior Identification Process

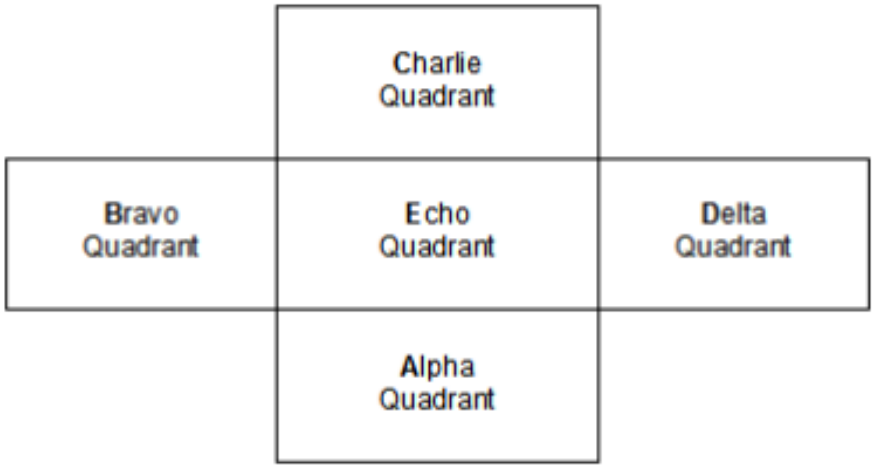
The interior of the buildings shall be divided into quadrants Alpha, Bravo, Charlie, and Delta, starting at the left front of the building. Again, the international alphabet shall be used when identifying the quadrants. The floor number shall be used to identify the level of the building.

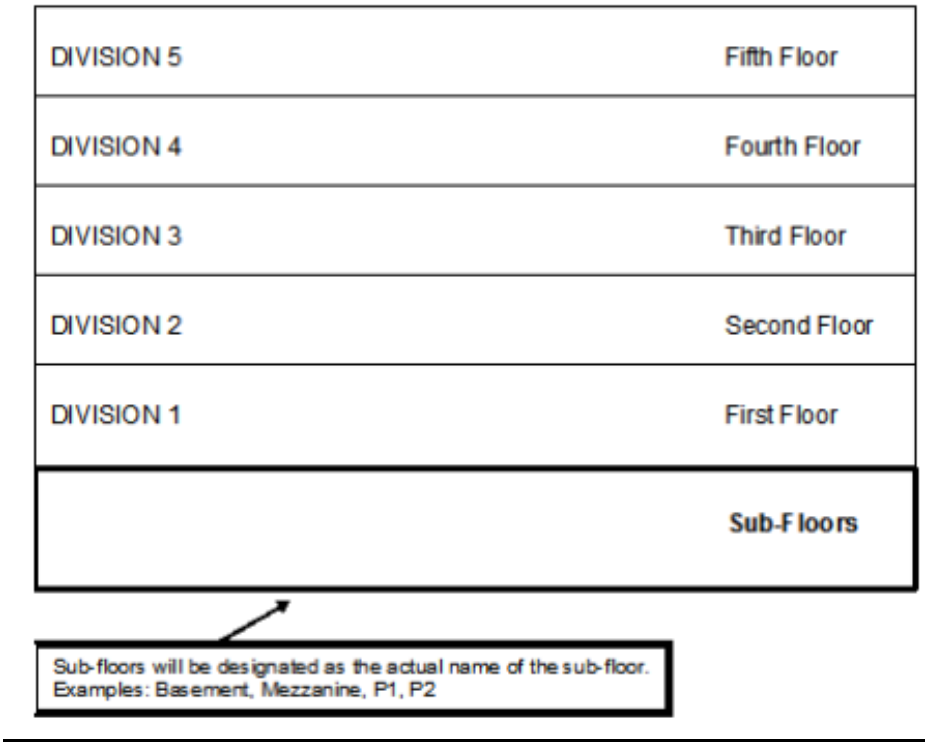
The full word should be used, not the letter.

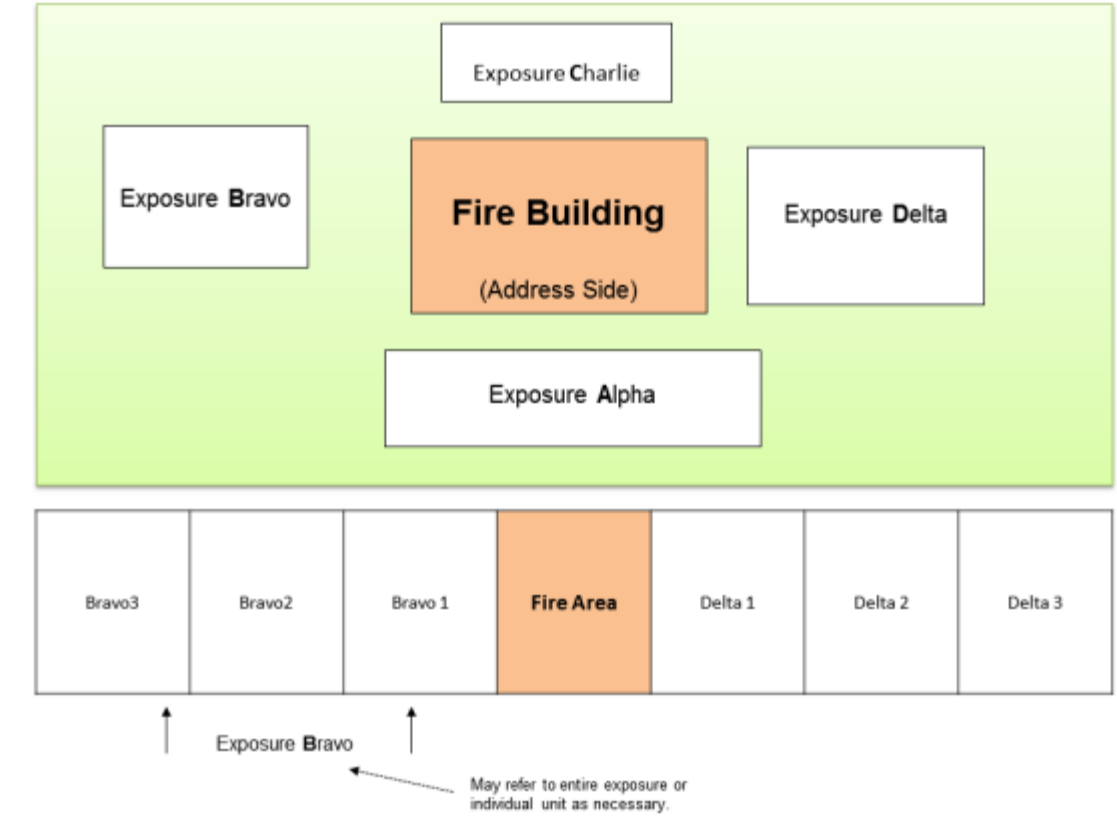
Example: "Engine 4, check division 2nd, quadrants Alpha and Bravo."



For larger buildings:







The following terms should be used to appropriately designate structures and command orders:

Abandoned -This term identifies a structure no longer being legally utilized. This structure will typically have no utility service, no valuable contents located inside, and may have boarded windows and doors. Additionally, the structure may be in such a state of disrepair that it is collapsing. A structure in this condition would most likely result in exterior defensive operations.

Vacant - This term identifies a viable structure having no contents or activity, empty, having no tenant and devoid of furniture or fixtures.

Emergency Evacuation Event - In the event an emergency evacuation becomes necessary at the discretion of the incident commander or scene safety officer, an audible radio order to **"evacuate"** will be issued over the incident working radio channel. All personnel must immediately evacuate the IDLH environment (including any building collapse zones) and report via radio or face to face with command a safe exit and par count.

Suppression apparatus operators on scene, upon hearing the evacuation order, shall sound a 3-4 second continuous loud horn blast repeated 3 times as apparatus air system will provide. All personnel operating in the IDLH shall immediately exit the building taking only equipment that will not delay their exit.

Withdrawal – When the Incident Commander deems necessary to have personnel exit the building in a controlled fashion, he/she can order a "**withdrawal**". In a withdrawal situation, personnel can bring their tools, hose lines, etc. with them and exit the building. This order is when there is no imminent threat to firefighters, however conditions warrant removing personnel from the building.

EMS Units

The 1st arriving EMS Unit may assist in interior or exterior fire ground operations provided personnel are trained to do so and they allow for rapid deployment to an injured firefighter or civilian. Often, this crew can provide the "two out" and assist with other fire ground activities such as ladders, utilities, and exposure lines. EMS units should be cognizant of not blocking access for fire apparatus. EMS transport units should park in a manner to allow quick exit from the emergency scene.

The 2nd arriving EMS unit should establish the Medical/Rehab Group and provide hydration and medical monitoring for firefighters who operated within the IDLH. This unit may be assigned other duties by the incident commander but should remain available to treat injuries of civilians or fire and EMS personnel.

STRUCTURE FIRE EVENTS – Strategy and Tactical Considerations

First Arriving Suppression Unit

After viewing as many sides as possible, the first suppression unit should park in a position to allow for rapid advancement of hose lines into the structure, leaving priority position for a truck company. The following shall be communicated via radio: onscene report, layout, size-up, 360˚ lap situation report. Primary actions will be deployment of initial attack line, search if conditions warrant as the line is advanced.

Second Suppression Unit/Crew

The second suppression unit should ensure a water supply is established, ensure first line is operational, and deploy the second line. This crew will establish the "two out" and Rapid Intervention Team when four trained members are assembled for this unit or as other units arrive. If the two out or RIT has already been established, this unit shall deploy additional attack lines as needed or other pertinent fire ground tasks.

Third Suppression Unit/Crew

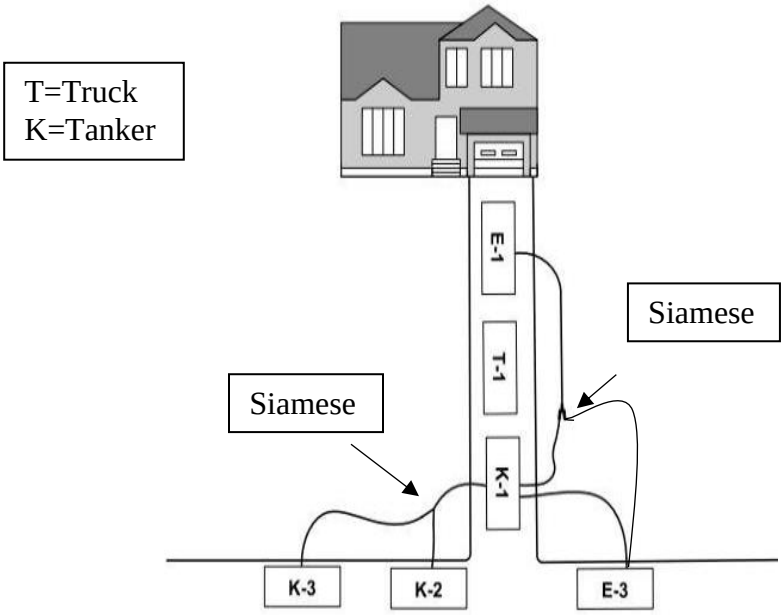
The third suppression unit should position to allow the crew rapid access to the structure while maintaining access and egress to the incident for additional resources. The engine should take a position to prepare for providing a secondary water supply and visual inspection of side Charlie and report findings to command, search, check for fire extension, and deploy additional attack lines as needed.

Special Service Units (Trucks, Towers, and Rescues)

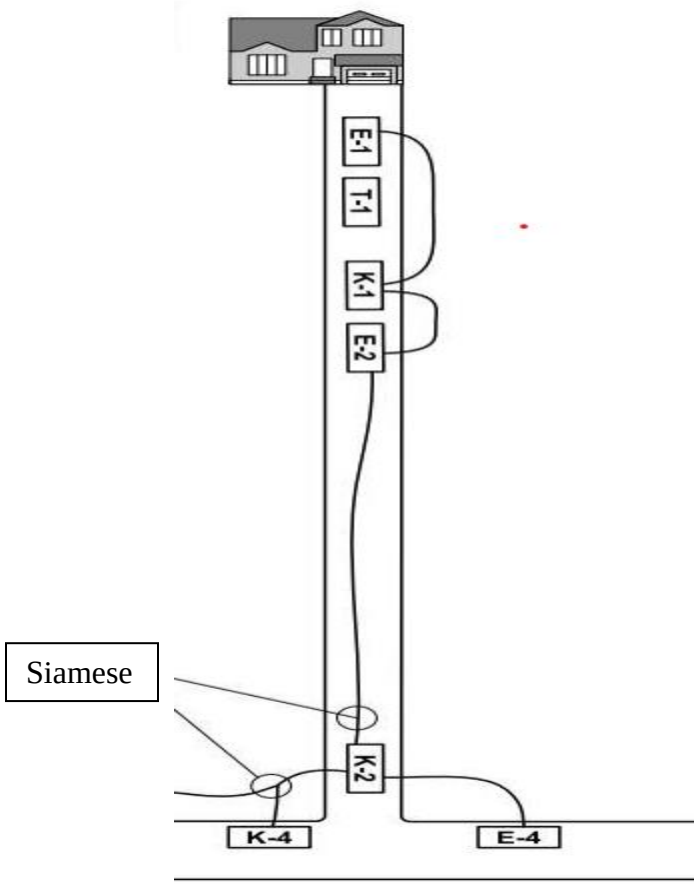
Preferred position for the first truck/tower at fires will be the most strategic location – normally in the front of the structure. This will allow for rapid deployment of ground ladders (front and rear) as a primary concern. Other duties will be to force entry, conduct a primary search, and coordinated ventilation.

Tankers and Operating in Non-hydrant Areas

In addition to ladder trucks, priority should be given to the Tankers for access to nurse the initial arriving Engine Company and allow for egress to shuttle water for with additional Tankers. The direct tank fill (nursing) method is the preferred water supply method for structure fires. The objective is to utilize the first due tanker as the onsite static water source (in place of traditional drop tank). This unit shall deploy several supply lines for additional units to hook into as they arrive. As additional units deplete their water, the unit then unhooks and proceeds to the fill site. Drops tanks can be considered for large, long-term events.



Direct Tank Fill Method (no drop tanks). 1st Tanker is committed to the scene.



For long drive ways, additional appartus can postion for a relay operation.

Safety Officer

A safety officer should be appointed by the incident commander on all working structure fires and vehicle extrications. This appointment should be made as personnel arrive and to a qualified individual.

Search

The area close to the fire on the fire floor and the area directly above the fire, are considered to be the two most dangerous areas. Means of egress and sleeping areas are generally considered to be the most critical areas to search. The objective in a primary search will be to check these areas first. Various means may be used to arrive at these locations. Support for the primary search should include ladders to upper-story bedroom windows and hose lines engaged on the fire.

Search priorities should be given in the following order:

1. Area closest to the seat of the fire
2. Rooms adjacent to the seat of the fire
3. Rooms/apartments above the fire

The Incident Commander should deploy teams composed of a minimum of two personnel. The teams should be mindful of their assigned task as well as maintaining the Rule of Air Management (ROAM). All personnel will use the Rule of 1/3 during all operations as a minimum (see example).
Example:

Rule of 1/3

- 4500 psi to 3000 psi: entry, locate, and work
- 3000 psi to 1500 psi: exit
- 1500 psi and below: safety margin

Handline Deployment

Handline deployment is dependent upon the structure type and location of the fire within the building. The overall objective should be two handlines to the seat of the fire and one in place to protect exposures. The exposure line can be the room/apartment above, adjacent, on in other areas deemed necessary by the incident commander.

Ladder Deployment

The purpose of laddering is to provide access into the dwelling, and an escape route for firefighters operating within. Laddering at a structure fire should be done, at a minimum, to the front and rear of all floors above ground level, with attention given to the bedroom windows. This can generally be accomplished with ladders of 35 feet or less that are found on most apparatus at the incident scene. On large houses this may require the ground ladders from both trucks. The need to ladder the roof at a fire in a single-family dwelling will depend on the extent and location of the fire. Generally, the roof will not need to be laddered unless the fire has entered the attic area, extended into the structure walls, nor has considerable hold of the top floor. Before raising or extending any ladder on the scene the overhead must be checked for power lines. With enough voltage the ladder doesn't need to actually contact the wire to become energized.

Basement Fires

The first line should be stretched to the basement entrance if available. The second line should be stretched to the first floor to the front door. Once a line is on the fire, crews can safely advance the second line to extinguish any extension to the first floor. Crews on this line need to control the flow path by keeping the door to the basement steps closed and extinguish any visible fire. A third line shall be stretched to back up the first line. ***Personnel shall not operate directly above any fire until such time a handline is in place below making a direct attack on the fire.***

Garage Fires

A minimum of two hand lines is required for garage fires. One handline should be stretched through the front door or other advantageous location to the interior garage door to prevent horizontal extension. A second handline shall be stretched to the outside of the garage making a direct attack on the fire. If available and applicable, a third hand line may need to be put in place on the second floor to prevent vertical extension.

Attic Fires

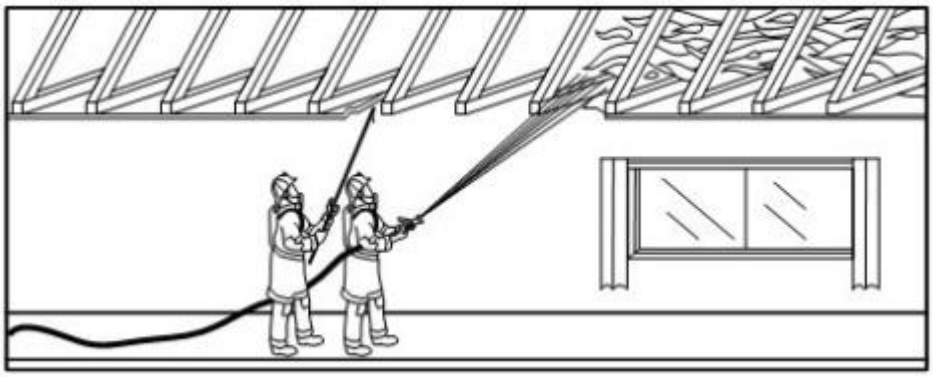
Attics are considered the space under the gabled roof. Cocklofts are considered the space under a flat roof. In both instances the size of the area will vary. Personnel should evaluate the area of involvement and gauge their tactics accordingly. When selecting tactics for combating an attic fire, personnel must evaluate the location and extent of the fire, the type of construction, and how the fire originated or extended into in the space. The most common scenarios are:

- Fires in the living area or basement that have extended into the structural components and entered the attic via void spaces (balloon-fame construction).
- Interior fire that has vented through a window and exposes the vented soffit area.
- Fire that has originated on the exterior of the dwelling and has involved the siding and exposed the soffit area.
- Electrical fires that originate from ceiling fans, exhaust fans, and recessed lighting.
- Fire that has originated in the attic itself by natural occurrences, such as lightning strikes.
- Current or prior work done by roofers, plumbers, and/or painters. To assist in containing the fire and slow the lateral spread, early roof ventilation should be considered. The location and extent of fire, along with construction type, must be considered. Truck positioning and the ability to vent from the aerial device or tower bucket are also factors for consideration, especially in lightweight wood frame construction.

Deployment of resources is going to be dictated by the type of construction and the degree of fire involvement. Several methods have proven successful:

- Gaining access and placing a hose line at the level of the fire into the attic. This option is usually the most effective. An attic ladder needs to get to the top floor early when personnel have suspicioned that fire has entered the attic space. When time is critical, consideration should be given to using available means/options of access to the attic until a ladder is available (use of a kitchen counter, dresser, bed, etc.)
- Hooking the ceiling and directing the stream from below into the attic area. This method is not as efficient as the previous method of placing the hose stream at the level of the fire.
- Placing a wide fog stream into an access hole is an effective method when the fire has not self-vented, and the roof does not have a ridge vent. (Mass steam production)
- Access to the attic area by cutting an access through the gable end.
- Distributor/cellar nozzle deployed through a hole cut in the roof while member is independently supported on a ladder or tower.

In the diagram below, several truss or joist bays have been exposed in the attic to provide the firefighter area to project the hose stream into the attic. This method is known as a soffit attack. Projecting straight up into the space is not effective. The hose stream should be placed ahead of the fire to cut off the advance. This line is typically static, the stream is played toward the fire, but the line is not normally advanced.



Ventilation

Ventilation on the fireground can be one of the most dangerous and most important tasks performed by firefighters. The technique of horizontal ventilation involves the opening or removal of windows in the structure and accomplishes several objectives aiding in the extinguishment of the fire. It permits rapid advance of the attack hose line to the fire area while reducing the danger of heat or fire passing over or around the nozzle team by allowing heat and smoke to escape through the newly created openings.

It is critical that all horizontal ventilation be coordinated between the ventilation team (inside or outside) and the advancing hose team. Uncoordinated, poorly located or ill-timed horizontal ventilation can cause the fire to spread rapidly, subjecting personnel inside to extreme heat and flashover conditions. The introduction of ANY additional ventilation into the structure will increase fire intensity and fire spread. Crews must maintain a vigilance regarding the ventilation status of the fire. Failure to recognize changes in the ventilation status can result in personnel being caught in a rapid-fire propagation or flashover event.

Before any ventilation takes place, the ventilation team must answer the following questions:

- What is the location of the fire?
- What is the current ventilation status?
- Will adding additional ventilation openings affect fire conditions?
- Where is the hose line?

Vertical, rooftop ventilation should be accomplished through common methods, when ordered by command. The discovery of a lightweight trussed roof should be made known and reacted to appropriately. Members MUST be independently supported when operating on lightweight construction.

A viable and safer option is to vent the ends of a gable roof. Mechanical and positive pressure ventilation (PPV) works well for smoke removal in these types of structures after extinguishment. PPV shall NOT be used in balloon-frame construction.

Salvage

This important fireground function is often overlooked and accomplished too late into the incident. Crews shall consider salvage from the onset of the incident to preserve and protect property. This includes minimizing water damage and destruction to the building. If a window can be opened in the normal fashion, personnel shall choose this option versus unnecessarily breaking the glass.

Overhaul

SCBA should be used until IDLH atmosphere is deemed safe again, CO < 0 PPM. At minimum, a respirator will be worn during the entire overhaul phase, which can include a particle mask such as an N95 even when the interior reads O PPM of carbon monoxide. A thermal imaging camera (TIC) should be used during the incident and during overhaul to check for hotspots and extension. Preservation of evidence for the Fire Investigator is often neglected. Firefighters must limit destructive overhaul until the investigator has had time to document the incident scene. Personnel must limit the removal of drywall and other interior components unless necessary to prevent further fire spread.

Rapid Intervention Team (RIT)

The procedures outlined in this SOG apply to all operations where personnel are required to enter hazardous environments that present an immediate danger to life and health (IDLH). Although the procedures have been developed primarily for structural fire events, they also apply to hazardous materials incidents and technical rescue incidents.

There is a narrow window of survivability for a firefighter who is out of air or trapped. Individual firefighters must not delay reporting to Command if they become lost, trapped, or are otherwise in need of assistance. Personnel must not delay reporting to command that they cannot account for members of their crew. Command officers must always assume that the missing firefighter is lost in the building until they can be located.

RIT is a designated crew that will serve as a stand-by rescue team for personnel and be available for the immediate search and rescue of any missing, trapped, injured or unaccounted for fire fighter(s). This team shall be fully equipped with the appropriate personal protective clothing, protective equipment, SCBA and rescue equipment needed as based on the specifics of the operation that is underway. This includes the emergency Breathing Support System (quick-fill hose device) and or RIT pack.

When personnel are required to operate in an IDLH, the Incident Commander shall establish a RIT as soon as recourses arrive on the scene. A RIT is established with a minimum of two firefighters trained in Virginia Department of Fire Programs Firefighter I. The preferred RIT is compromised of four firefighters with trained in MAYDAY operations.

RIT primary duties include:

- Ongoing size up/360
- Establish tool cache.
- Monitor all radio traffic.
- Act the capacity of a safety officer, if not established, and report any unsafe acts to the IC.
- Execute any rescue on a lost or trapped firefighter(s).

RIT may perform other exterior fire ground tasks as long as they do not interfere with their ability to affect an immediate rescue. These duties include:

- Ladders
- Utility Control
- Exposure Control
- Exterior Fire Attack

It is imperative that the RIT maintain situational awareness both visibly and over the radio while units are operating in the IDLH.

At a *minimum*, the RIT should assemble following:

- Full personal protective equipment with self-contained breathing apparatus.
- A radio
- A rope bag with 150 feet of rope
- Extra air cylinder with extra face mask (RIT Pak)
- A prying tool and a smashing tool
- A thermal imaging camera (TIC)
- A chain saw and/or a rotary saw with a metal blade.
- Designated handline for RIT

MAYDAY PROCEDURES

Mayday is a term used to report situations where a firefighter(s) is in distress or may require assistance in an IDLH atmosphere.

In the event of a MAYDAY, the mayday will remain on the channel it was declared, and all other personnel may be directed to another designated channel. If no other channel is designated for

operations, it is imperative all personnel not involved in the MAYDAY rescue maintain radio discipline.

It is the responsibility of the incident commander to maintain control of the incident using multiple radios to monitor both the MAYDAY and the complete exit of the structure by all crews on scene. **It is highly recommended to appoint a command aide early in the incident to help track personnel and resources.**

When Do You Report a Mayday?
As soon as you realize that you are at risk or lost, communicate with your crew and command with a "Mayday" and your best possible location in the building (floor, side, and quadrant). Examples:

Self-declared:
- Lost/disoriented.
- Trapped
- Low on air, which compromises egress.
- Medical emergency inside the IDLH

Third-party:
- Witnessed aforementioned situations.
- Command initiated

How to Call a Mayday

State "Mayday, Mayday, Mayday."
U: State the unit number (E7) three times
N: Position and name (e.g., "Firefighter Smith.")
L: Location (e.g., "I've fallen into the basement, quadrant Bravo.")
AR: Nature of emergency ("I can't get out, need a ladder, air supply is 2000)

The sequence above is consistent with current fire service literature and training methods. Note that the most critical information to transmit is listed in order of importance. The acronym LUNAR is used but the letters are scrambled to meet the critical points of the MAYDAY message.

If not acknowledged by command, perform/transmit the following:
- Activate the Emergency Activation Button (EAB) on the portable radio, if possible.
- Activate your PASS device and briefly key your portable to get the attention of other firefighters or command. Deactivate your PASS whenever communicating via radio and reactivate once complete.
- State "Mayday, Mayday, Mayday."
- State the unit number three times, (e.g., "Engine 7, Engine 7, Engine 7.")
- State location (e.g., "We are on floor 2, quadrant B-Bravo.")

- State the problem (e.g., “Engine 7’s crew is trapped on second floor, the stairwell is burned out, need ladders on side Charlie”)

Necessary actions required for an incident commander to respond to a MAYDAY are captured in the Command and Accountability SOG.

Personnel Accountability System

Personnel accountability must be an integral part of the command process. All unit supervisors shall maintain a constant accountability of the position and function of all members assigned to operate under their supervision. All units and personnel must report to the incident commander upon arrival. The unit OIC should deliver the unit passport to the incident commander upon arrival. Any personnel arriving to the incident in a POV should bring their passport tag to the OIC immediately upon arrival**. Freelancing is counter-productive, unsafe, and can not be tolerated.** More information on personnel accountability can be found in the Incident Command and Accountability SOG OPS7.