

**YAPHANK FIRE DEPARTMENT**

<b><u>POLICY</u></b>	<b><u>POLICY NUMBER</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>REVISION DATE</u></b>
<b>UTV 4x4 (5-30-12) Use and Deployment</b>	2024-00040	3/3/26	

**1. Purpose**

The purpose of this policy is to provide a guideline for the use and deployment of the UTV/Trailer and its related equipment.

**2. Scope**

This policy applies to all volunteer members and employees of the Yaphank Fire Department and Yaphank Fire District.

**3. General Considerations:**

- a) Personnel that utilize the UTV are expected to inspect, clean, prepare and fuel the vehicle after each use.
- b) Members involved in an accident or damage incurred to the vehicle will report the event to the Incident Commander and fill out an Incident Report, as soon as possible.
- c) Such member involved in a accident will be suspended from driving until further notice until the accident investigation concludes.
- d) When the UTV is being utilized in training incidents, all the foregoing guidelines are to be followed.

**4. Procedure**

**Training**

- 1) Training for the crews should be conducted at least three (2) times per year as a minimum and should consist of the following:
  - a) Trailer Operations
  - b) On Scene Operations

- c) Initial Scene Assignment and Assessment.
  - d) Parking Procedures
  - e) Use of exterior features including Vehicle electrical outlets, Ramp, Jack, Awning (If Applicable) (deployment and stowing).
  - f) UTV removal and storage
- 2) Must be conducted by a department member or employee who has completed a train the trainer course and been approved by the Chiefs Office and or the Board Of Fire Commissioners.
- a. Trainer must be a member of the of the department and be already qualified on the UTV and operations of the UTV trailer.
- 3) The chief's office and or BOFC will review any and all trainers and their experience.
- 4) Trailer Driver Training will consist of:
- i) Casual Driving
  - ii) Braking
  - iii) Turning
  - iv) Connecting and Disconnecting
  - v) Scene Placement
  - vi) Reverse Operations including the use of a spotter.

#### **Emergency Response**

- a) The UTV should automatically deploy to any incident that occurs in a limited access area by request by the chief or OIC of the alarm.
  - i. Limited access areas include but are not limited to golf courses, ATV tracks, wooded areas, beaches, etc.
- b) The UTV and trailer may be requested to respond to any alarm as seen fit by the incident commander.
- c) Driving Conditions: Reduce speed in crowded areas, poor weather, or reduced visibility.
- d) Parking: Please Park in designated safe areas; set parking brake when UTV is unattended.
- e) To limit the vehicle from excessive exposure to high speed and aggressive operation, the response guidelines will be as follows:

- I. When requested to respond to an incident, the tow vehicle with trailer should respond controllably to the alarm.
- II. The tow vehicle with trailer must be driven with knowledge of the size, weight, and handling limitations.
- III. While responding to the area within the limited access area the UTV MUST remain on the trail where it entered from and not deviate off that trail.
- IV. At the request of any officer, the response may be downgraded to a signal 4 response which is defined as no use of lights or sirens but not violating the NYS Vehicle and Traffic Laws.
- V. For the purpose of this section, A controlled response will be defined as use of the lights, sirens but not violating NYS Vehicle and Traffic Laws (i.e. speeding, maintaining lane of travel, stopping at red lights and stop signs)

#### **Safety Procedures**

- a) **PPE:** All operators and passengers must wear helmets, seatbelts, and department-issued PPE appropriate for the incident. PPE to include jeans, steel toe boots, and bunker jacket or Chauffer jacket or Wildland overcoat and helmet. NO bunker pants shall be worn while driving the vehicle.
- b) **Capacity:** The number of occupants shall not exceed the manufacturer's rating.
- c) **Speed:** Operate at safe speeds for conditions; do not exceed posted speed limits or terrain capabilities.
- d) **Lighting:** Use warning lights and headlights as appropriate.
- e) **Terrain:** Operate only on terrain suitable for UTV use; avoid unsafe slopes or unstable ground.
- f) **Alcohol/Drugs:** Strictly prohibited while operating.

#### **On Scene Operations**

- a. The driver and/or qualified designee will be responsible for the safe and appropriate operation of all mechanical and non-mechanical components.
- b. Mechanical components will include all vehicle and engine equipment.

- c. Non-Mechanical components include: Internal and external lighting, communication equipment, oxygen equipment and patient treatment and transport equipment.
- d. The driver will consult with the vehicle operation check list for on scene operations.
- e. Upon arrival, the trailer should park upwind from the incident.
- f. Egress doors on trailer should be always kept accessible.

### **Staffing**

- a) When requested within the confines of the Yaphank Fire District, the UTV should be staffed with the following:
  - i. Qualified Driver And 1 Additional Firefighter for ALL Fire related alarms. **Fire Alarms & Special Details** are defined as: Search & Rescue, Brush/woodland Fire Operations, Special Events, Standby's, and Public Safety Details
  - ii. Qualified Driver, 1 EMT/Paramedic for **ALL EMS** alarms in an off-road environment. Any additional firefighter that responds will be allowed to respond but will respond in a separate support vehicle unless otherwise directed by OIC.
- b) If the UTV is requested **OUTSIDE** of the confines of the Yaphank Fire District for a **FIRE RELATED** alarm, the UTV and UTV trailer should be staffed with a qualified driver capable of towing the trailer and driving the UTV. Staffing shall include (1) qualified driver and one (1) additional firefighter unless specifically requested for other tasks ordered by the OIC of the requesting department.
- c) If the outside agency requests the UTV for an **EMS alarm**, staffing shall include (1) qualified driver and one (1) EMT and if a firefighter shows up they may respond for additional help. If NO volunteer EMT responds to headquarters, please advise FIRECOM we have NO EMT for the UTV. If the outside agency is willing to supply medical on their scene for the UTV then it shall respond with the proper staffing.

- d) If the Yaphank Fire Department is unable to supply the minimum staffing (Qualified UTV driver and one (1) firefighter OR (1) EMT), the requesting agency will be notified via FIRECOM that 5-30-12 is not available.

#### **Non-Emergency Operations**

- a. Upon request and pending availability, the UTV trailer may be used for special operations such as but not limited to standbys and public events, fire prevention activities, and logistics support.
- b. Staffing on unit 12 will remain as defined above unless otherwise changed by the Chief's Office or BOFC or OIC of the incident.

#### **Extended Operations**

- a. Extended operations for the purpose of this policy will be defined as any event in which the crew and equipment is to remain on scene for a period greater than twelve (12) hours.
- b. The driver or qualified designee will consult with the OIC at the six (6) hours to ensure safe continuous operations may continue.

#### **Inventory of Medical Supplies and Equipment**

- a. The UTV trailer will be stocked with any and all supplies required for its assignment of patient extraction and transport with treatment. It is under NO circumstances that this trailer is to be used as a storage for supplies or equipment not related to the operation goal as it may hinder a timely response and setup.
- b. Stokes basket or medical skid unit and supply bags must be secured before any movement.
- c. The supply list may be modified as deemed necessary by the Chief's Office and or BOFC.

**\*\*\* Failure to comply with this SOP may result in suspension of UTV operating privileges and/or disciplinary action per department policy. \*\*\***