

JANUARY 2007-SUPERCEDES ALL PREVIOUS SOG'S

East Grand County Fire Protection District #4 Standard Operating Guidelines

Operations Overview Section 1.0

Standard Operating Guideline 1.1 Fundamentals, ICS

This document is intended to cover those procedures, precautions and sequences of operations necessary for the efficient overall handling of incidents. In the case of fires this is related to extinguishment, protection of exposed property and the saving of life.

Included here are not only the fundamentals, which the "Incident Commander", or "IC", should follow, but also many of the basic procedures, which all members of the department must understand so as to achieve coordination and efficiency. Responsibility rests primarily upon the "IC". It is equally essential that each firefighter and fire officer assume and share in the responsibility of protecting life and property from fire and other incidents.

The Fire District gains in efficiency only as its individual members become more proficient and learn to work together with a minimum of orders from the "IC" or their officer. In their manner of operating at incidents, firefighters display the true mastery of the emergency profession.

At an incident, each crew is expected to work as a unit, with the various units working as a team under the directions of the "IC". Individual members have positions on their crews: crews have positions on the team as a whole and the duties incumbent upon the individual and crew in those positions must be performed until completed or until they are ordered to function elsewhere.

- **When given an order by an officer while carrying out an order previously given, the member shall inform the officer giving the last order, and then this officer will decide which takes precedence.**

"Incident Commander"

The "Incident Commander" or "IC" often is the officer of the first arriving company. At this stage the "Incident Commander" may be a Lieutenant, a Captain, an Assistant Chief, or a firefighter.

- **The initial IC is responsible for naming the incident – giving a scene and status report to dispatch and responding units – and indicating if staging, check in points or additional resources are needed.**

Examples would be "Mile Post 228 Command", or "Safeway Command" and "two car collision with two needing extrication" or "nothing showing – investigating". This IC remains in charge until superceded by another and after giving the new IC a report. The "IC" at a large fire may change a number of times due to the arrival of superior officers who respond on multiple alarms or have longer distance to travel. (Multiple alarms in our case are when a single company

responds on a reported small incident and when the officer arrives and finds a large problem and needs help.)

All members should understand these various procedures because at time any member of the department might find themselves responsible for the proper handling of a fire or other emergency.

This knowledge of procedure will also help firefighters to anticipate what action will be expected of them during operations. Also knowledge of procedures will give the first "IC" a starting point in a plan of operations. As the "IC" passes command, the initial IC shall inform the relieving officer what operations have been completed or what is in the process of being completed. The succeeding "IC" will then be able to pick up operations at this point and continue the plan until completed or until relieved by another

STANDARD OPERATING GUIDELINE, 1.1.1

Activating and Staffing a Grand County Incident Management Group

The Incident Commander (IC) is responsible for naming the incident and establishing the requirements for staff. The IC then contacts Hot Sulphur Springs Dispatch of Grand County Communications and requests the number of personnel needed to staff an Incident Command Post (ICP). The IC is to provide a reporting location, a radio channel for contact, and notification of any special personnel or equipment needs for the incident. HSS Dispatch will then do a general page listing the IC's requirements and have the Officer in Charge (OIC) or Director of the agencies contact Dispatch with personnel availability and response time to the incident.

On incidents with multiple agency response one person per agency is to be available for ICP staff duties. The individual is to be designated by agencies OIC or Director and will be on the initial response, preferably in a staff vehicle, ready for assignment as needed. ICP staff should have appropriate personal protective equipment for the incident and have a portable radio. The individual should be an officer or senior member of the agency and have Incident Command System (ICS) training.

All Grand County agencies are to have ICS materials available at an incident. It is recommended that "kits" be made up with the following:

Pens and Pencils
Maps

ICS forms
Yellow Pads

Positions to be filled as needed, all may have a deputy or assistant:

Operations, Logistics, Planning, Staging, Safety, Communications, Finance

Communications Plan: The ICP staff is responsible for developing and implementing an incident Communications plan based on the available channels and agency's radio capabilities.

Standard Operating Guideline 1.2 Radio Procedure

In order to reduce unnecessary radio communications to the dispatcher the following procedures will be followed:

1. All radios are to be placed on East Grand Fire TAC (channel 1).
2. The Officer in Charge of the District (OIC) EG 450 will radio the dispatcher that the page has been received, the fire department is responding, and when we go on scene, unless EG 450 delegates that responsibility.
3. The 1st fire unit on the air and only the 1st, will have the option to call the dispatcher on Local Government Grouse/Table or appropriate dispatch channel if unable to contact EG 450 and are unsure whether the OIC has already called or not. This unit will assume command until relieved.
4. All other units will report to the OIC on EGFD TAC that they are responding and the manpower responding with the unit.
5. All other communications such as status reports will be made to the OIC who will decide what information should go to the dispatcher.
6. Use of other radio channels will be at the option of IC or OIC. FERN can be used when working with other fire agencies.
7. On Rescue calls first responding engine should contact Dispatch directly on Local Government Grouse or Table.
8. First unit on scene should name the incident and give a brief scene and status report, to all-responding agencies and units.

Compliance with the above will greatly smooth out our radio communications

Standard Operating Guideline 1.3 Review of SOG's

The fire department will not have any efficiency without having basic operating procedures and these procedures aren't followed the fire department operation will be nothing but confusion.

Company officers should go over all basic operating procedures with their company members.

If anyone feels that the basic operating procedures are not being followed or the orders of officers are not being followed, than a grievance should be filed with the Chief.

Command Section 2.0

Standard Operating Guideline 2.1 OIC of District

When the district fire chief is out of service, then the officer designated as the Officer in Charge (OIC) is in full and complete charge of the fire department.

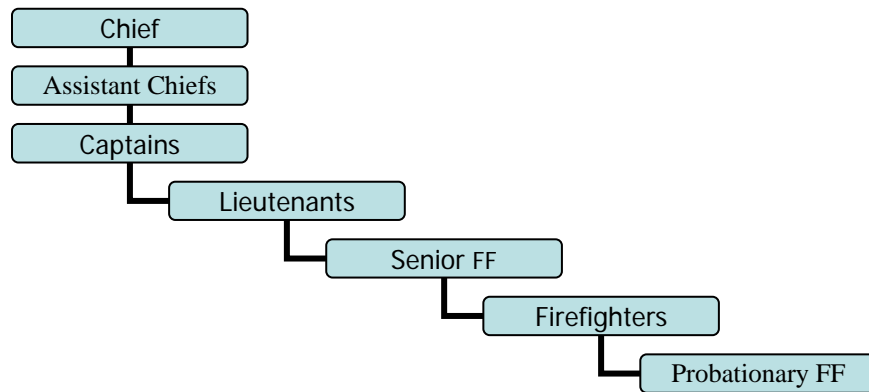
Standard Operating Guideline 2.2 OIC of Company

The senior company officer on the scene is in command of the company. It is the officers responsibility to supervise all junior officers and firefighters and organize the company to accomplish the necessary tasks that have been assigned either by basic operating procedures or by the District fire chief or acting fire chief or by good judgement. (Note: The Fire District often has new firefighters and these firefighters need detailed supervision.) When junior officers are present they should refrain from giving direction that conflict with the senior officer.

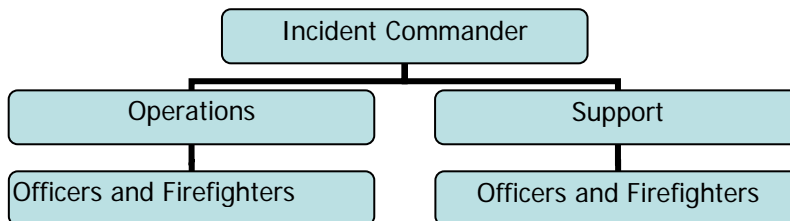
Standard Operating Guideline 2.3 Firefighter in charge

In cases where no fire officers are available the most senior firefighter will be in charge.

Standard Operating Guideline 2.4 Organization Structure



Chain of Command



Fire Department Response Section 3.0

Standard Operating Guideline 3.1 Emergency and Non Emergency Responses

The Officer in Charge of the District shall make sure that a fire officer or a firefighter checks out all fires and emergencies before turning back other companies and apparatus.

We cannot accept the appraisal of police officers, civilians or other non fire department personnel as to whether fires are out, false alarms or equipment is needed or not.

Fire calls with report of fire or smoke – emergent response.

Rescue calls with injuries reported, or unknown – emergent response.

Natural gas releases – emergent response

Buildings in alarm with no smoke or waterflow, 1st Engine may respond emergent –all other units will be a **non-emergent response.**

Carbon Monoxide (CO) detectors without reported victim symptoms- **non-emergent response.**

Carbon Monoxide (CO) detectors with reported victim symptoms, 1st Engine emergent all other units - **non-emergent response.**

Odor investigations - **non-emergent response.**

Any adverse road or weather conditions creating excessive risks- **non-emergent response.**

Standard Operating Guideline 3.2 Apparatus Response

Organizational Structure - Task Force Concept

Engine 481- Fire Attack (1500 GPM, 600 Gal., 61 Ft. Aerial, CAFS, A&B Foam)

Engine 482- Water Supply; Rescue (1500 GPM, 750 Gal., CAFS, A&B Foam, Winch)

Engine 483- Water Supply; Rescue (1500 GPM, 750 Gal.)

Engine 484- Water Supply; Fire Attack (1500 GPM, 500 Gal., 55 Ft. Aerial)

Ladder 491 – Search & Rescue, Salvage & Overhaul, Fire Attack (1500 GPM, 200 Gal., 95 Ft.)

Support 492 – Command Post, Communications, Air Supply, Rescue, Rehab

Engine/Water Tender 461 – Water Supply, Wildfire Attack (500 GPM, 2000 Gal.)

Engine/Water Tender 463 – Water Supply, Wildfire Attack (500 GPM, 2000 Gal.)

Engine/Water Tender 464 – Water Supply, Wildfire Attack (75 GPM, 1000 Gal.)

Water Tender 465 – Water Supply (2100 Gal.)

Utility 471 – Command Car, Transport

Utility/Engine 472 – Utility, Wildfire Attack (50 GPM.250 Gal.)

Engine 473 – Wildfire Attack (120 GPM. 300 Gal.)

Utility 475 – Utility, Transport

Engine 488 – Parade Engine, (1930 ALF)

3.2.1 Task Force: Rescue Incidents

- Engine 482 – Respond with ambulance(s)
- Engine 483 – Respond with ambulance(s)
- Support 492 – Additional Manpower, Lighting, Rehab
- Utility 475 – Additional Manpower, Traffic Control
- Ladder 491 – Special call for access needs and additional manpower

3.2.2 Task Force Structural Fire - Fixed Water System

(Town of Winter Park, Town of Fraser, Winter Park Ranch, most of YMCA, Young Life, parts of Tabernash)

- Engines 481 482 483 484
- Ladder 491 Support 492 Ambulance Utility 472/475

3.2.3 Task Force Structural Fire - Rural Water Supply

(Tender Shuttle or Relay from Draft)

- Engines 481 482 483 484
- Water Tenders 461 463 464 465
- Support 492 Ambulance Utility 472/475
- Ladder 491 – (Special for large buildings and lodges)
- Granby Fire – Engine and Tender

3.2.4 Task Force Natural Cover Fire – Brush/Forest Fire

- Engine 472, 473, 461 or 463. One unit responds to investigate.
- Following on scene report - additional resources as needed.
- Special as needed – tenders, engines or hand crews notify USFS and CSFS.
- Support 492

3.2.5 Task Force Intermix Wildfire, Structure Fire

- Minimum of One Structural and One Wildland Engine.
- Other resources as needed.

Standard Operating Guideline 3.3 Minimum Response

At least two engines should respond to all building fires, smoke reports, etc. - in any case where there might be a fire.

Standard Operating Guideline 3.4 Initial Response Actions

The first Engineer or Officer to arrive should start the engine to allow warm up time

Verify the location of the incident.

Then the company has the following options:

When four firefighters arrive the company responds

After waiting for three minutes company may respond with whoever has arrived after calling the officer in charge

Officer will wait if there are company members in sight while standing at the door

Company members should respond in District vehicles to avoid congestion at the scene.

Generally there is little you can do without equipment so respond to your station.

Standard Operating Guideline 3.5 Fire Department Response to Natural Cover Fires

In order to prevent the confusion associated with response to natural cover fires, and to prevent the automatic response of the wrong type of fire apparatus to these fires, the following procedures will be used when a natural cover fire is reported:

Officer in charge of District will remain at HQ and will send a minimum of one officer and firefighter with one brush truck to the scene to size up the fire and report back by radio and supply the following information:

- Size of fire
- Exposure threatened
- Structure threatened
- Life threatened
- Apparatus, equipment and manpower needed
- Correct response route to fire
- Water sources and availability

Officer in Charge will have the option to start assembling equipment and manpower prior to the on scene officer's report or to wait for the radio report. The OIC should also ensure the Colorado State Forest Service duty officer is notified as well as the USFS Fire Management Officer. This procedure will allow the fire to be scouted while gathering additional resources and information. Initial staging would normally be at one of the fire stations, later; staging areas closer to the fire can be used. Our District provides resources to the Grand County Sheriff for wildfires and we are the Sheriff's resources to the Annual Operating Plan. This agreement is kept at the office.

Standard Operating Guideline 3.6 Mutual Aid

All fire departments within Grand County have signed a Mutual Aid Agreement.

East Grand has also signed the Intercounty Mutual Aid Agreement.

The Mutual Aid Agreement is for large incidents that require additional resources that are beyond the capability of any single department.

The OIC EG 450 will authorize a Mutual Aid response under the Mutual Aid Agreement.

In any case where it is questionable as to which district the emergency is in then the response will be made.

At no time should the District be without an aerial. If Ladder 491 and Engine 481 respond then Engine 484 should stay in the District and if 481 and 484 leaves then 491 should remain.

Only two engines can be sent out of District. Two brush trucks can respond out of District. One Tender can respond out of District. Only 1/2 of the district manpower can be sent out of District.

Copies of the Mutual Aid Agreements are available in the office and provisions of the agreements will be adhered to by OIC of the District.

Standard Operating Guideline 3.7 Automatic Aid

The purpose of this standard operating procedure is to outline the series of steps to be followed within the Automatic Aid Area for EGFPD#4 and the Granby Fire Department.

**The Granby Fire Department will provide one Tender and one Engine on Automatic Aid to East Grand Fire District.

**The East Grand Fire District will provide one Tender and one Engine on Automatic Aid to Granby Fire Department

The fire department first to arrive at the fire will begin extinguishment using tank water. The first arriving officer will be the Incident Commander unless relieved. Command may be transferred to the district that has primary responsibility. Once the fire is out the mop up will be the responsibility of the primary fire department.

The second arriving crew will set up the water supply system. The officer with the second arriving crew will become "water supply officer". The water supply officer will designate the water supply operational radio channel. This will normally be FERN 1

This engine will be set aside and used as a fill in engine if needed. The 3rd Engine will go to the draft site and act as the fill site engine.

All other initial responding apparatus will standby at a distance (staging area) and wait for instructions from either the incident commander or the water supply officer.

Copies of the Automatic Aid Agreement are available in the office and provisions of the agreement will be adhered to by OIC of the District.

Standard Operating Guideline 3.8 Accident Prevention and Fire Truck Safety

3.8.1 Response of fire trucks using red lights and siren through a red or yellow traffic light.

The driver/operator will come to a **complete stop** and then proceed through the traffic light only if all other traffic has come to a complete stop and it is safe to proceed through the intersection.

3.8.2 Response of fire trucks using red lights and siren through a STOP sign.

The driver/operator will come to a **complete stop** and then proceed through the intersection only if all other traffic has come to a complete stop and it is safe to proceed through the intersection.

3.8.3 Response of fire trucks using red lights and siren.

The driver/operator will adjust vehicle speed as environmental and/or traffic conditions warrant.

3.8.4 Responding across railroad tracks at any time.

The driver operator and the officer or firefighter in the front seat will each check and inform each other of any danger from trains and **STOP** before crossing. If crossing gates are down and a train is approaching – **STOP**. Radio the OIC to allow other units to take alternate routes. If the crossing gates are down and no train is approaching – **STOP**. The driver and officer or firefighter in the front shall verify that no train is approaching and then proceed. **If in doubt do not proceed. If you are by yourself do not proceed until the crossing is clear of the train, lights or gate.**

3.8.5 Response by firefighters in private vehicles.

Firefighters responding in private vehicles are subject to Standard Operating Guideline 3.8. and state law. Any Violation of said Guideline may result in disciplinary action. A copy of the law is available in the office.

3.8.6 Response around School Buses with operating warning signals.

If a School bus is operating its warning signals – **STOP**. Proceed only after the school bus driver has deactivated the signals. Continue to watch for children who have left or are approaching the bus.

3.8.7 Use of Headlights.

Engineers and Officers will insure that the truck's headlights are on while driving but may be shut off when parked to avoid blinding oncoming traffic.

3.8.8 Use of Seatbelts.

Prior to moving a truck the Officer, Engineer, and Firefighters will verify that all occupants are safely seated with their seatbelt on.

Standard Operating Guideline 3.8.7 Collisions involving Fire District vehicles:

- Stop immediately.
- Check for injuries and render aid as needed.
- Contact Sulphur Dispatch for EMS and Law Enforcement response.
- Notify the Officer in Charge of the Fire District. If the collision occurred while responding to an incident - do this as soon as possible.
 - **DO NOT LEAVE THE SCENE OF THE COLLISION**
- Protect the area by putting out cones, using Emergency Lights, and using traffic control signs.
- Exchange insurance information with the others involved.
- The Driver/Operator will make themselves immediately available for a chemical test of his or her breath or blood to determine the presence of any alcohol or drugs upon the request of the Officer in Charge of the Fire District, or by the investigating Law Enforcement Officer having probable cause.

Section 4.0. Personnel Response

Standard Operating Guideline 4.1 Order of Staffing and Responding

The intent is to fully staff the needed units as quickly as possible.

HQ resident volunteers and HQ area volunteers shall respond with a minimum crew of four on Engine 481 as soon as possible to reports of fires.

HQ resident volunteers and other volunteers shall respond with a minimum crew of four on Engine 482 as soon as possible to all rescue calls.

HQ resident volunteers and other volunteers shall respond with a minimum crew of 1 officer and 1 firefighter on Engine 461 (or 472 if in service as an engine) as soon as possible to all wildfire calls.

Remaining personnel shall report to HQ and staff additional units as called for.

Tabernash resident volunteers and other volunteers shall use best judgement to decide on responding with Engine 484 or Tender 463 to reports of fires. Consider available staff and what unit is needed most –fire attack, water supply or rescue.

Tabernash resident volunteers and other volunteers shall respond with Engine 483 as soon as possible to all rescue calls with crew as available.

Tabernash resident volunteers and other volunteers shall respond with Engine 473 or Tender 463 as soon as possible to a wildfire call as directed by OIC.

Remaining personnel shall staff additional units as called for in SOG's.

Desired manning is 4 to 6 Firefighters on each engine or truck, 2 to 3 for wildfire engines.

Standard Operating Guideline 4.2 Use of Drugs or Alcohol

4.2.1. Any Firefighter or Officer who is using a prescribed or over-the-counter drug and who has been informed, has reason to believe, or feels that the use of any such drug may affect his or her ability to perform his or her duties safely shall take sick leave, a leave of absence, or other restrictions until he or she can safely perform their duties.

4.2.2. If the Fire District is having a Social Event with alcohol being served, a designated crew will be available to operate any vehicles or respond to emergencies. If members of the Fire District are attending a parade or convention, designated driver/operators will not consume alcoholic beverages.

4.2.3. No alcohol will be consumed at the station before, during or after training. No alcohol will be allowed on any Fire District vehicle. Training will be considered over once the subject for the session has been covered, trucks are in quarters and back in service ready to respond, and the Officer in Charge has announced that training has been completed.

4.2.4. Incidents occur unexpectedly and without warning. You have a responsibility to yourself, your fellow Firefighters and Officers, and your Community not to be impaired if you respond to a call. Responding while impaired by drugs or alcohol exposes the Fire District and the individual to extreme risk of damages and loss of Community support. Do not respond if you have a presence of drugs in excess of a trace or a blood alcohol content level of .05 grams, or greater, of alcohol per hundred milliliter of blood, or .05 grams, or greater, of alcohol per 210 liters of breath.

Section 5.0 Scene Operations

Standard Operating Guideline 5.1 Fire Attack Goals

Small fire in a small building (residential)
Fast attack on the fire directed toward saving life.

Small fire in a large building
Fast attack on the fire directed toward stopping the spread of fire.

Large fire in a small building
Set up for using larger amounts of water to prevent fire spread.

Large fire in a large building
Set up for a major use of water.

Provide for a safe and effective fire attack. Establish a Rapid Intervention Team to rescue Firefighters.

Priority of Fire Attack Operation

- 1st priority – Life Safety Exposures and Rescue.
- 2nd priority – Fire Exposures.
- 3rd priority – Offensive Fire Attack (lines inside)
- 4th priority – Defensive Fire Attack (lines outside)

Standard Operating Guideline 5.2 Decision Making Parameters – fixed water systems

First in engine, with or without an officer will set-up entire operation. First in engine will normally arrive before Chief in Charge, therefore first in engine will adhere to Fire Attack Goals.

5.2.1 WATER SUPPLY AVAILABILITY:

A. Weak fixed water supply (500gpm to 1000gpm) with a weak hydrant distribution (500' to 1000' apart).

Medium fixed water supply (1000gpm to 2000gpm) with a weak hydrant distribution.

Strong fixed water supply (2000 gpm to 3000 gpm) with a good hydrant distribution (300' to 500' apart).

5.2.2 SMALL FIRE – SMALL BUILDING / WEAK & MEDIUM WATER SUPPLY (Residential)

1st in engine – attack fire using tank and 1¾ or 2½ handlines

2nd in engine – lay 5" supply line from closest hydrant into the 1st in engine, return to hydrant and pump as a supply engine, crew back up with additional handline off 1st engine.

3rd in engine – standby next available hydrant and wait for instruction from IC.

Ladder 491 Provide forcible entry, search and rescue, ladders, ventilation.

All units rescue, salvage and overhaul.

5.2.3 SMALL FIRE – LARGE BUILDING / WEAK & MEDIUM WATER SUPPLY

1ST in engine – lay 5" supply line from closest available hydrant and attack fire using 1¾ or 2½ handlines

2nd in engine – pump as a supply engine to the 1st engine, crew back up with additional handline off 1st engine.

3rd in engine – standby next available hydrant and wait for instruction from IC.

4th in engine – standby to as a supply engine to the 3rd engine.

Ladder 491 Provide forcible entry, search and rescue, ladders, ventilation.

All units rescue and salvage and overhaul.

5.2.4 LARGE FIRE - LARGER BUILDING / STRONG WATER SUPPLY

1ST in engine – lay 5" supply from closest hydrant

2nd in engine – lay 5" supply from next available hydrant

Alternate – Lay a 5" supply line into aerial, return to hydrant and pump as a supply engine

3rd in engine – lay 5" supply line from next available hydrant.

4th in engine – standby for assignment.

Ladder 491 Provide elevated master stream, forcible entry, search and rescue, ladders, ventilation.

All units rescue and salvage and overhaul

Note: These are general operating procedures; detailed procedures are covered under hose evolution training procedures.

Standard Operating Guideline 5.3 Operation of Fire Hydrants

Opening a Hydrant Make a turn on the hydrant and count to ten after each successive rotation of operating stem.

Closing a Hydrant Make a turn, stop and count to ten. After each successive rotation of the operating stem, stop and count to ten.

Attempt to flush hydrants prior to use.

All drafting hydrants should be backwashed prior to use to make sure they do not have a freeze plug and to clear debris.

Standard Operating Guideline 5.4 Decision Making Parameters – In area without a fixed water system

5.4.1 Objectives

Small fire in small building (residential) – fast attack on the fire directed toward saving life.

(Tank Operation)

Small fire in large building – fast attack on the fire directed toward stopping spread of fire

(Tanker Shuttle Operation – 250 gpm)

Large fire in small building – set up for major use of water (Tender Shuttle Operation – 250 gpm) (5" Hose Relay Operation – 1000 gpm)

Large fire in large building – set up for major use of water (Tender Shuttle Operation – 250 gpm) (5" Hose Relay Operation – 1000 gpm)

5.4.2 Water Supply Delivery Options

Tender Shuttle Operation (250 gpm)

5" Relay Operation (1000 gpm)

5.4.3 Priority of Fire Attack Operation

1st priority – Interior / attack Engine

2nd priority – Exposures / attack engine

3rd priority – Exterior / attack engine

4th priority – Water supply delivery

Note: Water conservation is important but you have to use enough GPM's to absorb the BTU's faster than they are produced!!!

5.4.4 Tender Shuttle Operation

1st in engine will set up as the attack engine using a 250 gpm attack from tank.

Options: 250-gpm deck gun
250 gpm 2.5" attack line
2 – 150 gpm 1.75 attack lines
(Set up draft from portatank)

1st in tender set up portatank next to attack engine, dump water into portatank, then shuttle water

2nd in tender set up portatank next to first portatank insert siphon, dump water into portatank, then shuttle water.

2nd in engine establish water supply, take draft at supply source, pump as the supply engine. (Alternate – connect to hydrant if available and pump as the supply engine).

3rd in engine dump water into portatank, then shuttle water

Grand Fire Engine back up attack engine. Provide Rapid Intervention Team.

Grand Fire Tender dump water into portatank, then shuttle water

5.4.5 5" Hose Relay from Drafting Site or Dry Hydrant

Supply engine will set up the relay by laying from water source towards the fire. After laying out entire hose load, return to drafting site and pump as supply engine.

2nd Supply engine will layout from the end of first layout towards the fire, return to start of layout, connect in and act as relay engine if needed.

3rd in Supply engine will connect to end of second layout, finish layout to the fire and act as the back up attack engine if needed.

(Note: These are General Guidelines, more detailed procedures are covered during training)

Standard Operating Guidelines 5.5 Rural Water Delivery Systems (detailed examples).

5.5.1 Out Post Inn

481 - 1st in attack engine.

482 – supply engine/ CR 5 & Stagecoach Meadows Hydrant

461 – 1st in tender

463 – 2nd in tender

483 – standby attack engine or shuttle.
484 – standby supply engine or shuttle.
Automatic Aid with Grand tender & engine.

5.5.2 High Mountain – Timberline Lodges

481 – attack engine.
482 – supply engine at pond, lay down hill.
483 – 5" relay from 482 to 481
484 – 5" lay off of 482 to cover back of building
Automatic Aid with Grand tender & engine

5.5.3 Morning Star Ranch (1200' layout)

482 – lay 5" hose from WP Ranch hydrant at CR 8 to driveway and then return to hydrant
481 - lay from the end of 5" to building
483/484/491 – standby on road (no room at the lodge) ventilation & rescue
Automatic Aid with Grand tender & engine

5.5.4 4-Way Estates

481 – attack engine (work off tank)
482 – layout 5" from hydrant and then return to hydrant
483 - lay from end of 482 line into fire, go to work as 2nd attack engine and relay 5" supply line to 481
484 – standby to finish layout if needed
Automatic Aid with Grand tender & engine

5.5.5 Frosty Acres

481 – attack engine
482 – supply engine at Spruce Way Hydrant.
461 – 1st tender
463 – 2nd tender
483 – standby attack engine
484 – shuttle engine
Automatic Aid with Grand tender & engine.

5.5.6 Junction Ranch Subdivision

482 – lay 5" from Ranch Creek 1200'
return to supply point
481 – lay from end of 482 line into fire (if possible)
483 – attack fire with tank water
484 – finish layout from 481's line to fire
Automatic Aid with Grand tender & engine

5.5.7 Devil's Thumb Ranch

481 – attack engine – lay from hydrant behind the lodge- make sure fire sprinkler system is functioning- supply if necessary

482 or 483– lay from parking lot down to Ranch Creek at private driveway to back up the fixed system and provide additional water

484 – back up attack engine.

Automatic Aid with Grand Engine, may request Ladder

5.5.8 YMCA non-sprinkler buildings—Large fires

483 – attack fire from hydrant

482 – lay 1200' 5" hose from swimming pool
return and connect into 5" supply pipe

484 - lay off end of 5" hose from 482
return to start of layout and act as relay engine

481 – finish layout to fire

Automatic Aid with Grand tender, engine and/or ladder

Sprinklered buildings - support system through Fire Department Connection (FDC) from hydrants

5.5.9 Pole Creek Golf Course-Club House/Maintenance Building

**Summer 2007—New 50,000 /Gal. Supply

482 – lay 1200' 5" from pond at Pole Creek
return to supply point

481 – finish layout to fire

483 – attack fire from tank water

484 – attack fire from tank water

**Winter

483 – attack engine

482 – Pole Creek Meadows draft hydrant.

481 – standby attack engine

461 – shuttle tender

463 – shuttle tender

484 – shuttle engine

Automatic Aid with Grand tender & engine

Single Family House Fire in Rural Areas

1st in engine – attack.

2nd in engine – water supply, crew backs up 1st engine with additional handline.

Remaining apparatus respond to setup relay or tender shuttle operation.

(482, or designated supply engine, always responds to supply point)

Standard Operating Guideline 5.6 Water Supply for Rural Areas

Supply Points

Service Area

CR 72 Hydrant--Fraser Valley Center	CR 72
Mill & Norgren Hydrant	CR 73
WP Ranch Hydrants	CR 8
Fraser Hydrant-US Hwy 40	South end of CR 5 & CR 50
CR 5 & Stagecoach Hydrant	Center of CR 5
Pole Creek Meadows Draft Hydrant	North end of CR 5
CR 84 Sunset Ridge Draft Hydrant	Sunset Ridge Subdivision
Devils Thumb Ranch	CR 83
Hurd Creek	CR 84
CR 5 & 519	CR 519
Pond	Fairways at Pole Creek
Tank/Hydrant	Sheep Mountain Estates
Tank/Hydrant	Valley (Greens) at WP
Young Life Hydrants	CR 517/CR 50
Moose Run Hydrants	CR 50
Tabernash Meadows	CR 5221

Standard Operating Guideline 5.7 Support Services

A support services officer is needed at all major incidents.

The OIC EG 450 or IC shall designate a support services officer (SSO). If the IC is busy directing operations any late arriving officer whose crew is already being supervised by a company officer shall report to the IC and volunteer for this assignment.

The support services officer will have general duties such as:

Set up a support services unit at the Command Post along with the IC

Provide for Staging

Direct late arriving firefighters to their respective crews and/or assign firefighters to manpower requirements.

Fill out fire reports as needed at the scene getting names of occupants, names & statements of witness's and/or by standers.

Set up a perimeter control zone not allowing unauthorized personnel within the control zone.

Coordinate transport of injured with GCEMS

Set up a communications unit

Coordinate equipment supply

Coordinate with press

Specific Duties

In setting up a scene support services unit, the designated officer shall assign late arriving firefighters to assist in the operation of a support serves unit. A minimum of four firefighters should be adequate. Judgement will dictate the manning and supervision of needed personnel.

Assigned firefighters shall stay with the support services officers throughout the operation until released by the support services officers.

All late arriving firefighters should report to the Command Post and specifically to the support services officer

The SSO will either direct them to their respective crews or assign them where fill in manpower is needed.

The SSO will set up a perimeter control zone using the yellow tape and or ropes. No unauthorized personnel will be allowed within the control zone.

Any people wishing to reenter the building shall ID themselves and satisfy the SSO that they belong in the building. A firefighter and or sheriff's officer shall accompany the people to the building. Notes should be made as to ID, reason for reentering and items removed.

The SSO shall fill out the necessary on scene information needed in the fire report.

Specifically we need names and owners of the building. Names and address's of occupants. Names and statements of any witness's and/or bystanders.

Statements and/or notes made at the scene are admissible in court. Notes and/or statements should be attached to the fire report when filed

Coordinate the transport of injured victims with the ambulances/EMS

Assign firefighters to man the base radio and/or telephones when needed. This may necessitate sending firefighters back to the station.

Coordinate equipment needs with the operating crews.

Coordinate with the press on the operations. If needed designate a separate Public Information Officer.

Note: The cooperation of all officers and firefighters will be appreciated. If everyone will cooperate in this function we will be meeting both the needs of the fire department and hopefully eliminating some of the internal confusion resulting from large-scale operations.

Standard Operating Guideline 5.8 Fire Department Operation Plan Hazardous Material Incident

This plan (Part I Hazmat Operational Plan) is for the guidance of the fire department when called to respond to a hazardous material accident within the East Grand Fire District. It is only intended to cover life-threatening emergencies in a First Responder Role.

This plan is not intended to cover the non-emergency phases of a HAZMAT incident. Non emergency situations which are non-life threatening are the legal and financial responsibility of the local Emergency Response Authority as per state and federal law.

The non-emergency phase is included but not limited to Part II which is attached for information to the local Emergency Response Authority.

Part I

This HAZMAT operational plan is for the operation of the fire department and is not intended to cover every contingency but to erect a framework that can be built upon by the incident commander as he works toward mitigation of the incident.

Objective: Is to prepare for the handling of a hazardous materials incident ranging from the simple incident to the complex.

Level 1 Trained firefighters operating fire department apparatus and equipment and where no outside assistance is required.

Level 2 Trained firefighters operating fire department apparatus and equipment but requiring a minimum outside agency assistance but is not a large-scale emergency.

Level 3 Trained firefighters operating fire department apparatus and equipment but requiring maximum outside agency assistance.

Designating the level of response is the responsibility of the incident commander with advice from the company officers and/or HAZMAT experts.

**Planning Assumptions

This plan of action has been prepared based on the following assumptions:

It may not be possible to immediately identify the hazardous material(s) involved in the spill. That until identification is made the hazardous material is highly toxic and personnel will act accordingly with their level of training and in case of radioactive materials to minimize the dosage.

The EGF District will respond and assume control of the accident and/or spill area until the life threatening phase is mitigated then the fire department will turn the incident over to the local ERA.

It may be necessary to evacuate large areas.

The incident may involve a great volume of chemicals in transport.

**Purpose

The purpose of this plan is providing for the protection of the population by describing procedures and delineating responsibilities for coping with any hazardous materials incident.

The EGF District will put forth-maximum effort consistent with level of training, equipment and funding. (The purchase of equipment and or funding of hazardous material operations is the responsibility of local ERA)

**Definitions

Hazardous Material means any material or combo of materials of a solid, liquid, contained gaseous or semi solid from which because of its quantity, concentration, natural persistence, environmental degradability, potential for assimilation in tissue or toxicity may cause or significantly contribute to an increase in mortality or an increase in illness including physical

abnormality or which poses a substantial present or potential hazard to human health or the environment when improperly treated, stored transported disposed of or otherwise managed.

Hazardous Material Incident/Spill Any circumstance involving the spillage or leakage of hazardous materials which threatens the environment or the health and safety of any person.

Hot Zone The immediate area of contamination (the point of impact)

Control Zone The area designated by the incident commander for direction of the incident

Initial Attack Crew The initial fire department crew that attacks the fire and/or rescue of victims trapped as a result of the accident.

Staging Area The ready line and or parking area for emergency vehicles prior to their use inside the inner perimeter

Communications Unit A unit of personnel designated to set up a communications unit for contacting state and/or national agencies and/or coordination with the GC Communications dispatcher. (This unit will be set up at EGF HQ and/or Support 492)

Evacuation Zone Established as needed using Response Guides

Support Service Unit A unit of personnel designated by the incident commander to fulfill support services

**Activation of the Plan

Any officer of the fire department may activate the hazardous material response plan by announcing its activation over the fire radio frequency and requesting that the OIC of the District be dispatched to the scene.

The OIC, with the ERA shall decide the level of response.

The plan should be activated whenever the chemical spills containment and clean up is beyond the capabilities of initial arriving fire companies and in situations where environmental damage requires notification of outside agencies.

**Command

The fire department is responsible for coordinating all activities at the incident scene. All agency directors responding to the scene are required to report to the fire chief or his designee immediately on arrival.

**Concept of Operations

Response to all potential or actual hazardous material incidents must be made carefully and effectively, based on the following principles:

Initial reports of an incident may not portray the true situation. The worst situation must be assumed and an objective on-scene assessment must be made as rapidly as possible

Initial response personnel and follow-up personnel always make responses.

****Normal Sequence of Operations**

Initial Attack Crew Arrives and determines the incident level

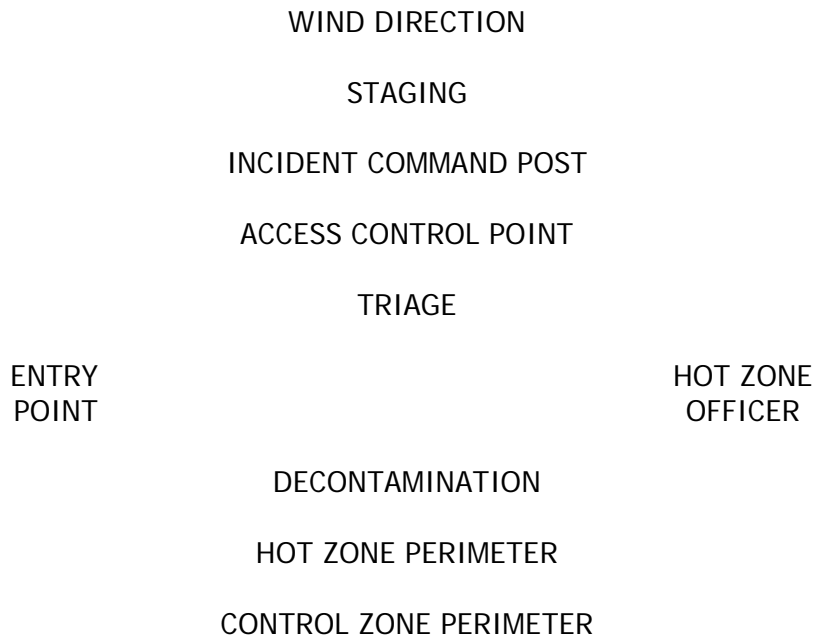
Informs the OIC that activation of the response plan is necessary

If the incident involves rescue of trapped victims and/or extinguishment it should be done with one handline approach from upwind, crew fully bunkered and with SCBA, extinguishes fire and rescue trapped victims, then withdraws immediately to the entry point of the hot zone.

IC sets up command post upwind and as far as needed away from incident and sets up the incident command system by Designating Hot Zone Officer (2nd arriving crewmember)

- Designating Control Zone Officer
- Designating Staging Area Officer (if necessary)
- Designating Communication Officer (if necessary)
- Designating Support Services Officer
- Designating Evacuation Officer (if necessary)
- Designating Public Information Officer (PIO)

Hazardous Material Incident Zone



****Hot Zone Officer** Receives victims from the initial attack crew, strip victims decontaminates victim and call for ambulance from the staging area. Helps load victims into ambulance

Receives the initial attack crew decontaminates the firefighters, strip them down and calls for ambulances to transport firefighters to clinics for checking only. (this is a precautionary measure only)

Hot Zone Officer takes over operation of attack crew apparatus.

Hot Zone Officer coordinates with Command Post and further actions

Hot Zone Crew of four firefighters operates with full bunkered and SCBA equipment

****Control Zone Officer** Assumes control of Control Zone by roping off area 300' to 600' circumference or positioning firefighters around the circumference firefighters full bunkered with SCBA.

Sets up control zone entry point and only allow apparatus trucks and or personnel authorized by the incident commander form the command post.

****Staging Area Officer** Assumes control of the staging area stops all incoming personnel trucks cars press ambulances etc and holds them at the staging area. Staging Area Officer only allows personnel and equipment to proceed to the Control Zone upon instruction from the Command Post. Staging Area Crew consists of four firefighters.

****Communication Officer** Communications sets up the communication unit at the HQ fire station or Support 492

Keeps a communications log of incoming radio conversations.

Keeps a communications log of outgoing radio conversations.

Keeps a communication log of incoming telephone conversations.

Keeps a communication log of outgoing telephone conversations.

Refer media inquires to PIO at the Command Post

(Communication crew should consist of at least 4 firefighters)

****Support Services Officer** Sets up a support services unit consisting of at least four firefighters

Keeps a log of events

Makes out fire report and hazardous materials report

Assists the command post with information

Coordinates equipment supply

Keeps list of crew members and where assigned

Assigns late coming firefighters to crew where needed

AREA

MANPOWER

Hot Zone –	4
Control Zone –	6
Staging –	4
Communications –	4
Support Services –	4
Evacuation –	4
TOTAL -	26

** Evacuation Officer Evacuation is normally the responsibility of the Police or Sheriff's dept. If emergency situation indicates evacuation is a priority and SO's are unable to accomplish then an evacuation crew may be necessary to assist or get the job done quickly.

Upon instructions from Command Post evacuation zone should be downwind and downhill 1.5 miles wide and 2 miles long.

Evacuation crew can use apparatus with loud speakers and/or walking door to door
Evacuation upon instruction from Command Post will designate an assembly point for all evacuees

**Public Information Officer All information is to be released to the public media by the incident commander if possible. If incident commander is too busy the press officer can release information with concurrence with incident commander.

Major Incident Checklist:

- Attack crew, decontaminated and transported
- Victims decontaminated and transported
- Hot Zone crew established
- Command post established
- Control zone crew established
- Communications base and crew established
- Support services unit and crew established
- Evacuation crew established (if applicable)
- ERA notified (attorney encouraged)
- Police or Sheriff's office notified
- Ambulance ordered
- Clinics notified
- Evacuation assembly point designated
- Press section established

**After the incident command system is established work to get the situation under control,
Spill should be contained if possible

From this point on the operation is basically to ID:

Shipper
Manufacturer
Container Type
Railcar/Truck Name & Number
Carrier's Name
Consignee

Product Involved
Problem
Location

Part II

The following is the legal and financial responsibility of the local Emergency Response Authority under SB 172

Railroad accidents – the railroad will send a team but not immediately
Roadways outside of Municipalities – Colorado State Patrol Hazmat Teams

Duties and Responsibilities of Local Emergency Response Authority

- Notify the EPA
- Notify State Health Department
- Notify State Office of Emergency Management (OEM) (if applicable)
- Notify Department of Transportation
- Notify shipper and/or consignee
- Liaison with local county state & federal agencies
- Public information
- Evacuation control processing of assembly point personnel
- Plugging diking neutralization of chemicals
- Offloading of unspilled chemicals
- Ordering of specialized heavy equipment
- Traffic control
- Crowd control
- Scene investigation
- Poison center
- Removing contaminated material of safe area
- Removing wreckage to safe area
- Notifying victim's relatives
- Processing finance costs
- Receiving and processing legal matter
- Complying with state and federal laws

Section 6.0 Firefighter Equipment

Standard Operating Guideline 6.1 Personal Protective Equipment.

- The District provides each member with appropriate personnel protective equipment (PPE) to provide protection from hazards most likely to be encountered.
- Structural PPE includes firecoat, pants, helmet, hood, gloves, and boots.
- Wildland PPE includes shirts, pants, gloves, helmet with neck drape, and web gear with fire shelter. It also includes cost sharing ½ up to \$200 the cost of all leather 8-inch high vibram sole work boots.
- Other PPE includes SCBA, Water Rescue Suit, Life Jackets, Hard Hats, and Oversuits.

Standard Operating Guideline 6.2 Use of PPE

- When arriving at the scene of an incident the appropriate level of PPE shall be worn.
- In any incidents where smoke, flame, or suspected hazardous environments may be encountered, full PPE, including Self Contained Breathing Apparatus (SCBA) will be donned and the company officer should have at least two firefighters so equipped. The jump seat firefighters will don full PPE including SCBA enroute and have the mask in ready position prior to arrival unless the company officer instructs the crewmembers to don the masks, or pack down, depending on the circumstances.
- Drivers operators will wear full PPE including gloves, (may be work gloves)
- Chinstraps on helmets will be worn snug while using A SCBA mask.
- Face shields will be down when raising or lowering ladders, using equipment, operating power saws, or performing interior overhaul work that creates airborne hazards.
- Approved goggles may be worn for eye protection.
- Approved hearing protection to be worn when subjected to high noise levels.
- Air pressure in SCBA will be full at time of entry into any hazardous atmosphere.
- All harness and mask straps will be fastened when using SCBA.
- SCBA to be worn during overhaul phases of interior operations due to the accumulation of CO and other fire gases.
- At water incidents, Hot Zone needs Life Jackets.
- Take time to properly dress out for incidents.

Standard Operating Guideline 6.3 Private Vehicle use of Emergency Lights and Sirens, District license plates.

Firefighters and Officers wishing to have Emergency Lights must obtain a siren and apply for and be issued a State Emergency Vehicle Authorization applied through the East Grand County Fire Protection District and signed by the Fire Chief.

Emergency Lights and Sirens are to be used only for emergencies.

Users are to obey all traffic rules and regulations.

Probationary Firefighters are not to have emergency lights or sirens on their vehicles.

District will issue FD license plates to all firefighters that are non probationary status.

EGF Plate is to be displayed on the front in conjunction with the regular vehicle plate.

Standard Operating Guideline 6.4-Use of Fire District Vehicles or Equipment

Fire District Vehicles are to be used for Fire District business:

- Vehicles and equipment may be used for emergencies, maintenance, training, and for other situations that are of benefit to the Fire District with the approval of the Chief or Acting Chief.
- Equipment or tools kept at the Stations (but not on vehicles) may be borrowed with the approval of a Fire Officer and provided they are signed out and then returned promptly.
- Under no circumstances is Unit 472 to be used for any personal snow plowing.

Section 7.0 Administrative

Relocated to Personnel Handbooks

Standard Operating Guideline 7.1 Abandoned Infant Law

When a parent voluntarily delivers a child 72 hours or younger to a Firefighter, or Fire Officer, at a fire station and does not express an intent to return for the child, the Firefighter, or Fire Officer, without a court order shall:

Take temporary physical custody of the abandoned child, perform any act necessary, in accordance with generally accepted standards, to protect, preserve, or aid the physical health or safety of the child during the temporary physical custody.

Attempt to obtain personal history and other pertinent information.

Treat appropriately and transport the abandoned child to the closest medical facility.

Immediately notify a Law Enforcement Officer of the abandonment to facilitate the transfer of custody of the child to a Law Enforcement Officer.

Notify the Officer in Charge of the District (450) of the Abandonment

NOTE: The law does not address children over 72 hours old or require office staff to take receipt of an abandoned child. A Firefighter, or Fire Officer, as well as Hospital Staff are required to do so.

Standard Operating Guideline 7.2 Grievance Procedures

At times, concerns may arise between members of the East Grand Fire District. The purpose of this section is to establish an unofficial and an official set of procedures whereby problems that arise can be solved.

Level 1. - Unofficial. It is recommended that the individual members try to work out differences on their own. This is often the simplest and most direct way to deal with a problem.

Level 2. - Unofficial. If the individual or individuals wish, they may contact an Officer of their choosing to discuss the problem. The Officer should try to be impartial and work with both sides to mediate the differences. No records will be kept.

An individual may go directly to the Grievance Procedure without going through the above.

Grievances can be filed by one member against another relating to Fire District operations at incidents, as well as other District related matters. The Grievance Procedure is intended to allow the Grievance Committee to conduct a full and fair hearing of the dispute. Following the hearing, the Committee shall submit its findings and recommendations to the Chief of the District.

- I. Composition of the Committee: There shall be three members of the committee consisting of impartial Firefighters or Officers. In addition, the member filing the grievance and the member the grievance is filed against shall appoint one Firefighter or Fire Officer each. This will create a committee of five.

- II. Tenure of Committee: The Firefighters and Officers of the District appointed by the Chief shall serve for one year.
- III. Rules of the Committee: The Committee shall appoint the Chairperson who will conduct the hearings. The Chairperson shall appoint a secretary to keep the records and minutes of the Committee.
The member filing the grievance shall forward the grievance, using the East Grand Fire Protection District #4 Grievance Proceeding Worksheet, as well as any additional supporting documents in writing, to the Chairperson. The Chairperson shall forward a written copy of the grievance to the member that the grievance is filed against within ten (10) days.
The member receiving the grievance shall have ten (10) days to reply, in writing, answering the grievance. If the member receiving the grievance does not reply, in writing, within ten (10) days the member waives any right to defend himself.
Within ten (10) days of receiving the reply, the Chairperson shall call a meeting of the Committee. This shall include the two members appointed representatives. The Committee shall then conduct a formal hearing giving each side a chance to present their side of the argument. The Chairperson shall determine the internal operating procedure of the hearing.
After the hearing is conducted, the Chairperson shall hold a secret vote determining whether the member is innocent or guilty of the grievance. If the member is found guilty, then the Chairperson shall conduct a discussion of and take a vote on recommended disciplinary action, which can consist of:
 - 1. No action.
 - 2. Written reprimand to be placed in personnel file.
 - 3. Suspension for a period
 - 4. Dismissal from the Fire District
- IV. Records: The secretary shall keep the minutes of the hearings, copies of the grievances, copies of the recommendations, and final disposition of the grievance.
- V. Recommendations: The Chairperson shall forward to the Chief of the district the Committees recommendation. The Chief shall then act on the recommendation. If the Chief is a party to the grievance the Chairperson shall forward the recommendation to the President of the Board of Directors. Copies of the grievance shall be placed in the members personnel files and be kept in the Committees grievance file.
- VI. Appeals: Either or both members, if dissatisfied with the actions taken by the Committee or the Chief, can appeal to the Board of Directors of the East Grand Fire Protection District. The appeal must be submitted, in writing, within ten (10) days after the decision has been made by the Grievance Committee.

Standard Operating Guideline 7.2.2 Complaints by the Public directed at the Fire District.

Complaints may be generated by actions taken by personnel of the Fire District. The complainant must be directed to an appropriate Fire Officer, Staff Member, or Board Member so the incident can be investigated and if needed, measures undertaken to resolve or correct the problem. Anonymous or unattributed complaints will be dealt with as appropriate to the source. The intent is to provide the best possible efforts for the involved parties to have due process and fairness. The initial step will be to have the complainant fill out the Administrative Complaint Form so the incident can be documented. The Fire Chief will then review the information and decide on how to proceed with an investigation of the complaint. If the complaint involves the Chief the President of the Fire Board would be contacted to direct the investigation. The Fire Districts attorney would be involved when appropriate. The investigation would consist of interviewing any personnel involved, witnesses, and documenting the findings.

Circumstances may arise where internal investigations could be seen as biased for the Districts benefit and an outside third party investigation would be appropriate. The independent party could be provided from another Fire District, a Town Official, or a County Official. The goal is to be fair and neutral for all involved.

Following an investigation, actions could include, but not be limited to, the following progressive disciplines:

- Unfounded: no further action taken except to inform complainant.
- Verbal Warning: Discussion with person outlining the problem or policy violation and its correction.
- Written Reprimand: If the verbal warning is not effective, or when stronger initial action is warranted, a written reprimand should be given. The statement must include the nature of the problem, the necessary corrective action to be taken, the time period allowed to correct the problem (may be immediate), and the consequences if the problem is not corrected.
- Suspension: Person may be suspended as the disciplinary action, or while an investigation is underway. The person must be informed in writing of the action.
- Demotion: A person may be demoted as a disciplinary action. The person must be informed in writing of the action.
- Dismissal: A person may be dismissed as a result of an investigation and it is not necessary to have exhausted lesser disciplinary actions. The person must be informed in writing of the action.

Standard Operating Guideline 7.3 Medical

7.3.1 Firefighter Injuries:

- Render care as needed, contact EMS or provide transport as needed to an appropriate medical facility.
- Notify the Officer in Charge of the District as soon as possible.
- Contact the EGFPD #4 office so Workmen's Compensation documentation occurs. This should be done as soon as possible or the next day the office is open.

7.3.2 Physicals

- Recruit Firefighters are to receive a physical prior to starting training
- All Firefighters and Officers are to receive physicals on a schedule depending on age.

7.3.3 Vaccinations

- All Firefighters and Officers will have Hepatitis B vaccinations made available to them. Anyone not wishing to be vaccinated must sign a statement so indicating for their file.

7.3.4 Insurance

- All Firefighters and Officers have Fire District provided insurance.
- All Probationary Firefighters will fill out the required forms.
- You are responsible to notify the District office of any changes.

Standard Operating Guideline 7.4 Requirements for Badges and Uniforms

0 to 1 Year – Must make 75% of the training's (no hour requirement) and be tested on SOG's. At one year Firefighter receives uniform, nametag and patch.

2 years – After completing two years of service and being a Firefighter in good standing (minimum of 4 Districts and 40 hours of training each year and having at least 3 additional training sessions) the firefighter will receive a FD pin and "serving since" nametag holder.

After reaching two years of service and having a total of 200 accumulative training hours from date joined a firefighter will be reviewed by the Fire Officers and following approval will be sworn in and receive their badge.

NOTES

04/05/07