

**USFS INTERMOUNTAIN REGION
EMERGENCY VEHICLE OPERATOR
MANAGEMENT PLAN**



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USFS INTERMOUNTAIN REGION

EMERGENCY VEHICLE OPERATOR MANAGEMENT PLAN

The Intermountain Region Management Plan for Emergency Vehicle Operation (EVO) is intended to provide for the safe and effective implementation of direction in FSM 5120 for emergency vehicle operation using red lights and sirens on all Intermountain Region Forests. Plan components of the EVO Program are defined and serve to set the framework for a program that can be implemented, monitored and adjusted as needed to assure that risks are being evaluated and mitigated to the fullest extent possible. This plan includes minimum administrative responsibilities, EVO training and driver eligibility requirements, operational sideboards and risk identification and mitigation tools. Forests may supplement this plan as necessary to address local needs.

The risk management process identifies and evaluates risk. Once risks are identified, control measures are put in place to eliminate or mitigate risk to an acceptable level. There is no single method or solution for managing risk. Local units may deal with a different set of specific risks that are identified and mitigated at the local level. This Regional Risk Management Plan serves as a guide to build on for unit level risk management plans specific to the unique hazards that may be present at the local level.

The initial implementation of the Region's EVO policy is subject to all mitigating measures addressed in the Regional Risk Management Plan. The EVO Plan, including qualifications, training and implementation, will be monitored and assessed after one year and then again at no more than five year intervals. The Regional Director of Fire and Aviation Management will report the Regional EVO Program effectiveness and bring forward recommendations for program improvements to the Regional Forester.

1. Administration

a. Regional Responsibilities

i. Regional Forester

1. Ensure Regional EVO training is compliant with 5120 direction.
2. Evaluate the safety and effectiveness of EVO programs at least every five years.

ii. Director of Fire and Aviation

1. Delegate Regional EVO Program Coordinator duties to a member of the fire and aviation management group.
2. Provide a report on safety and effectiveness of EVO program to Regional Forester at least every five years.

iii. Regional EVO Program Coordinator

1. Provide Regional direction and oversight on the EVO Program to the Forests.
2. Compile data on use, close calls, near-misses, failure of risk mitigation measures and program effectiveness and provide updates to management as needed.
3. Provide a five year report on the EVO Program to Director of Fire and Aviation for review and submission to the Regional Forester.

iv. Regional Fire Operations Safety Specialist

1. Monitor safety and effectiveness of the EVO Program.
2. Prepare reviews of close calls, near-misses, failure of risk mitigation measures and program effectiveness and provide updates to management as needed.
3. Provide guidance to Forest on accident and near miss reviews.
4. Provide information regarding close calls, near-misses, accidents, and injuries for the five year report on the EVO Program to the Regional EVO Program Coordinator.

b. Forest Responsibilities

i. Forest Supervisor

1. Delegate EVO program duties to appropriate staff/line officer.
2. Provide clear leaders intent for the use of red lights and sirens.

ii. Forest Fire Program Manager

1. Provide clear leaders intent for the use of red lights and sirens.
2. Insure compliance with required training and certification processes on the Forest.
3. Designate EVO instructors for initial and recertification training.
4. Brief all fire resources on local EVO policy.

5. Inform all EVOs in writing of their personal and legal responsibilities to operate in accordance with their training.
6. Conduct After Action Reviews to monitor program effectiveness and compliance with policy.
7. Establish a process to document red light and siren use and provide annual use reports to the Regional EVO Program Coordinator.

iii. Forest EVO Certifying Official

1. Screen drivers to assure they meet training and pre-requisite requirements as defined in 5120 and certify qualifying drivers for emergency vehicle operator endorsement on the OF-346. At a minimum, Forests will not certify EVOs if any of the following apply:
 - a. Three or more moving violations in the past three years.
 - b. Three or more preventable accidents in the past three years.
 - c. One or more convictions for driving under the influence of a controlled substance or alcohol in the past three years.
 - d. Less than three years of driving experience.
 - e. Less than 21 years of age.
2. Review driver history records and complete Section III of FS-7100-184.
3. If applicant meets pre-requisites, forward FS-7100-184 to individual with authority to issue US Government Motor Vehicle Operator Identification Card (OF-346) for completion of Section IV of FS-7100-184 and emergency vehicle operator endorsement.
4. Maintain confidentiality of driver history records for forest EVO program participants.
 - a. Maintain EVO Program files in a secure location.
5. Annually update and evaluate driver history records to assure EVOs meet certification requirements.
6. Compile data on use, report close calls, near-misses, failure of risk control measures and program effectiveness to the Regional EVO Program Coordinator.

iv. Driver/Operator Examiner

1. Consult with the Forest EVO Certifying Official regarding the addition of emergency vehicle operator endorsement to any operators OF-346 prior to issuance to insure required pre-requisites have been met.
2. Review driver history records and complete Section IV of FS-7100-184.
3. Ensure the endorsement; "Emergency Vehicle Operator" appears on the operator's OF-346 if authorized.

v. District Ranger

1. Provide clear leaders intent for the use of red lights and sirens.
2. Assure that EVO operators on the unit meet training and certification standards.
3. Ensure that emergency vehicle operators operate lights only at the level of operator certification and within Regional operating directives.
4. Review and approve unit level Job Hazard Analysis/Risk Assessment annually.

vi. Emergency Vehicle Operator

1. Complete Section 1 of form FS-7100-184 (Application for Authorization to Operate Government Vehicles & Equipment).
 - a. Employee's supervisor will complete Section II.
2. Provide access to state driver history records to Forest EVO Certifying Official for evaluation of EVO pre-requisite requirements and completion of Section III of form FS-7100-184.
 - a. Section IV will be completed by individual with authorization to issue 'OF-346 with emergency vehicle operator endorsement.
3. Use red lights and sirens only to level of training and within agency policies and regulations.
4. Understand local and state laws and regulations associated with emergency vehicle operation on the home unit.

5. Request a briefing on local emergency vehicle operation protocols when assigned away from the home unit.
6. Report close calls, near-misses, failure of risk control measures and program effectiveness to the Forest EVO Certifying Official.
7. Notify dispatch when operating emergency red lights and sirens during emergency response for clearing right of way, blocking or diverting traffic, or bypassing congestion and traffic flow restrictions.
8. Maintain vehicle unit logs and document red lights and siren use
 - a. during emergency response for clearing right of way, blocking or diverting traffic, or bypassing congestion and traffic flow restrictions with information on situation and rationale for use.
 - b. while on an incident for enhanced visibility or awareness of responders.
9. Conduct After Action Reviews after each operational use of red lights and sirens for clearing right of way, blocking or diverting traffic, or bypassing congestion and traffic flow restrictions.
10. Provide information on situation and rationale for use along with AAR summary to Duty Officer and/or District Ranger in a timely manner after each operational use as described above.

2. Training Requirements

Candidates for emergency vehicle operator certification must have a valid state driver's license, current OF-346, undergo a driver history check, and pass an initial EVO training program. Emergency vehicle operators shall pass recertification training at a minimum of every three years to maintain their certification.

Emergency vehicle operator initial training programs shall be guided by the standards described in NFPA 1451 and NFPA 1002 as applicable to Forest Service wildland fire operations. Emergency vehicle operator initial training programs must include a proficiency test that demonstrates operator competency in performing all the requisite skills contained in NFPA 1002 chapter 4. The initial and the recertification (if necessary) proficiency testing must be in the same class of vehicle for which the employee will be certified to operate. Candidates may obtain the initial and the recertification training at a regional engine academy, an emergency vehicle operator course, a Code 3

driving simulator, a municipal fire department, an EMS training institute or other similar facility meeting the above standards.

a. Instructor Qualifications

- i. Lead instructors will complete a certified driver training course that meets NFPA 1451 and NFPA 1002 requirements and attend a train the trainer session or meet criteria for 300-600 Level NWCG Courses as identified in the NWCG Field Manager's Course Guide or meet Instructor I criteria as defined in NFPA 1041.
- ii. Instructing an initial certification or recertification course will maintain training currency

b. Initial Training-suggested time, minimum of five hours.

- i. Initial training will include a certified driver training course that meets NFPA 1451 and NFPA 1002 requirements which can be held at the Regional, Forest or District level.
 1. The recommended course is the National Safety Council / Coaching the Emergency Vehicle Operator 3 (CEVO 3).
- ii. Tactical driver training will also be a segment of the initial and will include the following NFPA driver proficiency components:
 1. Ability to maneuver apparatus through a straight line and lane change exercise.
 2. Ability to maneuver an apparatus through a serpentine exercise.
 3. Ability to maneuver apparatus through straight line diminishing clearance exercise.
 4. Ability to get a front bumper within 12" of a stop sign.
 5. Ability to maneuver apparatus in an alley dock exercise.
 6. Ability to maneuver apparatus through a "three point" turn around.
 7. Ability to practice safe and defensive driving skills.
- iii. Review of national, regional, and forest EVO policies and regulations.
- iv. EVO responsibilities, laws, and liabilities.
- v. Review of EVO Risk Management Plan.
- vi. Applicable principals of defensive driving techniques under emergency and nonemergency conditions.
- vii. Review of any EVO accidents, close calls or lessons learned following Accident and near miss reporting protocols.
- viii. Inspection, maintenance and repair of vehicles.

c. Re-Certification Training (every three years)

- i. Review of national, regional, and forest EVO policies and regulations.
- ii. Review of EVO Risk Management Plan.
- iii. Review applicable principals of defensive driving techniques under emergency and nonemergency conditions.
- iv. Review of any EVO accidents, close calls or lessons learned following Accident and near miss reporting protocols.
- v. Driving evaluation as necessary.

d. Training Documentation

- i. A driver's qualification file for each certified emergency vehicle operator shall be maintained (as an option, this file may be a subsection within the individual's incident qualifications master record file or Employee Development Folder (EDF))

3. Certification of Emergency Vehicle Operators

Emergency Vehicle Operators shall be certified by their home unit, with concurrence of the Forest EVO Certifying Official and driver/operator examiner. The endorsement; "Emergency Vehicle Operator" shall appear on the operator's OF-346 and shall be restricted for the weight class of vehicle authorized. This endorsement on the signed OF-346 is proof of the employee's Emergency Vehicle Operator certification.

4. Operations

The use of red lights and sirens during emergency operations is restricted to the need to clear right-of-way, block or divert traffic, by-pass road construction and traffic flow restrictions or whenever the risk associated with use of emergency lights and sirens are off-set by the benefits to public or firefighter safety. Above all else, drivers must consider the safety of fire personnel, the public and themselves when responding to, or engaged in emergency situations. Vehicle operators shall comply with all traffic laws, regulations, or ordinances, even in emergency driving situations. Speed of travel will not exceed road conditions or posted speed limits.

Vehicles equipped with red lights and sirens must be configured with lights, sirens and reflective marking as described by National Fire Protection Association (NFPA) 1906, Standard for Wildland Fire Apparatus.

Use of red lights and sirens are only authorized for Forest Service emergency vehicles in compliance with applicable State statutes for emergency vehicle operations as follows:

- a. Initial attack resources responding to an incident where public or firefighter safety is threatened, or major property or resource damage is occurring on National Forest System lands or under immediate threat from adjacent lands; and circumstances exist where traffic congestion has resulted in either a complete stoppage of traffic, or has slowed to the extent it impedes normal and safe progress of the vehicle.
- b. Parked or traveling on or alongside Forest Service, local, County, State, or Federal roads and highways during wildfires, prescribed fires, and other emergency responses where identification of parked or moving vehicles is needed to prevent collision impacts from other vehicles, and for safety purposes due to smoke conditions, adverse weather, and other conditions that result in poor or impaired visibility.
- c. Additional requirements for operation consistent with the EVO training, operators are required to:
 - i. Come to a complete stop at all stop signs and red traffic lights.
 1. "Nose-in" technique for increased visibility is appropriate commensurate with training.
 - ii. Come to a complete stop at any intersection where all lanes of traffic cannot be seen by the driver.
 - iii. Stop, turn off lights and sirens, and do not pass any school bus with flashing warning lights.
 - iv. Turn off sirens and lights when approaching and passing through an active school crossing zone.
 - v. Turn off sirens and lights when approaching a blocked intersection where nonemergency traffic cannot safely clear the travel way.
 - vi. Adhere to posted speed limits.
 - vii. Travel at or below safe speeds based on road conditions, weather conditions, visibility and vehicle configuration.
 - viii. Obey all railroad crossing signals.

- ix. Adhere to local regulations governing emergency vehicle operations.

5. Risk Management

Emergency vehicle operation, with or without emergency lights and sirens, is generally considered to be high risk. Emergency lights and sirens are basic safety devices that promote protection to both emergency responders and the public. By equipping vehicles with emergency lights and sirens the Forest Service incurs the responsibility to train and provide operators the appropriate tools for safe vehicle operation. Likewise, it is the responsibility of the operators to recognize hazards and to appropriately use those training tools to help manage risk.

a. Identification, Evaluation and Control Techniques

- i. Risk will be identified, evaluated and mitigated to the extent possible using a risk assessment matrix. A Regional Risk Assessment is provided in Appendix A.
- ii. Unit specific risk will be identified, evaluated and mitigated at the local level.
- iii. The Regional Risk Assessment will be reviewed and modified as necessary at the Forest level to reflect local conditions.

b. Risk Management Monitoring

- i. All close calls, near-misses, accidents, failure of risk control measures and program effectiveness will be reported to the Forest EVO Certifying Official then subsequently to the Regional Fire Operations Safety Specialist.
 - 1. Critical information shall be reported as soon as possible with general information provided on an annual basis.
- ii. Safenets will be submitted if the incident meets reporting criteria.
- iii. A written report will be completed and provided to the Director of Fire and Aviation for review and submission to the Regional Forester.
 - 1. The report will contain information on factors mentioned in 4.b.i. and is due at least every five years.
 - 2. This report will be the responsibility of the Regional EVO Program Coordinator with input from the Regional Fire Operations Safety Specialist and the Forests EVO Certifying Officials.

3. This report will be used to evaluate the Regional EVO Program effectiveness and to bring forward recommendations for program improvements.

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Appendix A – Regional Risk Assessment

The Regional High Risk Safety Specialist was tasked with the initial identification, evaluation and mitigation of risks associated with the use of red lights and sirens. This process was documented in a Risk Assessment Matrix that was adopted and modified from a USDA Forest Service Southwest Region Risk Management Plan for Emergency Vehicle Operation. Each potential hazard was given an initial rating in both likelihood and severity for conditions commonly found in the Intermountain Region. This product was then reviewed and adjusted by the Regional Fire Equipment Working Team to establish a final version for the Region. This product is intended to be reviewed and adjusted as necessary by each Forest to account for specific local situations.

Once a hazard is identified, it is given an initial rating in likelihood, severity which results in an outcome rating. A mitigation measure is then implemented than the risk is re-evaluated using the same method. If a risk can be mitigated to an acceptable level, the system can operate. If not, the risk is deemed to be unacceptable.

RISK ASSESSMENT MATRIX				
	Severity			
Likelihood	Negligible	Marginal	Critical	Catastrophic
Frequent				
Probable				High
Occasional			Serious	
Remote		Medium		
Improbable	Low			

Severity Scale Definitions	
Catastrophic	Results in fatalities and/or loss of the system.
Critical	Severe injury and/or major system damage.
Marginal	Minor injury and/or minor system damage.
Negligible	Less than minor injury and/or less than minor system damage.

Likelihood Scale Definitions		
Frequent	Individual	Likely to occur often.
	Fleet	Continuously experienced.
Probable	Individual	Will occur several times.
	Fleet	Will occur often.
Occasional	Individual	Likely to occur some times.
	Fleet	Will occur several times.
Remote	Individual	Unlikely to occur, but possible.
	Fleet	Unlikely but can reasonably be expected to occur.
Improbable	Individual	So unlikely, it can be assumed it will not occur.
	Fleet	Unlikely to occur, but possible.

System - Emergency Vehicle Operations				R4 Emergency Vehicle Operations Risk Assessment		Prepared 11/7/2013
Sub-systems	Hazards	Pre Mitigation			Mitigation	
		Likelihood	Severity	Outcome	Likelihood	Severity
Emergency Lighting and Siren Equipment & Configuration	Component failures: overheating, faulty wiring, unsecure mounting, etc.	Occasional	Marginal	Medium	Remote	Marginal
	Inaccessible or obtrusive user controls	Remote	Negligible	Low	Improbable	Negligible
	Engine crew unfamiliar with components.	Occasional	Marginal	Medium	Remote	Marginal
	Vehicle collision with other objects, other engines or civilian traffic, and humans.	Remote	Catastrophic	High	Improbable	Catastrophic
Operations in Poor Visibility	Vehicle collision with humans and other traffic.	Remote	Catastrophic	High	Improbable	Catastrophic
Operations in high density Urban Interface	Operations in rural areas near unsupervised children with the potential of child/vehicle collisions.	Occasional	Catastrophic	High	Remote	Catastrophic
Emergency driving in mixed traffic	Operations in congested or heavy traffic situations resulting in wake effect collisions.	Occasional	Critical	Serious	Improbable	Critical
	Operations involving controlled intersections resulting in wake effect collisions.	Probable	Catastrophic	High	Remote	Catastrophic

	Sub-systems	Hazards	Pre Mitigation			Mitigation	Post mitigation		
			Likelihood	Severity	Outcome		Likelihood	Severity	Outcome
Human Factors		Risk Tendency - attitude of 'thrill seeking'	Remote	Catastrophic	High	Use operators trained and certified in emergency vehicle operations. Screen EVOs to ensure a safe driving history and maturity. Ensure supervisors, Fire Management Officers and Line Officers monitor and actively supervise operator performance and understand FS policy and operational restrictions. Review all close calls and near misses and share and discuss these reviews at the District, Forest, and Regional level. Use AARs after every RLS mission creating a culture of peer pressure that rejects risky behaviors. Promptly remove individuals with a hazardous attitudes from the mission	Improbable	Critical	Medium
		Casualness	Occasional	Catastrophic	High	Use operators trained and certified in emergency vehicle operations. Require refresher training every three years. Supervisors, Fire Management Officers and Line Officers monitor and supervise operator performance. Review all close calls and near misses and share and discuss these reviews at the District, Forest, and Regional level. Use AARs after every RLS mission creating a culture of peer pressure to reject risky behaviors.	Remote	Critical	Medium
		"Copy-cat" behavior when working with high-risk cooperating fire departments.	Frequent	Critical	Serious	Use operators trained and certified in emergency vehicle operations. Brief cooperating EVOs on Forest Service Policies concerning safe and conservative EVO operations. Use cooperating department for initial and refresher EVO training when possible and promote open discussions and feedback.	Improbable	Critical	Medium
		Sense of urgency, heightened by social or cultural pressure to accept unreasonable risks particularly with respect to vehicle speed, operations in dense smoke and urban interface operations.	Occasional	Critical	Serious	Use operators trained and certified in emergency vehicle operations. Supervisors, Fire Management Officers and Line Officers monitor and supervise operator performance. Use AARs after every RLS mission creating a culture of peer pressure to reject risky behaviors. Discuss Crew Resource Management techniques and encourage employees to speak up and challenge risky behaviors. Line Officers and FMOs follow-up on reports and stories of unreasonable risk taking.	Improbable	Critical	Medium
		Fatigue, Exhaustion, Stress burn out	Occasional	Critical	High	Supervisors monitor employees and manage fatigue. Emphasize CRM, Respectful Interaction, proper hydration and nutrition.	Remote	Critical	Medium

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Appendix B – Standard Training Guide

Course Objectives and Competencies

Course Goal

This course is designed to provide an adequate level of knowledge and practical skills for individuals that will be maneuvering apparatus while driving in emergency situations. The course will present information on emergency vehicle operations that meets the standards for certification as described in NFPA 1002 and 1451.

Course Objective

This course is designed to prepare Emergency Vehicle Operators to meet the training, evaluation and certification procedures and criteria specified in Forest Service Manual (FSM) 5120 and FSM 5130 in regard to Code III-Emergency Vehicle Operation. The target audience is individuals who drive and may operate emergency vehicles with red lights and sirens.

The course will consist of a minimum:

- *Current policy familiarization/review*
- *Instructor-led classroom training course presentation*
- *Tactical driver proficiency training/evaluation*

Course Prerequisites

Who Can Take the Course?

Anyone that meets the course prerequisites and will be authorized to operate Emergency Vehicles equipped with red lights and sirens.

What Are the Prerequisites?

Emergency Vehicle Operator must have the following:

- Current State Issued Driver's License
- Current OF-346, U.S. Government Motor Vehicle Operator's Identification Card with the proper endorsements

Forests must certify that potential emergency vehicle operators meet the following additional minimum requirements (*FSM 5120*):

- Less than three moving violations in the past 3 years
- Less than three preventable accidents in the past 3 years
- No convictions for driving under the influence of a controlled substance or alcohol in the past 3 years
- 3 years of driving experience
- 21 years of age

Educational Design

Video- Based Course Structure

The Emergency Vehicle Operator Training Course is video-based and divided into multiple lessons.

The video instruction shapes the course. It defines course content and provides consistent instruction to every individual in every class. It should help instructors to maintain a tight schedule and carefully integrated curriculum.

Instructor Focus

The instructor is a key element in the course. The course structure ensures that instructors can focus attention on observing individuals carefully, giving feedback, and guiding individual achievement of skills.

Although video instruction provides the framework for the Emergency Vehicle Operator Training Course, the instructor helps coach the students and facilitate every course.

The instructor complements the video information by:

- Providing an orientation to the course materials
 - Introducing lessons before showing the video and reinforcing key points
 - Observing students' actions in the practice session
 - Provide positive or corrective feedback
-

Faculty Needs

Who Can Teach the Course?

Any current Emergency Vehicle Operator designated a Trainer may teach the Emergency Vehicle Operator Training Course.

Instructor qualifications:

- Lead Instructor: M-410 or Instructor 1A-1B
- Unit Instructor: subject matter expert
- Role Player: qualified emergency vehicle operator

Lead Instructor

If you are using more than one instructor, designate a lead instructor for the course. The lead instructor will oversee the communication among all instructors before and after the course to insure minimum redundancy.

Instructor- to- Student Ratio

The course size for the Emergency Vehicle Operator Training is flexible, and there is currently no instructor- to student-ratio.

Course Schedule

Minimum Course Content

The Emergency Vehicle Operator Initial Training includes these components:

- Orientation .5 hour
- Coaching the Emergency Vehicle Operator (CEVO 3) 3 hours
- Agency Policy/Risk Management/Incident Review .5 hour
- Tactical Driving Evaluation 1-3 hours

Recertification Course

Recertification Course will be presented by a designated emergency vehicle operator trainer. Recertification training consists of:

- Policy/program update review
- Risk Management plan review
- Defensive Driving techniques review for emergency vehicles
- Tactical Driving evaluation as necessary

Recommended Recertification Timeline

Recertification proficiency training must occur not less than every 3 years.

Audience- Specific Course

Instructors may not delete course lessons or course components.

Instructors may add related topics such as lessons learned as long as the required lessons are *not* eliminated or shortened. The additional topics or information that an instructor adds should be done at the beginning or at the end of the course so that it does not disrupt the flow of the required lessons. Any additional topics will add to the course length. Students cannot be tested on the added topics for course completion.

Students must be informed of information from Forest Service sources.

Attendance Requirements

Students must participate, and successfully complete all lessons to receive a course completion certificate.

Course Planning Checklist and Timeline

Ordering Material

Instructors can order books or support materials directly from

- National Safety Council
1121 Spring Lake Drive
Itasca, IL 60143
Phone: 1-800-621-7619
www.nsc.org
- Coaching Systems
PO Box 2233
Princeton, NJ 08543-2233
www.coachingsystems.com

Materials Needed:

- Coaching the Emergency Vehicle Operator 3 - Fire – DVD Instructor Kit
 - Coaching the Emergency Vehicle Operator 3 – Fire Trainee Kit
-

Course Support Material

Instructor Materials

Instructor materials include the following

- Coaching the Emergency Vehicle Operator 3 - Fire – DVD Instructor Kit
- Coaching the Emergency Vehicle Operator 3 – Fire Trainee Kit
- Job Hazard Analysis and/or Risk Assessment

- Driving
- Emergency Vehicle Operations
- Forest Service Manual
 - 5120 – Preparedness
 - 5130 – Wildland Fire Suppression
- Observation Checklist

Equipment List

The necessary equipment for the Emergency Vehicle Operators Course:

Classroom

- TV with DVD or laptop or PC with projector and screen
- Course DVD
- Course Roster
- Student Workbook(s)
- Course Agenda(s)
- Pen(s) / Pencil(s)

Field

- Observation Checklist
- Chief Vehicle(s), Engine(s), Patrol Vehicle(s), Crew Buggies(s)
- Pylons
- Cones
- Stop Sign with Stand
- Measuring tape
- Water based paint
- Course Controller / Staging Area Manager
- Course Observer(s)/Evaluator(s)

Using the Student Workbook

The Coaching the Emergency Vehicle Operator is designed so the student manual corresponds with the video. Encourage students to follow along in their manuals while the video is running.

Remediation

Any course participant:

- That does not pass the written final will need to retake the entire course.

- Unsatisfactory driving evaluation: Student will be re-evaluated by a different evaluator.
- Two unsatisfactory driving evaluations: EVOT Course coordinator will recommend further education to the home unit before retaking the EVOT course.
- If student cannot successfully complete the EVOT course on their second attempt, the home unit will be responsible for further action.

Course Outline

Emergency Vehicle Operator Training Course Outline

- Orientation .5 hour
 - Objectives
 - Introduction
 - Logistics
- Lesson 1: Introduction / Apparatus Checks .5 hour
- Lesson 2: Cushion of Safety .5 hour
- Lesson 3: Driving with Lights and Sirens .5 hour
- Lesson 4: Applying Safe Driving Techniques 1 hour
- Lesson 5: Special Considerations .5 hour
- Agency Policy/Risk Management/Incident Review .5 hour
- Tactical Driving Evaluation 1-3 hours
 - Tactical driver evaluation will include the following NFPA driver proficiency components:
 - Ability to maneuver apparatus through a straight line and lane change exercise.
 - Ability to maneuver an apparatus through a serpentine exercise.
 - Ability to maneuver apparatus through straight line diminishing clearance exercise.
 - Ability to get a front bumper within 12" of a stop sign.
 - Ability to maneuver apparatus in an alley dock exercise.
 - Ability to maneuver apparatus through a "three point" turn around.

Approximate course duration

- Classroom: 4 hours
- Field: 1-3 hours

After the Course

All tests will be sent away for computer scoring. Refer to Coaching the Emergency Vehicle Operator Instructor Kit.

Issuing Certificates

Course Coordinator will issue completion certificates to each student that:

- Demonstrates competency in each of the specified scenarios
- Scores at least 80% on the written exam.

Students will receive:

- Observation Checklist
- Test Answer Sheet
- Certification of Completion
- CEVO Certification
- Supervisor's request for driver/operator authorization form

Supervisors Responsibility:

- Ensure the course certificates and supervisor's request for driver/operator authorization form are sent to the Unit Licensing Coordinator
- Ensure course certificates are sent to the Forest Training Officer
- Perform annual check and Government license personnel

Tactical Driving Evaluations

The following pages depict the necessary proficiency evaluations to meet NFPA 1002 standards for initial certification. Included are the observation checklists for use by evaluators as well as descriptions and diagrams of the various courses needed to perform the evaluations.

4.3 Driving Operating

JPR #DO2

4.3.1 Standard Area: Driving / Operating

Revised 12-3-2009

Candidate: _____ Date: _____

ID#: _____

STANDARD: 4.3.1 NFPA 1002, 2009 Edition		TASK: Operate a fire department vehicle, given a vehicle and a predetermined route on a public way that incorporates the maneuvers and features specified in the following list that the driver/operator is expected to encounter during normal operations, so that the vehicle is safely operated in compliance with all applicable state and local laws, department rules and regulations, and the requirements of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, Section 4.2.			
PERFORMANCE OUTCOME: The candidate will safely complete the task operating the department vehicle on a predetermined route provided by the Authority Having Jurisdiction.					
The Authority Having Jurisdiction will administer this JPR prior to the candidate participating in the Driver/Operator Practical.					
CONDITIONS: The candidate will complete all elements of the assigned task.					
EQUIPMENT REQUIRED: A fire department vehicle, the appropriate equipment to complete the assigned tasks and access to department policies, procedures and related forms.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Four left turns				
2.	Four right turns				
3.	A straight section of urban business street or a two-lane rural road at least 1 mile in length				
4.	One through-intersection and two intersections where a stop has to be made				
5.	One Railroad crossing				
6.	One curve, either left or right				
7.	A section of limited-access highway that includes a conventional ramp entrance and exit and a section of road long enough to allow two lane changes				
8.	A downgrade steep enough and long enough to require downshifting and braking				
9.	An upgrade steep enough and long enough to require gear changing to maintain speed				
10.	One underpass or a low clearance or bridge				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date

4.1 Driving / Operating
 4.3.3 Driving / Operating
 Standard Area: Driving / Operating

JPR #DO6
 Revised 12-3-2009

Candidate: _____ Date: _____

ID#: _____

STANDARD: 4.3.3 NFPA 1002, 2009 Edition		TASK: Perform the practical driving exercises specified 4.3.2 through 4.3.5 given a fire department pumper and a spotter for backing, so that each exercise is performed safely without striking the vehicle or obstructions.			
PERFORMANCE OUTCOME: 4.3.3* Maneuver a vehicle around obstructions on a roadway while moving forward and in reverse, given a fire department vehicle, spotter for backing, and a roadway for obstructions, so that the vehicle is maneuvered through the obstacle without stopping and/or changing the direction of travel and without striking the obstructions. (Serpentine Exercise)					
CONDITIONS: The candidate will complete all elements of the assigned task.					
EQUIPMENT REQUIRED: A fire department vehicle, the appropriate equipment to complete the assigned tasks and access to department policies, procedures and related forms.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Maneuver the pumper forward around obstructions without stopping and/or changing direction of travel and without striking obstructions.				
2.	Maneuver the pumper in reverse around obstructions without stopping and/or changing direction of travel and without striking obstructions.				
3.	Do not allow the pumper to leave course boundaries.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign) _____ Date _____ Candidate _____ Date _____

Re-Test Proctor/Evaluator (Print & Sign) _____ Date _____ Re-Test Candidate _____ Date _____

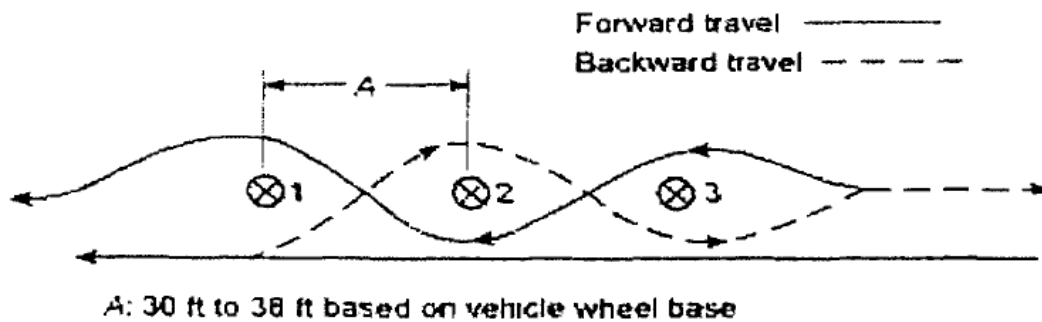
See attached NFPA Appendix & Figure A-4.3.3 for instructions and dimensions.

Note: Course boundaries are 20 feet from center of cone on each side. Total width of 40 feet.

A-4.3.3 Serpentine Exercise

The serpentine exercise can be used as practice for or in the evaluation of this requirement. This exercise measures a driver's ability to steer the apparatus in close limits without stopping. The exercise should be conducted with the apparatus moving first backward, then forward. The course or path of travel for this exercise can be established by placing a minimum of three markers, each spaced between 30 ft (9 m) to 38 ft (12 m) apart, in a line. The spacing of the markers should be based on the wheel base of the vehicle used. Adequate space must be provided on each side of the markers for the apparatus to move freely. The driver should drive the apparatus along the left side of the markers in a straight line and stop just beyond the last marker. The driver then should back the apparatus between the markers by passing to the left of marker No. 1, to the right of marker No. 2, and to the left of marker No. 3. At this point, the driver should stop the vehicle and then drive it forward between the markers by passing to the right of marker No. 3, to the left of marker No. 2, and to the right of marker No. 1. (See Figure A-4.3.3.)

NOTE: For large vehicles, such as ARFF apparatus, this course might need to be modified.



NOTE: Use 36 feet for Driver Operator Pumper (based on a standard wheel base of 16 feet overall length of 32 feet. If pumper is longer adjust length as referenced above.)

Figure A-4.3.3 Serpentine Exercise.

Copyright NFPA
(9 Traffic Cones)

Wheel Base	Cone Spacing
15'	30'
16'	32'
17'	34'
18'	36'
19'	38'

4.1 Driving / Operating
 4.3.5 Driving / Operating
 Standard Area: Driving / Operating

JPR #DO8
 Revised 12-3-2009

Candidate: _____ Date: _____

ID#: _____

STANDARD: 4.3.5 NFPA 1002, 2009 Edition		TASK: Perform the practical driving exercises specified 4.3.2 through 4.3.5 given a fire department pumper and a spotter for backing, so that each exercise is performed safely without striking the vehicle or obstructions.			
PERFORMANCE OUTCOME: 4.3.5* Maneuver a fire department vehicle in areas with restricted horizontal and vertical clearances, given a fire department vehicle and a course that requires the operator to move forward through areas of restricted horizontal and vertical clearances, so that the operator accurately judges the ability of the vehicle to pass through the openings and so that no obstructions are struck. (Diminishing Clearance Exercise)					
CONDITIONS: The candidate will complete all elements of the assigned task.					
EQUIPMENT REQUIRED: A fire department vehicle, the appropriate equipment to complete the assigned tasks and access to department policies, procedures and related forms.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Maneuver the pumper forward through the diminishing clearance exercise without striking obstructions.				
2.	Do not allow the pumper to cross over the finish line.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Proctor/Evaluator (Print & Sign)	Date	Re-Test Candidate	Date

See attached Appendix and Figure A-4.3.5 for instructions and dimensions.

NOTE: Not all apparatus will fit in dimensions given below. Proctor should measure wheel width of apparatus to be used in the course to include tire bulge, add 2" to the total width of the course (1" on each side)

A-4.3.5

The diminishing clearance exercise can be used as practice for or in the evaluation of this requirement. This exercise measures a driver's ability to steer the apparatus in a straight line, to judge distances from wheel to object, and to stop at a finish line. The speed at which a driver should operate the apparatus is optional, but it should be great enough to necessitate quick judgment. The course for this exercise is created by arranging two rows of markers to form a lane 75 ft (22.9 m) long. The lane varies in width from 9 ft 6 in. (2.9 m) to a diminishing clearance of 8 ft 2 in. (2.5 m). The driver should maneuver the apparatus forward through this lane without touching the markers. The vehicle should be stopped at a finish line 50 ft (15.25 m) beyond the last marker. No portion of the vehicle should protrude beyond this line. (See Figure A-4.3.5.)

NOTE: For large vehicles, such as ARFF apparatus, this course might need to be modified.

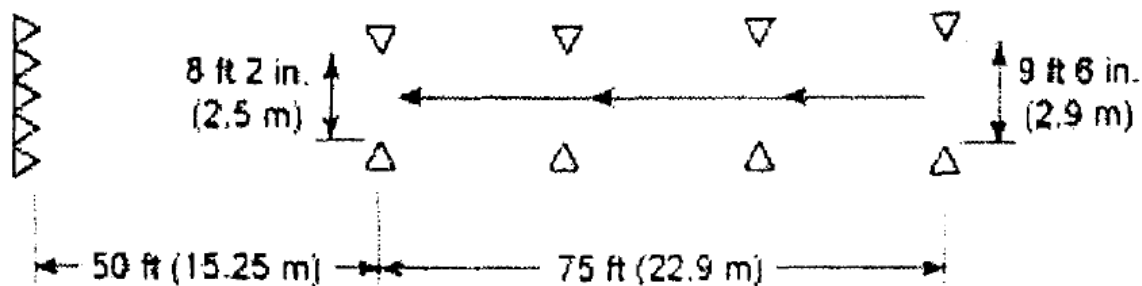


Figure A-4.3.5 Diminishing clearance exercise.

Copyright NFPA

(10 Traffic cones)

4.1 Driving / Operating
 4.3.2 Driving / Operating
 Standard Area: Driving / Operating

JPR #DO5
 Revised 12-3-2009

Candidate: _____ Date: _____

ID#: _____

STANDARD: 4.3.2 NFPA 1002, 2009 Edition		TASK: Perform the practical driving exercises specified 4.3.2 through 4.3.5 given a fire department pumper and a spotter for backing, so that each exercise is performed safely without striking the vehicle or obstructions			
PERFORMANCE OUTCOME: 4.3.2* Back a vehicle from a roadway into restricted spaces on both the right and left sides of the vehicle, given a fire department vehicle, a spotter, and restricted spaces 12 ft in width, requiring 90-degree right-hand and left-hand turns from the roadway, so that the vehicle is parked within the restricted areas without having to stop and/or pull forward and without striking obstructions. (Alley Dock Exercise)					
CONDITIONS: The candidate will complete all elements of the assigned task.					
EQUIPMENT REQUIRED: A fire department vehicle, the appropriate equipment to complete the assigned tasks and access to department policies, procedures and related forms.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Back the pumper into restricted space on the right side without having to stop and/or pull forward and without striking obstructions.				
2.	Back the pumper into restricted space on the left side without having to stop and/or pull forward and without striking obstructions.				
3.	Do not allow the pumper to leave course boundaries.				

Proctor/Evaluator Comments: _____

_____ Proctor/Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Proctor/Evaluator (Print & Sign)	_____ Date	_____ Re-Test Candidate	_____ Date

See attached NFPA Appendix & Figure A-4.3.2 (a) & (b) for instructions and dimensions.

NOTE: JPR is complete upon backing into the dock exercise; the candidate will not be evaluated while pulling out of the dock area.

A-4.3.2

The alley dock exercise can be used as practice for or in the evaluation of this requirement. This exercise measures a driver's ability to drive past a simulated dock or stall, back the apparatus into the space provided, and stop smoothly. A dock or stall can be simulated by arranging barricade 40 ft (12.2 m) from a boundary line. These barricades should be 12 ft (3.66 m) apart, and the length should be approximately 20 ft (6.1 m). The driver should pass the barricades with the dock on the left and then back the apparatus, using a left turn, into the stall. The exercise should then be repeated with the dock on the right side, using a right turn. [See Figure A-4.3.2(a)].

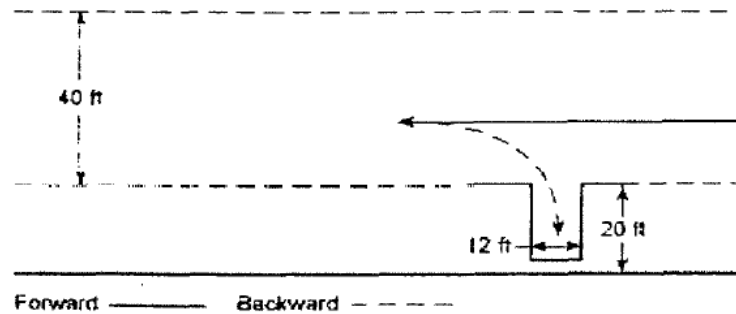


Figure A-2-3.2(a) Alley dock exercise.

(10 Traffic cones)

The apparatus station parking maneuver can also be used as practice for or in the evaluation of this requirement. This exercise measures the driver's ability to back the apparatus into a fire station to park or to back the apparatus down a street to reverse the direction of travel. An engine bay can be simulated by allowing for a 20-ft (6.1 m) minimum setback from a street 30 ft (9 m) wide, with a set of barricades at the end of the setback, spaced 12 ft (3.66 m) apart to simulate the garage door. The setback from the street should be determined by the testing agency to ensure that the distances reflect those encountered by the apparatus driver during the normal course of duties.

A marker placed on the ground should indicate to the operator the proper position of the left front tire of the vehicle once stopped and parked. A straight line can be provided to assist the operator while backing the apparatus, facilitating the use of vehicle mirrors. The minimum depth distance is determined by the total length of the vehicle. [See Figure A-4.3.2 (b)].

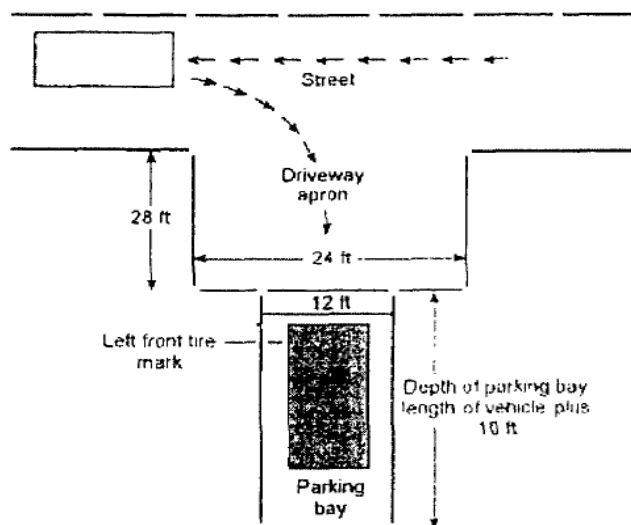


Figure A-2-3.2(b) Station parking procedure drill.

(14 Traffic cones)

4.1 Driving / Operating
 4.3.4 Driving / Operating
 Standard Area: Driving / Operating

JPR #DO7
 Revised 12-3-2009

Candidate: _____ Date: _____

ID#: _____

STANDARD: 4.3.4 NFPA 1002, 2009 Edition		TASK: Perform the practical driving exercises specified 4.3.2 through 4.3.5 given a fire department pumper and a spotter for backing, so that each exercise is performed safely without striking the vehicle or obstructions.			
PERFORMANCE OUTCOME: 4.3.4* Turn a fire department vehicle 180 degrees within a confined space, given a fire department vehicle, a spotter for backing, and an area in which the vehicle cannot perform a U-turn without stopping and backing up, so that the vehicle is turned 180 degrees without striking obstructions within the given space. (Turn Around Exercise)					
CONDITIONS: The candidate will complete all elements of the assigned task.					
EQUIPMENT REQUIRED: A fire department vehicle, the appropriate equipment to complete the assigned tasks and access to department policies, procedures and related forms.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Turn the pumper 180 degrees within a confined space, without striking obstructions.				
2.	Do not allow the pumper to leave course boundaries.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign) _____ Date _____ Candidate _____ Date _____

Re-Test Proctor/Evaluator (Print & Sign) _____ Date _____ Re-Test Candidate _____ Date _____

The confined space turnaround can be used as practice for or in the evaluation of this requirement. This exercise measures the driver's ability to turn the vehicle around in a confined space without striking obstacles. The turn is accomplished within an area 50 ft x 100 ft (15.25 m x 30.5 m). The driver moves into the area from a 12 ft (3.66-m) opening in the center of one of the 50 ft (15.25-m) legs, turns the vehicle 180 degrees, and returns through the opening. There is no limitation on the number of times the driver has to maneuver the vehicle to accomplish this exercise, but no portion of the vehicle should extend over the boundary lines of the space. (See Figure A-4.3. 4.)

NOTE: For large vehicles, such as ARFF apparatus, this course might need to be modified.

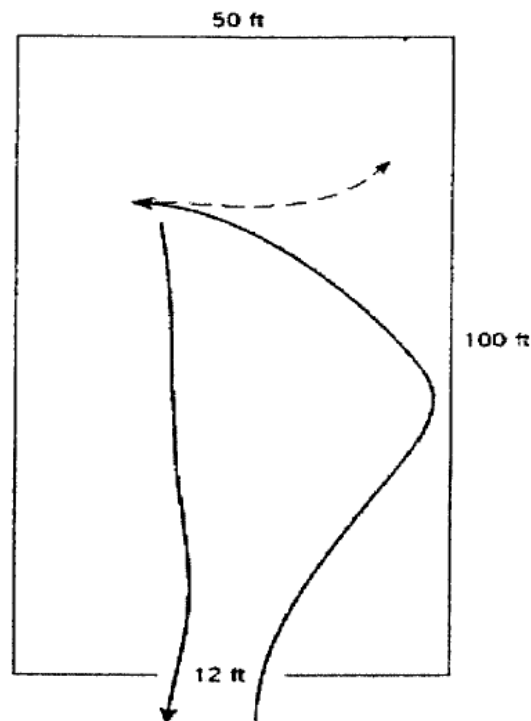


Figure A-4.3.4 Confined space turnaround.

Copyright NFPA

(12 Traffic cones)

USFS INTERMOUNTAIN REGION EMERGENCY VEHICLE OPERATOR MANAGEMENT PLAN

Appendix C –Emergency Vehicle Operator Delegation Template

File code: 5100

Subject: Delegation of Authority, (Forest) National Forest Emergency Vehicle Operator (EVO)

To: (Name), (Title).

Emergency vehicle operators are required to operate at all times with the safety of pedestrians, other vehicles and themselves as the primary objective. Consistent safe driving is a condition of Emergency Vehicle Operator's certification. This letter is to inform all emergency vehicle operators in writing of their personal and legal responsibilities to operate in accordance with their training, Forest Service policies and due caution for life and property (FSH 6709.11, sec. 12.12).

As a certified Emergency Vehicle Operator you are hereby delegated the authority to use red lights and sirens while responding to an incident as necessary. Your use must be consistent with your training, policy, and the requirements provided in this letter. In all situations, use red lights and sirens on public roads only when the risks associated with the use of emergency lights and sirens are off-set by the benefits to public or firefighter safety.

Use of red lights and sirens are only authorized for Forest Service emergency vehicles in compliance with applicable State statutes for emergency vehicle operations as follows:

- A. Initial attack resources responding to an incident where public or firefighter safety is threatened, or major property or resource damage is occurring on National Forest System lands or under immediate threat from adjacent lands; and circumstances exist where traffic congestion has resulted in either a complete stoppage of traffic, or has slowed to the extent it impedes normal and safe progress of the vehicle.
- B. Parked or traveling on or alongside Forest Service, local, County, State, or Federal roads and highways during wildfires, prescribed fires, and other emergency responses where identification of parked or moving vehicles is needed to prevent collision impacts from other vehicles, and for safety purposes due to smoke conditions, adverse weather, and other conditions that result in poor or impaired visibility.

In addition to operation consistent and compliant with the training operators receive, operators are also required to:

1. Come to a complete stop at all stop signs and red traffic control lights. “Nose-in” technique for increased visibility is appropriate commensurate with training.
2. Come to a complete stop at any intersection where all lanes of traffic cannot be seen by the driver.
3. Stop, turn off lights and sirens, and do not pass any school bus with flashing warning lights.
4. Turn off sirens and lights when approaching and passing through an active school crossing zone.
5. Turn off sirens and lights when approaching a blocked intersection where non-emergency traffic cannot safely clear the travel way.
6. Adhere to posted speed limits.
7. Travel at or below safe speeds based on road conditions, weather conditions, visibility and vehicle configuration.
8. Obey all railroad crossing signals.
9. Understand local and state laws and regulations associated with emergency vehicle operation on the home unit. When operating in areas outside their normal jurisdiction, it is incumbent upon vehicle operators to become familiar with local policies and procedures for the use of red lights and sirens prior to using that equipment.
10. Report close calls, near-misses, failure of risk control measures and program effectiveness to the Forest EVO Certifying Official.
11. Notify dispatch when operating emergency red lights and sirens during emergency response for clearing right of way, blocking or diverting traffic, or bypassing congestion and traffic flow restrictions.
12. Maintain vehicle unit logs and document red lights and siren use
 - a. during emergency response for clearing right of way, blocking or diverting traffic, or bypassing congestion and traffic flow restrictions with information on situation and rational for use (Code 3).
 - b. while on an incident for enhanced visibility or awareness of responders (Code 2).
13. Conduct After Action Reviews after each operational use of red lights and sirens for clearing right of way, blocking or diverting traffic, or bypassing congestion and traffic flow restrictions.
14. Provide information on situation and rational for use along with AAR summary to Duty Officer and/or District Ranger in a timely manner after each operational use as described above.

Certification as an Emergency Vehicle Operator will be revoked if any of the following conditions are met:

- a. Three or more moving violations in the past 3 years.
- b. Three or more preventable accidents in the past 3 years.
- c. One or more convictions for driving under the influence of a controlled substance or alcohol in the past 3 years.

Post Accident Drug and Alcohol Testing Requirement. Drug and Alcohol testing guidance for the Forest Service is contained in Executive Order 12564, the USDA's Plan for a Drug Free Workplace and the NFFE/FS Master Agreement and the negotiated Memorandums of Understanding relating to Commercial Drivers License/Driving. Operators found to be illegally under the influence of alcohol or drugs shall have their emergency vehicle operator's certification revoked and subject to disciplinary action.

Forest Supervisor
Date

USFS INTERMOUNTAIN REGION EMERGENCY VEHICLE OPERATOR MANAGEMENT PLAN

Appendix D –EVO Certifying Official Delegation Template

File code: 5100

Subject: Delegation of Authority, ___-National Forest for Emergency Vehicle Operator (EVO) Certifying Official

To: District Rangers, District Fire Management Officers, Forest Health and Safety Manager, Forest Fire Staff.

As the Emergency Vehicle Operator Certifying Official, IS hereby delegated authority to manage the Forest Emergency Vehicle Operator program.

Our considerations for management of the Emergency Vehicle Operator Program are:

1. Assure drivers meet training and pre-requisite requirements as defined in FSM 5120 prior to initial certification and Emergency Vehicle Operator endorsement on OF-346.
2. Annually review driver history to assure eligibility for initial or continued EVO certification.
3. Maintain confidential driver history records for Forest employees to be used for emergency vehicle operation certification.
4. Ensure all fire resources are briefed on local emergency vehicle operation policies.
5. Conduct After Action Reviews as appropriate to monitor compliance with policy.
6. Annually review forest level Risk Assessment for Emergency Vehicle Operators to insure continued validity.
7. Report close calls, near-misses, failure of risk control measures and program effectiveness to the Regional Fire Operations Health and Safety Manager

Forest Supervisor

Date

USFS INTERMOUNTAIN REGION EMERGENCY VEHICLE OPERATOR MANAGEMENT PLAN

Appendix E – WildCad RLS Use Tracking

Tracking the Use of Red Lights and Sirens(RLS) through WildCad Setup

In WildCad, go to File> Enter System Administrator Mode

-

On the toolbar, go to Sys Admin> Configure Incident Tabs> Incident Number Types

-

On a blank row enter "Used Lights/Sirens" and select "FALSE" under UseAuto.

-

Click in the next row down to save, then close the screen.

During Incident Response

-

When it is confirmed that resources are responding using Red Lights and Sirens, navigate to the Numbers tab of the incident and enter "Yes" in the Used Lights/Sirens field.

-

For all incidents not requiring the use of Red Lights and Sirens, simply leave this field blank.

Extracting Data for Reporting

-

On the toolbar, go to Reports> Incidents> Incident Numbers

-

On the following screen highlight "Used Lights/Sirens", select the appropriate date range then click Report.

-

The resulting report will list the Date, Incident Number, and Name of the incidents that required the use of Red Lights and Sirens.