



MUKWONAGO FIRE DEPARTMENT
OPERATING PROCEDURES

Rehabilitation		Approved by: Chief Jeffrey R. Stien	
SOG #3	Draft Date: 10-30-12	Revision Date: 05-14-14	Effective Date: 01-03-13, 06-26-14

PURPOSE: The purpose of this procedure is to ensure that the physical and mental condition of members operating at the scene of an emergency or training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation. SOP based after example published by USFA/FEMA Booklet February 2008.

SCOPE: This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the officer in charge of the incident who will be responsible for the results of any deviation.

Responsibility:

- A. Incident Command:
The IC shall be aware of the need for rest and rehabilitation of all members operating at the scene. He/she shall allow for the following provisions at a minimum:
1. Medical evaluation
 2. Treatment as needed
 3. Monitoring as needed
 4. Food and fluid replacement
 5. Mental rest
 6. Removal from extreme climatic conditions
- B. Company Officers/Division Officers:

All Company Officers/Division Officers shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member of his/her team for their personal safety and health. The Company Officer/Division Officer shall contact IC should he/she deem it necessary to request relief of members of their crew.

C. Personnel:

During emergency incidents or training exercises each individual on the scene should be aware of their physical and emotional well-being. If during any emergency incident or training evolution a member determines that their level of fatigue, exposure to heat or cold is approaching a level that could affect them, or, emotionally they feel as if they are becoming overwhelmed they should notify their Company Officer/Division Officer so they may be relieved of their duties in order to report to Rehab for evaluation.

D. Medical Staff:

During emergency incidents or training exercises the on duty medical staff shall be responsible for establishing and performing all Rehab tasks. They are ultimately responsible for releasing all emergency personnel from Rehab to go back to duty. If the medical staff determines that any persons reporting to rehab is unable to continue to perform their duties they must notify Incident Command of their determination as soon as possible.

Procedure(s):

- A. IC shall request for the establishment of a Rehab
- B. The on duty medical crew, or other medically trained MFD members as assigned by IC if the primary crew is unavailable, will choose a location to set up Rehab. Once a site has been determined and Rehab established IC shall be contacted. Once established the Senior Medic shall assume the role of Rehab.

Rehab Officer

- 1. The site of Rehab should be suited for providing physical, as well as, mental rest.

2. The site shall be far enough away from the scene so that those in Rehab can remove their PPE.
 3. The site chosen shall be located so that it will protect them from the environmental conditions.
 4. The site should be able to accommodate a proportionate number of personnel based on the incident/training exercise.
 5. The site should allow for easy access back to the emergency operations once the members have been cleared by the Rehab Medical Staff.
- C. The Rehab Officer shall make sure that he/she has the appropriate resources to adequately staff and supply Rehab. The supplies should include all the items listed below.
1. Fluids and Food
 2. Medical equipment - BP cuff, stethoscope, oxygen and devices and IV fluids.
 3. Blankets, towels and any other scene specific equipment
 4. After the incident all appropriate paperwork shall be delivered to the Incident Commander of the scene/training.

Guidelines:

- A. Fluids: At a minimum, water should be provided in adequate amounts based on the number of fire department staff on site. Preference of a 50/50 mixture of water and a commercially prepared beverage. Carbonated beverages should be avoided.
 - B. Food should be provided if fire department staff will remain on scene for greater than 3 hours. Recommended is light foods, such as sandwiches and fruit, in order to replenish nourishment used already.
 - C. "Two air bottle rule" or 45 minutes of work time will be enforced at all major incidents. All members that report to Rehab shall rehydrate with a minimum of 8 ounces of fluids. All members will be required to report to the Rehab Officer after they have consumed two 30 minute air bottles or have worked for 45 minutes. All members shall remain at Rehab for a minimum of 10 minutes and may exceed over one hour as determined by
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- the Rehab Officer.
- D. All fire department personnel that report to the Rehab Sector shall have their vital signs and general assessment performed.
 - E. The Rehab. Log shall be completed for every member of the Fire Department that reports to Rehab. The following information shall be documented for each person: Name, Unit ID number, Times, Pulse, Respiration's, Temperature, Skin, B.P., name of assessor, any Complaints (if none, then document accordingly), amount of fluid given. If transported: By whom and to where.
 - F. Fire Department Form titled "Company Check In/Out Sheet" shall be completed for every crew member reporting to Rehab. The form should include the Unit #, number of persons reporting, time reported to Rehab and the time checked out of Rehab.
 - G. All medical staff members responsible for the Rehab at an emergency scene/training exercise should utilize the charts titled "Heat Stress Index and Wind Chill Index."
 - H. All members of the Mukwonago Fire Department or any other department that the Rehab Officer determines needs to be transported to a nearby hospital shall not be allowed to return to the scene. A Patient Care Report must be completed and forwarded to the Incident Commander. Upon determination that a member needs to be transported to a nearby hospital, the Incident Commander shall be notified, as well as, the appropriate Division Officer.

Incident Scene Management & Accountability:

- A. Operations (to) Rehab (to) Personnel Staging (to) Re-Assignment to Operations or Released from the scene.
 - B. Companies are required to report directly to Rehab from the assigned division, group or branch. Companies requiring special equipment or clothing from their apparatus should make these requests after arriving in Rehab.
 - C. It is primarily the Company's Officer responsibility to notify Command or Operations when they are due for Rehab. If this does not occur, the Rehab
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Group Supervisor is to notify Incident Command of any companies that have not reported to Rehab as reasonably expected.

- D. Personnel released by the Rehabilitation Group Supervisor should report immediately, as a company, to the Personnel Staging Area (if a personnel staging area has been designated) or report their available status to Command/Accountability in the absence of a formal personnel staging.