



# Jackson Hole Fire/EMS Operations Manual

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## PURPOSE

The purpose of this standard operational guideline (SOG) is to promote the safe and effective use of the Regional Emergency Response Team (RERT) #8 UTV, trailer and respective equipment and will describe the expected dispatching, communications, trailering and maintenance of the UTV and related tools and equipment.

## SCOPE

This SOG pertains to all Jackson Hole Fire/EMS members and RERT #8 members.

## DEFINITIONS

Utility Terrain Vehicle (UTV) – A UTV is loosely defined as a small multi-terrain vehicle intended to carry 1-4 people (side-by-side) that is equipped with seatbelts, a roll cage and a rear cargo bed.

## SECTION I – UTV USAGE

The UTV is available and appropriate for a wide variety of emergent and non-emergency uses which may include, but are not limited to:

- Off-road access and transportation of medical patients
- Transporting fire department personnel and fire suppression equipment when responding to wildland fires or remote fires otherwise inaccessible by other fire apparatus.
- Transporting special operations team members and their respective equipment when responding into the “hot zone” during hazardous materials or bomb team incidents.
- Transporting Jackson Hole Fire/EMS and SAR team members and their respective equipment when responding to search and rescue incidents.
- Transporting Jackson Hole Fire/EMS members and their respective equipment during non-emergency special events, such as LOTOJA, Old Bills, Concerts.
- Any other uses at the discretion of the Fire Chief or their designee.

## **Requesting the UTV:**

### Emergent Requests

Emergency incidents that require the use of the UTV will be determined by the Incident Commander or Duty Officer. When the UTV is requested, the location of the incident will determine whether the UTV will drive to the scene or be transported on the flatbed trailer. Incidents within 5 miles, the UTV will drive to the scene (i.e. Snow King Mountain, Cache Creek trail system, etc.). Incidents beyond 5 miles, the UTV will be transported on the trailer.

### Non-Emergency Requests

Non-emergency UTV requests, including usage during special events, will be made to the Fire Chief or their designee.

## **UTV Radio Communications:**

Since the UTV is not equipped with a mobile radio, personnel assigned to the UTV shall bring a portable radio and use the radio designation “UTV-1”.

## **SECTION II – STORAGE AND TRANSPORTATION**

### UTV Storage

The UTV will be secured at Station 1 or other secure location approved by the RERT Administrator, and in a “ready” state for immediate deployment.

### UTV Transportation

- The UTV shall be hauled on the flatbed trailer by a Jackson Hole Fire/EMS vehicle with  $\frac{3}{4}$  ton motor size or greater.
- The flatbed trailer shall be hauled in a manner consistent with DOT guidelines, including but not limited to proper tiedown and highway safety laws.
- The flatbed trailer shall not be pulled in an emergency fashion (i.e. lights and siren)
- The flatbed trailer shall be properly connected to the towing vehicle which includes:
  - The trailer coupler and ball are properly sized and matched at 2 and  $\frac{5}{16}$ ”,
  - The trailer coupler is completely seated onto the ball,
  - The tongue lock is securely latched and pinned in place,
  - The trailer’s wiring harness is connected to the towing vehicle and the trailer’s lights are checked, and,
  - The trailer’s safety chains are crossed and connected to the towing vehicle.

### UTV Loading and Unloading

- When loading or unloading the UTV, the flatbed trailer shall be securely attached to its towing vehicle or properly chocked.
- The loading and unloading process shall include an operator and a spotter.
- After securing the UTV to the trailer using tiedown straps and the frame rail connection points, the UTV shall be placed in gear.

## SECTION III – UTV OPERATIONS

### UTV Safety

The following is a list of safety practices that shall be adhered to when operating the UTV. The list is not all inclusive, with the manufacturer providing for additional safety requirements:

- Only designated operators who have completed the required Jackson Hole Fire/EMS UTV training will be allowed to drive the UTV. See Section IV – UTV Training.
- Perform a safe start:
  - Ensure transmission is in Park
  - Position in seat, attach seatbelt and cab nets
  - Press brake and turn key to start
- Seatbelts shall be worn and the UTV cab nets secured whenever the UTV is moving.
- A DOT helmet shall be utilized unless IC required different head protection due to incident hazards. Examples include, but are not limited to:
  - Hazardous Materials incident where responders are wearing Level A -Level C ensembles.
  - Bomb response where responders are wearing bomb suit or ballistic gear.
  - Tactical EMS incident where responders are wearing ballistic gear.
- Brake – Just like any braking system, pressing on brake will apply both front and rear brakes.
- Accelerator – Pressing on the accelerator increases acceleration and vehicle speed. Letting off the accelerator will decrease acceleration and vehicle speed.
- Transmission – Park, Reverse, High and Low.
  - Depress the Brake Pedal to change gears.
  - Low is the primary operating gear. To change, come to a complete stop. With brake pedal depressed, change gears.
- Load Capability – 1,000 lbs.
  - A maximum of five (5) people may ride in the UTV at one time; three (3) in the cab, one (1) in the rear attendant seat and a possible patient secured in the MEDLITE skid unit.
  - Increased, uncentered loads, decreases stability and caution should be used when provider and patient are in the back.
- The UTV shall be operated at safe speeds with due regard for public safety. Special concern shall be given when operating the UTV in large crowds and/or noisy special events.
- General operations:
  - Avoid sharp turns
  - Never turn while applying heavy throttle
  - Never make abrupt steering maneuvers
  - Operate at speeds that are appropriate for your skills, the conditions and the terrain
  - Tactical driving skills used always
- When operating in Reverse – Always be aware of your surroundings. Use extreme caution. Utilize a backer if a patient is loaded.
- Hills – Avoid hills >15 degrees. Maintain a steady speed and drive straight uphill. Use All Wheel Drive when claiming hills or crossing uneven terrain.
- Driving Downhill – Drive straight down. Apply brake to control decent
- Sidehilling – The most dangerous operation. Avoid if possible. If traction is lost, turn downhill and regain control.

- The UTV is designed to operate off-road, but is licensed to drive on roadways. Operate with caution on paved surfaces.
- Operate slow and cautiously on snow and ice.
- Driving on frozen bodies of water is only recommended when ice thickness has been verified to carry the vehicle.
- Driving through water is only recommended when depth is less than the floor pan.
  - Determine depth of water and current prior to crossing.
- Operate UTV in pairs. Solo operation in isolated areas is prohibited unless authorized by your supervisor.

### Patient Transport

When a patient is being transported in the MEDLITE skid unit, specific safety policies apply:

- The Stokes basket and/or patient backboard shall be secured in 3 locations, preventing lateral and vertical movement.
- The patient will be properly secured within the Stokes basket or onto the backboard.
- While moving, one emergency responder shall be next to the patient properly secured in the rear attendant seat and any medical treatment performed while moving shall be limited to what can be accomplished while seat-belted.
- When transporting a patient, the UTV shall not be operated at speeds greater than 10 mph.

### UTV Fueling

The UTV uses regular gasoline and has its own fleet fuel key. The UTV fuel level shall be maintained above  $\frac{3}{4}$  full.

## **SECTION IV – UTV TRAINING**

Only personnel who have completed the required training described in this section will be approved to operate the UTV.

### Initial Training

- Watch the safety video, accessed by the QR code located on the UTV or from the Training Division.
- Completion of the UTV Quiz, accessed by the QR code located on the UTV or from the Training Division.

### Annual driver refresher training

- Provided by the Training Division, as a part of annual EVOC training.

Just in Time Training for UTV 1. Required prior to driving UTV 1.



Watch the Video



Take the quiz

## **SECTION V – UTV MAINTENANCE**

- Pre-vehicle use inspection
  - Visually inspect vehicle
  - Check condition of tires
  - Fluid levels
  - Check function of controls, including: steering wheel, lights, brake, accelerator
  - All items are securely attached to the UTV, including the fire extinguisher and any equipment stowed in the MEDLITE skid.
- Post-vehicle use inspection
  - After use, the UTV and any equipment that was used shall be cleaned and placed back into service. Any damage or missing equipment shall be documented using the Jackson Hole Fire/EMS Accident/Incident report form.
- Repairs and Maintenance
  - All routine repairs and maintenance of the UTV are the responsibility of Jackson Hole Fire/EMS. Any maintenance requests shall be made through the Apparatus Maintenance Request form.