**Purpose:** *The Okolona Fire Department Auxiliary responds to incidents for rehabilitation purposes*.

**Procedure:**

1. The auxiliary should maintain a membership roster which shows the names, home and cellular telephone numbers. Copies of this roster should be provided to fire department officers having command vehicles. This list may note who should be the primary and secondary contacts for auxiliary members.

2. If the Incident Commander determines that auxiliary response is appropriate for rehabilitation purposes, the Incident Command shall refer to the roster and attempt to contact auxiliary members for response.

3. When a member of the auxiliary has been contacted, that member will attempt to notify other auxiliary members for response, thus allowing the Incident Commander to return to his or her duties.

4. Auxiliary member may contact station one asking the items and supplies be collected to facilitate a timely response, such as filling coolers with ice, and starting coffee.

5. Normally it should take no longer than 30 minutes for auxiliary members to respond once contacted. The senior member of the auxiliary shall decide how long to wait for other auxiliary members.

6. The senior member of the auxiliary has the authority to secure food or responding fire fighters from grocery stores, restaurants, bakeries, etc.

7. Upon arrival at the scene, the auxiliary is to contact the Incident Commander to determine a location for the rehabilitation area.

8. Unless the incident will last for more than two hours, the auxiliary will be expected to remain on the scene for only 30 minutes. After 30 minutes, the auxiliary may contact the Incident Commander and advise they have been on the scene for 30 minutes. The Incident Commander shall decide whether the auxiliary remains, or returns to the station.

9. A last call for refreshments will be made to apparatus officers before the auxiliary leaves the scene, unless the refreshments will remain at the scene and be returned on the apparatus.

10. Upon return to the fire station, firefighters shall assist auxiliary in returning equipment to its proper location. If the vehicle used by the auxiliary is dirty because of responding to the incident, firefighters remaining at the fire station shall wash the vehicle.

11. Auxiliary members ~~responding to the scene~~ ~~should refrain~~ shall not bring children to the scene. ~~from bringing small children to the scene, unless absolutely necessary to bring children in order to respond.~~ If necessary the incident commander shall arrange for a member to come back to the firehouse and pickup supplies auxiliary has arranged for transport to the scene.

12. Members of the auxiliary shall be provided with a number of high visibility jackets. These jackets must be worn by auxiliary members while at the incident scene. The only exception is when the temperatures are extremely high and the auxiliary members are not in a hazardous location.

13. Members of the auxiliary shall be issued one (1) fire department T shirt. Members of the auxiliary should wear the fire department issued T shirt whenever responding to an incident unless it is impractical to do so.