

# Washington Township Fire Department Standard Operating Procedure

**Division200:**        **Emergency Operations**  
**Section 204:**       **Rescue**  
**Subject 204.01:**   **Project Lifesaver Program**  
**Supersedes:**



## Approved By:

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## PURPOSE:

To establish guidelines for members who are responsible for placing citizens into the program, monitoring and locating clients that wander from their homes. Project Lifesaver will provide relief to the families and caregivers from the constant fear of not being able to quickly locate their loved ones. This will be done by distributing electronic bracelets to a client with a history or potential of wandering. Each designated client will be assigned a unique frequency, and may be tracked and located by the use of receiver tuned to the appropriate frequency.

## RESPONSIBILITY:

Members assigned and trained in the use of the Care Trak Mobile Locator will be responsible for responding when activated to help search for and locate clients of the Washington Township Fire Department Project Lifesaver Program, to be referred to as "Program". In addition, they will perform routine monthly maintenance checks of transmitters that have been issued to clients of the "Program".

## PROCEDURES:

- A. Electronic receiver and equipment bags will be pre-positioned on the Shift Commander's vehicle.
- B. The Shift Commander's vehicle will also carry spare batteries and other equipment deemed necessary. A binder with a copy of each client's profile shall also be carried with the Care Trak equipment. The original shall be kept in department files. This profile shall contain the radio frequency and pertinent information related to the client.
- C. Once alerted to a missing "Program" client, the following will be implemented:
  1. The primary response unit will respond immediately to the scene and establish the electronic search.
    - a. The primary response unit (typically the Shift Commander) will assume search command until relieved by a qualified unit Team Leader.
    - b. The alternate response unit (which will typically consist of off duty trained members) will not respond unless directed by the scene Incident Commander.
- D. The Officer In Charge (OIC) will insure that Law Enforcement and Emergency Medical support is notified, as necessary.

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- E. The tracking equipment will not be given to any non-trained unit member or other members for the purpose of participating in the search.
- F. Upon locating and recovery of the missing client, the incident commander will determine if medical treatment and/or transport home is appropriate and insure its completion.
- G. The Incident Commander will determine when a search is to be terminated.
- H. An after-action report will be completed and filed by the search leader upon completion of the search and turned in to the Program Coordinator. This form is required by Project Life Saver International. Copies of this form will be located in the equipment box on the Shift Commander's vehicle.

Monthly Maintenance Procedure of Equipment

- A. Designated team members will complete monthly maintenance checks on all wrist transmitters that belong to the Project Life Saver Program.
- B. Batteries will be replaced in each wrist transmitter every 30 days from the date installed.
- C. Client wristbands will also be replaced and adjusted during the monthly maintenance process.
- D. Each transmitter will be checked with the Care Trak 1000 receiver with each visit.
- E. The monthly log sheet shall be turned into the Program Coordinator for the client's file.

Client Installment and Removal from Washington Township Fire Department Project Lifesaver Program

- A. The coordinator and an assigned team member will meet with the family or caregiver of a potential client and discuss the Project Lifesaver Program. During this meeting, a photograph will be taken and a questionnaire completed.
- B. After the family or caregiver has signed the contract which gives the Fire Department Project Lifesaver Program permission to fit the new client with a transmitter, trained members from the fire department will fit the new client with a wrist transmitter, and the family member or caregiver will be given a transmitter tester. The family member or caregiver will be instructed in how to use the transmitter tester.
- C. When a family member or caregiver requests to have the client released from the program, a member from the Project Lifesaver Program will remove the transmitter from the client and retrieve all equipment.

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- D. Family members or caregivers will be responsible for the cost of equipment replacement for any damaged or lost equipment belonging to the Washington Township Fire Department Project Lifesaver Program.

Activation

- A. A client's family member will contact Fire Alarms Operator (9-1-1) to advise the client has gone missing.
- B. The Shift Commander (Primary response unit) will respond, if within our jurisdiction.
- C. The Shift Commander will determine if a team call-out is needed and how many members will respond. This decision will be based upon several factors. Some of the factors are as follows:
1. If the client is outside of the jurisdiction, the Shift Commander will not respond. The alternate response team will respond at the discretion of the Shift Commander.
  2. If upon arrival the client is within our jurisdiction and a signal is not readily located within a few minutes.
- D. Fire alarms operator will page the Project Lifesaver team through the department issued pagers.
1. All available members will contact dispatch
  2. A total of 6 members will be used for the call-out; this will be based on who may be able to respond. These personnel will be the alternate response unit and will respond in vehicles as assigned by the Shift Commander.
  3. Additional members may be called out at the Incident Commander's discretion.

Training

- A. Team members shall meet and train on the second Tuesday of each month. Hours to be scheduled by the coordinator.
- B. Team members must attend at least 1 training per quarter.
- C. Recertification shall take place in September and will be mandatory for team members.