Village Fire Department

Departmental Guidelines

Revision Date
March 2015
Chapter 1 Administration

Section 100 Guidelines

101.000 Scope
102.000 Validity of Guideline
103.000 Content
104.000 Organization
105.000 Applicability
106.000 Definitions
107.000 Conventions

Section 200 Organization

201.000 Mission Statement
202.000 Organization Structure
203.000 Organization Components
204.000 Unity of Command
205.000 Anti-Discrimination and Harassment

Section 300 Vehicles and Facilities

301.000 Security
302.000 Visitors
303.000 Department Issued Property
304.000 Department Issued Vehicles

Section 400 Direction and Supervision

401.000 Supervision
402.000 Authority of Supervision
403.000 Lawful Orders
404.000 Unlawful Orders
405.000 Unjust or Improper Orders
406.000 Conflicting Orders
407.000 Written Directives
408.000 External Written Directives
409.000 Department Written Directives
410.000 Distribution of Written Directives
411.000 Acknowledgement of Receipt of Written Directives
412.000 Succession of Authority
Section 200  Rules of Conduct

201.000 Responsibilities of Members
202.000 Corrective Action
203.000 Rules
204.000 Chain of Command
205.000 Open Door Policy
206.000 Tobacco Use
207.000 Neglect of Duty
208.000 Prompt Performance of Duty
209.000 Personal Appearance
210.000 Reports
211.000 Truthfulness/Cooperation
212.000 Failure to Report for Duty-Penalties
213.000 Excessive Absenteeism
214.000 Patient Care Remediation
215.000 Grievance Procedures

Section 300  Uniform/Personal Grooming Guidelines

301.000 Uniform Standards
302.000 Violations of Guideline
303.000 Uniform Issue
304.000 Rank Insignia
305.000 Wearing of Ribbons/Pins
306.000 Types of Uniforms
307.000 Grooming

Section 400  Drug and Alcohol Policy

401.000 Policy
402.000 Reporting
403.000 Prohibited Conduct
404.000 Employee Testing

Section 500  Training

Section 600  Personnel Performance Appraisal

601.000 Appraisal Types
602.000 Appraisal Period (Annual)
603.000 Appraisal Form
604.000 Performance Plan
605.000 Performance Appraisal
606.000 Performance Enhancements
607.000 Employee Personnel File

Section 700  Health and Fitness

701.000 Hiring Process
702.000 Employee Wellness Program
# Chapter 3 Incident Management

## Section 100 Incident Management

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>101.000</td>
<td>Incident Management Terminology</td>
</tr>
<tr>
<td>102.000</td>
<td>Rudiments of Incident Command</td>
</tr>
<tr>
<td>103.000</td>
<td>Establishing Command</td>
</tr>
<tr>
<td>104.000</td>
<td>Command Positioning</td>
</tr>
<tr>
<td>105.000</td>
<td>Command Options</td>
</tr>
<tr>
<td>106.000</td>
<td>Accountability/Hazard Zones</td>
</tr>
<tr>
<td>107.000</td>
<td>Two In/Two Out</td>
</tr>
<tr>
<td>108.000</td>
<td>Rapid Intervention Team (RIT)</td>
</tr>
<tr>
<td>109.000</td>
<td>Known Life Hazard</td>
</tr>
<tr>
<td>110.000</td>
<td>Rehab Branch</td>
</tr>
<tr>
<td>111.000</td>
<td>Designated Safety Officer</td>
</tr>
<tr>
<td>112.000</td>
<td>Passing Command</td>
</tr>
<tr>
<td>113.000</td>
<td>Transfer of Command</td>
</tr>
<tr>
<td>114.000</td>
<td>Command Structure</td>
</tr>
<tr>
<td>115.000</td>
<td>Command post Organization</td>
</tr>
<tr>
<td>116.000</td>
<td>Command Boards</td>
</tr>
<tr>
<td>117.000</td>
<td>Staging</td>
</tr>
<tr>
<td>118.000</td>
<td>Incident Command Report</td>
</tr>
</tbody>
</table>

## Section 200 Dispatch Procedures

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>201.000</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>202.000</td>
<td>Definitions</td>
</tr>
<tr>
<td>203.000</td>
<td>Incident Commanders</td>
</tr>
<tr>
<td>204.000</td>
<td>Turn Out Time</td>
</tr>
<tr>
<td>205.000</td>
<td>Mutual Aid Responses</td>
</tr>
<tr>
<td>206.000</td>
<td>Plain Language</td>
</tr>
<tr>
<td>207.000</td>
<td>Incident Management</td>
</tr>
<tr>
<td>208.000</td>
<td>Communications Order Model</td>
</tr>
<tr>
<td>209.000</td>
<td>Dispatch Information</td>
</tr>
<tr>
<td>210.000</td>
<td>Acknowledgement Receipt of Dispatch</td>
</tr>
<tr>
<td>211.000</td>
<td>Call Priorities</td>
</tr>
<tr>
<td>212.000</td>
<td>Emergency Medical Dispatch</td>
</tr>
<tr>
<td>213.000</td>
<td>Dispatcher Responsibilities</td>
</tr>
<tr>
<td>214.000</td>
<td>Radio System Testing</td>
</tr>
</tbody>
</table>

## Section 300 Radio Procedures

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>301.000</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>302.000</td>
<td>Emergency Traffic Declaration</td>
</tr>
<tr>
<td>303.000</td>
<td>Radio Protocol</td>
</tr>
<tr>
<td>304.000</td>
<td>Safety Information</td>
</tr>
<tr>
<td>305.000</td>
<td>Mutual Aid and Automatic Aid</td>
</tr>
<tr>
<td>306.000</td>
<td>Radio Call Signs</td>
</tr>
</tbody>
</table>
Chapter 4  Safety Management

Section 100  Infection Control
101.000  Terminology
102.000  Roles and Responsibilities
103.000  Precautions and Prevention
104.000  Incident Operations
105.000  Cleaning, Disinfecting, and Waste Removal
106.000  Exposure Procedures
107.000  Reporting Communicable Illness
108.000  Compliance Monitoring
109.000  Records and Confidentiality
110.000  Training

Section 200  Incident Safety
200.000  Incident Safety
201.000  Incident Safety Officer
202.000  Assistant Safety Officer
203.000  Incident Occupational Health Technical Specialist
204.000  Personal Protective Equipment
205.000  Rehabilitation
206.000  Infectious Agent Control
207.000  Personnel Accountability
208.000  Self Contained Breathing Apparatus
209.000  Rapid Intervention

Section 300  Apparatus Operations
301.000  Responsibilities
302.000  Vehicle Operations
303.000  Fire Vehicle Collisions
304.000  Cell Phone Use During Vehicle Operations
305.000  Ladder Truck Operations

Section 400  Rapid Intervention
401.000  Composition
402.000  Creation of Rapid Intervention Teams
403.000  Duties
404.000  RIT for RIT
405.000  RIT Duties and Operations
406.000  Emergency Radio Procedures
407.000  High Rise Fires
408.000  RIT Assignments
409.000  Equipment
410.000  Training

Section 500  Facility Safety Inspections
501.0  Facility Safety Checklist
Section 600 Personnel Accountability
601.000 Terminology
602.000 Responsibilities
603.000 Procedures
604.000 Accountability Levels
605.000 Personnel Accountability Reports (PAR)
606.000 Personnel Accountability Reporting System

Section 700 Rehab
701.000 Responsibility
702.000 Establishment of Rehab Division
703.000 Guidelines

Section 800 SCBA
801.000 Operating Guidelines
802.000 Exceptions

Section 900 Personal Protective Equipment
901.000 Emergency Response
902.000 Incident Operations
903.000 Use of PPE
904.000 Selection of PPE
905.000 Records
906.000 Care of Turnout Gear
907.000 Contamination
908.000 Alterations of Gear
909.000 Storage
910.000 Repair
911.000 Inspections
912.000 Special Incident Procedures
913.000 Retirement or Disposal

Section 1000 Safety Committee
1001.000 Safety Strategy
1002.000 Safety Officer
1003.000 Fire Department Safety Committee
1004.000 Subcommittees
1005.000 Fire Chief
1006.000 Accident/Injury Evaluation
1007.000 Safety Guidelines

Chapter 5 EMS Operations
Section 100 Medical First Response
Chapter 6  Tactical Operations

Section 100  Standard Company Operations
Section 200  Management of Roadway Incidents
Section 300  Thermal Imaging Camera
Section 400  Suppression Systems
Section 500  Response to NBC Incidents
Section 600  High Rise Firefighting
Section 700  Hurricane Operations
Section 800  Company Inspection Program
Section 900  Power and Electrical System Response
Section 1000  Structure Fire Incidents
DEPARTMENTAL GUIDELINES

CHAPTER 1 – ADMINISTRATION

Section 100.000  Department Guidelines

This document contains the guidelines of the Village Fire Department and is hereinafter referred to as the "Departmental Guidelines." Village Fire Department will be referred to as “Department”.

The primary purpose of the Departmental Guidelines is to establish uniform and consistent operating procedures that provide members with guidance in carrying out their daily tasks. It is intended to incorporate the interests of the community, the Department, and the individual employee. The rules and guidelines set forth here will aid in ensuring that the services provided by this Department are delivered in a consistent and lawful manner. These guidelines supercede any conflicting prior written directives.

101.000  Scope

The guidelines are for Department use only and do not apply in any civil or criminal proceedings. Nothing contained in this guideline should be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of any policy or procedure contained in this guideline will only form the basis for Departmental administrative sanctions. Violations of the law will form the basis for civil or criminal sanctions in a recognized judicial setting.

102.000  Validity of Guidelines

Any statements in the guidelines found to be illegal, incorrect, or inapplicable shall not affect the validity of any chapter, section or subsection of the guideline.

Titles in the guideline shall not govern, limit, modify or affect the scope, meaning, or intent of any chapter, section, subsection, or paragraph of the guideline.

103.000  Content

The policies, procedures, rules, regulations and guidelines contained make no attempt to cover every situation or procedure an employee may be called upon to deal with. Rather, it provides a framework which, when combined with the training and experience of our personnel, will allow the Department to achieve its mission in the community and provide a safe, efficient, and harmonious working environment for its employees.
104.000 Organization

Complete sets of the Guidelines will be maintained in the Fire Chief’s office, the Fire Marshal office, the Battalion Chiefs’ office, Officer offices, Dispatch Center and the station day room.

Each employee of the Department is required to review and sign written acknowledgment of review of the guidelines.

Any update/revision will be distributed to each guideline for inclusion. Each employee will be required to sign an acknowledgment of review of each new policy directive and/or numbered memorandum. It is the responsibility of the supervisor/company officer to keep their guidelines properly updated.

105.000 Applicability

Even though an employee is not responsible for constant familiarity or updating the Departmental Guideline, each should have a working knowledge of the rules and regulations.

106.000 Definitions

To simplify the terminology used throughout this guideline, the following definitions will be used.

A. Commanding Officer- any sworn employee placed in charge of any departmental component

B. Component- generic term for any organizational unit of the Department whether a Division, Battalion, Unit, Section, Station, etc.

C. Department- Village Fire Department

D. Directive - includes rules, regulation, policy, procedure or guidelines.

E. Employee- any employee of the Village Fire Department

F. Member- any employee of the Village Fire Department

G. O.I.C. - officer in charge

H. Senior Officer- a member in any given rank with a longer period in that rank as compared to another member of the same rank.
I. Supervisor- any sworn employee or any civilian employee so designated by Departmental policy.

107.000 Conventions

A. Gender- Masculine or feminine gender pronouns, when used in this guideline, will refer to both male and female employees. This is for the purpose of brevity only and is not intended to discriminate or suggest preference to any gender.

B. Tense- The present tense will include the past and future.

C. Mandatory and Permissive -"Shall" and "will" are mandatory, "may" is permissive.

D. "40 hour employees"- This term is used for consistency and clarity only. These are sworn and civilian employees that actually work and receive compensation based on a 7-day, 40-hour work period.

E. "24 hour employees"- This term is used for consistency and clarity only. These are sworn employees that actually work and receive compensation based on a 27-day, work period.
Section 200.000 Organization

The purpose of this section is to establish the organizational structure of the Village Fire Department and to set forth the basic organizational principles of the Department such as organizing by function, ensuring unity of command, delineating responsibility and delegating tasks.

201.000 Mission Statement

The mission of the Village Fire Department is to Save Lives and Protect Property.

To meet the mission statement, the Department has initiated these Goals:

A. Maximize customer service
B. Emphasize employee development and well-being
C. Strengthen community partnerships
D. Optimize efficiency

202.000 Organization Structure

The Fire Department presently consists of the Fire Chief’s office and three divisions. Each of these components will be organizationally structured by function, task and jurisdiction. Each of the divisions will have a division head that will report directly to the Fire Chief.

203.000 Organization Components

The following is a breakdown of the major components of the Department along with the component's function, authority and responsibility. Because of the complexity, diversity and number of functions within the Department, reorganization may occur at any time; therefore, the organizational structure may periodically be subject to updating and change.

A. Fire Chief

The Fire Chief is responsible for the administration and operation of all services within the Department. Failure of the Department to enforce any policy does
not waive or limit the policy. The Fire Chief may enforce or vary policy based upon the current state of the law, his discretion, or the best interest of Village Fire Department.

B. Fire Marshal Office

The Fire Marshal Division provides services that are directed toward the protection of life and property against fire; the administration and enforcement of appropriate statutes, ordinances and regulations as related to fire and explosion hazards; and fire prevention.

This Division is responsible for the enforcement of all fire codes. The Division responds to all complaints of fire hazards and reviews all site plans for compliance with the fire code. It inspects all places of public assembly prior to the issuance of a business license and has specific inspection responsibility for all hospitals, nursing homes, day care centers, and schools. It also investigates and identifies the cause of reported fires. The Fire Investigations Unit within this division is responsible for the investigation and eventual case development of fire incidents where criminal conduct is suspected.

C. Operations Division

The Operations Division provides the emergency response to all reported fires and other types of emergencies within the Villages in the designated fire service district. It also provides emergency medical responses including advanced life support to all areas of Village. As emergency response units, Operations Division provides rescue, fire control, and emergency medical operations at the scene of fires, and automobile accidents. Additional responsibilities accomplished by this division include: inspection of business establishments on a priority schedule basis to identify and prevent fire hazards and to ensure compliance with the State Fire code; inspection of all fire hydrants to insure proper working condition; inspection of residences upon request of the occupant; and the demonstration of fire procedures and fire prevention measures to citizens and businesses within the Villages. In order to maintain a high level of service, a substantial segment of time is dedicated to in-service training and equipment maintenance.

D. Administration Division

This Division is responsible for personnel services management, payroll processing, employee recruitment and grant management. This division is also responsible for research, budget information, and purchase and contract specifications. This division is also responsible for the Departmental Information and Records Management.
204.000 **Unity of Command**

Each employee of the Fire Department will be accountable to only one supervisor within their respective chain of command. This unity of command is essential to ensure that all employees are aware of what is expected of them and to promote efficiency and responsibility. However, it is understood that there may be times when an employee may be given a command or be responsible to someone other than their immediate supervisor. Under ordinary circumstances, each employee should be able to identify one, and only one, supervisor to whom the employee is accountable.

205.000 **Anti-Discrimination and Harassment**

The Village Fire Department is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.
Section 300.000  Fire Department Facilities and Vehicles

The purpose of this guideline is to provide reasonable control of access and security of the Department Facilities and Vehicles.

301.000  Security

To provide reasonable control of access and security all Departmental employees will be responsible for ensuring that non-employees or other unauthorized individuals are prevented from entering restricted areas in the building. These areas include the communications and bunk rooms.

302.000  Visitors

Visitors should not be allowed to enter the facility without being escorted by Fire Personnel. This is not intended to prevent the Public from conducting business at our facilities or taking tours; however, due to the value of our contents, it is advised to ensure that our facilities, contents, and personnel are not harmed by unauthorized individuals.

303.000  Department Issued Property

All employees will be held strictly accountable for the good care of all Department issued property and equipment. Employees found negligent in the use of Department issued property will be held responsible and subject to corrective action. Departmental employees will be subject at any time to be inspected by their superiors to ensure the care and use of County issued property and equipment.

Any time an employee damages, loses, destroys, injures, or has had stolen any Department issued property or equipment; they will immediately bring this to the attention of their supervisor and complete the appropriate reports.

304.000  Departmental Issued Vehicles

A. Fire Department personnel may be permanently or temporarily issued vehicles owned or leased by the Department for the purpose of conducting Department business.

B. Temporary assignment of a vehicle is defined as when an employee is issued a vehicle on a temporary basis only while they are on-duty.
C. No Department vehicles will be parked in a fire lane unless the vehicle is on an emergency response.

D. Permanent assignment of a vehicle is defined as when an employee is issued a vehicle that they are to take home and these employees will be subject at any time to being called in while off-duty.

E. The purpose for the issuance of permanently assigned vehicles is that the employee may be subject at any time to be called out to a fire incident. Personnel assigned permanent vehicles who are either on primary or secondary call or that employee's chain-of-command through the Fire Chief. The purpose for this is that the employee may likely be called to duty and therefore will be required to be accessible by radio.

F. No vehicle will be assigned if the employee's residence is greater than 35 miles from the Village Fire Station, unless approved otherwise by the Fire Chief.

G. The IRS has developed strict guidelines that must be implemented and adhered to concerning the use of permanent vehicle assignments to employees. Any employee who has been issued a Department owned or leased vehicle and the vehicle is not fully marked as a Fire Department emergency vehicle, will be required to complete the appropriate form regarding the use of a vehicle for residence-to-work transportation. These forms may be obtained in the Administrator’s office.

H. Departmental personnel will not operate Department issued vehicles, whether on-duty or off, after consuming any alcohol or drugs of any type (exceptions are approved prescription drugs). Any employee found in violation of this policy may be recommended for termination. The employee may also be subject to criminal prosecution.

I. Any employee operating a Department owned or leased vehicle will be required at all times to use safety belts. The employee operating the vehicle will also ensure that all other passengers are using safety belts.

J. Unapproved or unauthorized "riders" in Department vehicles are prohibited. If an employee desires to have a non-Departmental civilian or non-sworn Departmental employee ride in any Department vehicle (exception one (1) patient’s family member), the employee will seek approval from a superior officer.

K. Whenever two or more Department vehicles are parked on the roadway or on any private property and these vehicles are parked in a manner that may be creating a hazard, the vehicles will be moved to a location to alleviate the hazard. An exception to this policy will be the parking of vehicles in an emergency situation. Once the emergency is over, the vehicles will be moved.

L. The care, responsibility, accountability and the inspection of permanently or temporarily issued vehicles will be the same as any other Department property. In addition, each employee assigned a Department vehicle will be responsible for repairs and maintenance of the vehicle and ensuring that the vehicle is in good working condition at all times.

M. The Fire Chief will designate someone to be responsible for overseeing the assignment and replacement of permanent and temporarily issued vehicles and overseeing the preventive maintenance and other maintenance required of these vehicles.

N. Each employee using a temporarily assigned vehicle will ensure, prior to using the vehicle, that the interior and exterior of the vehicle is clean, safe, undamaged and in
good working condition. If a temporarily assigned vehicle is found to be unclean or damaged, or unsafe or not in good working condition due to a previous operator's negligence, the employee will immediately notify their supervisor. The previous vehicle operator will then be presumed to be responsible unless that presumption can be rebutted. Employees issued permanently assigned vehicles will be responsible at all times.


0. Whenever a Department owned or leased vehicle becomes inoperable or damaged so that it cannot be driven safely, the operator of the vehicle will contact Dispatch to dispatch a wrecker in order to tow the vehicle. The Dispatch Center will contact the nearest contract wrecker service and dispatch that wrecker service to the location of the vehicle.
Section 400.000  Direction and Supervision

The purpose of this section is to establish a policy concerning Department direction and supervision. Direction and supervision are essential in recognizing and establishing the authority of the Fire Chief, to designate a line of succession during the absence of the Fire Chief, to establish accountability of supervisors for the performance of subordinates, and to determine the scope of the written directive system.

401.000  Supervision

Within the Department, certain members will be designated as having responsibility to act or to take command in situations involving Departmental matters. These situations may be regular operations such as the supervision of or the command of a division, shift or unit, or it might be based upon an emergency situation such as a disaster. Within each division or unit, levels of responsibility will be established and delegated to certain personnel in a descending order of supervision. This order of supervision will be known as the Chain of Command.

402.000  Authority of Supervision

The authority conferred by supervision or delegated to Department personnel authorizes and requires the exercise of authority within their respective divisions or units. Ranking personnel should avoid giving direct commands to personnel not under their command, except when a special need exists. Examples of this are when a subordinate’s regular supervisor is not on duty or present at that time, or in an emergency situation. In that event, the employee’s supervisor will be advised as soon as possible after the incident.

403.000  Lawful Orders

All employees of this Department are expected to promptly obey any lawful order, or directive, given by a supervisor. Orders from supervisors to subordinate personnel will be provided in a professional, clear and understandable manner. Orders will be given in a civil tone and issued pursuant to departmental business. This will include any order relayed from a supervisor by and employee of the same or less rank.
404.000 Unlawful Orders

Supervisors shall not knowingly issue any order which is in violation or any law, ordinance or departmental policy or guideline. Obedience of an order is never a defense for an unlawful action; therefore, employees are not required to obey an order contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee and they will be strictly required to justify their action.

405.000 Unjust or Improper Orders

Employees who are given an order, which they feel to be unjust or contrary to rules or guidelines, may first question the order in a professional and respectful manner with the issuing authority. If the order stands as issued, the employee is expected to comply with the order to the best of his/her ability and then may proceed with any remedy provided.

406.000 Conflicting Orders

Upon receipt of an additional order which conflicts with any previous order or instruction, the member affected will advise the person issuing the second order of this fact in a professional and respectful manner. Responsibility to countermanding the original instruction then rests with the individual issuing the second order to have the original order rescinded. In no event will an employee countermand a supervisor’s order unless immediate danger to lives or property exists.

407.000 Written Directives

It is the policy of this Department, whenever possible, to establish all policies, procedures, practices, orders and guidelines in the form of written directives. These directives will be issued in a manner that will be available to all personnel within the Department. All directives will be written in a clear and concise manner and any employee who does not understand or comprehend the directive or any part of the directive will be responsible to notify their immediate supervisor for clarification.

It is the responsibility for each employee to review and understand all Departmental Guidelines, Numbered Memorandums and Directives issued by the Fire Chief.
408.000 External Written Directives

Employees of the Department will be responsible for certain external written directives. Whenever possible, external written directives will be issued to all affected employees. These external directives may include, but not limited to:

Federal Law
State Law
Administrative directives from Federal and State agencies

409.000 Department Written Directives

Department written directives will be issued in one of the following formats:

A. Numbered Memorandum: These are orders that affect all members of the Department describing permanent directives concerned with policies, procedures or rules and regulations. Numbered Memorandums are considered superior to all other orders, policies or written directives. Whenever a conflict exists between a Numbered Memorandum and any other order, policy or written directive, the Numbered Memorandum will take precedence.

B. Direct Order: These are orders that affect personnel within a Departmental Division.

C. Training Bulletin: This category includes instructional and training material usual found in manual form. The tone and form of instructional material is less rigid and more flexible than general and special orders. Instructional material can include training guides, training bulletins, checklists, and legal bulletins.

D. Memorandum: This is an informal written document usually to a specific person, or group of people, that may or may not convey an order, it is generally used to clarify, inform or inquire.

E. Department Guidelines: This is a specific set of guidelines to which all employees must adhere.

410.000 Distribution of Written Directives

Whenever a written directive is issued, to be distributed to either all employees or a specified group, the issuance of the directive will start with the division or unit commander and that command will be responsible for issuing the directive down through the chain of command until every employee under their command has received the directive.

411.000 Acknowledgment of Receipt of Written Directives

Whenever a written directive is issued, supervisors will obtain a written acknowledgment that individual employees received or reviewed a copy of the directive. Receipt by an
employee will be on an “Acknowledgment of Receipt” form. These signed forms will be maintained within each employee’s personnel file.

412.000 Succession Authority

Succession of authority within the Village Fire Department shall be as follows:

- Fire Chief
- On duty Battalion Chief (during certain absences, the Fire Chief will appoint a specific battalion chief as an acting fire chief)
- Captain 2
- Captain 1

A Village Fire Department officer shall be on duty at all times.
DEPARTMENTAL GUIDELINES

CHAPTER 1 – ADMINISTRATIVE

Section 500.000 Station Procedures

To enhance operational efficiency and professionalism within the Department, these station procedures shall be followed. The officers in charge of the station are responsible for all personnel, vehicles and equipment assigned. Battalion Chiefs have overall responsibility.

501.000 Vehicle Assignments

Before the start of each shift, the Captain in charge shall have posted vehicle assignments. Personnel shall be assigned to positions by required training and certifications. Vehicle assignments shall be annotated in the log.

For purposes of safety and accountability, Operators shall be assigned to a vehicle for a minimum of 30 days (one calendar month).

502.000 Shift Meeting

All personnel assigned to the Operations Division, are required to attend the daily shift meeting. The Captain is required to insure that shift meeting is conducted each shift. The Captain will ensure personnel not in the station, due to the dispatch of an incident, are familiar with all information covered during the roll call. This information shall be annotated in the log.

a. Briefing

The Captain will use the shift meeting to brief crews on, at a minimum:

- New memos and current Departmental information.
- Events and daily duties schedule for the shift. Events may include building inspections, hydrant inspections, community events, etc.

b. Accountability

- The officer in charge will use the shift meeting to insure all members are fit for duty. The Captain shall annotated personnel off duty, and the reason, in the log.
- The Captain will insure staffing matches the certification needs of assigned apparatus.
- The Captain will insure that assigned personnel have their appropriate Personal Protective Equipment, including Accountability Tags, and that the tags are placed on the accountability board in each vehicle.
The Captain will insure all assigned personnel have in their possession the Department ID, CPR card, EMT or Paramedic Card and a valid State driver’s license.

c. Safety Briefing, the Captain will provide all personnel a safety briefing. The briefing will be annotated in the log.

503.000 Vehicles and Equipment Inspection

Following shift change, all assigned vehicles and the equipment will be inspected, inventoried and cleaned. Deficiencies shall be reported immediately to the Captain. Inspections shall be annotated in the log.

- All apparatus and equipment will be cleaned as necessary each shift and detailed, as scheduled, bi-weekly.
- Upon return from an incident, apparatus shall be cleaned to remove road grime, soot, drywall etc. All equipment shall be inspected after each use. i.e. SCBA shall be checked for cylinder pressure, power equipment shall be fueled as necessary.
- The Captain will maintain a list of all missing equipment and equipment sent for repair.
- Equipment shall be standardized per Department specifications.

504.000 Station Maintenance

- The Captain shall ensure all areas of the station are properly maintained.
- The station kitchen shall be cleaned immediately following meals.
- Station areas (kitchen, stalls, latrines, etc) and vehicles will receive a detailed cleaning as scheduled.

505.000 Company Training

It is the responsibility of the Captain to insure all training is properly logged into the log. The training identified is not all-inclusive; it may or may not include annual and bi-annual recertification training. The Captain and Battalion Chief have the overall responsibility of insuring all assigned personnel are properly trained to meet the mission of the Department.

- Shift Meeting Training, as necessary the Training Officer will distribute shift meeting training. This training shall be covered with all assigned personnel.
- Weekly Training, the Training Officer shall distribute training schedules. The training will include hands on and classroom training. The officer in charge shall insure all training is accomplished weekly as required.
- Monthly Drills, each company will conduct a monthly drill; the purpose of the drills will be identified and pre-briefed before the drill by the Captain. After the drill, all personnel will be debriefed.
• Quarterly drills, multi company drills will be coordinated and managed by the Battalion Chief. In addition, each company will participate in a night drill each quarter. These drills may be combined.
• When possible notify cities before conducting night drills.
DEPARTMENTAL GUIDELINES

CHAPTER 1 – ADMINISTRATIVE

Section 600.000  Fire Department Member Deaths

The purpose of this guideline is to establish procedures in the event of a death of a member of the Department.

601.000  Death Other Than Line of Duty

This is to be used as a guideline for conducting a funeral that is other than a line of duty death. It is meant to assist persons who are attending or participating in funerals or Honor Guard activities. This funeral will render honor to those Village Fire Department personnel who have died while off duty. Services are as approved by the Fire Chief.

The Fire Chief will instruct Communications to read the following message: “It is with deep regret that the Village Fire Department announces the death of (Name, Rank, Date, and Time).”

Upon notification station flags shall be lowered to half-staff until the day following the funeral.

601.001  Funeral Arrangements Available to the Family

A. Honor Guard to stand death watch
B. Fire department personnel to act as pallbearers.
C. Color Guard participation.
D. American flag to drape casket.
E. Provide all departmental personnel with the necessary information to carry out their role in the funeral.
F. Arrange for Honor Guard to be posted outside the church and funeral home prior to the hearse arriving and casket entering the church.
G. Arrange for the Flag Folding Unit to fold the American flag at the cemetery.
If any other special arrangements are requested by the family then it shall be up to the Fire Chief for final approval.

602.000 Line of Duty Death

This is to be used as a guideline for all Department personnel attending or participating in a Fire Department funeral. This funeral will render honor to those Village Fire Department personnel who have died in the line of duty.

A. The Fire Chief’s office will notify the Honor Guard Commander as soon as possible. The Honor Guard Commander will proceed as directed by the Fire Chief.

B. Within a reasonable time after the death of departmental personnel, the Fire Chief will have Communications read the following: “It is with deep regret that the Village Fire Department announces the death of (Name, Rank, Company assigned) who lost his/her life in the line of duty operating at (Type Incident, Location, Time).

C. This is done after two long alert tones from dispatch.

D. Company Officers will enter the death notification in the station log and shall place flags at half-staff. Flags will be flown at half-staff for thirty days following the funeral.

E. The Fire Chief’s Office shall have a representative contact the National Fire Academy and notify them of a line of duty death. This will enable them to lower the Academy flag. The contact number is (201) 447-2100.

F. A selected Department member can be used as the liaison to the family. By direction from the Fire Chief, the liaison could contact the family member of the deceased and in coordination with the funeral director, establish the family’s desires. The liaison will then coordinate with the Fire Chief and advise of the family’s request.

G. The liaison will meet with the funeral director and advise of the family’s request.

H. All uniformed personnel shall place a black tape or mourning band across their badge. The badge tape or mourning band shall remain in place until the day following the funeral.

602.001 Funeral Arrangements Available for the Family

A. Honor Guard to stand deathwatch throughout funeral service.

B. Fire Department personnel to act as pallbearers.
C. Color Guard participation.
D. American flag to drape casket.
E. Provide all department personnel with the necessary information to carry out their role in the funeral.
F. Arrange for Honor Guard to be posted outside the church and funeral home prior to the hearse arriving and the casket entering the church.
G. Arrange for the Flag Folding Unit to fold the American flag at the cemetery.
H. Bag pipes, taps, last call, and bell ringing.
I. The Fire Chief will authorize any other special arrangements or requests by the family.

602.002  **Battalion Chief Responsibilities**

A. The Battalion Chief or any of his/her designated staff shall arrange to stand deathwatch during family visitation at the funeral home.
B. Arrange for pallbearers six minimum and eight maximum.
C. Arrange for the Bugler and for the Color Guard.
D. Arrange for the American flag to drape the casket.
E. Contact Police Traffic Unit to arrange for the procession and parking.
F. Arrange for vehicles to be used by the Honor Guard.
G. Shall provide the Fire Chief with an update as to the Department's involvement.
H. Coordinate with the Fire Chief for any Media coverage.

602.003  **Designated Captain Responsibilities**

A. The Designated Captain or any of his/her designated staff shall inspect the gravesite for Honor Guard placement.
B. Survey the area of the services and make provisions for placement of all attending apparatus, uniformed personnel, and Honor Guards. Provide information for map preparations.

C. Designate an area for all attending Chief Officers and other visiting fire department personnel.

D. Conduct practice sessions prior to the funeral with the pallbearers if other than Honor Guard members.

E. Call commands during the movement of the casket and personnel

602.004 Funeral Responsibilities

All members shall at all times maintain a clean, pressed properly fitted uniform for use at funerals and all other functions of the Honor Guard.

Appropriate attire for non-Honor Guard Department uniform personnel is a Class A uniform.

When leaving the church, it is appropriate for all uniformed personnel to line up together with non-uniformed personnel behind the uniformed line. All uniform members shall act on the “Present Arms” command given by the Designated Captain. This is a hand salute and is done with the right hand. Non-uniformed personnel shall place their right hand over their heart.
Section 700.000 Personnel Procedures

The following procedures are established to ensure consistency in the application of employment practices.

701.000 Recruitment, Employment and Promotions

It is the policy of the Village Fire Department not to discriminate in recruitment, employment, promotion of any protected class in Title 7.

701.001 Guidelines for Filling Vacancies

All vacancies in the Village Fire Department, designated by the Fire Chief, shall be filled by regular appointment, promotional appointment, re-employment, transfer or demotion. Generally, the order of consideration for appointments shall be as follows:

A. Village Fire Department employees who have been affected by a reduction in force.
B. Village Fire Department employees seeking a promotion or transfer.
C. Previous Village Fire Department employees with satisfactory service whose names are on re-employment registers.
D. Other applicants on Village Fire Department applicant registers.

However, the Fire Chief may select any applicant from the above listed group as long as they meet the minimum qualifications of the position. The Fire Chief is not required to fill any vacancy, but has the discretion to leave open any vacancy whether or not there exists a current applicant or re-employment list for that position. No position may be filled until the position is vacant.

701.002 Recruitment Procedures

Recruitment of candidates for positions in the Village Fire Department may be carried out through any appropriate media to ensure that individuals have the opportunity to apply and to be considered for such positions. Applicants will be recruited on the basis of meeting or exceeding the minimum qualifications established for the position.
701.003 Announcement of Vacant Positions

A. The Fire Chief shall determine if the vacancy will be announced internally (only within the Village Fire Department), or both internally and externally. If the Fire Chief feels there are sufficient numbers of qualified applicants within the Department, he/she may decide to advertise the vacancy internally to promote career growth/promotional opportunities for current employees.

B. Announcements of vacant positions not filled by transfer, promotions or re-employment, or from extended applicant registers shall be publicized by posting announcements in the Village Fire Department Office, on the Village Fire Department website, and other resources as the Fire Chief deems appropriate. A posting will remain open a minimum of seven (7) calendar days or thereafter, until a significant number of qualified applicants are obtained. The announcements, which may be for filling vacancies by initial appointment or by promotion, shall specify the following information:

1. The title and salary of the position to be filled.
2. The minimum qualifications and essential job functions for the position or for admission to written and/or oral tests, if required.
3. The procedure for submitting applications.
4. The closing date for receipt of applications.
5. Other pertinent information.

701.004 Applications for Employment

A. All potential applicants wishing to be considered for a position in the Village Fire Department shall complete a standard application form. Applications must include detailed information regarding educational background, training, skills, employment experience, salary requirements and other pertinent information needed to assess the applicant's ability to meet minimum requirements. Supplemental screening questionnaires may be included for certain positions.

B. All applications shall be signed by the applicant, attesting to the truth of all statements contained in the application form.

C. To receive consideration, applications must be submitted (hard copy or electronically) by the published closing date and time noted on the posting announcement.

701.005 Employment Requirements

All entry level positions in the Village Fire Department shall be open to all persons who meet the minimum qualification requirements as listed on the job vacancy announcement. Employees must be at least 18 years of age. Employees must be eligible to work under Federal/State guidelines in the United States.
701.006  **Drug and Alcohol Screening**

For applicants and employees of the Department, the Department’s Drug Free Workplace Policy and all amendments thereto are adopted in its entirety.

701.007  **ADA (American with Disabilities Act)**

It is the policy of Village Fire Department to provide fair and equitable treatment to persons having a physical or mental disability that substantially limits a major life activity and to individuals who have a record of, or who are regarded as, having a substantially limiting impairment. This policy includes providing reasonable accommodation(s) to permit a qualified person with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

An individual with a disability must satisfy job requirements for educational background, employment experience, skills, licenses and any other qualification standards that are job related and must be able to perform those tasks that are essential to the job with or without reasonable accommodations as outlined under the Americans With Disabilities Act of 1990 (ADA) as amended. All job vacancy announcements and recruiting advertisements will list the essential functions and job requirements to perform the job.

When an employee becomes totally or partially disabled to perform the essential job functions of their current position, with or without reasonable accommodations, efforts will be made to assist the employee in identifying existing vacant positions for which they qualify and can perform, with or without accommodation, in accordance with ADA policy guidelines.

The Village Fire Department is not required to change the essential job functions of a position, create a vacancy or promote an employee with a disability as an accommodation to the employee. If a necessary reasonable accommodation is refused, the employee may be considered not qualified to perform the essential functions of the job.

701.008  **Open Competitive Examinations**

Positions to be filled by recruitment from outside the Department may be filled through a competitive examination process, open to the public and employees. Examinations shall be constructed to test the ability of the candidate to perform the essential job functions of the particular position. The Fire Chief may require candidates to submit proof of age, and other pertinent information at the time of examination and shall keep a record of this information. Accommodation(s) will be made to assist an individual with a disability provided the person notifies the Village Fire Chief’s Office of this need and what specific accommodation(s) will
be required. A minimum of two (2) days notice prior to the scheduled testing date is required.

701.009 Promotional Examinations

A. Vacancies in higher positions may be filled by promotion from lower classes when it is in the best interest of the Department. All vacancies to be filled by promotion on a competitive basis shall be publicized for a minimum of seven (7) days before the examination date. In cases where study materials are provided, posting dates may be extended by the administrator of the promotional process. Promotional opportunities shall be open to all employees who apply by the closing date, time and meet the minimum requirements.

B. The announcement of promotional procedures shall include the following:
   1. The minimum requirements for eligibility to participate.
   2. A listing of the phases which will comprise the promotional examination process and the dates planned for administration of the phases.
   3. A general description of subject matter materials, text, etc., applicable to the examination/assessment processes.
   4. A general description of the procedures for challenging test items.
   5. A general description of the rating procedures for each phase.
   6. The procedures that will be used to assign candidates to the promotional register.
   7. Description of the general criteria developed by the Fire Chief to be used in evaluating candidates for promotional consideration once a final register has been established (Note that the Fire Chief reserves the right to assign the relative weights to the specified criteria).

The Fire Chief’s Office shall conduct competitive promotional examinations and establish promotion lists in the manner provided in these rules and regulations.

A. When promotional procedures are set up for three phases (written test, assessment center, structured oral interview) and in cases where 5 or less candidates pass phase one, the Fire Chief may elect to bypass phase two as a separate phase and incorporate the assessment activity planned for phase two into phase three. The Fire Chief may also change the dates of assessment activities when circumstances indicate that a change of dates and time will benefit the administration of the overall promotional process.

B. For all promotional examinations a minimum standard to determine eligibility to participate will be set by the Fire Chief. If more than one type of test is used to establish eligibility, a minimum standard on each part of the test will be formulated.

C. When the Fire Chief has decided to fill a vacancy, eligible Village Fire Department employees who are qualified as a result of a competitive examination for the vacancy being filled, shall be certified to the Fire Chief for selection. All eligible applicants will be viewed as equally qualified.
D. Requests for make-up promotional examinations may be considered on a case by case basis in accordance with the testing policy.

701.010 Eligibility Registers

Vacancies in the Village Fire Department, which are to be filled, shall be done from an applicant register through a competitive process unless the Fire Chief determines that the vacancy will be filled by transfer, demotion, promotion, and reassignment or from re-employment lists or ADA compliance. After each open competitive process, the Fire Chief shall prepare an applicant register of persons with passing status. The names of such persons shall be placed on an eligibility register.

Registers will expire 24 months from the date the register was established. The Fire Chief has the authority to extend registers.

701.011 Contingent Offers of Employment

Upon selection for employment, that employment will be contingent upon the successful completion of a medical exam, drug screening, criminal background check and the determination, by the Fire Chief, that the applicant meets the standards of fitness required for the job position involved.

701.012 Employment and Medical Records

All applications for employment and medical records will become a part of their personal history and kept in the Administration Office.

702.000 Employment Separation

702.001 Resignation

An employee shall notify the Fire Chief in writing of the employee’s resignation at least fourteen (14) days prior to the resignation date. The notice will also state the reason for resignation. Employees who fail to provide required notification will not be eligible for rehire.

The employee’s final check may be held until all Department property is returned by the resigning employee.

702.002 Retirement

A. An employee, who is contemplating retirement, should inform the Fire Chief, in writing, a minimum of 60 days in advance.
B. Retiring employees may utilize their accrued vacation and holiday time prior to their retirement date, not to exceed the Vacation accrual limit, prior to retirement.

C. All retiring employees must follow all appropriate rules and regulations for the Texas Municipal Retirement System (TMRS) as outlined in the current TMRS Handbook of Information, to apply for retirement benefits.

D. Retiring employees who are 55 years of age or older with 20 years of service shall be eligible for the health coverage at a premium as determined by the Fire Commission, unless the retiring employee is eligible for coverage outside of the Village Fire Department. This coverage will be provided by the department until the age of 65 or until such time as the covered participant becomes eligible for coverage under MEDICARE. If the retiring employee’s spouse is covered on the health plan at the time of retirement, that spouse can also continue health coverage until age 65 or until such time as the spouse is covered by MEDICARE. This benefit expires January 1, 2015.

703.000 Sick Leave

This Sick Leave Policy provides for pay continuation for short term periods to eligible employees who are ill or injured and unable to work or for the employee to directly provide care for a member of his/her immediate family living in the employee's household or because of medical appointments or other ongoing treatment.

A. Annual sick leave accrual annually
   1. Operations Personnel – On January 1 of each year, Operations Personnel are credited with seventy-two (72) hours of sick leave.
   2. 40 hour Personnel – On January 1 of each year, 40 hour personnel are credited with forty-eight (48) hours of sick leave.

B. Sick Leave Balance Cap – Sick leave balances, as of January 1 of each year, shall not exceed the following sick leave caps:
   1. Operations personnel – 648 hours
   2. 40-hour personnel – 540 hours

If an employee’s sick leave balance exceeds the Sick Leave Balance Cap, sick leave will be reduced to the cap limit. Employee’s terminating employment from the Department will not be paid for their sick leave balance.
703.001  Rules on Sick Leave Banked before March 31, 2011

A. Obligated Sick Leave Banked prior to September 1, 1996

1. This category of sick leave hours is treated as an obligation by the Department.
2. Personnel terminating employment will be paid for 100% of the obligated sick leave, at the hourly rate during the year in which the sick leave was accumulated.
3. Payout for Obligated Sick Leave hours is capped at 1080.
4. Obligated sick leave balance hours shall never increase.
5. Obligated sick leave balance hours can be used as necessary for employee illness or injury. The first hours used will be the latest accrued. In other words, obligated sick leave balance hours will be used on a last in, first out basis.

B. Sick Leave Banked Between to September 2, 1996 and March 31, 2011

1. These banked hours (not to exceed 216 hours) are only payable to employees that terminate employment by retirement, disability, death, or general reduction in work force (“eligible employees”). At such termination, eligible employees will be paid for banked hours as determined on March 31, 2011, at the prior policy guideline percentages (50%, 75% or 100% based upon length of employment), and at the hourly rate at the time of accumulation.
2. These banked hours shall never increase, but can be used as necessary for employee illness or injury.

703.002  General Sick Leave Rules

The following rules apply to all personnel.

A. Physician certificate - Upon returning to duty after an illness or injury, the Fire Department is entitled to request a doctor’s certificate from an appropriately licensed medical doctor.
B. A doctor’s certificate is required upon return to duty when Operations Division personnel have taken 3 contiguous shifts off on sick leave.
C. A doctor’s certificate is required upon return to duty when 40-hour personnel have taken 5 contiguous shifts off on sick leave.
D. Personnel who require and have exhausted available sick leave hours will use accrued Vacation/Holiday hours.
E. Personnel who require and have exhausted all available leave hours may, with the Fire Chief’s approval, request other Department personnel “donate” leave. This donation of leave is strictly voluntary and shall not create liability to the Department.


704.000 **Holiday Leave**

The Department recognizes the following ten (10) holidays:

- New Year’s Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Good Friday
- July 4th
- September 11
- Day after Thanksgiving Day
- Christmas Day

A. Staff personnel (Fire Chief Office and Fire Marshal) shall receive time off for ten (10), eight (8) hour holidays per year. Staff personnel, who are required to work during the specific day of the holiday, will be credited with eight (8) hours of Holiday Leave.

B. Operations personnel are credited with 10.0 Holiday Leave hours per month.

C. Dispatch personnel are credited with 6.66 hours of Holiday Leave hours per month.

D. For bookkeeping purposes, Holiday Leave hours, for Operations Division personnel will be combined with Vacation Leave hours.

E. There will be no accumulation of Holiday Leave time when personnel are on injury leave. If Injury Leave is for less than a full month, the accumulation of Holiday Leave will be prorated.

F. Department personnel may use Holiday Leave after six (6) months of continuous service with the Department or as approved by the Fire Chief.

705.000 **Vacation Leave**

The purpose of Vacation Leave is to provide Department personnel an opportunity to take time away from the Department, with pay. Personnel may use Vacation Leave when approved by their supervisor. There will be no accumulation of Vacation Leave time when personnel are on injury leave or sick leave. If Injury Leave or sick leave is for less than a full month, the accumulation of Vacation Leave will be prorated.

705.001 **Vacation Leave Accrual**

A. 40-hour personnel
   1. Personnel hired after March 31, 2011
      i. After 12 months of service, new personnel are credited 40 hours of vacation leave.
      ii. After 12 months of service, new personnel are credited 6.7 hours of vacation leave per month, until they reach eight (8) years of service.
iii. After eight years of service, personnel are credited ten (10) hours of vacation leave per month.

2. Personnel hired prior to March 31, 2011
   a. After 12 months of service, personnel are credited 40 hours of vacation leave.
   b. After 12 months of service, personnel are credited ten (10) hours of Vacation Leave per month.

3. All 40-hour Personnel
   a. Upon completion of 16 years of service, personnel shall be provided one (1) additional hour of Vacation Leave per month for each year over fifteen (15) years, not to exceed fifteen (15) hours per month.
   b. The maximum vacation and holiday leave accrual cap is 180 hours.
   c. Personnel, who have vacation and holiday leave Maximum Accumulated balances over 180 hours, have until January 1, 2016 to take leave and reduce their balance to the 180 hour cap. During this time, additional hours may be added to this balance, only as approved by the Fire Chief. The following chart will be used to determine the maximum amount of vacation and holiday leave hours paid upon separation.

### 40-Hour Holiday/Vacation Leave Accrual Chart

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>MAXIMUMS:</th>
<th>ACCUMULATED</th>
<th>PAYOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than 15 Years</td>
<td>320 Hours</td>
<td>200 Hours</td>
<td></td>
</tr>
<tr>
<td>16 Years of Service</td>
<td>344 Hours</td>
<td>212 Hours</td>
<td></td>
</tr>
<tr>
<td>17 Years of Service</td>
<td>368 Hours</td>
<td>224 Hours</td>
<td></td>
</tr>
<tr>
<td>18 Years of Service</td>
<td>392 Hours</td>
<td>236 Hours</td>
<td></td>
</tr>
<tr>
<td>19 Years of Service</td>
<td>416 Hours</td>
<td>248 Hours</td>
<td></td>
</tr>
<tr>
<td>20 Years of Service</td>
<td>440 Hours</td>
<td>260 Hours</td>
<td></td>
</tr>
</tbody>
</table>

d. Annually, on January 1, an employee’s accrued Holiday/Vacation Leave balance should not exceed the accrual limit of 180 hours, as approved by the Fire Chief.

e. Before January 1, 2016, Personnel terminating employment from the Department shall be paid according to the Accrual Chart. Effective January 1 2016, payout should not exceed 180 hours.

B. Operations personnel
   1. Personnel hired after March 31, 2011
a. After 12 months of service, are credited ten (10) hours of vacation leave per month, until they reach eight (8) years of service.
b. After eight years of service, personnel are credited fifteen (15) hours of vacation leave per month.

2. Personnel hired prior to March 31, 2011
   a. After 12 months of service, personnel are credited 72 hours of vacation leave.
   b. After 12 months of service, personnel are credited fifteen (15) hours of Vacation Leave per month.

3. All Operations Personnel
   a. Upon completion of 16 years of service, personnel shall be provided one (1) additional hour of Vacation Leave per month for each year over fifteen (15) years, not to exceed twenty (20) hours per month.
   b. The maximum vacation and holiday leave accrual cap is 216 hours.
   c. Personnel, who have vacation and holiday leave Maximum Accumulated balances over 216 hours, have until January 1, 2016 to take leave and reduce their balance to the 216 hour cap. During this time, additional hours may be added to this balance, only as approved by the Fire Chief. The following chart will be used to determine the maximum amount of vacation and holiday leave hours paid upon separation before January 2016.

**Operations Holiday/Vacation Leave Accrual Chart**

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>ACCUMULATED</th>
<th>PAYOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than 15 Years</td>
<td>480 Hours</td>
<td>300 Hours</td>
</tr>
<tr>
<td>16 Years of Service</td>
<td>504 Hours</td>
<td>315 Hours</td>
</tr>
<tr>
<td>17 Years of Service</td>
<td>528 Hours</td>
<td>330 Hours</td>
</tr>
<tr>
<td>18 Years of Service</td>
<td>552 Hours</td>
<td>345 Hours</td>
</tr>
<tr>
<td>19 Years of Service</td>
<td>576 Hours</td>
<td>360 Hours</td>
</tr>
<tr>
<td>20 Years of Service</td>
<td>600 Hours</td>
<td>375 Hours</td>
</tr>
</tbody>
</table>

d. Annually, on January 1, an employee’s accrued Holiday/Vacation Leave balance should not exceed the accrual limit of 216 hours, as approved by the Fire Chief.

Before January 1, 2016, Personnel terminating employment from the Department shall be paid according to the Accrual Chart. Effective January 1, 2016, payout should not exceed 216 hours.
706.000  **Platoon Days**

Platoon Days (P DAYS) are scheduled days off for Operations personnel. The purpose of P DAYS is to manage the work hours of Operations Division personnel to comply with FLSA rules and reduce overtime liability.

A. Operations Division personnel on extended leave (more than 22 days) shall not receive a P DAY within a 27 day cycle.

707.000  **Administrative Leave with Pay**

Administrative Leave is approved leave with pay provided to maintain the efficient operations of the Department. All Administrative Leave must be approved by the Fire Chief, for the following examples, among other purposes:

- Bereavement Leave, for employees if a death occurs in their immediate family. IMMEDIATE FAMILY is defined as husband, wife, father, father-in-law, grandfather, mother, mother-in-law, grandmother, child, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, cousin, aunt and uncle of employee or spouse. Leave shall not extend beyond the date of burial plus legitimate travel time as needed. Leave with pay for the death of other relatives may be given, but not for more than one (24 hour) day to permit attendance at the funeral.
- Approved attendance of permanent employees at conventions, conferences, short training courses and meetings.
- Changes of shift assignment.
- Administrative investigations.
- Jury Duty - All fees paid and expenses reimbursed by the court shall be retained by the employee, provided the Department did not furnish travel, meals, room or miscellaneous expenses, in which case those monies shall be reimbursed to the Department.
- Employees who are summoned as witnesses to appear on behalf of the Department or other governmental entities.

708.000  **Leave of Absence without Pay**

The Fire Chief may grant full time employees a leave of absence without pay for a period not to exceed one (1) calendar month. Extension of the leave may be allowed by the Fire Chief upon approval of the Fire Commission.

709.000  **Injury Leave**

Department employees who sustain an injury arising out of or in the course of their duties may be granted injury leave, under the following terms:
A. Employees receiving worker’s compensation shall be paid their gross pay from the Fire Department minus the worker’s compensation payment while on injury leave.
B. The term of the leave shall be based on the character, degree and potential duration as the result of the injury and recommendation by the physician.
C. Employees, assigned to Injury Leave, shall concern themselves with their recovery. They shall make every effort to facilitate their return to duty. Any employee off from duty for injury shall not participate in any side jobs or extra curricular activities without the permission of the Fire Chief.
D. Before returning to duty, the employee must present a return to duty note from a licensed medical physician.

710.000 Work Schedules

710.001 Operations Division

The Village Fire Department, in compliance with the Fair Labor Standard Act (FLSA), assigns Operations Division personnel to a twenty-seven (27) day work cycle.

A. Shift change for Operations Division personnel shall be at 0700 hrs.
B. Operations personnel will be compensated at a rate of 1.5 hours of their regular hourly rate of pay for all hours in excess of 204 hours worked during the 27 day pay cycle.

710.002 Staff and Dispatch Personnel

In compliance with the Fair Labor Standard Act (FLSA) Department personnel assigned to the Fire Marshal’s Office, Fire Chief’s Office and Dispatch are assigned a standard forty (40) work shift, within a seven day (7) work period.

A. Personnel are assigned shifts which meet the FLSA requirements and the needs of the Department as approved by the Fire Chief.
B. Personnel assigned 40 hour assignments, will be compensated at a rate of 1.5 hours of their regular hourly rate of pay for all hours in excess of 40 hours worked during the 7 day pay period.

711.000 Employee Benefits

The following benefits are not intended to assert a contract between the Department and Employees. Department benefits may be changed by the Fire Commission.

A. Medical benefits are in effect immediately upon employment.
B. Dental benefits are in effect immediately upon employment.
C. Long Term disability (LTD) benefits are in effect immediately upon employment. The Fire Department funds 100% of the premium.

D. Life Insurance benefits are in effect immediately upon employment.

E. New personnel will be enrolled into the Texas Municipal Retirement System (TMRS) immediately upon employment.

712.000 COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, for the time required by applicable law.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events:

For employees:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

For spouses:

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

For dependent children:

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

713.000 Education and Training Expense Reimbursement

The Village Fire Department encourages its employees to achieve and retain state certifications which enhance their professional performance. The Department encourages all employees to attend seminars and/or other education meetings or classes that pertain to the mission of the Department.

A. Meeting, Seminar and Conference

All requests to attend meetings, seminars and other educational activities must be submitted on a FUNDING REQUEST form. The form shall include information about the activity, as well as travel and hotel information. The forms shall be
submitted to the Fire Chief for approval. Upon approval, checks may be issued for registration and hotel.

B. Education Reimbursement

Employees shall be allowed to apply for education reimbursement. The Fire Chief must approve such courses in advance. Courses taken must:

- Improve skills or knowledge required in present position
- Prepare for changes in duties in present position
- Prepare for assuming new and different duties as a result of promotion
- Be completed with minimum grade “C”, proof must be submitted for reimbursement approval.
- Receipts for tuition, fees and expenses (not including travel), not funded by other sources, and must be submitted for reimbursement approval.

Educational reimbursement shall not exceed $40.00/semester hour.

C. Training Meal Allowance

1. The Village Fire Department provides a Training Meal Allowance of $10.00 a day for local training classes and $42.00 a day for out of town classes.

2. Partial day Meal Allowances require a travel distance of over 100 miles: Allowances for individual meals for travel that is less than a full 24 hour day will be based on the following:
   1. Breakfast: Employees are eligible for the breakfast per diem if in overnight travel status on or before 6:00 a.m.
   2. Lunch: Employees are eligible for the lunch per diem when in overnight travel status for at least six hours and travel commences at or before 11:00 a.m. and ends at or after 2:00 p.m.
   3. Dinner: Employees are eligible for the dinner per diem if they are in overnight travel status after 8:00 p.m. and are extending the normal work day by three hours, or they leave for overnight travel at or before 6:00 p.m.

4. Meal Allowance: The following rates are available depending on the city and county to which the employee will travel.

   Breakfast: $10.00
   Lunch:     $11.00
   Dinner:    $21.00
3. Meals Provided: Whenever meals are provided at no additional cost to the employee (including meals on planes, at government institutions and meals included in conference registration fees), the employee shall not be entitled to any meal allowance for those particular meals.

4. Employees who are required to buy a meal, in excess of the particular meal allowance at a conference or meeting, may be reimbursed actual expenses.

C. Mileage Reimbursement

Reimbursement for travel to out of town conferences or training is per the IRS rate. Mileage is measured from the Village Fire Department to the training/conference location. If more than one employee shares the same vehicle for the same trip, the driver shall turn in the mileage receipt for the mileage. Carpooling should be encouraged so benefits can be maintained.

714.000 At Will Employment

Employment with the Village Fire Department is "at will". Employees can terminate their employment at any time. Employer can terminate employment at any time, with or without cause and with or without notice.
DEPARTMENTAL GUIDELINES

CHAPTER 1 – ADMINISTRATIVE

Section 800.000 Purchasing

The following procedures are in place to ensure the proper management of taxpayer funding.

801.000 Approval

Approval of all purchasing must be made with the approval of the Fire Chief. Items necessary for efficient operations during emergencies are exempt from this requirement.

802.000 Purchase Orders

1. When ordering supplies and equipment that will not be delivered and/or picked up the same day, a purchase order shall be completed. The purchase order number will consist of the numerical date followed by the initials of the person placing the order and the vendor’s initials. The completed forms shall be placed in the “Purchase Order” binder located in the Fire Chief’s office.

2. Delivery invoices must be checked against the purchase order to see that all contents are present before being signed for. Upon verification that the delivery is correct, the purchase order will be attached to the delivery ticket and turned into the Fire Chief’s office. If the order is incomplete, mark on the purchase order what has been received and then return the purchase order to the binder.

803.000 Receipts

All miscellaneous purchases must be accompanied by a sale’s receipt. The sale’s receipt must be documented with an officer’s signature and the purpose of the purchase.

804.000 Tax

All department purchases are tax-exempt.

805.000 Equipment and Service Purchases

The purchase of equipment and/or services, with a value of more than $1000.00, requires a minimum of three (3) vendor bids before the purchase will be approved. Informal bids
are authorized for items under $5000.00. Formal bids must be received for items or services above $5000.00.

806.000 Equipment Specifications

Specifications must be developed for the purchase of non-standard, capital replacement items. Non-standard refers to equipment which is not readily available on the open market (example sedans or pick-up trucks).

The Fire Chief has the final approval on equipment specifications.
Section 900.000  Records Release Policy

All records generated by the Village Fire Department are the sole property of the Village Fire Department. No Fire Department official or employee has, by virtue of their position, any personal or property right to such records even though they may have developed or compiled those records. The purpose of this policy is to establish procedures for the release of all records of the Village Fire Department in accordance with Texas law. Persons requesting copies of documents shall be responsible for payment of the cost of each copy in advance, $.25 per copy. All record releases must be in accordance with HIPPA Laws.

Section 901.000  Authority

The Fire Chief or that person that has been so designated by the Fire Chief are the only people that are authorized to release any records or documents of the Village Fire Department.

Section 902.000  Requirements

Before records can be released, either a letter requesting a record or a completed RECORDS RELEASE form must be submitted and approved. The following information must be included:

A. Name
B. Address
C. Telephone number
D. Records requested
E. Number of copies requested or for visual inspection only
F. Person involved in incident
G. Incident location
H. Date of incident
I. Incident Number (if available)

Section 903.000  Procedure

A. A records request, along with payment for the copies, must be submitted to the Fire Chief or that person so designated.
B. The request will be reviewed and approved/disapproved.
C. If approved, copies of the requested information will be obtained and released.

D. If disapproved, a written explanation will be provided to the person requesting the record.

E. The request/form will be marked with the date that the requested record was released and how it was released (mail, fax, etc.). It will then be filed along with a copy of the requested records.
Section 100.000  Electronic Use Policy

The purpose of this section is to establish an electronic use policy for the Village Fire Department.

101.000  Privacy

Computers, computer files, the e-mail system, software, and cell phones that are furnished to employees are the Village Fire Department property intended for business use. No employee should expect privacy in work-related conduct or the use of this property owned or provided by the Village Fire Department. The purpose of this policy is to notify you that no reasonable expectation of privacy exists in connection with your use of such property.

102.000  Right to Access

Although employees may have individual access passwords to voicemail, e-mail, computer network and other electronic information systems, these systems are, and must remain, accessible at all times to and by the Village Fire Department and may be subject to periodic, unannounced inspections by the Department for business purposes. Employees may not withhold information maintained within computer files, computer databases or electronic information systems with the exception of the Fire Chief and appropriate administrative personnel. Passwords not made available to the Village Fire Department may be decrypted. E-mail and voicemail messages can be maintained by or accessible to the Department and may be referenced for business, legal or other reasons. All information accessible to the Department may be duplicated by the Village Fire Department. To ensure compliance with this policy, computer and e-mail usage may be monitored.

103.000  Use Restrictions

No employee shall copy for personal use any program, file or record containing proprietary or copyrighted materials belonging to the Village Fire Department or to a third-party software license or which the Department has purchased, leased or licensed for official the Village Fire Department business. Additionally, no employee shall copy onto the Department's computer system any employee's personal programs, files or software without the approval of the Fire Chief.
104.000 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Village Fire Department to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. While internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits and subject to this policy. Village Fire Department reserves the right to monitor any and all Internet traffic.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Village Fire Department and, as such, is subject to disclosure to law enforcement or other third parties. This data is not private and no employee should expect that it is. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, in compliance with all Village Fire Department policies and lawful.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Users should take the necessary anti-virus precautions before downloading or copying any file from the Internet or outside media (i.e.: c.d.’s, flash drives, compact flash cards etc.). All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Village Fire Department in violation of law or Village Fire Department policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

105.000 Forbidden Content

The Village Fire Department strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, The Village Fire Department prohibits the use of personal computers, portable electronic devices, and e-mail / messaging systems in ways that are disruptive, offensive to others, or harmful to morale. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
106.000 Violations

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

107.000 Social Networking

A. The use of department logos, name, pictures or accounts of activities is strictly prohibited without prior approval from the fire chief.
B. Personal blogs or other postings should have clear disclaimers that the views expressed by the author are the author’s alone and do not represent the views of the department.
C. Social media activities must not interfere with work related commitments or activities.
D. Your online presence reflects the Department. Be aware your actions captured via images, posts, or comments can reflect that of our department.
E. Do not reference or site department employees or vendors without their express consent.
Section 200.000 General Rules of Conduct

The purpose of this section is to provide information and guidelines for the personal, professional, and ethical conduct that is required of members within the Village Fire Department.

The Department, as a whole, strives to earn the trust, confidence and respect of the public and continues to maintain and further improve upon the services provided daily. For these reasons, the guidelines contained in this chapter are applicable to all members while on-duty, as well as under some circumstances, when off-duty.

These guidelines are established and maintained by the Department to assure the maintenance of a consistent and acceptable standard of conduct while performing assigned duties within the Department as well as providing services to the public. Recommendations for levels of corrective measures are guidelines and not meant to subvert the authority of the Fire Chief.

All personnel are responsible for compliance to Village Fire Department Guidelines.

201.000 Responsibilities of Members

The Department and its members have established and must always strive to maintain a very trustworthy, respectful, and privileged relationship with the general public. Due to the various types of services that the Department and its personnel provide to the public, it is required that personnel conduct themselves at all times, whether on-duty or off-duty, in a manner that maintains and strengthens this relationship. Personnel should always be aware of how their actions, both good and bad, are perceived by others and how this may reflect on the Department, and its members.

202.000 Corrective Action

The primary aim of any correction action by an officer at any level in the hierarchy should be to inform. It must be stressed that a helpful attitude must be displayed by the supervisor with immediate steps to instruct and assist employees to improve. This process begins with the arrival and induction of each new person and continues throughout their employment.
202.001  **Consistency**

Formal Corrective action taken shall be consistent with the nature of the deficiency or infraction involved and the records of the employee. Any employee shall be warned, at any time, that they may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. All written warnings will be documented, signed by the employee, supervisor and the Fire Chief and made a part of the employee’s file. Documentation will include:

A. Identification of the problem area in specific terms

B. Factors that may have contributed to the problem

C. What the employee and supervisor can do to correct the situation

D. If follow-up counseling is required

E. What actions can be taken if there is no improvement in the employee’s behavior or the infraction is repeated

F. A written statement, from the employee, providing an explanation of the event.

The document is signed as acknowledgement that a discussion occurred, not necessarily as an admission of guilt.

202.002  **Types of Corrective Actions**

A. **Documented Oral Counseling** – this is a training method used to improve performance or to correct unsatisfactory behavior. A thorough explanation of the employee’s unsatisfactory performance or behavior will be discussed in addition to suggesting ideas for improving that performance or behavior. A record of said counseling will be made and filed in the employee’s supervisor file. Initial counseling will not be made a part of the employee’s permanent record.

B. **Written Reprimand** – This is a written disciplinary action taken for unsatisfactory behavior and/or infractions of the rules and policies of the Village Fire Department.

C. **Suspension** – This is the removal from duty for a specified time, without pay, for unsatisfactory behavior or performance and/or infractions of the rules and policies of the Village Fire Department.
D. **Demotion** – An employee may be reduced in rank for unsatisfactory behavior or performance and/or infractions of the rules and policies of the Village Fire Department.

E. **Termination** – An employee may be dismissed from service with the Village Fire Department for unsatisfactory behavior or performance and/or infractions of the rules and policies.

### 203.000 Rules

A. In all matters of general conduct, personnel shall be governed by the ordinary and reasonable rules of conduct and behavior, which are normally observed by law abiding and self-respecting persons. As employees of Village Fire Department, personnel have certain obligations that must be met regarding their conduct.

B. Personnel shall not commit or be a part of any act that tends to bring unfavorable criticism, disgrace, discredit, etc., upon the Department or its employees.

C. Personnel shall not conduct themselves in a manner or be a party to any act, which would tend to adversely impact the good order and discipline of the Department.

D. Inefficiency or indifference of members in the performance of their duties shall be sufficient cause for corrective action.

E. The falsification of records, the making of misleading statements with the intent to deceive, or the willful mutilation of any useful Department record, book, paper, or document will be cause for corrective action.

F. Members shall not loan, sell, give away, or appropriate for their own use or the use by others, any Village property or property which is not theirs without the specific permission of the owner of the property. A person found guilty of theft, pilferage, or shoplifting shall be subject to corrective action.

G. While on duty, members shall not physically examine or otherwise handle the personal property or merchandise of others except for the protection of such property or merchandise.

H. Members should stay physically fit as required by participation in the Department Health and Wellness Program.

I. Members shall be responsible for maintaining their assigned work areas, lockers, storage spaces, etc., clean, orderly and in a condition that is non-offensive to others.

J. Members shall not use obscene, offensive, uncivil, or boisterous language at incident scenes, in quarters, or while engaged in other activities at which the Department is
represented. Engagement in physical and/or verbal altercations under any circumstances is prohibited.

K. No member of the Department shall allow themselves to become incapable of performing their duties because of:

1. Intemperance
2. Vicious habits
3. Immoral acts
4. Unlawful acts
5. Reckless negligence of self or health

L. It is the responsibility of every member to respect his or her supervisors, co-workers, City Officials and the public at all times.

M. No member shall willfully disobey a lawful, reasonable, or ethical order issued by a superior officer.

N. No member shall speak disrespectfully of or to any member of this Department, City Official or Fire Commission.

O. The wrongful or injurious exercise of authority on the part of any member of the Department may be cause for corrective action.

P. No member shall be a party to malicious gossip, report, activity, etc., which would tend to disrupt Department morale or bring discredit to the Department or any member.

Q. Members engaging in conduct on or off duty which adversely affects the morale or efficiency of the Department, or in the alternative, engaging in conduct on or off duty which has a tendency to destroy public respect for the employee and/or Department and/or destroy confidence in the operation of the Department will be cause for corrective action.

R. All personnel are required to notify the Fire Chief's office through the chain-of-command within 48 hours if they have been:

1. Arrested for any reason.
2. Involved in a traffic accident in which the employee's alleged by the investigating authority to be at fault.
3. If drivers license has been suspended or revoked.
4. Indicted by a grand jury
5. Is knowingly being investigated by a law enforcement agency.

S. Personnel named, as a defendant in a lawsuit that in any way involves their employment or official position with the Department shall report this in writing along with a copy of the lawsuit to the Fire Chief's office.
T. The use of DVDs at work locations is primarily for official training. Other use of this equipment is allowed providing that the following conditions are met:

1. Only movies and/or programs comparable to those shown on premium cable channels, HBO, ShowTime, Movie Channel, Cinemax, etc. may be viewed.
2. No "X" rated programs may be viewed.
3. Personnel must always keep in mind that our work locations are public buildings and are subject to periodic visits by the general public. Discretion should be used when viewing any cable channel or movie should a visitor enter the station.
4. Company officers/supervisors shall be responsible for compliance with this policy.

U. Personnel shall not lend their name, as a member of the Department to any commercial enterprise.

V. Personnel shall not go off duty, unless properly relieved by his/her immediate supervisor.

W. Personnel shall not use personal cellular telephones at any time when it may interfere with Department business or operations.

X. The Department shall be entitled to the full-time services of all employees whose positions are on a full-time basis. All outside employment must be approved in advance by the Fire Chief. No outside employment which interferes with the employee's scheduled work time shall be allowed, nor shall any outside employment be allowed which may create a conflict, or apparent conflict, between private interest of the individual and official Department duties and responsibilities.

Y. Personnel scheduled to work, but who are unable to work, due to illness or emergency, shall contact an on-duty officer no later than 30 minutes before the beginning of the scheduled work shift.

Personnel seeking outside employment or who presently hold a part-time position shall submit a “part time employment request” form, through the chain of command to the Fire Chief, requesting approval. All employment outside of the regular scheduled shift shall terminate before midnight of the beginning of the scheduled shift unless approved by the Battalion Chief.

Personnel who have approved outside employment shall agree the Village Fire Department is their primary employment and in the event of significant incident, shall report to the Village Fire Department when ordered by the Fire Chief.

204.000 Chain of Command

Due to the para-military structure of the Department, it is necessary that a chain-of-command be in place and followed to maintain appropriate order and to allow information to be processed in an efficient, effective, and consistent manner.
All members shall forward all communications of an official nature through normal channels unless otherwise directed by a higher authority.

The chain-of-command is the primary route to follow when dealing with official Departmental business. However, personnel are not "breaking the chain" if they desire to communicate or correspond with someone above or below them in the chain for unofficial purposes.

205.000 Open Door Policy

It is the policy of the Department that all persons in supervisory positions, up to and including the Fire Chief, shall have an Open Door Policy in order to provide a means for personnel to voice concerns, share information, etc., about certain issues.

The Open Door Policy is not intended to be, and shall not be, a means for personnel to bypass the chain-of-command, but will be an avenue by which personnel can voice certain professional and/or personal concerns to supervisors.

During the course of an Open Door meeting, supervisors should remain aware that if any matters brought up for discussion should be handled through the chain-of-command, the person should be advised to use the chain-of-command to pursue/resolve that particular matter. Examples of concerns that justify an Open Door meeting are:

A. To voice opinions and/or share ideas with the intent of improving the operation of the Department.

B. To make a supervisor aware of problems or potential problems within the Department, such as unwanted conduct, misbehavior, dishonesty, etc.

206.000 Tobacco Use

Tobacco use is not permitted in any Department facility or any Departmental vehicle. The use of any tobacco product within twenty feet of any entry/exit to a Department facility is prohibited.

207.000 Neglect of Duty

Neglect of duty is prohibited. To this end, there shall be no failure to give suitable attention to the performance of duty. Examples include, but are not limited to: failure to take appropriate action on the occasion of a crime scene, disorder, fire, other act, or condition deserving attention; absence without leave, failure to report to duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any rule or regulation, general or special order; or failure to conform to department guidelines and/or procedures, and in the case of a superior/supervisor, the failure to properly supervise.
208.000  Prompt Performance of Duty

Failure to promptly perform as directed all lawful duties required by constituted authority, notwithstanding the general assignment of duties and responsibilities, is prohibited.

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209.000  Personal Appearance

Failure to have a neat, clean personal appearance, which adversely reflects upon the individual's competency, efficiency and pride as a member of the Department and to foster and enhance a professional, efficient, effective image/posture is prohibited. To this end, the wearing of an improper uniform, failure to carry all necessary equipment or to maintain one's uniform and/or equipment in good order or comply with any Departmental uniform codes is prohibited.

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210.000  Reports

Failure to promptly submit such reports as are required by performance of one's duties or by constituted authority is prohibited.

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211.000 Truthfulness/Cooperation

Testifying, falsifying any official document, making reports, or conducting business in a less than truthful and/or cooperative manner is prohibited.

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212.000 Failure to Report for Duty - Penalties

The following schedule of penalties will be used as a guideline when recommending corrective action. The total number of incidents, is to accumulate over the previous 24-month period from the current incident date of failing to Report for Duty.

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213.000 Excessive Absenteeism

Excessive absenteeism is defined as the habitual or patterned use of sick leave, or leave without pay not supported by competent medical evidence or other proof of necessity. The number of unsubstantiated absences pursuant to the following rule of thumb may be an indication of excessive absenteeism:

Employees who work 5 days a week (40 hr. employees) actually report for duty during a 12-month period almost twice as much as those employees who work 24-hour shifts (53 hr. a week employees). Therefore, incidents of excessive absenteeism will be determined by whether the employee is a 40-hour a week employee or whether the employee is a 53 hr. a week employee.
Excessive absenteeism may not be the most appropriate policy violation to cite in cases of excessive failing to report for duty occurrences.

If an employee has an excessive number of unsubstantiated absences within a short period of time, the violation is Excessive Absenteeism.

In that discretion is given to supervisors to examine each case of absenteeism in order to determine if that absence is excused or unexcused, all supervisors must ensure that equality and uniformity is established in the decision making process.

Also, in determining corrective action to be administered, extenuating or mitigating circumstances may exist that might warrant a more or less severe corrective action pursuant to this policy. In these situations, the employee's supervisor will justify the action.

**EXCESSIVE ABSENTEEISM - PENALITES**

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**214.000 Patient Care Remediation**

The purpose of the Village Fire Department Remediation Guideline is to:

Provide a fair and consistent process for reviewing and evaluating Patient Care, Documentation and Compliance to Patient Care Protocols.

This is accomplished by implementing a Guideline that:

- Assures the integrity of the QI/QA process
- Provides a process for identifying deficiencies in patient care.
- Provides a process for identifying deficiencies in documentation.
- Provides a process for identifying the need for and initiating remedial training to insure standard of care excellence.
- Provides a guideline to identify situations or deficiencies that could result in negligent, legal or criminal challenges.
214.001  **Station Officer Responsibilities**

The Station Officer shall review the electronic PCR’s in a timely manner to ensure quick identification when an issue exists. If an issue is identified it should be managed based on the recommendations listed in this Guideline. All personnel performing patient care will be held responsible up to their level of certification.

PCR’s should only be printed for Remediation purposes, as well as for inclusion in the personnel file (along with documentation).

The Battalion Chief providing over site for EMS shall review all ALS PCRs and a sampling of BLS PCRs. The Medical Director shall review a sampling of PCRs and PCRs which have presented an issue.

It is understood that Village Fire Department must maintain a high standard of care and ensure a safe and beneficial service to the citizens and visitors of the Villages.

214.002  **Levels of Issues**

The following Levels of Issues and Corrective Measures shall be used to identify and correct patient care problems.

**Level 0**

This is the standard level of operation where no issues exist.

There are no deviations from protocols, standard of care, or areas of concern. This level could contain minor documentation issues that do not demonstrate a "Pattern". A pattern is the habitual or repeated non-compliance with minor medical protocols two (2) to three (3) during a twelve month period.

Example: 3 sets of vitals when there was adequate time for 4. This person normally documents well and there is no "pattern" to demonstrate this is an issue. Occurring in a small percentage of PCR's generated by the individual.

**Indicated Action(s)**

No action indicated.

**Level 1**
Possible deviation from standard of care and/or Patient Care Protocol use and no harm occurred, or anticipated to occur. Pattern of documentation issues that are not self-corrected or occur with frequency.

Examples: Failure to perform a 12-lead EKG on a chest pain but proper treatment was provided. A glucose check was not performed on a patient with an altered level of consciousness. A pattern of inadequate vitals taken during patient contact, on a stable patient.

Indicated Action(s)

Remediation provided by the Station Officer or Review personnel. The QI/QA form should be signed by the officer providing the remediation and the personnel being remediated in the appropriate spaces provided.

Continued occurrences or patterns will result in an escalated schedule of corrective measures as follows:

1st Offense: Documentation of Counseling
2nd Offense: Written Counseling & Documentation of Field Remediation
3rd Offense: 12 hours suspension & Documentation of Remediation
4th Offense: 24 hours of suspension & assignment for remedial training
5th Offense: Suspension of up to 96 hours or termination based on severity as well as removal from duty and assignment to Fire and Rescue Academy for remedial training

Level 2

Deviation from the Standard of Care and/or Patient Care Protocol, which could reasonably have caused patient harm. Documentation that is inadequate or missing information that could potentially cause legal challenges.

Examples: A patient who clearly should have been immobilized, but was not although no negative consequences occurred. Protocol calls for a specific treatment and it was not provided, although the patient suffered no ill effects and no complaint was received. (i.e.: Child with a history of febrile seizures and now presents with a fever, no Tylenol given per the protocol and no reasonable explanation by the narrative to explain. Child remains stable during transport and no seizure activity occurred.) First responder on scene and provides no care prior to the arrival of the transport unit.

Indicated Action(s)

If the issue was clinical, an immediate investigation between the Station Officer and the personnel involved shall occur. If after an investigation it is determined that a Level 2 issue has occurred, the Battalion Chief and the Fire Chief shall be notified. Documentation of the event and the investigation will be prepared. At the discretion of the Battalion Chief over EMS services, a meeting with the Medical Director may be
scheduled. If the severity of the situation indicates, the parties involved will be removed from field duty until remedial training is completed to ensure the safety of patient care and the integrity of the system.

The parties involved may be assigned to a Preceptor for a period of 90 days and must have approval of the Preceptor, HQ Reviewers, and the Chief of Training to return to regular unmanaged duty. During the preceptor period, the subject can only ride with the assigned Preceptor. These personnel will do patient care and complete PCRs during this period. Weekly reports will be sent to Training and the Chief of Operations on progress, and 100% PCR review will be done by the HQ Reviewers.

If the issue was documentation, an immediate investigation between the Station Officer and the personnel involved shall occur. Reviewers shall be notified and involved. If after an investigation it is determined that a Level 2 Issue has occurred, the Battalion Chief and the Fire Chief shall be notified. Documentation of the event and the investigation will be prepared. The Chief of Training will be consulted to determine the need for further remedial training.

Disciplinary Action:

1st Offense  Written Counseling & Documentation of Field Remediation
2nd Offense  12 hours suspension & Documentation of Remediation
3rd Offense  24 hours of suspension & assignment for remedial training
4th Offense  Suspension of up to 96 hours or termination based on severity as well as removal from duty.

Level 3

Deviation from the standard of care and/or Patient Care Protocol that results in harm or negative outcome to the patient. Documentation, which was falsified or is inconsistent with the actual care provided or the events that occurred on the call. Possible legal risk to the Department.

Examples: Patient who is not immobilized in the presence of significant mechanism of injury and complaint, and experiences paralysis as a result. Patient who was not transported (TNT) and is found to have met the transport criteria and had a negative outcome due to non-transport. The patient did not receive appropriate medication per protocol and had a negative outcome. Documentation of "No Patient Contact" when there actually was contact between a patient and a crew. Documentation of medications given when in fact none were given.

Indicated Action(s)

An immediate investigation between the Station Officer and the personnel involved shall occur. If it is determined that a Level 3 Issue has occurred, the Battalion Chief, Fire Chief and the Medical Director shall be notified.
Disciplinary Action: Referral for remedial training, Suspension up to 96 hrs and/or termination. The parties involved will be assigned to a Preceptor for a period of 90 days and must have approval of the Preceptor, EMS Battalion Chief, and Fire Chief to return to regular unmanaged duty. During this period, the subject can only ride with a Preceptor. Personnel in this phase will provide patient care and complete PCRs. Weekly reports will be sent to the Training Chief and the Chief of Operations on progress and 100% PCR review will be done by the Reviewers.

215.000 Grievance Procedures

Any employee feeling aggrieved in their treatment, disciplinary action, orders, or neglect of duty by an employee of the Village Fire Department shall submit the problem in writing, following the Chain of Command and guidelines listed below.

A. A person feeling aggrieved shall have five (5) duty days (five 24-hour shifts in which the employee is scheduled for duty) after the occurrence to deliver the problem in writing to his/her immediate supervisor. The Lieutenant and Captain will be the first Chain of Command. The decision of the Lieutenant and Captain shall be submitted to the employee in writing within (5) duty days of receiving the grievance.

B. If the grievance is not resolved satisfactorily, the employee has five (5) duty days from receipt of the written decision to submit the problem in writing to the Battalion Chief. The decision of the Battalion Chief shall be submitted to the employee in writing within five (5) duty days of receiving the grievance.

C. If the grievance is not resolved satisfactorily, the employee has five (5) duty days from receipt of the last written decision to submit the problem in writing to the Fire Chief. The Fire Chief shall discuss the grievance with the employee and supervisors within five (5) duty days from receipt of the grievance. The decision of the Fire Chief shall be submitted to the employee in writing within five (5) duty days after the grievance is discussed.

D. If the written decision of the grievance is not received by the employee within the timeframe specified, the problem may be submitted to the next person in the Chain of Command.

E. If the grievance is not resolved satisfactorily, the employee may, within thirty (30) days, make a written request to have the grievance reviewed by the Fire Commissioners. The Fire Commissioners may allow the employee an opportunity to appear and review the grievance within sixty (60) days. The decision of the Fire Commissioners shall be submitted in writing to the employee within thirty (30) days after the grievance is heard. The decision of the Board of Commissioners shall be final and binding on all parties.
F. The submittal of a grievance shall not be grounds for any disciplinary action. Pay and benefits are not subject to the grievance procedure.
DEPARTMENTAL GUIDELINES

CHAPTER 2 EMPLOYEE GUIDELINES

Section 300.000 Uniforms and Personal Grooming

The Fire Chief prescribes uniforms, uniform maintenance and grooming guidelines. Requiring uniforms, and grooming standards to be maintained and kept in an acceptable condition, contributes to the Department's ability in accomplishing its mission. All personnel have a responsibility to personally contribute to the overall image of the Department.

301.000 Uniform Standards

The word "uniforms" includes all the various types of uniforms utilized by the Department and shall include all items of wearing apparel furnished by the Department for on-duty use by Department members.

A. Any items of uniform to be furnished by the Department will be as specified by the Fire Chief. Items furnished by the Department will remain the property of the Department and the Fire Chief shall establish regulations for issuance and control thereof.

B. The Fire Chief shall have the authority to designate duty assignments, which require dress other than the prescribed uniform. For such designated duty, no items of uniform may be furnished.

C. Personnel will be held strictly accountable for the cleanliness, press and neatness of their uniforms and other personal furnishings. Shoes shall be kept polished; buttons, badges, and insignia shall be kept at the proper luster.

D. Badges, decorations, and other emblems shall be worn on the uniform as prescribed by the Fire Chief. No unauthorized badge, patch or any other foreign object will be worn on the uniform or protective clothing.

E. The wearing of the uniform or any part thereof while off duty except when going to and from work or participating in an official off-duty function, is strictly prohibited unless authorized by the Fire Chief.

F. Company Officers will be held strictly accountable for their assigned personnel not meeting these uniform standards. Officers are responsible for ensuring that all assigned personnel wear only department issued or approved uniform items. Whenever an officer ascertains that any part or parts of the uniform of a member under his/her supervision are in need of replacement or repair, he shall initiate such
G. Members of the Department shall not loan any portion of the prescribed uniform to persons outside the Department except by permission of the Fire Chief.

H. Nomex uniforms shall be supplied with sewn on nametags, sleeve emblems, and collar insignia.

I. Name pins, on dress shirts, shall be worn with the bottom of the pin even with the top edge of the right breast pocket, center above the pocket.

J. Dress shirt, collar insignia worn by Officers shall be placed on the collar, centered, one inch from the point of the collar. The large horn of the bugle shall be centered towards the point of the collar.

K. The Fire Chief must approve other types of collar insignia.

L. Belts shall be black leather. Uniform personnel shall only wear the Department issued belt buckle.

M. Shoes/Boots shall be black, ability to polish and plain toe; socks will be black, unless worn with high top boots.

N. Department approved, Navy blue round neck (short or long sleeve optional) T-shirts can be worn; however, a full uniform, including uniform shirt, will be worn during public relation talks, tours and pre-fire planning, this includes all visits to public facilities during non-emergencies. After completing patient transports (and paperwork) to hospitals, personnel should wear the uniform shirt if visiting areas of the hospital other than the emergency department. If a T-shirt is being worn, Department identification must be worn, while on EMS incidents in accordance with Texas law.

O. Uniform personnel in the Fire Marshal Office shall wear uniforms as approved by the Fire Chief. Non-uniform personnel shall wear business attire.

P. Casual business wear may be worn on Fridays by Administrative staff; however, a professional image must be strictly maintained. Items such as shorts or open toe sandals may not be worn.

Q. For infectious control reasons, a complete clean uniform should be kept ready to wear by all Operation’s field personnel in his/her station locker.

R. All personnel representing the Department within the Village jurisdiction or outside the Department shall present a professional image. Uniforms or business attire is preferred; however if casual wear is acceptable, casual business attire must be maintained.

S. During the first shift of each month, Company Officers will conduct an inspection of all PPE and uniforms to ensure the equipment meets appropriate safety standards and Departmental Guidelines. Inspections will be annotated in the station logbook.

T. During extreme weather conditions, additional winter wear may be worn with officer’s approval.

U. No items shall be worn with PPE unless it is manufactured with Nomex or natural fibers.
V. All items must be navy blue in color with no unapproved designs, insignia’s or logos.
W. Long sleeve shirts shall not be worn under short sleeve shirts.
X. White T-shirts shall be worn under white uniform shirts.

302.000 Violation of Guidelines

Violation, in any form, of rules, regulations and general orders pertaining to the care and use of the Department uniforms shall be cause for corrective action.

303.000 Uniform Issue

The responsibility of issuing new or replacement uniform item(s) will rest with the shift Battalion Chief. The responsibility to request replacement uniform item(s) will be that of the employee to their station officers utilizing the appropriate form. The Battalion Chief shall make approval of requests.

Battalion Chiefs shall evaluate all uniform and PPE items issued twice annually, during the months of May and October. During these months, personnel will be instructed to bring in all uniform items for Battalion Chief evaluation and replacement as necessary.

304.000 Rank Insignia

The following is a list of Rank/Title and Collar Insignia that is worn by officers of the Village Department:

<table>
<thead>
<tr>
<th>Title</th>
<th>Collar Insignia</th>
<th>Class A Coat Sleeve Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Chief</td>
<td>Five gold bugles</td>
<td>Five gold stripes</td>
</tr>
<tr>
<td>Battalion Chief</td>
<td>Three crossed gold bugles</td>
<td>Three gold stripes</td>
</tr>
<tr>
<td>Captain 1 &amp; 2</td>
<td>Two parallel gold bugles</td>
<td>Two gold stripes</td>
</tr>
</tbody>
</table>

305.000 Wearing of Ribbons/Pins

Personnel who are awarded Departmental and/or approved service ribbons/pins shall wear the ribbons/pins centered above the right pocket of the uniform shirt, above the nametag. The bottom of the ribbon should be flush with the top of the nametag.
If more than one of any type ribbon is received, a star will be placed onto the ribbon for each award received.

Department awarded and or approved service ribbons/pins may be worn with the Class A uniform.

306.000 **Types of Uniforms**

A. Class A: Shall consist of a Department Approved black dress coat, black dress trousers, long sleeved white shirt, black tie, black socks, black dress shoes/boots, and uniform belt. Approved Collar brass will be worn on the coat and the shirt. Gold Maltese crosses shall be worn on the sleeve denoting five years for each cross.

B. Class B: Shall be a long or short sleeve white uniform shirt, black dress or blue Nomex trousers, black socks, black dress shoes/boots, and uniform belt. Class B long sleeve shirt shall be worn with navy blue or black tie (to match the trousers).

C. Class C: Shall be the Nomex uniform with sewn sleeve emblems, badge, nametag and collar insignia (if applicable), uniform belt, black or navy blue socks (if the socks are visible), or blue “polo” shirts with appropriate embroidery.

Optional Items:

A. Ball caps: The Fire Chief must approve all hats, in writing. All approved hats must be navy blue in color. No hat may be worn with non-departmental related logos, insignia’s or designs.

B. Knit/Winter hats: All knit or stocking style hats must be navy blue or black in color. These hats can be either plain navy blue or embroidered with departmental designs or logos that have been approved, in writing, by the Fire Chief.
C. Job shirt: May be worn as part of the Class C uniform for winter wear below the rank of Battalion Chief. Department issues approved job shirts for winter wear. Personnel may purchase additional job shirts at their own expense.

D. Jackets: The Department issues winter jackets. Personnel may purchase additional jackets at their own expense. Personnel who purchase jackets must get approval, in writing, from the Fire Chief.

E. Jewelry For safety, the following items are acceptable for operations personnel.
   - One watch
   - One necklace, worn inside of uniform shirt.
   - Earrings, only one simple post style in the earlobe are approved. No other “piercings” are authorized
   - Rings are not authorized, unless requested in writing and approved by the Fire Chief. Because of the hazards that rings pose, personnel requesting permission to wear a ring must accept in writing the consequences of injury caused by the wearing of a ring.

F. T-shirts: In addition to Departmental issued t-shirts, personnel may purchase their own t-shirts. All t-shirts must identify the employee as a part of Village Fire Department. All t-shirts must be navy blue in color and be free of non-departmental related logos, designs or insignia’s. All t-shirts and designs must be approved, in writing, by the Fire Chief.

G. Shorts Operations personnel may purchase Department approved shorts. Shorts may be worn between from April 1 to October 1. During incidents with the threat of injury, all personnel wearing shorts shall don turnout pants and boots.
Additional items may be worn if approved in writing by the Fire Chief.

307.000 Grooming

A neat, clean and well-groomed appearance contributes to building pride essential to an effective Fire Department. A vital ingredient of the Department's effectiveness is the pride and self-discipline, which each member brings to our service. It is the responsibility of each member to be properly groomed while on duty. Officers shall be accountable for the appearance of members under their direct supervision

A. Cosmetics:

Personnel are permitted to wear cosmetics of conservative color and amount.

B. Hair:

- Hair must be maintained no lower than one inch above the eyebrow. Bulk of hair must not exceed two inches in depth.
- Hair must be clean and groomed to present a professional image. Hair must be a color naturally occurring in the human species. Any hairstyle that significantly distracts from the uniform appearance of the members will not be allowed.
- Hair length that is below the uniform shirt collar must be kept pinned/secured to be above the collar. At no time shall any hair be exposed beyond the cover of a Nomex hood during firefighting operations or dangling as a hazard during other operations.
- Side burns shall not reach horizontally below the bottom of the ear, and will be straight in lines, neatly trimmed and not bushy.
- Mustache shall not breach the inner seal of the SCBA facemask.
- No beards, chin whiskers, or goatees are permitted. Facial hair below the lip is permitted, but shall not exceed ½ inch left to right and top to bottom and shall not protrude more than 1/8 inch from the face.
- With the exception of the facial hair growth permitted above, all members shall be clean-shaven when reporting for duty and at any other time when reporting for duty or when representing the Department.

C. Fingernails:

Fingernails must not project further than 1/8” from the end of the finger. Only clear colors of nail polish are permitted.
D. Cleanliness:
Personnel are required to maintain high levels of personal cleanliness.

E. Tattoos, Body Art or Branding
The standard that will be used by the Department shall be that which is considered appropriate in a paramilitary, customer service-oriented profession that services the community at large. This policy will be in force for all departmental personnel, sworn or non-sworn and will be administered at the discretion of the Fire Chief.

- Tattoos/body art/brands on the head, face, neck, or scalp visible while in uniform are prohibited.
- Tattoos/body art/brands that are excessive, obscene, and sexually explicit or advocate or symbolize sex, gender, racial, religious, ethnic or national origin discrimination are prohibited. In addition, tattoos/body art/brands that advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use are prohibited.
- Current employees who have tattoos/body art/brands that meet or exceed the listed criteria will be subject to review by Command Personnel.
- Excessive will be defined as tattoos/body art/brands which exceed ¼ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform.
Section 400.000 Drug and Alcohol Policy

This policy is established to promote a safe and productive workplace.

401.000 Policy

Illegal drugs may not be possessed, distributed or used by an employee at any time or place whether on duty or off duty. “Illegal Drugs” include any substance defined as a “controlled substance” by state and federal law.

Alcoholic beverages may not be possessed, distributed or used by a Department employee on duty or on any premises or property of the Village Fire Department. An Employee may not be under the influence of alcohol while on duty.

402.000 Reporting

An employee who is charged with, indicted for or convicted of a criminal offense involving illegal drugs, a controlled substance or alcohol, whether on or off duty, must so advise the Fire Chief within 48 hours of the event.

403.000 Prohibited Conduct

No Department personnel shall perform any official duties for or on behalf of the Department after having consumed any alcoholic beverage within the previous eight hour period, or while under the influence of Alcohol, or having a blood alcohol concentration of 0.02 or greater.

No Department personnel shall perform any official duties for or on behalf of the Department when using any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform official functions.

Personnel shall report any use of prescribed medication or over the counter medication that could adversely affect the ability to perform fire department functions to a Chief Officer or other officer of the fire department.
404.000 Employee Testing

To promote public safety, The Fire Chief may require any employee to submit to random clinical drug/alcohol testing at such time and place as the Fire Chief may designate.

If reasonable suspicion exists to believe that an employee has used illegal drugs/alcohol or that the use of alcohol or drugs is affecting, or has affected, an employee’s job performance, the Fire Chief may require such employee to submit to clinical drug or alcohol testing at such time and place as the Fire Chief may direct.

If an employee is suspected of having caused or contributed to an on the job accident, the Fire Chief may require such employee to submit to clinical drug or alcohol testing at such time and place as the Fire Chief may direct.
DEPARTMENTAL GUIDELINES

CHAPTER 2 - EMPLOYEE GUIDELINES

Section 500.000  Training

To ensure effective and efficient response to meet the Department’s mission, it is the responsibility of all Department personnel to follow the training guidelines as prescribed herein.

A. All employees shall maintain a high level of training.
B. Continuing education classes are held at the Fire Department. All employees shall attend all classes termed “Mandatory” as scheduled by department supervisors.
C. All employees shall take whatever courses are necessary to achieve or retain such certification.
D. The Battalion Chiefs and Fire Marshal shall ensure all employees under their command are properly trained in the performance of their duties and see that training is conducted and carried out in a professional manner using all available instructional aids and materials.
E. The Fire Marshal shall see that all department employees are trained in Fire Prevention.
F. Company Officers are responsible for establishing a driver-training program for employees under their command. Through instruction, observation of performance and attitude, the Captain shall determine when an employee qualifies as an acting Operator.
G. The Company Officers shall see that subordinates maintain a high level of performance.
H. Captains shall be responsible for all training records for their shift.
I. Employees shall research and conduct department training sessions as assigned.
J. Promotional opportunities are not mandatory; as such career ladder classes should be taken off duty, at the employee’s expense.
Section 600.000  Employee Performance Management Appraisal

The purpose of the employee evaluation is to determine and improve the strengths and weaknesses of the employee in specific areas, through the use of certain standard objectives identified in the process. At the beginning of each appraisal period, supervisors and the employee will discuss specific goals for the following year. At the end of the appraisal period, the employee will be evaluated over several job related attributes including the success in reaching the identified goals.

The purpose of the evaluation is two-fold. First, the evaluation process should be uniform for each employee and recognize and reward consistent acceptable job performance. Second, the evaluation should reveal any unacceptable job performance on the part of any employee.

601.000  Appraisal Types

There are two types of employee appraisals

- Annual – This appraisal establishes annual goals and measures performance.
- Probationary – This appraisal establishes goals and measures performance for new hire and/or newly promoted employees.

602.000  Appraisal Period (Annual)

The employee appraisal period shall begin on the employee’s employment anniversary date, or if in a promoted position, on the anniversary of the promotion. The appraisal period shall be 12 months from these dates.

603.000  Appraisal Form

Prior to the evaluation date, each supervisor shall prepare a Performance Management Appraisal form for the employee. When a prior appraisal has been completed, the completed objective forms shall be used to complete the appraisal cycle.
**604.000 Performance Plan**

At the beginning of each appraisal period, the employee and supervisor shall meet to discuss realistic and quantifiable performance goals. These goals can be generalized to the employee’s position, but shall also include specific career performance objectives.

When objectives are identified, the form shall be forwarded through the chain of command for review and signatures on the “Performance Plan” signature lines. The signed original form will be forwarded to the employee supervisor to be filed in the Supervisor’s Employee File.

**605.000 Performance Appraisal**

Within four (4) weeks of the end of the employee’s appraisal period, the supervisor shall schedule a meeting with the employee to review the employee’s performance. During the appraisal period, it is the employee’s responsibility to provide the supervisor copies of training certificates, commendations, etc., for the supervisor’s use in the appraisal process.

Prior to the meeting, the supervisor shall review available documentation and annotate accomplishments on the Performance Management Appraisal form. The supervisor will weigh these accomplishments along with a supervisory assessment of the employee’s performance. Each objective area will be rated from 1 (below standards) to 5 (far exceeds standards). On the appropriate page of the form, each objective rating shall be calculated to provide for a total performance rating.

During the appraisal meeting, each objective listed on the form will be discussed. The supervisor will provide positive, and when necessary, performance enhancement opportunities to the employee.

There are places for inclusion of comments relating to an overall summary, career development opportunities, and employee comments on the final page of the Performance Management Appraisal. The form shall be signed by the employee (acknowledging receipt of the appraisal, not necessarily agreeing with the appraisal), and supervisor through the chain of command under the appropriate column heading.

The completed form shall be reviewed for consistency through the chain of command.
606.000 Performance Enhancements

In the event a performance appraisal identifies the need for performance enhancements, or the employee does not meet specific promotional goals, the supervisors and the Fire Chief shall discuss the shortfalls to develop a plan of action.

The specific plan of action shall be discussed with the employee along with specific benchmarks and dates. If probation is recommended, probationary periods may be extended for a period of not longer than six (6) months.

607.000 Employee Personnel File

The completed Performance Management Appraisal form shall be filed in the employee’s personnel file in the Fire Chief’s office. Appraisal forms may be used for future evaluation processes.
DEPARTMENTAL GUIDELINES

CHAPTER 2 – EMPLOYEE GUIDELINES

Section 700.000 Health and Fitness

This policy is established to promote a healthy lifestyle for the employees of the Village Fire Department. In turn, this will help to lead to a healthier, happier, and safer employee.

701.000 Hiring Process

A. Physical Assessment: As a part of the hiring process, all firefighter candidates must pass the Department’s physical agility test.
B. Medical Physicals: As a part of the hiring process, all firefighter candidates are required to pass a medical physical prior to being hired. (pre-placement DOT physical which included a 5 panel drug screen, audio gram, PFT, EKG, X-Ray of chest, and lab workup)
C. Drug and Alcohol Testing: Prior to employment, potential employees are required to take and pass a drug and alcohol test.

702.000 Employee Wellness Program

A. Medical Physicals – Employees are encouraged to have regular medical physicals by their own physician. The employee may use the Department’s furnished insurance.
B. TB test, Cholesterol Check, and Hepatitis Vaccine Check: At the Department’s expense, the employees are required to have a TB test, cholesterol check, and hepatitis vaccine check every other year.
C. Hepatitis Vaccine: Employees who have not been vaccinated for hepatitis B upon employment are required to take the vaccine at the fire department’s expense.
D. Flu Shots: At the Department’s expense, employees are offered a flu vaccine prior to, or as close to if available, the flu season each year.
E. Mandatory Workout: Operations personnel are required to participate in some form of mandatory minimum 20 minute workout program each shift. Even though the workout method is, for the most part, the employee’s responsibility, the employees are required to make a genuine effort during the exercise.
F. Health Insurance: The Department provides health insurance for employees that provides for the physical and mental health of employees.
G. Critical Incident Stress Debriefing: the Department will make available a professional Critical Incident Stress Team when necessary. A request may be made by any employee of the fire department. A Critical Incident Stress Team may be requested by the Fire Chief.
DEPARTMENTAL GUIDELINES

CHAPTER 3 – INCIDENT MANAGEMENT

Section 100.000  Incident Management

The objective of the Village Fire Department is to:

A. Prevent disastrous incidents from occurring to life and property.

B. Maximize the saving of life and property when disastrous incidents occur.

When the command function is carried out, it creates a practical framework for incident operations and effectively integrates and manages the efforts of all resources deployed and available.

The Village Fire Department adopts the National Incident Management System to provide a systematic approach for the Incident Commander to manage all types of disastrous incidents.

This procedure identifies the guidelines to be employed in establishing and maintaining command. It also fixes responsibility for the command function and its associated duties on one individual. Command/Incident Management Procedure Functions are designed to accomplish the following:

A. Fix the responsibility for command on a certain individual through a Standard Identification System depending on the arrival sequence of members, companies and officers.
B. Insure that strong direct and visible command will be established as early as possible during the incident.
C. Provide an effective framework utilizing the Rudiments of Command to manage the incident.
D. Provide a system for the orderly transfer of command to subsequent arriving officers.

101.000  Incident Management Terminology

Action Plan  (See Incident Action Plan)

Branch  The organizational level having functional control or geographic responsibility for major parts of incident operations. The
Branch level is organizationally between Section and Division/Group in the Operations Section.

**Cache**
A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**Chain of Command**
A series of management positions in order of authority.

**Clear Text**
The use of plain English in radio communications transmissions.

**Command**
The act of directing and/or controlling resources by virtue of explicit legal, agency or delegated authority. May also refer to the Incident Commander.

**Command Staff**
The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.

**Division**
Divisions are used to divide an incident into geographical areas of operation. A Division is located within the IMS Organization between the Branch and the Task Force. Divisions are identified by alphabetical characters for horizontal applications and by floor numbers when used in buildings.

**Documentation Unit**
Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

**Dispatch Location**
The location of a reported incident that is verbally transmitted to emergency response units.

**Emergency Operations Center**
A pre-designated facility established to coordinate the overall response and support to an emergency.

**Emergency**
The plan that each jurisdiction has and maintains for responding to
Operations Plan  appropriate hazards.

Fast Attack  Utilized when immediate action is required to stabilize the situation while the fire is in the incipient stage. It requires the company officers assistance and direct involvement in the attack. The fast attack should not last more than a few minutes and will end with the following:
1. Situation stabilized
2. Situation not stabilized (officer must withdraw, establishing exterior command)

Command is transferred to another officer. In this situation the fast attack can be initiated with the officer and one firefighter using one 1-3/4 inch attack line, with water from the booster tank. This will be a judgment call made by the first arriving officer. The officer must have at least two firefighters to meet 2 in 2 out rules before ordering a fast attack, unless an eminent life hazard is discovered. In this case the known life hazard exception may be employed, and all available fire fighting resources and personnel should be used.

Finance  The Section responsible for all incident costs and financial/administrations considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Group  Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographical division. Groups are located between Branches (when activated) and Resources in the Operations Section.

ILDH  Immediately Dangerous To Life Or Health (IDLH) is defined as an atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual’s ability to escape from a dangerous atmosphere. A working structure fire incorporating the use of an offensive interior fire attack, would constitute and IDLH atmosphere.

Incident Commander  The individual responsible for the management of all incident operations at the incident site/dispatched location.
Initial Action  The actions taken by resources, which are the first to arrive at an incident.

LDH  Large diameter hose, used primarily for water supply.

Mobile Command  Command option used while in fast attack mode. Utilization of the portable radio will permit the company officer to be involved in the attack without neglecting command responsibilities.

Operations Section  The Section responsible for all tactical operations at the incident. Includes Branches, Divisions, and/or Groups.

Section  The organizational level with responsibility for a major functional area of the incident, i.e. Operations, Planning, Logistics, and Finance/Administration. The Section is organizationally between the Branch and Incident Commander.

Size Up  The process of evaluating an emergency situation to determine what actions need to be taken. Effective size up depends on a combination of training, experience and good judgment.

Staging Area  Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages staging areas.

Strategy  The general plan or direction selected to accomplish incident objectives.

Tactics  Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

Triage  The screening and classification of sick, wounded, or injured persons to determine priority needs in order to ensure the efficient use of personnel, equipment and facilities.
Unified Command
A unified team effort which allows for all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unity of Command
The concept by which each person within an organization reports to one and only one designated person.

Working Structural Fire
Any fire which has grown beyond its incipient stage. Key phrase in NFPA 1500 defined as “any fire that requires the use of a 1-1/2 inch or larger fire attach hose line and that also requires the use of self-contained breathing apparatus (SCBA) for members entering the hazardous area.” This would require the use of the Two–in/Two–out rule, as identified in section 107.000 of this guideline.

360
The Incident Commanders check of critical factors while utilizing a portable radio as they view all four sides of a structure.

102.000 Rudiments of Incident Command

To accomplish the command function the following Rudiments of Command must be accomplished:

A. Establish or Assume Command
   • Communications
   • Coordination
   • Control
B. Determine Critical Factors by conducting a size up and 360 walk around of location.
C. Determine Priority/Mode of Operation

<table>
<thead>
<tr>
<th>Priority</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rescue</td>
<td>Offensive</td>
</tr>
<tr>
<td>Confine/Control</td>
<td>Defensive</td>
</tr>
<tr>
<td>Property Conversation</td>
<td></td>
</tr>
</tbody>
</table>
Terminate

D. Sections – Branches
   Divisions
   Groups
E. Determine/request resources needed
F. Deploy Resources
G. Reevaluate/reinforce actions taken
H. Give Progress report
   • Progress reports are to be given periodically throughout the incident.
I. Terminate Command

103.000 Establishing Command

The first unit to arrive at the dispatched location shall establish command and remain in command until relieved by a ranking officer or until the incident is terminated. The incident commander is provided the Fire Incident Management Worksheet to manage resources and tactics.

Incident with a single apparatus responses, the apparatus will automatically be established as command until a formal command is established as required by this guideline.

Initial Report/Size Up

The person establishing incident command/management shall transmit a brief initial radio report including:

A. Description of building or situation
B. Type use of building
C. Smoke or fire conditions
D. Actions to be initially taken

For example: “Engine 1 to Dispatch, (acknowledgement from Dispatch) on scene, 100 Campbell Drive, two (2) story brick, commercial building, medium smoke and fire conditions showing, side (A, B, C or D), pulling 2- 1 3/4” lines. Engaged in offensive, rescue operation.

Engine one is “Campbell COMMAND”.

When communicating it will be necessary to use the street name before COMMAND.
For example:—“Roof Branch to Skyline Command”

The individual in charge of the incident shall be designated COMMAND.

104.000 Command Positioning

A. The STANDARD COMMAND POSITION is a stationary position at a command vehicle or other area, which will be, designated the "COMMAND POST".

B. When possible, the command post should be situated in a conspicuous location, which gives the I.C. a good view of the incident. Example: Two sides of a fire building.

C. When possible, the command post should be located in front of the fire where more than one side of the fire can be viewed. It should never interfere with the movement of an apparatus at the scene.

D. The I.C. must discipline himself to remain at the command post and manage the incident from that position. The I.C. will always be free to take whatever action is appropriate to ensure an effective evaluation (size-up) of the conditions prior to establishing his stationary command post.

105.000 Command Options

In cases when the initial arriving officer is a Chief Officer, efforts should automatically be directed towards establishing a Command Post and following the Rudiments of Command. When command is initially assumed by a Company Officer, that officer must decide on an appropriate commitment for his/her company which will usually fall into one of three (3) Command/Management modes listed below.

A. Nothing Showing/ Investigative Mode: These situations generally require investigation by the first arriving engine, medic and/or truck company, while holding other arriving units staged at a distance. Normally, the officer should go with the company to check critical factors while utilizing a portable radio to command the incident. This shall be accomplished by physically examining the structure from a 360 degree view.

B. Fast Attack Mode: Situations which require immediate action to stabilize the situation where a fast interior attack is critical; utilization of the portable radio will permit the necessary involvement in the attack without neglecting command responsibilities. This Fast Attack Mode should be concluded rapidly with one of the following outcomes:
1. Incident is stabilized
2. Command is passed to next arriving officer
3. Chief Officer arrives and command is transferred
4. Incident is not stabilized and the officer must withdraw to the exterior and establish a Command Post.

C. Command Mode: Situations that require a strong command by virtue of the incident, the complexity or potential of the incident or the possibility of expansion require strong, direct, and overall command from the outset. In such cases, the officer will initially assume a command position and maintain that position until relieved by a command officer. The "critical factor" and "Branches assign" boards should be utilized to assist in managing these situations.

Within command mode, the incident command must identify and initiate either an Offensive fire attack or a Defensive, exterior fire attack.

If a company officer assumes command he or she may assign the remaining crew members in one of the following ways:

A. When applicable, the Officer may designate an Acting Officer and operate with fewer personnel.

B. The Officer may elect to assign company members to perform staff functions to assist command.

C. The Officer may assign the crew members to another company, to work under the supervision of the officer of that company. In such cases, the officer must communicate with the receiving officer and indicate the assignment of those personnel.

The company officer assuming command has a choice of modes and degrees of personal involvement in the attack, but continues to be fully responsible for the identified tasks assigned to the command/management function. In all cases, the initiative and judgment of the officer are of great importance. The modes identified are not strict rules, but general guidelines to assist the first arriving officer in planning appropriate actions.

106.000 Accountability/Hazard Zones
A. The I.C. will initially be responsible for maintaining accountability of all personnel operating inside the hazard zone.

B. The I.C. will maintain accountability by periodically requesting a P.A.R (Personnel Accountability Report).

107.000 Two in/Two Out

A team of at least four fire department personnel must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage.

A. When the fire has progressed beyond the incipient stage, the Department shall comply with the 2-in/2-out rule as described in this section except in an imminent life-threatening situation when immediate action could prevent the loss of life or serious injury before the teams of four fire protection personnel are assembled. Actions taken in accordance with this section shall be thoroughly investigated, with a supplemental written report to the fire chief.

If upon arrival at the scene, personnel find a situation where immediate action may prevent the loss of life, serious injury or the fire has not progressed beyond the incipient stage, such action shall be permitted with fewer than four (4) personnel on the scene. However, the Incident Commander should carefully evaluate the level of risk.

B. At least two fire department personnel to enter the IDLH atmosphere and remain in visual or voice (not radio) contact with each other;
   - Visual means that the fire protection personnel must be close enough to see each other.
   - Voice means that the fire protection personnel of the entry team must be close enough to speak to one another without the use of radios.

C. At least two fire protection personnel remain located outside the IDLH atmosphere to perform rescue of the fire protection personnel inside the IDLH atmosphere;

D. All fire department personnel engaged in interior structural fire fighting use self-contained breathing apparatus, with integrated PASS device, and are clothed in a complete set of PPE.
E. All fire Department personnel located outside the IDLH atmosphere be equipped with appropriate retrieval equipment where retrieval equipment would contribute to the rescue of the fire protection personnel that have entered the IDLH atmosphere;

F. One of the outside fire personnel must actively monitor the status of the inside fire personnel and not be assigned other duties. The second outside fire protection personnel may be assigned to an additional role, including, but not limited to, incident commander, safety officer, driver-operator, command technician or aide, or fire fighter/EMS personnel, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire protection personnel working at the scene.

G. The fire personnel outside the IDLH atmosphere must remain in communication (including, but not limited to, radio) with the fire protection personnel in the IDLH atmosphere. Use of a signal line (rope) as a communications instrument for interior firefighting is not permitted by the Texas Fire Commission. This does not preclude the use of rescue guide ropes (guide line or lifeline or by whatever name they may be called) used during structural searches; and

H. Each outside fire personnel must have a complete set of PPE and self-contained breathing apparatus, immediately accessible for use if the need for rescue activities inside the IDLH atmosphere is necessary.

### 108.000 Rapid Intervention Team (RIT)

Should an interior fire crew become endangered or entrapped a Rapid Intervention Team (RIT) will be immediately deployed to provide intervention or rescue as identified in Department Guidelines, Chapter 4, Health and Safety, Section 400, Rapid Intervention.

### 109.000 Known Life Hazard

If the initial attack personnel find a known life hazard situation where immediate action could prevent the loss of life, deviation from the two-in / two-out standard may be permitted, as an exception to the fire department’s organizational plan. However, such deviations form the regulations must be exceptions and not defacto standard practices.
The exception is for known life rescue only, not for standard search and rescue activities.

110.000 Rehab Branch

This Branch should be established to provide for the rehabilitation and cool down of firefighting crews. Rehab is responsible for the replenishment of SCBA bottles, providing water for hydration of the firefighters and basic emergency medical attention as necessary.

111.000 Designated Safety Officer

A. During working incidents, the I.C. shall appoint a Safety Officer.

B. The Safety Officer shall be responsible for maintaining reconnaissance on the perimeter of the hazard zone.

C. The Safety Officer shall notify command of any hazardous conditions observed which may present undue risk to firefighting personnel in the hazard zone.

D. The Safety Officer shall have the power to prohibit activities that present improper, unsafe and/or unacceptable risk to firefighters.

E. If the Safety Officer halts any operation on the emergency scene, command shall immediately be advised.

112.000 Passing Command

In certain situations it may be advantageous for the first arriving company officer to "Pass Command" to the next arriving company officer or to a Command Officer. This is indicated when the initial commitment of the first arriving company requires a full crew (i.e., a high-rise building or an immediate rescue situation) and the next arriving company or Command Officer is on the scene or close behind. The initial arriving officer will give an initial on the scene radio report and advise that command will be passed. The initial arriving Company Officer retains responsibility for command until the next unit arrives and acknowledges the transfer. Dispatch will confirm the next unit assumes Command. Once a formal command is established, command may only be transferred by face to face communications.
113.000 Transfer of Command

The FIRST Fire unit to arrive at the dispatched location shall assume and retain command until relieved by a ranking officer within the following guidelines:

A. The first arriving company officer will automatically assume command except as noted below.
B. The first arriving Chief Officer will automatically assume command after transfer of command procedures has been completed. The Chief Officer is responsible for completing or assigning the task of a complete 360 inspection.
C. In cases of complex situations that have not been declared under control, the Battalion Chief will automatically assume command, after transfer of command procedures have been completed. Assumption of command in other situations is discretionary.
D. The Battalion Chief or Acting Battalion Chief shall arrive at the location of all reported structure fires. The Incident Commander may cancel resources prior to the arrival of the Chief Officer, but must remain on scene until all critical factors are reviewed and the incident is terminated.
E. Assumption of command is discretionary for the Fire Chief.

Within the Chain of Command indicated above, the actual transfer of command will be regulated by the following procedures:

A. The officer assuming command shall be communicate with the officer being relieved by face to face communications unless conditions prohibit such actions (fast attack or rescue situation).
B. The person being relieved will brief the officer assuming command indicating the following:
   1. General Situation Status
      a. Priority/Mode of Operation
      b. Critical Factors/Branches assigned (Command Boards)
      c. Resources deployed/requested (Command Boards)

Chief Officers should eliminate all unnecessary radio traffic while responding unless such communications are required to insure that command functions are initiated and completed. This requires the person initially in command to give a clear on-the-scene report to include 360 results and continue to give updated progress reports as needed.

The arrival of a Chief Officer on the fire ground does not necessarily mean command has been transferred to that officer. Command is transferred only when the outlined communication functions have been completed.
The response and arrival of ranking officers and chief officers on the incident strengthens the overall command function. All officers will exercise their command prerogative in a supportive manner that will insure a smooth transition and the effective on-going function of command.

In cases where command is effectively handling an incident and is completely aware of the situation, it may be desirable for that Incident Commander to continue to be in command. In such cases, the ranking chief officer may return to service or if he/she wishes, may continue to stay on the scene. In cases of complex situations, the ranking chief officer, upon arrival, will complete the transfer of command procedures and assume command. The officer assuming command will utilize the officer relieved of command to best advantage.

114.000 Command Structure

It is the responsibility of command to develop an organizational structure, using Department Guidelines to effectively manage Incident Operations through a number of phases, depending on the size and the complexity of the particular situation. The objective must be to develop the command organization at a pace, which stays ahead of, or even with the tactical deployment of companies.

The basic configuration of a command structure includes three (3) levels:

A. Strategic Level - Overall Incident Command

B. Tactical Level - Direction of Branches and functions

C. Task Level - Company activities

The Strategic Level involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to Tactical Level Units.

The Tactical Level includes intermediate level officers directing activities toward specific objectives. Tactical Level Officers include Branch, Division, and Group officers, in charge of grouped resources operating in assigned areas or providing special functions at the scene of an incident. The accumulated achievement of tactical objectives should accomplish strategic level objectives.
The Task Level includes activities by companies, involving the evolution-oriented functions needed to produce task-level outcomes. The most basic structure for a routine incident involving a small number of companies involves only two levels. The role of command combines the Strategic and Tactical Levels. Companies report directly to command and operate at the Task Level.

Example 1

```
COMMAND  STRATEGIC/TACTICAL LEVEL
  ENGINE   ENGINE   Truck   RESCUE   TASK LEVEL
```

In more complex situations, command shall group companies to work in sections. These sections include; Branch, Division, and Group Officers who operate at the Tactical and Task Level, directing the work of several companies or performing specialized functions as requested by command. Command continues to operate at the Strategic Level, determining and directing the overall strategy to deal with the incident.

115.000 Command Post Organization

The responsibilities assigned to command often require the involvement of more than one individual to manage command functions. The officer in command of a working incident is routinely assisted by personnel in managing information, gathering information by reconnaissance (360), assisting with communications and providing liaison. The Command Post organization may be expanded through the involvement of command officers and staff personnel to provide Incident Planning and/or Technical Support. The roles of the individuals performing these functions may vary, depending on the situation.

As the incident organization grows in complexity, the Incident Commander may implement an additional intermediate level within the Command Post. The Control Level involves Function Officers who provide direct supervision over Section Officers and handle radio communications for the Incident Commander. This allows the Incident Commander to be removed from the immediate pressures of radio traffic and to focus on the strategic aspects of the overall situation and
management of the organization.

- Strategic Level - Incident Commander
- Control Level - Function Officers
- Tactical Level - Branch, Division, Group Officers
- Task Level - Companies

There are four functions to which the Incident Commander may assign an Officer. They are Finance, Operations, Logistics and Planning. Operations will control the majority of the personnel and resources, but other functions are no less important.

In addition to the Command Functions there are three assigned positions known as Command Staff. They are Safety Officer, Public Information Officer and Liaison Officer.

**116.000 Command Boards**

When utilizing the Command Boards, it is important for them to be formatted in order to facilitate their use and so that they can be systematically reviewed by later responding command personnel.

Incident Status Report:

The first Command Board function is the "Incident Status Report" board. This board contains the information needed in order to describe the scene. The Incident Commander should transmit an initial report including as much of the information as is known that is contained on the progress report board, and as more of the information on the board is ascertained, it should also be transmitted. The progress report also can be used to
measure the progress of the operation. This is done by monitoring the "Priority/Mode of Operation." All changes in the Priority/Mode of Operation mandate an updated progress report.

**Priority/Mode of Operation:** The paramount function of Incident Command is to accomplish the objectives of the Fire Department with the utmost consideration for the safety of the personnel operating at the incident. The "Priority/Mode of Operation" is a realistic, practical, and efficient way of accomplishing this function along with monitoring the progress of the incident.

**Mode of Operation** - The "Mode of Operation" concerns itself with offensive, defensive, transitional, and marginal.

**Offensive Mode:** The "Offensive Mode of Operation" means that personnel and equipment are deployed in a manner that overwhelms the situation and brings it to a quick and successful conclusion. If at any time the situation becomes an equal match for the resources deployed, command simply adds more resources. Offensive and aggressive modes of operation are synonymous.

**Defensive Mode:** Contrary to the Offensive Mode is the "Defensive Mode of Operation".

The Defensive Mode is when command draws a line at a safe distance, sets up its defensive resources at that line, and maintains that position until conditions change so that the mode of operation can change or until the incident is terminated. When a Defensive Mode of Operation is being utilized, the area of danger shall be known as the "hot zone" and shall not be entered by personnel operating under the Defensive Mode of Operation.

**Transitional Mode:** The time frame occurring from the point that command recognizes the need to withdraw from an offensive mode and transition to a defensive mode. This action shall immediately be followed by a request for P.A.R

**Priority of Operation:** The "Priority of Operation" concerns itself with rescue, confine/control, property conservation, and termination.

**Rescue Priority:** The "Rescue Priority" is the MOST IMPORTANT PRIORITY because it concerns itself with saving life. Once primary search is completed, the priority of operations can be changed to one of the other priorities. It is also permissible for command to forego the rescue priority if conditions warrant. The changing from one priority to another can be in any order and does not have to involve all four priorities of operation at all incidents.
Terminate Priority: The final priority is the "Terminate Priority". This priority concerns itself with demobilization. It can be as simple as returning equipment to service verbally or as complicated as to cause a need for a section to be established to handle the demobilization of the resources deployed.

General Comments - Priority/Mode of Operation: It shall be the responsibility of all personnel to know the Priority/Mode of Operation that they are operating under, at all times. If any information or conditions exist that are contrary to the mode selected this information or condition should be passed to command for assessment.

All operations upon arrival are assumed to be in a Rescue/Offensive Mode and Priority of Operation. When indications are present that justify a change in the Priority/Mode of Operation, command is mandated to make the change.

When command makes a change, it is incumbent on command to announce this change to all personnel operating at the incident and conduct a PAR. When change is made from an Offensive Mode to a Defensive Mode, regardless of the priority, three (3) levels of command must concur. The three- (3) levels of command are:

A. Strategic Level
B. Tactical Level
C. Task Level

Critical Factor Board: The second command board function is the Critical Factor Board. The command system is designed to cause the Incident Commander to perform without emotion, thereby preventing oversights, which are common under stressful conditions. The Critical Factors board is a prime example of how the command systems do this. The strategic factors are considered and found to apply to the incident at hand are labeled in one of two ways and therefore are changed from a strategic factor to a critical factor. Theoretically, once all of the critical factors have been identified and resources have been deployed to eliminate them, there is no longer an incident.

Some Critical Factors are:

- Accessibility
- Address
- Call Back Number
- Call Help
- Collapse
- Communications
- Confine
- Construction
- Contents
- Crowd Control
- Drainage
- Elevators
- Evacuation
- Exposures
- Extinguish
- Fire Load
- Fire Phase
- Fire Walls
HVAC
Hazardous Materials
Information on MDT
Locate
Location of Incident
Medical Occupancy
Overhaul
Primary Search
Radiation
Standpipe
Time
Traffic
Ventilation
Vertical Openings
Water Supply
Waterway
Weather
Wind

Section Assignment Board: The third command board function is the "Section Assigned" area. When resources are assigned to a section, they are listed on this board under the section to which they are assigned.

The Department resources and the Sections (Branch, Division, Group) not being utilized remain on their respective boards and are placed above the section assigned board as a reminder to the command team as to what is available.

Sections: Sections are an efficient way of dividing incidents into smaller command units or areas. Complex incidents soon exceed the capability of one person to effectively manage. There are two (2) types of assignments, Geographical and Functional. Geographical assignments are responsible for all general activities in an assigned area. Functional assignments are assigned to perform specialized tasks or activities, which do not necessarily coincide with geographic divisions.

Divisions provide a system for command to divide large-scale operations geographically into effectively sized units. Groups also provide a system for command to divide large-scale operations into functions.

When effective sections have been established, command can concentrate on overall strategy and resource allocation. Each commander is responsible for the tactical deployment of the resources at his/her disposal and for communicating needs and progress reports to command.

Command determines strategic objectives and assigns available resources to Branches where they are most needed.
Safety of firefighting personnel represents a major reason for subdividing and incident. Each section commander must maintain the capability to communicate with forces under his command so that he can control both the position and function of his companies.

Command assigns section based on the following:

A. A situation where command can no longer cope with the number of companies operating.

B. A situation where Command cannot determine the needs without sending someone to the area in question to determine them.

C. A situation where close control is required.

The number of companies assigned to a section will depend upon conditions within that area. Four to six companies represent the ideal span of control.

Section Command: Area Commanders will command Sections and these officers can be chief officers, company officers, or any other persons designated by command.

Division A, B, C and D are identified by assigning the front, facing the building, as side A; The area to the left, side B; The rear, side C; The area to the right, side D. Exposures to the fire are numbered in the same manner. For example an exposure to the left of the fire would be exposure B. This can also be stated as exposure - side B. The top and bottom Divisions (or exposures) are addressed by using their names. If there are multiple exposures to any side of the fire the exposure closest to the fire will use the Division designator and a number. Additional exposures to the same side will use the Division designator number plus a number. For example: if the fire building has three (3) exposures to side B, the one closest to the fire would be exposure number B1, the next would be exposure number B2, and the third would be exposure B3.

This will give everyone on the incident scene the same point of reference. Generally, side A will be the side facing the street. However, sometimes because of the way structures are situated on their lots it is not easy to determine which is the street side. This is a situation in which it will be important for COMMAND to designate side A.

The Division Commander will use the Division designation in radio communications. For example:

Division officers will be in command of all assigned functions within their areas. In accomplishing this, they will be responsible for the following:

A. Monitoring welfare and SAFETY of division personnel
When a company is assigned to an operating section, the company will be told to which Branch, Division, Group and which Section Commander the assignment is made. The Section Commander will be informed which particular company has been assigned to him/her by command. It is then the responsibility of the Section Commander to contact the company to give them specific instructions.

The primary function of the company officer working within a section is to direct the operations of his/her crew in performing assigned tasks. Company officers will advise their Section Commander of work progress and if a company officer determines the need for assistance on assigned work tasks, they will request such assistance from the Area Commander.

Companies assigned to a section will direct routine communications to their Area Commander and should utilize non-radio modes whenever possible. This does not preclude the use of radio communications within sections. Routine communications from a company to command if the company is assigned to a section will be re-directed to the Area Commander. The Area Commander will conduct radio communications with command and with other assigned officers. This procedure will apply only to routine communications. EMERGENCY TRAFFIC may be initiated by anyone at anytime.

The following is a list of the predetermined geographical and functional Branches already established:

Air Supply  
Air Support  
Command  
Damage Assessment  
Decontamination  
Demobilization  
Dive Team  
Employee Benefits  
Evacuation  
Exposure/Side A  
Exposure/Side B  
Exposure/Side C  
Exposure/Side D  
Exposure Bottom  
Exposure Top  
Flying Brand  

Interior  
Investigation  
Lighting  
Lobby Control  
Maintenance (Fleet)
<table>
<thead>
<tr>
<th>Medical Operations</th>
<th>Safety</th>
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<tbody>
<tr>
<td>Photo</td>
<td>Salvage</td>
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<tr>
<td>Police</td>
<td>Staging</td>
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<tr>
<td>Public Relations</td>
<td>Tactical Rope</td>
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<tr>
<td>Radiation</td>
<td>Transportation</td>
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<tr>
<td>Rehabilitation</td>
<td>Treatment</td>
</tr>
<tr>
<td>Resource</td>
<td>Triage (Field)</td>
</tr>
<tr>
<td>Roof</td>
<td>Unsolicited Help</td>
</tr>
<tr>
<td>Run Off</td>
<td>Water Supply</td>
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<tr>
<td>Run On</td>
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**Agencies List:** The forth command board function is the "Agencies" list, which is a checklist to prevent command from overlooking important agencies that need to be considered for utilization. The agencies are:

- Animal Control
- Arson
- Board of Education
- Bomb Squad
- C.D.C.
- Chaplain
- Chemtrec
- Clean Up Co
- Corps of Engineers
- Maintenance (Fleet)
- Media
- Medical Examiner
- Medical Mutual Aid
- N.R.C.
- N.T.S.B.
- National Guard
- National Weather
- O.S.H.A.
- Phone Company
- Power Company
- Railroad
- Red Cross
- Technical Advisor
- U.S.C.G.
- WaterWorks
- Poison Control
- Police
- Pollution Control
- D.O.T.
- E.M.A.
- E.P.A. (Federal)
- E.P.D. (State)
- Engineering Dept.
- F.A.A.
- Fire Prevention
- Forestry
- Gas Companies
Other command paraphernalia includes hazardous materials reference materials, tactical data sheets, water system maps, evacuation maps, binoculars, compass, and a book that explains the specifics of the critical factors, the sections, and the agencies.

117.000 Staging

The purpose of the Staging Guideline is to effectively manage resources assigned to an incident and to help keep the incident commander from being overwhelmed with equipment before he/she is ready to assign it for operation.

117.001 Level 1

Level 1 staging will automatically apply to all multiple unit responses unless otherwise directed by command. Command must be established for staging to take place. Level 1 staging involves the following:

A. The first arriving engine company will respond directly to the dispatched location and will operate to best advantage.

B. The first arriving truck company will respond directly to the dispatched location and will place themselves to best advantage, generally at the front of the building and report their action by radio.

C. The first arriving Medic unit will go directly to the dispatched location and place their apparatus in a location that will provide maximum access for medical/rescue support and not impede the movement of other units and indicate their action by radio.

D. All other units will stage uncommitted, approximately one (1) block from the dispatched location until assigned by Command. A position providing a maximum of possible tactical options with regard to access, direction of travel, water supply, etc., should be selected.

Staged companies or units will, in normal response situation, report company designation, standing by and their location (Engine #1, Staging, Lawrenceville Highway at Montreal Circle). An acknowledgement is not necessary from radio or command. Staged companies will stay off the air until orders are received from
command. If it becomes apparent command has forgotten the company is in a staged position, the company officer shall contact command and re-advice him of their standby status. These staging procedures attempt to reduce routine radio traffic, but in no way should reduce effective communication or the initiative of officers to communicate. If staged companies observe critical tactical needs, they will advise Command of such critical conditions and their actions. Staged units are not exempt from the responsibility of command and safety if other units are neglecting their duties.

117.002 Level 2 Staging

Staging is used when an on-scene reserve of companies is required. These companies are placed in a staging area at a location designated by command. When command announces "Level 2 Staging: all 2nd alarm and greater companies will report to staging and remain in the staging area until assigned. First alarm companies will continue with Level 2 staging unless instructed otherwise. When going to Level 2 staging command will give an approximate location for the staging area. Companies, which are already, staged (Level 1) will stay in Level 1 staging unless advised otherwise by command. All other responding units will proceed to the Level 2 staging area.

The staging area should be away from the command post and from the emergency scene in order to provide adequate space for assembly and for safe effective apparatus movement.

When calling for additional resources, command should consider Level 2 staging at the time of the call. This is more functional than calling for Level 2 staging while units are enroute. The additional units will be dispatched to the staging area.

Command may designate a staging area and staging officer who will be responsible for the activities outlined in this Guideline. In the absence of such an assignment, the first fire unit officer to arrive at staging will automatically become the staging officer and will notify command upon arrival.

Due to the limited number of truck companies, a truck officer will transfer
responsibility to the first arriving engine company officer. Staging officers will assign their company members to best advantage.

In some cases, command may ask the staging officer to scout the best location for the staging area and report back to command.

The radio designation for the staging officer will be: Staging. All communications involving staging will be between staging and command. All responding companies will stay off the air; respond directly to the designated staging area, and report, in person, to the staging officer. They will standby their unit with crew intact and warning lights off (unless a traffic hazard dictates otherwise).

**118.000 Incident Command Report**

An incident command report shall be completed when it meets the following guidelines.

A. All type fire incidents larger than a single-family occupancy.
B. All type fire incidents where additional equipment is requested.
C. Any unusual or complex incidents ("working hazardous material incidents, medical emergencies, trench rescues, swift water rescues, confined space rescues, tactical rope rescues, complex medical incidents.
D. Any unusual injuries or fire related deaths to Department Personnel or Civilians.

Rudiments of an Incident Command Report: In order that we may learn from our experiences associated with emergency incidents, it is important that we standardize our method of communicating what took place during these incidents. It will be the responsibility of the Incident Commander to see that the incident command report is filled out appropriately and completely following the Rudiments of an Incident Report. There are five (5) components to an incident report. These are:

A. Conditions upon arrival to include 360 evaluation of building.
B. Critical factors and actions taken
C. Outside agencies utilized
D. Lessons learned/reinforced
E. Conclusion
Conditions upon Arrival: This part of the report deals with but not limited to the location and environmental conditions of the incident; what type structure is involved; the construction of the building or characteristics of the situation; the specific equipment dispatched on the initial alarm; and also the immediate conditions faced by the first arriving unit. This information paints a picture of the incident initially.

Critical Factors and Actions Taken: This section describes critical factors that were encountered and identified, which sections and actions were taken to alleviate these critical factors and how the situation was handled overall. Included in this part of the report are priority and mode of the operation and if they changed during the incident, command post locations, exposure problems and additional equipment called for. All the intricate parts that go into the operation/incident should be discussed. All "in-house" resources that were called for should be accounted for here.

Outside Agencies Utilized: As all of us are aware, the Department can no longer efficiently handle many of the incidents that we encounter without the utilization of outside agencies. In this section of the report, all agencies other than Fire/Rescue Division Units shall be listed and the role they played in combating critical factors identified. (Gas Company, Power Company, E.P.A.)

Lessons Learned and Reinforced: Perhaps this section could also be called the Educational Section of the report. This is often the most interesting and important part of an incident report. We can often learn by the actions that were taken at an incident, as to whether we should change a particular tactic or strengthen a particular tactic. This is an area where the Incident Commander should put his critical thoughts that represent both the positive and the negative of a particular incident. This will only serve to better our Department in future incidents.

Conclusion: This area is used for "summing up" the incident and presenting any changes in procedure/policy or thoughts that the Incident Commander would like brought out concerning the incident.
DEPARTMENTAL GUIDELINES

CHAPTER 3 – INCIDENT MANAGEMENT

Section 200.000 Dispatch Procedures

The goal of this section is to ensure standard dispatch procedures are utilized for all units within the Village Fire Department.

201.000 Responsibilities

It shall be the responsibility of all Fire Department personnel to adhere to these guidelines.

202.000 Definitions

- Additional Alarm: A second, third or multiple alarms that is requested by the incident commander. Additional alarms shall be equivalent to the initially recommended dispatch of units.

- Alarm: The commitment of Fire unit(s) to an emergency call through the Communications Center.

- Automatic Aid: Automatic Aid is a predetermined response given/received to/from contracted agencies.

- Dispatch: The Village Fire Department Communications Center

- Dispatch Time: The point of receipt of the emergency alarm, to the public safety answering point, to the point where sufficient information is known to the dispatcher and applicable units are notified of the emergency.

- Engines: Responses that requires an engine dispatch can be filled by an engine or ladder.

- Multi Unit Response: The commitment of two or more fire units to an emergency call through Communications.
Mutual Aid  Mutual aid requests are specific resource requests to/from outside agencies.

Public Safety  Memorial Village, Hedwig and Spring Valley 911 Centers Answering Point

Response  The commitment of a Fire unit to a 911 call through Communications. Each responding unit indicates a single response.

Travel Time  The time from after “turn out time” to the arrival of the first unit at an emergency.

Trucks/Ladder  Responses that require a Truck dispatch can be filled by either a truck or quint.

Turn Out Time  Turn out time refers to the time from when a unit is dispatched until the unit begins its response.

Working Fire  A declaration of a “working fire” by the incident commander indicates that fire rescue units will be committed to the alarm for an extended period of time.

Working Incident  A declaration of a “working incident” by the incident commander indicates that fire rescue units will be committed to the alarm for an extended period of time.

203.000  Incident Commanders

Incident Commanders have the authority and responsibility to modify responses to meet organizational needs and objectives in serving the public.

204.000  Turn Out Time

The Turn Out Time to all responses, for all Fire Units, shall be within sixty (60) seconds.

205.000  Mutual Aid Responses

Mutual Aid resource requests or responses shall be authorized by the on duty Battalion Chief. After authorization, the Battalion Chief shall notify the Fire Chief.
206.000 Plain Language

All voice traffic unless otherwise specified will be plain language.

207.000 Incident Management

National Incident Management System procedures shall be used on all responses.

208.000 Communications Order Model

To obtain confirmation that a radio message is received, understood and the receiver is taking appropriate action, the radio message must be repeated.

The repeat does not need to be word-for word of the original message, but it should be a brief and concise summary of the intent of the message. For Example:

“Engine 1, Command, take a 1 ¾ pre-connect to the door on Side C

“Engine 1, clear 1 ¾ pre-connect to Door Side C”

209.000 Dispatch Information

Fire Dispatches shall be provided by Communications in the following format during normal operations:

1. Tone (1 second)
2. All responding equipment, the nature of the call, the address of the call (including business and or apartment name if applicable), cross street of the call, and the first due station.
3. The Dispatch shall be Voice time stamped at this point.
4. Repeat of the voice dispatch verbatim.

All Fire units are required to maintain radio silence during all Dispatches. Units are also required to listen to the frequency before beginning communications to ensure no dispatch, or other radio communications are interrupted.

210.000 Acknowledging Receipt of Dispatch

Units are clear calls on the Dispatch channel. If units are outside of quarters, they shall advise when they are clearing the call, of their current location.
211.000  Call Priorities

To ensure high life threat calls are dispatched promptly, Fire has prioritized calls identified within the 911 Center. Communications will dispatch calls according to these priorities unless justified.

212.000  Emergency Medical Dispatch

Emergency medical calls are handled by Communications call takers utilizing Emergency Medical Dispatch (EMD) procedures. These procedures will be followed unless the Communications Supervisor identifies and “Emergency Condition”. An Emergency Condition may occur during periods very High Call Volume. When EMD procedures are discontinued, the Communications Supervisor will notify the on duty Battalion Chief.

213.000  Dispatcher Responsibilities

A. Dispatchers are responsible for ensuring Fire Department units are clear on all dispatches. If a unit has not cleared on a dispatch within 60 seconds of the dispatch, Dispatchers must re-dispatch the call and/or take whatever actions are necessary to notify crews of the dispatch.

Dispatchers are responsible for all records pertaining to calls dispatched during their shift. Every attempt should be made to ensure all records are completed prior to relief.

B. Dispatchers are responsible for notifying the appropriate hospital in assistance of the Medic Unit on scene when that unit is unable to contact the hospital.

C. Dispatchers are responsible for recording any special event on the Captain Log and Public Events Log. Prior approval is needed for any event wanting to be scheduled after 1600 hrs.

214.000  Radio System Testing

Testing of the radio and encoder system shall be done each Monday at 0730 hrs, in accordance with FCC and State rules.
Section 300.000 Radio Procedures

The goal of this section is to enhance the communications link at an emergency incident by the proper utilization of the portable radios.

301.000 Responsibilities

- It shall be the responsibility of all personnel assigned a portable radio to maintain safekeeping and proper handling.
- It shall also be the responsibility of each officer and acting officer to establish guidelines for the safe keeping of the portable radios assigned.
- Company officers should ensure that personnel under his/her command are trained and familiar with the operation of the portable radio and these guidelines.

302.000 Emergency Traffic Declaration

A. A declaration of emergency traffic is in order at any time a threat to life or serious injury is immediately pending. A request for emergency traffic is to be made but not limited to the following situations involving firefighters, paramedics or police officers:
   - Personnel lost in a building.
   - Personnel missing after a building collapses.
   - Entrapment of personnel
   - Serious injury of personnel
   - Vehicular accident involving emergency fire equipment resulting in injury.
   - A situation where someone is physically abusing you or threatening your life.

B. There are two ways to ensure the declaration of an emergency is set in motion.
   1. Pushing the emergency button on the portable radios and immediately giving the Communications Center your traffic.
   2. Requesting emergency traffic from Dispatch, waiting for the emergency alert tone and immediately giving your traffic.
C. After giving your emergency traffic, the Communications Center will sound a special emergency alert tone for approximately five (5) seconds, at which time all radio transmission will come to a stop until after the person giving the emergency traffic is through. Communications will immediately repeat the emergency message over the air. At that time, the Incident Commander is free to direct appropriate action.

D. An example of a declaration of emergency is as follows:
   Station Officer: Engine 1 to Dispatch with emergency traffic. Engine 1’s crew is cut off and trapped by the fire on the second floor…Need Help! Communications: “Alert Tone” Battalion 1 and all units…Engine 1 is on the second floor, cut off and trapped by the fire. Command: Appropriate Orders Given.

E. If the emergency button is pushed and no transmission of an emergency is made by the holder of the portable radio, Communication will call your unit one time only and ask if everything is OK. If no answer is received, then police personnel will be dispatched to your last known location.

303.000 Radio Protocol

A. During dispatching of alarms, no other traffic (except emergency traffic) is to be made until the alarm is given out and all units dispatched have acknowledged receiving the alarm.

B. There are to be no attempts to transmit communication (except emergency traffic) between the conversations of two other units. Unit should wait until the radio traffic between the other parties is complete before transmitting.

C. When the unit returns to their dispatch territory, the unit shall notify the dispatcher of their return.

304.000 Safety Information

A. Do not hold the radio with the antenna very close to, or touching, exposed parts of the body, especially the face or eyes, while transmitting.

B. Do not allow children to play with any of the radio equipment.

C. Do not operate a transmitter near unshielded electrical blasting caps or in an explosive atmosphere.

305.000 Mutual Aid and Automatic Aid

When units respond to or with other jurisdictions during a mutual aid or automatic aid situation they are to utilize the appropriate frequency for communications.
**306.000 Radio Call Signs**

Department staff radio call signs are available for distribution through the Fire Chief.

The type of unit, i.e. Engine 1, dictates unit calls signs. When a crew is separated, the officer or person in charge is identified as “A” i.e. the captain operating on a scene is identified Engine 1A. The apparatus operator is unit “D” i.e. “Engine 1D”; other personnel shall be “B, C etc.”

Fire Chief’s radio designation is Car 1.
Section 100.000  Infection Control

The purpose of this section is to help manage the potential and the confirmed exposure to infectious diseases through education, engineering, and collaboration with serological specialists in the health community.

Infection control is a comprehensive approach to managing the risks associated with all infectious and communicable diseases. Control efforts are critical elements in any emergency response organization and serve to:

- Protect emergency responders, their families, and the patients they treat from unnecessary exposure to communicable diseases.
- Minimize personal and organizational liability from the transmission of communicable diseases.
- Reduce Departmental costs by preventing long term disability claims.
- Enhance employee productivity, satisfaction and morale.

The lack of knowledge and guidelines effects the operation of the Department and the well being of its personnel. This can result in or contribute to:

- Unnecessary health risks for personnel and patients.
- Discrimination against personnel or patients.
- Personal and organizational liability.
- Avoidable costs.
- Employee attrition.

The Village Fire Department attempts to meet and comply with applicable laws, requirements, and guidelines identified by the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), the National Fire Protection Agency (NFPA), and the Americans with Disabilities Act (ADA).
**101.000 Terminology**

Airborne Pathogen – Pathologic microorganisms spread by droplets expelled into the air, typically through a productive cough or sneeze.

Antibody – A component of the immune system which eliminates or counteracts a foreign substance (Antigen) in the body.

Alcohol-based hand rub- An alcohol-containing preparation designed for application to the hands for reducing the number of microorganisms on the hand. Such preparations usually contain 60%-95% ethanol or isopropanol alcohol

Antimicrobial soap- Soap (i.e. detergent) containing an antiseptic agent

Antiseptic agent- Antimicrobial substances that are applied to the skin to reduce the number of microbial flora (e.g. alcohol rubs, triclosan)

ARC (Aids Related Complex) – An outdated term used to describe symptoms of HIV infection in patients who have not developed AIDS. These include fatigue, diarrhea, night sweats, and enlarged lymph nodes. ARC is not included in the current Centers for Disease Control classification of HIV infection.

Bacteria – A type of living microorganism that can produce disease in a suitable host. Bacteria can self-reproduce, and some forms may produce toxins harmful to their host.

Blood Borne Pathogens – Pathologic microorganisms that are present in human blood and can cause disease in humans. Note that the term “blood” includes blood, blood components, and products made from human blood.

Body Fluids – Fluids that have been recognized by the CDC as directly linked to the transmission of HIV and/or HBV and/or to which Universal Precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid.

Body Substance Isolation (BSI) – The practice of isolating body substances (blood, feces, urine, wound drainage, oral secretions, etc.) from the hands, primarily by increased glove use and hand washing

Cleaning – The physical removal of dirt and debris.

Communicable Disease – A disease that can be transmitted from one person to another. Also known as contagious disease.
Contaminant/Contaminated – A substance or process that poses a threat to life, health, or the environment.

Decontamination – The physical and/or chemical process of reducing and preventing the spread of contamination from persons and equipment.

Disease – An alteration of health, with a characteristic set of symptoms, which may affect the entire body or specific organs. Diseases have a variety of causes and are known as infectious diseases when due to a pathogenic microorganism such as a bacteria, virus, or fungus.

Disinfection – A procedure which inactivates virtually all recognized pathogenic microorganisms, but not necessarily all microbial forms on inanimate objects.

Exposure – Eye, mouth, other mucous membrane, non-related skin or parenteral contact with blood, other body fluids, or other potentially infectious material.

Fungus – A group of microorganisms including molds and yeasts, similar to the cellular structure of plants. Some fungi are pathogenic (can cause disease).

HBV – Hepatitis B Virus

HIV – Human Immunodeficiency Virus

Host – A person that can harbor or nourish a disease-producing organism. The host is infected.

ILI- Influenza like infection

Immunization – The process of rendering a person immune, or highly resistant to a disease.

Incubation Period – The time from exposure to the disease until the first appearance of symptoms.

Infection – Growth of pathogenic organisms in the tissues of a host, with or without detectable signs of injury.

Infectious Waste – Blood and blood products, pathological wastes, microbiological wastes, and contaminated sharps.

Infectious Disease – An illness or disease resulting from invasion of a host by disease-producing organisms such as bacteria, viruses, fungi, or parasites.
Leak Proof Bag – A bag designed for disposal of potentially infectious substances, color coded, and labeled in accordance with applicable laws.

Mucous Membrane – The lining of the nose, mouth, eyes, vagina, and rectum. Mucous membranes are not as durable as other skin. Contact of infected body fluids with intact mucous membranes may transmit disease.

Pathogen – A microorganism that can cause disease. Pathogens can be bacteria, fungi, parasites, or viruses.

Puncture Resistant Container – A leak proof container designed to safely store and/or transport contaminated sharps for proper disposal.

Sharps – Any object that can penetrate the skin including, but not limited to needles, lancets, scalpels, and broken capillary tubes.

Sterilization – The use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial endospores.

Universal Precautions – A system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to direct contact with body fluids to be protected as though such body fluids were HBV or HIV infected. Therefore, Universal Precautions are intended to prevent healthcare workers from parenteral, mucous membrane, and non-intact skin exposures to blood borne pathogens and should be used by emergency response personnel. Note that Universal Precautions differ from body Substance Isolation in that Universal Precautions pertaining only too specific body fluids.

Virus – A microorganism is usually only visible with the electron microscope. Viruses normally reside within other living (host) cells, and cannot reproduce outside of a living cell.

102.000 Roles and Responsibilities

Department Responsibilities

It is the responsibility of Department to:
1. Designate an infection control officer for the department.
2. Educate all personnel annually about infection control/exposure control.
3. Emphasize the need for routine universal precautions and body substance isolation for all patients.
4. Provide equipment and supplies necessary to minimize the risk of infection with all blood borne and airborne diseases.
5. Monitor employee compliance to recommended protective measures. When monitoring reveals a failure to follow established departmental guidelines, appropriate counseling, education, or retraining will be provided. If these measures are unsuccessful, appropriate corrective action will be taken.

Fire Personnel Responsibilities

It is the responsibility of all personnel to:
1. Learn the basics of infection control, including modes of disease transmission and exposure risks. Each member is responsible for ensuring compliance with the policies and procedures outlined in the Infection Control Guidelines.
2. Ensure that all recommended immunizations/vaccinations are up-to-date. The department complies with the OSHA mandate by providing the Hepatitis-B vaccination free of charge to all appropriate personnel. Although the department cannot require anyone to receive the immunization, it is strongly recommended. Anyone who declines the vaccination must complete and sign a waiver. Such an individual may change their mind at any time and receive the vaccination free of charge.

Supervisor Responsibilities

The Supervisor plays a critical role in assuring effective infection control in the work environment. They will perform at least three key functions. They include, but are not limited to:
1. Training.
3. Serving as a role model and leading by example.

It is the Supervisor’s role to assure that subordinates are healthy while at work and can effectively perform their duties. They should encourage appropriate use of sick leave, following the Fire Rescue Sick Leave Guideline. Open wounds, active infections, illness, or injury may affect performance and/or safety. A member with a communicable disease may infect other personnel or patients. Under certain circumstances, sick leave, work restrictions, or temporary duty assignment may be required.

Infection Control Officer Responsibilities

The Ryan White Comprehensive AIDS Research Emergency Act of 1990 requires that each department name a “designated infection control officer.” This person will be assigned to the Office of the Director/Fire Chief. His/her responsibilities will include, but not be limited to:
1. Compliance monitoring.
2. Record maintenance.
4. Confirm proper documentation of exposures and medical needs.
5. Department HIPPA compliance
6. Immunizations
7. Identify trends in training needs/Infection Control
8. Perform necessary follow-up to assure Fire Rescue personnel are offered necessary medical attention in an efficient manner.
9. Complete documentation of exposures and reply to personnel, in writing and phone, of medical needs.

Battalion Chief Responsibilities

The Battalion Chiefs are the initial contact person for infection control issues and concerns. This applies to all department personnel, regardless of work assignment/location. He/she is to be contacted immediately for appropriate action in the event of an exposure or possible exposure. The responsibilities of the Battalion Chiefs include, but are not limited to:
1. Give direction to personnel on infection control issues.
2. Take appropriate action in the event of an exposure.
3. Serve as a liaison between hospitals and the Infectious Control Officer and request assistance to determine exposures, impact, and medical needs.
4. Perform necessary follow-up to assure that personnel are offered necessary medical attention in an efficient manner.
5. Complete appropriate documentation of exposures and test/screen request for both member and source patient.
6. Provide appropriate counseling to member of process and his/her rights.
7. Forward documentation to the Infection Control Officer.

Health and Safety Committee Responsibilities

The Health and Safety Committee shall review the mechanism of exposure and make appropriate recommendations in order to prevent future occurrences. Due to the sensitivity and confidentiality of exposures, personal information such as names, suspected diseases, confirmed diseases; etc. will not be disclosed to Committee members and will be kept confidential. The purpose of the committee in regard to infection control is to determine reason for exposure and seek prevention methods.

103.000 Precautions and Prevention

Fire personnel work in unpredictable and uncontrolled situations. Various factors, such as poor lighting, may prevent detection of visible blood and body fluids. Similarly, the unpredictable movement of a patient during a treatment or transport may result in an unexpected splash. To minimize the risk of exposure, safe work practices and appropriate protective equipment must be used.
There is presently no legal, medical, or ethical justification for members to refuse treatment and/or transport to patients with a proven or suspected disease. Thus members must know how to protect themselves (and their patients) against the spread of communicable disease. In order for Fire Rescue personnel to anticipate which exposures are routinely associated with their duties, these tasks have been categorized and each department position has been assigned the category most often associated with it.

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captain</td>
<td>1</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td>Firefighter/Paramedic</td>
<td>1</td>
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<tr>
<td>App Operator</td>
<td>1</td>
</tr>
<tr>
<td>Firefighter</td>
<td>1</td>
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<tr>
<td>Battalion Chief</td>
<td>1</td>
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<tr>
<td><strong>Administration</strong></td>
<td></td>
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<tr>
<td>Fire Marshal</td>
<td>3</td>
</tr>
<tr>
<td>Administrator</td>
<td>3</td>
</tr>
<tr>
<td>Secretary</td>
<td>3</td>
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<tr>
<td>Fire Chief</td>
<td>2</td>
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<tr>
<td>Dispatcher</td>
<td>3</td>
</tr>
</tbody>
</table>

Due to the uncontrollable nature of emergency incidents, the Universal Precautions strategy does not provide sufficient protection for department members. Body Substance Isolation (BSI) is the preferred approach. Personnel shall cover all areas of abraded, lacerated, chapped, irritated, or otherwise damaged skin with adhesive dressings and report to the immediate supervisor.

Body Substance Isolation includes hand washing and the use of gloves, eye protection, masks, and gowns. Good individual judgment is essential to determine when barriers are needed. Each member must establish personal standards based on individual skills and interaction with patient body substances, non-intact skin, and mucous membranes.

A. Hand Washing

Hand washing is the single most important means of preventing the spread of infection. After removing gloves, hands and other skin surfaces will be washed thoroughly. Plain soaps have minimal, if any, antimicrobial activity; therefore, members should scrub hands, including under fingernails, briskly for 30 seconds with warm water and antimicrobial soap. Abrasive soap should be avoided to prevent skin barrier damage. Hand washing signs will be posted in all fire station restrooms. Members should never wash their hands in food preparation areas. When facilities are not available, members should use a waterless hand cleaner according to manufacturer’s directions. Waterless, alcohol-based hand rubs are available on all response vehicles. Hand rubs should be rubbed in for 30 seconds or until hands are completely dry.

B. Gloves
Disposable gloves are a standard component of emergency response equipment. Gloves shall be donned by all members before initiating any type of patient care. Gloves must be of appropriate material, intact latex or nitrile, and appropriate quality for the procedure done. Appropriate sizes (XL, L, M, and S) will be made available for each member. Gloves shall be changed after contact with each patient. Members should replace torn gloves immediately when possible. Hands should be washed as soon as gloves are removed. Vehicle drivers shall change gloves before entering the driver’s compartment. This will prevent contamination of the steering wheel, radio, seats, etc.

Personnel shall not wash or disinfect surgical or examination gloves for reuse. No glove shall be used if they are peeling, cracked, or discolored, or if they have punctures or tears.

C. Masks and Eye Protection

Due to the recent increase of infectious disease exposure, all personnel are required to use protective eyewear on every patient contact. Safety goggles/glasses worn over prescription glasses or safety glasses will provide protection from splashes, which is a primary cause of exposure. Full facial protection, which is defined as eye protection and mask, is required when the possibility exists for exposure to body fluids or air borne diseases. Various procedures require routine mask use, and other situations require mask use in association with high splash potential. (As covered in section E. Minimum Requirements) Protective eyewear and mask use help protect the following routes from possible exposure. Follow Department Guidelines:

1. Mucosal membranes
2. Eyes, mouth, or nose
3. Where splashes or aerosol droplets of material are likely to occur.

Full facial protection is mandatory when providing emergency care to a patient’s airway. Masks may also be placed on a patient to prevent airborne transmission of diseases, i.e., a patient with a productive cough, a patient with fever. For employee availability, masks will be conveniently stowed in each units medical jump bag and the oxygen caddy.

D. Gowns

Gowns are intended to protect clothing and skin from splashes with body fluids. If splashes or quantities of blood are present or anticipated, impervious gowns will be worn. A change of uniform should always be made available.
E. Minimum Requirements

Listed below are the minimum requirements to be used during “patient care situations” to protect members from potentially infectious agents. This list is not all-inclusive; judgment is therefore required on the part of each member to assess the need for additional barrier protection in certain less controlled situations.

<table>
<thead>
<tr>
<th>X = Routinely</th>
<th>S = If soiling likely</th>
<th>XX = high splash potential present</th>
<th>Hand Washing</th>
<th>Gloves</th>
<th>Gown</th>
<th>Mask</th>
<th>Eye Protection</th>
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<tr>
<td>Patient assessment</td>
<td>X</td>
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<td>-</td>
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<tr>
<td>Giving medications Oral, IM, IV, SQ, Rectal</td>
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<td>X</td>
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<td>X</td>
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<tr>
<td>Bleeding control</td>
<td>X</td>
<td>X</td>
<td>S</td>
<td>XX</td>
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<td></td>
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<tr>
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<td>-</td>
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<tr>
<td>Nasotracheal/endotracheal suctioning</td>
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<td>X</td>
<td>S</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Direct contact with patient with forceful cough</td>
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<td>S</td>
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<tr>
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<td>-</td>
<td>X</td>
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<td></td>
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<tr>
<td>Nasotracheal intubation</td>
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<td>X</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Care of combative patient</td>
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<td>XX</td>
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<tr>
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<td>Direct contact with patients with fever</td>
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<td>-</td>
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</table>

F. Health Maintenance

Health maintenance is the shared responsibility of the member, supervisor, and the department. Each member shall participate in appropriate physical exams in order to identify potential high-risk areas that may require special attention. The department will encourage each member to participate in the wellness program.

All sworn personnel are required to actively participate in a minimum of 20 minutes of physical training, cardio and/or strength training, per work day.

Immunizations and vaccinations reduce the risk of contracting a communicable disease. This protects the health of members and their families.

Due to the nature of emergency services the CDC highly recommends that all personnel maintain immunizations against:
1. Hepatitis B
2. Measles, Mumps, and Rubella (MMR)
3. Diphtheria, Polio, and Tetanus (DPT)
4. Influenza (annually)
5. Varicella (chicken pox)

Tuberculosis (TST) screening is mandatory annually to all personnel that are assigned to the Operations Division. The department will offer Tuberculosis screen annually to all Operations personnel. Positive TST will require further medical investigation and screening. (ED Counseling, chest x ray)

**104.000 Incident Operations**

There are infection control considerations for each phase of the incident operation.

A. Preparation for Response

There shall be personal protective equipment (PPE) available to all personnel who may experience a potential exposure. This equipment should be stored in a clean, dry environment on vehicles as well as in stations.

B. Response to the Incident

Upon dispatch of the alarm, obtain pertinent patient information from the dispatcher in order to anticipate the incident environment and what potential exposures may be encountered. It is not permissible to communicate a blood borne infectious disease status of a patient via public airwaves it is a violation of privacy (HIPPA). While enroute, personnel should prepare for patient contact by donning appropriate PPE. Gloves and eye protections shall be worn for all patient contacts, prepare for the worse (BSI).

C. Operations at the Incident

Personnel shall protect themselves with appropriate PPE. Only those necessary personnel should make initial patient contact. Once patient and environmental/incident status have been determined, other personnel can be advised on proper PPE protocol. This will minimize exposure risks. Contaminated sharps should be disposed of immediately after use in a puncture resistant (impervious) and properly labeled disposable container. Personnel shall not eat, drink, apply cosmetics or lip balm, or handle contact lenses on the scene or in any area where a potential for exposure exists. Once on-scene operations are terminated proper hand washing is a must. This can be accomplished by the use of waterless hand washing solutions. Then, a thorough soap-and-water scrub can be done when facilities are available.

To prevent needle-stick injuries, contaminated needles will not be:
1. Recapped
2. Purposely bent or broken by hand
3. Removed from disposable syringes
4. Otherwise manipulated with two hands

Re-sheathing instruments, self-sheathing needles, or forceps should be used to prevent recapping needles. All vehicles are equipped with puncture resistant containers (sharps container) to dispose of needles, disposable syringes, and other sharp surface instruments.

Mechanical respiratory devices such as pocket masks and BVMs (bag-valve-masks) are department issued mandatory equipment which all personnel that respond, or potentially respond, to medical emergencies or victim rescues are required to have available. Disposable resuscitation equipment should be the primary means of artificial ventilation.

**105.000 Cleaning, Disinfecting, and Waste Disposal**

By applying infection control to the pre-hospital arena, there are three (3) levels of decontamination.

A. Cleaning

Cleaning is the physical removal of dirt and debris. Personnel should use soap and water, combined with scrubbing action. The scrubbing action is the key to rendering all items safe for patient use. Cleaning is generally sufficient for non-critical equipment such as stethoscopes, blood pressure cuffs, back boards and splints. However, if non-critical equipment has become grossly contaminated with blood or body fluids, it also must be disinfected.

B. Low Level Disinfection

Disinfection is reducing the number of disease-producing organisms by physical or chemical means. Personnel should clean the item with soap and water, and then apply a disinfecting solution. The solution provided by the department is a tuberculocidal solution, and will be utilized as a low-level disinfectant.

Refer to the Material Safety Data Sheet (MSDS) for each disinfectant solution to decide what personal protective equipment may be needed.

Remember that disinfectants can be toxic or caustic. Disinfection solutions should have an EPA registry number and show that they are effective against mycobacterium tuberculosis. Routine disposal of the germicidal cleaning water in the sewage system is acceptable.
C. High Level Disinfection/Sterilization

High-level disinfection is the use of chemical liquids for sterilization. Personnel should clean the items, and then place the items in special solutions, such as Cidex, for at least 20 minutes. Items must then be rinsed with water. Glutaraldehyde (a chemical sterilization agent) is an acceptable high-level disinfectant when used according to the manufacturer’s directions. Due to an activator, the solution must be discarded on the first day of each month and replaced with fresh solution. Routine disposal of the germicidal cleaning water in the sewage system or septic system is acceptable. Sterilization is the complete destruction of all microorganisms usually by steam or gas. Always don appropriate PPE before initiating the decontamination process.

D. Cleaning and Disinfection Areas

Used equipment from an emergency incident should be bagged and transported to the designated cleaning area at each station. Bags designated for contaminated equipment must have the biohazard symbol. Each station will allocate a specific area for cleaning contaminated equipment.
1. The area must only be used for cleaning contaminated equipment.
2. This area should not be used for the cleaning of SCBA face pieces.
3. This area needs to be away from the station living quarters.
4. The area must be conspicuously marked with limited access to prevent accidental exposures.

Medical equipment should never be cleaned or disinfected in the station’s living quarters, especially food preparation or eating areas.

E. Biohazard Waste

When personnel generate biohazard waste at an incident, it is their responsibility to dispose of that material in a properly marked biohazard container. When transporting biohazard waste (not including sharp instruments) aboard emergency response vehicles, personnel will place such waste in appropriately marked leak-proof containers. Each emergency response vehicle will have at least one biohazard container available for their use.

Objects contaminated with potentially infectious materials must be placed in an impervious bag. If outside contamination of the bag is likely, a second bag will be added. The bag will have the signal word “BIOHAZARD” or other biological hazard symbol. The items may then be transported to an area for disposal or appropriate cleaning. It is permissible to dispose of biohazard waste in an appropriately marked waste mechanism at receiving hospitals.
The station will have at least one large container with a designated area for the storage of biohazard waste. When preparing a biohazard bag for disposal, personnel will wear gloves. The Department contracts for biohazard waste disposal.

F. Contaminated Gloves

When gloves become contaminated they should be removed when possible, taking care to avoid contact with the exterior of the gloves. All gloves will be considered contaminated and must be disposed of in an approved biohazard container. Personnel should never leave used gloves on scene or throw them in an ordinary waste receptacle. Hands should be washed immediately following glove removal.

G. Sharp Instruments

Disposable syringes, needles, scalpel blades, and other sharp items must be placed in puncture-resistant containers for disposal. These containers will be picked up and disposed of by the biohazard company (vendor).

H. Linens

Disposable linens should be used aboard all vehicles. Linen soiled with body fluids will be handled with minimum agitation to prevent contamination of the person handling the linen. All soiled linen will be dealt with according to the receiving hospital’s infection control guidelines.
I. Care of Specific Contaminated Equipment

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Disposable via standard waste if not soiled with body fluids. Disposable via biohazard isolation if soiled with body fluids.</td>
</tr>
<tr>
<td>2</td>
<td>Clean with soap and water.</td>
</tr>
<tr>
<td>3</td>
<td>Clean with soap and water than disinfect with low-level disinfectant.</td>
</tr>
<tr>
<td>4</td>
<td>High Level Disinfectant (soak for at least 20 minutes)</td>
</tr>
<tr>
<td>5</td>
<td>Launder</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/P Cuffs</td>
<td>3</td>
</tr>
<tr>
<td>Backboards</td>
<td>3</td>
</tr>
<tr>
<td>Drug Boxes</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Equipment</td>
<td>3</td>
</tr>
<tr>
<td>Firefighter Protective Equipment</td>
<td>5</td>
</tr>
<tr>
<td>Humidifiers, Regulators, Tanks</td>
<td>3</td>
</tr>
<tr>
<td>Interior of rescue unit</td>
<td>3</td>
</tr>
<tr>
<td>KED</td>
<td>3</td>
</tr>
<tr>
<td>Restraints</td>
<td>2</td>
</tr>
<tr>
<td>Scissors</td>
<td>3</td>
</tr>
<tr>
<td>Splints</td>
<td>2, 3</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>2, 3</td>
</tr>
<tr>
<td>Stretcher</td>
<td>3</td>
</tr>
<tr>
<td>Turnout gear</td>
<td>3</td>
</tr>
<tr>
<td>Uniforms</td>
<td>5</td>
</tr>
</tbody>
</table>

J. Cleaning/Disinfecting Procedures for Clothing

Work uniforms that have been soiled with infectious agents such as blood and body fluids should not be taken home and washed with household garments. Due to the nature of the job, unknown contaminates may make contact with work uniforms without knowledge. It is required to always wash your work uniform separate from all other clothing. Following the washing of uniforms the washing machine drum should then be disinfected. It is the responsibility of all personnel to clean his/her personal issuance of clothing.

Protective Clothing, turnout gear, shall never be brought into station living quarters. Protective clothing should be washed separately from other garments. Liners must be removed from the outer shell prior to washing and must be hand washed in Woolite. Never wash liners in a washing machine as this will break down the fabric and cause bunching, disintegration, etc. and will severely reduce the protective qualities of the
liner. All hooks and eyes should be fastened and the garment turned inside out or placed in a large laundry bag that can be tied shut to avoid damage to the wash tub. A stainless steel tub should be utilized if available.

K. Spot Cleaning and Pre-treating

Pre-cleaners can be used to clean light spots and stains on protective clothing. Apply pre-cleaner one or two times onto the soiled area. Gently rub fabric together until light foam appears on the surface. Carefully rinse off with cool water.

For pre-treating, apply liquid detergent directly from the bottle onto the soiled areas. Gently rub fabric together until light foam appears on the surface. Place garment into the washing machine as instructed and add the remaining amount of the recommended detergent. To clean garments that are heavily soiled, use a liquid detergent or pre-cleaner solution, prior to laundering, in the following manner:

1. Air-dry the garment before applying the product.
2. Apply the liquid detergent or pre-cleaner directly onto the stain and the surrounding areas. Make sure that the soiled area is soaked with the product.
3. Use a soft bristle brush to gently scrub the soiled area for about 1 to 1-1/2 minutes.
4. Reapply liquid detergent or pre-cleaner onto the soiled areas again.
5. Place the garment into the washing machine as instructed.
6. Do not apply chlorine bleach to protective clothing.

L. Laundering and Cleaning Products

Some examples of products that may be used for cleaning the outer shell are:

- Liquid Wisk
- Liquid Tide
- Liquid ERA (most preferred)

Some examples of products that may be used as oxygenated bleaches for the outer shell are:

- Liquid Clorox 2
- Liquid Vivid

Some examples of products that may be used for spot cleaning and pre-treating the outer shell are:

- Liquid Spray and Wash
- Liquid Shout
- Liquid Tide
The only product that may be used for hand washing the inner liner system is Woolite.

Footwear (boots/shoes) should be monitored and maintained for contamination prevention purposes. Personnel should have on hand a change of footwear before leaving the station each shift. This practice will help prevent cross/contamination of member’s vehicles and homes. Structural firefighting boots should also be monitored and maintained for cross/contamination prevention.

*Protective Clothing Emergency Exchange Policy

Crews or individuals who during an incident grossly contaminate their Protective Clothing will immediately have the gear taken out of service. The necessity for ensemble exchange will be confirmed by the Incident Commander or the Company Officer. The Battalion Chief will meet with the crew or individual with contaminated gear, he/she will then red bag the gear and store for the Logistics Officer. The Logistic Officer will receive the gear for cleaning and will exchange it for clean/operational protective clothing. With a limited supply of surplus field ready gear, the best attempt will be made to match the sizes of the gear being turned in. Turn-around-time for cleaning of gear will vary and should be followed up with Logistics. Crews and individuals will be in an out of service status until return of protective gear.

Recommendations for Extreme Contamination Identification

The Incident Commander or Company Officer on scene will make final determination whether contaminated gear requires being taken out of service. Factors that should be considered for contamination identification are:

- **Amount of contaminate** – approximately eight (8) inches in diameter or greater
- **Type of contaminate** – saturated body fluids/blood borne pathogens, combustible products (gas, paint, hydraulic fluid, paint, etc.)
- **Biological or Radiological Agents** – regardless of amount, these products would require immediate removal of service
- **Good Judgment** – it is the responsibility of personnel to bring contamination concerns to the attention of the Incident Commander or their Company Officer. With this information the Officer in-charge should make a sound determination based on safety concerns and not staffing or call volume.
### 106.000 Exposure Procedures

Exposures are generally assigned to one of three levels.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Contact limited to merely being in the presence of a person suspected of having a communicable disease; contamination of personal protective equipment.</td>
<td>No special action required by response personnel; decontamination of affected personal protective equipment. Completion of Communicable Disease Report Form optional by employee. No worker’s comp forms required.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Exposure to healthy, intact skin from victim’s body fluids.</td>
<td>Complete Communicable Disease Report Form as well as On-the-Job Injury forms. Notify the Battalion Chief immediately.</td>
</tr>
</tbody>
</table>
| Level 1 | Whenever there is contact with infected blood or body fluids through open wounds, mucous membranes, or parenteral routes. Any of the following is a Level I exposure:  
  - Contaminated needle stick injury  
  - Blood or body fluid contact with rescuer’s mucous membrane of eyes, nose, or mouth  
  - Blood or body fluid in contact with non-intact skin  
  - Cuts with sharp instruments covered with blood or body fluid  
  - Any injury sustained while cleaning contaminated equipment | Special Action Required. Complete as Communicable Disease Report Form as well as On-the-Job Injury forms. Notify the Battalion Chief immediately. Follow procedure outlines in Level I Exposure Protocol. |

In the event of an exposure or suspected exposure, the following steps must be taken:

A. Notification

The **Ryan White Comprehensive AIDS Resources Emergency Act of 1990** mandates that the receiving hospital’s Infection Control Practitioner must notify the department’s infection control coordinator within forty-eight hours of any airborne communicable disease diagnosis in a patient treated by a pre-hospital team member. Upon notification, the Infection Control Officer will notify the involved employee(s) and initiate any necessary follow-up. It is the responsibility of each member to immediately notify his/her immediate supervisor, and the Battalion Chief of exposures or suspected exposures.

B. Verification

Verification is the process of deciding if a reported exposure poses a real health risk to the employee. The Infection Control Officer will advise the employee of any required follow-up treatment. The Department medical director and/or the epidemiologist at US
Health Works or the Memorial City Medical Center will determine the appropriate follow-up treatment. The employee will receive written and verbal notification of any treatment needs as soon as determined from the Infection Control Officer.

C. Treatment

Treatment is medical care given to reduce the chance of contracting a communicable disease after exposure. The type and timing of treatment varies with different diseases. Depending on the disease, treatment may be short-term or long-term.

Diseases that usually require post-exposure evaluation/treatment include, but are not limited to:

- HIV
- Hepatitis B
- Hepatitis C
- Meningitis (Specifically Bacterial)
- Tuberculosis
- Small Pox

Exposed personnel will be informed by the examining physician of the results of medical evaluation. Baseline lab results of immunity and present level of exposure/infection will be forwarded to the exposed member by the Infection Control Officer. They will be told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment by.

Level 1 exposures with a known contamination source should be handled as follows:

a. The hospital receiving the source patient will be contacted by the Infectious Control Officer and informed that a Level 1 exposure has occurred.

b. A request will be made by the Infectious Control Officer to have the source patient tested for the following according to the suspected communicable disease:

1. For all accidental percutaneous (needle stick, laceration, or bite) or permucosal (ocular or mucus-membrane) exposure to blood, will require the following test of the member and the source patient; (a) Hep BsAg (Hepatitis B Surface Antigen), (b) Hep B core antibody, (c) Hepatitis C antibody, (d) HIV antibody

2. After exposure to an infected case of tuberculosis, during which proper precautions were not used, all personnel involved should be skin-tested 10 weeks after the exposure. Personnel whose skin test converts will have a chest roentgenogram (X-ray) performed and, unless contraindicated, will be
advised to receive preventive treatment. The following is based upon a confirmed positive TB result from the source patient. The Infectious Control Officer recommendation for source patient screening will be based on the patient’s present symptoms and patient interview.

3. For suspected meningitis (Neisseria Meningitides), the Infectious Control Officer recommendation for source patient screening will be based on the patient’s present symptoms and patient interview. Information on the source patient will be received within 24 hours.

The above tests will be done at the expense of the Village Fire Department.

c. The exposed member will be interviewed and counseled, by the EMS Officer, regarding any history of Hepatitis, risk factors for exposure to Hepatitis B, and Hepatitis B immunization status. The following blood tests will be requested if desired by person exposed:
   1. Anti-Hep BsAg (antibody to Hepatitis B surface antigen)
   2. HIV antibody

d. The HIV anti-body test should be performed at 6 weeks, 12 weeks, and 6-month intervals according to current CDC standards per a positive source patient test.

e. The Infection Control Officer will contact the Infection control practitioner at the receiving hospital to find out whether the source patient is a carrier of HIV, Hepatitis B, Hepatitis C, or any suspected communicable disease. Determination of risk will be based on:
   1. Interview of patient
   2. Interview of patient’s physician
   3. Review of patient’s chart

The results of these tests will be provided to the member with counseling, if necessary, from a physician. The results of these tests will remain in strict confidence between the member and the attending physician. The member will provide their supervisor with information necessary to comply with worker’s compensation laws, and other department policies only. These tests will be performed at the expense of the Village Fire Department, if necessary, when work related and fall under the worker’s compensation plan or as deemed appropriate by the department.

D. Documentation

When an employee has an exposure to a communicable disease, Level 1 or Level 2, the incident must be documented on a “Communicable Disease Exposure Form”. This documentation protects both the employee and the department. Proper documentation is essential for insurance and compensation claims, and is useful for quality assurance and compliance monitoring.
All employee medical records, including communicable disease exposures, are strictly confidential. Once the Station Officer has completed all paperwork the Communicable Disease Exposure Form will be forwarded directly to the Infection Control Officer who will investigate the incident further. The Communicable Disease Exposure Form will be kept separately from any other investigation reports for confidentiality purposes.

107.000 Reporting Communicable Illness

In the event that personnel are diagnosed with a communicable illness (e.g. Strep A, chickenpox, blood borne illnesses such as hepatitis, MRSA) that could put other personnel at risk for exposure, they are required to report it to the Infection Control Officer. This information will go into their health record and will be kept with the strictest confidentiality. If restrictions from duty are indicated, they will be based on CDC and Board of Health Guidelines.

108.000 Compliance Monitoring

Compliance monitoring is making sure that all personnel are following prescribed infection control practices and procedures. The most efficient and effective method is on-scene and in-station observation of work practices. Compliance data may also be obtained from analysis of reports. Selection and comparison of data from sources may validate or confirm identified problems. Collected data will be reviewed by the infection control officer. The Health and Safety Review Committee will also play an important role in determining the causes of non-compliance and recommending what actions need to be taken.

109.000 Records and Confidentiality

Personnel will use knowledge of a patient’s communicable disease status for patient care purposes only. It is not to be revealed to other outside sources and should be considered confidential. The same confidentiality standards apply to information regarding the communicable disease status of emergency personnel. All documentation of exposures and subsequent treatment will be kept separately from the personnel file in a locked cabinet to avoid any breach in confidentiality. All access to medical files will be maintained by the Infection Control Officer. These records will be maintained for a period of 30 years past the personnel’s separation from the Department. This information is between the member and the attending physician. The sharing of this information through any other means, including the “grapevine,” is a violation of confidentiality standards. Appropriate corrective action will be taken towards individuals who violate these confidentiality standards.
A. Directions for Completing the Communicable Disease Exposure Form Level 1 and 2.

1. The Communicable Disease Exposure Form will be completed on all exposures as defined in this section. Exposures should follow the same procedures as a worker’s compensation claim regarding the completion and submission of forms; however, an exposure should be regarded as confidential information. Personnel should be aware that infectious exposures might be denied under a worker’s compensation claim. In this case, the department will be responsible for financial charges.

2. The top two sections of the form, which is the employee information, are to be completed by the exposed member in detail. For purposes of clarification, the member is considered the person employed by the Fire Department who has been exposed. The patient is considered the person by which the suspected infectious disease originated and whom the employee was exposed to.

3. The employee will sign the form.

4. The Infectious Control Officer will complete the third section after appropriate consultation and requests have been made with the hospital which received the patient and after consultation with DCFR medical director and or the Epidemiologist at the Medical Center.

5. The Infectious Control Officer will verify completion of all necessary steps with the form.

6. The form and the Request for Source Patient Testing will then be forwarded to the Infection Control Officer, by the Battalion Chief.

7. The Infection Control Officer will follow up on all exposure forms to assure consistency among shifts, that appropriate action has been taken, that all procedures have been followed, and that data is trended, compiled, and reported as appropriate without breaching confidentiality.

8. The infection control officer will complete the Infection Control Officer Section of the form, sign it, make a copy, and return it to the employee with a written form stating the status of the exposure. The originals will be maintained in the member’s permanent file.

9. Infectious exposures and follow up needs are considered confidential information. Therefore, no specific infection control information will be documented on any form except the Communicable Disease Exposure Form.

10. In the absence of the Infection Control Officer, a designated officer shall follow up on exposures and report findings from VFD medical director and or the Epidemiologist at the Medical Center as appropriate. The designated officer will provide feedback to the employee as necessary.

11. All exposure forms shall flow through the Infection Control Officer prior to returning to the employee.

**110.000 Training**

The Village Fire Training Officer, in conjunction with the Infection Control Officer, will assure that all high-risk employees receive education on precautionary measures, epidemiology, and modes of transmission and prevention of HIV/HBV.
High-risk employees will receive training regarding the location and proper use of personal protective equipment, work practices and precautions to be used in handling contaminated articles and infectious waste.

Training records will show the content of the training sessions, the names of all persons conducting the training, and the names of all whom attended the training. Training records will be maintained for 5 years. All new employees will be provided this training before any assignment to an operational setting.
COMMUNICABLE DISEASE EXPOSURE REPORT

Employee Name: _____________________    Station: ______________    Shift: _____

Date of Exposure: ___/___/____         Time of Exposure:  _______________________

Case #:              _________________               Incident #:             ____________________

Description of events leading to exposure: (Be specific):  _________________________

Body part(s) exposed: ( ) Face ( ) Eyes ( ) Mouth ( ) Torso ( ) Arms ( ) Hands ( ) Legs
( ) Other:  ________________________________

Substance exposed to:  (  ) Body fluid type:_______     (  ) Atmosphere _____________

List the  Personal Protective Equipment donned at the time of exposure: (be specific):
_______________________________________________________________________

Describe the condition of the skin surface exposed, (If applicable). i.e.: Cut, Abraded, Intact, Burned, etc.
________________________________________________________________________

Was medical attention required at the time of exposure?   (Y) (N) Describe the care you received: (Be specific)
________________________________________________________________________

**Patient Information:** (Confidential)

Name: ____________________________          Sex:    (M)    (F)              Age: _______

TRANSPORTED FROM: ______________________________ TO:  ________________________________

Date of Admission:  ____/___/_____/                            Medical Record #:  ______________

PATIENT STATUS:    (STABLE) (UNSTABLE) (DOA)    SUSPECTED DISEASE:

_______________________________

Was source patient screening recommended?  (Y) (N)

To be completed by Infection Control Officer

Exposure Level:    (1)      (2)     (3)

Employee requires follow-up:   (Y)   (N)

_______________________________________________________________

Infection Control Officer Signature / Date

_______________________________________________________________

EMPLOYEE SIGNATURE / DATE
VILLAGE
FIRE RESCUE DEPARTMENT

INFECTION CONTROL SOURCE PATIENT

TESTING REQUEST

TO: _____________________________ M.D.    DATE: _______________________
FACILITY: _____________________________       TIME: ________________________

Due to a possible Infectious Disease exposure, experienced by one or more of our personnel during pre-hospital
emergency care procedures, testing is requested on the following patient for (HBV, HCV, HIV, TB, MRSA,
Meningitis etc.)

________________________________________
(Patient’s Name)

Please forward all test results as soon as possible to Village Fire Rescue Department, Fire Chief:
David Foster at:

Thank you for your prompt attention.

David Foster
Fire Chief
Village Fire Rescue Department
Village Fire Rescue Department

POST EXPOSURE CHECKLIST

[ ] _________________________________ [ ] __________/_____________
Employee Exposed                                                                 Date           /        Time

[ ] 1. Contact employee and determine the level of exposure, (1, 2, and 3)
   a. Contact Infection Control Officer
   b. Direct employee to medical facility Emergency/Laboratory for Level 1 and possibly Level 2 exposure.
   c. Determine if employee wants to complete an exposure form for Level 3 exposure. (No other reports are required)

[ ] 2. Determine source patient information to include:
   a. ____________________________
      Name
   b. ____________________________
      Location
   c. ____________________________
      Medical condition

[ ] 3. Call facility source patient transported to and request appropriate testing.
   a. Fax copy of request form for testing source patient to ED. (Retain original)

[ ] 4. Meet with employee at medical facility to assist processing for Level I exposure.
   a. Request clerk bill Village Fire Department for charges, (According to established protocol for test and pricing schedule).
   b. Counsel employee and answer questions on:
      1) Post-exposure precautions to follow.
      2) Department policy on incident review.
      3) Follow-up protocol for information on source patient status.
      4) Follow-up information from Infection Control Nurse or Physician to employee, and confidentiality.
      5) Billing procedures for follow-up care if referred by IC. Physician.

[ ] 5. Obtain Exposure Report form from employee. Complete Infectious Control Officer portion. Complete the Request for Testing form and the Post Exposure Checklist. Verify Immediate Supervisor has completed all necessary forms. Send, Request for Testing, and completed Post Exposure Checklist forms to the Infection Control Officer Directly.

[ ] Send copy to Fire Chief’s Office A.S.A.P.

____________________________________
Battalion Chief Signature            Date
Section 200.000 Incident Safety

The Incident Commander is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Incident Commander is also responsible for civilian safety,

In addition to Departmental Safety Guidelines, Incident Commanders must be familiar with the following rules, regulations and standards:

- NFPA 1500 Standard on Fire Department Occupational Safety and Health Program
- NFPA 1521 Standard for Fire Department Safety Officer
- NFPA 1581 Standard on Fire Department Infection Control Program

201.000 Incident Safety Officer

All working incidents shall be staffed with a designated Incident Safety Officer (ISO). During incidents where significant risk for injury or death exists, an ISO shall be requested by the Incident Commander for ISO duties.

ISO shall have the ability to enter danger zones, and as such must be properly equipped with full PPE. The ISO should not work at the Command Post, but in areas where he/she can monitor operations.

201.001 Authority

The ISO works directly for the Incident Commander (IC) and has the full authority to correct actions or to stop poor risk-benefit operations.

When personnel are determined to be in “imminent danger” the ISO has the authority to stop the operation. During an “imminent” situation the ISO shall stop the situation without going through the Incident Commander.

In other situations, the ISO will notify the IC and have the IC take appropriate safety actions.
201.002 ISO Qualifications
The ISO must be knowledgeable of fire behavior, building construction, Department safety guidelines and State and Federal rules, laws and standards governing safe operations for incidents. Personnel must have successfully completed the 16 hour ISO training before assignment as an ISO.

201.003 ISO Responsibilities
The responsibilities of the Incident Safety Officer include but not inclusive of the following:
- Monitor and establish scene safety, including access and protection from traffic and crowd control.
- Review and ensure apparatus placement does not put personnel or equipment in harms way.
- Review and make appropriate changes in personal protective equipment requirements.
- Review the Incident Action Plan with the IC and ensure compliance with appropriate regulations, guidelines and standards.
- Review personnel resources, expertise and equipment use to ensure there are sufficient amounts, and that they are appropriate for the current task and future of the operation.
- Review structure stability and make judgments regarding how fire and other conditions will effect personnel deployment.
- Consider the effect of current and future weather on operations and personnel.

202.000 Assistant Incident Safety Officers
During operations at complex and/or large geographic incidents, Assistant ISOs may be required.

203.000 Incident Occupational Health Technical Specialist
The Department designated Infectious Control Officer is also designated as the Department Incident Occupational Health Technical Specialist (IOHTS).

When incidents are encountered that pose both numerous safety concerns for fire personnel and significant health risk, the Incident Commander, shall contact Radio and request response of the IOHTS. The IC shall establish a Health and Safety Division. Examples of these complex incidents include hazardous materials releases, fires in chemical and research laboratories and biological hazard releases.
203.001   IOHTS Responsibilities
Responsibilities of the IOHTS include but are not limited to:

- Determination of the nature of the health risk
- Health monitoring
- Health screening
- Infectious exposure management
- Event documentation

204.000   Personal Protective Equipment
Personal protective equipment shall be utilized as prescribed in Section 900.000 of this Chapter in the Departmental Guideline.

205.000   Rehabilitation
Incident rehabilitation shall be utilized as prescribed in Section 700.000 of this Chapter in the Departmental Guideline.

206.000   Infectious Agent Control
Infectious Agent Control procedures shall be utilized as prescribed in Section 100.000 of this Chapter in the Departmental Guideline.

207.000   Personnel Accountability
Personnel accountability procedures shall be utilized as prescribed in Section 600.000 of this Chapter in the Guideline.

208.000   Self Contained Breathing Apparatus
Self contained breathing apparatus procedures shall be utilized as prescribed in Section 800.000 of this Chapter in the Departmental Guideline.

209.000   Rapid Intervention
Rapid Intervention procedures shall be utilized as prescribed in Section 400.000 of this Chapter in the Departmental Guideline.
Section 300.000   Apparatus Operations

This document provides guidelines required to support the safe and effective operation of all fire rescue vehicles; this includes fire rescue apparatus, command, and support units, operated by fire department personnel in the performance of their duties.

301.000   Responsibilities

A. It is the responsibility of all Department personnel to adhere to the procedures and policies of this guideline.

B. The officer or AOIC on the apparatus will have overall charge and responsibility for the safe operation of the vehicle.

C. Before any Department vehicle is moved, the driver shall ensure the immediate path of the vehicle is clear of all obstructions.

302.000   Vehicle Operations

302.001   Safety

A. All persons driving or riding in Department vehicles shall be seated in approved riding positions with seatbelts or safety restraints fastened at all times when the vehicle is in motion. Tailboards, running boards etc. are not approved riding positions.

B. The driver shall not begin to move the vehicle until all passengers are seated and properly secured. All passengers shall remain seated and secured as long as the vehicle is in motion. Seatbelts shall not be loosened or released while responding to dress or don equipment.

C. Personnel shall not attempt to mount or dismount from a moving vehicle under any circumstances.
Exception:
Fire personnel who are providing direct patient care inside an ambulance shall be permitted to release momentarily the seat belt while the vehicle is in motion – if it is essential to provide patient care. When the procedure has been completed, the Fire Department member shall refasten the seatbelt. Time without the protection of a seat belt shall be minimized.

D. Prior to entering the cab and starting the vehicle, the driver shall make a visual inspection around the vehicle to see that all equipment and all compartment doors are secured. Additional responders shall also inspect their surroundings for obstructions and security of equipment. This inspection shall include all four sides as well as the top of the vehicle. In the event that clearance is questionable all riders, unless engaged in patient care shall exit and assist the operator of the vehicle.

E. When responding to a location that has a security gate the first arriving unit shall secure the gate in the open position if possible. The last unit to leave the location shall be responsible for returning the gate to the proper mode of operation.

F. Safety vests shall be worn by personnel anytime they are in or adjacent to a roadway performing duties, unless wearing full PPE.

302.002 Emergency Vehicle Operations

Emergency vehicle operators shall operate their vehicles in a courteous manner with due regard for the safety of all others using the roadways when responding to an emergency scene, and when driving with the flow of traffic. Emergency and non-emergency responses require that the operator of the vehicle follow all applicable federal, state, and local laws pertaining to vehicle operation as well as applicable departmental policies and procedures. The operator of an emergency vehicle shall have on their person a valid state driver’s license.

The passenger seat employee is included as a critical part of the safe operation of any vehicle. One-occupant units will also remain constantly aware of the changing road situations with a heightened understanding that they are limited as to what they can see. The driver must ensure the unit is in safe operating condition according to established procedures for maintenance.

302.003 Visual and Audible Warning Devices

A. Warning lights and audible warning devices shall be used when Fire Department vehicles are responding in an emergency mode. Both warning lights and audible
devices must be operated in order to meet the legal definition of an emergency vehicle.

B. Audible warning devices shall not be used when a vehicle is operating in a non-emergency mode. Warning lights shall be used when the Fire Department vehicle is maneuvering or stopped in a location where it creates a traffic hazard.

302.004 Driving on Roadways/Passing

A. All emergency vehicles shall drive on the right half of the roadway except:
   1. On multi-lane roadways designed with two or more lanes of traffic to travel in the same direction, the operator of the emergency vehicle should travel in the left hand lane.
   2. On roadways restricted to one-way traffic, the operator of the emergency vehicle should travel in the left-hand lane.

B. The operator of the emergency vehicle shall not travel in the center turn lane except to pass a vehicle provided it is safe to do so. The operator shall be extremely cautious when overtaking vehicles in this manner.

C. When overtaking another vehicle, the operator of the emergency vehicle shall pass on the left side except when traffic conditions warrant. In these cases, the operator of the emergency vehicle shall proceed with extreme caution.

D. The operator of an emergency vehicle shall not pass any other emergency vehicle that is also responding to an alarm, without the permission of the front vehicle.

E. The operator of an emergency vehicle shall not pass any vehicle upon approaching the crest of a grade or a curve in the highway where the operator’s view is obstructed within such a distance as to create a hazard in the event another vehicle might approach from the opposite direction.

F. The operator of an emergency vehicle shall not travel the wrong way on a designated one way roadway unless:
   1. A Police Officer or Fire Department Officer is on the scene and has stopped all traffic at the scene.
   2. The operator of the emergency vehicle is in radio contact with a unit on the scene that has stopped the traffic.
   3. The last vehicle that proceeded past the scene has cleared the point where the emergency vehicle accesses the one-way roadway.
G. Intersections

1. All Fire Department emergency vehicles shall come to a full stop before entering a negative right of way intersection (red light, flashing red light, or stop sign), blind intersection, or any intersection where hazards are present and/or the driver cannot account for all oncoming traffic lanes. The emergency vehicle shall not enter the intersection until all approaching traffic has yielded the right-of-way and it is safe to proceed. The emergency vehicle driver shall ensure that all approaching vehicles in all lanes have yielded the right-of-way before advancing.

The only exception is when the operator of an emergency vehicle is directed by a police officer controlling the flow of traffic at an intersection to proceed through the intersection.

2. Upon approaching a green traffic light, a flashing yellow traffic light, or any intersection not protected by a traffic control device, the operator of an emergency vehicle shall reduce the speed of the vehicle as necessary to safely proceed through the intersection. Operators shall exercise extreme caution when approaching “blind” intersections where drivers may be turning on red signals after stopping.

3. When two emergency vehicles approach or enter an intersection from different roadways at approximately the same time, the operator of the emergency vehicle on the left shall yield the right of way to the vehicle on the right. All vehicles should be aware of the locations of other emergency traffic, utilizing radios if necessary, to avoid intersection collisions.

4. If the intersection is protected by a traffic light, the emergency vehicle that is presented with the green light shall have the right of way over the emergency vehicle with the red light.

5. The operator of an emergency vehicle intending to turn to the left within an intersection or into an alley, private road, or driveway shall yield the right of way to any emergency vehicle approaching from the opposite direction, which is in the intersection.

6. Upon approach of an intersection protected by a traffic light, where the traffic light is inoperable due to a power outage, the operator of the emergency vehicle shall treat the intersection as if it were designated as a four way stop.

7. Intersections pose the greatest risk as accident sites and the seat person is required, as is the driver, to ensure all lanes of traffic are clear before traveling through the lane.
H. Speed Limits

The operator of an emergency vehicle shall drive at speeds that are appropriate for the volume of traffic, the road conditions, and atmospheric conditions to ensure due regard for the safety of others on the roadway. Maximum speed shall be no higher than 10 mph over the posted speed limit, except when in a school zone or when passing a school bus. School zone and school bus speed limits shall be followed.

I. Backing

1. At no time should any Engine or Ladder Truck be in a backward motion without a spotter on the ground in full view of the driver. The only exception to the backing policy is when the driver is the only occupant of the vehicle and no other personnel are on the scene. In this incident, he or she shall then get out of the unit and walk completely around it to survey the surrounding area before backing the unit at a slow speed and with extreme caution, prepared to stop immediately if necessary.

2. All available personnel of a Fire Apparatus, including the officer or acting officer, shall exit the vehicle to assist in backing.

When there is only a single spotter available, then he/she should be located off the left rear corner and will act as the primary spotter and will be visible in the left rear corner and will act as the primary spotter and will be visible in the driver's mirror. In addition, spotters will be used when vehicles must negotiate forward turns with restrict side clearances and where height clearances are uncertain.

Spotters shall not ride on the tailboard while the apparatus is backing.

3. Ambulances may be backed into hospital emergency departments only with extreme caution. It is acknowledged in this guideline, that it is impractical to expect there to be a spotter during this operation. However, when additional personnel are available, and when backing into the station, the requirements found in #1 of this section shall apply.

4. Hand Signals

- Both hands and voice commands should be used.
- Vehicle driver and passenger windows will be down.
- The vehicle shall not be backed until all spotters are in position and communicate their approval to start the backing.
- Anytime the driver loses sight of the spotter, the vehicle shall be stopped immediately, until the spotter is visible and communicates to continue the backing process.
- Spotters shall communicate with each other and make one another aware of commands and obstacles.
- Traffic vests and flashlights should be used when necessary.
- Spotters should be equipped with radios.

J. Emergency Response

1. Persons other than employees of the Department may not ride during emergency response without approval from the Fire Chief.
2. Personnel must determine the location of the emergency before beginning the response.

K. Upon arrival at the emergency scene the vehicle operator must park the vehicle according to the Village Fire Department Roadway Management Guidelines and with due regard for other responding equipment, i.e., police. Personnel must avoid placing their vehicles in an area likely to be blocked, to avoid subsequent transport delays. The vehicle should be as close as practical to the patient and should be used to isolate the patient from hazards if possible. Under no circumstances will a vehicle be permitted to park so as to obstruct a railroad.

L. School Bus, School Zone Operations

1. The operator of an emergency vehicle, upon approaching a school bus utilizing red warning lights to indicate the boarding or off loading of passengers, shall stop and turn off the audible warning devices until the school bus operator turns off the red flashing lights indicating it is safe to proceed.
2. Upon approaching a school zone where yellow flashing lights indicate heavy pedestrian traffic, the operator of an emergency vehicle shall proceed through the school zone with extreme caution.

M. Equipment Securing

All equipment must be secured, as well as possible, whenever the any apparatus is in motion.

N. Railroad Crossings

During emergency responses, all Fire vehicles shall come to a complete stop at all railroad and light rail crossings, and only proceed when safe. Caution shall be exercised at grade crossings where warning lights and/or gates are provided.
O. Passing Traffic

When overtaking traffic that is moving in the same direction, the emergency vehicle driver shall give other drivers an opportunity to yield the right-of-way before passing.

If it is necessary to pass a vehicle that has not yielded the right-of-way, the emergency vehicle shall provide as wide a clearance as possible.

303.000 Fire Vehicle Collisions

The purpose of this procedure is to provide guidelines for fire department employees to follow in handling accidents involving department vehicles.

303.001 Major accident involving vehicle or person

These procedures must be followed for major vehicles damage and/or if any person involved has been injured.

A. Stop and notify dispatcher of unit number involved and location
B. Notify law-enforcement having jurisdiction
C. Check and render aid if needed and have other units dispatched to initial call and accident location
D. Exchanging information per Driver’s Accident Packet
E. Place unit out of service if damage is major
F. Dispatch Battalion Chief to scene to take photos, assist with accident information and completion of accident package

303.002 Minor accident involving fixed property or person

A. Stop and notify dispatcher of unit number involved and location
B. Notify law-enforcement having jurisdiction or if fixed property try to locate owner
C. Exchange information with other driver and/or property owner and continue to initial assignment
D. Dispatch Battalion Chief to scene to take photos, assist with accident information and completion of accident package
E. Unit involved in accident is to return to scene upon completion of initial assignment

Upon completion of the accident information and package, driver that has been involved must be sent for a DOT drug and alcohol test.
In all accidents involving fire department apparatus the Fire Chief shall be notified by the dispatcher.

304.000  **Cell Phone Usage During Vehicle Operations**

A. The use of personal and/or Department issued cellular phones will be limited while operating a Department vehicle. Hands-free equipment shall be used when available.

B. The use of cellular phones during emergency operations is prohibited.

C. Passenger will restrict personal phone calls to assist in the safe operations of Department vehicles.

D. The passenger of a multiple occupant vehicle will handle all Department business phone conversations.

305.000  **Ladder Truck Operations**

The operation of an aerial apparatus at a fire scene presents many potential safety hazards. In order to minimize the risk to the firefighters operating on the apparatus the following guidelines must be followed:

A. Trucks will only be driven and operated on emergency calls by qualified personnel.

B. The Truck operator must have control and command over the operations of his vehicle at all times.

C. The Truck operator must be knowledgeable of and follow the manufacturer’s grade requirements for the aerial device he is operating.

D. If the Truck manufacturer does not recommend deploying its aerial device below grade, do not attempt this type of maneuver.

E. The Truck operator will always stay with his vehicle when it is being used for aerial operations.

F. The Truck operator will always check for any obstructions prior to moving the Truck.

G. The Truck operator will never leave his/her apparatus or have his/her back turned away when someone is on the ladder.
H. No person shall ascend the ladder until they have made face-to-face contact with the operator of the ladder and have received permission to ascend it.

I. Anyone working on the ladder will always wear proper safety gear appropriate to the incident.

J. Personnel working on the ladder will lock with safety belts any time they are stopped on the ladder.

K. The ladder should never be moved, raised, lowered, or rotated with anyone on it.

L. The total weight of the personnel, equipment, and victims should not exceed the weight limits set by the manufacturer.

M. A safety belt shall be worn by all personnel operating in an elevated platform.
Section 400.000 Rapid Intervention

Rapid Intervention is a concept to make personnel immediately available for the rescue of members operating at emergency incidents should the need arise. While the composition and structure of Rapid Intervention is flexible and may be altered according to the needs of the Incident Commander. This policy is set forth to establish criteria and guidelines for its implementation.

401.000 Composition

A. Rapid Intervention shall be the responsibility of a crew, under the direction of a designated crew leader.

B. Rapid Intervention Teams (RIT) shall consist of no less than two (2) personnel.

C. Multiple Rapid Intervention Teams may be organized as a Rapid Intervention Group under the command of a Division Commander.

402.000 Creation of Rapid Intervention Teams

At least one (1) Rapid Intervention Team fully equipped in accordance with applicable Department Operating Guidelines should be established at any of the following incidents.

A. Incidents which pose the possibility of collapse or IDLH and thereby entrapment of personnel.

B. Operations involving a Specialty Team.

RIT should be created by the following methods:

A. Utilizing on-scene resources not already (or anticipated to be) committed to other assignments.
B. Requesting additional resources when all on-scene resources are committed (for anticipated to be) to tactical assignments.

403.000 Duties

Initial Response

When size-up clearly indicates an Immediately Dangerous to Life or Health (IDLH) situation and involves the probability of employing an offensive strategy, there should ideally be a minimum of two (2) identically equipped and protected personnel complete with a minimum of a 1 ¾” hand line when tactically necessary and/or appropriate, in accordance with Personal Protective Equipment Guidelines, specifically assigned as a R.I.T.

An IDLH is any atmosphere that poses an immediate hazard to life and produces immediate irreversible debilitating effects on health.

RIT Duties

A. Upon designation as the RIT announce the same over the tactical channel. Example: “Engine 1 has assumed rapid intervention.”

B. Maintain visual or radio communications with the interior at all times, and to provide emergency assistance to the interior team(s) necessary.

This assemblage is in addition to any other personnel requirements or peripheral duties such as water supply, pump operations, aerial operations, etc.

If upon arrival at the scene, personnel find a situation where immediate action may prevent the loss of life, serious injury or the fire has not progressed beyond the incipient stage, such action shall be permitted with fewer than four (4) personnel on the scene. However, the Incident Commander should carefully evaluate the level of risk. The Incident Commander should also notify the incoming units of such actions. This action must be documented in the Fire Incident Report.

Units dispatched or otherwise assigned to form the rapid intervention team shall report to a location outside of any anticipated collapse zone designated by the Incident Commander. The location should provide easy and timely access to the potential problem area of the incident.
404.000  RIT for RIT

Anytime the RIT is required to make entry for the rescue of a firefighter; an additional RIT from existing resources, i.e. Staging/Rehab, or other available units shall be immediately assembled. An officer at the Battalion Chief level or greater will coordinate and support the rescue effort with the on scene RIT. The Fire Chief shall be notified as soon as possible.

405.000  RIT Duties and Operations

RITs shall monitor the tactical radio channel and initiate a tactical worksheet noting the locations of operating companies. Upon arrival, the unit shall stage on scene, in a location to maximize their options, and await instructions from Command. At this time the RIT officer will report to the Incident Commander at the command post. The RIT officer should obtain a detailed briefing from Command regarding the status and location of all assigned companies. The tactical worksheet or other appropriate situation and resource status tools, should be continually updated.

The RIT gathers tools, and reports to the RIT officer. The RIT Officer will then conduct a 360-degree, six sided, scene survey. (If the size of the structure negates a 360 of the building, this fact shall be relayed to Command or Operations as soon as possible.)

During the scene survey, the RIT Officer will look for means of entry and egress, window configuration, fire escapes, and construction features.

In some situations, protective hose lines may need to be deployed. The RITs should assess the need for other access points to provide for egress, rescue, and ventilation. The RIT will also note the placement of ground ladders and recommend placing additional ground ladders if necessary or none are present. After the scene survey the RIT shall return to the position offering the greatest tactical advantage.

The RIT officer and crewmembers will start planning rescue contingencies. All RIT members will assume a ready state, including full protective clothing and SCBA. For other types of incidents the protective clothing and equipment will be appropriate for the hazards. The RIT officer will closely monitor the assigned tactical radio channel at all times.

The RIT shall operate as one unit. Additional crews may be attached to, or support the RIT as necessary. The RIT officer must closely coordinate the efforts of the RIT and attached or supporting crews.

406.000  Emergency Radio Procedures

If a firefighter gets in trouble or an emergency occurs, the Incident Commander should immediately be contacted with a declaration of “May Day”. Radio will
sound emergency traffic and declare the “May Day” and advise responding units.

When a RIT makes entry for purposes of rescue, normal fire ground communications will be moved to a different TAC channel. The RIT will continue operations on the originally assigned fire ground channel.

Note: This guideline does not prevent any crews at the scene from making efforts to rescue other firefighters with the approval of the Incident Commander or Operations. Before a rescue attempt is made, the officer should make sure that Command is notified of the injured or trapped firefighter. The officer shall also inform Command or Operations of his/her intentions.

Before attempting a rescue, the officer should consider his/her crew’s current assignment, the situation, and the time necessary for a rescue, the condition of the building and the number of firefighters necessary/available to accomplish the rescue.

407.000 High-Rise Fires

For high-rise fires, RIT’s will be assigned to standby positions appropriate for the conditions of the incident. For typical High Rise Fires these may be the Resource Division location, stairwell, or other appropriate location(s). A secondary standby location may be the Lobby Division. The RIT’s must take equipment to the appropriate location for standby.

408.000 RIT Assignments

Each RIT member shall be assigned a specific task. This provides focus and coordination in an otherwise emotional and confusing time and eliminates confusion and redundancy after the firefighter is located. The RIT Officer is in charge. The Officer’s task is to assure that operations are conducted as safely and with as much coordination as possible. The Officer is the eyes and ears for the team. Crewmembers will concern themselves with approaching and assessing the downed firefighter, and assure that the firefighter has a good air supply. Other crewmembers will serve as “utility personnel” and will remain with the Officer. They will clear paths of any obstructions, may remove windows, create openings in walls or floors, set up lowering or haul systems, or simply help move the downed firefighter.

Note: If at any time the RIT, or others, determine the building to be untenable or collapse danger is noted, Command or Operations is to be notified immediately for evacuation. If signs of collapse are present, Technical Rescue should be dispatched to the scene for RIT support.
409.000 Equipment

Equipment will vary for each incident. This section will recommend the minimum equipment to be utilized and give recommendations for equipment to be staged for use if needed.

Protective clothing, SCBA, and other appropriate gear, is to be worn by RIT members ensuring rapid deployment in the event a search and/or rescue is required. Additional equipment will be staged to provide the greatest tactical advantage if needed. Some equipment is required, other equipment is suggested and should be staged based on the needs of the incident.

- Required for each RIT Member
  
  Personal Protective Equipment, SCBA with integrated PASS device, Hand Light

- Required for RIT Entry (fire operations)
  1. Thermal imaging camera.
  2. Attack line
  3. Extra SCBA’s for victims (2)
  4. Hand lights
  5. Search lines min. 95 ft. each (2)
  6. Hand held radio (2)
  7. Forcible entry tools
  8. Rapid Intervention Tactical Worksheet (use prior to entry)

- Optional Equipment Staged (based on incident demands and availability)

  Staging Tarp  Additional Tarp(s)
  Additional Forcible Entry Tools  Ladders
  Positive Pressure Ventilation Fan  Additional Hand Tools
  Power Saws  Rescue ropes and rigging
  Cribbing  Cutting Torch
  Medical Equipment and Supplies  Hydraulic Rescue Tools
  Jacks  Spare Air Cylinders
  Air Bags

- Special Resources As Required

  Technical Rescue
  Haz Mat
  Air and Light Unit
  Mutual Aid
410.000 Training

All operations personnel shall be trained for RIT operations as approved by the Fire Chief.
Section 500.000  Facility Safety Inspections

To ensure the safety of each facility is maintained, an inspection will be conducted by company officers during the first and third quarters of each year. An inspection of each facility will be conducted by Battalion Chiefs during the second and forth quarter of each year.

501.000  Facility Safety Checklist

The Facility Safety Checklist will be used for this inspection. A copy of the checklist will be kept in the station and the original will be sent to the Administrator’s office.

Any deficient items identified on the checklist will be taken care of immediately or a schedule for the completion will be included on the checklist.
Village Fire Department
Facilities Safety Checklist

Station Number _________________________

Inspected by: ____________________________________________________________

Date: ______________________________

This checklist will provide direction for company officers to conduct inspections of their particular facilities on a monthly basis. The information referenced comes from various resource materials. List comments by number on the last page, use additional sheets if necessary.

1. General:

______ The required Texas Occupational Safety and Health Workplace Poster, Workers Compensation Card (pink), Drug and Alcohol Card, and the Unlawful Harassment Policy shall be displayed in the station, as required where all personnel are likely to see it.

______ Emergency instructions and telephone numbers shall be available for the general public in the event of an emergency and fire personnel are out of quarters.

______ Logbook filled out properly

______ Personnel files organized

______ Visitors greeted, quickly, warmly, etc

2. Housekeeping:

______ All rooms, offices, hallways, storage rooms, and the apparatus floor shall be kept clean and orderly and in sanitary condition.

______ All hallways and/or passageways shall be free from any type of protruding objects such as nails, splinters, and holes

______ All waste containers shall be emptied regularly.

______ Waste containers shall be provided in the kitchen and/or eating areas.

______ All areas of the station shall be adequately illuminated.

______ Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.

______ Smoking shall not be permitted inside buildings.

______ Containers of all cleaning agents shall be properly labeled.

______ Shower curtains should provide adequate protection to prevent floors from becoming excessively wet and slippery.
Cooking appliances and eating utensils should be kept clean and in good working order.

Infectious waste discarded appropriately. Signs in stations identifying hand wash areas and contamination areas.

Storage areas organized and stocked to prevent excessive waste.

Exterior appearance, lawn trimmed, litter, lighting, flags, windows clean.

### 3. Exits

All exits shall be visible and unobstructed.

All exits shall be marked with a readily visible sign.

Doors that might be mistaken for exits shall be marked “Not an Exit”.

Exits and exit signs shall be free of decorations, draperies, and/or furnishings.

Primary exit routes shall be obvious, marked, and free of obstructions.

Exits should be wide enough for easy access.

### 4. Walking and Working Surfaces

Floors shall be kept as clean and dry as possible.

Adequate lighting shall be provided in all working areas.

Firefighter’s routes to apparatus shall be completely free of projections, tripping hazards, loose objects, or other impediments.

### 5. Apparatus Floor and Maintenance Areas:

Ladders, pike poles, and other items projecting from the apparatus shall be clearly marked to warn against “headbump” accidents.

Apparatus overhead doors shall be maintained in a safe, operating condition.

Eye Protection shall be worn by personnel when working under vehicles.

A back-up person shall be used when vehicles are backed up.

### 6. Fire Prevention and Protection:

Portable fire extinguishers shall be maintained in a fully operable condition and kept in designated places when not in use. They shall be inspected on a monthly basis.

Fire extinguishers shall be of the proper type for the expected hazards.

The fire extinguisher shall have a durable tag securely attached to show the maintenance or recharge date. Also, the initials or signature of the person who performed the inspection shall be on the tag.

The fire alarm system shall be tested on a weekly basis.

If the station is so equipped, a qualified person shall service the sprinkler system, annually, and documentation shall be maintained on the premises.

A minimum of 18 in of clearance shall be maintained below all sprinkler heads.

Smoke detectors, which are in stations not equipped with a fire alarm system, shall be tested the first Tuesday of each month.
7. **Hazardous Materials**
   - Cylinders of compressed gases shall be stored in an upright position away from combustible materials and adequately secured, with chain restraints, to prevent tipping.
   - Flammable and combustible materials shall be stored in tanks or closed containers per NFPA 30.

8. **Electrical Wiring, Fixtures, and Controls**
   - Electrical cords shall be strung so that they do not hang on pipes, nail hooks, extended through walls, ceilings, under doors or floor coverings, nor be subjected to environmental damaging physical impact.
   - All electrical cords shall be checked for fraying.
   - All window weather stripping is in proper condition.
   - All extension cords shall be properly grounded and approved.
   - All electrical tools, whether department owned or personal property, shall be properly inspected for damaged power cords, plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.

9. **Generator**
   - Generator has been tested on a monthly basis, with documentation maintained within the facility.

10. **Vehicles**
    - Overall cleanliness of assigned vehicles, including cab, compartments, engine compartment, and exterior.
      - Good
      - Adequate
      - Poor
      - Checklists have been properly filled out.
      - Equipment is stored in proper locations.
      - Power equipment is maintained properly.
      - Hand tools are properly maintained.
      - Tire pressures are within specifications.
      - Fuel levels are within guidelines.
      - Proper inventory of equipment.
      - Lights work properly.

10. **Exterior Grounds**
    - Overall cleanliness of areas.
      - Good
      - Adequate
      - Poor
Equipment is stored in proper locations.
Landscaping is properly maintained
Flag pole, halyard and flags are good condition
Lights work properly.
Comments: _________________________________________________________
DEPARTMENTAL GUIDELINES

CHAPTER 4 – SAFETY MANAGEMENT

Section 600.000 Personnel Accountability

The purpose of this Guideline is to provide for a Personnel Accountability System that will be used for tracking and accounting for all members operating at any given time within the "Hazard Zone" of an incident. The "Hazard Zone" (HZ) is any area that is potentially or immediately dangerous to life or health and/or requires a self contained breathing apparatus (SCBA) or in which a member is at risk of becoming lost, trapped, or injured by environmental or structural condition changes. This would include entering a structure reported to be on fire, operating in close proximity to a structure during exterior firefighting operations, confined space situations, trench rescue incidents, hazardous materials "hot zones", etc.

601.000 Terminology

Accountability Officer - A person designated by the Incident Commander to assist with properly accounting for personnel at an incident. This person may be the Incident Commander himself/herself, a Safety Officer, or a person assigned specifically to function as the Accountability Officer.

Hazard Zone - any area that is potentially or immediately dangerous to life or health and/or requires a self contained breathing apparatus (SCBA) or in which a member is at risk of becoming lost, trapped, or injured by environmental or structural condition changes.

PAR - Personnel Accountability Report - a "roll call" type of report that is conducted during an incident to assure that all members are properly accounted for.

PAS - Personnel Accountability System

Personal Identification Tags - individual nametags that are assigned to personnel. These are attached to Vehicle Identification Tags when the member is assigned to that unit.

PPE - Personal Protective Equipment

Status Board - a command board used by an Incident Commander, Safety Officer, or Accountability Officer to hold Vehicle Identification Tags.

Vehicle Identification Tags - a tag that is mounted in the cab of each vehicle, and Battalion 1, that holds the individual Personal Identification Tags of each current crewmember.
602.000 Responsibilities

A. It shall be the responsibility of all members operating at an emergency incident scene to actively participate in the Personnel Accountability System (PAS). The Incident Commander is responsible for overall accountability during an incident and will determine the Level of Accountability that will be utilized during the incident.

B. The Incident Commander shall maintain an awareness of the location and function of all companies and Divisions.

C. Branch/Division/Section Officers shall directly supervise and account for the companies operating in their command.

D. Company Officers shall maintain an on-going awareness of the location and condition of all company members assigned to them.

E. Company Members shall keep their immediate supervisors informed of any change in their condition, status, or assignment and report immediately to any newly assigned supervisor and advise them of the same.

F. Staff Members and Chief Officers, will report to the Incident Commander (and Accountability Officer if one has been designated) when they arrive to get their assignments.

G. All crews will work under the direction of the Incident Commander or Division Officer. Independent actions by crews or crewmembers shall not be permitted (free-lancing).

H. Crews entering, leaving, and/or working in a Hazard Zone will consist of teams of at least 2 members. At least one of the team members shall be experienced enough to be able to provide direct supervision/direction to an inexperienced member if needed.

J. Team members shall be in continuous communication with each other through visual, audible, physical, safety guide rope, or electronic means, or by other means in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of emergency. Each team shall be provided with a portable radio whenever possible.

H. All personnel have the responsibility to report unsafe practices or immediately notify command of urgent radio not acknowledged by the incident commander.

603.000 Procedures

The Level 1 Personnel Accountability System (PAS) will utilize two types of tags: (1) Personal ID Tags and, (2) Vehicle ID Tags. Each member will be issued two Personal ID Tags (a third tag will be maintained in Battalion 1’s command box as a spare). Use of Level 1
accountability tags shall be as follows:

Each Tag will list the department initials on the left, name centered and medical certification right. Example as shown with department identifier in left margin, name centered and medical certification on the right identified as either FR (first responder), E (EMT), or P (paramedic) and Velcro affixed to back. Three tags will be produced for all personnel.

Colors of Tags:
- Chief Officers: Background (white), Name (black)
- Officers: Background (red), Name (white)
- FFs/Paramedics: Background (black), Name (white)

The Personal ID Tags will be considered a part of each member's Personal Protective Equipment (PPE). Blank Personal ID Tags are provided for each unit in the event a crewmember does not have a Personal ID Tag. The crewmember's name will be written on the blank tag and this will be used as the member's Personal ID Tag until a replacement can be obtained.

Each vehicle shall be issued a Vehicle ID Tag inscribed with that Department's name or initials and unit's vehicle type and/or number (for example, E-1, M-1, Car 1, etc.). Color-coding will be as follows:

- Chief Officers: White with black lettering
- Engines: Red with white lettering
- Aerials: Yellow with black lettering
- Specialty: Orange with black lettering
- Medic: Blue (transport capable) with white lettering
- Medic: Light blue (non-transport) with white lettering
- Other staff: Purple with white lettering
- Outside Agencies: Green with white lettering
- Division/Branch/Group: Black with white lettering

The Vehicle ID Tag shall be mounted in a location that is readily visible in front of a person who is sitting in the right front seat of the vehicle and from ground level.

When PPE is stored during off-duty time, during travel between assignments, etc., the Personal ID Tag shall be kept in a secure location such as attached to the bunker coat on the front Velcro flap. When personnel report to their assigned vehicle, the Personal ID Tag is to be attached to the Vehicle ID Tag. Company officers are responsible for assuring that Vehicle ID Tags are up-to-date at all times.

Each member of the department has responsibility in ensuring that their Personal ID Tags are maintained in the proper location at all times.
During emergency incidents, the Vehicle ID Tags will be used to keep track of individual personnel assigned to each unit during Level 1 Accountability incidents, as determined by the Incident Commander.

This procedure should not be confused with the function of keeping track of the location and function of each unit. Those responsibilities are functions of the Incident Command System (ICS) and include Branch/Division assignments, crews in Rehab, etc.

604.000 Accountability Levels

The PAS will be used at all incidents in one of two levels. These two levels, known as Level 1 and Level 2 Accountability, will be used as follows:

A. Level 1 Accountability – Due to the size and scope of the Department, on duty, Operations Division personnel will always maintain Level 1 Accountability.

One (1) set of Personal ID Tags will remain in the cab of the vehicle attached to the Vehicle ID Tag. The Company Officer is responsible for the accountability of his/her crew. This level is used until the Incident Commander determines that the incident has escalated or may escalate beyond his/her capabilities to manage.

The second set of ID Tags and Vehicle ID Tags will be maintained on the right rear door of the Battalion Chief vehicle. It shall be the responsibility of the on duty Battalion Chief to ensure the Accountability Tags remain accurate during the shift.

The two (2) personnel assigned to cross staff the second ambulance, from Ladder 1, shall have their tags posted vertically on the Ladder 1 Vehicle ID Tag. The purpose is for quick visual reference.

When crews are divided during a Level I Accountability incident, notification will be the responsibility of all members involved and communicated up and down the chain-of-command as necessary to the incident commander.

B. Level 2 Accountability – (Grace System) This level is used when the Incident Commander determines that the incident has escalated or may escalate to the point that necessitates the need to utilize automatic aid and/or mutual aid. The Incident Command should identify an Accountability Officer to initiate the Grace Accountability System.

When dispatched outside of the Village Fire Department jurisdiction, ID Tags and Vehicle ID Tags should be brought to the Incident Command Post.
605.000 Personnel Accountability Reports (PAR)

A Personnel Accountability Report (PAR) or "Roll Call" will be called for by the Incident Commander or Accountability Officer during, but not limited to, the following conditions:

A. A change from an Offensive Mode to a Defensive Mode of operations.
B. Any sudden hazardous event (e.g., flashover, collapse, entrapment, etc.)
C. A report of a missing crew, crewmember, etc.
D. At completion of a search-and-rescue effort by crews (primary search, etc.)
E. Every 20 minutes during active working operations in hazardous conditions.
F. At the time the incident is reported under control.
G. To check and reorganize the command structure during long and/or complex incidents.

606.000 Personnel Accountability Reporting System

A. The Personnel Accountability Reporting System shall be orderly and organized.
B. It will take priority over communications not directly related to the immediate emergency situation.
C. It will begin with companies believed to be in the most immediate danger and will include all units operating at the incident (individual engine and ladder companies, fire engineers operating pumps, etc.).
D. It will be controlled and coordinated by one person (usually the Incident Commander, or Accountability Officer) who will advise on the appropriate TAC channel, "all units stand by for a PAR report". Each unit will be asked for a PAR report, for example, "Engine 6-A, acknowledge the PAR".
E. If a crew has been split for assignments to different functions or areas, it will be the responsibility of the company officer(s) to assure that all members of his full crew are accounted for and the crew’s current assignment and location

For example: Engine 6-A is PAR with three, we are checking for extension on the 2\textsuperscript{nd} floor, B, C Corner.
Section 700.000 Rehabilitation

Rehabilitation exists to ensure that the physical and mental condition of members, operating during a shift, at the scene of an emergency or a 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.

This procedure shall apply to Operations Division personnel, all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exists.

701.000 Responsibilities

701.001 Incident Commander

The Incident Commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of medical services at the Basic Life Support (BLS) level or higher.

701.002 Supervisors

All supervisors 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's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews. During routine duties, physical activity should be monitored and done in moderation when the heat index is high. Daily hydration is encouraged.

When any crew has operated on emergency responses for more than 10 total hours, without a minimum two-hour contiguous break, supervisors shall ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews; this may include a three-hour crew rest period or the reassignment of crews.
701.003 Personnel

During periods of hot weather, members shall be encouraged to drink water and activity beverages throughout the workday. During daily operations, any emergency incident or training evolution, all members shall advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

702.000 Establishment of Rehab Division

702.001 Responsibility

The Incident Commander will establish a Rehabilitation Division when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A member will be placed in charge of the Division and shall be known as the Rehab Officer.

702.002 Location

The Incident Commander will normally designate the location for the Rehabilitation Area. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics and designations below.

702.003 Site Characteristics

A. The site should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution. The site should be far enough away from the scene so those members may safely remove turnout gear and SCBA, and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.

B. The site should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.

C. The site should enable members to be free from exhaust fumes from apparatus, vehicles or equipment (including those involved in the Rehabilitation Division).

D. The site should be large enough to accommodate multiple crews, based on the size of the incident.

E. The site should be easily accessible by Medic units.

F. The site should allow for prompt reentry back into the emergency operation upon complete recuperation.
702.004 Site Designations

A. A nearby garage, building lobby, or other structure.
B. Several floors below a fire in a high rise building.
C. A school bus or other vehicle that can accommodate several persons.
D. Fire apparatus, Rescue unit, or other emergency vehicles at the scene or called to the scene.
E. An open area in which a rehab area can be created using tarps, fans, etc.

702.005 Resources

The Rehab Officer shall secure all necessary resources required to adequately staff and supply the rehabilitation area. These resources may include but not be limited to Community Programs and Services, Red Cross, Rescue Units; the supplies should include the items listed below:

A. Fluids - water, caffeine free beverages, oral electrolyte solutions (i.e., Gatorade, PowerAde) and ice.
B. Foods - soups, broth, or stew in hot/cold cups.
C. Medical - blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions and thermometers.
D. Other - awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets, towels, traffic cones, and fire line tape (to identify the entrance and exit of the rehabilitation area.)
E. Misting fans, heaters.

703.000 Guidelines

703.001 Rehabilitation Division/Establishment

The Incident Commander during the initial planning stages of an emergency response should consider rehabilitation. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehabilitation area. Any activity/incident that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.

Climatic or environmental conditions that indicate the need to establish a rehabilitation area are a heat stress index above 90 degrees (F) or wind chill index below 10 degrees (F).

703.002 Hydration

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat
stress, the member should consume at least one quart of water per hour. The rehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered with ice. Rehydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

703.003 Nourishment

The Department shall provide food at the scene of an extended incident when units are engaged for three or more hours; a cup of soup, broth, or stew is highly recommended because it is digested much faster than sandwiches and fast food products. In addition, foods such as apples, oranges, energy bars and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

703.004 Rest

The "two air bottle rule," or 45 minutes of work time, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall rehydrate (at least eight ounces) while SCBA cylinders are being changed. Personnel having worked for two full 30 minute or one 45 and/or 60 minute bottles, or 45 minutes, shall be immediately placed in the rehabilitation area for rest and evaluation. In all cases, the objective evaluation of a member's fatigue level shall be the criterion for rehab time. Rest shall not be less than ten minutes and may exceed an hour as determined by the Rehab Officer. Fresh crews or crews released from the Rehabilitation Division shall be available in the Staging area to ensure that fatigued members are not required to return to duty before they are rested, evaluated and released by the Rehab Officer.

703.005 Recovery

Members in the rehabilitation area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air-conditioned area because the body's cooling system could shut down in response to the external cooling. An air conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement. Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

703.006 Medical Evaluation

Emotional or mental stress should also be considered in the recovery process. Be aware that the Critical Incident Stress Management Team is available. Medical evaluation and care should be provided and staffed by the most highly trained and qualified EMS personnel on the scene (at a minimum of BLS level). They shall evaluate vital signs, examine members, and make proper disposition (return to duty, continued rehabilitation, or medical treatment and
transport to medical facility). Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for rehydration. Medical treatment for members, whose signs and/or symptoms indicate potential problems, should be provided in accordance with procedures. Personnel shall be assertive in an effort to find potential medical problems early. Hydration via the IV route should be administered only when appropriate and according to standing medical orders. Personnel receiving this level of treatment shall not be allowed to return to strenuous activity on the incident.

Heart Rate and Temperature - The heart rate should be measured for 30 seconds as early as possible in the rest period. If a member's heart rate exceeds 110 beats per minute, an oral temperature should be taken. If the member's temperature exceeds 100.6°F, he/she should not be permitted to wear protective equipment. If it is below 100.6°F and the heart rate remains above 110 beats per minute, rehabilitation time should be increased.

If the heart rate is less than 110 beats per minute, the chance of heat stress is negligible. If the blood pressure is greater than 150/100 or below 110/60, rehabilitation time should be increased.

**703.007 Documentation**

All medical evaluations shall be recorded along with the member's name and complaints.

**703.008 Accountability**

Members assigned to the Rehabilitation Division shall enter and exit the area as a crew. The crew designation, number of crew members and the times of entry and exit from the area, shall be documented by the Rehab Officer. Crews shall not leave the Rehabilitation Area until authorized by the Rehab Officer.
Section 800.000 Self Contained Breathing Apparatus

Positive Pressure Self Contained Breathing Apparatus (SCBA) is designed and provided to insure that personnel breathe quality, contaminant-free air where the ambient atmosphere is deemed hazardous to health. The purpose of this policy is to provide direction for its use in accordance with the department's ability to adhere to acceptable standards of personnel safety.

801.000 Operating Guidelines

No personnel operating or working at any incident shall breathe either smoke or other by-products of combustion, or the vapors or particulate matter given off from any material.

No personnel shall enter the confines of a structure involved in fire or other situation producing a toxic or oxygen deficient atmosphere without properly operated SCBA and an activated PASS device. Such conditions shall be considered immediately dangerous to life and health (IDLH).

Personnel required to wear SCBA shall at no time enter an IDLH area singularly, but shall at all times utilize the "Buddy" system of teams of two (2) or more personnel.

A. Specifically, each team member shall be responsible to maintain crew integrity, and provide other team members with assistance; observe other team members for chemical, heat or other hazardous exposure; periodically check the integrity of members' PPE; and notify the Incident Commander in the event of an emergency.

B. A team leader shall be designated for each team and all personnel assigned to a team should maintain direct visual contact with other assigned members. The team leader is responsible for maintaining crew integrity.

C. Team members should not be out of sight or contact of any other assigned members for any reason including exiting the building for air or other assignment.

Removal of the SCBA shall be at the expressed direction of the Incident Commander, and then only after the CO level has been monitored and determined to be below 50 PPM, and other incident circumstances are evaluated.
When the SCBAs are removed they shall not be dropped or left in any location where they may be subject to damage.

**802.000 Exceptions**

The use of SCBA at brush fires shall be at the discretion of the Incident Commander.
Section 900.000  Personal Protective Equipment

Personal protective equipment has been established and provided in accordance with the department's ability to adhere to acceptable standards of safety. In establishing an effective policy for the application of personal protective equipment, Texas Administrative Code, Title 37, Chapter 435.1 shall be strictly followed. In addition, the following general rules shall apply.

A. Standing while riding is strictly prohibited.
B. All required personal protective equipment must be donned before any vehicle is put in motion unless otherwise specified in other parts of this policy.
C. It is the responsibility of the company officer or senior crewmember to ensure that the PASS device of each member of that crew is activated prior to commencing any activity.

Personal protective equipment shall be worn, in varying degrees as specified in other parts of this policy by all personnel when engaged in activities outside of the assigned work site. For the purpose of this policy, activities outside of the assigned work site shall be grouped into two (2) categories: Emergency Response and Incident Operations.

901.000  Emergency Responses

A. Fire alarms
   1. Driver
      • Snugly fitted seat belt
   2. Passengers
      • Properly adjusted seat belt
      • Turnout coat
      • Turnout Pants /boots
      • SCBA if it can be donned while seat belted
      • PASS device
B. Rescue calls
   1. Driver
      • Snugly fitted seat belt
2. Passengers
   - Snugly fitted seat belt

C. Medical Responses
   1. Driver
      - Snugly fitted seat belt
   2. Passengers
      - Snugly fitted seat belt

Support Vehicles for all responses will require snugly fitted seat belts.

902.000 Incident Operations

Fire alarms or any dispatch which presents the possibility of physical injury to the responder such as structure fires, Haz mat incidents, motor vehicle accidents, etc., require the following:

A. Within the immediate perimeter, as defined by the incident commander, all personnel shall wear the following.
   1. Helmet with chinstrap secured to the chin and eye shield (or safety glasses, goggles) when required.
   2. Turnout coat with all snaps and buckles fastened.
   3. Turnout pants w/boots fully on, all closures fastened.
   4. Gloves
   5. SCBA according to the SCBA operating guideline.
   6. Nomex hood
   7. Activated PASS device
   8. Personal Flotation Devices (PFD) when operating within 25' of any open water.

Exceptions:
1. Exceptions will only be permitted when the incident is declared under control, and then only upon specific direction from the Incident Commander.
2. Only the PFD is required during water rescue operations. All other personal protective equipment is optional at the Incident Commander's discretion.
3. Seat belts may be temporarily loosened only when necessary to operate mobile radios.
4. Outside of the immediate perimeter.
5. Personnel assigned to the Command Post should wear the helmet and the appropriate vest.
6. Personnel exposed to other dangers such as vehicular traffic shall wear the
helmet, and turnout coat/reflective vest.
7. Personnel not exposed to any other dangers are not required to wear PPE unless otherwise directed by the Incident Commander.

B. Medical/Trauma incidents where the potential of contamination by splashes, sprays, spatter, blood or other body fluids exists as identified in the infection control guideline.

903.000 Use of PPE

A. All personnel shall review and become familiar with all instruction guides and manuals of all new and used PPE. This shall include but not limited to:
   1. Care and use
   2. Maintenance
   3. Warnings
B. The Village Fire Department shall also provide instructional classes to be integrated in the normal continuing educational classes.

904.000 Selection of PPE

A. A risk assessment shall be performed prior to the selection of PPE. Risk assessment shall include but not limited to the hazards encountered by fire fighters and based on the following:
   1. Types of duties performed
   2. Frequency of use
   3. Organizations experience
   4. Incident operations
   5. Geographic location and climate
   6. Current editions of NFPA
B. Based on the risk assessment the Village fire department shall evaluate the information on the strengths and weaknesses of the elements under consideration.
C. When deemed necessary a field test will be conducted. Also other field test done by outside agencies may be considered.
D. Purchase of PPE shall follow the purchasing guidelines of the Department.
E. Upon receipt of the PPE a qualified person or agent of the Village fire department shall inspect the PPE for proper fit, compliant to the specifications and shipping damage.
F. All unsatisfactory PPE that does not meet specifications, fit or is damaged shall not be put in service until the PPE is approved for use. These items shall be returned to the manufacture for replacement or an approved fix.
G. All PPE shall be compliant with the current NFPA 1971 Standard and rules established by the State of Texas.

905.000 Records

A. The Village Fire department shall compile and maintain records of structural firefighting protective equipment and elements.
B. The following records shall be kept:
   1. Person to whom the element is issued
   2. Date and condition when issued
   3. Manufacture and model name or design
   4. Manufacturer's identification number
   5. Month and year of manufacture
   6. Dates of findings of advanced inspections, cleaning or decontamination.
   7. Reasons for advanced cleaning or decontaminations.
   8. Dates of repair, who performed repair, and a brief description of repair.
   9. Date of retirement
   10. Date and type of disposal
   11. Village Fire Department inventory numbers.

906.000 Care of Turnout Gear

The following guidelines define the proper techniques for the care, cleaning, and storage of PPE issued by the Department. PPE issued by Village Fire Department is designed to provide limited thermal protection during firefighting operations and limited protection against sharp or falling objects. Each member is responsible for the proper care, cleaning, and storage of assigned personal protective equipment. The objective of this procedure is to standardize the procedure for proper cleaning and storage of protective clothing.

906.001 Coats and Pants

A. Examine bunker coat and pants and reflective trim after every use for tears, rips, burns, and other damage.
B. DO NOT remove the manufacturer's care recommendations, NFPA or any other tags from Department-issued protective clothing.
C. Follow the manufacturer's recommendations whenever possible. If the manufacturer's recommendations are not available:
   1. Machine-wash all turnout gear at least once every six months OR whenever there is visible contamination.
2. Remove inner liner(s), turn gear inside out before washing.
3. Wash with mild laundry detergent on gentle cycles in warm water in a machine not used for domestic purposes to reduce the risk of contaminants released from the turnout gear.
4. Hang turnout gear to air dry in a well-ventilated area and out of direct sunlight.

D. Store gear in a well-ventilated area and out of direct sunlight. If gear is wet, hang out to air dry in a well-ventilated area and out of direct sunlight. Do not store wet or in the sun.

906.002 Gloves

A. Examine gloves after every use for tears, rips, burns, and other damage.
B. Follow the manufacturer's care and storage recommendations. In addition to such recommendations, gloves should be cleaned upon return to the station after every fire, by the following method:
   1. Brush all residues from the glove with a soft bristle brush.
   2. Air-dry in a well-ventilated area and out of direct sunlight.
C. DO NOT remove the manufacturer's care recommendations, NFPA or any other tags from Department-issued protective clothing.
D. At least twice annually, gloves should be machine washed, following the same procedure used for turnout gear, and machine dried.

906.003 Helmets

A. Examine outer shell and inner impact cap after every use for deformation, blisters, gouges, cracks, and other damage. Examine earflaps, chinstrap, and harness for tears, rips, burns, and other damage.
B. Clean face shields and outer shell with mild soap and water, wipe with a soft sponge or cloth. Use ethyl alcohol to remove tar. DO NOT use abrasives, solvents, paint or lacquer thinners, acetone, or any other chlorinated organic solvents.
906.004 Protective Hoods

A. Wash hoods as needed by hand with mild detergent and water. DO NOT scrub the hood with any brush as this may damage the Velcro closures.

B. Air-dry the hood in a well-ventilated area and out of direct sunlight.

906.005 Boots

A. Examine the outer surface after every use for blisters, tears, cracks, worn out soles, and other damage.

B. Clean outer surface with mild soap and water, wipe with a soft sponge or cloth. Use ethyl alcohol to remove tar. DO NOT use abrasives, solvents, paint or lacquer thinners, acetone, or any other chlorinated organic solvents.

906.006 Suspenders

A. Examine suspenders after every use for tears, rips, burns, and other damage.

B. Follow same instructions that apply for bunker gear for washing.

906.007 Safety Glasses

A. Wash safety glasses with a warm mild, non-abrasive solution to clean.

B. Dry in a well-ventilated area out of direct sunlight or with a not abrasive cotton style towel. DO NOT USE PAPER TOWELS.

907.000 Contamination

A. Any PPE maybe contaminated by such items out of the ordinary of the usual dirt and soot.

B. PPE contaminated by chemicals, powders or solutions shall be thoroughly rinsed off at the incident to limit the contamination process.

C. The contaminate should be identified and decontamination procedures should be obtained via the manufacturer, shipper, or chemtrec.
   1. Additional decontamination procedures may be obtained via the PPE manufacturer.

D. If appropriate all PPE contaminated should be bagged up and returned to the
station for inspection by an authorized personnel.

908.000  Alterations of Gear

A. Members shall not alter Department-issued gear without prior written approval of the Fire Chief.
B. Members should not alter any gear without approval from the manufacturer. Alterations may reduce the protective effectiveness of the gear and may void any warranty or claims of liability.
C. Members using non-approved altered gear are subject to being relieved from duty and other disciplinary action.

909.000  Storage

A. All PPE shall be stored in a well-ventilated area that accommodates the gear drying when damp or wet.
B. All PPE shall not be stored in direct sunlight and shall have limited exposure to station lighting.
C. All PPE shall be transported not in direct sunlight and in such a manner as to limit damage or contamination.

910.000  Repair

A. Repair of PPE may only be done by Village Fire Department personnel that have received training in repair of PPE garments.
B. Repair of PPE may also be done by an approved agent of the Village Fire Department using current NFPA Standards.
C. All agents of the Village Fire Department must be approved by the manufacture.
D. All repairs and alterations shall be done in a manner and using materials that are approved by the manufacture including but not limited to fabrics, thread, type, stitch, construction, hardware and hardware backings.
E. All PPE shall be cleaned thoroughly prior to repair.
F. All PPE shall be repaired to current standards within allowable budget that considers PPE age and cost effectiveness.

911.000  Inspections

A. Routine: Routine inspections shall be done after each use.
B. Routine inspections shall consist of:
1. Soiling
2. Physical Damage
3. Damaged Trim
4. Damaged Closure and Hardware
5. Loss of face opening
6. Shell Damage
7. Missing Components
8. Shrinkage
9. Liner Inversion
10. Loss of flexibility
11. Loss of water resistance

C. Advanced: Advanced inspections shall be a thorough cleaning of the garments and garment elements. This cleaning is to be conducted every twelve months and handled through the department managed program. All advanced inspections shall be done via department trained personnel or through a verified ISP using current NFPA 1851 Cleaning Procedures.

D. After routine inspection, if the PPE is found to be defective, soiled or contaminated beyond normal every day wear, the garment shall be taken out of service and stored in a container that is disposable and that will prevent the spread of contamination.

E. All inspections shall be documented on the departments PPE program management binder.

**912.000 Special Incident Procedures**

A. In the event of serious fire fighter injury or fatality all PPE and clothing shall be:
   1. Immediately removed from service and secured in a secure location with controlled and documented access.
   2. Collected and non-destructively tagged placed in a paper or cardboard container.
   3. Review of PPE shall be done by qualified members of the Village Fire Department or experts from an outside agency to determine condition thereof.
   4. PPE and other equipment will be retained for a specific period of time dictated by the incident and will be determined on a case by case situation.

6
913.000  Retirement and Disposal

A.  PPE ensembles and ensemble elements that are worn, contaminated, and or damaged to extent that the Village Fire Department deems the PPE not to be cost effective to repair or not possible shall be retired.

B.  Any PPE equipment deemed not for use by the fire service shall be destroyed and disposed of in such a manner to assure that they will not be used for fire fighting or emergency operations.

C.  PPE that is not damaged beyond repair or contaminated may be retired and donated to other departments. All equipment to be donated must be thoroughly inspected by the Village Fire Department prior to release and by the receiving department prior to use.

D.  Structural PPE shall be retired 10 years from manufacture date. This includes bunker coats, bunker pants, bunker helmet, structural protective hoods, gloves, and boots.

E.  Proximity PPE shall be retired 5 years from manufacture date for radiant reflective shells. This includes hoods, shrouds, coats, pants, and gloves.
Section 1000.000 Safety Committee

The purpose of this guideline is to establish procedures for the organization and operation of a Safety Management Program for the Village Fire Department. It is the policy of the Phoenix Fire Department to provide the highest level of safety and health for all members. The prevention and reduction of accidents, injuries and occupational illnesses are goals of the Fire Department and shall be primary considerations at all times. This concern for safety and health applies to all members of the Department but also others who may be involved in Fire Department activities. The Village Fire Department shall make every reasonable effort to provide a safe and healthy work environment, recognizing the dangers involved in the types of service we deliver. All members shall operate with heightened concern for safety and health. Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

1001.000 Safety Strategy

The Village Fire Department shall operate a Safety Program to eliminate accidents, injuries, medical and hazardous material exposures and damage to equipment and facilities. The basic safety strategy shall be:

- Reduce the likelihood of sustaining accidents and injury by maintaining a work force that is physically and mentally fit.
- Provide high-quality, state-of-the-art equipment and protective clothing.
- Conduct regular safety inspections of worksites and equipment.
- Keep all department members well informed of the status of safety programs and issues, and up to date on departmental safety performance.
- Observe safety performance and provide feedback.
- Ensure effective treatment and rehabilitation services are provided to department members.
- Collect and analyze accident, injury and exposure information.
- Formulate specific action plans to improve safety.

1002.000 Safety Officer

The Safety Officer shall be responsible for managing the department's safety program. Safety Officer duties shall include:
Chair the Safety Committee by preparing meeting agendas and notices.
Provide for safety at incident scenes.
Produce safety posters, bulletins and newsletters.
Provide input on equipment and protective clothing safety.
Cause all accidents, injuries and exposure to be investigated.
Ensure accident, injury and exposure statistics are maintained.
With Safety Committee members, review supervisor accident and injury reports and report trends to the Fire Chief.
Make recommendations to reduce or eliminate accidents and injuries.
Provide for Safety education of all department members.

**1003.000 Fire Department Safety Committee**

The Fire Department Safety Committee shall provide policy guidance pertaining to health, fitness and safety issues. The Safety Officer reports monthly to the Safety Committee on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.

The Safety Committee also acts as a fact-finding and review agency with the authority to cause immediate correction action when any hazardous condition or practice is detected. The Safety Committee shall:

- Meet monthly to address safety issues
- Establish subcommittees when necessary
- Review the effectiveness of safety activities.
- Develop and implement safety procedures.

**1003.001 Safety Committee Members**

The Safety Committee Chairman shall be the Department Safety Officer. Committee Members shall include:

- Fire Chief
- Department Safety Officer
- Senior Driver Operator
- Firemedic 2
- Administrative Assistant

**1004.000 Subcommittees**

The Department Safety Committee shall establish subcommittees to address specific safety issues. Subcommittee members shall be appointed by the Fire Chief, the Safety Committee, or the Safety Officer. The roles of the subcommittee are to initiate and
implement accident and injury prevention procedures, review accident and injury reports, and to perform work assigned by the Safety Committee.

1005.000 Fire Chief

Following the monthly meeting of the Safety Review Subcommittee, the Safety Officer will meet with the Fire Chief to review these safety items:
- Standard reports of accidents, injuries, and exposures
- A summary of cases evaluated by the Safety Committee
- Recommendations by the Safety Committee
- Current activities and assignments of the Safety Committee

1006.000 Accident/Injury Evaluation System

All accidents and injuries sustained by Village Fire Department members in performance of their duties shall be reported. First level supervisors shall be responsible for conducting preliminary fact finding regarding injuries including exposures of their personnel and to ensure the proper reports are filed.
1. Emergency responders shall be responsible for fact finding and completion of all vehicular accident reports, all injury reports related to vehicular accidents and any injury reports related to emergency scene activities.
2. Battalion Chiefs shall be responsible for all injury reports including vehicular accidents and emergency scene activities occurring during business hours to personnel assigned to their shift.

The purpose of reviewing is to determine why the accident/injury occurred and the actions necessary to eliminate future occurrences. When conducting fact-finding the supervisor shall:
- Provide a brief description of the accident.
- Identify the specific act or action that caused the accident/injury (using axe without gloves, driving too fast for conditions, etc.).
- Inspect equipment, accident site, or other items related to the cause of accident/injury.
- Identify unsafe condition(s) that caused the accident/injury (vehicle brake failure, water on streets, etc.).
- Identify other contributing factors (time of day, fatigue, etc.).
- Identify procedures that apply.
- Identify new procedures or equipment that could eliminate or reduce the severity of future incidents.
- Specify actions that will be taken to eliminate the occurrence of similar future accidents or injuries.
• Provide a simple diagram of vehicular accidents indicating streets, intersections, direction of travel and vehicle locations.
• Take direct action to eliminate hazards and affect safety attitudes.

1007.000 Safety Guidelines

All safety guidelines contained within the Department Guidelines shall be followed.
DEPARTMENTAL GUIDELINES

CHAPTER 5 – EMS OPERATIONS

Section 100.000 Medical First Response

The purpose of the Medical First Response Unit is to deliver Basic Life Support (BLS) or Advanced Life Support (ALS) care to the citizens served by the Village Fire Department in order to maximize the saving of lives. The program will enable Department response units to initiate basic or paramedic level care to victims of cardiac arrest, medical emergencies and trauma. The Department will accomplish this goal by staffing designated apparatus when staffing allows. All other response units will be BLS capable at all times.

The issues of roles and responsibilities, equipment, scene operations, private ambulance services, communications and documentation will be addressed in this document.

101.000 Terminology

Advanced Life Support (ALS) Apparatus - A term used to describe an apparatus that has a paramedic assigned to the unit. In addition to basic life support equipment, the apparatus will also carry a complement of ALS equipment, which includes medications, endotracheal intubation equipment and cardiac monitor. The minimum staffing for an ALS apparatus is one paramedic and one EMT.

Basic Life Support (BLS) Apparatus - A unit that carries equipment such as a jump kit, oxygen therapy equipment, immobilization equipment, and a semi-automatic defibrillator. These units will be staffed by a minimum of two EMT-Bs.

Apparatus Paramedic - A paramedic who is assigned to a position on an ALS apparatus. This paramedic may be of any rank as long as they possess paramedic certification.

Apparatus EMT - An EMT who is assigned to a position on a BLS apparatus. This EMT may be of any rank as long as they possess EMT certification.

Lead Paramedic - When multiple paramedics are on an apparatus, one will be designated by the company officer as the lead paramedic. The lead paramedic is responsible for operation and
accountability of ALS equipment and the coordination of patient care. This assignment shall be rotated equally between all paramedics regardless of rank.

Lead EMT - When multiple EMT's are on an apparatus, one will be designated by the company officer as the lead EMT. The lead EMT is responsible for operation and accountability of BLS equipment and the coordination of patient care. This assignment shall be rotated equally between all EMT's regardless of rank.

Non-Permanent ALS Apparatus - An apparatus that may be activated to ALS capacity by utilizing paramedic level personnel. These units are in-service as ALS apparatus only when staffing permits and according to policy. When there is a lack of proper staffing then the unit shall be a BLS apparatus.

Permanent ALS Apparatus - A Department apparatus that has one or more paramedics assigned.

102.000 Roles and Responsibilities

Company Officers

It shall be the responsibility of the Company Officer to staff his/her ALS/BLS apparatus to best serve the citizens served by the Village Fire Department. There shall be a minimum staffing of 1 Paramedic and 1 EMT per ALS unit.

Anytime there are two (2) paramedics on an apparatus, the company officer will assign one of them to be the lead paramedic. The lead paramedic will be responsible for treating and coordinating the care of patients. The lead paramedic must be available to accompany patients to the hospital if the proper care of the patient requires two attending paramedics and the Rescue unit is only staffed with one. The lead paramedic will be responsible for assuring that the accounting and inspection of all ALS equipment is executed.

Paramedics

Although the lead paramedic is responsible for the maintenance, inspection, and accounting of all ALS equipment and medications, these duties shall be shared by all paramedics. The paramedic(s) on the unit will inspect all ALS equipment on a daily basis. Paramedic(s) shall inventory all pharmaceuticals assigned to the unit and investigate any discrepancies.

EMTs

Although the lead EMT is responsible for the maintenance, inspection, and accounting of
all BLS equipment and medications, these duties shall be shared by all EMTs. The EMT(s) on the unit will inspect all BLS equipment on a daily basis.

Equipment Checkout

At the beginning of each tour of duty, apparatus EMTs or Paramedics will be responsible for all equipment inventories and testing of BLS and/or ALS equipment assigned to the apparatus. The lead EMT or paramedic shall document the inventory of the pharmaceutical box(s) on the Apparatus Pharmaceutical Inventory Sheet. Paramedics shall be responsible for the inventory of both the ALS and BLS pharmaceutical boxes. The Apparatus Pharmaceutical Inventory Sheet shall be forwarded to the EMS Supply Officer and be retained for two (2) years. The presence of all equipment shall be documented on the Apparatus Medical Equipment Checklist. The Apparatus Medical Equipment Checklist shall be maintained in the station for a period of 60 days and then discarded.

Equipment Placement

Due to the different storage capabilities of the apparatus that the Department currently utilizes, the guidelines for storage of equipment will be given in general storage requirements. Certain items must be secured and stored in the areas given to lessen the chance of damage to that equipment by water, temperature, etc. It is vital that the apparatus be placed inside the station except for times when maintenance, operational check out, etc. are occurring either to the apparatus or the station.

General guidelines for storing equipment are as follows:

A. Compartment is to be clean at all times.
B. Compartment is to be watertight.
C. Equipment is not to be stored in compartments with power tools, gas cans, and other tools or appliances that may soil or contaminate medical equipment.
D. Equipment is to be readily accessible by Department personnel.
103.000 Communications

Dispatch Procedures

Apparatus will be dispatched to first alarm assignments as prescribed in the Communications Guideline. In instances where paramedic apparatus companies could respond to a life-threatening situation faster than the closest Rescue unit, the alarm should include the paramedic apparatus. Life threatening situations include, but are not limited to:

- Chest pain with a cardiac history
- Respiratory distress
- Unconsciousness
- Allergic reaction with presenting symptoms
- Cardiac arrest
- Trauma exhibiting unconsciousness or signs of shock

There are various factors that should be considered when determining the response of the apparatus. These include obvious patient benefit and a response time that would be significantly less than the Rescue unit. It will be the responsibility of all personnel to monitor and advise the appropriate officer when this situation occurs. It will be the responsibility of the officer to make sure that the proper units are dispatched and resources are utilized in an efficient and effective manner.

104.000 Incident Operations

Care of Patients

The responsibility for care will be that of the most qualified person on the scene. EMTs and Paramedics are expected to carry out Standing Medical Orders in an expedient manner. If there are multiple EMTs or Paramedics on the scene, the primary care of the patient will be the responsibility of the lead EMT or paramedic. It should be understood that the care of the patient will rest collectively with all EMTs or Paramedics on the scene. It is urged that in this situation, all personnel work as a team in the best interest of the patient. When a Medical First Response Unit is treating a patient and a Department Rescue unit arrives on the scene, the disposition of the patient shall be handled as follows:

If the patient is deemed stable enough to only require one (1) paramedic or EMT in attendance, then the apparatus EMT or Paramedic will relay the patient report to the Rescue unit personnel, including any treatment or invasive procedures prior to Rescue unit arrival and will be documented on the Patient Care Report by the appropriate unit. A
Patient Care Report shall be completed by the Medical First Response Unit anytime a patient assessment is initiated. If time permits, the technician will then resupply the apparatus with any medications and supplies used. Patient transport will not be delayed in order to complete these tasks. Reports may be completed by the Medical First Response Unit at the station to expedite transport. It shall be encouraged for the EMT to continue patient care during transport if both the EMT and Paramedic agree that the patient’s condition will allow. Conditions that require Paramedic level care shall include, but not be limited to, chest pain, difficulty in breathing, unconsciousness and/or when any ALS equipment or procedures are required.

The apparatus EMT or Paramedic shall accompany the Rescue unit to the hospital in any situation, which he/she deems appropriate for the benefit of the patient. Both the apparatus EMT or Paramedic and the Rescue unit Paramedic will confer and decide if the patient will require two (2) paramedics. The designated lead EMT or paramedic should be the one who accompanies the Rescue unit to the hospital due to their responsibility of patient care. Upon arrival at the hospital, the apparatus EMT or Paramedic will complete the Patient Care Report, providing documentation of care prior to the arrival of the Rescue unit. All other care will be documented on the Patient Care Report Form by the Rescue unit attendant. If there is not agreement and a smooth transition of relinquishing patient care between the two Paramedics, then the apparatus paramedic will maintain responsibility for the patient. After documentation, the apparatus can resupply the pharmaceutical box. The Rescue unit personnel will complete the patient billing form. All incidents or problems with patient care between EMTs and paramedics will be reported in writing, through the chain-of-command, to the Battalion Chief.

A patient may be relinquished to a private ambulance service. A patient refusal must be signed in this circumstance.

Documentation of refusals of service shall be completed on a Release of Liability form as well as the front portion only of the Patient Care Report. Apparatus that are canceled before arrival on the scene will complete the Fire Incident Report per established Department standards.

Company Officer EMTs or Paramedics

While it is possible for company officers to effectively command the scene while caring for patients, company officers should realize their limitations in these situations. If a company officer is unable to manage a scene because a patient's condition requires his/her attention, then the company officer should be prepared to delegate the role of Incident Commander to the next highest subordinate.
105.000   **Documentation**

The primary source for documentation will be the Patient Care Report. The primary responsibility for completion of the Patient Care Report will be the Lead Paramedic on the apparatus or Rescue unit. Treatment rendered by a Medical First Response Unit prior to Rescue unit arrival will be accomplished in the following manner:

A. The Medical First Response Unit EMT or Paramedic will provide information to the Rescue unit on assessment and care rendered. It is required that a Patient Care Report be completed by the Medical First Response Unit EMT or Paramedic any time a patient assessment is initiated. The lead medic on the medical first response unit will be considered medic #1 for purposes of documentation on their report.

B. The ambulance crew will document on the Patient Care Report and will include information on which unit performed the care prior to Rescue unit arrival and non-specific information on what type of care was rendered. The lead medic on the Rescue unit will be considered “medic #1” for purposes of documentation on their report.

C. If the medic from the engine ride in to the hospital with the patient in the Rescue unit, he/she will then be considered “medic #1” on the Rescue unit report.
DEPARTMENTAL GUIDELINES

CHAPTER 5 – EMS OPERATIONS

Section 200.000 Rescue Operations

The purpose of this guideline is to establish procedures for the daily operations of Ambulances and the utilization of Medical Control to optimize patient care and efficiency. Implementation of operations during incidents is built upon the utilization of the Incident Command System.

Nothing in the guideline is meant to take away the responsibility of personnel to work together, sharing responsibilities and work load. During the transport of patients meeting BLS protocols, EMT partners are expected and required to share in patient care responsibilities, including riding in the patient compartment.

201.000 Incident Operations

A. Charges for service shall be assessed by completing the PCR form. Charges shall be assessed for any person who is transported by ground ambulance to any hospital emergency room with the distinct intent to be evaluated and/or to be treated by a physician.

B. It is preferred that patients ride (sitting or lying) in the patient compartment as opposed to riding in the front compartment. All patients and passengers shall be secured with seat belts.

C. Personnel shall conceal patient privacy at all times and hold personal patient information confidential. Patient records shall not be revealed to anyone except necessary Department personnel and the receiving hospital personnel.

D. Patients shall not be left unattended by any personnel either against that person's will or well being. This shall not be allowed and may be considered abandonment.

E. Frequently, citizen's personal property (i.e. jewelry, wallet, money, clothing, etc.) may be removed for patient care, protective, or security reasons. Personnel shall secure and relinquish such articles to a security officer, nurse, or physician. It is preferable that these be logged and signed for at the hospital if such procedure is in place. This information should be included in the Narrative Section of the PCR, to include the name of the person left with the property.

F. Proper lifting techniques shall be used when lifting patients. When multiple patients are loaded into Rescue units, the patient being placed on the bench should be loaded first by utilizing the stretcher and transferring to the bench. The stretcher patient should then be loaded.

G. Personnel shall report to their superior officer and a police officer any known or suspected wrong doing or personal detriments to patients or others such as spouse abuse, child abuse, rape, sexual exploitation, drug abuse/use, etc
H. Personnel shall assure that a scene is safe from hazards prior to entry. Department approved protective wear (includes infectious disease precautions and bunker gear) shall be worn in all situations of potential hazard.

I. Forcible entry into buildings, vehicles, residences, etc., shall serve as a last resort for gaining patient or rescue access. All effort shall be taken to gain consent from a responsible party for forcible entry, and police assistance is preferred in all cases.

202.000 Responsibilities of Company Officer

The company officer shall assign two qualified personnel to each Rescue unit at all times. These positions are interchangeable depending on the level of care needed for the patient and upon the discretion of the paramedic who is ultimately responsible for patient care. EMTs and paramedics are expected to perform patient care practices to the fullest extent they are trained. The driver shall not be relieved of all accountability for the medic's duties, when appropriate, and vice versa. The medic's primary responsibilities are secondary for the driver and the driver's responsibilities are secondary for the medic. Teamwork is essential and these assignments do not relieve any personnel from accountability of all duties required on the apparatus. It is expected that assigned personnel will assist each other to assure that all duties are executed.

203.000 Responsibilities of Assigned Driver

The assigned driver will be primarily responsible for:

A. Examining the vehicle at shift change and after each run to assure that it is ready for the next emergency. He/she shall be familiar with the operational and maintenance peculiarities, capabilities, and limitations of the vehicle. He/she shall assure that all mechanical functions are in order by examining fluid levels, belts, and other aspects that might affect optimal operating efficiency.

B. Assuring that the vehicle is clean on the exterior, interior cab, and patient compartment.

C. Assuring that the vehicle is properly maintained with fuel, never to be below 1 1/2 tanks.

D. Maintaining a thorough knowledge of streets in his/her assigned territory and routes to be taken to all metro Houston hospital.

E. Assuring that the vehicle and equipment therein is secured when personnel are not in attendance except when direct patient care is being performed.

F. Performing a standard inventory of the cab of the apparatus to assure all paperwork, maps, and other standard inventory items are present.

G. Assuring that the company officer is immediately made aware of any discrepancies or malfunctions.

H. All other duties as assigned by the medic.
204.000 Responsibilities of Assigned Medic

The assigned medic will be primarily responsible for:

A. Overseeing the patient care of less trained members and making assignments as appropriate for proper treatment and transport.
B. Performing a standard inventory of the patient care area of the apparatus at shift change utilizing the established inventory form. Forms shall be retained for at least 90 days.
C. Assuring that pharmaceutical duties such as keys, inventory, trip reports and signature sheets are accounted for and relinquished upon termination of tour of duty.
D. Assuring that all equipment is maintained properly and in working order.
E. Completing patient care reports.
F. Assuring that the apparatus is inspected, restocked, and returned to service in a timely manner.
G. Assuring that missing equipment is retrieved in a timely manner under the direction of the Company Officer.
H. Assuring that the Company Officer is immediately made aware of any discrepancies or malfunctions.
DEPARTMENTAL GUIDELINES
CHAPTER 5 – EMS OPERATIONS

Section 300.000 Medical Helicopter Operations

To establish procedures for transporting sick or injured persons via helicopter to appropriate hospitals utilizing specialized medical skills, equipment, and personnel.

301.000 Operational Procedures

The Department crewmember with the highest level of medical training, on scene, shall be in charge of patient care and is responsible for assessing patient situations for helicopter transport unless directed otherwise by the Incident Commander.

A. Patient candidate requirements include:
   - Any life threatening situation where speed is essential or access problems are present.
   - Any multi system trauma supporting a "Load and Go", status.
   - Any major medical and/or surgical illness with a deteriorating prognosis.
   - Any pediatric patient requiring definitive surgical stabilization.
   - Any neonate or perinate requiring emergency critical care.
   - Major burns.
   - High-risk mothers in crisis without imminent delivery.

B. Transport considerations that affect helicopter use are:
   - ETA of the helicopter to the scene.
   - Patient needs that the helicopter cannot accommodate (i.e., CPR, combative, etc.).
   - Helicopter landing capabilities of the patient's destination.
   - Patient refusal of helicopter transport.
   - Patient size (i.e., obesity, over 6'2", etc.)
   - Flying and scene condition (i.e., weather, accessibility, crowd control, etc).
   - Ground transport time comparison.
302.000 Guidelines for Helicopter Utilization

Personnel on scene evaluate patient's needs
Determines that helicopter transport criteria are met

Incident Commander

May opt to activate the helicopter to the scene

Are conditions justified?

YES

NO

Transport by ground

Proceed with helicopter utilization

A. The Incident Commander or a designated ground guide shall communicate with the helicopter pilot while enroute to the scene.

B. The Incident Commander shall be responsible for establishing and securing a landing area. Considerations for securing a landing area are:

- Minimum area of 75 feet x 75 feet during the day. Minimum area of 100 feet x 100 feet during the night.
- Surface area should be as flat as possible and not where the ground slopes more than 8 degrees.
- Free from obstructions (i.e., trees, power lines, utility poles, etc.)
- Secure and highlight all obstructions using vehicles, personnel, lights or other approved pilot aids.
- Remove loose debris and wet down a dusty landing area.
C. The Incident Commander will request an engine be dispatched to secure the landing site and establish Landing Zone Sector.

D. The pilot is responsible for final judgment regarding suitability of flight conditions and landing areas.

E. The Landing Zone Sector Commander shall be responsible for establishing landing area security.

F. All personnel permitted within the landing area shall be aware of all emergency scene safety conditions. Safety considerations are:

- Assure sufficient main rotor blade clearance (i.e., uneven ground, windy conditions, dipping of blades, carrying long objects, etc.)
- Assure loose articles are secure due to wash gusts (i.e., helmets, sheets, medical supplies).
- Be aware of the fire extinguisher and the fuel shut off valve on the aircraft.
- Be aware of the loud noises that may impair communications around the aircraft.
- Be aware of the tail rotor system and always approach the aircraft from the front and in view of the pilot.
- Only duly trained personnel are authorized to approach the aircraft.
- Limit the number of personnel approaching the helicopter to the minimum number of personnel required.
- No one shall approach the aircraft until signaled by the pilot.
- Be aware that bright lights shall not be shined directly at the aircraft when landing or departing on night flights.
DEPARTMENTAL GUIDELINES

CHAPTER 5 – EMS OPERATIONS

Section 400.000   DNR Orders

The purpose of this guideline is to provide guidance when a DNR order is present at the scene of an EMS incident.

401.000   DNR Protocol

The following care will be initiated if a patient presents with a complete and official Texas Department of Health DNR form or Identification device.

A. Honor OOH DNR Order (no CPR) if:
   1. Patient presents with no pulse.
   2. Patient presents with a pulse without spontaneous respirations (excluding airway obstructions).
   3. A DNR order form from the patient's physician if present at the scene will be honored in the event of respiratory or cardiac arrest.

B. Do not honor OOH DNR (start CPR) if:
   1. Suspicion of suicide, homicide, evidence of foul play, or other non-natural cause of death (notification of law enforcement personnel required if not already on scene).
   2. Patient is pregnant.
   3. Physician issuing order is not the patient's physician.

C. Provide palliative care if the patient presents with a pulse and spontaneous Respirations.
   1. Palliative care consists of the following:
      a. Oxygen therapy (excluding advanced airway management)
      b. Standardized BLS treatment for trauma/injuries (bandaging, splinting, etc.)

402.000   DNR Identification

The following are acceptable identification devices for OOH DNR orders.

A. White hospital type vinyl bracelet with the red and white State of Texas DNR logo imprinted in the center of the top surface of the bracelet. Bracelet will not be damaged and/or cut off the patient. Patient's name, ID number and physician name will be written on the back of the bracelet.

B. Stainless steel bracelet similar to the medic-alert bracelet. Center ID portion will be rectangular with the red and white State of Texas DNR logo screen printed on the front
surface. The back surface should be engraved with the patient's name, ID number and physician's name.

C. Stainless steel ID necklace with round pendant; the red and white State of Texas DNR logo should be screen printed on the front surface and patient's name, ID number and physicians name should be engraved on the back surface.

403.000 Patient with no DNR Identification

If Department personnel should encounter a patient with proper DNR orders but is not wearing an identifying device as stated above, personnel will accept the statement of a reliable witness as proof in establishing the identity of the patient.

1. The in-charge will be responsible for obtaining the witnesses:
   a. Name
   b. Address
   c. Social security number
   d. Telephone number
   e. Drivers license number
   f. Signature

404.000 In the Event the Patient Expires

A. During assessment on scene or OOH DNR invoked, the Paramedic In-Charge will:
   1. Contact dispatcher for law enforcement notification and to advise the Battalion Chief of the situation.
   2. Contact receiving hospital and advise of situation, await any orders.
   3. Provide support to family members as needed.
   4. Release the scene to appropriate law enforcement personnel upon their arrival.

B. During the transport the Paramedic in-Charge will:
   1. Notify dispatcher of situation and to record notification.
   2. Contact and notify receiving hospital of situation.
   3. Continue to medical facility for disposition of patient.

405.000 Unclear or Conflicting Orders

A. Contact dispatcher to advise the Battalion Chief and to send law enforcement personnel.
B. Contact receiving hospital and request orders based on scene situation.
C. Transport patient to nearest medical facility.
406.000  Out of State DNR Orders

A. If personnel are presented with DNR orders from another state, territory of the United States, personnel will honor the original out of state DNR order with or without the identifying device being present.

B. Personnel will not honor DNR order if only the identifying device is presented.

407.000  Documentation

In the event a DNR order and / or identifying device is encountered or any of the above situations occur, the following information will be documented on the Village FD Patient Care Report:

1. History and assessment of patient’s physical condition.
2. Name of patient's attending physician on scene.
3. Full name, address, telephone number and relationship to patient of any witness (es) used to identify patient.
4. Copy of patient's DNR orders (original must remain with patient).
5. Unknown / unclear situation and / or conflict at scene.

The EMS coordinator will be responsible for reporting the results and all details of DNR orders on the Encountered OOH DNR Orders form for annual report to Texas Dept. of Health and Human Services.
Section 100.000 Standard Company Operations
A. Standard company operations assign basic fireground functions and activities to companies based upon the capability and characteristics of each type of unit.

B. Standard company operations assign major fireground functions to the particular company who can best accomplish the operation.

C. Standard company operations integrate the efforts of engine, ladder, and Rescues to achieve effective rescue, fire control, and loss control activities.

D. Standard company operations increase the awareness and confidence of company members in the standard performance of other companies operating on the fireground.

E. Standard company operations reduce the amount and detail of orders required to get companies into action on the fireground.

101.000 Responsibilities
The following items represent the standard operations that will normally be performed by engine, ladder, and Rescue apparatus. These basic functions will provide the framework for field operations for these apparatus; however the Incident Commander has the authority to utilize personnel as necessary:

101.001 Engine Functions
- Search, rescue and treatment
- Stretch hose lines
- Operate nozzles
- Pump hose lines
- Loss control
- Support Fire Protection Systems
- Rapid intervention duties
101.002 Truck Functions:

- Search, rescue, and treatment
- Ventilate
- Forcible entry
- Raise ladders
- Provide access/check fire extension
- Utility control
- Provide lighting
- Operate ladder pipes
- Perform overhaul
- Extrication
- Loss control

101.003 Rescue Functions

- Exterior ventilation
- Water supply
- Hand line deployment
- Building evacuation
- Utility shutdown
- Ladder deployment
- Exposure protection
- Rapid intervention duties

When Rescue personnel are engaged in interior firefighting operations, command should consider requesting a second Rescue response for immediate transport responsibility.

102.000 Operations

The first arriving engine, truck, and Rescue will perform these functions as required and ordered by Command. These crews will advise Command on the type of function they are performing.

Officers will determine, based upon conditions, the priority of the functions for their crews unless otherwise ordered by Command. This does not limit a crew to only its listed functions. Every type apparatus crew will be expected to perform all basic functions safely within the limits of their capability, and it will be the on-going responsibility of Command to integrate tasks and functions as required with the on-scene units.
In the absence (or delay) of a truck response, Command should assign truck functions to an engine or Rescue company: "Engine 11, perform truck functions." In such cases, crews will perform all truck functions within the capability of their crew.

The assignment of these basic operations represents a standard fireground plan for tactical operations designed to improve the effectiveness and safety of all units working together. This plan should in no way limit the initiative of any officer and should enhance the decision making process of all officers by establishing a standard operational framework.
DEPARTMENTAL GUIDELINES

CHAPTER 6 – TACTICAL OPERATIONS

Section 200.000 Management of Roadway Incidents

The purpose of this guideline is to provide direction in the response and coordination of Highway incidents. The goal of the operation is to provide a safe work environment for first responders and to quickly complete the operation so as to leave the roadway as soon as possible.

201.000 Statement of Policy

A. It shall be the policy of this Department to position apparatus and other emergency vehicles at a vehicle related incident on any street, road, highway or expressway in a manner that best protects the incident scene and the work area.
B. Such position is intended to afford protection to fire personnel, law enforcement officers, tow service operators and the motoring public from the hazards of working in or near moving traffic.
C. All Departmental personnel shall consider moving vehicles as a threat to their safety and operate within a protected environment at any vehicle related roadway incident.
D. Every attempt shall be made to provide additional lighting when operating at a roadway incident during evening or night hours.

202.000 Procedures

There are several specific tactical procedures that should be taken to protect all Department personnel and other responders at the incident scene including.

A. Be aware of and cautious about approaching traffic
B. Avoid, as much as possible, turning your back to approaching traffic.
C. Establish an initial “block” with the first arriving Fire Vehicle.
D. Personnel shall always wear appropriate personnel protective equipment and/or safety vests during operations to maintain high visibility.
E. Wear full protective clothing at all vehicle related emergencies where extrication or fire suppression activities are necessary.
F. Ensure that vehicles headlights and spotlights do not impair the vision of approaching motorists at night time incidents.
G. Use fire apparatus and law enforcement vehicles to initially redirect the flow of moving traffic.
H. Establish advance warning and adequate transition area traffic control measures upstream of incidents to reduce travel speeds of approaching vehicles.

I. Use traffic control devices where appropriate for sustained highway incident traffic control and directions.

203.000 Incident Scene Issues

A. Traffic Lane Descriptions
   1. Lane of traffic shall be identified numerically as “Lane 1”, “Lane 2”, etc., beginning from the right to the left from the approaching motorist’s point of view.
   2. Typically, vehicles travel a lower speed in the lower number lanes.
   3. Directions, “right and left” shall be as identified as from the approaching motorist’s point of view.

B. Always position first arriving apparatus to protect the scene, patients, and emergency personnel.
   1. Initial apparatus placement should provide a work area protected from traffic approaching in a least one direction.
   2. Angle apparatus on the roadway with a “block to the left” or a “block to the right” to create a physical barrier between the incident scene and approaching traffic.
   3. Allow apparatus placement to slow approaching motorists and redirect them around the scene.
   4. Use apparatus to block at least one additional traffic lane more than already obstructed by the crashed vehicle(s).

C. Exiting the apparatus
   1. When practical, position apparatus in such a manner to allow personnel to exit the apparatus without being exposed to traffic and protect the pump operator from being exposed to approaching traffic.
   2. All personnel must exit and enter their vehicles with extreme caution remaining alert to moving traffic at all times.
   3. Always look before opening doors and stepping out of apparatus or emergency vehicles into any moving traffic areas.
   4. When walking around apparatus be alert to the proximity of moving traffic.
   5. Stop at the corner of the apparatus and then proceed along the vehicle remaining as close as possible to the vehicle as possible.
   6. Maintain a reduced profile when moving through any area where a minimum “buffer zone” condition exists.

D. Position of Apparatus
   1. Positioning of large apparatus must create a safe parking area for smaller vehicles.
2. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication area, and rescue loading area.

3. Ambulances should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic. When able, ambulances should be parked past the accident scene.

4. At all intersections, or where the incident may be near the middle lane of a roadway, two or more sides of the incident may need to be protected.

E. Traffic Warning Devices

1. Traffic warning devices should be deployed from the rear of blocking apparatus toward approaching traffic to increase advance warning provided for approaching motorists. Warning devices identify and only suggest transition and tapering actions that are required of the approaching motorists.

2. Personnel shall place traffic warning devices while facing oncoming traffic.

204.000 Incident Management

A. The initial arriving company officer and/or incident commander must complete critical benchmarks to assure that a safe and protected work environment for emergency scene personnel is established and maintained including

   1. Assure that the first arriving apparatus establishes an initial block to create an initial safe work area.
   2. Assign a parking location for all rescues as well as later arriving apparatus.

B. Instruct the drivers of ambulances to “block to the right” or “block to the left” as it is parked at the scene to position the patient loading area away from the closest lane of moving traffic.

C. Assure that all ambulances on scene are placed within the protected work area.

D. Assure that all patient loading is done with a protected work zone.

E. Assure that all Opticom equipped strobe systems are turned OFF and that other emergency lighting remains ON.

F. Command should establish a liaison with the police department as soon as possible to jointly coordinate a safe work zone and to determine how to most efficiently resolve the incident and establish normal traffic flows.

G. The termination of the incident must be managed with the same aggressiveness as initial actions.

H. Crews, apparatus and equipment must be removed from the highway promptly to reduce exposure to moving traffic and minimize traffic congestion.
Section 300.000 Thermal Imaging Camera

This guideline is to identify standards for use of the thermal imaging camera(s) (TIC) to primarily assist in search and rescue and the determination and location of fire extension and secondly to use in specialized situations such as identifying pending flashover, etc.

These standards shall be used by all members of the Village Fire Department to ensure that every reasonable precaution is taken to confirm that the fire/overheating condition has been fully neutralized, during search & rescue, suppression, salvage, overhaul, and any associated activities.

301.000 Procedures

The incident commander (IC) will request that the TIC be used on every scene where a fire has occurred in a structure and/or:

A. There is any possibility there is a need for search and rescue operations.

B. There is a possibility the fire has breached and penetrated the surface covering of a wall, ceiling or floor; or

C. There is any possibility the fire may have traveled through a concealed air space to an adjacent portion of the building; or

D. There is any possibility the fire may have extended to other portions of the building through conduction, convection or direct flame contact.

The TIC may be utilized at scenes where determining differentials in surface temperature may be advantageous to the mitigation of the incident Operation:

A. The TIC will be operated in accordance with the Instruction Manual.

B. All firefighters should follow-up their theory and practical training with a thorough review of the operator’s manual.
C. Experience will demonstrate many uses for the TIC, however, it is primarily an aid to navigation and all other OGs respecting safety, search and rescue, etc. remain in effect.

D. Firefighters should not enter into a High Life Hazard situation with less than a fully charged battery.

E. When exiting a structure due to low air supply and if re-entry into a High Life Hazard is necessary, the battery should be replaced with a fully charged pack. Change your bottle. Change your battery.

*NOTE: Although the battery has a 2.5 to 3 hour battery life this is a good safety policy.

F. Partly used batteries may be used during overhaul when relatively safe conditions exist.

G. Under no circumstances should a firefighter remain in a hazardous environment after the low battery (LED) indicator turns red or the low battery display shows on the screen.

H. Upon entry into a smoky structure, use the TIC to acquaint yourself with your surroundings. Look left, right, up, down and behind -to give yourself a mental picture of your surroundings should the camera become inoperable.

302.000 Primary Firefighter Safety Hazards

A. Separation of Crew: It would be easy for the lead person using the TIC to move faster than others in the entry team can follow. The entry team must remain in close physical and voice contact to avoid getting separated. The TIC person should keep others in the team updated verbally with observations and/or direction changes.

B. Over-dependence: The TIC is a tool and therefore, subject to failure or battery depletion. Firefighters must keep a mental picture in their mind of where they are and continue to be aware of secondary escape routes. The TIC should not be used as the sole source of navigation as the possibility of failure could cause the firefighter to become disorientated or lost.

C. Over-extending Air Supply: Use of the TIC will permit safer movement that could lead to penetrating a building past a point of no return. Firefighters must be vigilant in monitoring their air supply and anticipating exit time.
D. Watch Your Step: It is possible to become overly focused on the TIC and its image. Maintain an awareness of your peripheral vision and watch your step.

E. Beware of Heat: The TIC will safely allow forward progression in a more erect posture. Be careful not to expose your upper body to excessive heat in a descending thermal layer. As it should, heat will dictate a lower posture.

303.000 Maintenance, Inspection and Testing

The TIC shall be inspected, tested and maintained on the first (1st) of each month. The batteries will be inspected for signs of physical damage. Each battery shall be inspected for signs of leakage, corrosion and to ensure the date codes have not expired. The external surfaces of the TIC, case and harness assembly shall be visually checked for signs of physical damage. The lens shall be checked to ensure that it is clean. If the lens requires cleaning, it shall be cleaned according to the instructions of the manufacturer.

A. After Use: Wipe the TIC clean using a damp cloth, then dry unit. Clean lens as instructed by the manufacturer. If the TIC has been used for an extended period of time and the batteries are low, replace with recharged batteries and recharge the low batteries as soon as possible according to the manufacturer’s specifications.

B. Service and Repair: ONLY an authorized agent shall perform service and repair other than those specified in the operating guidelines. All TICs needing repairs will be turned in to Support Services for proper handling.

C. Responsibility: It is the responsibility of the officers assigned to the vehicle carrying the camera to ensure that the firefighters maintain their skills in the use, care and maintenance of the TIC in various environments according to the manual.

It is the responsibility of the officer in charge of the TIC working the first Monday of each month to ensure that the regular maintenance is conducted on the TIC.

304.000 Cautionary Notes

A. Thermal imaging will not penetrate glass or water. Thermal Imagers do NOT "see through walls", etc., they only see "Heat."

B. Thermal Imaging does not improve impaired vision.

C. Do NOT point the TIC at the sun.
D. Do not expose the TIC to temperatures above 800F for more than 2 minutes.

E. The TIC is not intrinsically safe and therefore, cannot be used in a suspect environment.

F. Although the TIC is waterproof to three feet — avoid submersion or unnecessary soaking with pressurized water.

G. Only trained technicians should make adjustments to the TIC.
Section 400.000 Suppression Systems

The purpose of this guide is to assist the Incident Commander (IC), Fire Officers and Firefighters with the planning of effective operations for supporting water-based suppression systems and the use of water-based suppression systems in buildings or facilities where fire can or has occurred.

401.000 General

Water-based suppression systems technology has been very successful in the past and continues to be a proven, effective extinguishing system. However, in spite of the exceedingly successful performance record of water-based suppression systems, failures have occurred and have significant potential of future failures. Since 1897, reported fires in protected structures to the National Fire Protection Association (NFPA) the successful operation rate of water-based suppression systems is about 96%. Analysis of the remaining 4% of system failures provides significant insight into the mechanics of system failure.

Reasons for system failure relates to 1) closed valves or premature closure of valves, 2) inadequate system design, installation or maintenance, 3) changes in hazard or commodity configuration and, 4) degradation of water supply.

Effectiveness of water-based suppression systems is consistent over their history. The majority of system activation produces favorable results with the operation of one or two sprinkler heads, according to NFPA and Factory Mutual statistics. Systems are designed to control fires of 1500 to 5000 square feet in size. Early Suppression Fast Response (ESFR) technology exceeds its predecessor’s performance and achieves fire extinguishment as a design parameter with an area of not more than 1200 square feet.

Fire companies should be alert to changes or conditions that will affect the operation, effectiveness, and access to water-based suppression systems. It shall be the responsibility of the fire officer to refer these changes or conditions to the Fire Marshal’s Office for determination of whether the water-based suppression system requires upgrading.

Fire companies should recognize the following conditions as essential to successful water-based suppression system operation:

A. Systems must be properly designed, installed and maintained.

B. Systems are not equally effective in their performance.
C. Water supply conditions change over time.

D. New commodity/storage methods place greater emphasis on FD support of system.

E. Design parameters of systems are based on system application, i.e. life safety, fire control, extinguishment.

402.000 First Due Fire Officer Should Know

A. Occupancy(ies).

B. Hazard classification(s) within area protected by water-base suppression system(s).

C. Building construction and floor plan.

D. Extent of protection.

E. Type of water-based suppression system(s) protecting structure.

F. Identify duration and type(s) of water supply(ies).

G. Location of control valve(s).

H. Function of each control valve. Consequences of shutting off valves.

I. Location of Fire Department Connection (FDC).

J. Specific company assignments have primary responsibility for charging the FDC.

K. Location of water supply(ies) for handlines. (standpipes, fire hydrants).

L. Alternate means for supplying water to the System in the event the FDC is inoperative.

M. Location of spare or replacement sprinkler heads.

N. Location of waterflow indicators and annunciator panels.

O. Name of person responsible for the water-based suppression system.
403.000  Fire Ground Operations in Properties Protected with Water-Based Suppression Systems

403.001  Size Up

Accurate size-up can be hindered by low visibility from smoke resulting from downward air currents due to operating sprinkler heads. Do not shut down system to improve visibility.

403.002  FDC Operations

A minimum, or equivalent, of two-(2) sprinkler supply lines should be connected to the FDC and should be supplemented according to fire conditions. The supply line should be pumped and the line charged to a pressure of 150 psi, unless the system is posted for a different pressure. Combination systems (sprinkler/standpipe) shall be calculated on the basis of the most demanding system.

Once all water supply connections have been completed and the fire department connection has been charged, the Incident Commander should verify immediately that water is flowing into the sprinkler system. If no water is flowing, the IC should take action to verify that all accessible control valves are open.

Large-Volume Fire Sprinkler Systems, e.g. large orifice sprinklers, Early Suppression Fast Response (ESFR), have system demands of 1200 – 1500 gpm. FDC manifolds to these systems will have more than the standard two-(2) inlets or multiple FDC connections. Large-volume systems will require the maximum water delivery capacity of both the water supply and the pump apparatus.

403.003  Valves

If a valve is found closed, IC should be informed immediately and the valve should be opened fully at the direction of the IC, unless the valve is tagged "Closed for Repairs". Valves found closed should be reported to the fire investigator after the incident.

403.004  Fire Pump

If the system is supplied or augmented by a fire pump, the IC should assign a firefighter to verify that the pump is in operation. The IC should be aware of the system demand for Large-volume fire sprinkler systems and the FD’s capacity to support the system. Early FD operation with Large-volume fire sprinkler systems must be of sufficient pressure and capacity to ensure that the designed performance parameters of the system are met. REMEMBER, Early Suppression Fast Response (ESFR) is designed to extinguish the fire, as compared to other systems that rely on FD support to extinguish the fire. Inappropriate intervention by the FD on ESFR systems may prevent fire extinguishment.

Structures protected by ESFR systems that present a rapidly growing fire on arrival of FD suggest the system has failed to meet its performance parameter. It is unlikely that pump apparatus would have sufficient capacity to improve the performance of a failed
ESFR system, compared to a conventional sprinkler system. Full-scale fire testing of ESFR systems has achieved extinguishment in high-piled storage arrangements in times that would give the IC the expectation that the fire will be extinguished before FD arrival. Real time scenarios would suggest the ESFR protected fire will be extinguished before fire units are dispatched. Therefore, fire conditions on arrival may suggest system failure and the large-volume nature of the system may present water supply deficiencies. The IC may seek to terminate the fire pump and the system’s water supply connection in favor of effective master stream operations.

403.005 Ladder Company Operations

Ladder company functions should provide ventilation and salvage, as needed to avoid delay in advancing hose lines.

Salvage covers should be spread over those items or areas likely to be affected by operating sprinklers or hose lines. Special attention should be given to areas on levels below the area of sprinkler operation.

403.006 Post-Fire Operations

Water-based suppression systems should not be shut-off until the fire has been extinguished.

The IC should assign a firefighter to remain at the valve until overhaul is completed. The firefighter shall remain there until given proper directions by the Incident Commander. The firefighter may be directed to open or close valves as needed. Orders should also be given to the fire apparatus operator to shut down the lines connected to the FDC as these by-pass the main sprinkler valve, water will flow until pump discharge gates are closed.

403.007 Limited Sprinkler Operation

Where only a few sprinkler heads are operating, sprinkler tongs, tapered wooden wedges or dowels can be used to immediately stop the flow from the opened heads without shutting off the entire system.

When overhauling is completed, the lines from the fire apparatus pump to the water-based suppression system FDC should be ordered disconnected.

403.008 System Restoration

When possible, the system should be restored to full operation as soon as possible. The owner/manager of the facility is responsible for ensuring the system is properly restored.

The Fire Marshal’s Office should be notified, by the Incident Commander, of ALL system activation or impairments, activated or impaired notification should be done through Communications. Fire Inspectors will assess the system’s condition and will take enforcement action, in accordance with local code.
404.000 Fire Department Operations in Properties Protected with Outside Exposure Sprinklers

Buildings or properties having a severe exposure problem are equipped with outside or external sprinkler system designed to provide a water curtain capable of shielding the property from fires in other buildings or in storage areas. Many of these systems are manually operated, some are thermostatically operated.

404.001 Pre-Planning

Properties that are equipped with outside exposure sprinklers should have the following information included in pre-planning documents:

A. Occupancy(ies).

B. Hazard classification(s) within area protected by water-base suppression system(s).

C. Building construction and floor plan.

D. Extent of protection.

E. Type of water-based suppression system(s) protecting structure.

F. Identify duration and type(s) of water supply(ies).

G. Location of control valve(s).

H. Function of each control valve. Consequences of shutting off valves.

I. Location of Fire Department Connection (FDC).

J. The Incident Commander will assign a company with the primary responsibility for charging the FDC.

K. Location of water supply(ies) for handlines. (standpipes, fire hydrants).

L. Alternate means for supplying water to the System in the event the FDC is inoperative.

M. Location of spare or replacement sprinkler heads.

N. Location of water flow indicators and annunciator panels.

O. Name of person responsible for the water-based suppression system.
404.002 The Incident Commander Should Consider

Maintenance of the exterior integrity of exposure building(s) on each side of fire. Insure that all windows are closed and that fire has not extended into the exposure buildings.

A. Severe exposures, attack lines should be set up in exposure buildings using standpipe system, if available

B. The roof of exposure building(s) should be checked to make certain no part of the roof structure is in danger of ignition.

C. Initiate salvage operations on exposure building(s).

D. Termination of outside sprinklers is appropriate when the fire threat is no longer present.

E. Initiate fire sprinkler system restoration procedures.

405.000 Fire Department Operations in Properties Protected with Standpipe Systems

Buildings equipped with standpipe systems have areas because of remoteness or height which would make quick placement of fire streams untimely or impractical. The procedures to use a standpipe system are the same as for a fire sprinkler system.

405.001 Pre-Planning

Properties that are equipped with standpipe systems should have the following information included in pre-planning documents:

A. Occupancy(ies)

B. Hazard classification(s) within area protected by standpipe system(s).

C. Building construction and floor plan.

D. Extent of protection

E. Type of standpipe system(s) protecting structure.

F. Identification of pressure-regulating devices (PRD).

G. Identify duration and type(s) of water supply(ies).

H. Location of standpipe outlets and control valve(s).
I. Function of each control valve. Consequences of shutting off valves.

J. Location of Fire Department Connection (FDC).

K. The Incident Commander will assign a company with the primary responsibility for charging the FDC.

L. Location of water supply(ies).

M. Alternate means for supplying water to the System in the event the FDC is inoperative.

N. Name of person responsible for the standpipe system.

**405.002 Fire Department Operations**

When pumping into the FDC the pump operator should consider the following when calculating the Pump Discharge Pressure (PDP):

A. Friction loss in hose lines between pump and standpipe connection.

B. Friction loss in the standpipe system

C. Elevation of the nozzle(s)

D. Number and size of attack lines operating from standpipe.

E. Required nozzle pressure.

PDP in excess of 200 psi should not be used unless the standpipe system has been designed and posted for higher pressures.

A minimum, or equivalent, of two-(2) supply lines should be connected to the FDC and should be supplemented according to fire conditions. The supply line should be charged to a pressure as calculated above or if the system is posted for a specific pressure. Combination systems (sprinkler/standpipe) shall be calculated on the basis of the most demanding system.

Fire attack is generally performed by connecting the attack line to the standpipe outlet a floor below the fire floor and advance the line up one flight of stairs.

Private hose or “house lines” attached to Class II or III (occupant use hose) standpipe outlets are NOT to be used except in the case of extreme emergency.
DEPARTMENTAL GUIDELINES

CHAPTER 6 – TACTICAL OPERATIONS

Section 500.000  Response to Nuclear, Biological, and Chemical Incidents

Nuclear, Biological, and Chemical (NBC) terrorism is described as the intentional use of radioactive weapons, chemicals, bacteria, viruses, parasites and their byproducts to inflict terror and cause illness. The Village Fire Department will respond utilize the same approach to NBC incidents as hazardous material incidents. While diagnostic laboratory results may be needed to confirm a definitive action plan, it is necessary to assume a worst case scenario with terrorist threats until proven otherwise due to the high risk of these incidents. In addition to our Hazardous Materials SOP, there are special considerations for terrorist events that will be outlined and adhered to for the safety of our personnel and citizens. An NBC event will produce fear, anxiety, and panic from patients, family, and the general public. We can minimize these reactions by frequently communicating what we are doing and why as well as assuring them. The psychological responses following an event may include stress reactions for not only the public but for emergency workers and their families. It may be necessary to seek and utilize professional expertise for education and counseling in areas of terrorism, infection control, medical practices, critical incident stress debriefing, etc.

There are many chemicals that may be utilized to inflict terror. There are four primary diseases associated with bio-terrorism (anthrax, botulism, plague, and smallpox) but others may be possible. Agents of NBC terrorism are generally not transmitted from person to person. Most NBC incidents will have a relatively short duration for the successful rescue of viable victims. However, the more expeditious and aggressive the actions taken in the initial stages of the event the more victims will be recovered and can be decontaminated and transported to medical facilities. All patients with suspected or confirmed NBC terrorism related illnesses should be managed utilizing Universal Precautions including gloves, masks, eye protection, and gowns. A minimum of bunker gear and self-contained breathing apparatus will be utilized upon initial approach and inside the established warm and hot zones. Limiting exposure should minimize contamination of equipment and other persons. It may be necessary to isolate them until they can be decontaminated. Recommendations for prophylaxis are subject to change. Local and state health professionals in conjunction with the CDC will provide current recommendations.
501.000 NBC Scene Management

Collect as much information as possible to assist with an action plan. We may not be aware of an actual biological exposure until clinical symptoms are present for days after the incident. Be aware of suspicious circumstances and situations of NBC terrorism involving:

A. Occupancies and locations
   - Symbolic or historical targets
   - Government buildings at all levels (IRS, FBI, FEMA, etc)
   - Assembly occupancies (including larger offices)
   - Controversial occupancies (fur stores, animal labs, abortion clinics, etc)
   - Infrastructure locations (transportation terminals, public safety buildings, power stations, communications systems, etc)
   - Chemical production, handling or storage facilities
   - High school or college laboratories

B. Types of events
   - Explosions or incendiary fires especially in or at target hazards
   - Explosions of chemical containers that have low probability of exploding
   - Incidents involving firearms, especially if mass casualties are involved
   - Non-trauma mass casualty or mass fatality incidents especially assemblies such as offices, malls, or other target hazard

C. Timing of the event
   - Historically significant days or anniversaries (Waco Texas, executions of terrorists, Middle Eastern events, etc)
   - Day of the week (fire in a government building that is closed on weekends)
   - Time of day. Be aware that an NBC attack is most effective in nice weather and in the early morning or early evening hours.

D. On scene situations
   - Unexplained sudden onset of mass illness or death
   - Mass casualties with little or no victim trauma
   - Unexplained vapor clouds, mists, or plumes
   - Odd or unusual odors
   - Victims with unexplained skin, eye and mucus membrane irritation and blistering
   - Container devices, sprayers, trucks, etc. that are out of place or in odd locations (tanker truck in front of a hospital, rental truck in the handicapped parking spot)
   - Containers or objects that are out of place and may contain secondary devices
   - Unusual fire behavior
   - Anything that appears unusual
   - Perpetrator may pose as responders
   - Victims or onlookers may be perpetrators
Although our Hazardous Materials Guideline outlines the factors for consideration and process for scene management, the following emphasizes practices that are critical to managing NBC events. The Incident Commander should also recognize that the FBI has full authority over NBC terrorist events, but will operate in a unified command structure with the IC during the response and rescue phase. Once all viable victims have been removed, primary control will shift to the FBI special agent in charge and local responders will operate in support of the FBI. In any scenario, it must be recognized that federal agencies and resources will not likely be activated and mobilized prior to the critical elements of an NBC event being addressed by local responders. IC should expect 24 to 36 hours for most federal agencies to arrive.

502.000 Immediate considerations for Managing NBC events

A. Consider the properties of the NBC materials and its effect on the following:
   - Persons exposed, contaminated, or considered contagious
   - Environment
   - Protective clothing requirements
   - Hazards
   - Containment methods
   - Decontamination

B. Avoid unnecessary contamination at all times.
   - Samples should only be collected by Haz Mat trained personnel wearing proper PPE and turned over to law enforcement.
   - Be aware that it may be practical to request medical care on site or at a designated location other than at emergency rooms. Consult Medical Control early.
   - Patients will be decontaminated (decon) at the scene prior to transport. Do not contaminate hospitals.
   - Be aware that hospitals may need decon assistance.

503.000 Scene Size Up/Operational Procedures

A. Units will approach the scene if safe from upwind and uphill if possible. Units will locate no closer than 300 feet from the point of the incident if nothing is visible.

B. First unit on scene establishes Command, and Haz-Mat sector ASAP.

C. Determine the physical magnitude of incident: How large an area is affected? Is evacuation of the area called for? If so, how extensive should it be?

D. Try to Identify Type of Hazard (NBC)
E. Establish hot, warm, and cold zones. Only those members wearing protective gear determined to be appropriate for the incident will be allowed entry.

F. Upon arrival, isolate persons who have been exposed for decon, assessment, treatment, and transportation.

G. Prepare an emergency decon, consider mass decon capabilities.

H. Notify local medical facilities and consult authorities. (Police, Public Health, Emergency Management, Medical Control)

I. Determine level of PPE needed by responders.

J. Determine as soon as possible a preliminary victim count.

K. Establish triage areas as needed.

L. Establish transportation areas as needed and consider mass patient transport alternatives.

M. Request law enforcement to help secure and control area.

504.000 Patient Decontamination Procedure

The purpose of this procedure is to provide a standard operating procedure for performing patient decontamination on ambulatory, non-ambulatory, and deceased patients who have been exposed to an agent posing the risk of secondary contamination.

504.001 Decontamination Supplies

- Decon tanks/sprayers
- Brushes - soft bristle
- Brushes - firm bristle
- 5-gallon buckets
- Containment basins
- Backboards/Reeves stretcher
- Ivory soap
- Bleach
- Garden hoses
- PVC shower
- Trash bags
- Marker cones
• Line tape
• Towels
• Tarps
• Cut-All scissors
• Water supply
• Clothing (tyvek jump suits)/Hospital Gowns
• Spare SCBA
• Decon Tent

504.002 Medical Supplies

• Oxygen face masks
• 4 x 4’s
• 4 x 9’s
• ABD dressing
• Suction vac
• Oxygen with regulator
• BVMs
• Triangle bandages
• Cervical collars
• Kling
• 3” tape

504.003 Standard Method of Setup

A. Procure needed equipment.

B. Locate large 100 x 100 foot size flat, secure, protected area adjacent to the hot zone and protected from the media and the public.

C. The selected area should be positioned based upon ground/floor control and wind/airflow direction.

D. The decontamination area should be level or sloped toward the hazard zone

E. A minimum of two personnel should be assigned to set up decon

F. Cones and/or rope should be used to identify perimeter outline.

G. Entry and exit points should be well marked.

H. Sufficient disposal units should be available and in place for contaminated clothing and equipment drop off.
I. The system should be laid out to be used for performing medical decontamination, technical decontamination, or both.

J. Designated decontamination solution(s) should be mixed with a .5% water/Clorox solution.

K. Spare respiratory protection should be immediately available.

L. The decontamination PVC shower may be used as an alternative to a hose spray wash at one or more of the wash/rinse stations.

M. Towels and clean clothing should be placed in a clean area along with medical supplies.

N. Reasonable efforts for the circumstance should be initiated to control runoff; saving lives is the priority.

504.004 Gross Decontamination

Every patient believed to have been exposed to an agent with a risk of secondary contamination is to receive at minimum gross decontamination.

A. Ambulatory patients
   1. Will usually be done by entry team personnel.
   2. Direct patients by voice, PA amplification and/or hand signals to the gross decontamination area just inside the hot zone but away from the high-risk patients.
   3. Direct patients to remove their clothing down to their underwear.
   4. As often as possible, place all personal effects in trash barrels, separating personal effects (wallets, rings, watches, ID, etc.) into clear plastic bags with the victim’s name, or a unique identifying number (ex. triage tag, ticket, etc.) placed on the bags whenever possible.
   5. Particulate matter should be vacuumed, brushed, or wiped off all contaminated areas.
   6. Using hand-held sprayers containing tepid water and/or a dilute bleach solution perform a 1-minute rinse from head to toe.
   7. Have victims close their mouths and eyes while being decontaminated.
   8. Proceed to the decontamination sector.

B. Non-ambulatory Patients
   1. The entry team shall remove the victim from the high-risk area in the quickest way possible and carry the patient (preferably on a Stokes or Reeves stretcher or backboard) to the peripheral edge of the hot zone, bordering the warm zone. Remove the patient’s clothing, cutting it off if necessary, down to the underwear.
   2. Place the cloths in the trash barrel.
3. Particulate matter should be vacuumed, brushed, or wiped off.
4. Using the hand-held sprayer or hose line, rinse the patient with tepid water for 1 minute, beginning with the face and airway, then open wounds, followed by head-to-toe rinsing in a systematic fashion.
5. When rinsing the face, close the mouth and pinch the nose shut.
6. Assure genitalia, and the back is rinsed.
7. Rinse the backboard unless switch to clean basin will be done before transfer to the cold zone.
8. If a C-spine injury is suspected and a C collar is available, apply the collar as soon as possible.
9. Unless secondary decontamination is to be done, pass the patient into decontamination alley to be quickly dried, covered, wrapped in an enclosing blanket, and then carried to the cold zone on a backboard.
10. Properly protected cold zone personnel will take the patient and render indicated patient care per protocol.
11. If a radiological agent is involved, the decontamination team should scan the patient with detection equipment and report the results to the treatment team.

**504.005 Secondary Decontamination**

A. Ambulatory patients
   1. Depending on the patient’s condition, the number of casualties, the environment and personnel resources, the decision may be made to perform secondary decontamination to more thoroughly clean each patient. This will be done in the warm zone decontamination area.
   2. The patient will be washed from head to toe using water and Ivory soap (water, with flour or oatmeal, may be used if radiological agent is suspected) or dilute (.5%) bleach solution.
   3. Soft bristle brushes or sponges should be used to clean the patient in a systematic fashion, starting at the head.
   4. Brushing should be done in a fashion to remove the product but not lead to abrading or irritation of the skin.
   5. The patient should be rinsed in a systematic fashion avoiding overspray and cross-contamination.
   6. Cover open wounds with dressings and/or bandages after decontamination is completed.
   7. Eye irrigation should be conducted using normal saline running through either a nasal cannula or Morgan Lens (placed over an anesthetized eye). Decontamination solutions other than normal saline are not to be used to decontaminate a victim’s eyes.
   8. Have the patient dry off and put on a gown; then, direct them to the cold zone - treatment personnel.
   9. If a radiological agent is suspected and detection equipment is available, perform head-to-toe sweep noting the level and reporting it to the HAZMAT officer and/or the treatment team; the HAZMAT
officer will determine if further decontamination is warranted before proceeding into the cold zone.

B. Non-ambulatory patients:
1. Depending on the patient’s condition, the number of casualties, the environment, and personnel resources, the decision may be made to perform secondary decontamination to more thoroughly clean each patient.
2. A minimum of two (2) decontamination personnel per patient will be needed to perform decontamination in this situation.
3. Once inside the decontamination alley, the patient, on a backboard, shall be placed atop two milk crates over a containment basin.
4. The airway should be established and protected and oxygen administered via non-rebreather facemasks or with BVM.
5. The patient will be washed from head to toe using water and Ivory soap, or a diluted (.5%) bleach solution (water and flour or oatmeal may be used if a radiological agent is suspected).
6. Soft bristle brushes or sponges should be used for washing in a systematic fashion.
7. Brushing should be done in a fashion to remove the product but not lead to abrading or irritation of the skin.
8. The patient should be rinsed in a systematic fashion avoiding over spray and cross-contamination.
9. Open wounds should be covered with dressings and/or bandages after decontamination is completed.
10. Assure the back, armpits, and genitalia are thoroughly washed and rinsed.
11. Carefully rinse the backboard, unless a rotation onto a clean board is planned before the patient is taken into the cold zone.
12. Eye irrigation should be conducted using normal saline running through a nasal cannula.
13. If a radiological agent is suspected and detection equipment is available, perform a head-to-toe sweep noting the level and report it to the HAZMAT officer and/or the treatment team.
14. Quickly dry off the patient and cover with a blanket in an encapsulatory fashion.
15. Before transferring the patient into the cold zone, remove all treatment equipment used on the patient and dispose of them in the trash barrels.
16. Transfer the patient to properly protected treatment personnel in the cold zone.

504.006 Decontamination Triage

A. In cases involving multiple patients, priority will be placed on (1) gross decontamination of ambulatory patients, followed by (2) decontaminating conscious, non-ambulatory patients, after which (3) unconscious, non-
ambulatory patients should be decontaminated. Deceased victims are the lowest priority.

B. Patients’ triage priority will be written on their foreheads with a felt tip pen by the entry and/or decontamination team. An alternative will be the use of triage ribbons tied to the victim’s wrist to indicate their priority. Red is priority one, green is priority two.

504.007 Mass Decontamination

In cases involving extraordinary numbers of patients, the Incident Commander may decide to perform any of the following:

A. Procure 1¾” hose lines and use a fine spray to rinse as many people as possible en masse. Law enforcement personnel should leave their clothing where they stand for eventual collection. Patients should be given a one-minute rinse and directed to a designated decontamination sector or treatment area.

B. Aerial Devices should be used as much as possible to wash contaminates down and away from patients.

504.008 Rendering Advanced Life Support

A. Patients requiring critical (i.e., intubation, needle decompression, etc.) will be removed from the decontamination alley for the procedure to be performed safely and so as not to interfere with the decontamination process of remaining personnel. Once completed, a decision will be made by the medical sector whether to return the patient for further decontamination or be wrapped in an encapsulating blanket and sent to the cold zone.

B. Critical care patients will not be taken care of at the expense of those less critically injured except in cases where a Village Fire Department member is involved.

C. Decisions concerning the degree of advanced care to be rendered will be made by the medical sector in conjunction with Medical Control.
504.009 Decontamination of the Deceased

A. The Incident Commander, in conjunction with local and State officials, will determine how to handle the deceased.

B. No deceased victim will be removed from the incident scene without first being given both gross and secondary decontamination.

C. A decision will be made by the HAZMAT Officer whether to do gross decontamination where the body is found before moving. This should be coordinated with the person collecting evidence.

D. Decontamination of the deceased will occur once decontamination of the living is completed.

E. Victims who are receiving treatment and become deceased should be placed in a body bag and removed to a collection area.

505.000 Response to Suspected Anthrax Incidents

Response to suspected anthrax incidents shall be accomplished utilizing the FBI response suspected anthrax response protocols.
Section 600.000 High Rise Firefighting

Fighting a high-rise fire is probably the most challenging of all firefighting incidents. Problems are numerous and complex in high-rise structures. Close coordination and tight control of all resources are demanded, yet difficult to achieve. The need to be proficient in the Rudiments of Incident Command will never be more apparent than at a high-rise fire incident. Communications that are so vital to achieve command and control are not always effective due to the construction of these type buildings. Without direction and proper coordination, confusion can develop rapidly and the risk to life safety increases considerably.

The following guidelines give predetermined direction during high-rise emergencies and will assist in minimizing disorder. These procedures are guidelines to be utilized during these incidents along with pre-fire plans, proper size-up of the incident, and familiarity of the construction features of the particular building. All are necessary elements needed for a safe operation. In addition, proper training and experience will play an important role in the successful management of these incidents.

A recent United States Fire Administration report identified 3 common problems encountered during high-rise fires. These were: 1) water supply, 2) functionality of fire protection systems, and 3) occupant evacuation. These procedures have been prepared to address these and to identify other significant operational requirements that face emergency personnel during high-rise fires. They should be used to enhance performance while on the emergency scene as well as used as a training tool in the preparation for these incidents.
601.000 Terminology

Atrium
See Lobby

Attack Team
Two companies working to stretch and operate a hose line for effective high-rise firefighting. One company should advance on the fire and the second company should be held in the stairway to relieve the first company.

Base Sector
This sector is located outside of, and a minimum of 200 feet away or an adequate distance from, the high-rise building. The Base Sector is responsible for staging apparatus and equipment, securing resources, storing resources, and dispersing resources. (This is not to be confused with the Staging Sector which is located inside the building, 2 - 3 floors below the fire floor.)

Center Core Construction
One of two common construction methods used in high-rise construction. This method of construction utilizes a central core area for elevators, stairways and utility shafts. This method has been used for hundreds of years and is still the most common method of construction today.

Center Hallway Construction
Utilizes a central corridor on each floor to access individual rooms, apartments, or offices.

Company
A company, for these procedures, can be an engine company, ladder company, squad, etc. (Example: Engine 15 and Ladder 15 are each individual and separate companies.)

Division
A group of sectors and/or floors, under the command of one officer. An example would be, Sectors (floors) 10 - 12 may be under the command of "Division 3".

Fire Control Room
A room within a high-rise building that provides specific information on the alarm(s) that has been activated and the status of the fire protection systems within the structure.
High-Rise Building
A building is considered to be a high-rise structure if one or more of the following criteria are met:

- The height of the structure makes it impractical to evacuate all inside occupants within a reasonable time.
- The potential of a stack effect is created by the structure's height.
- When ground based operations are not sufficient to fight a fire and rescue victims.

Lobby (or Atrium)
An area in a high-rise structure that is normally just inside the building's main entrance. Lobbies must have a smoke removal system and fire sprinklers installed (if ceiling height is not too high) to protect occupants from fire and smoke.

Lock Box
A box located at a building that contains keys, pre-plans, or other pertinent information about the building. If a lock box is present, its location should be noted on the pre-plan of the structure. Some buildings do not utilize lock boxes.

Logistics Section
This section, if established, is responsible for providing additional support for the incident in areas such as additional personnel, equipment, facilities, and other resources that may be needed for the incident. Sectors that would fall under this section might include the Base Sector, Stairwell Support, Communications, etc.

Operations Sector
The Operations Sector is responsible for directing all tactical activities at the incident. The Operations Officer should typically be located one floor below the fire floor. This allows for effective coordination between the Fire Attack Teams and the Ventilation Teams.

Pipe and Duct Shaft
A vertical or horizontal enclosed passageway housing service utilities, piping, ducting, etc.

Plenum
A contained area of a heating, ventilating, and air conditioning (HVAC) system in a structure that encloses a volume of air under a lower pressure...
(return side) or higher pressure (supply side) than the atmosphere surrounding that area. Sometimes, spaces above suspended ceilings in a structure are used as plenums.

Poke-Thru Construction
After the concrete has set in a building, holes are sometimes cored in the concrete to allow the passage of various utility lines or equipment between floors. This procedure is called "poke-thru" construction. Poke-thru construction, if not properly sealed around the cored holes, can seriously diminish the fire resistiveness of the floor.

Pressure Reducing Valve or Device
A valve or device installed at each standpipe outlet, which is pre-set to provide the proper outlet pressure for that location.

Pressurized Stairwell
A stairwell that is pressurized by fans to prevent smoke from entering during a fire so that the stairwells can be used by occupants to exit the structure. Fans in the stairwell are usually activated by smoke detectors or fire alarm systems. Pressurized stairwells are usually found in newer structures and cannot be used for ventilation until the pressure is relieved. After all occupants are evacuated, the fans must be shut down before smoke can be routed up the stairwell and out of the building.

Rapid Intervention Team (RIT)
A team of firefighters (minimum of 2, preferably 3 - 4) that has the responsibility to rescue other fire personnel who may be lost or down. This team will not be utilized for any other purpose other than to stand by and be immediately available for such emergencies.

Recon Team
A team consisting of at least 2 personnel whose assignment is to locate the fire and report a size-up to the Incident Commander.

Rescue Team
A team that consists of at least 3 personnel whose function is to locate and evacuate people from a structure.

Roof
Roofs on high-rise structures are required to be at least two-hour fire resistive and in most cases exceed this because almost every roof is constructed of concrete. The roof configuration should be given careful consideration during
the pre-plan inspection in terms of stair shaft exits, machinery rooms, and other obstructions. Certain activities on the roof will be limited. Fire Rescue personnel should know which stair shafts will exit onto the roof. This is a critical factor when considering evacuation of occupants, smoke removal, or if the stair shafts could provide fire personnel a top down approach to firefighting or interior rescue. Consider roof obstacles and possible slope of the roof.

Scissor Stairways
Two stairways in the same stair shaft that serve alternate exits or alternate floors. Scissor stairways may or may not include common landings.

Sector
Each floor of a high-rise building will be referred to as a sector. For example, the 15th floor would be referred to as "Sector 15". Levels below the first floor will be referred to as sub-sectors. For example, "Sub-Sector 2" is located 2 levels below the first floor.

Smoke Tower
An enclosed stairway adjacent to a structure that is accessible to each floor only through balconies or walkways open to outside air. Smoke and fire will not normally spread into a smoke tower even when doors are left open.

Stack Effect
The accelerated effect of the movement by convection of heated air that is enclosed, as in a smokestack or chimney. Stack effect is a phenomenon caused by the vertical spread of heat, smoke, and fire gases throughout a high-rise building.

Staging Sector
This sector is responsible for the staging of personnel and equipment usually 2 - 3 floors below the fire. It is directly responsible to Command or the Support Operations Sector, if established. It is here that crews will rotate to the fire floor. Officers in charge will develop a log to keep track of all personnel that enter and leave the Staging Sector. A Rehab Sector may be established here as well, monitoring the condition of personnel and providing liquids, food, oxygen, etc.

Stratification
Stratification, or layering, will occur with smoke that has cooled and lost its natural buoyancy. The smoke will no longer move vertically in the structure.
602.000  Pre-Plan Considerations and Construction Features

The successful management of any emergency incident requires careful consideration of strategies based upon complete and up-to-date pre-plans or building surveys. Facts that should be gathered and recorded on the surveys for high-rise considerations should include the following:

A. Accessibility - The exterior of building should be surveyed giving considerations to the placement of aerials for rescue or fire streams on lower floors.

B. Air Handlers (HVAC) - Air handlers circulate conditioned air within a building and will intensify fire and spread smoke if not shut down quickly. Eighty to Eighty Five percent of the air in a high-rise structure is recirculated. Under fire conditions, smoke and heat can enter the HVAC system on the fire floor and if the system is allowed to continue in operation, it can quickly fill other parts of the building with smoke that are remote from the fire, putting occupants in jeopardy.

C. The spread of fire products throughout the building through the HVAC system is extremely critical in terms of life safety. The best approach to take if there is any doubt or concern that the system is contributing to the spread is to shut the system down. More often than not, there will be an air handler on each floor. Most air handlers shut down automatically by heat rather than smoke. Consequently, it should not be a surprise to find air handlers still running when fire personnel arrive. Some buildings have a central disconnect as well as individual disconnects on each floor. The pre-plan should indicate the locations of each disconnect. Also, it is important to know whether the particular air handling system can be used to exhaust smoke.

D. Automatic Sprinklers - The history of high-rise fires shows that automatic sprinklers are the most effective way to prevent a small fire from becoming a major high-rise fire. All areas and floors that are protected by sprinklers need to be identified. Systems must be supplemented to insure water supply when fire originates in or threatens a sprinklered area. Some systems have their own fire pumps and connecting to that system may in fact rob the system of pressure. Some systems share sprinkler and standpipe systems. The correct Fire Department Connection that supplies the sprinkler system must be identified. Check the location of the OS&Y and PIV valves. Some valves may control only specific floors (for example, floors 12 through 20).

E. Buildings Under Construction - While these structures are under construction, pre-plan surveys need to be initiated. Hazards are extreme, and continued surveillance and updating of pre-fire plans are needed as buildings progress through their various stages.
of construction. Almost every firefighting operation is adversely affected when there is a fire in a building that is under construction. Areas that need to be watched during construction are:

1. Access around the structure for aerial apparatus to provide heavy fire streams and access to upper floors. Construction equipment and building materials usually obstruct avenues of travel.

2. Access to fire department connections for standpipes. They will usually be covered, blocked, or missing.

3. Installation of nipples with threaded connections in standpipe valves on each floor. Many times the plumbers have not yet installed them. Without them, handlines to the standpipe cannot be connected.

4. Is the standpipe riser properly capped at uppermost level? If the riser is not capped, it will be impossible to supply water at adequate pressures.

F. Ceiling Assemblies - Ceiling assemblies in high-rise buildings are usually the suspended type with metal grids holding ceiling tiles that are held up, or suspended, by metal wires attached to the floor system above. In a high-rise fire, the area above the ceiling may be exposed to heat which can weaken the wires which are holding the ceiling assembly in place. If the ceiling falls, this can obstruct fire personnel and cause them to become entangled in the wires and grids.

G. Construction Features - High-rise buildings are usually constructed in one of two ways, center hallway construction or center core construction. Center hallway construction utilizes a central corridor to access individual rooms, apartments, or offices. Center core construction utilizes a central core area for elevators, stairways, and utility shafts. Keep in mind that some of the difficulties in firefighting in these type of structures may include:
   1. Normally high life hazard.
   2. Marginal building conditions often exist.
   3. Immediate smoke problems due to a common hallway.
   4. Fires in center hallway occupancies are like fighting fires in a tunnel.
H. Electrical Systems - Electrical systems in high-rise buildings can be extremely complex and very hazardous under fire conditions. The amount of electrical power required for these types of structures and the complexity of the distribution system delivering this power must be considered when fires occur. Fire personnel are not to turn power on or off on these complex distribution systems. Always have the building engineers handle this task! Randomly throwing switches in these systems can be extremely dangerous. Turning off power may cause emergency generators to begin to operate and this could energize systems or machinery that were thought to be turned off.

During pre-planning inspections, be sure to determine if the building has emergency power sources. Be aware of what it supplies and how to activate it if necessary.

I. Elevators - Detailed information about elevators is highly essential because of the potential danger of their use during fires and because they aid the logistical needs of high-rise buildings. Fire personnel must know the type of elevators (hydraulic or traction/hoist type), where elevator keys are kept and how to switch-over and operate elevator cars manually. Recall points and the floors served by each elevator bank should be determined during the pre-plan.

J. Entrance - It should be predetermined where building personnel will meet arriving fire companies. Some buildings have many entrances. The designated entrance can be changed after business hours. To avoid confusion and lost time, correct entrances need to be known by responding fire companies.

K. Exterior Walls - The exterior walls on modern high-rise buildings are normally lightweight, prefabricated walls. This outer "skin" is usually constructed of decorative material such as aluminum, stainless steel, or lightweight concrete with larger areas. They are non-loadbearing and are referred to as curtain walls. They are usually attached by being bolted to metal clips which are attached to the structural frame or slab. In pre-plan surveys while construction is going on, investigate the method of attachment of this outer skin. Usually there are several inches of space between the floor and the exterior wall and fire codes provide that this area be sealed. If this sealing fails or is ineffective, this is an avenue for fire and smoke to advance to the floors above or water to fall to the floors below.

L. Fire Control Room - Fire codes require that newly constructed high-rise building contain a Fire Control Room (or station) within the building that provides specific information on alarms that have been activated, the status of the fire protection systems, and other information on other essential systems within the building, such as, elevators and emergency generator status. The Fire Control Room also may contain communications capabilities such as intercoms systems and telephone systems that Fire
personnel can use to communicate with the Fire Control Room from stairwells and/or elevator lobbies on each floor of the building. The information available at this location can be extremely useful in determining the exact location of a fire and the current status of the fire protection systems that may have been activated.

M. Fire Pumps - Most large buildings will have an electric fire pump to boost pressure on standpipe/sprinkler systems in case of fire. These must be located and checked as soon as possible during an alarm. As soon as possible, Command must determine the fire pump's status and identify the location of all control valves to the system.

N. Post Stressed Concrete Construction - A fire in the forms, which support the upper floors during construction, is extremely dangerous. There is a chance that if support of the forms is lost, the floor(s) will collapse causing a pancake collapse of the building.  
1. Do not commit personnel inside the building if the forms are on fire.  
2. Use deluge sets and/or ladder pipes and keep personnel 100 feet or more away from the building. Allow for a large collapse zone.

O. Pressurized Stairwells - Pressurized stairwells that may be found in newer building cannot be used for ventilation until the pressure is relieved. Fans to pressurize the stairwells are usually activated by smoke detectors or the alarm system. After all occupants are evacuated, the fan(s) must be shut down before smoke can be routed up the stairs and out of the building.

P. Roofs - Roofs on high-rise buildings are required to be at least two hour fire resistive. In most cases, they exceed this two hour rating since they are predominately constructed of concrete. Careful consideration should be given to high-rise roofs during pre-fire planning. Location of stair shafts which exit onto the roof should be noted for purposes of top-down firefighting and rescue. Locations of machinery rooms, obstructions, or any other feature which could aid or hamper firefighting efforts must be noted.

Q. Stairways - Pre-plan surveys will determine whether or not swift movement of fire personnel is possible in the building. Locked stairways hinder operations. Keys for stairway doors and the roof hatch should be available when fire personnel arrive. Locating the stairways that penetrate the roof and noting which are pressurized are also matters of importance. Locating the switches that deactivate the pressure fans for the stairwells also need to be noted.

Many new high-rise buildings are constructed with "scissor stair shafts" that feature two sets of stairs in one common shaft. In some cases, the scissor stair may serve every floor, but entry points are at alternate floors are on different sides of the center core. Some are odd numbered floors while the other stair serves the even numbered floors.
These subtle differences may not seem significant, however under fire conditions; they can be responsible for fire personnel approaching the fire from a less than desirable location or can result in fire personnel going to the wrong floor.

R. Standpipes - Standpipes are sometimes divided vertically in taller buildings and should be identified during the building survey. Location and identification of Fire Department Connections and the areas in which they supply must be understood. It must be determined which connection supplies the higher and the lower system(s). Additionally, the divisional height of the systems must be identified. Standpipe systems are frequently interconnected within a building and there must be some way to isolate a ruptured pipe if it should occur, otherwise firefighting would be stopped until hose lines are stretched from the street or other locations. OS&Y valves permit shutdown of a riser and the location of all valves must be identified during the building survey. OS&Y valves are many times hidden from public view due to their unattractiveness.

During pre-planning inspections of high-rise buildings, the settings of pressure reducing valves and/or devices should be checked to insure that they will supply the proper pressure and flow required for the length of hose line and the type of nozzle which will be used.

S. Windows - Fire personnel should determine whether the windows are operable or fixed. This will be helpful in rescue and ventilation considerations. Many fixed window buildings have windows that are identified as "FOR RESCUE" and, if present, should be noted. If windows are operable, the method of operation and location of any window keys are to be noted. Many buildings have fixed windows, and the panes must be broken in order to ventilate or use as an avenue for rescue. All glass must be struck in the corners in order to be broken. Be aware that glass fragments can travel long distances (up to 200 feet) and can cause serious injury to those outside. Coordinate the removal of windows through the Incident Commander. Hose lines on the ground below the windows may need to be removed or protected from falling glass.
603.000 Initial Command Procedures

The establishment of Command carries a complexity of responsibilities. Identifying the actual functions of Command along with their options will help in minimizing confusion and aid in the development of a strong foundation on which to build the remainder of the incident.

603.001 Command Responsibilities

The Incident Commander is responsible for the completion of tactical priorities. The four primary responsibilities are:

A. Remove endangered occupants and treat the injured.
B. Stabilize the incident and provide for life safety.
C. Conserve property.
D. Provide for the safety, accountability, and welfare of personnel. This is ongoing throughout the incident.

603.002 Primary Functions of Command

A. Assume and announce Command and establish an effective operating position.
B. Rapidly evaluate the incident (size-up).
C. Initiate, maintain, and control the communication process.
D. Identify the overall strategy, develop an incident action plan, and assign companies and personnel accordingly.
E. Develop an effective Incident Management Organization.
F. Provide tactical objectives - on major incidents, have them written down for all command personnel. They can be referred to and assist in assuring that these objectives are being met.
G. Review, evaluate, and revise (as needed) the action plan.
H. Provide for continuity, transfer, and termination of command.
603.003 Command Options

The responsibility of the first arriving unit to establish and assume command of the incident has several options dependent upon the initial size-up of the situation. The following command options define the company officer's direct involvement in tactical activities and the mode of command that may be utilized.

A. Nothing Showing Mode - Officer investigates the incident by checking with management and/or engineering personnel, checking control room and alarm panels to assist in identifying the location of the incident. The officer may remain with the crew to investigate the building further. All other units will standby at Level 1 Staging.

B. Fast Attack Mode - Utilized when the company officer's direct involvement is needed to take immediate action in order to attempt to control the incident. In these situations, the officer remains with the crew and enters into the building further. Some examples are:

1. Offensive fire attacks (especially in marginal situations).
2. Critical life safety situations (i.e. rescue) that must be achieved in a short amount of time.
3. Any incident where the safety and welfare of fire personnel are of major concern.
4. Obvious working incidents that require further investigation by the company officer. (When fast intervention is critical, use of the portable radio will allow the officer's involvement without neglecting command responsibilities. This mode should not last for more than a few minutes. If the incident is not resolved or stabilized, the officer must withdraw and establish a command post or pass command to another officer.)

C. Command Mode - Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require a strong command presence. Therefore, the initial Command Post usually will be identified and placed in the lobby or other highly visible location. After passing command to a higher ranking officer, Command may be relocated outside the structure at a minimum of 200 feet or an adequate safe distance from the building.
Initial Strategic and Tactical Considerations

Notification of a high-rise fire alarm will come from one or more sources, usually from an automatic fire alarm and/or a verbal report. The appropriate dispatch of equipment and personnel shall be as is included in Communications Procedures. Dispatches shall be based on whether incident information is received as an automatic alarm (no verbal confirmation) and/or the verbal report of a fire.

Any additional alarms will be at the discretion of the Incident Commander. The Incident Commander must specify what type and amount of equipment is needed. Do not hesitate to call for additional equipment and personnel.

The Initial Response

The first-in unit will establish Command and follow the Rudiments of Command.

A. Establish a visible Command Post. Initial Command Post will be in the lobby of the high-rise if possible. Later arriving higher ranking officers may relocate and re-establish the Command Post to the exterior of the building, preferably 200 feet from the building. Personnel in the lobby may remain and serve as the Lobby Sector.

B. Advise Radio and incoming units of a size-up and the establishment of Command. Proper communication will be critical throughout the entire incident. All radio traffic should be precise and to the point, with a minimum of traffic.

C. The Command organization must develop at a pace, which stays ahead of the tactical deployment of personnel and resources. Critical factors will need to be addressed. Initial considerations the Incident Commander will have to consider are as follows:

1. Lobby Control - Initial location for Command Post
   a. Check control room for alarms and systems check, assign personnel with radio.
   b. Elevator control.
   c. Meet building personnel and/or building engineer (have contact person).
   d. Prepare for possible shut down of utilities.
   e. Maintain list and control all personnel that enter the building.
   f. Coordinate incoming units.
   g. Coordinate with Evacuation Team on established routes for evacuation of occupants allowing for a minimum of conflict with advancing firefighting equipment.
2. Recon Team - The primary function of this team is to locate the fire as soon as possible. No operations can be undertaken until the Incident Commander receives size-up information. Keep in mind that it may take a considerable amount of time for the Recon Team to reach the fire floor if they have to climb many floors of stairs. For safety and accountability reasons, this team must continuously report to the Incident Commander their location and status.

   Equipment needed by the Recon Team
   a. Full protective clothing and SCBA
   b. Portable radios
   c. Hand lights
   d. Halligan tool and short pike pole
   e. Life line (equipment rope)
   f. A minimum of one spare SCBA bottle per person.

   The Recon Team can attempt to extinguish small fires with extinguishers or standpipe hose if the officer in charge of the team feels it is safe and appropriate to attempt to do so. The Recon Team officer must realize he/she is the most important link to Command in establishing the strategy and tactics needed to control the incident. The Recon Team officer must decide the following:
   a. What is the Tactical Priority?
   b. Rescue (Life safety, including their own)
   c. Fire Control
   d. Property Conservation
   e. How much and what size hose will be needed to extinguish the fire? How far will the fire travel, allowing the time for handlines to be advanced to the fire floor?
   f. Are there fire extension considerations? How can the fire be confined?
   g. After the Recon Team gives its size-up, it will be reassigned by the Incident Commander as needed. Options include retreating to a safe area to wait for the Fire and Evacuation Team, dependent upon direction of the Incident Commander.

3. Rescue and Evacuation Team - Evaluate need for rescue and evacuation of occupants, keeping in mind evacuation may only involve moving occupants to another floor instead of out of the structure. In some cases, an entire structure may need to be evacuated and this may involve very large numbers of people.

4. Fire Attack Team - Will take initial attack lines into the building and prepare for attack along with the Recon Team. The Fire Attack Team will consist of a minimum of 6 members (2 companies). The equipment needed by this team is as follows:
a. Full protective clothing with SCBA
b. Minimum of 2 portable radios
c. Hand lights
d. Halligan tool
e. Life line
f. Pick head axe
g. 6 ft. pike pole
h. High-rise hose pack
i. Min. of 100' of 1 3/4" hose with nozzle
j. 15' section of 2 1/2" hose. Use 50' section if necessary.
k. Water thief
l. Spanner wrenches
m. Minimum of one spare SCBA bottle per person.

The Fire Attack Team consists of two companies. One company should advance the line and attack the fire while the second company is held in reserve in the stairwell. Once the first company has retreated for rehab, low air, etc., the second company will relieve them.

It is important that the Fire Attack Team provides frequent size-up information. If the size of the fire is beyond the resources of the initial Attack Team, the Incident Commander will initiate further sectoring and resources to attempt to control the incident. On large scale incidents, the Fire Attack Team will be under the command of an Operations Sector which will typically be located on the floor below the fire.

Hoselnes should be charged prior to making entry onto the fire floor from the stairwell. The initial attack line will be connected to the standpipe connection below the fire floor. The hose needs to be flaked out in a manner so that it will be looped up the stairs above the fire floor and back down again to the door to the fire floor. A backup line will be connected to the standpipe connection on the fire floor, conditions permitting. The initial attack line may be connected to the standpipe on the fire floor if the officer in charge feels that it would be safe and effective to do so.

The initial door entering the fire floor should be opened slowly to minimize the possibility of a back draft that could occur if the fire has been smoldering for some time. It may not be necessary to flow water immediately upon entering the floor unless active fire is observed. Moving a charged line on a hot, smoky floor will be considerably more difficult, but would be immediately available if the unexpected should happen. The water would be available for protection as well as having a hose line to follow out in case of an emergency.
a. Life lines should be used during search and rescue operations. Use house hose if rope is not available. (Use caution, some of these lines charge automatically when removed. In this case, you must turn the valve off inside the cabinet.)
b. Try to limit the amount of smoke that may enter into the stairwell.
c. Fog streams in most cases should be avoided. With inadequate ventilation, this will drive heat, smoke, and steam down on the attack team. Straight streams are more effective and safer.
d. Fire personnel should always be prepared for heavy involvement when entering a floor or corridor from a stairwell.
e. The Fire Attack Team should always have the third member of the team remain behind them, to observe conditions and to advise them of safety concerns.
f. When a fire has gained considerable headway, 2 1/2" hose lines should be used for the initial attack line.
g. Maintain a means of access and egress. There is an old saying, "hold the stairs and save the building."
h. Push the fire to involved areas. Avoid a two direction attack if possible. Consider a stationary line while the initial attack line progresses. Avoid pushing the fire towards a stairwell that you are using to evacuate or to move fire personnel and equipment.
i. One team must check the basement and one team must check the top floor for any fire.

5. Water Supply Considerations for Standpipe and Sprinkler Connections

The second-in engine will automatically be assigned to the sprinkler/sprinkler connection. Dependent upon pre-plan information, the engine will connect to the sprinkler/standpipe connection provided it will not be robbing pressure from the system. Otherwise, the engine will connect to the system. The engine will be on standby in case there is an electrical failure and the fire pump fails. The third-in engine will connect into the standpipe system if the systems are separate. Other personnel on these engines (officers and firefighters) should be used as needed for other assignments.

605.000 Command Considerations

Incidents that are identified by the Incident Commander as being beyond the capabilities of the initial response teams will be considered as a full-scale incident. A full-scale incident maybe considered when there is:

A. Verbal confirmation of fire.
B. Moderate smoke on floor(s) with no signs of fire.

C. Fire that is beyond the capabilities of an extinguisher or a house line.

D. Amount of fire that the Recon Team or Fire Attack Team deems beyond their immediate capabilities.

The need to upgrade a response from an automatic alarm response to a full high-rise response needs to be immediate. Recognition of problems within the critical factors, and the need for clear and concise communications are important.

A full-scale high-rise incident presents one of the most complex incidents that an officer may face. The following is a description of the development of such an incident. The various sectors will be identified with their individual responsibilities as well as some of the complex command considerations that need to be addressed.

**606.000 High-Rise Incident Management**

Incident Commander

The Incident Commander is ultimately responsible for the successful management of the incident. Immediately under his/her command are the following:

A. Strategic Functions (Command Post functions)
   1. Strategic Planning
   2. Technical Support
   3. Liaison
   4. Police
   5. Other outside agencies
   6. Public Information
   7. Logistics
   8. Base Sector - additional personnel, equipment, food, supplies, etc.

B. Tactical Functions
   1. Fire Operations Sector - controls all fire operations from within the high-rise, usually located on the floor below the fire.
      a. Attack Teams
      b. Rescue and Evacuation Teams
      c. Ventilation Teams
      d. Salvage Teams
2. Medical Operations Sector - Will secure a suitable operating area as needed.
   a. Triage
   b. Treatment
   c. Transport - including staging of Rescue Units
3. Support Operations
   a. Water Supply
   b. Staging Sector - 2 to 3 floors below fire
   c. Lobby Control
   d. Rehab - (within Staging Sector)

Functions of Individual Sectors under Support Operations.

A. Water Supply Sector - The Water Supply Sector Officer shall be responsible for all operations concerning water supply. Some of the responsibilities consist of:
   1. Knowing the diameter of the water mains utilized and available.
   2. Supply sprinkler and standpipe systems.
   3. Identify next nearest water source, private and public water systems.
   4. Make sure that private fire pumps that are connected to the private fire protection system(s) are working properly.

B. Staging Sector - The Staging Sector is located 2 - 3 floors below the fire floor (if possible). The Staging Sector Officer is responsible for the following:
   1. Securing resources
   2. Storing resources
   3. Dispersing resources - A Resource Status Log will be kept identifying personnel and equipment that is dispersed to the Operations Sector.
   4. The Base Sector (located outside) will be responsible for the coordination of getting supplies up to the Staging Sector. Fire personnel may need to be placed every 2 to 3 floors to expedite the movement of equipment with the least amount of exertion.

C. Lobby Control Sector - The Lobby Control Sector is a geographical sector and shall be in the area known as the lobby. This is usually at street level. When different levels are serviced from different streets, the lobby will be at the level containing the Fire Control Room and the level the Fire Service Elevators come down to and open when their Fire Services Controls are operated.

The Lobby Control Sector Officer will be responsible for, but not limited to:
   1. Controlling the entrances/exits.
   2. Controlling the elevators.
   3. Controlling the access to stairways.
   4. Controlling the Fire Control Room.
5. Securing the Building Manager and the Building Engineer. They should remain at this sector for technical advice as needed.
6. Securing all utilities, if appropriate.
7. Checking the enunciator panel for further indications of trouble.
8. Securing HVAC systems.
9. Coordinates ventilation system and pressurized stairwells.
10. Keeps log of all personnel who enter and leave the building.
11. Establishes alternate routes of travel in and around the building.
12. Instruct the occupants early into the incident via the phone, P/A System, etc, as to the actions they should take.
13. Controls the phones.

D. Rehab Sector - The Rehab Sector Officer will be responsible for establishing a safe area while remaining relatively close to the Operations Area. The Rehab Sector's responsibilities consist of, but are not limited to:
   1. Providing fluids and food to operational personnel when applicable.
   2. Provide oxygen and blood pressures for personnel as needed.
   3. Coordinate teams rotating through Rehab, keeping track of teams that are available to go back to Operations Sector when ready. When individuals or teams have been rotated twice through Operations and/or have used two air cylinders, they should be taken out of the rotation temporarily. If space allows, they may remain in the Rehab area, or they may be required to report to another designated area, such as another floor, the Lobby Sector, Base Sector, etc.
   4. Restroom facilities may need to be made available.

Time factors play an important role in control operations at high-rise fires. At any fire, it takes time to transform orders into actions, and at a high-rise fire, time becomes an even more critical element.

Waiting for things to happen before requesting additional resources, or waiting to move on-scene resources in close proximity to the fire area can be disastrous for command officers. The impact of time factors can be greatly reduced by placing personnel and equipment in the Staging Sector (2 - 3 floors below the fire) as quickly as possible. Being proactive is the key; anticipate what may happen and move resources before the need is actually there to use them.

It is also important to be aware of how long it takes to perform critical operations during these incidents and how long personnel can realistically be expected to operate before requiring some form of rehabilitation.
607.000 Rules and Procedures for Elevator Use

The use of elevators is a calculated risk, but a necessary risk if fire personnel are to reach upper floors quickly and in condition to work immediately. Observance of safety rules and procedures, coupled with certain knowledge of elevator operation, should minimize the danger presented in the use of elevators in burning buildings. Preplanning the particulars on elevators in each structure is a must. Elevators in newer buildings will have a Fire Emergency Operation function, usually referred to as the Firefighter's Service. This mode of operation prevents occupants from operating the elevators in case of fire. It also provides important safety features for fire personnel. Fire personnel should have a clear understanding of the emergency operation and how it works. There are normally two switches, a Lobby Switch and a Car Switch, that control these cars during emergency operations. These switches must be used in conjunction with one another to assure safe and proper operation.

Lobby Switch - The lobby switch is a three position switch (on, off, and bypass) which is located in either the main elevator lobby, usually with or near the hall buttons, or in the Fire Control Room. In case of fire in some buildings, the Lobby Switch must be manually operated by fire personnel. Some systems are keyed automatically "on" by the alarm system, or by building personnel. All elevators will return non-stop to a designated floor and open, forcing all occupants to use the stairs as an evacuation route. The elevators will no longer respond to calls from other floors.

Car Switch - The car switch is a similar three position switch (on, off, and bypass) located on or adjacent to the operating panel inside each elevator car. The fire personnel turn it to "on". The correct floor button is signaled and the doors will close. Doors open and close by continuous pressure on the buttons.

CAUTION - Heat from the fire or water flowing into the hoistways may short circuit the elevator, preventing it from working. Also warped hoistway doors from heat may prevent the movement of the car, possibly on a fire floor - a deadly situation.

Rules and Procedures for Use of Elevators

A. The exact location of the fire/fire floor must be known before using elevators.

B. Check the hoistway initially and periodically for smoke and fire. This can be done by looking between the hoistway and the car or by opening the elevator car's emergency access door. (Keep in mind that the elevator may stop and become inoperative whenever the emergency access door is open.)
C. NEVER take the elevator car to the fire floor. Always exit at least two floors below the reported fire floor.

D. Never move an elevator car more than 5 floors without stopping and checking for full control over the car.

E. Never pass the fire floor.

F. Never use the elevators unless it has been determined that the Firefighter's Switch has been activated.

G. Always activate the emergency stop switch before escaping a stalled car.

H. Always carry a forcible entry tool to escape the car in an emergency.

I. Elevator use by Fire personnel should be limited to 6 per elevator car.

J. Due to the potential hazards of elevator use, elevators generally should only be considered for use for fires above the 4th or 5th floor.

608.000  Ventilation Considerations

In high-rise firefighting, the removal of smoke and heat can be a major problem. Successful ventilation decisions are dependent on the extent and location of fire coupled with the design, construction, and layout of the high-rise structure. The Incident Commander must have immediate access to pertinent information concerning the building. The building engineer or other informed individual must be available at all times. These individuals should remain at the Lobby Sector or other known location during the course of the incident.

When air handling systems cannot be used for ventilation and heavy smoke and high heat conditions are encountered, the Incident Commander must take immediate action utilizing whatever opportunities present themselves in a precise and coordinated effort.

Some natural avenues for ventilation that should be considered are:

A. Stairwells

B. Elevator Shafts
C. Windows

Stairwells that go from the lobby through the roof can be used if several precautions are followed:

A. Do not open the stairwell door at the fire floor until the stairwell is clear of occupants and fire personnel. Once the stairwell door is open, every effort must be made to insure this stairwell is not used.

B. The door at the top of the stairs must be removed if possible, not just propped open.

C. Open the door at the lobby level to provide the air, which will assist the ventilation process.

D. If a pressurized stairwell is used, insure the fans that pressurize the stairwell have been shut down.

E. It is of extreme importance that the building engineer does not shut down the fans operating the pressurized stairwell until the Incident Commander calls for it.

F. Keep in mind the possibility of the smoke stratifying and not reaching the top of the stairwell.

Using Elevator Shafts for Ventilation, this should be used as a last resort.

A. Be sure all elevator cars in the shaft selected are at their lowest point.

B. A firefighting team must check the top of the shaft to ensure it is opened to the outside. They must be certain that the smoke and heat will not affect the other banks of elevators being used to transport fire personnel, equipment, etc.

C. Teams of personnel should be stationed every third floor above the fire floor to report any significant smoke leakage.

D. Windows and Horizontal Ventilation

The utilization of windows for horizontal ventilation should be done with caution. In some cases, it may cause more problems than it resolves. The use of windows may be an option if the following conditions are present:

A. There are no stairwells that exit through the roof.
B. Elevator cars are stalled in hoistways, or hoistways do not exit to the outside.

C. Stratification of smoke has occurred.

When utilizing horizontal ventilation, consider the following:

A. Wind direction. This is extremely important! It often changes, pushing fire and/or smoke back on attack crews. It can be unpredictable when surrounded by other high-rise buildings.

B. Danger of large pieces of glass falling to the street. A study by the City of Los Angeles determined that glass may travel distances outward of up to 200 feet.

C. The fire may increase in size, beyond the extinguishing capabilities of hose line(s) being used at that time.

609.000 Communications

The efficient coordination of incidents, particularly in high-rise buildings, requires prompt, complete and frequent reports. Almost continuous reports from the Recon and Fire Attack Teams are essential. Properly functioning portable radios are necessary for good communications. There may be the need for a supply of spare batteries at the Staging Sector and the Base Sector. The construction of some high-rise buildings may present communication problems for portable radios. This must be identified early in the pre-fire planning stage. An alternate method for communicating must be identified. Attempting the use of "Talk Around" mode on radios may serve as a viable option. In the near future, cellular phones may serve as a communications avenue.

One or more of the following options are usually found in most high-rise structures.

A. Telephones

B. Fire Service Telephones - These are usually located in stairwells and/or elevator lobbies. Can be used to link sectors or teams with the Fire Control Room. This system will also allow for communication to the Fire Control Room.

C. Public address system - Now required in new high-rise buildings and connects the Fire Control Room to every floor of the building.
610.000 Summary

It is important to remember that time is the enemy at high-rise fires. Nothing is accomplished in a moment’s notice. Intuition, planning, experience, and foresight are your greatest allies as an Incident Commander or Sector Officer. High-rise fires require an extraordinary amount of personnel and equipment. The City of Los Angeles states that most small high-rise fires require a minimum of 80 air cylinders. It can be agreed upon nationwide that the average fire in a high-rise utilizes a minimum of 50 fire personnel!

This logistical nightmare can best be handled by a strong presence of Command coupled with a well-trained and organized force of fire personnel. Communications, coordination and teamwork will be critical factors in the overall success of the operation.
## Typical High-Rise Assignments

<table>
<thead>
<tr>
<th>Unit order of arrival</th>
<th>Duties</th>
</tr>
</thead>
</table>
| **1st Company**       | * Establishes command.  
* Check annunciator.  
* Obtain elevator keys.  
* Investigate fire floor.  
* Give size-up.  
* Initiate suppression/rescue/evacuation.  
* Set up Operations Sector.  
* If 1st ladder, stage apparatus on fire side for possible rescue/ventilation/exposures. |
| **2nd Company**       | * Apparatus to sprinkler connection.  
* Officer becomes Lobby Control Sector and Incident Commander after conferring with 1st-in officer.  
* Check preplans.  
* Place personnel in Fire Control Room.  
* Recheck annunciator panel.  
* Control elevator at lobby.  
* Control environment/HVAC.  
* 2nd ladder set up opposite side of fire for ventilation and rescue. |
| **3rd Company**       | * Apparatus to standpipe if needed.  
* Stage two floors below fire floor.  
* Back up 1st company with rescue if needed.  
* Carry air bottles and/or hose line if needed.  
* 3rd ladder assist with ventilation - stairwells. |
| **4th Company**       | * Establish Staging Sector 2 - 3 floors below fire.  
* Carry additional equipment and air bottles.  
* Staging Sector Commander will rotate additional units in order of arrival.  
* Next assignment will be Operations Sector or other sectors as assigned. |
| **5th and other Companies** | * Rotate from Staging Sector as needed. |
### Strategic Operations
- A. Planning
- B. Technical Support
- C. Liaison  
  (outside agencies)
- D. P.I.O.
- E. Logistics  
  - Base Sector

### Tactical Operations
- **A. Fire Operations**  
  - Attack teams
  - Rescue and Evacuation Teams
  - Ventilation Teams
  - Salvage Teams
- **B. Medical Sector**  
  - Triage
  - Treatment
  - Transport
- **C. Support Operations**  
  - Staging Sector
  - Rehab Sector
  - Water Supply
  - Lobby Sector / Control
Example of the Incident Management System for Large Scale Incidents

<table>
<thead>
<tr>
<th>Strategic Operations</th>
<th>Tactical Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Planning Section</td>
<td>A. Fire Operations</td>
</tr>
<tr>
<td>* Resources unit</td>
<td>* Division 1</td>
</tr>
<tr>
<td>* Documentation unit</td>
<td>- Sectors 1 - 5</td>
</tr>
<tr>
<td>* Finance unit</td>
<td>- Attack Teams</td>
</tr>
<tr>
<td></td>
<td>- Rescue and Evacuation</td>
</tr>
<tr>
<td>B. Technical Support</td>
<td>- Ventilation Teams</td>
</tr>
<tr>
<td>C. Liaison</td>
<td>- Recon Teams</td>
</tr>
<tr>
<td>D. Logistics</td>
<td>* Division 2</td>
</tr>
<tr>
<td>* Base Sector</td>
<td>- Sectors 6 - 8</td>
</tr>
<tr>
<td>* Communications Sector</td>
<td>- Attack Teams</td>
</tr>
<tr>
<td>* Stairwell Support</td>
<td>- Rescue and Evacuation</td>
</tr>
<tr>
<td></td>
<td>- Ventilation Teams</td>
</tr>
<tr>
<td></td>
<td>* Medical Sector</td>
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<tr>
<td></td>
<td>* Support Operations</td>
</tr>
<tr>
<td></td>
<td>- Staging Sector</td>
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<td></td>
<td>- Rehab Sector</td>
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<tr>
<td></td>
<td>- Water Supply</td>
</tr>
<tr>
<td></td>
<td>- Lobby Sector / Control</td>
</tr>
<tr>
<td></td>
<td>- Air and Light Teams</td>
</tr>
<tr>
<td></td>
<td>* Rapid Intervention Team (R.I.T.)</td>
</tr>
</tbody>
</table>
Typical High-Rise Layout and Sector Locations

- Rooftop Access
- Fire Floor
- Fire Attack & Recon Teams
- Staging Sector & Rehab Sector
- Lobby Control Sector
- Base Sector (Located Outside)
Section 700.000  Hurricane Operations

During hurricanes and tropical storms, the fire department will maintain a safe work environment for its personnel and will provide essential emergency services to the public as long as the safety of the responders is not endangered by the storm conditions.

701.000  Preseason Preparations

At least two months before the start of the hurricane season, the fire department will initiate the following actions:

A. Review the department’s guidelines, update as needed and review with all members.
B. Obtain and review the most recent version of the fire department’s continuity of operations plan (COOP).
C. Update target occupancies list.
   
   \textit{A target occupancy may be an occupancy with a high probability of trapped victims or a structure that stores a large amount of hazardous materials or is susceptible to structural failure. (Examples: schools, hospitals, health-care facilities)}

D. All personnel familiarize themselves with the topography of their response area to become aware of flood-prone areas.
E. Inventory all equipment.
F. Ensure apparatus readiness.
G. Check the physical condition of each fire-department building and facilitate repairs of any damaged roof areas, windows or doors that could contribute to increased damage in a hurricane. Be sure all surface-area drains around the exterior of buildings are free and clear of all debris to allow for proper drainage.
H. Ensure all fire-department generators have been serviced and are working.
I. Inventory and check batteries and chargers for portable equipment and be sure all are in working order and that there is an adequate number available.
J. Maintain all apparatus fuel tanks at no less than three-quarters full.
K. Develop plans for the relocation of apparatus, equipment, electronic devices and departmental records. Check storage to be sure all items are raised off the floor in buildings that are subject to water penetration. \textit{Per review of flood maps above.}
L. Update department and personal phone lists for call-in.
M. Coordinate evacuation and special-needs shelters, including staffing requirements.
N. Develop alternate communication plans for the event of a total system failure.
O. Develop a post-storm food and water plan for 3-7 days.

P. Update street maps due to probable loss of signage and landmarks.

Q. Develop and communicate emergency evacuation plans in the event a station needs to be evacuated during an incident:
   - Predesignation of safe havens
   - Instructions on shutting off the utilities
   - Recommendations on securing (or evacuating with personnel) electronic equipment and pertinent records

R. Ensure all members have a personal family plan to secure their family and property in preparation for reporting to duty.

S. Establish a family contact number that family members can call to check on a department member.

   The safest procedure for families is EVACUATION to friends or family outside the storm’s impact area. Encourage members to periodically contact their families.

702.000  Hurricane Watch: Hurricane may become a threat within 36 to 120 hours

A. Fire department command and general staff should develop and implement an incident action planning process.

B. Top off station fuel tanks and apparatus, including spares, chain saws, generators, power units, portable pumps, etc.

C. Test and ensure all power equipment is operational.

D. Fill cascade bottles and SCBA bottles.

E. Flush apparatus water tanks and refill for potential drinking water

F. Secure all loose items around the exterior of station.

G. Ensure all EMS supplies are up to normal levels.

H. As needed, have additional supplies delivered.

I. Develop work schedules to ensure proper sleep/rehab time.

J. When the local emergency operations center (EOC) is opened, ensure the fire department is represented at the EOC at all times. In addition, consider establishing a fire department-specific operations center.

703.000  Hurricane Warning: Hurricane is expected to hit within 24 hours

Chief and company officers are to use their discretion when responding, mindful of the safety of personnel as their top priority.

A. Charge all batteries.
B. Encourage all personnel to move personal vehicles to higher ground.

C. Notify the public if fire protection will be compromised. The fire department should issue media releases to advise the public that when certain weather conditions occur related to a hurricane, fire-department response will cease (be specific as to what those conditions are).

D. Implement recall plans if necessary.

E. Have all members who will be reporting for duty bring the following items:
   a. 3 sets of clothes/work uniform/tee shirts
   b. 1 jacket
   c. 5 each of undershirts, underwear, pairs of socks
   d. 1 extra pair of shoes
   e. 3 bath towels
   f. Sleeping bag/bedding
   g. Personal flashlight and batteries
   h. Personal articles for 3 days
   i. Prescribed medication
   j. Toothbrush and toothpaste
   k. Deodorant
   l. Soap
   m. Shampoo
   n. Razor and shaving cream
   o. Mosquito repellent
   p. 3 days’ supply of food that does not require refrigeration or cooking
   q. 3 gallons of water
   r. Other personal hygiene articles
   s. Encourage members to bring in personal flotation devices.

F. Staff any spare apparatus as needed.

**704.000 Hurricane Operations**

To provide fire/EMS response until the last possible moment, when storm conditions dictate that operations cease, the department will need to make a conscious and calculated decision that takes into account the realization that some apparatus and equipment may be vulnerable to the storm effects and may be damaged or lost.

A. No member shall ride alone during a storm. All members will operate in pairs.

B. All members are to wear full bunker gear, including eye protection, for all responses in order to protect from flying debris.

C. Aerial devices should not be operated when sustained winds are 35 mph or more.
D. Prior to sustained wind speeds reaching 50 mph, or wind gusts over 65 mph, any chief officer or company officer who feels the situations encountered are sufficiently dangerous to the safety of personnel may cease operations and return to quarters. The officer must advise the incident commander and the dispatch center.

E. For the safety of the members, the fire department will discontinue response to all fire/EMS calls when sustained wind speeds reach 50 mph or wind gusts are over 65 mph. When the order to cease response is given due to hazardous wind conditions:
   a. Units responding to or on the scene of an emergency shall continue their work until completed, at which time the units will return to the station.
   b. Units out of station but not on a call will return to their assigned stations as soon as possible.
   c. When responses cease due to wind conditions, all apparatus will be parked headfirst in the station causing the rear of the unit to be facing outward, thus protecting the windshield.

F. Dispatch will relay all requests for service to the hurricane command, which will prioritize these requests for response when conditions permit.

G. Operating companies must notify dispatch and other responding companies of all hazardous conditions they encounter including high water, road damage or blockage, etc.

H. Before walking through water, members must use a pike pole or stick to ensure the ground has not washed away or collapsed. Use extreme caution when walking through water. Six inches of moving water can knock a person off their feet. Be aware of hazards in the water such as downed live electrical wires and wildlife, including snakes.

I. Use extreme caution and limit speed when driving. Be especially cautious where the ground is saturated or flooded—the road could be washed away.

J. Auxiliary Generators used to supply electricity to the station must be outside and elevated while ensuring the exhaust is ventilated to the outside. Generators should not be placed on the apparatus floor. Carbon monoxide exhaust kills.

K. If station must be evacuated, company officers will ensure utilities are shut off and the station is secure and the company will report to the safe haven, all in accordance with predetermined evacuations plans.

705.000 Hurricane Eye Operations

Operations during the period the eye of the hurricane passes by should be limited to re-securing the fire station. No companies will be dispatched during the eye of the hurricane. All operations during the eye of the hurricane will only be performed if they can be done safely. Members should help citizens who come to the station when it would be a danger to release them. Even though the skies appear clear, storm conditions will return suddenly. The safety of department personnel will remain the primary consideration during these operations.
706.000 Resuming Operations After the Hurricane

A. The chief of department or designee shall make the determination when the department can resume response operations. This decision will be announced by dispatch as a resume-response order.

B. Personnel conducting emergency operations must realize that their own safety and well-being is their first priority. Many hazards will be encountered after a hurricane, including but not limited to live wires down, gas leaks, building fires, unsafe structures, flooding, hazardous materials, heat stress, traumatized victims, civil disturbance and displaced animals.

C. Company officers shall conduct an immediate survey to give command an assessment of the following:
   a. Personnel
      • Does any member require medical assistance?
      • Does adequate staffing exist?
      • Are there any other personnel problems?
   b. Equipment
      • Report on damage to windshield, body, tires, aerial, equipment and pump.
      • Is the apparatus and related equipment operational?
      • Can the unit be dispatched?
   c. Facilities
      • Is the station operational?
      • Do any hazards exist in or immediately adjacent to the station?
      • What significant repairs must be made?

D. Company officers are to conduct a neighborhood survey immediately surrounding the station (that which can be observed from the station property) and report conditions to command.

E. Companies are to conduct a “windshield survey” of their first-due area, including all target hazards identified in the preseason planning, and report conditions to command so they may get a full assessment of the incident and deploy resources in an efficient manner to where they are most needed.

F. While life-saving assistance remains the top priority, a search of predetermined target occupancies will be conducted as soon as possible. Due to the lack of communications, the chief or company officer may have to determine the company’s need to self-dispatch based on the situation at hand.

G. No member shall ride alone immediately following the storm. All members will operate in pairs or teams.

H. Personnel shall utilize all safety equipment available, work in teams and keep well hydrated. Every attempt should be made in order to abate the after-storm hazards in a safe manner.

I. Survey the area for any electric wires before cutting any trees or debris.
   a. If wires are present, assume they are live and contact the electric company to determine the status of the wires. Make sure members are aware that generators
used by civilians may back feed into the system, thereby energizing downed wires.

J. Use chain saws for their appropriate use and use the appropriate care and protective gear.

K. Chief and company officers will establish and strictly enforce periodic rehabilitation times for fire/EMS personnel, as well as a relief program for all members.

a. Additional health and safety considerations include:
   • Ensure all exposures to personnel are properly documented.
   • Provide vaccinations as necessary.
   • Provide post-storm follow-up care as needed.

Appendix A: The Nature of the Hazard

The term “hurricane” describes a severe tropical cyclone and sustained winds of 74 miles per hour or greater that occurs in the Gulf of Mexico, along the North American coastlines of the Atlantic and Pacific Oceans and in the Caribbean. Tropical cyclones rotate counterclockwise in the Northern Hemisphere. These storms are also called typhoons or cyclones in other regions of the world.

Tropical cyclones are classified as follows:

**Tropical Depression** – An organized system of persistent clouds and thunderstorms with a closed low-level circulation and maximum sustained winds of 38 mph (33 knots) or less.

**Tropical Storm** – An organized system of strong thunderstorms with a well-defined circulation and maximum sustained winds of 39 to 73 mph (34–63 knots).

**Hurricane** – An intense tropical weather system with a well-defined circulation and sustained winds of 74 mph (64 knots) or higher.

The hurricane season runs from the first of June until the last day of November for the United States and Caribbean. Seasons vary in other parts of the world.

Appendix B: Hazard Agents

The primary hazard agents associated with a hurricane are the high sustained winds, flooding from storm surge or heavy rains, battering from heavy waves and secondary hazards.

**High Sustained Winds** – The high winds impose significant loads on structures—both direct wind pressure and drag—and tend to propel loose objects at high velocity.

**Flooding** – A hurricane can cause many different types of flooding. Along the coast, the flooding may occur from storm surge, wind-driven water in estuaries and rivers or torrential rain. The flooding can be stillwater flooding or velocity flooding caused by wave action associated with wind-driven water along the coast. The rainfall associated with a hurricane
can be from 6–12 inches or higher. The rain may precede landfall by hours and may persist for many hours after landfall, causing severe flooding.

**Heavy Waves** – The storm may generate waves with heights of 25 feet or more. These waves can batter the coastline, causing devastating damage to the shoreline itself and to structures near the shore. The velocity of the water moving back and forth undermines the foundations of buildings and piers by removing the soil from around them. Debris driven inland by the waves can cause severe structural damage. Persons exposed to the moving water and debris are likely to receive severe injuries.

**Secondary Hazards** – Hurricanes can also cause numerous secondary hazards. Tornadoes and electrical power outages are common, as are downed live power lines, broken gas lines and exposure to wildlife. Contamination of water supplies, flooding of sewage treatment facilities and even levee failures may occur.

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**Appendix C: Force of Hurricanes: The Saffir-Simpson Hurricane Scale**

The Saffir-Simpson scale is a widely recognized and accepted practical tool that planners rely on to estimate the destructive forces associated with hurricanes. This scale classifies hurricanes into five categories based on wind speed and describes the destructive forces caused by wind, storm surge and wave action for each category. Hurricanes reaching category 3 or higher are considered major hurricanes because of their potential for loss of life and damage. Category 1 and 2 storms are still very dangerous and warrant preventative measures.

<table>
<thead>
<tr>
<th>Saffir-Simpson Hurricane Scale Number (Category)</th>
<th>Sustained Winds (MPH)</th>
<th>Type of Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>74-95</td>
<td>Minimal: Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures. Storm surge 4–5 feet. Coastal roads flooded.</td>
</tr>
<tr>
<td>2</td>
<td>96-110</td>
<td>Moderate: Some trees blown down. Major damage to exposed mobile homes. Some damage to roofing materials, windows and doors. Storm surge 6–8 feet, with up to 12-foot waves.</td>
</tr>
<tr>
<td>3</td>
<td>111-130</td>
<td>Extensive: Large trees blown down. Mobile homes destroyed. Some structural damage to roofing materials of buildings. Some structural damage to small buildings. Storm surge 9–12 feet, with waves up to 18 feet. Flooding can occur up to 10 miles</td>
</tr>
</tbody>
</table>
4  131-155  Extreme: Trees blown down. Complete destruction of mobile homes. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Storm surge 13–18 feet, with waves up to 25 feet. Flooding to 10 feet above sea level up to 30 miles inland.

5  >155  Catastrophic: Complete roof failures on many residences and industrial buildings. Extensive damage to windows and doors. Some complete building failures. Storm surge over 18 feet. Flooding to 10 feet or more above sea level up to 30 miles inland.

Appendix D: National Weather Service Warnings

The National Weather Service (NWS) is responsible for issuing warnings of hurricanes and tropical storms. As soon as definite indications that a hurricane or tropical storm is forming exist, the storm is given a name and the NWS begins issuing advisories. The advisories are issued frequently throughout the day and night and provide information on where the storm is, how intense it is and its speed and direction of movement. If the hurricane moves toward land, hurricane watch or warning notices are included. Bulletins for the media are issued at frequent intervals to keep the public informed of the storm’s progress.

**Hurricane/Tropical Storm Watch:** Hurricane/tropical storm conditions are possible in the specified area of the watch within 36 hours.

**Hurricane/Tropical Storm Warning:** Hurricane/tropical storm conditions are expected in the specified areas of the warning within 24 hours.

**Short Term Watches and Warnings:** These items provide detailed information on specific threats, such as floods and tornadoes.

**Flood Watch:** This product informs the public and cooperating agencies of possible flooding.

**Flood/Flash-Flood Warning:** A flood/flash-flood warning is issued for specific communities, streams or areas where flooding is imminent or in progress. Persons in the warning area should take precautions immediately.
Section 800.000 Company Inspection Program

The Fire Company Inspection Program (FCIP) is the backbone of fire prevention in the Village Fire Department jurisdiction. The majority of inspections are completed by engine and truck company personnel.

801.000 Annual Inspections

Annual inspections performed yearly include public assemblies (places where more than 49 people gather), schools, day-care facilities, residential care facilities, multiple-unit residential buildings, nursing homes and other institutional facilities. State law requires an annual inspection of multiple-unit residential buildings and of schools.

802.000 Customer Service

It is critical for crews performing company inspections to provide a high level of service and professionalism when interacting with the community. In the event any issues arise, crews should immediately contact the Battalion Chief for resolution. Crews should ensure inspections are not conducted at times which may impact business operations, i.e. during lunch service at a restaurant.
Section 900.000  Power and Electrical System Response

These guidelines provide awareness and procedures when operating at incidents involving power lines and/or electrical equipment.

901.000  Power Company

Contact the power company regarding the situation and request assistance as necessary.

902.000  Secure the Scene

A. Establish a hot zone.
B. Keep citizens at a safe distance from hazards. If necessary utilize the police department.
C. If a hot zone must be entered, only permit the minimum number of personnel required to accomplish the task.

903.000  Waiting for Power Company

A. Wait for the power company crew to arrive, if possible, before extinguishing any fire involving the energized equipment.
B. Exposure fires may be extinguished only if it is reasonably safe to do so. There should be no known hazard other than that of any other structure fire.
C. Use water only if necessary. If water must be applied, use a fog nozzle set to a fog pattern with a 1 ¾” hose line set at 100 PSI in a raining type pattern.
D. Avoid using any extinguishing agent until power company has been consulted.
E. Power company personnel should advise when the power has been cut.
F. Upon arrival of the power company crews, cooperation of the Fire Department personnel is required. The incident commander must work using the advice of power company personnel.

904.000  Marking the Hazard

During situations where response times of power company crews are prolonged, i.e. severe storms with heavy damage, ensure areas around downed power lines are marked with hazard tape and ensure a presence is maintained for scene safety until power company crews arrive. Consider utilizing fire police, public works personnel etc.
905.000  Additional Precautions

A. Fire personnel should not climb power poles or supports for power poles. If access must be made utilize Department ladders.
B. Helmets and PPE must be worn while operating within the hot zone.
C. Do not look at electrical arcs.
D. Motor vehicles and electricity
   a. Do not touch an energized vehicle or allow passengers to exit the vehicle.
   b. Use the same guidelines as with fires and electricity.
E. Be aware of flammable liquids in transformers.
F. All wires should be considered energized until rules otherwise by power company personnel. Even if power is determined to be off, do not touch power lines.
G. Be aware of water puddles on the ground and do not stand in them. Also, avoid contact with surfaces that are wet.
H. Be cautious when extending ground or aerial ladders.
I. Do not cut wires.
J. Do not enter substations.
K. Do not pull meters.
L. Do not spot apparatus close to electrical hazards.
Section 1000.000 Structure Fire Incidents

This guide shall provide procedures and guidelines for personnel responding to and operating at working structure fires. This instruction applies to all personnel responsible for performing tasks in the operational area of a structure fire.

1001.000 Definitions

360 Building Assessment The following are guidelines for a 360 degree building assessment:

1. Identify known or potential rescue problems.
2. Identify active and potential flow paths of fire and fire gasses.
3. Identify the location and extent of the fire.
4. Determine the size, age and construction type of the building.
5. Assess structural stability.
6. Identify other hazards (i.e. electrical, exposures, and access).

360 degree Report A report given over the radio after a 360 assessment of the building has been completed. The report should communicate to personnel on the fire ground and responding units all pertinent information concerning hazards, obstacles, location and extent of the fire.

Bi-directional Flow Movement of the products of combustion through an opening, characterized by heat and smoke exiting the upper portion of the opening an inward rushing air
through the lower portion of the opening, the two flows are competing for space in the same space.

Can Reports
A compact, concise communications process which provides the recipient with the most pertinent information. The message sender gives the CONDITIONS they have, the ACTIONS they are taking and the NEEDS from their position. This emergency communications format should be used at all levels of the incident organizational structure. The CAN report is commonly used as a progress report.

Crew Continuity
The actions of a firefighting team in which all members of the assigned unit maintain personal accountability for each other. In an ILDH environment, crew continuity is maintained by voice, touch or visually.

Defensive Strategy
Strategic operation initiated when the risk versus benefit analysis does not justify offensive operations due to fire or structural conditions. Attack lines and all personnel operate outside the collapse zone using defensive tactics. The transition from a Defensive operation to an Offensive operation will be preceded by the evaluation of the structural conditions by the IC, in concert with Division and Safety Officers utilizing realistic Risk versus Benefit analysis. There are two tactical options when operating in the Defensive Strategy.

1. Exterior Defensive – all personnel are operating from positions outside the collapse zone. Most commonly this involves the use of master streams.

2. Interior Defensive from a protected position – tactical option to control horizontal spread of fire. Interior crews operate in clearly defined interior positions that are not areas of immediate collapse hazards, and/or. Protected by a physical barrier or distance. The tactic
requires close coordination and supervision with IC.

**Door Control**
Ensure door/doors providing access to the fire area are controlled after members enter the structure. Measures must be taken to prevent the door from locking once members have entered. This action controls the flow path from the high pressure fire areas to the low pressure areas outside of the room of origin. Door control limits fire development by reducing the amount of fresh air entering the lower level of the open door, moving towards the seat of the fire.

**Door Control Firefighter**
Member of the fire attack team responsible for door control. This member can assist in crew accountability, monitoring the changes in the fire environment and can be part of the IRIT.

**Fire Confinement**
Actions taken to locate and hold a fire to a given area of present or anticipated involvement by preventing the spread of the fire into an uninvolved area.

**Fire Extinguishment**
Actions following fire containment to ensure complete extinguishment, which include removing the basic elements of the fire triangle: fuel, oxygen or heat.

**Fire Flow**
The rate of water flow needed to control a fire. Calculated as \((L \times W) / 3\) multiplied by the percentage of involvement.

**Flashover**
The near-simultaneous ignition of most of the combustible materials in an enclosed area due to thermal radiation. Flashover causes the fire to spread rapidly throughout the burned space, resulting in fire involvement of the entire compartment or enclosed space.

**Flow Path**
The movement of heat and fire gases from an area of high pressure toward an area of low pressure through doors, windows, hallways, and opening in the roof structures. Multiple flow paths can exist in a structure.
Firefighters must learn to identify the flow path. Conducting fire ground operations in the flow path places firefighters at significant risk. Flow paths at a structure fire are an extreme concern.

**Flow Path Control**

The tactic of controlling or closing ventilation points, which will:

1. Limit additional oxygen into the space thereby limiting fire development, heat release rate and smoke production.

2. Control the movement of the heat and smoke conditions out of the fire area to the exterior and to other areas within the structure.

**Fuel Limited Fire**

Fire in which the heat release rate and fire growth are controlled by the characteristics of the fuel because adequate oxygen is available for combustion.

**Fully Developed Stage**

The stage of fire development which has reached its peak heat release rate within a compartment. This occurs after flashover, resulting in floor to ceiling burning within a compartment, creating heat conditions untenable for civilians and firefighters.

**Growth Stage**

The stage of fire development when the heat release rate from an incipient fire has increased to the point where heat transferred from the fire and the combustion products are pyrolyzing adjacent fuel sources. The fire begins to spread across the ceiling of the fire compartment (rollover).

**Heat Release Rate**

The rate at which energy is generated by the burning of a fuel and oxygen mixture. It should be noted, that the heat release rate of modern hydrocarbon based home furnishings is almost triple of legacy home furnishings.

**Horizontal Ventilation**

The opening or removal of windows or doors on any floor of a fire building which will become flow paths of the fire and products of combustion.
Incident Commander  The individual responsible for the management of all incident operations.

Incipient Stage  The early stage of fire development where the fire’s progression is limited to a fuel source and the thermal hazard is localized to the area of the burning material.

Interior Fire Attack  A tactic used in the Offensive Strategy involving the systematic deployment of personnel advancing a charged hose line from the exterior of the structure to the area of involvement inside the structure to complete fire extinguishment.

Investigative Mode  A thorough assessment or investigation into the nature of the problem, type and severity of the incident. This provides the information needed to evaluate the situation and decide on the operational strategy, either offensive or defensive.

Legacy Contents Fire  Fire that primarily consists of natural fiber contents such as wood, wools and cottons. These fires have a relatively low heat release rate when compared to hydrocarbon based products.

Modern Content Fire  Fire that involve hydrocarbon and synthetic based contents such as foam rubber, nylon, rayon and polypropylene. Modern fire have a heat release rate which is almost three times higher than the natural fiber products found in legacy fires and they reach flashover eight (8) times faster. Modern fire reacts rapidly to ventilation and the entrainment of oxygen.

Neutral Plane  The intersection of a vi-directional flow, occurring at a door or window of a structure fire, where the products of combustion can be witnessed exiting through the top of the opening with fresh air entering at the bottom.

Offensive Mode  An operational mode that takes direct action to mitigate the problem. Attack lines are operated within the hazard zone, most often as an interior attack.
Resetting the Fire and Interior Attack are considered parts of an Offensive operations

1. Resetting the fire, see below

2. Interior attack - a systematic deployment of personnel advancing a charged hose line from the exterior of the structure to the area of involvement within the interior to complete fire extinguishment.

Pulsing Fire/ Burping Fire  A unidirectional exhaust opening characterized by fire or smoke projecting outward through the opening, then retreating back into the opening in at very quick intervals in order to allow oxygen to support combustion. Pulsing of the fire in and out of the unidirectional opening is caused by the pressure changes in the room of origin.

Pyrolysis  The process of breaking up a substance into other molecules as a result of heating; also known as thermal decomposition.

Resetting the Fire/Transitional Fire Attack  Firefighting operation where a hose stream is applied from an exterior position to the interior of a structure fire to reduce the thermal heat and cool the environment (resetting the thermal production) prior to initiating interior operations. The purpose of resetting the fire is to reduce or eliminate thermal production to a point that rollover or flashover are stopped or prevented. Resetting the fire is achieved by directing a SOLID STREAM from a smooth bore nozzle or a STRAIGHT STREAM from a fog nozzle, into the upper portion of a room through the desired opening which has fire issuing from it. The stream should enter the opening at a steep angle pointed toward the ceiling and below the neutral plane if possible. Members may utilize a very slow horizontal sweeping action across the ceiling to increase the reach of the water stream but shall not interrupt the exhaust portion of the opening. NO FOG STREAMS WILL BE USED FOR THIS TACTIC.
AND NO WHIPPING OF THE NOZZLE. This tactic is not designed to achieve total extinguishment but is deployed to improve conditions for victims and firefighters. Resetting the fire is applicable with all types of structures, as well as, at all levels above or below grade that have fire issuing from an opening in them. Once the fire has been reset, firefighters must move into the structure to complete extinguishment and conduct interior operations.

Rollover

Occurs in the growth stage when sufficient fuel, heat and oxygen are available to allow flame spread in the upper layer of hot gases inside the compartment. When observed at the ceiling level, rollover is an indicator that fire conditions are rapidly deteriorating and flashover may be imminent.

Smoke

The combination of airborne solid particulates, liquid aerosols and gases emitted when a material undergoes pyrolysis or combustion. SMOKE IS A HEATED FUEL SOURCE AND IS THE PRODUCT OF INCOMPLETE COMBUSTION. Smoke is a toxic mixture that contains numerous poisonous gases such as carbon monoxide, hydrogen cyanide, phosgene along with a number of carcinogens. Cooling superheated smoke will reduce the likelihood of flashover and rollover. Superheated smoke only requires oxygen to transition into intense fire.

Tenability

An assessment on whether units can operate within the fire area based on the conditions encountered and the potential impact of these conditions to civilians and firefighters.

Transitional Fire Attack/Resetting the Fire

Firefighting operation where water is applied from an exterior position to the interior of a structure to reduce the thermal heat and cool the environment just prior to initiating interior operations.

Unidirectional Flow

The exhaust portion of structure fire characterized by the products of combustion filling the entire opening and exiting the structure in a single outward direction.
The fire and products of combustion are moving unobstructed from an area of high pressure toward an area of low pressure and exhausting through the opening. It is important to note that if you witness unidirectional flow, air is entering the structure through another opening.

**Ventilation**

The controlled and coordinated removal of heat and smoke from a structure, replacing the exhausting heated fire gases with fresh air. This exchange is bi-directional with the heat and smoke exiting at the highest point allowing the fire to entrain additional oxygen at the lowest point. Fire conditions will rapidly accelerate without the immediate application of water. Coordinated and controlled ventilation will facilitate quicker extinguishment and limit spread.

**Ventilation Induced Flashover**

A flashover initiated by the introduction of oxygen into a pre-heated, fuel rich (smoke filled), oxygen deficient fire environment. These conditions are prevalent with ventilation limited fires. Firefighters entering and enclosed structure are creating ventilation openings and could create a ventilation induced flashover.

**Ventilation Profile**

The buildings ventilation points showing the flow points of heat and smoke as well as the air movement into the structure. During the ventilation profile, observe the following:

1. Building construction, integrity, size and occupancy type.

2. Location of smoke or fire venting from the structure

3. The volume, velocity and fire venting from the structure.

4. The direction and speed of the wind and its potential influence.
Ventilation Limited Fire  Fire in which the heat released rate and fire growth are regulated by the available oxygen within the space. The majority of structure fires are ventilation limited fires.

Tactical Ventilation  The coordinated and controlled opening and/or closing of ventilation points in a structure to directly support interior operations.

Vertical Ventilation  The vertical venting of structures involving the opening of bulkhead doors, skylights, scuttles and roof cutting operations. These are methods of releasing smoke, heat and steam from inside the fire building and they must be coordinated with the application of water onto the fire.

Victim Survival Profile  Part of the Risk vs. Benefit analysis that evaluates the events, circumstances and conditions to make a reasonable assumption on the probability of savable victims.

1002.000  Responsibility

A.  The first arriving company officer is responsible for:
   1. Performing an initial size-up
   2. Developing a mental incident action plan (IAP) to determine the initial operating mode.
   3. Transmitting the size-up radio report to the Village Fire Communications Center (VFCC).
   4. Taking initial actions consistent with the incident priorities and tactical operations of the incident.
   5. Considering the use of transitional attack when operating in the offensive mode and with fire showing.

B.  The incident commander (IC) is responsible for:
   1. Overall management of the incident.
2. Identifying incident objectives.

3. Communicating the current operational mode and providing status reports to VFCC.

C. The incident safety officer is responsible for:

1. Identifying and evaluating hazards, knowing the current operational mode, and advising the IC in the area of personnel safety. The safety officer has the authority to alter, suspend or terminate any unsafe act. The safety officer investigates accidents and near misses involving Department personnel.

D. Company officers are responsible for:

1. Reporting automatic staging positions.

2. Performing in the appropriate ICS role (E.G. incident commander, operations, division/group supervisor, staging manager, etc.).

3. Working within the operational mode and completing tasks consistent with the incident priorities.


5. Providing safety briefings.

6. Providing status reports to the IC.

E. Chief Officers are responsible for preforming in the role of IC, operations section chief, branch director, division/group supervisor, incident safety officer, or agency representative.

F. VFCC is responsible for maintaining radio communications with the IC and ensuring all requests for resources and information are addressed. VFCC shall assign additional radio channels to the communications plan when requested by the IC. VFCC shall start an incident timer upon arrival of the first arriving resource on all working structure fire and make an announcement every 15 minutes of the time elapsed until personnel are no longer working in the immediately dangerous to life health environments.

1003.000 Priorities

A. Incident priorities: The incident priorities for a structure fire are:
1. Protection of life.
2. Incident stabilization through fire control.
3. Property/environment protection and conservation.

B. Operational modes: After identifying the objectives supporting the incident priorities, the IC identifies and communicates the proper operational mode through the analysis of information gathered during the size-up process. The following are the operational modes:

1. Investigative mode.
2. Offensive mode
   a. Transitional Fire Attack
   b. Interior Fire Attack
3. Defensive Mode

C. Command: The management of resources at structure fires will adhere to the incident Command System Guideline unless superseded by Numbered Memorandums.

D. Safety: Personnel operating at structure fires shall adhere to Departmental Guidelines.

1004.000 Procedures

A. Assessing the fire and limiting fire growth:

1. Size-up: Upon arrival, the first arriving officer/IC is responsible for evaluating the fire conditions, and providing initial radio size-up report to VFCC. Evaluation of fire conditions includes:
   a. Locating the fire: The location and extent of the fire in the building must be determined. Attempt to locate the fire from an exterior location before entering the structure. Officers shall use all means available to make this determination. The location of the fire and current conditions will dictate the best location to attack the fire.
b. Identifying the flow path: Identify the presence and/or location of flowing paths. Efforts should be taken to control ventilation and the flow path and/or potential flow paths to protect potential building occupants and limit growth. If a flow path is visible, consider closing doors and windows to limit air flow. Before closing, firefighters should rescue victims readily accessible via doors/windows.

c. Structure fire size-up report shall include:

1) Location of fire by address.

2) Products of combustion (e.g. fire, light/heavy smoke, nothing showings, etc.)

3) Numerical floor height and type of occupancy, e.g., two-story commercial.

4) Special instructions (e.g., exposures, location of fire within stated structure, operational mode if determined).

5) Establish Command in conjunction with Departmental Guidelines.

d. Example: A typical size-up report for a working structure fire.

1) Initial Size-up report: “Village Fire, Engine 1, 901 Corbindale Rd, with fire showing from a one story commercial building threatening exposures, to the Bravo side, establish Corbindale Command.”

2) VFCC size-up report: “Engine 1, 901 Corbindale Dr, with fire showing from a one story commercial building exposures Bravo side.”

e. First arriving officer/IC is responsible for conducting a 360 building assessment of the structure involved. Where impractical because of the building size or obstructions, the IC should delegate an individual or other resource to view parts of the structure unseen by the IC. The following are guidelines for 360 building assessment:

1) Identify known or potential rescue problems.

2) Identify active and potential flow path of fire and fire gasses.
3) Identify the location and extent of the fire.

4) Determine the size, age, and construction type of the building.

5) Assess structural stability.

6) Identify other hazards (i.e. electrical, exposures, and access).

2. Follow up report: Based on the initial assessment, the company or chief officer who will be assuming command is responsible for providing a radio follow up report to VFCC. The follow up report should:

   a. Identify the command name (e.g. Corbindale Command)

   b. Identify the Incident Command Post Location.

   c. State other pertinent information (general situation status, additional resources, etc.)

   d. Announce operational mode.

   e. Issue a communication plan if needed.

   f. Example follow up report:

      “Village Fire, Battalion 1, I’ve assumed Corbindale Command from Engine 1, The command post will be at Battalion 1 in front of the structure. We have heavy fire involved in a two story commercial building with exposures on the Bravo side. We are operating in the offensive mode, with a transitional attack on the Bravo side.”

3. Ensure adequate water supply to support fire flow.

4. Cool the space from the most effective location: With the information obtained during the size-up, locate the fire and identify the flow path (e.g. 360 building assessment) to determine if high heat conditions exist inside the structure. When high heat conditions are present, determine the most effective way to apply water to the superheated space, or directly on the fire. The primary goal in this step is to reduce the thermal threat to occupants and firefighters as soon as reasonably possible. In some cases, the fire environment is cooled most effectively by directing a hose stream from an exterior position just prior to entry. Utilize only a solid or straight steam. Additional flow paths should not be created to employ this tactic.
5. Change operational mode as needed: Assess fire conditions to determine if a change to the operational mode is required. When in the offensive mode, a transitional fire attack (initiated by exterior water application) may be used to cool the fire prior to a shift to an interior fire attack to complete extinguishment. All operational modes and fire attack changes shall be announced over the command and tactical frequencies.

6. Extinguish the Fire: Once the thermal threats have been controlled, the fire should be extinguished in the most direct manner possible. Multiple lines shall be deployed for larger one-story structure and all multiple story structures. The potential for thermal threat to return should be recognized. The IC shall ensure that a standby crew/rapid intervention crew (RIC) is in place for interior fire attack operations.

B. Tactical actions of opportunity

1. Rescue: The potential for rescue should be considered at all times. Firefighters should be prepared for, rescue and provide care for occupants with the resources and personnel on scene. A victim survivability assessment must be made prior to initiating search and rescue operations. While protection of life is the highest incident priority, consideration should be given to suppression of the fire (e.g., exterior water application to cool the fire, rapid interior fire attack to extinguish the fire, flow path control to limit fire growth) to improve survivability of victims and firefighters. Preventing the fire from getting larger can extend the time required for rescue.

2. Exposure protection: When given the assignment of exposures, the group leader shall develop an exposure protection plan to prevent the fire from extending to uninvolved buildings, separate units, or other compartments within the building of origin. Structures threatened near a fire building (exterior exposure) and compartmentalized spaces within the fire building not yet involved (interior exposures) must be protected to minimize the danger to occupants as well as to contain the fire. Group leader should consider the following:

   a. Assess all sides of the involved structure.

   b. Assess the structural integrity of the fire building to determine the proper and safe location for hand lines and/or master stream operations.
c. Assess the potential threat to surrounding structures based on the current and expected fire behavior.

d. Coordinate tactical operations with fire attack and ventilation group.

e. Request needed resources.

f. Secure needed water supply.

3. Coordinated Ventilation: Personnel shall manage and control the openings in the structure to limit the access to oxygen while removing smoke, fire and steam. All ventilation must be coordinated with suppression activities. Uncontrolled ventilation allows additional oxygen into the structure which may result in a rapid increase in the size and intensity of the fire. When given the assignment of ventilation, the group leader shall:

a. Perform a ventilation profile size-up to determine ventilations requirements. Ventilation profile size-up consists of assessing the following:

1) Building construction, structural integrity, size and occupancy type.

2) Locations of smoke or fire venting from the structure.
   a) Evaluate the volume, velocity, density and color of the smoke venting from the structure to determine the fire’s current phase and potential for growth.

3) The direction and speed of the wind and its potential influence.

b. Determine the needs of fire attack using face-to-face or radio communication. Communicate clearly and coordinate all ventilation operations with the division/group/unit assigned to fire attack.

c. Select and implement coordinated ventilation techniques to improve interior conditions for potential victims and interior crews and limit fire growth.

d. Continually assess the effectiveness of coordinated ventilation operations through observation and information received from division and group supervisors (e.g., fire attack and search).
e. Provide periodic status reports to the IC.

4. Utilities: Electrical, natural or liquid petroleum gas and water can hinder suppression or rescue efforts and threaten firefighters. Controlling utilities not only prevents further property damage, but also provides safer conditions for personnel. During a working structure fire, utilities shall be shut off. The utility company representatives shall be requested to respond when services have been disrupted.

5. Salvage: Salvage is the protection of buildings and their contents from unnecessary damage due to water, smoke, heat and other elements. Salvage should be a concern during every phase of the incident, from forcible entry to overhaul. Firefighters should use compartmentalization to control fire spread and smoke whenever possible.

6. Overhaul: Overhaul involves searching for and extinguishing any hidden, remaining fire and make sure that the structure, its contents, and the fire area are in safe condition. It also encompasses fire cause determination and recognizing and preserving evidence of arson.

C. Resource allocation:

1. Resource Use: Effective use of on scene resources is required to address the incident priorities. The IC shall consider allocating resources for the following:
   a. Investigation of potential risks/problems on the fire ground.
   b. Establishing the ICS
   c. Rescue/Fire attack/property conservation.
   d. Establishing RIT
   e. Ensuring adequate water supply to support fire flow.
   f. Coordinated ventilation.
   g. Securing utilities
   h. Supporting fix fire protection systems.

2. Resource Deployment: Resources responding to a structure fire shall adhere to the guidelines identified in “Assessing the Fire and Limiting
Growth” and “Tactical Actions of Opportunity”. The following are additional responsibilities of resources responding on a fire alarm working structure fire:

a. First-arriving company (Engine or Quint) shall:
   1) Position engine past structure or stop short to leave room for 1st quint/truck.
   2) Transmit radio size-up report.
   3) Assume command or take initial actions. If taking initial actions, pass command to a specified fire ground officer.
   4) Quints arriving first at structure fires should use water supply and pumping capabilities of the apparatus to charge hose lines required to limit the growth of the fire until relieved.
   5) Ensure adequate water supply to support fire flow.

b. Second-arriving company shall:
   1) Announce automatic holding location.
   2) Assume command if assigned.
      a) By radio or face-to-face, communicate the assignment of crewmembers to a supervisory company officer.
   3) Request and assign additional resources as needed.
   4) Ensure adequate water supply to support fire flow.
   5) Support the actions of assessing the fire, limiting fire growth, and tactical actions of opportunity as assigned.

c. Additional companies:
   1) Automatic holding – announce location and available water supply.
   2) Support the actions of assessing the fire, limiting fire growth and tactical actions of opportunity as assigned.

3. Resource deployment for chief officers. Considerations for assignment:
a. First-Arriving battalion chief assumes the duties of IC.
   1) Ensure the tasks listed in assessing the fire and limited fire growth are performed.
   2) Ensure tactical actions of opportunities are performed. These may occur at any time.
   3) Ensure adequate water supply to support fire flow.
   3) Develop IAP
b. Additional chief officers assigned the following positions based on size and need of the incident:
   1) Incident safety officer
   2) Division/group supervisors
   3) Operations chief

1005.000 Operational Modes of Attack

Operational Mode: After identifying the objectives that support the incident priorities, the operational mode will be selected for the incident. The IC shall communicate the current operational mode to on scene resources. The IC identifies the proper mode through the analysis of information gathered during the size-up process to determine:

- Location and extent of fire – Where is the fire burning and where is it headed? What is burning?
- Fire effect - Is structural integrity compromised?
- Survivability of occupants - is the interior environment of the structure survivable?
- Savable property – is there property to save?
- Entry and tenability – Can firefighters access the interior?
- Coordinated ventilation – can ventilation operations be performed and coordinated?
• Resources needed – Are sufficient resources available for the initial attack?

While it is the responsibility of the IC to decide on the operations mode, all firefighters must be able to perform tactics supporting the appropriate mode. The operations modes are:

• Investigation.
• Offensive.

1. Transitional Fire Attack
2. Interior Fire Attack
• Defensive.

Investigation:

The first arriving officer has the responsibility to investigate the scene. The size-up process provides the information needed to evaluate and decide on the operations mode best suited for the present and expected conditions. The investigation mode allows the company officer time to identify problems, weigh risks, think clearly, and develop a plan. Other responding companies shall support the investigation by holding one block out identifying available water and assisting in the investigation as assigned.

Offensive:

During an offensive mode operation, fire conditions will allow for a transitional fire attack or an interior fire attack.

• Resetting the Fire/Transitional Fire Attack: The action of a hose stream being applied from the exterior to cool the interior environment of a structure fire before entering to initiate fire attack operations. Applying a hose stream from the exterior reduced the thermal threat and cools the interior environment. Resetting the fire is achieved by directing a SOLID STREAM from a smooth bore nozzle or a STRAIGHT STREAM from a fog nozzle, into the upper portion of a room through the desired opening which has fire issuing from it.

• Interior Fire Attack: A systematic deployment of personnel advancing a charged hose line from the exterior of the structure to the area of involvement within the interior to complete fire extinguishment.

Because the offense mode has a higher risk to firefighters, the IC must determine if the interior attack is worth the risk. The IC must also determine if sufficient resources are
available to safely sustain and coordinated attack. During the offensive mode, hand lines are extended into the fire area to support the primary search and to control the spread of fire while support activities such as: forcible entry, coordinated ventilation and RIC are provided to support interior crews. It is imperative that company officers maintain communications with the IC and each other to provide status updates on the location of the fire, effectiveness of coordinated ventilation operations, and the buildings integrity.

**Defensive:**

During the defensive mode, fire conditions advance to the point where there is a danger of imminent collapse, there is little chance of saving lives or property, or there are insufficient resources on scene to safely sustain an interior fire attack. In the defensive mode, operations are conducted from a safe distance outside of the structure and may focus more on containing the fire rather than on extinguishing it. During active defensive operations, perimeter control becomes critical since firefighters should not enter the uncontrolled interior fire area. The IC determines that the life safety priority cannot be supported by an offensive mode operation. The IC may concede property to the fire and decides where the cut-off will take place.