

BATTLEFIELD FIRE PROTECTION DISTRICT

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101.0 DISTRICT PROCEDURE DEVELOPMENT

All Operating Procedures established by the District shall be in a standardized format. Situations and circumstances, which may prompt the development of new procedures, shall be submitted in writing for review. The author of the proposal shall place the proposed procedure for review and comments. The proposal shall remain open for comment for a period of fourteen (14) days. All questions shall be directed to the author of the proposal. The final comments shall be forwarded to the Fire Chief or designee. At the end of the review period staff will discuss the SOP and all comments. If warranted the SOP will be revised based on the comments, instituted as written, or denied based on need for the District. Once the final draft is completed, the new SOP shall be placed in the District Standard Operating Procedure manual. When warranted, based on the complexity of the procedure, training shall be conducted. It is the responsibility of all Officers to assure that personnel are made aware of and understand each procedure. The Fire Chief shall update the master copy on the server and provide hard copies to the master book, battalion's office, station 1, station 3, station 4, and the board members. The District Standard Operating Procedures shall be reviewed yearly for updates or removal if no longer applicable.

If the proposed procedure is rejected, the reason(s) for the denial shall be returned to the person(s) that submitted the proposal.

101.1 EXPECTATIONS

The procedures contained herein cannot, nor are they expected to, provide a solution to every question or problem, which may arise in an organization established to render emergency services. It is expected, however, that they will be sufficiently comprehensive to cover either in specific or a general way the obligations and duties of the members of the District.

These procedures are not designed nor intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in a given circumstance. Much, by necessity, must be left to the loyalty, integrity, professionalism, and discretion of the members. To the degree which the individual member demonstrates possession of these qualities for the team, and to that degree alone, will the District measure up to the high standard required of this service.

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102.0 TEMPORARY PROCEDURE DEVELOPMENT

Due to special circumstances or changing conditions, Company Officers and Chief Officers may issue orders or directives within their area of responsibility not in conflict with another rule, procedure or policy without prior approval of the Fire Chief. Once done, the Fire Chief must be provided a copy of all such transmittals. These temporary procedures will state the length of time that such procedure shall be in effect, but shall not exceed thirty (30) days. The procedure shall include effective dates and approval of the Fire Chief or designee.

102.1 VERBAL PROCEDURES

Verbal communications on changes in the normal operational procedures shall be valid for the twenty-four (24) hour period issued. If the need for the change extends beyond a few days then a temporary procedure is warranted. Verbal changes shall be posted by memo in all stations and/or on email.

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103.0 RATIONALE

In the event of a public health crisis or disaster, significant adjustments may be necessary in the procedures covering dispatch, response, treatment and transportation.

In a crisis, the situation may evolve rapidly. Depending on the situation, this procedure in its entirety or any portion, may be activated and/or adjusted as the crisis warrants.

The decision to activate procedure 103 or any temporary procedures in relation to a disaster shall be jointly made by the Command Staff and the Medical Director, with recommendations from the Federal, State, and Local Officials, in conjunction with the Springfield/Greene County Emergency Operations Plan.

103.1 COMMUNICATIONS

Information shall be monitored thoroughly. Information that is released shall be in conjunction with the recommendations of Federal, State, and Local Officials through the Local Emergency Operations Plan (EOP), County Emergency Operations Plan (EOP), Joint Information Center (JIC), and Region D Joint Information System (DJIS).

Personnel may transfer callers requesting information or to report infectious disease signs and symptoms to alternate resources. These may include prepared scripts or recorded information lines established by public health, county government, emergency services or the Joint Information System.

Response capability will play a critical role in responding to requests for assistance, providing treatment, and in triaging patients. During the waves of the disaster it will be virtually impossible to make a response for every call for service.

The District will consult the appropriate agencies to modify protocols and the response resources during this time of crisis.

103.2 NON-EMERGENCY ACTIVITY

As the conditions warrant, all non-emergency activities will be suspended. This may include; meetings, events, tours, demonstrations, and or any public gatherings.

As conditions worsen activities such as hydrant maintenance, preplans, and inspections should cease.

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As department personnel and resources lessen the District shall reduce or eliminate non-life threatening emergency medical calls. This outcome must be coordinated with the Medical Director, Office of Emergency Management in accordance with the Emergency Operations Plan (EOP).

103.3 RECALL OF PERSONNEL

As conditions and resources will allow personnel may be recalled and additional units placed in service. This outcome must be evaluated against risk versus benefit i.e. maintain minimum staffing and maintain emergency operations.

103.4 EMERGENCY OPERATIONS

The primary objective is to deliver services during emergency situations. All personnel and divisions will respond as necessary to support the primary objective.

The following capabilities must be maintained;

1. Ensure the safety of personnel
2. Provide adequate personnel
3. Provide adequate resources
4. Maintain apparatus and prepare reserve units
5. Aid in reconfiguration of resources and response systems
6. Maintain needed supplies and equipment.
7. Provide information to the personnel and the public
8. Maintain cooperative effort with Federal, State and Local Officials
9. Maintain wellness and rehab of personnel
10. Provide feedback, constant communication, and personal support

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104**

**Title
Vacant**

Vacant

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105.0 BIDDING EXTRA WORK

Periodically the District may have special projects to be completed that do not fit within the accepted definition of any job description. Members of the District will place a description of the projects on the District bulletin boards and/or the e-mail system for the purpose of accepting bids. The description may include general information about the project, time restraints, and who to contact. The officer in charge of the project may suggest additional requirements. The posting shall be for a period of fourteen (14) days. Any qualified personnel will have the opportunity to submit a sealed bid for the completion of the project. The sealed bid shall include an explanation of any differences of what is expected as outlined by the notice. The sealed bid shall be submitted to the Fire Chief or designee.



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Title
Uniforms

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202.0 UNIFORMS

The District will provide each employee with a uniform allowance. All uniforms shall be kept clean and personnel shall wear the uniforms to the following procedures.

202.1 CLASS A UNIFORMS

The Class A Uniform shall be worn when representing the District during funerals, formal public functions, court appearances, and award presentations and upon Chief Officer requests. The uniform shall consist of:

- Long sleeve dress shirt with hardware, staff – white, line – blue
- Blue dress slacks for line, Black dress slacks for staff (EMS pants may be worn on duty, or approved by supervisor)
- Black shoes or boots, if shoes are worn black socks must be worn
- Black belt with silver buckle for line, gold for staff and above
- Black tie
- Black dress coat and dress hat, staff

202.2 CLASS B UNIFORMS

The Class B Uniform shall be worn as the duty uniform. The uniform shall consist of:

- EMS style blue pants, line employees
- Black slacks, approved EMS style pants or approved BDU pants (color), staff
- Uniform t-shirt, fleece liner or sweatshirt, line employees
- Uniform dress shirt w/ hardware, long or short sleeve, fleece liner, polo shirt, staff
- Job Shirt, blue for line and black
- Black shoes or boots, if shoes are worn black socks must be worn
- Black belt
- All weather Hi-Vis jacket with or without liner, line and staff
- Uniform jacket, optional in the color black for staff
- Uniform ball cap or stocking cap, optional

202.3 CLASS C UNIFORMS

The Class C Uniform may be worn during physical fitness and to sleep in. The uniform shall consist of:

- Uniform t-shirt or sweatshirt
- Blue shorts



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202.4 OFFICE STAFF UNIFORMS

Office personnel will not be provided uniforms and should dress in a professional business like manner. Any district provided shirts can be worn by the office personnel and staff officers (BC's and above) when formal duties do not necessitate formal uniform shirts.

202.5 UNIFORM HARDWARE

Fire Fighter

- Badge – silver, with state seal, red lettering
- Collar Brass – none
- Name Tag – silver, black lettering
- Awards -

Company Officer

- Badge – silver, with state seal, red lettering, with the word “Captain” in ribbon
- Collar Brass – silver two bugles
- Name Tag – silver, black lettering

Battalion Chief

- Badge – gold, white center with two crossed bugles, black lettering, with the word “Battalion Chief” in the ribbon
- Collar Brass – gold, two crossed bugles
- Name Tag – gold, black lettering

Assistant Chief

- Badge – gold, white center with three crossed bugles, black lettering, with the word “Assistant Chief” in the ribbon
- Collar Brass – gold, three crossed bugles
- Name Tag – gold, black lettering

Deputy Chief

- Badge – gold, white center with four crossed bugles, black lettering, with the word “Deputy Chief” in the ribbon
- Collar Brass – gold, four crossed bugles
- Name Tag – gold, black lettering



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Chief

Badge – gold, white center with five crossed bugles, black lettering, with the word “Fire Chief” in the ribbon

Collar Brass – gold, five crossed bugles

Name Tag – gold, black lettering

202.6 HARDWARE PLACEMENT

The badge should be placed on the left chest centered over the left pocket. The bottom tip of the badge should be 1” above the pocket line.

The nametag should be placed on the right chest centered over the right pocket. The pins of the tag will rest on the top edge of the right pocket. The IAFF pin should be placed 1/2” above the nametag centered over the right pocket.

The collar brass should be placed a 1” from the tip of each collar and centered between the collar seams. The open or larger end of the bugle or bugles should point towards the tip of the collar.

Any award should be worn 1/8” above and centered on the name plate. Awards should be worn for Class A uniforms only. If there are multiple awards, they should be grouped in threes and stacked on a ribbon bar.

The IAFF pin should be placed 1/2” above the nametag centered over the right pocket, if not worn with awards.

The IAFF pin should be placed 1/4” above and centered over any awards.

202.7 ADDITIONAL OPTIONAL ITEMS

All items and considerations listed below shall be at the employee’s expense.

Friday’s will be recognized as casual day for staff. Staff is permitted to dress out of uniform for the day in a professional manner. Staff may also be in business casual during the week based upon meeting schedules and daily duties.

Employees may wear the following optional items:

1. Gloves (black)
2. Ear coverings (black)
3. Undergarments



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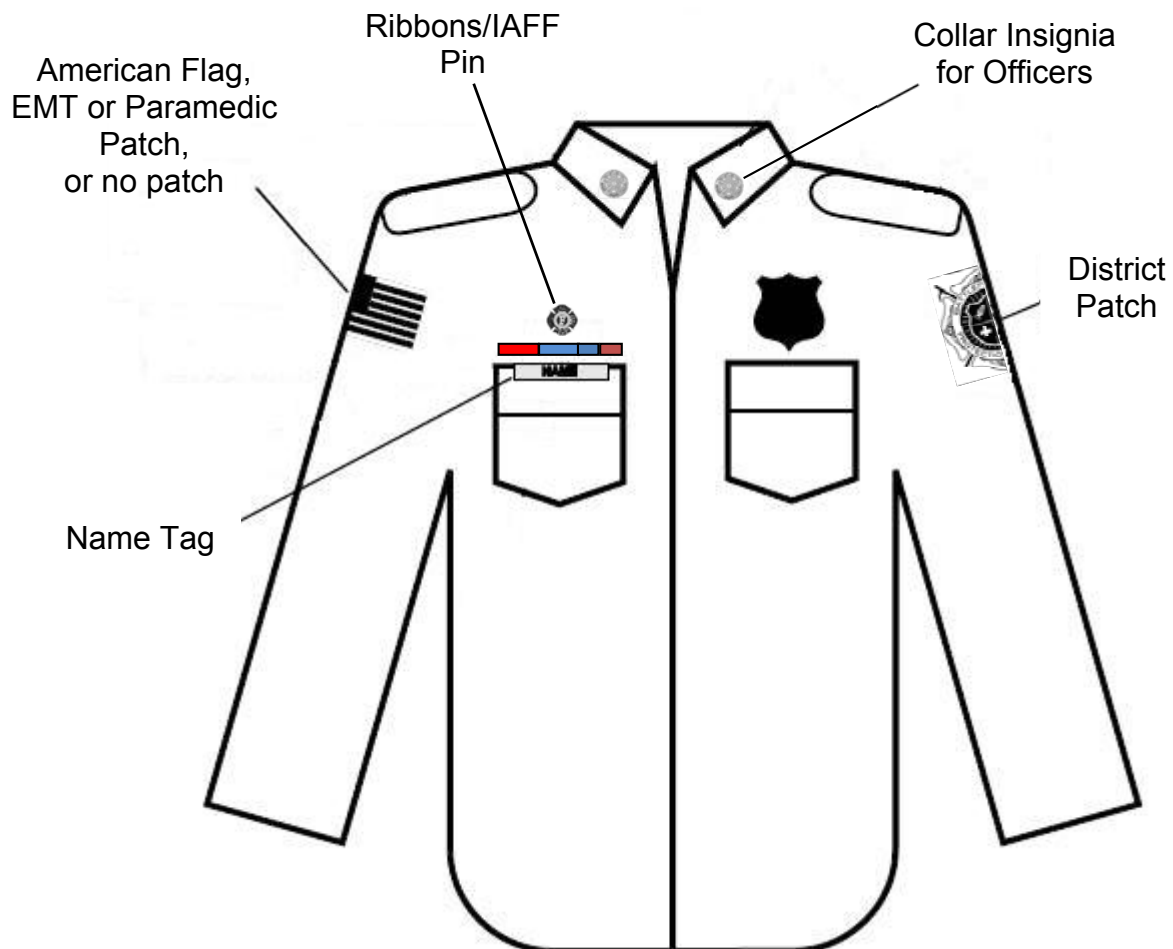
- a. Examples: long johns, under armour, etc.
- b. Should be blue (line), white (staff) in color.
4. These items will not have additional writings, markings or extend outside the length of the shirt sleeves or collar.
5. I.A.F.F. Pin

Tactical type belts and carrying cases, black in color, may be worn to assist employees in carrying necessary equipment such as latex gloves, medical equipment, or other essential items.

Other items thought to be of necessity shall be approved by your immediate supervisor prior to wearing on duty.

202.8 REPLACEMENT OF UNIFORM ITEMS

When noticeable damage or deterioration to uniform items occur, which produce an unprofessional look, officer's shall direct the employee to have the item replaced whether it is district provided or at the employees expense.



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203.0 APPEARANCE

District employees shall adhere to the following procedure to help maintain and display a positive professional image for the District.

203.1 HAIR

Haircuts or personal grooming styles are varied and wide. While it is not the intent of this code to dictate or specify what type of hairstyle is acceptable, it is in the best interest of the employee and the District to maintain a high professional image. Hairstyles that may be extreme or otherwise classified as non-professional in the accepted professional community, may be evaluated and either approved or disapproved. Hair color should be kept natural or in a natural color. The hair must be kept well groomed and neat at all times. The hairstyle cannot interfere with the seal of the SCBA face piece. The length of hair cannot extend below the collar of a uniform shirt. Sideburns shall not extend below the bottom of the ear lobe.

203.2 MUSTACHES

Mustaches must be kept well trimmed and neat at all times. The length of the mustache cannot extend below a point, one-half (1/2) inch below the corner of the mouth as long as it does not inter the seal of the face piece. Handlebar mustaches, goatees, beards or the like will not be acceptable as they interfere with the seal of the SCBA face piece. Civilian (non-firefighting) employees are allowed to have facial hair as long as it kept neat, groomed, and of natural color.

203.3 JEWELRY

There are several issues related to wearing jewelry while on duty. These items transfer heat through the metal and also create hazards to personnel safety. The only jewelry allowed to be worn while on duty is a watch and wedding ring. All personnel are encouraged to remove wedding rings during duty to prevent snagging or catching the rings on items. All other jewelry and piercings are prohibited, with the exception of medical alert items.

203.4 TATOOS

It is not the district's intent to tell any employee what he/she can do to their bodies. However the employees of the Battlefield Fire Protection District are a direct representation of the fire district while on or off duty. The district strongly encourages

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any employee considering a tattoo(s) to reflect upon with great care how this will reflect on the organization and the employee's standing in the community they serve.

All visible tattoos must be covered while on duty. Tattoo(s) on the head, face, ear, neck and hand are prohibited. Current employees hired prior to September 30, 2010 shall not have to cover their current visible tattoo(s). However any current employee receiving a new tattoo(s) shall cover the tattoo(s) while on duty.



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204.0 PROTECTIVE CLOTHING

The District shall provide each employee with the appropriate protective clothing and equipment to provide protection from the hazards of the work environment. The protective clothing shall not be modified or altered for personal protection and integrity of the design.

204.1 BUNKER GEAR

Protective clothing and equipment shall be utilized whenever the employee is exposed or potentially exposed to the hazards for which it is provided, or upon an officer's direction. The employee shall be trained in the care, use, inspection, maintenance, and limitations of the protective clothing and equipment available for their use. The employee is responsible for cleaning and care of the protective clothing. All protective clothing and equipment shall be stored at the fire stations, with the exception of the Battalion Chiefs and Chief Officers.

204.2 SCBA AND PASS DEVICES

Self contained breathing apparatus shall be utilized at all times, when the employee is in, on or near a contaminated atmosphere or one that may become contaminated. If eyeglasses are to be worn, the employee shall use frames that do not pass through the seal of the face piece.

Personal Alert Safety System devices shall be utilized at all times when the employee is within a structure or other hazardous area. The incident commander has the authority to require PASS device use under special circumstances.

204.3 HELMETS

Helmets should not be altered in any manner from the factory. Personnel wishing to add other markings or items on the helmet must obtain approval from the Fire Chief. The District is utilizing three (3) colors for helmets:

- White w/ gold leaf or white shield– Battalion Chiefs, Deputy Chief, Fire Chief, Chaplain
- Red with red shield – Company Officers
- Yellow with black shield – Firefighters, Rookie Firefighters

The rear of the helmet will support the individual's last name. The white and yellow helmets will use black lettering. The red helmets will use white lettering.



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Additionally, the fire district will allow the following decals to be displayed on the structural fire helmet:

1. **American Flag** –
 - a. Size: 1 3/4" x 2 1/4"
 - b. Placement: Left of the midline, on the rear of the helmet
 - c. Orientation: The union (stars) in the upper left hand corner
 - d. Color: Traditional color only; RED, WHITE and BLUE

2. **IAFF** –
 - a. Size: 2" diameter
 - b. Placement: Right of the midline, on the rear of the helmet
 - c. Orientation: The "I" and the "F" should be straight and parallel to the brim
 - d. Color: WHITE background with RED Maltese Cross. The letters should be BLACK

The decal placement is described as if you are facing the rear of the helmet. The decal should also be placed just above the brim, but not touching.

The decals shall be self-adhesive and retro reflective. Personnel may display one or the other, or both; however, if displayed, decals should be displayed with the respect they are due.

Personnel may wish to provide their own PPE to wear during duty such as a leather helmet, gloves or nomex hoods. Personnel that wish to wear a personally owned PPE must obtain permission from the Fire Chief. Colors, markings and shields shall meet the requirements of the District and all applicable NFPA regulations. Personal property damaged during District functions or operations are the responsibility of the owner. The District makes no promise to replace the equipment but may elect to reimburse the employee the cost of a District owned helmet.

204.4 HIGH VISIBILITY REFLECTIVE VESTS

High visibility reflective vests shall be made of a fluorescent material with 775 square inches of reflective material, meeting ANSI/ISEA 107-2004 standards. High visibility vests are provided on all apparatus and are to be used in all traffic, roadway, low visibility, and night operations. High visibility vests are to be worn over bunker gear in all situations above.

The vests also provide district identification for personnel driving and operating around apparatus on emergency scenes. Examples may be tanker drivers leaving the vehicle to fill, and driver operators on a fire scene out of the hazard zone.



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Each apparatus shall have one (1) vest for each seat (i.e. an engine having four seats should have a minimum of four vests) with the exception of chief officer vehicles, which shall have a minimum of two (2) vests.



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Scheduling

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205.0 SCHEDULING VACANCIES

Personnel wishing time off shall make the request through the Battalion Chiefs. Requests for vacation and educational leave should be made as far in advance as possible. When time allows, open positions shall be posted to obtain coverage. This coverage and openings shall be awarded on a first come first serve basis.



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209.0 EMPLOYEE EVALUATIONS

The following documents shall be utilized as a development tool and guide for the employees of the district.

The authenticity of the process will only be as strong and solid as the effort put forth by the supervisors and the personnel during the review/evaluation process.

209.1 PRE-PERFORMANCE REVIEW QUESTIONNAIRE

Prior to an annual evaluation, each employee shall complete the Annual Employee Pre-Performance Review Questionnaire. This questionnaire should be given to the employee approximately one month in advance.

209.2 OPERATIONS LEVEL PERFORMANCE EVALUATION

This tool shall be utilized for all employees below the rank of Company Officer.

209.3 COMPANY OFFICER PERFORMANCE EVALUATION

This tool shall be utilized for all Company Officers and above.

Exhibits of these forms are provided below.

209.4 THE PERFORMANCE EVALUATION SYSTEM

The performance evaluation system will utilize the following four (4) rating categories to determine overall scores of employee performance and award increases:

Exceeds Expectations

Performance consistently exceeds position requirements and management expectations. Resourcefulness and depth of knowledge are the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievements seldom accomplished within the agency/institution.

Above Average

On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations.



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Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.

Meets Expectations

Performance meets all or most and may occasionally exceed work objectives and management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.

Needs Improvement

Performance does not consistently meet management expectations. Requires more than normal guidance and direction. Improvement and/or development are necessary if the rater elects to continue employment.

Performance-based Action

If an employee falls below “Meets Expectations” in one or more duty areas the supervisor should immediately address those areas and counsel with the employee. This will allow the employee an opportunity to improve in unacceptable areas before the end of the rating period.

If at any time during the evaluation period the supervisor determines that the employee’s performance in one or more of the duty areas has fallen below an acceptable standard (“meets expectation”), the supervisor should immediately place the employee on performance-based probation, address those areas, and counsel with the employee. The probation period will not exceed 90 calendar days initially. The supervisor should develop a “Performance Improvement Plan” clearly defining what is expected, consistently monitoring, and providing feedback/counseling to the employee. If the employee’s overall performance improves during the probation period but not to the level of satisfactory standards by the end of the probationary period, the rater can extend, but is not required to extend, the probationary period for an additional timeframe not to exceed 90 calendar days. If the employee does not exhibit performance improvement to the satisfactory level at the end of the second probationary period, the employee will be subject to a demotion, transfer, reassignment, or termination.

If an employee is placed on probation, the terms and conditions of the probation should be documented and a copy sent to District Headquarters for placement in the employee’s official personnel file. If the employee’s performance improves and the probation period is ended, written documentation of the probation results should be sent to District Headquarters for placement in the employee’s official personnel file. Employees are



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allowed to make a formal request for reconsideration of their performance evaluation rating by the next level of supervisor above the rater. Employees should always receive a copy of the completed and signed Performance Evaluation.

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301.0 DAILY DUTIES

Operations personnel are involved in a wide range of activities that collectively contribute to the successful attainment of organizational goals. The following describes the majority of those activities:

- Responding to calls for service.
- Morning daily apparatus check - Conducted to confirm the response readiness of the apparatus and verify the proper condition of equipment assigned to the apparatus as well as the condition of personal safety equipment/clothing of each assigned member. PPE, SCBA, portable check, hand tools, truck check, pass - along
- Physical fitness - A program designed for members to maintain the endurance and strength required to perform the job.
- Pre-fire planning - This activity includes two important functions advanced planning activities vital to the effective control of fires and safety of personnel. The program provides for the development of detailed drawings and property information documentation of large and/or complex structures. Together they provide information essential to successful emergency operations.
- Company inspections – Includes all activities at the company level relative to initial inspection, as well as subsequent inspections considered appropriate and essential to the compliance effort. This program also assists in familiarizing fire company members with structures throughout the community.
- Training - Structured classes, drills, and/or minimum company standards.
- Facilities maintenance - Routine maintenance of grounds and facilities that take place on both a daily and weekly basis. Lawn mowing, trimming, spraying weeds, cleaning driveways, snow shoveling and other yearly activities will be done on an as needed basis to improve the appearance and safety of the station.
- Special assignments and projects- Special meetings, assignments by the Battalion Chief, movement of fire apparatus out of first due area, special demonstrations, fire hose maintenance and testing, public education and public relations activities.
- Fire hydrant inspections/Flow testing - Verification of all fire hydrant locations on maps, reporting and follow-up on damaged hydrants or obstructed hydrants and vegetation removal.
- Company Specific items - Meetings, make up items, email, errands, etc

Under the apparatus section of each day take the apparatus listed and perform the apparatus and equipment checklist. Apparatus section duties shall also consist of but not limited to going completely through the apparatus, small equipment cleaning, compartment cleaning, cab interior, wash the apparatus, make any minor repairs and etc.

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Under the station section of each day take the areas listed and perform a thorough cleaning of each area. Stations should be kept clean and present an orderly appearance to the public including mopping and/or vacuuming floors, trash emptied, bathrooms cleaned, and the kitchen ready for the oncoming shift.

The oncoming Company Officer or Acting Officer shall be responsible for the inspection of apparatus and station and accepting the condition of said items prior to shift change. The information exchange or Pass-along between shifts should take place prior to the off going Company Officer or Acting Officer leaving the station, unless unforeseen circumstances arise.

301.1 ADDITIONAL DUTIES BY DAY

Monday:

Apparatus: Engine
Station: Kitchen

Tuesday:

Apparatus: Small Engine Checks
Station: Bathrooms / Laundry Room (Wash all station laundry)

Wednesday:

Apparatus: Rescue
Station: Bays and All Windows

Thursday:

Apparatus: Auxiliary Apparatus / Staff Vehicles
Station: Bunkrooms / Offices

Friday:

Apparatus: Tanker
Station: Dayroom / Workout Area
Seasonal Mowing/Trimming / Spraying / Cleaning Driveways & Sidewalks
/Policing Grounds

Saturday:

Reserve Engine's / Outlying station's
Perform preventative maintenance to station generator's
Seasonal Mowing/Trimming / Spraying / Cleaning Driveways & Sidewalks
/Policing Grounds

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Sunday:

Wash all apparatus
Cycle Thermal Imager Batteries
Swap Batteries on the AED and recharge

301.2 COLD WEATHER PUMP DRAINING

During the winter months the following procedure will take place for draining the pumps. Staff will decide on start and end dates concerning this procedure each year.

Engines:

Daily – Every discharge past the valve will need to be drained. This includes pulling the bleeder valves and removing the caps. Once drained all valves and caps should be closed and/or put back in place. The main pump housing will remain wet (filled with water).

Tankers/Brush trucks:

Daily- Pump and any discharge should be checked and drained. During the weekly check, valves can be opened and flushed, but then should be drained before put back in service. Pump sprayers will be removed only during below freezing time periods.

301.3 DAILY ACTIVITY REPORTS

The Captain or firefighter working out of title shall complete daily activity reports in our fire reporting program recording their activity in all nine (9) of the following areas for their shift.

Readiness;

PPE, SCBA, portable check, hand tools, power equipment, truck check, pass-along

Apparatus Checks;

Weekly apparatus inventory, equip check, cleaning, bumper to bumper

Station Duties;

Weekly station cleaning, thorough top to bottom of room

Projects;

Special duties, projects, tours, demos, events

Health and Wellness;

Strength, cardio, physical fitness

Fire Prevention;

Inspections and Quick Action Plans, occupancy reviews, hydrant testing and servicing maintenance, canvassing

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Training;

 Individual, company, shift, division

Company Specifics;

 Meetings, response, make up items, email, errands, pass-along, etc

Facilities Maintenance;

 Mowing, spraying weeds, driveway cleaning, cleaning up trash, etc



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Fueling Apparatus

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302.0 FUELING APPARATUS

District vehicles shall be fueled on a regular basis. No District vehicle shall be left below one-half (1/2) tank of fuel. Each apparatus is assigned a fuel card and number. Vehicles should only be fueled on their assigned cards or assigned number for the fuel depot.

The fuel cards may be utilized at the pumps or inside the store in the following manner:

1. Swipe card
2. Enter mileage
3. Enter the personal identification number (00+assigned ID#)
4. Enter yes on receipt
5. Document the vehicle number on receipt
6. Sign the receipt, place in station mail, and forward to the front office

The fuel depot may be utilized in the following manner:

1. Enter mileage
2. Enter the identification number of the vehicle
3. Enter the personal identification number (00+assigned ID#)
4. Enter pump number
5. Fill the vehicle

302.1 MISCELLANEOUS FUEL

There is a card assigned for obtaining miscellaneous fuel. The four (4) digit number utilized in this instance is 00+assigned ID#. This number will be used for generator fuel and all other premixed fuel cans. Personnel should enter 0 for the mileage otherwise the receipt process is the same as above.



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303.0 GENERAL MAINTENANCE

The District shall identify time intervals for preventive maintenance activities. Personnel in the station or the Mechanic may accomplish minor maintenance activities. Materials required to complete the repairs shall be identified and forwarded to the station. When a discrepancy is identified the employee shall complete the discrepancy form for tracking purposes.

District staff vehicles shall receive preventive maintenance every six (6) months or five thousand (5,000) miles whichever comes first. The apparatus shall receive preventive maintenance every twelve (12) months with the exception of mechanical failure that would warrant service work also. This shall consist of oil change, fluid checks, filter replacement, greasing of joints, etc.

Station personnel or the Mechanic may repair items classified as minor. This shall consist of, but not limited to, burned out lights, low fluids, loose or broken bolts, cleaning, etc.

If the repair is more detailed, classified as moderate, such as thermostat problems, fuel leaks, preventive maintenance, the Mechanic may be utilized or if beyond our capabilities the District will utilize a recognized mechanical repair agency or dealer.

If the repair is a specialty item such as, engine, transmission, or rear axle work, then the apparatus will be returned to the manufacture or a recognized dealer. The District equipment such as AEDs, suction units, oxygen saturation meters, AIMS meters, shall be returned to the manufacture for repair. If the repair is an item under warranty the manufacture will advise on the process or the center to perform the repairs.

303.1 Tool Maintenance

The purpose of this procedure is to provide an outline for the schedule and procedures to be followed to properly maintain the districts hand tools used for fire suppression and rescue.

303.2 Tool Maintenance Schedule

All tools will be inspected, cleaned, and maintained after each use, and on every payday.



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303.4 Tool Maintenance Procedures

Axe Heads

- All paint on axe heads should be removed. Painting hides faults in the metal and may cause the cutting surface to stick and bind.
- Maintenance directly affects how well an axe will perform. If the blade is too extremely sharp and ground too thin, pieces of the blade may break when used on the fire ground. If the blade is too thick, regardless of its sharpness, it is difficult to drive the axe head through ordinary objects.
- File the cutting edges by hand to achieve the proper angle and sharpness.

Wooden Handles

- Inspect the handle for cracks, blisters, or splinters.
- Sand the handle if necessary to eliminate splinters.
- Wash the handle with mild detergent and rinse; wipe dry. Do not soak the handle in water because it will cause the wood to swell.
- Apply a coat of boiled linseed oil to the handle to preserve it and prevent roughness and warping. Do not paint or varnish the handle.
- Check the tightness of the tool head.
- Limit the amount of surface area covered with paint for tool marking.

Fiberglass Handles

- Wash the handles with mild detergent, rinse, and wipe dry.
- Check for damage or cracks
- Check the tightness of the tool head

Cutting Edges

- Inspect the cutting edge for chips, cracks, or spurs.
- Replace cutting heads when required.
- File the cutting edges by hand; grinding weakens the tool.
- Some axe blades are intentionally left only semi-sharp to make them less prone to chipping.

Plated Surfaces

- Inspect for damage
- Wipe plated surfaces clean or wash with mild detergent and water.



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Unprotected Metal Surfaces

- Keep free of rust
- Oil the metal surface lightly. Light machine oil works best. Avoid using any metal protectant that contains methyl chloroform. The chemical may damage and weaken the handle.
- Do not paint metal surfaces – paint hides the defects.
- Inspect the metal for chips, cracks, or sharp edges, and file them off when found.



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303.1 Tool Maintenance

The purpose of this procedure is to provide an outline for the schedule and procedures to be followed to properly maintain the districts hand tools used for fire suppression and rescue.

303.2 Tool Maintenance Schedule

- All tools will be inspected, cleaned, and maintained after each use, and on every payday.

303.4 Tool Maintenance Procedures

Axe Heads

- All paint on axe heads should be removed. Painting hides faults in the metal and may cause the cutting surface to stick and bind.
- Maintenance directly affects how well an axe will perform. If the blade is too extremely sharp and ground too thin, pieces of the blade may break when used on the fire ground. If the blade is too thick, regardless of its sharpness, it is difficult to drive the axe head through ordinary objects.
- File the cutting edges by hand to achieve the proper angle and sharpness.

Wooden Handles

- Inspect the handle for cracks, blisters, or splinters.
- Sand the handle if necessary to eliminate splinters.
- Wash the handle with mild detergent and rinse; wipe dry. Do not soak the handle in water because it will cause the wood to swell.
- Apply a coat of boiled linseed oil to the handle to preserve it and prevent roughness and warping. Do not paint or varnish the handle.
- Check the tightness of the tool head.
- Limit the amount of surface area covered with paint for tool marking.

Fiberglass Handles

- Wash the handles with mild detergent, rinse, and wipe dry.
- Check for damage or cracks
- Check the tightness of the tool head



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Cutting Edges

- Inspect the cutting edge for chips, cracks, or spurs.
- Replace cutting heads when required.
- File the cutting edges by hand; grinding weakens the tool.
- Some axe blades are intentionally left only semi-sharp to make them less prone to chipping.

Plated Surfaces

- Inspect for damage
- Wipe plated surfaces clean or wash with mild detergent and water.

Unprotected Metal Surfaces

- Keep free of rust
- Oil the metal surface lightly. Light machine oil works best. Avoid using any metal protectant that contains methyl chloroform. The chemical may damage and weaken the handle.
- Do not paint metal surfaces – paint hides the defects.
- Inspect the metal for chips, cracks, or sharp edges, and file them off when found.

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07/06/10 **304** **Apparatus Testing** **Page 1 of 1**

304.0 APPARATUS TESTING

Each apparatus pump will be tested annually. Pump testing will also be done after extensive pump or motor repairs. This is to better determine the actual pump capacity of each apparatus, in the most adverse conditions. The pump test is conducted under the same conditions that are required for an acceptance test, except that the time for each test is reduced.

- 100% rated capacity at 150 psi net pump pressure for 30 minutes
- 70% rated capacity at 200 psi net pump pressure for 15 minutes
- 50% rated capacity at 250 psi net pump pressure for 15 minutes
- And a short spurt test at rated capacity, at 165 psi

Other tests to be performed during the pump test will include relief valve, dry vacuum and primer test. A supplemental information sheet will accompany each test sheet. All information will be recorded and forwarded to the Fire Chief or designee for filing.

304.1 LADDER TESTING

Ground ladder testing will be accomplished every year by an approved testing firm in accordance with NFPA 1932. Ground ladders will also be tested after being exposed to excessive heat, being dropped, or receiving an impact load. A supplemental information sheet will accompany each test sheet. All information will be recorded and forward to the Fire Chief or designee for filing.



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Title
Buildings and Grounds

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305.0 BUILDINGS AND GROUNDS

The kitchen shall be cleaned after each meal. All dirty dishes, spills and cooking debris shall be cleaned up and the stove shall be wiped down. The bunkroom will be kept clean. During business hours all miscellaneous items will be kept in storage and up off of the floors in each area of the station.

Bay floors shall be kept clean of items and all water mopped up. Floor drains will be flushed as needed to keep any odors down. The grounds shall be policed and all trash and debris picked up.

No personal vehicles will be kept in the bays with the exception during severe storms such as hail. Personal vehicles shall be parked in the parking lots or spaces, not next to the buildings or on apparatus aprons.

305.1 STATION SECURITY

Stations will be secured anytime the station is left unattended. All bay doors and entrance doors shall be secured by 2200 hours. No person(s) other than District personnel shall be allowed to remain in the stations for any reason without permission from an officer.

305.2 ENERGY CONSERVATION

Personnel are requested to conserve energy when possible. Thermostats in living areas should be kept at 75 degrees or below for heating and at 70 degrees or above for air conditioning. The heaters in the apparatus bays should be kept in the area of 50 to 60 degrees. When bay doors are open during cold weather please turn bay heaters down or off. The lights should be turned off in unattended areas, with the exception of safety and security lighting.

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Title
Hose Testing

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306.0 HOSE TESTING

The District fire hose shall be tested annually. Hose will be tested in the warmer months. The hose should be placed in a straight run, free of twists and kinks. Any hose that is run over or repaired shall be tested before being placed back in service.

306.1 TESTING PROCESS

- Connect hose, not to exceed 300' in length. All gaskets are to be checked prior to connection.
- Attach a shutoff nozzle or bleeder valve to the end of the hose lay.
- Mark all hose at the couplings, encircling the hose at the coupling.
- Fill the hose lay with water and bleed off the air.
- For hose manufactured prior to 1987, increase the pump pressure to 250 psi and hold it for 3 minutes. For single jacketed hose pump pressure is 200 psi and hold it for 3 minutes.
- For hose manufactured after 1987 increase the pump pressures to the psi labeled on the hose and hold it for 3 minutes.
- Document pass or fail for each section according to the hose number. Sections not passing shall be tagged out of service.
- Document information on the assigned sheets and forward the information for recording and filing.

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Title
Records and Reports Page 1 of 3

307.0 RECORDS AND REPORTS

The District must maintain records and reports. These reports are legal documents and must be maintained accurately. Anytime an employee is in doubt of whether a report is required for an incident then a report shall be generated. All reports shall be completed before leaving the tour of duty. This is very important for follow up investigations, state information, and public requests for reports. The report shall be checked for completion, accuracy by the appropriate division. In the event of computer failure or difficulties the system administrator shall be contacted. An operation report is required for every call. The employee in charge of the incident shall complete the operation report. All sections of the report shall be completed.

307.1 CASUALTY REPORTS – FIRE SERVICE PERSONNEL

Any injury to fire service personnel, which occurred while operating at any emergency or non-emergency scene, shall be immediately reported to the officer in charge. A follow up written report shall be made immediately upon returning to quarters, using the section in our current fire reporting software or the Fire Service Casualty Report Form provided by the Missouri Department of Public Safety, Office of the State Fire Marshal. The casualty report should be filled out following the explanations contained in the Fire Report Guide. All appropriate workers compensation forms must be filled out and signed by the Fire Chief or designee.

307.2 CASUALTY REPORTS – CIVILIAN

Any injury sustained by civilian personnel by fire or fire products, or by action of personnel and or equipment operating at scene shall be immediately reported to the officer in charge. A follow up written report shall be made immediately upon returning to quarters, using the section in our current fire reporting software or the Civilian Casualty Report Form provided by the Missouri Department of Public Safety, Office of the State Fire Marshal. The casualty report should be filled out following the explanations contained in the Fire Report Guide.

307.3 INJURIES NON FIRE INCIDENT RELATED

Any employee of the District shall immediately notify an officer of any and all injuries sustained in the performance of their duties. This verbal report should be followed up with a written narrative detailing the mechanics of the injury and the extent of the injury. All appropriate workers compensation forms must be filled out and signed by the Fire Chief or designee.

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307.5 BODILY FLUID CONTACT

Any employee of the District who contacts bodily fluid, of another person shall file a Bodily Fluid Contact Form. If the employee is engaged in emergency mitigation when the contact is made, then it is imperative the employee must begin to inquire about patient history. The patient may grant permission for their blood work to be research for infectious disease. This process must begin immediately at the treating hospital. The employee must request this process himself or herself.

Health care facilities in the State of Missouri are required to report positive findings of communicable disease as listed in the Department of Health regulations 19 CRS 20-20.020 (1) – (4), to any employer of a first responder or emergency provider who may have provided care to a victim. Notification by the health care facility to the emergency provider must be made within forty-eight (48) hours after confirmation of the diagnosis of a communicable disease. The health care facility will provide, 1) ambulance run number and state, 2) police incident report number, 3) and date of contact.

If findings are a known communicable disease, then the employee should be contacted within forty-eight (48) hours. The employee shall be counseled and all necessary medical follow up will be provided.

307.6 HAZARDOUS MATERIALS RELEASE REPORT

The Mid America Regional Council Hazardous Materials Release Report form must be filled out on all Level II and Level III hazardous materials release or spills.

Level II Release (Limited Emergency Condition) – An incident or accident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area. These incidents may require the availability and use of special hazardous material protective gear to provide for safe incident mitigation by responders. Examples of this level may be release of significant quantities of volatile organics at a fixed facility or cargo tank release in transit. Level II incidents DO NOT HAVE the potential to cause exposures beyond the service area of the jurisdiction making the initial response.

Level III Release (Full Emergency Condition) – Is an incident or accident involving severe potential exposure for the jurisdiction of the first responding organization. Mitigation may require a large-scale evacuation and the expertise or resources of private industry and state and federal response agencies.

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307.7 RECEIPTS

A receipt must accompany any purchase for the District and a PO attached. This paperwork shall be submitted to the Administrative Assistant for documentation and filing.

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309**

**Title
Dining Out/Meals**

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309.0 DINING OUT / MEALS

It is the desire of the District to allow employees the ability to purchase food, or dine out in an accepted establishment within the boundaries of the District, without compromising the District's ability to serve the public. A dining establishment shall be considered acceptable when its primary function is serving food.

Personnel shall refrain from wearing bunker gear into dining establishments.

Crews should restrict their visits, as closely as possible, to normal dining hours. Crews should keep their visit to no more than one (1) hour in length and once per shift to a dining establishment or grocery store. Trips for meals should be consolidated as much as possible to grocery stores.

The apparatus placement shall be determined by the officer, with consideration given to the patrons of the establishment and to any possible damage our equipment might do to parking lots. The apparatus should be placed within a line of sight for security issues.

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12/22/10

Procedure #
311

Title
Camera Use

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311.0 PURPOSE

To provide accountability and management of photographs and electronic images taken by Battlefield Fire Protection District employees. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

311.1 PROCEDURE

- A. Under no circumstances will employees be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any incident.
- B. All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Battlefield Fire Protection District personnel in charge of the scene, using approved department equipment.
- C. All photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.
- D. Any on-scene images and/or any other images taken by an employee in the course and scope of their employment are the sole property of the Battlefield Fire Protection District and are under the control of the Battlefield Fire Protection District's fire chief or designee. This includes any images taken inadvertently with a member's personally owned camera, cell phone camera, or any other digital imaging device.
- E. No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner without prior approval of the fire chief or designee. This prohibition includes the posting of any Battlefield Fire Protection District photographs on personal web sites such as, but not restricted to; Face Book, MySpace, YouTube, other public safety agency Websites, or e-mailing to friends, relatives or colleagues.
- F. All Battlefield Fire Protection District digital images will be downloaded as soon as possible, and will be cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards will be erased.

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Camera Use

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- G. The use of unauthorized helmet cameras is strictly prohibited. Personal use of department cameras is strictly prohibited.
- H. Violation of this procedure or failure to permit inspection of any device covered in this procedure may result in disciplinary action.



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Procedure #
312

Title
Cell Phone Use

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312.0 PURPOSE

Cell phones, pagers and personal digital assistants (e.g. Blackberry, iPhone) are provided to allow certain members to be more effective and efficient in their jobs. Examples of proper use of cell phone devices include; use at emergency scenes, contacting members with important messages, appointment management for fire inspections, etc.

312.1 DISTRICT CELL PHONES

District cell phone bills will be closely monitored on a monthly basis. The following guidelines are in effect when using District cell phones:

- Use at emergency scenes as appropriate.
- Use primarily for business of the District.
- Any personal calls on District phones may require reimbursement to the District by personal check or money order only (no cash).
- Lengthy conversations for non-emergency situations should be carried out on land lines, not on cell phones or personal digital assistants.
- Mobile communication device use within District staff vehicles, whether the employee is on/off duty, shall be governed by the highest standards of safety.
- Personnel driving staff vehicles who receive in-coming phone calls while driving shall only answer the call when that can be accomplished safely via a hands free device. This may require that the called be placed on hold or advised to call back.
- While driving District apparatus, employees shall not under any circumstances, respond to or send text messages, check electronic mail, web browsing, or conduct any other use of a smart phone, cell phone, or any other device distracting from safe operation of the vehicle.
- Safe operation of a vehicle takes priority over any call regardless of circumstance.

Also cell phones, personal digital assistants and smart phones shall never be used for:

- Intentionally accessing any type of pornographic or inappropriate telephone number.
 - Note: Employees who inadvertently access any pornographic or inappropriate telephone number shall report this to their supervisor immediately.
- Commercial for financial gain such as operating a business.
- Soliciting, including charitable campaigns, except as specially authorized as part of official District sponsored events.
- Soliciting for political campaigns.
- Sending threatening, slanderous, racially or sexually harassing messages.



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Cell Phone Use

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312.2 PERSONAL CELL PHONES

Personal cell phones are not to be used while driving apparatus, emergency operations, public relations events, public education events, daily work activities or any other work related functions. Personal cell phones may be used for personal emergencies or when appropriate in the station after duties are complete and it does not interfere with work productivity. Cell phones with cameras, recording devices etc. will adhere to Procedure 311 – Camera Use when dealing with picture or video use.

Personal mobile communication devices are permitted to be carried while on duty, but must be placed on silent/vibrate mode, and allow voice mail to answer the call during work related activities. Messages may be checked on “down time” when not actively involved in a call or about to perform or in the process of performing work duties. All personal mobile communication devices must be carried in a safe and concealed area on the person that does not fall off, or cause others to be distracted by the presence or appearance of the device.

Personnel receiving incident text messages on their personal phones are permitted to check incident information prior to operation of an apparatus and prior to responding to an incident.

Remember, if in doubt wait and always error on the side of safety!



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401.0 DEFINITIONS

Accountability Officer – This individual is responsible for developing and implementing a plan designed to track and account for all personnel working at the incident.

Ambulance – An emergency medical unit capable of providing pre-hospital medical care and transportation of sick and injured patients to a medical facility.

Air Ambulance – A rotary propeller or fixed wing aircraft capable of providing pre-hospital medical care and transportation of sick and injured patients to a medical facility.

Attack Hose Line – A hose line capable of delivering a minimum of 125 gallons per minute.

Branch Director – An organizational level having functional/geographic responsibility for major segments of incident operations. The branch level falls between sections and divisions/groups.

Brush/Grass Unit (Brush Truck) – A four-wheel drive vehicle capable of maneuvering off of the roadway for the purpose of natural cover fires. The unit shall have a water tank, pump and hose reel, and equipment commonly used in natural cover fires.

Command (IC) – The individual in overall charge of the incident and associated activities of the incident.

Command/Staff Vehicle – A vehicle that normally transports District command staff to an incident and is equipped with items necessary for commanding an emergency incident.

Commercial Occupancy – A business that provides goods and or services. This will include theaters, auditoriums, schools, hospitals and other large structures not otherwise identified.

Division - A division in the incident command system assigning responsibility for operations within a defined geographic area.

Dump Site Manager – The individual responsible for maintaining water at the dumpsite of water tender shuttle operations.

Dwelling – A residential living structure that houses one or two families.



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Engine/Pumper – A pumping apparatus that has a pump of at least 500 gallons per minute capacity and sufficient equipment to carry out typical engine company operations.

Fill Site Manager – The individual responsible for filling operations during a water tender shuttle operation.

Fire Alarm

(Automatic) – An alarm sounding from a specific detector that is activated as a result of heat or smoke. Example: Water Flow Alarm – indicates the activation of the sprinkler system

(General) – An alarm sounding from a non-specific location or detector.

Group – A division in the incident command system assigning responsibility for the performance of a specific functional task.

Ladder Truck – An apparatus equipped with an aerial ladder, telescoping basket or articulating boom. The unit shall carry equipment necessary for typical truck company operations.

Liaison Officer – The individual responsible for interacting with the other assisting and cooperating agencies.

Logistics Section Chief (LOGS) – The individual responsible for providing facilities, services, and supplies for the incident.

Mobile Data Terminal (MDT) – A computer device located in the apparatus that is connected via the Internet to Dispatch. Used to communicate unit status to Dispatch and other units within the District.

Medical Officer – The individual responsible for the emergency medical services management at an incident. These may include triage, treatment and transportation of the injured.

Multi-Family Dwelling – A dwelling unit that has more than two separate living units.

Operations Section Chief (OPS) – This individual is responsible for the emergency operation activities of the incident. Generally this position is only used at large incidents.



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Out Buildings – A separate and detached structure generally used for storage of equipment and or supplies. This shall include barns, sheds, storage bins, etc.

Persons Trapped – A motor vehicle crash where the occupant requires mechanical extrication in order to be removed from the vehicle. May also be persons trapped via heavy machinery or entanglement.

Rescue Unit - An apparatus carrying heavy extrication equipment, special rescue equipment, and fire ground support equipment.

Planning Section Chief (PLANS) – The individual responsible for collecting, evaluating, disseminating and tracking information about the incident.

Public Information Officer (PIO) – The individual responsible for formulating, and releasing information about the incident to the news media and other appropriate agencies.

Rehabilitation Manager (REHAB) – This individual is responsible for providing rehabilitation services for personnel including fluids, food, rest and medical evaluation.

Safety Line - A hose line that is capable of delivering a minimum of 125 gallons per minute, or is of the same size or larger than the attack line.

Safety Officer – This individual is responsible for overall safety at the incident. The safety officer has the authority to countermand the incident commander if the order would place personnel in imminent danger.

Staging Manager – This individual is responsible for grouping personnel and equipment for use at an incident. They maintain accountability of personnel and equipment committed to staging.

Staging Level 1 – An area identified and established for the purpose of holding apparatus and personnel in reserve for emergency scene operations. Level 1 staging is usually within one block of the scene where units have access to all four sides of the incident.

Staging Level 2 – An area identified and established for the purpose of holding apparatus and personnel in large quantities in reserve for emergency scene operations. Level 2 staging is usually held in a large parking lot away from the scene.



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Still Alarms – A response that will require only one apparatus to handle the incident. Examples are smoke investigations, trash fires, power lines down, etc.

Supply Hose Line – A hose line that provides water from a fire hydrant or other pumped source to a pumping apparatus or water distribution appliance.

Water Tender – A water carrying apparatus having a tank capacity of at least 1500 gallons. The apparatus shall have a means of rapidly dumping water.

Water Supply Officer – This individual is responsible for managing water supply resources, and providing adequate fire flow for the incident.



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402.0 INITIAL RESPONSE BY TYPE AND AMOUNT OF EQUIPMENT FIRST ALARM

The District has established the initial response by call type and minimum amount of equipment that should be capable to handle the routine incident. Any company officer or above may change or modify response modes based on dispatch information, additional information, or scene activities.

EMS/Service Call/Gas Odor
Engine = 1 or
Rescue = 1*

Fire Alarm/Motor Vehicle Crash
Engine = 1

Fire Outside
Engine = 1 and
Brush Truck = 1

Vehicle Fire/Fire Out/Smoke in the Area
Engine = 1

Truck Fire
Engine = 2 and
Chief = 1

Persons Trapped
Engine = 1 and
Rescue = 1 and
Chief = 1

Hazardous Materials
Engine = 1 and
Chief = 1

Bomb/Bomb Threat
Chief = 1

Water Rescue
Engine = 1 and
Chief = 1

Technical Rescue
Engine = 1 and
Rescue = 1 and
Chief = 1 and

House Fire (hydranted)
Engine = 3 & 2 mutual aid and
Ladder = 1 and
Chief = 2

House Fire (non-hydranted)
Engine = 3 & 2 mutual aid and
Ladder = 1 and
Water Tender = 1 & 2 mutual aid and
Chief = 2

Building Fire (hydranted)
Engine = 3 & 2 mutual aid and
Ladder = 1 and
Chief = 2

Building Fire (non-hydranted)
Engine = 3 & 2 mutual aid and
Ladder = 1 and
Water Tender = 1 & 2 mutual aid and
Chief = 2

**Apparatus assigned is dependent upon Station response area and apparatus availability. See #403 Response by unit.*



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The chart below illustrates how the response matrix breaks down and should be used as a quick reference when determining needed resources. Note the matrix chart includes automatic/mutual aid and also exceptions to staffing suggestions and apparatus substitutions.

First Alarm Call Type ↓	EMS/Service Call/Gas Odor	Fire Alarm/Motor Vehicle Crash	Fire Outside	Vehicle Fire/Fire Out/Smoke in the Area	Truck Fire	Persons Trapped	Hazardous Materials	Bomb/Bomb Threat	Water Rescue	Technical Rescue	House Fire (Hydrants)	House Fire (Non-Hydrant)	Building Fire (Hydrant)	Building Fire (Non-Hydrant)
Apparatus ↓														
Engine	1	1	1	1	2	1	1		1	1	3	3	3	3
Mutual Aid Engine											2	2	2	2
Mutual Aid Ladder											1	1	1	1
Mutual Aid Tender												1		1
Water Tender*												1		1
Rescue*	1*					1*				1*				
Brush*			1											
Chief Officer					1	1	1	1	1	1	2	2	2	2
Total Apparatus	1	1	2	1	3	3	2	1	2	3	8	10	8	10

**Apparatus assigned is dependent upon Station response area and availability of apparatus.
See #403 Response by unit.*



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402.1 REQUEST FOR ADDITIONAL COMPANIES SECOND and THIRD ALARM

The Incident Commander, the Resource Officer or any Chief Officer may request additional alarms for the incident. Resources for these alarms are predetermined through the dispatch agency. The following table outlines the requested resources for second and third alarms.

Second & Third Alarm Call Type ↓	EMS/Service Call/Gas Odor	Motor Vehicle Crash	Fire Outside	Vehicle Fire/Fire Out/Smoke in the Area	Truck Fire	Persons Trapped	Hazardous Materials	Bomb/Bomb Threat	Water Rescue	Technical Rescue	House Fire (Hydrants)	House Fire (Non-Hydrant)	Building Fire (Hydrant)	Building Fire (Non-Hydrant)
Apparatus ↓														
Engine	1	1	1	1	1	1	1	1	1	1				
Mutual Aid Engine											2	2	2	2
Mutual Aid Ladder											1		1	
Mutual Aid Tender												2		2
Water Tender*					1									
Rescue*	1*	1*												
Brush*			1*											
Chief Officer		1	1	1		1		1	1	1	1	1	1	1
Total Apparatus	1	3	3	2	2	2	1	2	1	2	4	5	4	5



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402.2 CRISIS MODES

During times of high call volume or limited resources, any Chief Officer may place the District in “Crisis Mode 1” or Crisis Mode 2”. Crisis mode is designed to make the best use of limited resources while still providing adequate coverage for the District. The following table outlines the recommended quantity of units for the established call types. If multiple incidents occur within the District, the dispatcher shall provide the standard dispatch assignment for the type of incident as provided by our procedures.

Crisis Mode 1 & 2 Call Type ↓	EMS/Service Call/Gas Odor	Motor Vehicle Crash	Fire Outside/Fire Out/Smoke in the area	Vehicle Fire/ Truck Fire	Persons Trapped	Hazardous Materials	Bomb/Bomb Threat	Water Rescue	Technical Rescue	House Fire (Hydrants)	House Fire (Non-Hydrant)	Building Fire (Hydrant)	Building Fire (Non-Hydrant)
Apparatus ↓													
Engine		1		1	2			1	1	2	2	2	2
Mutual Aid Engine													
Mutual Aid Ladder													
Mutual Aid Tender													
Water Tender*											1		1
Rescue*									1*				
Brush*	1												
Chief Officer			1			1	1		1	1	1	1	1
Total Apparatus	1	1	1	1	2	1	1	1	3	3	4	3	4



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402.3 MUTUAL AID RESPONSE

Upon notification of a mutual aid request, the Battalion Chief, or in their absence an Officer, shall determine the closest available resources available to respond based upon the need requested. They shall have the authority to provide whatever assistance is necessary, when possible.

The responding unit shall contact command on the assigned frequency for assignment as they approach the scene. If any question arises regarding responses, the Battalion Chief shall be contacted prior to responding for instructions.

Mutual aid move up for standby shall be a non-emergency response unless advised otherwise by the requesting agency.

Mutual aid requests to a scene shall be an emergency response unless advised otherwise by the requesting agency.

The following are recommended minimum staffing levels for mutual aid response. The staffing levels will depend on the units requested and from which station the response originates.

Engine = 2 Water Tender = 1 Rescue = 2 Brush Truck = 1

The above staffing numbers may be adjusted based on daily staffing, district needs, multiple unit requests, incident type and other factors present.

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404.0 RESPONSE MODES

When calls do not pose a significant danger to life or property and where the patient outcome will not be adversely affected, a non-emergency response is warranted. At all times if conditions worsen the response mode can be upgraded to emergency at the discretion of the officer of the apparatus. Likewise, when conditions lessen the response mode can be downgraded to non-emergency at the discretion of the officer of the apparatus.

404.1 APPARATUS RESPONSE MODE

Apparatus will respond non-emergency to the following calls, unless otherwise directed or the Company Officer receives addition information.

- Outside natural gas leaks at low pressure
- Carbon monoxide alarms without symptoms
- Electrical wires down without fire
- Aircraft landing zone
- Smoke detector sounding without smoke present
- Police assist
- Odor investigations and outdoor smoke investigations
- Call for personnel
- Past fires that are reported out
- Broken sprinkler or water pipes
- Citizen assists, helping party back into bed or up without injury
- Mutual aid move up or in station standby
- Emergency scenes not yet secured by police

404.2 MEDICAL RESPONSE MODE

The following determinants for medical assist will be handled in an “EMERGENCY RESPONSE”. The Company Officers, Battalion Chief and/or Paramedic can make the determination to alter the response, taking into consideration dispatch information.

- ABDOMINAL PAIN – Pain above navel, Not alert.
- ALLERGIES – Difficulty breathing, injections used, Snakebite.
- ANIMAL BITES – Not alert, Large animals, Multiple animals.
- ASSAULT / SEXUAL ASSAULT – Unconscious, Abnormal breathing, Multiple victims.
- BACK PAIN – Not alert.
- BREATHING PROBLEMS – ANY

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- BURNS / EXPLOSION – Difficulty breathing, Burns => 18%, Unconscious, Explosion, Multiple victims.
- CARBON MONOXIDE / INHALED / HAZMAT – Difficulty breathing, Unconscious, Multiple victims.
- CARDIAC OR RESPIRATORY ARREST – ALL
- CHEST PAIN – ALL
- CHOKING – ALL
- CONVULSIONS / SEIZURES – Pregnancy, Diabetic, Not breathing, Multiple.
- DIABETIC – Abnormal behavior, Unconscious.
- DROWNING / DIVING / SCUBA ACCIDENT – Difficulty breathing, Neck injury, SCUBA Accident.
- ELECTROCUTION / LIGHTING – ALL
- EYE INJURY – Severe injury, not alert.
- FALLS – Long fall, => 6ft., Not alert, Abnormal breathing.
- HEADACHE – Numbness, paralysis, change in behavior.
- HEART PROBLEMS / A.I.C.D. – Firing of A.I.C.D., Difficulty breathing, Chest pain, clammy, Not alert.
- HEAT / COLD EXPOSURE – Not alert.
- HEMORRHAGE / LACERATIONS – Serious hemorrhage, Not alert, abnormal breathing.
- INDUSTRIAL / MACHINERY ACCIDENT – ALL
- OVERDOSE / POISONING - Any priority symptoms with medication ingestion.
- PREGNANCY / CHILDBIRTH / MISCARRIAGE – 1st trimester serious hemorrhage, breech, imminent delivery, baby born.
- PSYCHIATRIC / ABNORMAL BEHAVIOR / SUICIDE ATTEMPT- Not alert.
- SICK PERSON – Not alert.
- STAB / GUNSHOT / PENETRATING TRAUMA – Serious hemorrhage, unconscious, central wounds, Multiple wounds, Multiple victims.
- STROKE / CVA – ALL
- TRAFFIC ACCIDENTS – See MVC procedure.
- TRAUMATIC INJURIES – Serious hemorrhage, Not alert, Abnormal breathing.
- UNCONSCIOUS / ALTERED LOC / FAINTING – Multiple episodes, Female with Abdominal pain. Unconscious, Breathing difficulty.
- UNKOWN PROBLEM (MAN DOWN) – Only if life status questionable.
- TRANSFER / INTERFACILITY – See specific complaint, or if requested by Ambulance.

All other requests will be non-emergency response. If in doubt respond emergency.

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405

Title
Structural Fires

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405.0 STRUCTURAL FIRES

Personnel shall wear all personal protective equipment with air pack, including having the PASS device activated while in the hazard zone.

When smoke and or fire is showing a reliable water supply shall be established through the use of hydrant, drafting from static water supply or tanker shuttle operations as soon as it is realistically possible.

A primary and secondary search shall be completed on structures to insure all occupants have exited the structure.

An appropriate form of ventilation will be performed as soon as realistically possible.

An attack line of a minimum of 1 ¾" hose shall be deployed. If the structure is larger than 3,000 square feet deploy a 2 ½" hose line as soon as resources will allow.

A safety line of sufficient size shall be deployed for working fires.

A rapid intervention crew shall be assembled and ready for deployment during hazard zone operations. The rapid intervention crew should have a hand line off of a separate unit.

Exposure lines shall be deployed, as necessary and master streams prepared in the event defensive operations are required.

Follow the District Initial Attack Policy for two in and two out standards before making an interior attack. An exception may be made to execute a rescue of a trapped victim.

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Title
Natural Cover Fires

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406.0 NATURAL COVER FIRES

Personnel shall wear a minimum of NFPA 1971 or 1977 certified clothing, included but not limited to; boots, gloves and helmet, during natural cover fire operations. If conditions warrant full protective clothing shall be worn.

Always approach the fire from the burned side.

If the unit has lockout hubs on the front axles, always lock the hubs in before leaving the hard surface. Do not lock the 4x4 in gear until you are having difficulty getting traction.

The unit should be operated at a slow pace when off road. When possible have a spotter out in front of the vehicle watching for obstructions.

Personnel are prohibited from riding and/or standing on the exterior of the vehicle.

Utilize hand operations such as water packs, rakes, etc. when area is inaccessible.

REMEMBER – Natural cover fires are only an emergency when exposures are threatened. Units should still respond in the emergency mode during high winds, long distances, dry conditions or fire is threatening exposures.

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Title
Vehicle Fires

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407.0 VEHICLE FIRES

Personnel shall wear all personal protective equipment with air pack, including activating the PASS device while in the hazard zone.

An attack line of 1 ¾" hose minimum will be deployed.

The apparatus should be staged to allow for an effective attack while not compromising the safety of the personnel or the apparatus.

Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. that present additional hazards to personnel.

407.1 CARGO TYPE VEHICLES

In addition to above procedures any vehicle that is designed to carry cargo should be considered to be a potential hazardous materials incident until proven otherwise. All personnel should use appropriate caution when dealing with this type of vehicle.

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408

Title
MVA/Rescues

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408.0 MOTOR VEHICLE ACCIDENTS

Personnel shall wear all personal protective equipment including high visibility vests until the hazards are secured and the incident commander gives the order to remove protection. When protective clothing is removed the personnel shall don the high visibility safety vests for reflective warning.

A fire extinguisher or hose line will be deployed until all hazards are secured. A safety line of 1 3/4" hose minimum will be deployed while mechanical extrication is being performed.

All vehicles should be stabilized prior to extrication beginning.

Personnel involved in mechanical extrication shall wear all personal protective equipment. All patients should be covered during mechanical extrication. Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. that present additional hazards to personnel.

When mechanical extrication is necessary the incident commander or extrication leader shall evaluate the vehicle for potential air bag devices. These devices dictate where and how extrication should be accomplished. If the air bags have not deployed the electrical system should be cut.

The apparatus should be staged to allow for an effective scene management while not compromising the safety of the personnel or the apparatus.

408.1 SPECIAL RESCUE INCIDENTS

Personnel shall wear all personal protective equipment that is appropriate for the type of call such as if in or around water a personal floatation device shall be worn.

When applicable, air monitoring shall be performed before entering the atmosphere.

At any time the rescue incident is above and beyond the normal role and training of the responding personnel, a special rescue team shall be called in for assistance. The Springfield Fire Department is our first resource for Homeland Security Response and Technical Rescue. If further resources are needed or Springfield is not available contact Western Taney County FPD.

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409.0 AUTOMATIC ALARMS

Automatic alarms are a system designed for early notification. The first due unit should respond emergency to the scene to establish confirmation.

Personnel should be in full protective clothing until the alarm can be confirmed as false.

Upon arrival personnel should seek out the main control panel to identify the potential problem and location of the alarm.

A licensed alarm or sprinkler service technician must service systems that are showing trouble. The facility should be put on fire watch until the system can be repaired.

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Title
Aircraft Scenes

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410.0 AIRCRAFT DOWN

Personnel shall wear full protective equipment and air pack with the PASS device activated while in the hazard zone.

Personnel must remember the volatility of aircraft fuel. The apparatus should be immediately set up for foam operations.

The FAA must be contacted for all aircraft accidents and the scene shall be secured and considered a crime scene.

410.1 AIRCRAFT LANDING ZONE STANDBY

Personnel shall be in full protective equipment while aircraft is on approach.

A landing zone should be secured prior to allowing the aircraft to land and take off.

The apparatus should be staged a safe distance, approximately 200' when available, from the landing zone.

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Adopted/Revised **Procedure #** **Title**
07/06/10 **411** **EMS/Medical Assists Page 1 of 1**

411.0 EMS/MEDICAL ASSISTS

Personnel shall wear the appropriate body substance isolation during patient contact based on the scene as it presents itself.

The first arriving unit should triage all patients. Personnel should follow the applicable medical protocols as established by the District Medical Director.

411.1 SCENE SECURITY

Personnel will not knowingly enter an emergency scene that is not secure. In the event the responding crew is unsure of the scene security they are authorized to stage a safe distance from the scene. They should request police assistance to secure the area before the personnel enter.

Situations that will require police to secure the scene include but are not limited to attempted suicides, crime scenes, hostage situations, domestic violence, weapons present and alcohol involved.

It is understood that the police are in charge at crime scenes. They have been instructed to err on the side of allowing treatment to patients in need. They do have the right to deny personnel access to the patient and crime scene if the patient is “obviously” dead. When they do make that determination the police accept responsibility for the decision and personnel should note it on their report.

When personnel are asked to enter the crime scene to evaluate the patient they will enter with as few people as necessary for patient treatment. Keep in mind patient care is paramount but evidence preservation is also important. In cases where determination of death is being made, only EMS qualified personnel need to enter the scene.

Personnel will not enter a scene until the whole scene is secured. In situations where the potential crime scene is a structure, the entire structure must be secured before the scene will be declared safe. When personnel enter the structure or scene they will enter and exit through the access designated by the police.

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Title
Haz-Mat Operations Page 1 of 7

412.0 HAZARDOUS MATERIAL FIRST RESPONDER ACTIONS

Upon notification of a potential hazardous materials emergency, the following points need to be considered for a safe and efficient response, 1) wind direction and velocity, 2) responding direction alternatives, 3) staying upwind and upgrade from suspected hazard areas.

The first arriving unit will assume a position of approximately 1,000 feet from the suspected incident, all other units will stage accordingly. A size up will be given as to the possible hazardous materials involved, the assessment of fire, explosion, health hazards, immediate emergency decontamination needs and other immediate actions. The standard size up format should be used. If scene warrants, immediately contact a hazardous materials team. You should utilize either Springfield Fire or Logan/Rogersville FPD.

DO NOT RISK THE LIVES OF EMERGENCY RESPONDERS IN ATTEMPTS TO RECOVER DEAD BODIES OR TO MITIGATE CHEMICAL EMERGENCIES THAT ARE OUT OF CONTROL.

The first arriving company shall try and identify and detect the presence of hazardous materials that may be involved.

Personnel shall not attempt any process or procedure above their level of training.

412.1 ISOLATION

The area shall be isolated and entry denied for all personnel. Keep out of smoke, fumes, and vapor clouds.

Utilize the Emergency Response Guidebook for initial action distances and zone considerations. Set up appropriate zones for hazard control and safety, 1) hot zone, 2) warm zone, 3) cold zone.

Establish a command post and announce the location.

As necessary, perform EMERGENCY DECONTAMINATION for victims suffering extreme discomfort from exposure. Wear full protective clothing and SCBA, visquene area and limit contact when possible.

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412.2 EVALUATE

The products, containers involved, the location and other information need to be evaluated for further identification of hazardous materials. Identify the product WITHOUT entering the Hot Zone

- Location or occupancy (pre-plan)
- Container shape or design
- Markings or color, NFPA 704, stenciled commodity name
- Placards or labels
- Shipping papers
- Material Safety Data Sheets (MSDS)
- Reference books
- Senses, color of cloud, hissing noises, etc.

Size up the incident for the appropriate level.

Level 1 – A potential emergency condition (simple to handle with resources available on scene).

- Small fuel spill of 25 gallons or less
- Natural gas leak not involving high pressure
- Toxic material in small quantity of 10 pounds or less

Level 2 – Limited emergency condition (outside help needed from hazardous materials response team and or special equipment or resources).

- Flammable liquid spill over 25 gallons
- Large natural gas leak or high pressure leak
- Toxic material over 10 pounds in quantity

Level 3 – A full emergency condition (local disaster where multiple jurisdictional areas are effected and included).

- Train derailments
- Leak from a large compressed gas vessel
- Leak from a cryogenic tank or cylinder

The listed examples are not absolutes or conditions that dictate what level an incident should be classified. If in doubt, classify to the next higher level and take appropriate steps for initiation. The following contacts need to be made as they pertain to emergency operations involving hazardous materials incidents, Level 2 or Level 3.

- Springfield – Greene County Office of Emergency Management (OEM)
- Missouri Department of Natural Resources (MDNR)
- Environmental Protection Agency (EPA)

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412.3 MITIGATION

The following actions can be initiated and performed by personnel trained to the operations level. Since these actions are DEFENSIVE in nature, responders SHOULD NOT be in contact with the product for any reason. These actions should be in line with those listed in the Emergency Response Guidebook (ERG).

All ignition sources should be eliminated from the hazard area including running apparatus.

Remote operated control valves can be used to control the release of a product if it is in a safe and hazard free area.

Vapor Dispersion with water can be used to control toxic and hazardous effects of clouds and control movements.

If offensive actions are needed to help bring the incident to a close, a Hazardous Materials Response Team will be notified to respond to render assistance.

When the Hazardous Materials Response Team arrives on the scene a briefing will be conducted to include the following items,

- Product or products involved
- Containers involved
- Isolation zones
- Initial actions
- Hazards
- Life safety considerations
- Evacuation needs
- Special process concerns

Once the briefing has been conducted, the Hazardous Materials Team will assume any and all actions that deal with the hazards, products, containers, or the environment.

412.4 NATURAL GAS AND FLAMMABLE GASES

- Approach from uphill and upwind
- Eliminate all ignition sources (apparatus included)
- Isolate the area and deny entry
- Control area access (traffic)
- Establish control zones (hot, warm, cold)

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- Utilize monitoring equipment to verify presence of hazardous materials release (CGI, 4 gas monitors, etc).
 - Measured reading of <10% LEL continue investigation
 - Measured reading of 10-25% LEL continue investigation with caution
 - Measured reading of >25% LEL explosive hazard, exit
- Use full protective clothing with SCBA
- Assess options
 - Control release by remote shut off valve
 - Notify Hazardous Materials Response Team for assistance
- Evacuate area if necessary
- If tanks or containers are involved in fire apply water using un-staffed master stream devices to cool containers
- Attack vessels from the sides while setting up master streams
- Ventilate if gas is in a confined area using natural means

412.5 NON-FLAMMABLE GASES

- Approach from uphill and upwind
- Eliminate all ignition sources
- Isolate and deny entry
- Control area access
- Utilize monitoring equipment to check for the presence of a hazardous materials release
- Use full protective clothing and SCBA
- Develop zones (hot, warm, cold)
- Control release by using remote shut off valves
- If involved in fire, cool containers with un-staffed master stream devices
- Approach tanks from the sides
- Notify Hazardous Materials Response Team for assistance

412.6 FLAMMABLE LIQUIDS

- Approach uphill and upwind
- Eliminate all ignition sources
- Use full protective clothing and SCBA
- Use monitoring equipment to establish zoning and to determine the release
- Confine product by a dike, damming, diverting or confining in a basin
- Apply a foam blanket to control vapor production

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412.7 POISONS

- Approach uphill and upwind
- Use full protective clothing and SCBA
- Confine spread of material
- Shut off flow using remote shut off valves
- Isolate area and evacuate
- If involved in fire, evacuate and stay out of smoke, consider letting it burn
- Contact Hazardous Materials Response Team

412.8 CORROSIVES

- Approach uphill and upwind
- Use full protective clothing and SCBA
- Confine product
- Avoid using water, most will react violently with water
- Evacuate the area
- Establish zones (hot, warm, cold)
- Contact Hazardous Materials Response Team

412.9 RADIOACTIVE

- Stage 1,000 feet from incident location
- Utilize binoculars to assess situation
- Use full protective clothing including SCBA
- Use monitoring equipment for zone establishment and severity of radioactive hazard
- At 1 m/r reading, start warm zone
- At 2 m/r reading, start hot zone
- Control access
- Deny entry and isolate area
- Contact Hazardous Materials Response Team
- If involved in fire, evacuate down wind at least 2,000 feet
- Stay out of contaminated smoke and let it burn

412.10 OXIDIZERS

- Stay upwind and uphill
- Use full protective clothing and SCBA

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- Eliminate ignition sources
- Confine product
- Establish zones
- Use oxygen monitoring equipment to assess levels of oxygen
 - Measured reading of <19% use SCBA
 - Measured reading of 19.5-25%, continue with caution
 - Measured reading of >25%, fire potential, EVACUATE
- Control access to area
- If involved in fire, oxidizers can become explosive, treat as an explosive emergency, WITHDRAW AND EVACUATE

412.11 METHAMPHETAMINE DRUG LABS

The officer in charge shall coordinate the efforts of the District with the law enforcement agency on the scene. They shall work together as a Unified Command

Prior to response

- The incident commander shall attend a pre-raid briefing
- The commander will address tactical considerations of the operation with the scene personnel
- The commander will address staging locations of apparatus prior to deployment of equipment
- The commander will attempt to identify the chemicals that may be involved at the incident. This may be accomplished from information gathered through Intelligence.

During the response

- The incident commander and the on-scene law enforcement commander will utilize a unified command structure. This will ensure that safety and operations of both entities will function properly and efficiently
- All personnel will remain with their designated units
- Personnel will stage at the discretion of the incident commander. When possible staging will be established at least five (5) blocks away from the suspected site
- All radio traffic will be kept to an emergency basis, only
- Crews will prepare for possible emergency decontamination processes

After the response

- Personnel will insure that they have not been contaminated
- Personnel that have had contact with any suspects will need to go through a decontamination process
- Personnel will need to be made aware of signs and symptoms of exposure to the suspected chemicals

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Complete decontamination processes will be done by a Hazardous Materials Response Team

REMEMBER, THE CLEAN UP IS THE RESPONSIBILITY OF THE LAW ENFORCEMENT AGENCY HAVING JURISDICTION.

412.12 CARBON MONOXIDE

- Upon arrival interview occupant to determine possible sources of carbon monoxide and any actions prior to arrival
- Upon entering the structure an initial reading inside the front door will be taken to determine the level of carbon monoxide present
 - Measured reading < 25 ppm continue investigation
 - Measured reading > 25 ppm utilize SCBA and ventilate structure
- Inspect all applicable appliances, one at a time, to help identify source
- Action levels for specific levels
 - 9 ppm or less
 - Recommend to occupants to check detector
 - Attempt to reset detector
 - Inform occupants to call 911 if detector sounds again or they start feeling ill
 - 10 ppm – 100 ppm
 - Advise occupants that a potentially dangerous level exists and that they need to leave the occupancy
 - Have dispatch contact Natural Gas Company
 - Leave gas appliances shut off and advise occupants to have a service person come and inspect and or repair the appliance
 - Ventilate back to a safe level
 - 100 ppm or greater
 - Advise occupants that a lethal level exists
 - Perform steps as above.

Note – It is not uncommon for a few parts per million to exist within structures. Always advise occupants of findings and any suggested actions based on the findings.

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413.0 INCIDENT MANAGEMENT SYSTEM

All personnel shall utilize the Incident Management System (IMS), also known as Incident Command System (ICS), to effectively and efficiently control and mitigate emergencies.

413.1 SYSTEM IMPLEMENTATION

The incident management system shall be implemented on every incident.

The first unit on the scene shall implement the system and establish command. The incident commander is responsible for the scene until relieved, even if senior officers are on the scene but have not assumed command.

A radio report naming the incident and the location of command post shall be made as soon as possible after arrival at the incident.

The incident commander shall establish the command post in an accessible location.

413.2 COMMAND MODES

1. Investigation – Situations where no physical indicators are visible, no emergency is apparent upon arrival of the first unit or dispatch information provides inadequate information. In order to determine the situation an investigation shall be conducted to establish appropriate incident control measures.
2. Attack – These are situations where an emergency incident is obviously in progress and quick aggressive operations are required for effective control.
3. Patient Care – These are situations where medical assistance is going to be rendered.
4. Assistance – These are situations where non-emergency services are being rendered.

The incident commander may opt for the following command postures,

- Establish a command post and assume command responsibilities
- Perform command operations while participating in scene operations, only if direct participation will provide for a favorable outcome of the incident.

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413.3 SIZE UP

A size up shall be performed by the first arriving unit and shall be transmitted via the radio to all responding units. The size up shall consist of the following basic components,

- Type and size of the occupancy or incident
- A brief statement of conditions found
- Radio identification of the unit and the fact that command is being taken
- Mode of operations being taken
- When necessary, any special instructions to incoming units

413.4 STATUS REPORTS

A situation report to dispatch shall be made as soon as it is practical after arrival and the scene is sized up. There should be a situation update every twenty (20) minutes into the scene. There should be an update on the following benchmarks,

- Completion of primary search
- Completion of secondary search
- Fire under control
- Fire out
- Extrication complete
- Other pertinent information such estimated time out, etc.

413.5 DESIGNATION OF POSITIONS

The incident commander shall designate sections as required. Responding apparatus or officers must realize that the incident commander must establish an organization and plan at a specific incident. Apparatus or officers dispatched to a specific area or location are not automatically Group/Division supervisors until assigned by the incident commander.

413.7 IDENTIFICATION OF SCENE

The exterior of the building shall be identified with letter designation beginning with the front of the building as being side A (Alpha) and the lettering of sides continues in a clockwise fashion, B (Bravo), C (Charlie), D (Delta).

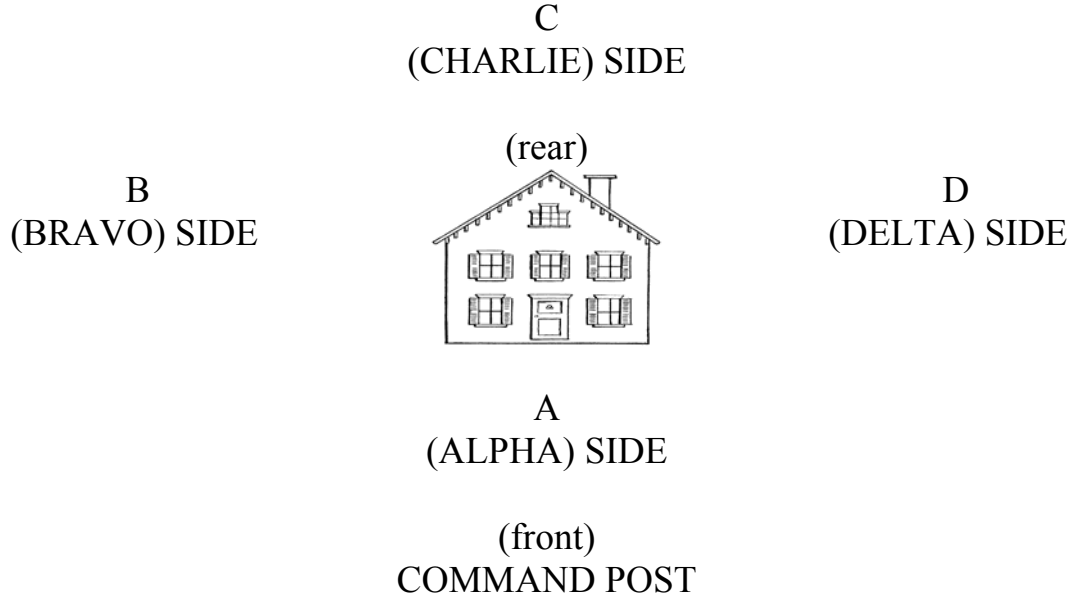
The interior shall be designated by division or floor. Beginning with the basement then division/floor 1, division/floor 2 and so forth.

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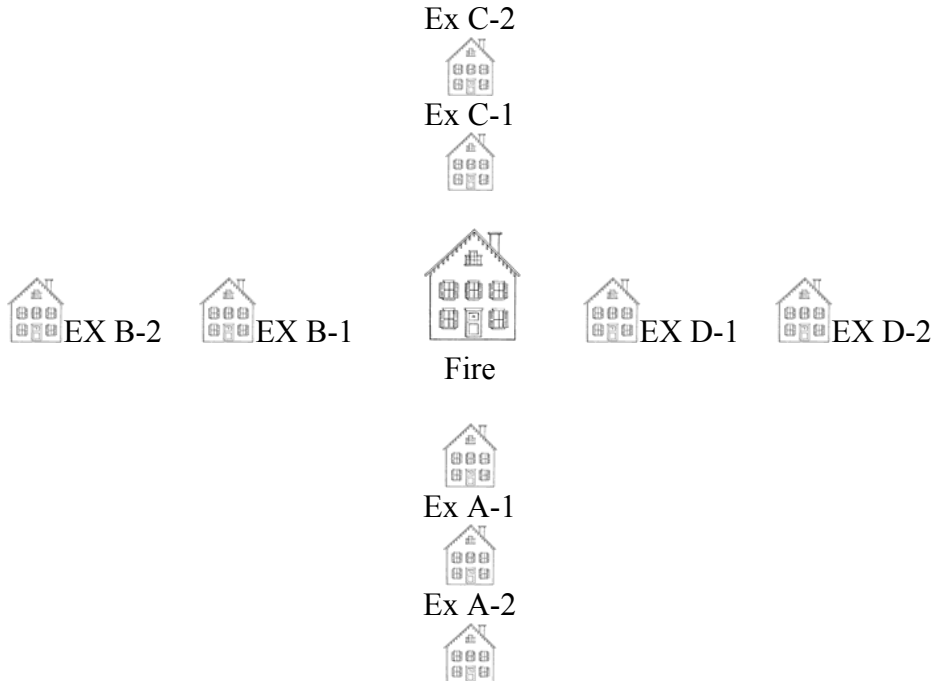
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The exposures shall be designated by utilizing numbers along with the side of the structure, i.e. Bravo/1 for the first building or exposure on side Bravo. The exposures will number in sequence as they move away from the fire building.



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413.8 FIREGROUND PRIORITIES

There are three fire ground priorities and they should be accomplished in the following manner,

- Life Safety – The accomplishment of life safety functions consist of a primary search, proper ventilation, fire control, secondary search, evacuation and the treatment of injured victims
- Fire Control – The accomplishment of fire control may include fire attack, confinement, extinguishment and exposure protection.
- Property Conservation – The accomplishment of property conservation functions may include salvage of property, overhaul of the fire, fire protection system control and securing of the structure.

413.9 STAGING OF RESOURCES

There are two levels of staging utilized to maintaining resources for the incident.

Level 1 Staging – The first arriving unit not directly assigned to work at an incident shall establish a staging area. The incident commander may identify a staging location or the first arriving unit shall determine a location and transmit this to the incident commander. The staging location should be in a location where units can maneuver around the incident if required. All apparatus and later arriving personnel shall report to staging. The staging officer shall assign personnel to staff apparatus and or make up necessary crews.

Level 2 Staging – This is generally utilized for larger scale incidents where numerous resources will be required. The staging location shall be in an area away from the incident and located for ease of access and egress as well as providing for minimizing traffic congestion.

413.10 RESOURCE OFFICER

The resource officer shall respond and assist with resource management. The officer shall account for all items required for the incident. The resource officer shall be responsible for providing coverage for the District in the event of multiple alarms. The resource officer shall have the authority to institute mutual aid requests in order to provide necessary scene resources and District coverage.

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During large-scale incidents the resource officer should maintain a minimum of two available engine companies. It is preferred that the coverage is staged with an engine in station 1 and an engine in station 4.

The resource officer shall contact stations to obtain the availability of personnel and apparatus.

413.11 EMERGENCY RADIO TRAFFIC

If emergency radio traffic is needed personnel should utilize “Emergency Traffic” over the air. The incident commander shall state “Hold the Air for Emergency Traffic”. All other radio traffic should cease until the incident commander clears the air.

The site evacuation signal shall be an elongated air horn blast (approximately 10 seconds long) three consecutive times. The evacuation signal means to drop all items and exit the structure immediately. The incident commander shall also announce over the air to “Evacuate”.

413.12 SCENE OPERATIONS AND FAMILY RELATIONSHIPS

When operating at an emergency incident it is the intent of the District not to subject family members to the same hazards of emergency mitigation simultaneously. The incident commander will strive to assign one of the family members to a support service duty away from the hazard zone.



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Radio Communications

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414.0 RADIO COMMUNICATIONS

All Greene County fire agencies receive their incidents through the Greene County/Springfield Dispatch Center. All fire agencies are dispatched on Greene County Fire, with the exception of Springfield Fire Department. In order to communicate with the dispatch center they will listen for key identifiers. These key identifiers are: Greene County or Dispatch. Examples:

- Greene County from Battlefield Engine 1
- Dispatch from Battlefield Battalion 2

As incidents are dispatched, the dispatcher will assign the operations frequency for all incidents (OPS Channel). There are twelve operations frequencies available. These frequencies have a primary purpose as outlined below.

- OPS 1 – Motor vehicle accidents and persons trapped
- OPS 2 – North county medical emergencies and service calls (North of Cherry St)
- OPS 3 – South county medical emergencies and service calls (South of Cherry St)
- OPS 4 thru 6 – Primary for house fires, building fires and fire outsides.
- OPS 7 thru 12 – Overflow frequencies for multiple incidents within the county.

Once an OPS channel is assigned, all radio traffic for the incident should be conducted on the assigned channel. This will be the primary frequency for communicating with the incident commander. In the event incident command needs to contact dispatch they must switch to Greene County Fire. Greene County/Springfield Dispatch will not monitor the OPS channel.

When communicating via the radio, traffic should contain the agency name, unit and number of the apparatus or officer. The radio traffic should be in a cadence of - the designation of the unit you are attempting to contact from the unit calling. The answering unit should give their location.

- Battlefield Engine 4 from Battlefield Battalion 2
- (From Engine 4) at Plainview and Campbell go ahead Battalion 2

The following designations should be used to communicate with an apparatus, the officer, the driver operator or the firefighters. 1) Officer = E-1Officer, 2) Driver/Operator = E-1Driver, 3) Firefighters will be identified as E-1Firefighter or Firefighter Smith.

- E-1Driver from E-1Officer - the Officer of Engine 1 is calling the Driver/Operator of Engine 1



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- WT-1 Driver from E-1 Officer - a Officer from Engine 1 is calling the Driver/Operator of Water Tender 1
- Engines will still be identified as Engine. (Engine-1 from Engine-4).

414.1 ROUTINE COMMUNICATIONS

It is the intent of the District to keep daily radio traffic to a minimum. It is not necessary to announce each stop the apparatus makes. Radio traffic of units other than responding to calls should use the private channel.

414.2 RESPONSE RELATED COMMUNICATIONS

During response related communications the unit must call dispatch or another unit first before giving appropriate traffic. This allows the unit being called to recognize the radio traffic is for them. Dispatch or the other unit must acknowledge the radio traffic by repeating it. If dispatch does not acknowledge after the second attempt, the unit should announce the information blindly and continue. Dispatch should announce any additional information for the responding units on the OPS frequency. Additionally, a chief officer or additional units may request to be added to the call on the dispatch channel at their discretion or based upon the location of the emergency.

Units arriving on scene for responses other than fires should utilize the MDT for routine communication with Dispatch such as responding, on scene or clear of the scene.

The first unit on scene of any multi-unit responses within the District will advise Dispatch they have arrived and establish the command name for the incident then, on the assigned OPS channel, give a size-up as outlined in the incident management system and announce the command name.

- (On the OPS channel) Battlefield Engine 1 has arrived of a single family dwelling with smoke showing. Engine 1 has Main Command, out for fire attack.

As additional units approach they should contact command on the assigned OPS channel and advise they are approaching and from which direction. The incident commander may either give them an assignment or place them in staging. The additional arriving units should not contact Dispatch to place themselves on the scene unless they are not equipped with an MDT. Once the approaching unit has an assignment they should continue to the assignment. The only unit on the dispatch frequency is Command.

- Elm Command from Battlefield Battalion 2
- (From Command) go ahead Battalion 2
- Battalion 2 is approaching from the south



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- (From Command) Battalion 2 take traffic control for the intersection
- (From Battalion 2) Copy intersection traffic control

As units are released by command they will announce they are in service with blind traffic on the private channel. Each unit shall put themselves in service as they get their equipment and personnel back on the apparatus.

414.3 EMS RELATED COMMUNICATIONS

Command will contact dispatch and advise when the ambulance arrives on scene. As command has information available in reference to patient status they should contact the appropriate ambulance company and give the update on the assigned OPS channel. When there is a delay due to law enforcement securing a scene, or a time delay in getting to the patient due to distance or other issues, dispatch should be advised when “patient contact” is established. This will be time stamped and should be noted in the fire report narrative.

- (On Greene County Fire) Dispatch from Main Command.
- Main Command, go ahead for Dispatch.
- (From Main Command) Dispatch mark patient contact.
- (From Dispatch) Copy patient contact.

414.4 AUTOMATIC/MUTUAL AID COMMUNICATIONS

When responding to other agencies for aid or other agencies are responding into the District, the units will be assigned an OPS channel. This allows for agencies to have common operating channel for incident communications. The OPS channel should only be used for incident communication. Other OPS channels may be requested if the incident escalates.

When responding to mutual aid calls outside of Greene County, conduct a blind call on the requesting agencies frequencies letting the requesting agency know you are responding. There is not a need to contact the requesting jurisdictional dispatch unless specifically directed. If an operational channel has been assigned, switch to the operational channel upon arrival. Units should function on the assigned Greene County OPS channel or on the assigned channel by the requesting agency. Units should listen to the requesting agencies dispatch channel for any radio channel assignment change.

- Ozark Fire from Battlefield Engine 1
- Nixa Command from Battlefield Engine 4



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414.5 MOBILE DATA TERMINALS

All front line apparatus and command staff vehicles are equipped with mobile data terminals (MDT). These terminals are used to communicate incident information to the responding units as well as to monitor units or incidents occurring throughout the county.

Crews should utilize the MDT to indicate their status during normal operation and for incidents.

- When the unit is in the station the MDT status should be IN STATION
- When the unit is mobile the MDT status should be CLEAR/AVAILABLE
- When the unit receives a call for service a message will appear on the screen advising of the call. Pressing the VIEW/ENROUTE button will open the incident. Once the incident is open the operator should confirm that the MDT status is ENROUTE.
- As units arrive on scene the MDT status should be ON SCENE.
- As units clear the scene the MDT status should be CLEAR/AVAILABLE until returning to the station.
- In the event the unit is not available for calls for reasons other than calls for service the MDT status should be OUT OF SERVICE.

In order for a unit to add themselves to an incident, the unit must contact Dispatch on Greene County Fire and request to be added to the call. Dispatch will acknowledge the request and the incident will appear on their screen. If the unit is not equipped with an MDT the unit must advise Dispatch they are on “Radio only”.

If the MDT becomes inoperable the unit must resort to utilizing the radio for communication between the unit and Dispatch.

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415.0 POST INCIDENT CRITIQUE

The District will complete a post incident analysis of significant calls such as structure fires, unusual rescues, hazardous materials release, or other unusual circumstances. The critique should be completed as soon as possible after the incident.

The incident commander shall lead the discussion of operations performed in chronological order, identify the command structure utilized and identify strong and weak operational points.

The post incident analysis is a learning tool for the organization. It is not designed to point fault with personal issues or personnel.



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420.0 MAYDAY

Mayday - a radio term used to alert the Incident Commander or other persons on the emergency scene that personnel are in an imminent life-threatening situation.

Mayday is only for use when a firefighter or firefighters find themselves or others in a life threatening situation or are lost/trapped or missing during fire ground operations. A Mayday is not an emergency evacuation call. The emergency evacuation signal shall not be given only because of the declaration of a Mayday. A Mayday is communicated by radio and/or verbally. All firefighters should train giving a Mayday message so it will become second nature if ever utilized in real-life. All other important radio traffic will be issued using either “**Emergency Traffic**” or “**Urgent**”.

The following situations will initiate an IMMEDIATE Mayday alert:

1. Trapped
2. Entanglement
3. Cut off by fire
4. Cut off by collapse
5. Through the floor/roof
6. Pinned
7. SCBA failure/Out of Air
8. Firefighter Down
9. Lost/Disoriented

Declaring a Mayday:

1. Declare “Mayday, Mayday, Mayday” over the radio. Push the Emergency Button (Orange button on the top of the radio).
2. When a mayday is called, the Incident Commander will notify the Communications Center to broadcast a “warble” tone followed by the following message, “All units at _____ incident. Emergency Situation at _____ incident. All units switch to Channel _____ “(new OPS channel). Rapid Intervention Teams and the personnel initiating the mayday will remain on the original channel while all other fire ground personnel will be assigned to the new channel. An accountability check will be conducted to account for all personnel.
3. An additional ambulance and an additional engine shall be dispatched.
4. All team leaders should conduct a PAR to insure their personnel are accounted for.



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5. The unit calling Mayday should relay information to the IC and RIT by utilizing the “LUNAR” acronym.
 - L**-Location
 - U**-Unit number
 - N**-Name
 - A**-Assignment
 - R**-Resources needed (including air supply status)
6. The unit calling Mayday should try to remain calm in order to give good accurate information. Include last known location, what was your assignment; what side did you enter the building on etc.
7. A Mayday, firefighter, should activate his/her PASS device once the radio transmission has been given. This will help the incoming RIT locate them quicker.
8. Once information has been received the IC will then activate RIT to search for the firefighter giving the Mayday.
9. Do not abandon existing firefighting positions and assignments, if possible. These positions may be able to locate downed or lost members more rapidly and will provide protection from fire spread.
10. The lost/trapped firefighter can help themselves by making tapping noises with tools, turning on flashlights, attempting to find walls, doors, and windows. If the situation changes he/she should advise the IC immediately so the RIT can be updated.
11. Radio traffic at this time should be kept to emergency traffic only by the IC, lost/trapped firefighter, and RIT.
12. Once a Mayday has been cleared, the IC will call “All Clear” over the radio and all units will go back to normal operations.

Mayday radio procedures are just one tool that should be used in an emergency situation. Learn self-rescue techniques, stay with your crew at all times, and try to avoid getting yourself in situations that may require assistance. This may limit your chance of ever having to use a Mayday.

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501.0 COMMUNICATIONS

Communication throughout the District can be very challenging with personnel working different shift patterns and work schedules. However, it is the desire of the District that everyone have the opportunity to receive information concerning the assignments and any other aspects of the day-to-day operations. It is also the responsibility of the employee to seek out information when they have questions or concerns. The District will make every attempt to maintain an open channel of communications throughout the District.

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01/21/2011**

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502**

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Communication Matrix Page 1 of 1**

502.0 COMMUNICATION MATRIX

The communication matrix is intended to maintain a standard flow of information through the organization.

SUBJECT	FACE TO FACE	GENERAL MEETING	E-MAIL	WRITTEN
SOPs		X		X
Policy		X		X
Memo		X	X	X if >24 hours
Pass-a-long	X		X	X firehouse journal
Training info	X	X	X	X bulletin board
Prevention info	X	X	X	
New Program		X		X
New Equipment	X	X		
Meeting	X		X	
Meeting Minutes			X	
Nice to Know	X	X	X	Optional
Rumor Control	X	X	X	Optional
Daily Assignments	X			

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Title
Meetings

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503.0 DISTRICT MEETINGS

The District attempts to maintain a schedule for meetings to take place. This allows for the employee and constituent attendance.

Board Meeting	second Tuesday	1800 hours
Staff Meeting	every other Monday	0830 hours

All of these meetings are subject to change however the District will make an attempt to maintain the schedule.

503.1 MEETING RULES

The District understands the importance to set meeting rules and follow an agenda. The following items will set the standard for meetings.

- All meetings will have an agenda
- The meetings will be governed by District policy and procedures
- Everyone should come to the meeting prepared
- The meeting will start on time, no reward for late arrivals
- Do not interrupt or criticize the ideas of others. Remain open minded and non-judgmental and build on the ideas of others
- Everyone participates, no one dominates, but please only one conversation at a time
- No hasty decisions, if not an emergency there is time
- Restate all decisions and or conclusions and the reasons
- Review all actions taken during the meeting
- REMEMBER – IT IS OK TO HAVE FUN



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601

Title
Training Requests

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601.0 TRAINING REQUESTS

The District recognizes the need to maintain knowledge and obtain new skills. In this regards the District will make every attempt to publicize training opportunities. These opportunities will be broadcast during training sessions and posted over the e-mail system.

The District will post the class, dates of course, location and a closing date for application. Personnel wishing to attend a course must submit in writing to their supervisor and coordinate with DC/Training before the deadline.

All applications will be reviewed based on performance, attendance, frequency of past attendance, job description and employee need.

Upon completion of the review process personnel will be contacted and advised which category, based on Policy 703, their request will obtain.



Independent Study & Leadership Development Procedure 603

Category: TRAINING

Approved: 01/01/204

Replaces: 12/16/2013

603.0 INDEPENDENT READING LIST

The District recognizes the need to develop the future leaders of our service. The District also understands while leadership development can be found in a classroom, there are many other avenues available. In establishing the Job Performance Requirements for leadership positions, the District recommends an Independent Reading List. Those pieces of literature listed below, only scratch the surface of published leadership material. Some of these books can be obtained through the District's training division. Books listed below which are not in the District's library, can be purchased by the District and shall remain property of the District.

These books are listed in order of importance for each rank, but it is not necessary to follow the list chronologically:

- Firefighter –

Miller, John G (2001). *QBQ! The Question behind the Question: Practicing Personal Accountability in Work and in Life*. Denver, CO: Denver Mills

Lasky, Rick (2006). *Pride & Ownership: A Firefighter's Love of the Job*. Tulsa, OK: PennWell Corporation

- Company Officer –

Blanchard, Kenneth H. & Johnson, Spencer. (1981) *The One Minute Manager – Increase Productivity, Profits and Your Own Prosperity*. New York, NY: Blanchard Family Partnership and Candle Communications Corporation

Lasky, Rick & Salka, John. (2013) *Five Alarm Leadership: From Firehouse to Fireground*. Tulsa, OK: PennWell Corporation

Viscuso, Frank. (2013). *Step Up and Lead*. Tulsa, OK: PennWell Corporation

Sargent, Chase. (2006). *From Buddy to Boss: Effective Fire Service Leadership*. Tulsa, OK: PennWell Corporation

Abrashoff, D. Michael. (2002). *It's Your Ship: Management Techniques from the Best Damn Ship in the Navy*. New York, NY: Warner Books, Inc.

- Chief Officer –

Lencioni, Patrick M. (1965). *The Five Dysfunctions of a Team: A Leadership Fable*. San Francisco, CA: Jossey – Bass

Hoffer Gittell, Judy. (2003). *The Southwest Airlines Way – “Using the power of relationships to achieve high performance”*. New York, NY: The McGraw-Hill Companies, Inc.

Christensen, John & Lundin, Stephen C. & Paul, Harry. (1996) *Fish! A Proven Way to Boost Morale and Improve Results*. New York, NY: Warner Books, Inc.

Johnson, Spencer. (1998). *Who Moved My Cheese? : An Amazing Way to Deal with Change in Your Work and in Your Life*. New York, NY: G.P. Putnam’s Sons

Williams, Gary. (2010). *Seal of Honor: Operation Red Wings and the Life of Lt. Michael P. Murphy, USN*. Annapolis, MD: Naval Institute Press

Kern, Tony. (2009). *Blue Threat: Why to Err Is Inhuman*. Woodland Park, CO: Pygmy Books

Gerstein, Marc (2008). *Flirting with Disaster: Why Accidents Are Rarely Accidental*. New York, NY: Union Square Press

Fick, Nathaniel C. (2005). *One Bullet Away: The Making of a Marine Officer*. New York, NY: Houghton Mifflin Company

Luttrell, Marcus. (2007). *Lone Survivor: The Eyewitness Account of Operation Redwing and the Lost Heroes of SEAL Team 10*. New York, NY: Little, Brown and Company



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Title
Pre-Incident Plans

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705.0 PRE-INCIDENT PLANNING

Pre-incident planning is a vital component of an efficient and safe fire ground operation. It is critical that pre-incident plan drawings are done uniformly, neatly and accurately. Additionally, all pre-incident plans should be periodically updated, indexed and accounted for with master copies available for distribution. Standard methods of assembly and location of pre-incident plans is also essential to the uniform application of the response crews to use the pre-incident plans successfully. In addition all pre-incident plans should follow the recommendations of NFPA 1620.

Each month Company Officers (CO's) are tasked with completing pre-incident plans that are target hazards or a tactically significant occupancy for emergency incidents in their first due area. The CO shall make every pre-incident plan a training opportunity. Each pre-incident plan that is a target hazard should be reviewed by each station. Upon completion of the pre-incident plan the CO should consider posting a copy of the pre-incident plan in a conspicuous location in the station for review by all personnel. The review period shall be no more than 30 days.

The Battalion Chief will review their CO's recommended pre-incident plan and forward the plan to the Prevention Bureau for approval.

705.1 PRE-INCIDENT GAP ANALYSIS

All pre-incident plans must be checked with the Pre-Incident Plan Gap Analysis form to address specific information that can be included in the pre-incident plan. The CO should use this form to analyze pre-incident plans that may warrant additional information included with the plan. This tool can be used to identify gaps in the plan, set priorities and possible assignments for the incident. The CO can use this form to prioritize existing pre-incident plans for review, updates and assign projects at their discretion.

The Pre-Incident Gap Analysis is attached to this procedure and can be obtained in electronic format from the Prevention Bureau.

705.2 TARGET HAZARD ASSESSMENT

This assessment is intended to give IC's and firefighters a simple tool for assessing buildings and facilities to determine if they are target hazards needing additional, detailed evaluation and pre-incident planning. It also can be used to prioritize pre-incident planning activities.



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A target hazard is any building or potential incident site (e.g., outside hazardous materials storage site, bulk fuels storage facility) that has the potential for significant life loss, high property dollar loss, and/or the ability to overwhelm local resources.

In the assessment, you will find "Points to Consider" when completing the form. This is not an exhaustive list, and you must remember that all the factors should be considered in total: one point alone may not be more important than another.

The CO shall review each target hazard factor, and assign a score based on an assessment. The Target Hazard Assessment form should be used when a target hazard is identified to grade the level of hazard. The form shall be used to concentrate in areas identified by the assessment. The phrase "TARGET HAZARD" should be added on the "Business Name" line and the "Occupancy Type" on the Quick Access Pre-fire Plan. The Target Hazard Assessment is attached to this procedure and can be obtained in electronic format from the Prevention Bureau.

705.3 TACTICALLY SIGNIFICANT OCCUPANY

Tactically significant occupancy shall mean any building or facility that does not meet the definition of "target hazard," but may provide one or more challenges to first responders, such as facility arrangement and apparatus access, unusual building contents, water supply, construction details, or types and locations of built-in fire protection systems.

The CO should consider when preparing the pre-incident plan the lesser degree of the occupancy but prepare the pre-incident plan anticipating a significant use of resources.

705.4 PRE-INCIDENT PLAN FORM INFORMATION

All personnel when conducting a pre-incident plan shall use the appropriate form for completion. The appropriate form shall be readily available to all personnel of the District so they may complete a pre-incident plan.

The Fire District uses the Quick Access Pre-fire Plan. An example form appears as an attachment. All personnel must use the most recent form identified by the Revision Date located at the top of the form.



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705.5 REQUIRED INFORMATION

All pre-incident plan forms must contain the following information for uniformity and ease of use.

1. Map Information:
 - a. This block should contain the map page where the occupancy is located.
2. Shift:
 - a. This block should contain the shift and station conducting the pre-incident plan.
3. Date:
 - a. This block should contain the date the pre-incident plan was conducted.
4. Business Name:
 - a. This block should contain the business name of the occupancy. If the occupancy is a Target Hazard the words “TARGET HAZARD” should be located **before** the business name.
5. Business Address:
 - a. This block should contain the full street address of the building. If there is more than one address, show the beginning and ending of the series.
6. Plot Plan Attached:
 - a. Check the box to show the plot plan is attached to the pre-incident plan.
7. After Hours Contact:
 - a. Include the name and phone number of a reliable after hours contact. Include an alternate contact in-case the first contact is not available. Preferably the business and building owner.
8. Building Type:
 - a. Include the appropriate building type based on construction. Follow the recommended NFPA building construction classification. (I a – fire resistive protected, I b – fire resistive unprotected, II a – non-combustible protected, II b – non-combustible unprotected, etc.)
9. Building Description:
 - a. Enter the building construction features such as:
 - i. 2-story “ordinary” construction with basement
 - ii. 1-story “wood frame” construction with attached garage
 - iii. 3-story “non combustible” construction
10. Roof Construction:
 - a. Enter type of roof construction features such as:
 - i. Built up (tar & paper) over 2” boards
 - ii. Shingles on wood trusses
 - iii. Rubber membranes on metal deck on bar joist and steel beams



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11. Floor Construction:

- a. Enter the type of floor construction features such as:
 - i. 1” boards over 2’ x 10” joist
 - ii. Raised floors
 - iii. Concrete

12. Occupancy Type:

- a. Indicate, in general, the occupancy classification designated by the International Fire Code. Include multiple uses if there are many types of occupancies in operation such as:
 - i. Business
 - ii. Mercantile
 - iii. Education, Assembly and Institutional
- b. If the occupancy is a Target Hazard the words “TARGET HAZARD” should be located **before** the occupancy type.

13. Initial Resources Required:

- a. Include in this box the initial response. If additional resources are needed specify in this box along with the initial response such as:
 - i. 2 Engines/1 Ladder/1 Battalion
 - ii. 1 Rescue/2 Engines/1 Ladder
 - iii. 2 Engines/3 Water Tenders/1 Brush Truck

14. Hazards to Personnel:

- a. Indicate any hazards to personnel. This can include multiple hazards such as:
 - i. Large building with large search area with a strong possibility of a lost firefighter.
 - ii. Large hazardous materials storage in back storage room.
 - iii. Cubicles under smoke conditions will create a maze for victim search.

15. Location of Water Supply:

- a. Indicate the location of the needed water supply for firefighting operations. Include rural water supply considerations when in an inadequate water supply situation such as:
 - i. 1st Hydrant located directly across the street on Main, 2nd Hydrant located 500 feet west of the building on the south side of Elm.
 - ii. Public hydrants have limited supply. Must use water tenders.
 - iii. No hydrants. Rural water supply situation.

16. Available Flow:

- a. Indicate the hydrant and available flow of hydrant such as:
 - i. Hydrant number and flow in GPM’s.
 - ii. No hydrants available, rural water supply situation.



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- b. Note: Available flow should exceed the Estimated Fire Flow unless in a rural water supply situation.
- 17. Estimated Fire Flow:
 - a. This area should indicate the needed fire flow for each percentage of involvement. This is automatically entered upon completing the Building Type, Square Footage and additional protective features.
- 18. Fire Flow based on floor area:
 - a. Enter the square footage of the building.
- 19. Fire Behavior Prediction:
 - a. Indicate the possible fire spread and problems such as:
 - i. Quick fire movement and spread through common attic. Building sprinklers are not in attic.
 - ii. Fire will likely be a room and contents fire based on building construction.
 - iii. Rapid fire spread to flammable/combustible liquids.
 - iv. Fire is likely to have significant advancement due to lack of FD notification.
 - b. The fire behavior prediction should also consider exposures or any anticipated fire problems based on construction and location of building.
- 20. Predicted Strategies:
 - a. Information for the first and second arriving companies should be included in the block. Important information based upon the occupancy and hazard can be relayed by the appropriate strategy such as:
 - i. Rescue: Aerial access restricted to Buildings D & J, ground ladders needed.
 - ii. Exposure protection to LP-Gas tank on Side C and warehouse on Side B.
 - iii. Confine fire and mass evacuate all patients with the help of staff.
- 21. Problems Anticipated:
 - a. Information should be contained in this block indicating specific problems when responding to the occupancy. Items such as:
 - i. Chain link fence with locked gates will slow access.
 - ii. Large amount of evacuees will be time consuming due to the occupancy being a nursing home. Fire containment may be with a minimal crew.
 - iii. This occupancy shares an office space with neighboring warehouse. This may lead to a confusing operation.
 - iv. The scene could be congested easily. Interior personnel will have numerous factory machines in shop area creating a maze.
- 22. Fire Protection Features



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- a. This block contains check boxes for fire protection systems located in the building. Check the appropriate boxes and indicate in the notes section where the control room, alarm panel or other important information regarding the fire protection system.

23. Notes

- a. This section can be used to indicate fire protection systems control room locations, any other items that are important to the operation and any other note.

705.6 PLOT PLAN

The plot plan is used to give a “snap-shot” picture to the first arriving company. A blank plot plan form is attached to this procedure. This information should identify the following areas:

1. Provide a four line heading to include the following:
 - a. Business name
 - b. Business address
 - c. Date
 - d. Shift completing the form
2. Indicate measurements of the building on each side.
3. Specify on the plot plan drawing the access which would normally be used by Fire District personnel. Also indicated on the plot plan “safe” access lane around the building.
4. North. The north side of the drawing should be at the top of the plan sheet, if possible. The standard symbol for North shall be used.
5. Orientation. Indicate streets that are immediately adjacent to the building. Also, any alleys that provide access to that particular building.
6. Access/Entrances. Indicate access openings (doors and windows) and entrances to the building. Specify entrance which would normally be used by the Fire District. Also identify any doors or windows that are non-usable.
7. Basement. Show the basement entrances.
8. Stairs. Indicate the floors of the areas served by each stairway in the building and which stairways go to the roof.
9. Standpipes. Note the location of the standpipe inlets and outlets within the building. If the building is equipped with fire pumps, show that location.
10. Sprinklers. Indicate the location of shut-offs, inlets and fire dept. connections.
11. Utilities (shut-offs). Note the location of shut-offs for water, gas, electrical or any other service that would be shut off in case of fire, utilizing approved symbols.
12. Hydrant location. Indicate by using approved symbols.
13. KNOX Box location. Identify the location of the KNOX key box on the plot plan.



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705.7 FLOOR PLAN

The floor plan is used to give a “snap-shot” picture to the first arriving company. A blank floor plan form is attached to this procedure. This information should identify the following areas:

1. Provide a four line heading to include the following:
 - a. Business name
 - b. Business address
 - c. Date
 - d. Shift and Station completing the form
2. Create a floor plan for all levels of the building.
3. Access/Entrances. Indicate access openings and entrances to rooms. Include direction arrows for movement of stairs or elevators.
4. Specify on the floor plan drawing the access which would normally be used by Fire District personnel.
5. North. The north side of the drawing should be at the top of the plan sheet, if possible. The standard symbol for North shall be used.
6. Floor Layout. Internal floor layout of the building showing any obstructions and/or function areas.
7. Utilities (shut-offs). Note the location of shut-offs for water, gas, electrical or any other service that would be shut off in case of fire, utilizing approved symbols.
8. Smoke/Fire Control Systems. Indicate the location of fire or smoke dampers.
9. Sprinklers/Alarms. Indicate the location of sprinkler rooms and location of fire alarm panels.
10. Standpipes. Note the location of the standpipe inlets and outlets within the building. If the building is equipped with fire pumps, show that location.

705.8 SYMBOLS

Symbols approved for use with pre-incident plans are in accordance with NFPA 170 and permission of the Deputy Chief of Prevention. All symbols will be standard and consistently used throughout the organization for pre-incident plans. A NFPA 170 symbol sheet is attached to this procedure. Electronic symbols may be used and integrated into the drawing program.



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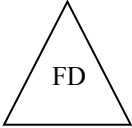



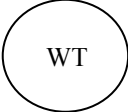
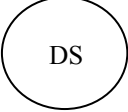


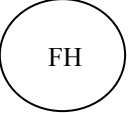
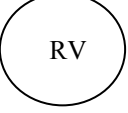
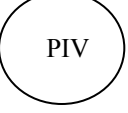

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NFPA 170: Fire Safety Symbols

The following symbols are from NFPA 170 *Fire Safety Symbols*. They are the recommended symbols for pre-incident plans.

1.	Fire department access point	
2.	Wall	
3.	Door	
4.	Opening (Window)	
5.	Water sources	Tank
		
		Drafting site
		
6.	Water main	Public
		
		Private
		
7.	Fire hydrant	
8.	Riser, fire sprinkler system	
9.	Valves	Post indicator
		
		Outside stem and yoke
		



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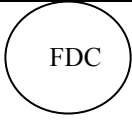
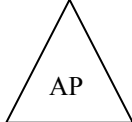
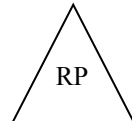
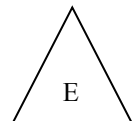
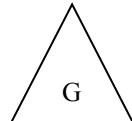
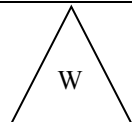
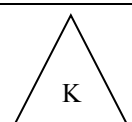
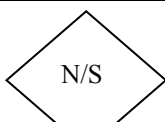
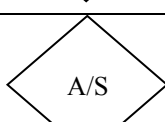


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	Wall indicator	
10.	Fire department connection	
11.	Fire alarm panel	Annunciator
		
		Reset
		
12.	Electrical shutoff	
13.	Gas shutoff	
14.	Domestic water shutoff	
15.	Key box	
16.	Building area not sprinklered	
17.	Building area sprinklered	



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18. Fire pump room

FP



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		10/1/2010			
Map Page					Orig Date
SHIFT		BATTLEFIELD FIRE DISTRICT			
		PRE-FIRE PLAN			
		Quick Access Pre-fire Plan			
				Updated	
				NA	

Quick Access Pre-fire Plan

Business Name

Business Address:

Plot Plan Attached

After hours Contact:

Construction Type:

Building Description:

Roof Construction:

Floor Construction:

Occupancy Use Group:

Initial Resources Required:

Hazards to Personnel:

Location of Water Supply:

Available Flow:

Estimated Fire Flow

Level of Involvement:	25%	50%	75%	100%
Estimated Fire Flow:	0	0	0	FALSE

*Fire flow based on floor area of _____ square feet

Fire Behavior Prediction:

Predicted Strategies:

Problems Anticipated:

Standpipe

Sprinklers

Fire Detection

Knox Box

Notes:

Initials of persons completing QAP



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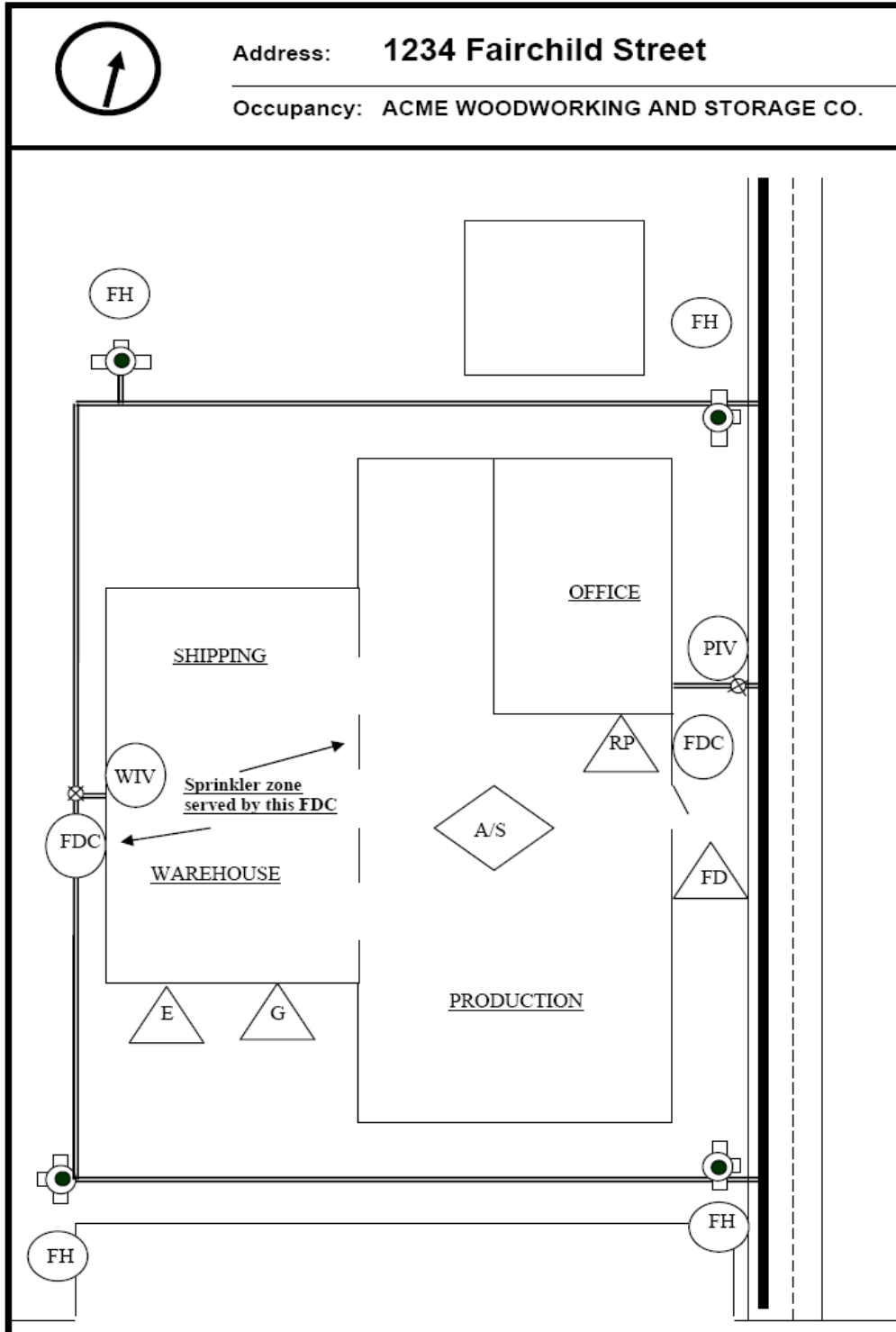


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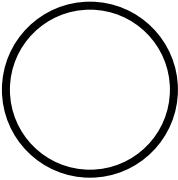


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Address:

Occupancy:



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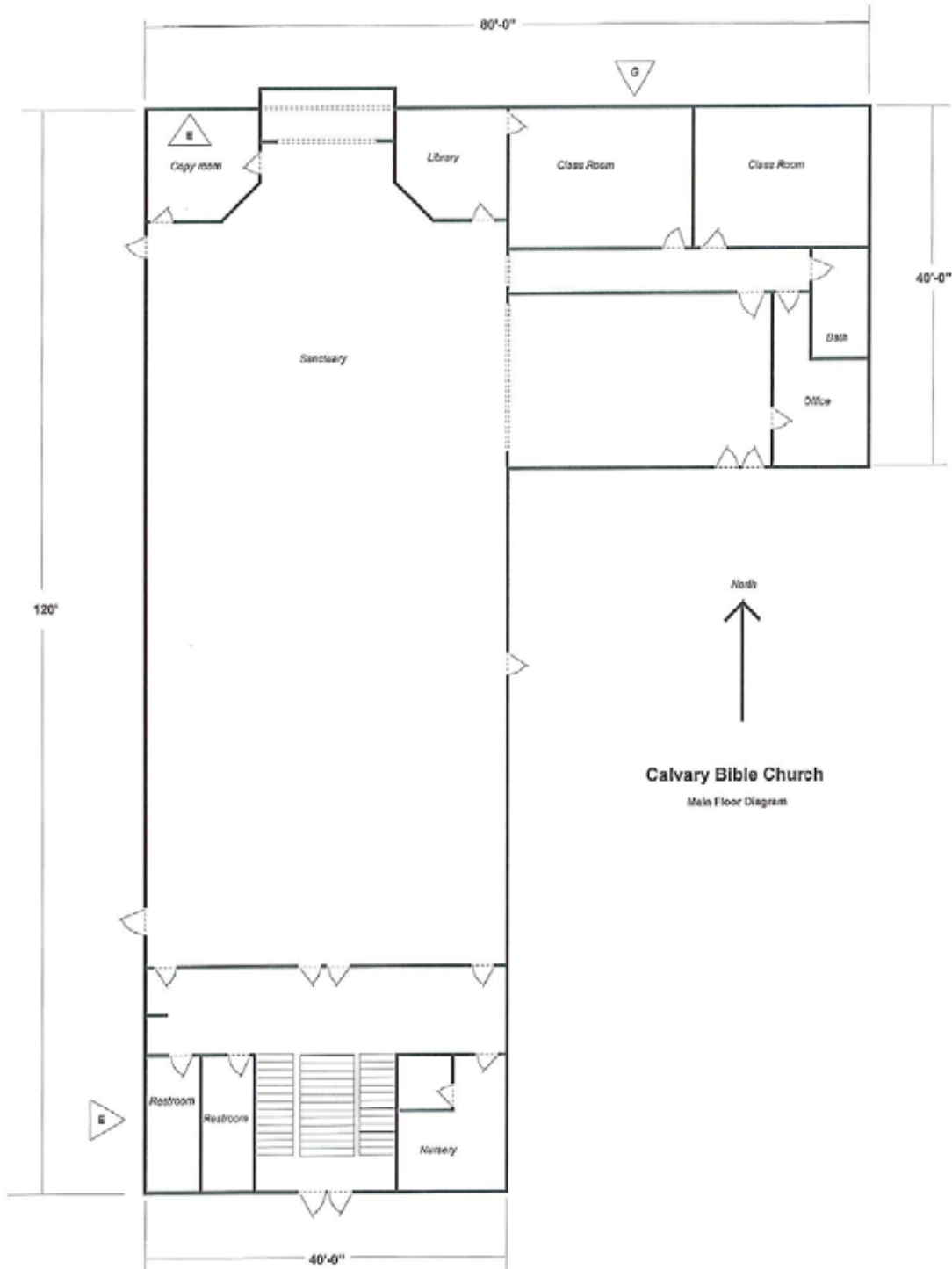


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PREINCIDENT PLAN GAP ANALYSIS

Occupancy: _____

Address: _____

Gap Analysis Date: _____

Gap Analysis Conducted by: _____

	Not Applicable	Not Known	Documented but Not Current	Documented but Not Accurate
Physical Elements and Site Considerations				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Physical Elements and Site Considerations			
1.	Does the plan show building height in feet, number of stories, area in square feet?			
2.	Does the plan show all access points and floor designations?			
3.	Does the plan identify fire spread potential via exterior or voids in curtain walls?			
4.	Does the plan show potential for falling glass, curtain wall, parapets, overhangs?			
5.	Does the plan show important building details? (i.e., unsupported exterior walls, masonry walls)			
6.	Does the plan show important <i>roof</i> details? (i.e., structure, deck, covering, dead loads, drainage)			
7.	Does the plan show important <i>floor</i> details? (i.e., structure, construction, drainage)			
8.	Does the plan show interior wall construction and finishes?			
9.	Does the plan identify concealed or confined spaces?			
10.	Does the plan identify ceiling finishes or structure? (i.e., suspended grids)			
11.	Does the plan identify fire protection ratings and protection of structural members?			
12.	Does the plan identify doors and locking mechanisms?			
13.	Does the plan show large undivided areas?			
14.	Does the plan identify unprotected openings between floors? (i.e., stairs, shafts, escalators)			



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Occupancy: _____

Address: _____

Gap Analysis Date: _____

Gap Analysis Conducted by: _____

		Not Applicable	Not Known	Documented but Not Current	Documented but Not Accurate
15.	Does the plan identify the type, location and controls for building utilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Does the plan identify conditions that might hamper access to the site? (i.e., bridges, tunnels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Does the plan identify site security constraints? (i.e., animals, fences, gates, guards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Does the plan identify all exposures? (i.e., adjacent buildings, tank farms, rail yards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Does the plan address environmental concerns? (i.e., drainage, runoff, sewers, wind direction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Does the plan address emergency scene communications problems? (i.e., interference, coverage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupant Considerations					
1.	Does the plan address life safety considerations? (i.e., mobility, population, cognizance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the plan list likely hours of operation when the building will be occupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the plan identify the likely number of occupants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the plan identify the likely location of occupants and their means of egress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the plan identify occupants with special needs who must be evacuated or defended in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the plan include an evacuation and relocation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the plan integrate with the site's existing emergency organization and action plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the plan identify special onsite assistance? (i.e., safety, fire, haz mat coordinator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Occupancy: _____

Address: _____

Gap Analysis Date: _____

Gap Analysis Conducted by: _____

	Not Applicable	Not Known	Documented but Not Current	Documented but Not Accurate
Protection Systems and Water Supplies				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Hazard Considerations				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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TARGET HAZARD ASSESSMENT

Address: _____ Occupancy Name: _____

Assessment Date: _____ Assessed by: _____

Review each target hazard factor, and check the number to assign a score based on your subjective assessment.

Target Hazard Factor	Low	Medium	High							
1. Structural Hazards The possibility of full involvement or structural collapse is:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
2. Occupant Characteristics The possibility of occupants needing assistance or rescue is:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
3. Content Characteristics The possibility of explosion, full involvement, or toxic release is:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
4. Protection Systems The possibility of fire protection systems not controlling the event is:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
5. Fire Service or Brigade Capacity The possibility of needing additional resources to control the event is:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
6. Water Supply The possibility that additional water supplies are needed is:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
7. Exposure Factors The possibility an event here will spread beyond the boundaries is:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
8. Community Value The economic, cultural, or social value of this property is:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
Total Score										<input type="text"/>

Scoring: 8 to 24 = Low Hazard/25 to 56 = Medium Hazard/57 to 80 = High Hazard



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708.0 SMOKE ALARM PROGRAM

Smoke alarms are the residential fire safety success story of the past quarter century. Smoke alarm technology has been around since the 1960's. But the single-station, battery-powered smoke alarm we know today became available to consumers in the 1970's, and since then, the home fire death rate has been reduced by half. Working smoke alarms are essential in every household.

In an effort to help protect the citizens of the Battlefield Fire Protection District, the Battlefield Fire Protection District offers Residential Smoke Alarm Installations at no charge to single family residences in the District. Installation of the smoke alarms will only take place after confirmation from the District and signature of the resident/homeowner on the waiver and installation request form. Additionally, emergency crews can take time while visiting residences to check for a working smoke alarm. A simple check can even take place after any emergency call, provided the situation is conducive for such an opportunity.

The District's intent is to provide smoke alarms to at-risk residents. Those homes that do not have smoke alarms or that cannot afford them. Hardwired smoke alarms will only be provided if the home currently has hardwired smoke alarms. It is not the intent of the program to settle civil disputes between property owners and occupants. Any civil issues should be referred to the Prevention Bureau. It is also not the intent to equip newly built homes or builders with smoke alarms.

708.1 REQUIRED LOCATIONS

Smoke alarms must be installed properly in order to provide early warning of fire:

- In every bedroom.
- In hallways outside of bedrooms.
- At the top of interior stairways.
- On each level if the dwelling has two or more levels (including basement)

Smoke alarms should not be located:

- Near heaters or heater vents.
- In or outside kitchens (avoid placement within 6 feet of the kitchen).
- Directly outside bathroom doors (avoid placement within 6 feet of a bathroom door).

Dust, water vapor (steam), or cooking can cause false alarms. Smoke alarms should not be located in areas where these materials are produced.



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708.2 MOUNTING GUIDELINES

- Locate a smooth flat surface (preferably on a ceiling or on the bottom of a beam).
- Smoke alarms mounted on the ceiling should not be installed closer than 4 inches to an adjoining wall.
- If the smoke alarm must be installed on the wall, it shall be mounted within 4 to 12 inches of the ceiling.
- Install per the approved manufacturers instructions.
- In unusual construction situation, consult a contractor.
- Hardwired smoke alarms will be installed only if the wiring harness can be installed safely and effectively consulting the manufacturer's installation instructions.
- If replacing the wiring harness, consult the installation instructions. If the wiring instructions and residential wiring do not match, it is not permitted to rewire the harness. Inform the resident to seek a contractor.

708.3 DOCUMENTATION

Proper documentation is essential to the success of any program. The smoke alarm program must have a signed application and waiver prior to installation of the smoke alarm. A survey of the residence should be performed to ensure proper mounting and positioning of alarms.

Property residents will need to be present at the time of installation to provide access and sign a release of liability waiver. The application should indicate how many smoke alarms are requested and upon a site visit, the number of alarms should be confirmed or changed upon a survey of the premises.

Applicants will need to provide:

- Name
- Date of request.
- Address
- Phone Number
- Number of Alarms requested.

Personnel should complete the form by:

- Obtain release of liability signature.
- Fill in the date installed.
- Verify the detector was checked.



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- Name and ID Number of person who installed the detector.
- Any additional comments.

708.4 FIRE PROTECTION EDUCATION CANVAS

A fire in a residence is a devastating situation for those not only directly affected but also for people who reside in the same area, street or subdivision. To aid in offering a piece of mind for District residences a fire protection education canvas shall be conducted no more than 2 weeks after a residential fire in the affected area. The area canvassed can be a subdivision, multiple streets or in a rural setting. It is recommended to limit crews to a maximum of a 4 to 5 block area to maintain a state of readiness. The Battalion Chief shall schedule a time for a fire protection education canvas to be conducted with the appropriate staffing based upon crew to residence ratio and the amount of time needed for the canvas. It is important to remember that this is not an inspection but an information campaign offering a service to better inform constituents. Please explain to the homeowners and occupants we offer this voluntary service for their benefit.

When conducting a canvas crews should check for the following items:

1. A smoke alarm in a residence and operation of any installed smoke alarm(s). If there is not a smoke alarm in a residence crews may install a smoke alarm once the appropriate documentation is completed.
2. A carbon monoxide detector in a residence and operation of any installed carbon monoxide detector(s). If there is not a carbon monoxide detector in a residence, crews will advise where they may purchase a carbon monoxide detector and its importance. Crews will also educate the resident to the warning signs of carbon monoxide poisoning and what to do if anyone in the household exhibits signs of carbon monoxide poisoning.
3. An operational fire extinguisher in a residence. Crews will check each extinguisher to verify that the extinguisher has a charge and/or any defective signs. If no extinguisher exists, crews will inform the resident of why an extinguisher is needed and a good location to store the extinguisher. For residents wishing instruction on the proper use of a fire extinguisher crews will give contact information for our training and/or prevention bureau.
4. A fire escape plan. Crews will verify whether or not the resident has an escape plan and ask how their fire escape plan is laid out and practiced. Crews may offer suggestions to improve the residents current escape plan. If no fire escape plan is in place district personnel shall offer the resident suggestions on establishing a plan or provide further information.



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708.5 REPORTING AND DATA ENTRY

Accurate and correct information is vital in documentation of smoke alarm canvasses and installs.

Smoke alarm canvasses should be conducted after a fire has occurred in neighborhood or at the discretion of a CO or Chief Officer.

When arriving in the area of a canvass or on scene of a smoke alarm check the CO shall contact Dispatch by radio and have a run report generated for a "Service Call." You should also announce a command name, out for assistance, and that you will not need 20 minute checks.

While performing the canvass the personnel will track the addresses where they contact individuals at, account for the number of batteries installed, and account for the number of smoke alarms installed.

During the departure of the canvass/checks the CO will contact Dispatch that the Service call is complete and all units are back in service.

When entering the canvass/checks into Firehouse use:

Incident Type Code= 500- Service Call, other

Actions Taken= Code 70- Assistance, other.

Response Code should be changed to a Non-Emergency Response under the apparatus section.

Fill in the remaining report as normal.

Use the narrative section to log the addresses for canvasses and the number of detectors and/or batteries were installed.

An Activity log shall also be filled out in Firehouse.

Default Activity Code= Smoke Detector Install

Complete the rest of the Basic Form as normal.

When the Basic Form is complete go to the Public Education/Service tab.

Enter the number of smoke detectors and batteries as the same number in the **Public Service Box**.

In the **Notes** of the Staff Activity add the addresses again.

Also add the total number of smoke detectors installed and the total number of batteries installed on 2 different lines.



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The intent of the fire protection education canvas is to focus on an impacted area where affected residents may have questions about District operations, fire safety education, prevention and smoke alarms.



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Battlefield Fire District Application for Smoke Alarm or Battery Replacement

APPLICANTS NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

DATE AND TIME OF REQUEST _____

DATE SMOKE ALARM INSTALLED _____ NUMBER INSTALLED _____

LOCATION: MASTER BEDROOM ___ LIVING ROOM ___ BEDROOM ___

BASEMENT ___ BEDROOM ___ HALLWAY ___ DEN ___

DATE BATTERY INSTALLED: _____

NUMBER OF BATTERIES: _____

INSTALLED BY (NAME & ID#) _____

SMOKE DETECTOR CHECKED

COMMENTS _____

Send Original Form to Fire Administration after completion of application for
installation and scheduling.





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Release of Liability Waiver

The Battlefield Fire Protection District upon permission by the occupant, have installed and tested one or more new smoke alarms. The alarms were tested using the test button to ensure they were in working order before the installer left the premises.

In consideration for providing and installing the smoke alarm(s) in my home, I, myself, my heirs, executors, administrators or successors, agree to hold harmless the program participants, the fire district, the District and its officers, agents or employees from all damages of any kind, to person or property, resulting from the installation and failure of the smoke alarms and/or batteries.

By signing this document, I certify that the smoke alarms were tested in my presence and in good working order. I have received information from the installer regarding proper smoke alarm maintenance, and I agree to maintain the alarms properly by testing them once a month.

I acknowledge having read, understood and agreed to the above waiver, release, and indemnity.

_____	_____	_____
Occupant (print name)	Signature	Date

_____	_____	_____
Witness (print name)	Signature	Date



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711.0 CAR SEAT INSPECTIONS

The Battlefield Fire Protection District provides free Child Car Seat Safety Checks and Installations, Monday through Friday, from 8:00am to 5:00pm, by appointment. Appointments can be made by contacting the district secretary or the Battalion Chief on duty.

711.1 CERTIFIED TECHNICIANS

Only personnel certified as a Child Passenger Safety Technician should perform inspections and installations. Any questions as to the installation and inspection of child restraints should be directed to a CPS Technician through the chain of command.

711.2 RESPONSIBILITIES OF CPS TECHNICIANS

Certified technicians with Battlefield Fire Protection District are responsible for the following at each child restraint inspection and installation. All parents and caregivers must be educated to the following:

- The steps of restraint as the child grows:
 - o Rear- to forward-facing car seat
 - o Forward-facing harnessed seat to a booster seat
 - o Booster to an adult safety belt
- The benefits of riding properly restrained, including all adults.
- Safety in and around the vehicle (never leaving children unattended, walking around the vehicle before moving, etc.)
- State laws and best practice recommendations for occupant safety

After completing an interview with the parent or caregiver, the technician must complete a CPS Checklist for all seats installed and checked. The technician must ensure that the parent or caregiver signs the form. After complete, the checklist should be placed in the technicians folder for later review.

711.3 CAR SEAT REPLACEMENT PROGRAM

It is the responsibility of the technician to educate the parent or caregiver if the restraint they have provided for install is not adequate. It is up to the parent or caregiver to replace the restraint. Battlefield Fire Protection District will provide certain restraints for a donation if they are available.



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The donations will be equal to the District cost for the replacement seat. This cost could fluctuate based on the wholesale cost of the restraints.

In the event that the parent or caregiver does not have the funds for a donation, it is at the discretion of the CPS technician to determine if the restraint should be installed free of charge.

All donation money should be turned in as soon as possible to the District Secretary for credit to the program.

711.4 DOCUMENTATION

All CPS technicians are required to maintain documentation off all child passenger safety inspections. One copy of this document should remain in the possession of the technician for recertification purposes. One copy should be submitted to the Battalion Chief for storage at Headquarters in the BC office.

All inspections must be documented in the Firehouse reporting software under the CPS activity in the training module.

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804.0 PROTECTIVE CLOTHING

Employees shall wear all protective clothing when working within the hazard zone. The employee should don the protective equipment prior to getting on the apparatus, with the exception of the apparatus operator, who may choose whether or not to drive in their bunker pants and boots. The apparatus operator should don protective equipment upon arrival at the scene. Employees shall be trained in the use, care, inspection, maintenance and limitations of the protective clothing assigned to them or available for their use.

804.1 MAINTENANCE OF EQUIPMENT

The personnel are responsible for maintaining their protective equipment. The employee will keep their protective equipment at their assigned station unless a Chief Officer gives prior approval. Personnel shall keep their protective equipment clean, neat and stored in the proper condition. All protective clothing shall be used and maintained in accordance with the manufacture's instructions and recommendations.

Any damaged protective equipment should be reported to a Chief Officer. The Chief Officer will determine if the item is suitable for repair or needs to be replaced.

804.2 GLOVES

The District will provide gloves suitable for firefighting. The District will provide barrier gloves for personnel to utilize on emergency medical scenes.

804.3 PERSONAL ALERT SAFETY DEVICES

All personnel utilizing self-contained breathing apparatus shall arm or activate their PASS device prior to engaging in emergency operations while working in or around the hazard zone.

804.4 USE OF EXTRACTOR WASHER

Machine Washing Preparation: Remove all objects from pockets. Detach outer shells from inner liners and wash shells and liners separately to avoid re-depositing soil from one component to the other. Fasten all zippers, Velcro, snaps, and buckles. Turn garment inside out and place in washer.



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Accountability System

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805.0 ACCOUNTABILITY SYSTEM

This procedure identifies a system of incident site personnel accountability. The purpose is to account for all fire fighters within a small geographic area, within the "hazard zone" of an incident or during normal operations conducted during an incident. Use of the system will provide enhanced personal safety for the individual fire fighter, and will provide the Incident Command Organization staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone will be defined as any area that requires an SCBA, a charged hose line and protective clothing or in which a fire fighter is at risk of becoming lost, trapped, or injured by the environment or structure, or in an area where the firefighter may be outside the line of sight of another individual. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

805.1 ACCOUNTABILITY

Accountability is a critical element in the safety of all fire fighters working on the fire ground. Each person involved in an incident whether at the task, tactical, or strategic level, must make a personal commitment to follow all policies and procedures regarding accountability.

Accountability involves a personal commitment to work within the safety system at all times. Accountability is more than an accurate passport. Accountability is company officers keeping crews together, staying on the hose line, working in pairs, and leaving when you're low on air, each crew carrying their portable radio, and ID on helmets.

- Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
- Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- Area Officer will always maintain an accurate tracking and awareness of crews assigned to them. This will require the Area Officer to be in his/her assigned area and maintaining close supervision of crews assigned to them.
- Company officers shall maintain a current passport of personnel responding on the apparatus at all times.
- All crews will work for Command or Areas -- no free-lancing.
- Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members.
- All crews entering a hazard zone should have a supervisor.



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- All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness.
- If a radio fails while in the hazard zone, the crew will exit.

805.2 PASSPORTS

To enhance accountability and to improve tracking of fire fighters at the incident, the "PASSPORT" system will be used. PASSPORTS involve a plastic card with the crew members names affixed that is turned into a Command/Accountability Officer

805.3 PASSPORT EQUIPMENT

The PASSPORT system equipment involves a 3" x 8" blue plastic card with the company's ID etched on it. The PASSPORT should contain the names of all personnel presently assigned to that company.

The PASSPORT will always be located in the vicinity of the Company Officer position or passenger side of the apparatus. A magnetic strip will allow the PASSPORT to be in the apparatus and easily removed.

Each fire fighter will be issued two (2) individual name tags. These will be affixed to magnetic strips on the underside of their helmet or in their bunker gear. These tags shall be affixed to the PASSPORT of the member's assigned vehicle or area.

Each Company Officer will be responsible for ensuring that the PASSPORT always reflects only currently assigned personnel.

All PASSPORTS and individual name tags will be considered safety equipment and will be inspected as other safety equipment. It will be repaired or replaced as soon as possible on a priority request. If any equipment is lost at a scene, temporary equipment will be available for issuance.

805.4 TACTICAL BENCHMARKS

Several accountability benchmarks are included in tactical operations. The Member Accountability Roll-Call (or MARC) involves a roll call of personnel assigned. For the Company Officer, MARC is a confirmation that members assigned to his/her crew are visually accounted for. For the Area Officer, "MARC" is an accounting for all crew members of all companies assigned to his/her area. Reports of MARC's should be conducted face-to-face within the company or with the area whenever possible.

Example: "Command from Fire Attack, I have MARC (all members accounted for).



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A Member Accountability Roll-Call (MARC) will be required for the following situations:

- Any report of a missing or trapped fire fighter (Command initiates a MARC of all crews on the scene).
- When a PASS Device is sounding.
- Any change from offensive to defensive (Command initiates a MARC of all crews on the scene).
- Any sudden hazardous event at the incident - flash over, backdraft, collapse, mayday, etc. (a MARC is initiated by Command).
- At every 20 minutes of elapsed time.
- Any time Command feels it is necessary.

The first step in conducting MARC is to start at the lowest supervision level; the crew, area or company officer in charge of subordinates.

805.5 SHIFT CHANGE

If a shift change occurs during an incident and new personnel arrive, it is the responsibility of the arriving crew to update the PASSPORT. Name tags and company ID's will have to be changed. This should be done during a face to face.

805.6 RAPID INTERVENTION TEAMS (RIT)

A Rapid Intervention Team (RIT) shall be assembled and ready for deployment during hazard zone operations. These teams will be assembled at the point of entry to aid interior personnel in the event of an emergency situation. These teams are not crews assigned to backup lines.

805.7 LOST OR MISSING FIREFIGHTER

In the event that a member of a crew becomes missing, lost, or trapped, the following procedure will be followed. An absent member of a crew will be considered lost until proven otherwise. The crew leader, company officer, or area officer will do MARC for his subordinates. If the absent person is not located, COMMAND will be notified. Once notified, COMMAND will initiate MARC for all personnel. During this MARC, COMMAND may elect to assign a RIT to the last known place of the missing firefighter to start search and rescue efforts. The first step in determining that a firefighter is missing is for each respective crew, area, or company officer to perform MARC for his or her subordinates.



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805.8 ACCOUNTABILITY OFFICERS

Accountability Officer may be any person within the District assigned by the Incident Commander.

The first unit establishing command to the incident or point of entry will serve as the initial accountability location. The company officer will serve as the initial Accountability Officer. All crews entering the incident will deliver their PASSPORTS to the accountability location closest to their "point of entry" prior to entering the incident. PASSPORTS will remain at the command post (accountability location).

As the incident escalates and staff officers fill positions Accountability Officer, will be assigned by Command.

At incidents with a critical need for Accountability Officer to assist Area Officer, Command may choose to split up a company and distribute the crew members to different areas to act as Accountability Officer.

The Accountability Officer's responsibilities include:

1. Develop and implement a plan designed to track and account for all personnel working in the hazard zone.
2. Ensure that Accountability Officer are implemented in each area as necessary in coordination with Command.
3. Request and manage accountability area(s) resources as needed.
4. Provide progress reports to Command.
5. Advise Command to initiate MARC's upon benchmarks or as needed.

805.9 MEMBER INDIVIDUAL RESPONSIBILITIES

Arriving crew members will be responsible for immediately updating the company PASSPORT as they arrive to duty - including any constant personnel duty and following transfer from another station.

Arriving crew members will remove the name tag from the PASSPORT of the crew member they are replacing. For those crew members not permanently assigned, the name tag should be placed on the Velcro strip of their helmet on the underside of the rear brim or in their coat Velcro.

The Company Officer is responsible for ensuring that the PASSPORTS always remain current. PASSPORTS must reflect only those members presently assigned to the company.



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805.10 RULES OF THUMB

PASSPORT implementation should consider the following basic rules of thumb:

- PASSPORTS never enter the hazard zone.
- PASSPORTS must be maintained at the point of entry to the incident.
- PASSPORTS must reflect only those personnel presently in the incident.
- Crews must turn in their PASSPORTS upon entering and must retrieve their PASSPORTS upon exit from the incident.

805.11 PASSPORT IMPLEMENTATION - THE INCIDENT

Implementation of the PASSPORT system will occur at any incident that requires the use of SCBA and/or during normal operations at any incident.

The objective of the PASSPORT system is always to have the crewmembers PASSPORTS near the command post and that they are accurate, reflecting only those members at the incident. For those situations where it is not clear-cut as to when and where to turn in PASSPORT, crews should consider the above-cited objective for their decision.

For single company incidents, the PASSPORT remains on the apparatus door. The Company Officer will assume accountability responsibilities.

For Multi-Company or 1st Alarm assignments and greater, the PASSPORT system will function as follows:

- When Command is transferred, the assuming IC will be responsible for accountability. However, if an OPS area is established, then it becomes the responsibility of the OPS Officer. It may become necessary to assign an ACCOUNTABILITY OFFICER for the incident to track personnel and resources.
- Upon arrival, units may receive assignments for OPS or COMMAND.
- After receiving an assignment, the crew will drop off their PASSPORT to the person in charge of accountability.
- The designated accountability will then place the PASSPORT on the command or status board under the assigned task.
- After the crew has performed their assigned task, the crew will report back to COMMAND or OPS that they have completed their assignment.
- COMMAND or OPS will do one of the following:
 - (1) Send the crew to REHAB.
 - (2) Give the crew another assignment
 - (3) Send the crew to STAGING



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(4) Send the crew home

- If a company is released from the scene, the company officer will need to pick up their PASSPORT.
- All crews will take their PASSPORTS to their assigned accountability location prior to entering the incident.

805.12 POINT OF ENTRY CONTROL

PASSPORTS will remain with the designated Accountability Officer near the "point of entry" or command post to the incident. Upon entry, crews will turn in their PASSPORT. Both the Company Officer and Accountability Officer will be responsible to see the PASSPORTS are retrieved.

Crews exiting at a different location other than the original point of entry must immediately notify their supervisor of their changed status.

805.13 MULTI-STORY/HIGH-RISE/LARGE SPAN BUILDINGS

Multi-story/high-rise or large span building incidents present only a minor modification in the standard approach to PASSPORT accountability.

- When Command is passed, the assuming IC will be responsible for accountability. However, if an OPS section is established, then it becomes the responsibility of the OPS Officer. It may become necessary to assign an ACCOUNTABILITY OFFICER for the incident to track personnel and resources.
- Once a lobby area is established all crews reporting to the building will deliver their PASSPORTS to the lobby area.
- The lobby area will be responsible for collecting the PASSPORTS of the initial companies as soon as possible (may use incoming crews reporting to the building to pick them up).

805.14 TERMINATING THE PASSPORT SYSTEM

PASSPORT accountability will be maintained through a report of "fire under control," at which time MARC for all crews must be obtained. Command will determine at that time, based on the situation and risk, as to whether to continue with the PASSPORT system. If visibility is still impaired or a significant hazardous condition still exists, Command may choose to extend the PASSPORT system further.

Upon termination and release from the incident, Company Officer and crewmembers will ensure that the PASSPORT is returned to the dash of their apparatus and that the PASSPORT is up-to-date.



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805.15 AUTOMATIC/MUTUAL AID COMPANIES

When mutual aid companies arrive on the scene, the IC will advise the company officer of that crew to contact the accountability officer. The accountability officer will make up a PASSPORT for that crew to use while operating at an incident or use their current system in place.

805.16 SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

FIRE FIGHTER - Responsible for staying with his/her crew at all times and ensuring that his/her name tag is on the PASSPORT at all times.

COMPANY OFFICER – The Company Officer of the first unit is responsible for becoming the initial Accountability Officer. Responsible for keeping his/her crew intact at all times and that the PASSPORT is current and accurate. The PASSPORT must reflect only those personnel entering the incident. The PASSPORT must be turned in at the point of entry and retrieved upon exit.

AREA OFFICER - Responsible for accounting for all crews in his/her assigned area and maintaining an awareness of their exact location. The Area Officer works closely with Accountability Officer to ensure accurate PASSPORTS and tracking of those crews.

ACCOUNTABILITY OFFICER - Responsible for teaming up and managing all accountability issues for an incident. The Accountability Officer must collect all PASSPORTS from engineers, apparatus, or the Command Post.

COMMAND - Responsible for tracking the location of all crews and advising later arriving crews where there PASSPORTS will be accepted before entry is made.



Rehabilitation & Personal Safety

Procedure 806.0

Category: SAFETY

Approved _____

Replaces: 09/20/13
November 11, 2013

806.0 REHABILITATION & PERSONAL SAFETY

The District will ensure that the physical and mental condition of personnel conducting any district activity does not deteriorate to a point that affects the safety of each person or that jeopardizes the safety and integrity of the operation or activity.

The incident commander or officer in charge should consider and make provisions for the establishment of rehab based upon the circumstances of each activity or incident. These provisions should include medical monitoring, evaluation, rest hydration, nourishment and shelter based upon the climatic conditions and demands of the activity. Provisions for rehabilitation should be made early in the course of an incident, and should be made in advance for activities if possible.

All supervisors shall maintain an awareness of the condition of each member operating within their span of control and ensure adequate steps are taken to provide for each member and their health and safety. The incident command structure shall be utilized to request relief or reassignment of fatigued crews.

Personnel shall be responsible to advise their supervisor when they believe their level of fatigue or exposure to weather or elements is approaching a level that could affect their personal safety, the safety of the crew or the operation during an activity. Members should also maintain an awareness of the conditions of other crewmembers.

The incident commander will establish a rehab group when conditions indicate that rest and rehab are needed for personnel operating at an incident or training exercise. The incident commander will designate the location of the rehab group.

806.1 SITE SELECTION

The site should be in a location that will provide physical rest by allowing the body to recuperate from the physical demands and mental stress as well as the hazards of the emergency operation or training evolution.

The site should be far enough away from the emergency scene to allow safe removal of SCBA and other turnout gear.

The site should provide suitable protection from prevailing environmental conditions. During hot weather it should be in a cool shaded area and during cold weather it should be in a warm dry area.

The site should be away from exhaust fumes of the apparatus.

806.2 ALTERNATIVE SITES

The following should be considered as alternative rehab sites.

- A nearby garage, building, lobby or other structure
- A floor several floors below the operations level during high rise operations
- Buses, fire apparatus, ambulances or other emergency vehicles at the scene

806.3 RESOURCES

The rehab officer should secure the necessary resources required to adequately staff and supply the rehab group. The following items may be necessary.

- Fluid replacement, water, ice, sports beverage mix
- Nourishment, fruit, vegetables, sport bars
- Medical supplies
- Miscellaneous supplies, tarps, awnings, heaters, fans, blankets

806.4 ESTABLISHING REHAB

Staff officers should consider rehab during the initial planning stages of an emergency response. However the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab sector. Any activity may rapidly deplete the energy and strength of personnel and therefore merits consideration of rehab.

Hydration is critical factor in the prevention of heat injury and is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, personnel should consume at least one quart of water per hour. The re-hydration solution should be a 50/50 mixture of water and a commercially prepared sports activity beverage and administered at a temperature of about 40 degrees. Re-hydration is important even during cold weather operations where heat stress can occur because of the insulating qualities of protective equipment regardless of outside air temperatures. Pre-hydration is also a critical factor affecting heat stress and stamina during physical exertion. During periods of hot weather personnel must drink extra water during the workday to try and maintain hydration levels.

The incident commander or rehab officer shall consider the need for food at any incident of an extended nature or other incident where appropriate. Consider fruits, vegetables or easily digested quick energy foods.

The “two air bottle rule” is recommended for rehab rotation. Personnel should re-hydrate with a minimum of eight ounces of liquid whenever air bottles are changed out. Crews that have worked through two full air bottles should proceed to rehab for rest and evaluation. Rest periods for individuals should be based on the objective evaluation of the individuals fatigue level but should not be less than 10 minutes. The rehab officer should not release fatigued personnel back to active firefighting.

Personnel in the rehab area should maintain a high level of hydration. Personnel should not move from a hot environment directly into an air conditioned area because the bodies cooling system can shut down in response to rapid external cooling. Air-conditioned environments are acceptable after a cool down period at ambient temperatures with sufficient air movement. Certain drugs can impair the body's ability to sweat and extreme caution must be exercised if personnel have taken antihistamines, diuretics or stimulants.

Emergency medical personnel should evaluate the vital signs, examine firefighters and make proper disposition of personnel to return to duty, remain in rehab for treatment, or transport to a medical facility. Continual monitoring of vitals, re-hydration and rest should occur during extended rehab. Medical treatment for firefighters whose signs and symptoms indicate potential problems shall be provided in accordance with standard medical protocols. EMS personnel shall be assertive in an effort to find potential medical problems early. All medical evaluations shall be documented.

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Rapid Intervention **Page 1 of 1**

807.0 RAPID INTERVENTION TEAMS

The District shall provide for the possible rescue of personnel operating at emergency scenes. This team should be prepared for immediate deployment, wearing the appropriate protective clothing, SCBA and have a supply of extra tools and equipment.

This team should be set up and ready for deployment at

- Working structure fires
- Specialty rescue scenes such as trench, water, ice, high angle and collapse

Possible tools and equipment for this team

- Axes and prying tools
- Pike poles
- SCBA with extra bottle
- Search rope
- Hand lights
- Chain saw, circular saw or skill saw
- Thermal imaging camera
- Stokes type basket
- Long spine board, soft board or skid board
- Webbing, karabiners and items associated with rope rescue

Deployment of the team should be considered

- Sudden hazardous event
- Lost, trapped or unaccounted for firefighter
- Flashover, back draft or rapid increase in fire

When the initial rapid intervention team is deployed another team should be established.

The rapid intervention team should take immediate actions on a scene to make conditions safer. There are other minimal involvement tasks that are not directly related to firefighting that the rapid intervention team could perform

- Remove bars from windows
- Ladder upper floors of buildings
- Open ground level doors

The rapid intervention team leader may be an experienced firefighter. The rapid intervention team leader should have knowledge and skills associated with technical aspects.

- Assessments for entrances and exits
- Assessments for building construction
- Specialty training for the emergency
- Familiar with collapse potential
- Capable of selecting appropriate equipment
- Familiar with breaching techniques



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PATIENT CLASSIFICATION SYSTEM

CODE BLUE

Patient in Cardiopulmonary Arrest.

RED (CLASS I TRAUMA PATIENT)

Life-threatening Injuries or Illness and/or unstable vital signs.

B/P <90; pulse <60 or >100 with clinic signs of shock

Unstable airway.

Unstable blunt chest injuries; respiratory rate >30 or <10.

Penetrating chest injuries.

Penetrating abdominal injuries.

Penetrating trauma to the head or neck

Severe uncontrolled bleeding.

Neurologic injuries including prolonged LOC Glasgow coma scale <8 (or deteriorating) lateralizing signs and acute paralysis.

Life-threatening medical emergencies with unstable vital signs and/or clinical signs of shock.

YELLOW (CLASS II TRAUMA PATIENT)

Potentially life-threatening injuries or illnesses, but vital signs presently stable.

Falls of 15 feet or more,

Groin to mid - thigh

Death of another passenger in the same vehicle

Ejection from a vehicle.

Vehicle passenger space invaded by 1 foot or more.

Pedestrian struck by a vehicle.

Class 1-type injuries over 24 hours old; patient presently stable.

Extrication time >20 minutes.

GREEN (CLASS III TRAUMA PATIENT)

No obvious life-threatening injuries; vital signs stable.

MEDICAL PATIENT

All medical patients should be classified as (Stable/Unstable) depending on vital signs.

To establish stability of vital signs, at least two (2) sets need to be taken.



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Glasgow Coma Scale

The Glasgow Coma Scale or GCS is an assessment tool aimed to give a reliable, objective way of evaluating the consciousness of a person for both initial and continued assessment. A patient assessed against the criteria of the scale, each of which is given a point value, will have a resulting score between 3 and 15. A patient with a score of 3 will be comatose or deceased and a patient with a score of 15 will be fully alert and appropriate displaying no deficits.

Eye Opening

- 4—Spontaneous eye opening, actively looking about
- 3—Opens eyes to verbal stimuli
- 2—Opens eyes to painful stimuli
- 1—No eye opening or movement

Verbal Response

- 5—Oriented to self, place, event. Appropriate responses
- 4—Confused, disoriented to self, place, or event
- 3—Uses inappropriate words
- 2—Attempts to speak but words are incomprehensible
- 1—No verbal response

Motor Response

- 6—Obeys commands
- 5—Localizes pain
- 4—Withdraws from painful stimuli
- 3—Decorticate posturing or abnormal extension of extremities in response to pain
- 2—Decerebrate posturing or abnormal flexion of extremities toward the core in response to pain
- 1—No motor response



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Multiple patient / Mass Casualty Plan

Scope

This procedure establishes a standard structure and guideline for the operation of Fire Department units at multi-patient/mass casualty incidents. The system may be applied to any multi-patient or mass casualty incident regardless of the number of patients or incident size. This procedure shall be integrated into the overall incident management system and may include major transportation incidents, explosions or fire with multiple injuries, hazardous materials incidents with exposure victims and structural collapse incidents.

Procedure Statement

This procedure is to integrate the multi-patient/mass casualty procedures within the framework of the incident management system. It is the responsibility of the first-arriving company officer to implement these procedures on EMS incidents requiring two dedicated ambulances or greater.

For the purposes of this procedure, a "multi-patient incident" is defined as any incident with fewer than twenty (25) patients. A "mass casualty incident" is defined as any incident involving 25 to 100 patients. A "disaster" is defined as any incidents involving more than 100 patients.

Procedure

The first-arriving company officer at the scene of a multi-patient or mass casualty incident shall establish Command. The initial Incident Commander (IC) shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated. Command is responsible for the completion of the tactical objectives. The general tactical objectives are:

- Provide for the safety, accountability and welfare of rescue personnel and victims.
- Stabilize the incident and provide for life safety.
- Remove endangered occupants and treat the injured.
- Ensure the functions of triage, extrication, treatment and transportation are established as needed and performed appropriately.
- Conserve property.



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In addition, the EMS TACTICAL benchmarks to be completed during any multi-patient/mass casualty incident include:

- Completion of a "Triage Report" (Broadcast report)
- Declaration of "All RED PATIENTS (Immediate) Transported"
- All patients transported, or refused care.

The Incident Management System is used to facilitate the completion of the tactical objectives. The IC is the person who drives the Command system towards that end. The IC is responsible for building a command structure that matches the organizational needs of the incident to achieve the tactical priorities.

When possible, patients should be treated and transported in the following priority order:

1. **“RED” (Immediate) Patients**
2. **“YELLOW” (Delayed) Patients**
3. **“GREEN” (Minor / Walking wounded) Patients**

Basic Operational Approach

The initial actions of the first arriving officer shall be directed toward scene size-up, requesting appropriate resources and initial organization of the scene. Initial actions include:

1. Give an on-scene report and assume command. Coordinate with incoming ambulance to initiate triage.
2. Perform a rapid hazard assessment and establish a safe zone to operate. Initiate traffic control and provide a safe work/treatment area.
3. Provide for occupant protection (charged hand line).
4. Call for additional resources.
5. Radio a Triage Report to Dispatch.
6. Stabilize hazards and/or remove patients to a treatment area.
7. Assign crew(s) specific task(s) to accomplish.
8. Assign task (triage, extrication, treatment, and transportation) or by location (north, south, east, west).
9. Initiate patient assessment and treatment functions.
10. Coordinate patient transportation.



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START Triage

Instruct all patients who are able to ambulate to move to a certain area - triage as **(GREEN) minor**.

For remaining patients:

START ALGORITHM

