

***Hebron Division of  
Fire & EMS  
Standard Operating  
Procedures***

***Date Effective  
January, 1, 2004***

***Hebron Fire Department***

## *Systems Manual*

This manual contains the Rules and Regulations of the Hebron Fire Department as approved by the Village of Hebron City Council and the Fire Chief, policies of the Village of Hebron Administration and the Fire Department, and procedures to be followed in carrying out the routine and non-emergency business of the Fire Department.

All employees of the Hebron Fire Department are governed by these Rules, Regulations, Policies and Procedures and must be familiar with them. Employees may be punished for violations of these Rules, Regulations, Policies or Procedures, violations of any City, State or federal law, or acts which tend to discredit the Hebron Fire Department or the Village of Hebron.

Members shall, periodically review the Rules, Regulations, Policies and Procedures as set forth in this manual. Any Officer or other Department member, before performing an act or decision where any doubt exists concerning the specifics of certain Rules, Regulations, Policies or seldom used Procedures, shall, whenever possible, first review the applicable portion of this manual or other Department publication in order to determine the correct action to be taken.

### **Occasions justifying any variance from these rules or regulation or from any other written or unwritten department Policies, and Procedures should be rare.**

The Procedures set forth in this manual, together with any other written or unwritten Department Procedures are intended as **guidelines** for good operating practices and are not designed nor intended to limit any Department member in the reasonable use of judgment or initiative in given or unusual circumstance. Members are allowed a great deal of latitude in following Department Procedures in order to insure that whatever action is taken is adequate and proper for specific needs of a particular situation.

However, any variance or deviation from established Department Procedures is expected to be of a temporary, rather than a permanent nature and should be approved by the Fire Chief or his/her designee. Further, members who find it necessary to deviate from established Procedures have an obligation to make this information known to those who may be affected by such action.

The Officers of the Hebron Fire Department, i.e., Lieutenants, Captains, Assistant Chief, and Chief, are required to perform supervisory and managerial duties. All ranking

Officers should recognize this fact and make every effort to follow and support these Rules, Regulations, Policies, and Procedures, and motivate their subordinates to do the same.

Hebron Fire Department members, who observe or are aware of variances from any of the Rules, Regulations, Policies or Procedures, whether through neglect, omission, or improper action, shall bring such **Variance** to the attention of the member or members involved as soon as possible so the efficient operation of the department will not be impaired.

Department members who observe or are aware of consistent or repeated variances from established Rules, Regulations, Policies or Procedures shall report these variances, in writing and through proper channels, to the Chief of the department.

References throughout this manual shall, for sake of convenience only, refer to Officers and/or employees using the male gender. This in no way indicates any policy on the part of this department regarding discrimination, based upon sex. Further, Hebron Fire, pursuant to all applicable statutes and regulations, does not discriminate on the basis of sex, race, religion, natural origin, color or creed.

This systems manual is designed to provide a code of conduct from employees of the Hebron Fire Department. The systems manual is not a contract of employment and Hebron Fire Department, in conjunction with the administrative staff of the department, has and hereby reserves the right to alter, change, or otherwise modify the systems manual at any time.

It will be your responsibility as an employee of the Hebron Fire Department to completely read and understand the contents of these operating procedures. This copy will be yours to keep as long as you are employed with the Hebron Fire Department, refer back to as needed. On the next page you will find an agreement that you have received a copy of these operating procedures you will need to sign and return back to the Fire Chief. A copy will be placed in your personnel file. If at any time your employment with the Hebron Fire Department is no longer needed, you will be responsible to turn in your copy of the operating procedures.

# Operating Procedures Agreement

I \_\_\_\_\_, have received my copy of the Hebron Fire Departments standard operating procedures and agree to read, abide by to the best of my ability.

I understand a copy of this agreement will be placed in my personnel file. I will be expected to follow and abide by to the best of my ability.

If for at any time my employment with the Hebron Fire Department is terminated or I resign my position, I agree to return my copy to of the standard operating procedures to the Officer on duty or the Fire Chief.

**Date received, January, 1<sup>st</sup> 2004**

**Employees Signature, \_\_\_\_\_,**

**Date \_\_\_\_\_,**

**Officer in charge, \_\_\_\_\_,**

**Date \_\_\_\_\_,**

**Fire Chiefs Signature, \_\_\_\_\_,**

**Date \_\_\_\_\_,**

## **Hebron Fire Department Mission Statement**

The Hebron Division of Fire & EMS is recognized as a progressive leader in providing the highest quality emergency services. We are committed to the preservation of life, property, and the environment by effectively and efficiently meeting the emerging public safety and welfare needs of our diverse community. We will accomplish this by maintaining the highest standards of professional service through prevention of harm, surviving the environment, **“AND BEING NICE”!**

## **Hebron Fire Departments Goals and Objectives**

The Hebron Fire Department is charged with the responsibility of providing professional, efficient, fire prevention, fire protection, emergency medical, rescue, and other general emergency and educational services to the citizens of Hebron and Union Twp, with goals of constantly safeguarding and preserving life and property against the elements of fire and disaster.

The basic objectives of the Fire Department centers around the maintenance of continuous, comprehensive training together with administering realistic fire safety, inspection, and educational programs from the benefit of the general public, with the ultimate objective of preventing or minimizing loss of life and property when fires do occur, and confining and extinguishing those fires by utilizing the latest methods and scientific resources with the greatest degree of proficiency possible.

# *Firefighter's Code of Ethics*

*As a professional Firefighter and a member of the Hebron Fire Department, my fundamental duty is that of service to mankind. I accept the responsibility of striving to safeguard and preserve life and property against the elements of fire and disaster, and of maintaining proficiency in the art of science of fire engineering and emergency medical services. I will uphold the standards of my profession, constantly search for now and improved methods, and disseminate and share my knowledge and skills with my contemporaries and descendants.*

*I will never allow personal feeling nor do dangers to self deter me from faithful performance of my duties as a firefighter. I will, at all times, respect the property and rights of all men, the laws of my community and my country, and the chosen way of life of my fellow citizen.*

*I recognize the badge of my office to be a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the fire service.*

*I will constantly strive to achieve these objectives and ideals, dedicating myself before god to my chosen profession and to the pursuit of the noble goals it projects: saving of life, prevention of fire, and suppression of fire.*

**Hebron Division of Fire & EMS**  
**111 Basin Street. P.O. Box 884 Hebron, Ohio. 43025**  
**Phone # (740) 928-4721**

**Purpose**

The intent and purpose of these guidelines are to provide all personnel with the Hebron Fire Department a set of consistent guidelines of the operating procedures to be followed and obeyed.

**Responsibility**

It shall be the responsibility of the Fire Chief and all the Administrative staff of the Hebron Fire Department to implement these operating procedures.

**Definition**

It shall be the responsibility of the Fire Chief and Administrative staff of the Hebron Fire Department at the first of the year to read and review the standard operating guidelines. After reviewing, any additions or corrections shall be made in writing; at that time the Fire Chief will post any additions or corrections for the review of all personnel. After thirty (30) days of the posting; any changes shall be adopted as part of the Hebron Fire Department's operating guidelines. If at any reason changes are made to the operating guidelines all personnel will be given a copy for their personal records.

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# **Hebron Fire Department Administrative Officers** **Appointment/promotion procedures**

## **Appointment of Officers**

The Chief shall be appointed by the Village Mayor, with the approval of the Village Council as prescribed by the Ohio revised code.

The appointment of the Assistant Chief shall be by the Village Mayor with Village Council's approval.

The appointment to the rank of Captain and/or Lieutenant shall be by the Fire Chief.

## **Vacancy of an Officer**

In the event of a vacancy in the rank of Assistant Chief, the Chief and Safety Committee shall consider, interviewing all subordinates in the rank of Captain for the position of Assistant Chief.

The Chief and Safety Committee shall forward their findings and recommendations to the Mayor for his/her consideration.

In the event of a vacancy in the rank of Captain, all eligible Lieutenants shall in writing, submit a letter of intent to the Fire Chief for the rank of Captain. All eligible candidates shall be given study material to prepare for the exam, which will be within a (45) day period. The Fire Chief shall set forth all areas to be tested. At the completion of the exam, the Fire Chief and Assistant Chief shall consider, reviewing, and interview all subordinates in the rank of Lieutenant, for the position

of Captain. At that time the Fire Chief shall forward his findings and recommendations to the Safety committee and the Mayor.

In the event of a vacancy in the rank of Lieutenant, all eligible candidates shall in writing, submit a letter of intent to the Fire Chief for the rank of Lieutenant. All eligible candidates shall be given study material to prepare for the exam, which will be within a (45) day period. The Fire Chief shall set forth all areas to be tested. At the completion of the exam, the Fire Chief, Assistant Chief, and Captains shall consider reviewing, and then shall interview all candidates for the position of Lieutenant. At that time all findings shall be forwarded to the safety committee and the mayor, with the Fire Chiefs recommendation.

## **Appointment of Officers**

In the Officers selection process the following areas shall be examined of each person's background and experience.

### **Lieutenant's position:**

- Minimum of three years Firefighting experience with the Hebron Fire Department
- Must be a certified Firefighter II and an Emergency Medical Technician or Paramedic
- Company Officers certification with in one Year of appointment
- Department knowledge and experience
- Training and certifications
- Leadership ability
- Administrative ability
- Working relationship with fellow employees
- Financial background check

### **Captains Position:**

- Minimum of three Years as a Lieutenant with the Hebron Fire Department
- Must have completed Company Officer Certification
- Must be a certified Firefighter II and an Emergency Medical Technician or Paramedic
- Department knowledge and experience

- Training and certification
- Leadership ability
- Administrative ability
- Working relationship with fellow employees
- Financial background check

## **Probationary Period for Officers**

Any Fire Department personnel promoted to the rank of Lieutenant/Captain shall have a probationary period of one year. At the completion of one year, the Fire Chief and Assistant Chief shall evaluate and determine if all expectations of the individual promoted have been achieved. If for any reason the Assistant Chief of Fire Chief feels that this individual has not achieved all expectations, they shall have the authority to either extend this individuals probationary period or return individual back to previous rank or status.

In the event an Officer is unable to full-fill his/her Officers duty's, due to illness or injury, the Fire Chief may temporary relieve that Officer of their rank and duty's. In the event of disciplinary action taken against an Officer of the Hebron Fire Department, the Fire Chief shall adhere to the disciplinary guidelines section of the Hebron Fire Department standard operating procedures.

Under the direction of the Fire Chief, he/she shall assign one Captain also one Lieutenant to each squad or unit. Each Captain and Lieutenant are to see that in their respective squads that all personnel are supplied with all the proper protective clothing and Fire gear, and are aware of the Hebron Fire Departments procedures, rules, and guidelines.

## **Job description of the Assistant Chief**

The Assistant Chief shall have command and control of the station and all personnel of the Hebron Fire Department, under the direction of the Fire Chief. The Assistant Chief shall in the absence of the Fire Chief assume control of the Fire Department.

The Assistant Chief, as the disciplinary Officer of the Hebron Fire Department shall investigate any infractions of the rules and regulations by any employee, and he/she shall submit to the Fire Chief, in writing, his/her recommendations for disciplinary action, which he/she deems necessary.

The Assistant Chief, as executive Officer of the Hebron Fire Department shall in any event that an accident involving Hebron Fire Department personnel or equipment will be fully investigated. The Assistant Chief shall forward his/her report in writing to the Fire Chief with his/her recommendation so to prevent such occurrences in the future.

The Assistant Chief shall be responsible for all property of the Hebron Fire Department, under the direction of the Fire Chief. The Assistant Chief shall see that all companies are equipped and ready for service at all times in order to ensure efficient service can be rendered. He/she shall keep the Fire Chief fully informed as to the requirements of the Hebron Fire Department and all matters pertaining to the service as may add to the efficiency of the Fire department and improvement to fire fighting and fire prevention.

The Assistant Chief shall be responsible for the proper care, cleanliness and inspection of the station, grounds, apparatus, and equipment of the Hebron Fire Department.

The Assistant Chief shall require all subordinates to properly make known all pertinent information necessary, and shall require all subordinates to immediately

notify him/her of anything of an unusual nature, which, he/her as Assistant Chief should know.

The Assistant Chief shall be responsible for the enforcement and compliance of all rules and regulations of the Hebron Fire Department. He/she shall be responsible for the discipline of all Officers and employees under his/her command.

The Assistant Chief shall be responsible for obtaining and completing information from any incident in which he/she was the incident Commander, and shall be responsible for entering all information into the incident fire reporting system upon returning to station.

## **Job description of the Captains**

The Captain shall require all subordinates to properly make known all pertinent information necessary, and shall require subordinates to immediately notify him/her of anything of an unusual nature, which he/she as Captain should know.

The Captain shall be the next ranking Officer under the Chief and Assistant Chief.

The Captain shall oversee and direct all employees under his/her command, that all orders, rules, regulations, and laws are obeyed and followed.

The Captain, during the absent of the Fire Chief and the Assistant Chief, shall be in complete charge of the department and shall carry out the duties of Fire Chief and or the Assistant Chief during their absence.

The Captain shall be in charge of all fire related services. These responsibilities shall pertain to non-emergency functions and shall have no bearing at the scene of an emergency.

The Captain shall over see all fire and EMS training to ensure all State requirements are being followed.

The Captain shall be unit Commander and, unless otherwise assigned, shall have full charge of the units they command under the direction of their superior Officer and they shall be held responsible for their personnel's discipline and efficiency. They shall report directly to the Fire Chief.

The Captain shall be responsible for fire department vehicles, and shall see they are fueled, cleaned and properly maintained.

The Captains shall be responsible for the fire department's property in their charge. They shall make complete inventories of their companies when ordered. They shall account for the receipt and disposition of all supplies and equipment. They shall see that all damaged parts of apparatus and tools are reported promptly.

The Captains of the Hebron Fire Department shall preserve discipline and order, in the department, around any emergency scene, and shall while on any fire scene require the greatest degree of silence compatible with the efficient discharge of duty. They shall be responsible for any undue noise in and about company quarters. Noisy conversation or boisterous conduct shall be sufficient cause for reprimand or other disciplinary action by the Captain.

The Captains shall read and explain all orders received, to his personnel as soon as possible after their receipt.

The Captains shall make a full report, **in writing**, of any courageous or meritorious act performed by any employee of their command as well as any of cowardice or dereliction and forward a copy to the Fire Chief.

The Captain shall ensure all employees of the Hebron Fire Department, when needed; wear all required personal protective equipment for the protection of them self and fellow employees.

The Captain shall be responsible for obtaining and completing information from any incident in which he/she was the incident Commander, and shall be responsible for entering all information into the incident fire reporting system upon returning to station.

## **Job description for the Lieutenants**

The Lieutenants shall be the next ranking Officer under the Fire Chief, Assistant Chief, and Captain.

The Lieutenants shall require his/her subordinates to properly make known all pertinent information necessary, and shall require his subordinates to immediately notify him/her of anything of an unusual nature, which, he/she as Lieutenants should know.

Lieutenants in charge of a company shall have all the authority and responsibility of the company commander, and when in temporary charge of the station, during the absence of the Captains, or when designated, shall have all the authority and responsibility of the Captains.

The Lieutenants shall be responsible for the Fire Department vehicles and equipment and shall see they are fueled, cleaned and properly maintained.

Lieutenants shall be responsible for the fire department property in their charge.

They shall make complete inventories of their companies when ordered. They shall

account for the receipt and disposition of all supplies and equipment. They shall see that all damaged equipment or parts are reported promptly.

The Lieutenants shall preserve discipline and order, around the station, any emergency scene, and require undue noise to be reduced so not to interfere with the operations.

The Lieutenants shall read and explain all orders received, to his/her personnel as soon as possible after their receipt.

The Lieutenants shall submit a full report, **in writing**, of any courageous or meritorious acts performed by any employees of their command as well as any of cowardice or dereliction and forward a copy to the Fire Chief.

The Lieutenants shall see that all employees of their command shall, as needed, wear all required personnel protective equipment supplied by the Hebron Fire Department for the safety of them self and the crew.

The Lieutenant shall be responsible for obtaining and completing information from any incident in which he/she was the incident Commander, and shall be responsible for entering all information into the incident fire reporting system upon returning to station.

## **Job description for the Fire Prevention Officer**

The Fire prevention Officer shall report directly to the Fire Chief, the activities of the prevention Office and advise him/her of inspections, investigations, or findings of his/her office.

The Fire prevention Officer shall personally make investigations as to the cause of a Fire, losses involved, and evaluations of property affected and prepare related report as needed.

The Fire Prevention Officer shall discharge the office statistical and record keeping activities, involving the report of each fire also monthly reports of fires and fire losses and other related records and information.

The Fire prevention Officer shall have such maps prepared or outlined as are essential for the dissemination of information to various Officers of the Hebron Fire Department relative to any territory covered by the department.

The Fire Prevention Officer shall require his/her subordinates to properly make known all pertinent information necessary, and shall require his/her subordinates to immediately notify him/her of anything of an unusual nature which, he/she as Fire Prevention Officer, should know.

The Fire Prevention Officer shall be responsible for the proper and adequate inspection of sprinkler systems, standpipe systems, buildings, cisterns and hydrants.

The Fire Prevention Officer shall detail and assign all employees thereof to such duties as may be required for the proper conduct of the Fire Prevention Bureau. He/she shall have the right to reprimand any employee of the Prevention Bureau for dereliction of duty or other reasonable cause. He/she shall report to the Fire Chief any employee who willfully shirks his/her duties, or is incompetent, or is careless in the performance of his/her duties, or for any other violations of the regulations and orders of the Hebron Fire Department.

The Fire Prevention Officer shall instruct any employee under his/her command in all branches of their duties.

The Fire Prevention Officer shall direct any employee of the Hebron Fire Department, to assist in the investigation of any incident and to preserve any and all evidence that may lead to the cause and origin of any Fire.

## **The Fire Prevention Bureau shall comply with the following Ohio statutes:**

- **3737.14-** Right to examine buildings, premises, and vehicles.
- **3737.34-** Certificate necessary to serve as Fire Safety Inspector.
- **3737.41-** Repair order.
- **3737.42-** Issuance of citations.
- **3737.44-** Temporary restraining order
- **3737.45-** Authority of Officer upon failure to comply with order.
- **3737.46-** Prosecution of actions.
- **3781.03-** Enforcement, supervision of records.

Any employee assigned to the bureau shall be courteous at all times in dealing with the public and shall work in harmony with, and assist citizens in every possible manner to practice Fire Prevention, and to reduce Fire loss, with its consequent of life, property and interruption of business. They shall conduct themselves as professionals at all times. At all cost, shall control their tempers on all occasions and in any event enter onto an altercation.

Any employee assigned to the prevention bureau shall be subject to the general rules and regulations and orders of the Hebron Fire Department and at all time. Any employee assigned to the prevention bureau shall not leave their respective duties of district without first obtaining the permission of the on duty Officer.

All personnel, of the Hebron Fire Department, working in, with or in relation to the prevention bureau or affecting the bureaus relationship with the general public shall be responsible to the Fire prevention Officer or the Fire Chief.

## **Hebron Fire Department Harassment Policy**

It is the policy of the Hebron Fire Department to maintain a working environment free from any discrimination and to prohibit sexual harassment among its employees and visitors.

Discrimination shall be defined as any adverse action related to employment or services based on race, religion, gender, age, disability, national origin, political or personal affiliations, or other protected group status.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as a basis for any employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or of creating an intimidating, hostile or offensive work environment.

Any employee, who believes that a superior, subordinate, peer or employee has subjected themselves to discrimination and/or sexual harassment, should promptly report such incident(s) to their immediate supervisor and/or to the Fire Chief.

Supervisory and management staff members who perceive any indications of possible discrimination and/or sexual harassment in their area of responsibility will contact their immediate superior and/or the Fire Chief. All information disclosed will remain confidential, unless otherwise authorized by the employee providing the information, or to the extent necessary to notify the appointing authority in connection with the complaint investigated. All complaints and allegations will be fully investigated and where necessary, appropriate disciplinary action, including termination, will be taken.

Discrimination, sexual harassment and related behavior in the workplace is inexcusable, inappropriate and will not be tolerated. This policy is consistent with the business objectives and practices of the Hebron Fire Department and conjunction with applicable federal and state laws and regulations. This policy will

be observed and adhered to by all personnel and individuals under the jurisdiction of the Hebron Fire Department.

Further, this statement of policy shall be disseminated annually to all employees of the Hebron Fire Department and will be posted for public display in the radio room in a prominent location, easily accessible to all employees and visitors.

Responsibility and authority for ensuring compliance and continued implementation of this policy rest with the Fire Chief of the Hebron Fire Department. The Fire Chief of the Hebron Fire Department will ensure that all supervisors share in this responsibility. Any employee or applicant for employment with the Hebron Fire Department who believes he/she has been discriminated against and/or sexually harassed or who has a question concerning this policy should contact the Fire Chief of the Hebron Fire Department.

**A list of specific behaviors to be illustrative of sexual harassment will be attached to this policy.**

## **The specific behaviors that are prohibited include, but are not limited to:**

- Offensive sexual flirtation, advances, propositions;
- Verbal abuse of a sexual nature;
- Graphic verbal commentaries about an individual's body;
- Offensive comments, jokes or suggestions about another person's gender or physical attributes;
- Lewd or obscene jokes or gestures;
- Leering, pinching, **poking**, patting or swearing particularly when sexual gestures are used;
- Sexually offensive and/or explicit posters, photos, literature, etc., at the workplace;
- Unwelcome questions or discussions about one's personal sex life;
- Open display and/or discussion of sexual relations between a management and non-management employee, especially when connected to any type of favorable or unfavorable treatment toward the non-management employee involved;
- Presume to accept social invitations accompanied by a suggested effect or conditions of employment or performance evaluations;

- Use of degrading, derogatory or slang terms such as “honey,” “sweetie,” “boy,” “girl,” “doll” or always using first name or other personal greetings for employees of one sex while using more respectful or formal greetings with those of the opposite sex;
- Requests or instructions that clothing be worn for sexual effect;

An employee who files a complaint and/or refuses sexual favors will not be retaliated against because of the complaint/refusal.

This may not be a comprehensive list of prohibited conduct.

**Sexual harassment is unlawful, hurts other people and doesn't have a place in our work environment. Therefore, the employee who engages in such conduct will be made to bear full responsibility for such unlawful conduct.**

# Driving procedures

- A. All Emergency vehicles shall operate with due regards to the safety of the public and their crew.
- B. When approaching an intersection the following conditions will be Adhered to:
  - 1. **(Red light or stop sign)** the apparatus when approaching a red light or a stop sign the driver of the apparatus will decelerate to a complete stop to assure all other vehicles are stopped before proceeding through the intersection.
  - 2. **(Green light or yield sign)** slow down to a safe speed to assure to other motorists approaching the intersection have you in there sight and proceed with caution.

## **Responding on Emergency runs**

The Hebron Fire Department will not determine from the Dispatch of a emergency on whether to respond or not to respond, at any time the Hebron Fire Department is dispatched on any emergency, equipment will respond and will follow the Ohio revised code if you respond you will use emergency lights and siren, you will not use one without the other.

No Emergency vehicle shall pass another emergency vehicle while Responding to an emergency run or returning to station.

## **All personnel responding to the station when off duty for a run in**

Their private vehicles shall adhere to the above driving practices. Any personnel that desire to respond in there private vehicle will follow all of the State of Ohio procedures for volunteer Firefighters responding in there private vehicles. All personnel will have there vehicle inspected each year by the Hebron Fire Department to ensure that it meets the State of Ohio requirements and is of a safe operating order.

**E. No personnel shall respond on any runs until they have met all of the State of Ohio requirements and possess the inspection sticker.**

At no time shall any personnel pass the station while responding to an incident. Additionally, no personnel shall respond in their private vehicles to any incident on the interstate unless advised to do so by the Officer on duty.

## **Use of Village Vehicles and equipment**

Willful abuse and or misuse of equipment will be considered cause for termination of employment with the Hebron Fire Department. Employees authorized to drive village equipment are responsible for the care and maintenance of the vehicles. The driver shall be responsible for the personnel riding in the equipment and for the safe operation of the equipment.

**There shall be absolutely NO unauthorized use of Village owned equipment or vehicles for private use during or after work.**

## **Backing Procedures**

When apparatus is backing or maneuvering, a spotter will stand a safe distance ( 10 feet to the left rear of the Apparatus ) for a safe condition during movement. This will be adhered to both when backing into the station and when maneuverings at any emergency scene. At the time you start backing any emergency vehicle personnel shall blow the vehicle horn one time to alert all personnel that they are starting to back up. The universal sign (a clinched fist ) shall be used to stop any vehicle while backing. This shall be followed when backing any Village equipment.

## **Boarding Apparatus**

Upon receiving an emergency call (**Fire run**) all personnel will proceed to their lockers and get dressed into their full turnout gear and then go to the apparatus that they will be responding in, board the apparatus using

to two point contact method. **At no time will any personnel board any apparatus when in motion.**

When responding to an emergency the Officer or Fire Fighter in charge shall board the unit last so that he can walk around the apparatus to assure that all personnel are safely on board. Upon boarding the apparatus the Officer or Fire Fighter in charge shall ask all that personnel are seat belted in and then give the engineer the order to respond.

Upon receiving an emergency call (**EMS run**) personnel assigned to the medic shall proceed to the unit boarding the unit using the two point contact method. The Officer or paramedic in charge of the unit will ensure that all personnel are seat belted in the Medic unit before the unit responds.

At any time there is a accident it will require the completion of an Accident report by the Officer or Fire Fighter in charge this report will be completed at the completion or termination of the run. At the time of the accident the Fire Chief will be contacted immediately by phone or Nextel and advised of the situation.

## Radio operations and procedures

The Hebron Fire Departments radio room consists of two (2) base radios, one (1) low band base radio and one (1) Hi band base radio. Any runs dispatched in to the Hebron Fire Department will be dispatched through County Fire on low band. At the time any dispatched run comes in, personnel shall clear traffic through our low band base radio by repeating dispatched message back to County Fire to ensure correct location and nature. All other traffic shall be transmitted while responding. If at any time personnel are on station during any run, they shall monitor all radio traffic, but shall allow County fire to keep track of all times to ensure correct and accurate times.

The Hebron Fire Departments Hi band radio consists of 16 channels. Channel two (2) is our Fire ground talk around channel, this shall be utilized at any time the Hebron Fire Department has a working incident, in order to ensure the safety of all personnel and not tie up the County low band. At the scene of any working incident, the Incident Commander shall announce over County low band for all companies responding to or on the scene to go to Hebron Fire ground. This also will alert County Fire of the channel change. The other fifteen (15) Hi band channels consist of other local emergency agencies if needed.

All Hebron Fire Department equipment is equipped with Hi band and Low band capabilities **except**, the grass unit.

**Note: at any time personnel are responding in any Hebron Fire Department units, they must turn all department pagers, and radios off to ensure no feedback.**

If for some reason it becomes necessary for any personnel to dispatch a run from the Hebron Fire Departments radio console, the following function shall be followed: on the low band radio push the select button, **CA-1** will be flashing, push the transmit key on the microphone. The radio will transmit the tone; after the tones go, push the select button to where it is on channel 1, then you can announce you dispatch message. If time permits, all personnel shall utilize County Fire to dispatch any run.

## **Tornado siren procedures**

The Hebron Fire Department personnel have the capability of setting of the tornado siren from are station in the event County Fires encoder should be out of service. **Note:** this is only to be set off from this station in the event the County's system is down. If the county's system should be down they will do a county all tone, at that time personnel from this department will set off the siren. **This is not to be tested from this department unless approved by the Fire Chief or on duty Officer.** Failure to comply from any personnel of this procedure will be subject to dispensary action. The tornado siren is tested by County Fire every Wednesday at 12:15 Year round. If for some reason the siren fails to sound, personnel shall contact County Fire by phone, and advise the Fire Chief or on duty Officer.

### **Setting off tornado siren**

To set off siren from the Hi band radio, go to Ch.7, push the select button and it will flash CA.1, key the microphone and the siren will blow in about 15 seconds. If it is an actual tornado warning, let siren blow for three (3) minutes then shut it down.

### **Shutting down tornado siren**

To shut it down, place Hi band radio on Ch.7 push the Select button and when flashing Ca.1 push the channel up button so it says Ca.2 then key the microphone it will turn the siren off after its last cycle.

**Note: All test; warnings or malfunctions of the tornado siren shall be logged by on duty personnel in the duty log.**

# **Vehicle Incident response** **For Fire related Emergencies**

## **Residential 1 or 2 stories or small commercial buildings**

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<u>First Engine E-3</u>	<u>Second Engine E-2</u>
<u>Third Engine E-1</u>	<u>Forth Engine E-5</u>
<u>Fifth Vehicle-M-1</u>	

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## **Industrial or large Commercial Building**

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<u>First Engine E-3</u>	<u>Second Engine E-2</u>
<u>Third Engine E-1</u>	<u>Forth Engine E-5</u>
<u>Fifth Vehicle-M-1</u>	

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## **Haz/Mat spill with or without Fire Involvement**

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<u>First Engine E-3</u>	<u>Second Engine E-2</u>
<u>Third Engine E-1</u>	<u>Forth Engine E-5</u>
<u>Fifth Vehicle M-1</u>	<u>Sixth Licking County Haz/Mat Team</u>

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## **Auto Fire Not involving Haz/Mat**

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<u>First engine E-3</u>	<u>Second Vehicle M-1</u>
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## **Truck Fire (Semi) Not Involving Haz/Mat**

First Engine E-3

Second Engine E-2

Third Engine E-1

Forth Vehicle M-1

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## **Grass Fires**

First Engine G-7

Second Engine E-2

---

## **Mutual aid Structure Fire**

First Engine E-2

Second Engine E-1

---

## **Mutual aid Structure Fire requesting a tanker**

First Engine E-1

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## **Mutual aid Rescue For a structure Fire**

First Engine E-2

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## **Mutual aid Rescue auto accident**

First Engine E-3

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**All reports of structure Fires or Haz/Mat runs the Hebron Fire Department will follow the Licking County 911 cad system run cards for automatic mutual aid. All equipment responses are subject to change to the Officer on duty's discretion.**

## **Emergency and Non Emergency responses**

Non-Emergency transport to hospital or nursing home, if a request is made to transport a person to one of the two facilities it is to be approved by the Officer on duty or the Fire Chief. If there is a request for a transport, a back up crew will be called into work. **At no time will the first out medic unit be utilized.** If a long distances or immediate transport is needed it should be referred to a private ambulance company.

**This is not to be confused** with an emergency request for a medic or a squad. The determination to transport or not, is solely based on the type of injury or illness.

## **Mutual aid request for a medic or squad**

In the event a mutual aid request with a neighboring Department for a medic or squad is made, the medic unit will respond as requested. After determination of the type of injury or illness and further medical attention as indicated by the medic or Officer in charge, good judgment should be used as to the personnel and equipment necessary for the proper care of the patient during transport to the a medical facility. Personnel and equipment not needed shall be placed in service at this time.

## **Standby / Station fill in for Neighboring Departments**

In the event that a request for an engine or a medic / squad is requested by a neighboring department for a station fill in, consideration must be made in the availability of personnel that will be available and will not deplete the manpower and or equipment level of the Hebron Fire Department. This shall be to the Officer on duties discretion or the Fire Chief.

## **Special Details**

When it becomes necessary for on duty personnel to leave the station for any reason only two personnel will leave the station. Any personnel leaving for any reason must first gain permission from the on Duty Officer or the Fire Fighter in charge. **At no time will any personnel take a piece of equipment off station without prior approval from the on Duty Officer or Fire Fighter in charge.** When personnel leave the station at least one of the two must have a radio and or a pager. At any time equipment leaves the station all personnel leaving must have their turnout gear on the assigned equipment.

## **Scene Triage**

- C.** In the event where multiple injuries are present the senior medical person shall be the Scene Triage Officer and setup a triage staging area for other company's that will be responding and assign the duty's to his/hers designee.

## Assigned Station Duties

At the start of each shift it shall be the responsibility of the Officer or Fire Fighter in charge of the off going shift to pass any information or changes to the oncoming shift. At the start of each shift it will be the Officer or Fire Fighter in charge responsibility to place the assignments on the assignment board and the accountability tags on the assigned equipment. Should there be any change in personnel throughout the shift the accountability tags will be changed.

The first priority of on duty personnel shall be to respond to all emergency calls. At the start of the morning shift, **all personnel will check ALL apparatus and equipment.** Both medic units will be check to ensure all equipment is in good working order and where it should be. The medic in charge will do a drug inventory at the start of the shift to ensure that all drugs or within date and are accounted for.

Any equipment in need of repair after a run shall be brought to the attention of the on duty Officer. Upon completion of vehicle and equipment checks, the station will be inspected for cleanliness and all house duties will be completed. All vehicles will be cleaned inside and out as needed. The daily duty check sheet shall be checked in the morning and be completed for that day of the week. All personnel will be under the supervision of the Officer or Fire Fighter in charge.

Personnel that come in second shift will be expected to perform station duties when required and to complete equipment check off for the assigned day and any other duties assigned by Officer/Firefighter in charge on duty. **On the next page you will find an example of the daily/ weekly station duties that are to be followed out.**  
**A copy of the duties will always be posted in the radio room on the bulletin board.**

## **Record and report procedures for daily log**

The daily log shall always be kept in the alarm room in a three ring binder. The following instructions are to be followed when filling out the daily log. Any information contained in these instructions that are in conflict with current practices or procedures shall not supersede such existing procedures.

**Officer on duty:** Officers, or station Commander on duty and in charge.

**Vehicles and apparatus:** enter the disposition of equipment status and the name of employee checking it.

**Morning report:** enter all information that should be reported to the Chief or to the next shift. Fully complete the attendance section.

**Daily routine:** the listing of specific duties, unusual assignments, or various other events that are to occur or be performed.

Record any unusual or pertinent facts involved on fire or EMS facts. Record activities, messages, or events that should be documented

**Body of log:** list all pertinent events, messages, and other information that is required to be logged, including the status of hydrants, streets, etc. the information recorded on the daily log will be available to all members of the alternate units.

Other required relevant information shall be recorded and retained in the daily log:

- **Maintenance to apparatus**
- **Tools and equipment status**
- **Road closures or restricted to travel**
- **Duty roster (attendance section)**
- **Employees late (attendance section)**
- **Verbal orders**
- **Miscellaneous data**

## Daily Duty Guideline Routine Daily House Chores:

1. Engine Checks.....Fuel all power equipment; S.C.B.A. topped off, Wash vehicle As needed.
2. Medic checks.....02 above 500psi. LP10 LP12 Inspected, check all drugs, Wash vehicle as needed.
3. Trash emptied.....All trashcans
4. Day room cleaned.....Vacuum carpet, pick up dishes, and dust tables.
5. Kitchen cleaned.....Wash dishes and put away, mop floor, clean refrigerator.
6. Bathrooms cleaned.....Clean and Disinfect
7. Laundry washed.....Wash and fold towels and sheets.
8. Sweep & mop all floors.....throughout station.

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**Monday**      Check medic drug dates.  
All power equipment started and checked, all fluids checked in all equipment.

**Tuesday**      Disinfect First out Medic

**Wednesday**      Run Station generator, Disinfect second out Medic

**Thursday**      Wash & squeegee Bay floors

**Friday** Clean turn out racks

**Saturday**      Wash windows throughout station.

**Sunday**      Routine Daily House Chores.

## **Department Duty Hours**

Work period for personnel, per FLSA 207(K), shall be the maximum of two hundred twelve (212) hours in a twenty eight (28) day period. Any lesser period must be an adjusted, pro-rata as set forth in the schedule.

Part-time, off duty on call personnel will be compensated for time only when the following occurs:

- Additional personnel and/or equipment is needed to respond to an incident.
- Additional personnel and equipment in the initial response for any incident.
- Requested by the Officer on duty or the Fire Chief.

### **No personnel shall be compensated for time after:**

- Equipment and personnel have been placed in service.
- As determined by the Officer on duty or the Fire Chief.

In the event a part-time employee is scheduled to work a duty shift and cannot, they will be responsible to call in at their earliest convenience, no later than two hours prior to the start of your shift. When reporting off for a shift you will call the Scheduling Officer or Fire Chief, at no time are you to report off to another Fire Fighter. Failure to follow this will result in disciplinary action. The same is to be followed if you will be late for a shift.

Any personnel scheduled for a duty shift and wishing to trade with another employee at a later date shall fill out the proper trade form and turn it into the Scheduling Officer or the Fire Chief for approval. If you are wishing to trade you must have form turned in no less than 72 hours prior to the trade. Failure to follow the guidelines will terminate the trade.

**Employees are permitted to work consecutive shift, such as forty eight (48) as long as an employee has five (5) hours of uninterrupted sleep between each shift per FLSA.**

## Scheduling Guidelines

Personnel shall be scheduled in this manner:

- By seniority (**years of service**)
- Your level of certification
- Work history
- Live in jurisdiction

Seniority list is determined by:

- Number of years with the Hebron Fire Department F/P/V
- Number of years worked F/P
- Work history

Working weekends and holidays:

- All employees shall work sixteen hours per pay period on weekends
- All employees shall work one holiday shift (twenty four hours) per year

**Failure to work scheduled shifts by any employee shall be subject for dispensary action and a reduction in hours for the following month or termination of employment**

**Hebron Fire Department**  
**Reporting Off For Duty, Trading A Duty Shift Or Reporting Late For Duty.**

Trade\_\_\_\_ Late For Duty\_\_\_\_ Reporting off for duty\_\_\_\_

Employees Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Date Filled Out:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ /

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**Date Requesting Trade, Late For Work or Reporting Off:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ /

**Shift Requesting Trade, Late For Work or Calling Off:** \_\_\_\_\_

**Scheduling Officer:** \_\_\_\_\_

**Reason for the trade, late for work or reporting off**

---

**Signature of Employee Requesting Trade:** \_\_\_\_\_

**Signature of Employee Accepting Trade:** \_\_\_\_\_

**At any time there will be a trade it must be in the same two-week pay period. If for a trade, both employees must sign request form or request will be voided.**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_

**Scheduling Officers Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Chiefs Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Department Phone Calls**

All incoming phone calls or messages to any member of the Hebron Fire Department shall be taken in writing using the phone message book and then be posted on or in the employee's mailbox. The message will have the following information:

Date and time of call

Person calling  
The message  
Name of person taking call

**At any time an incoming phone call comes in to the station pertaining to department business the call will be given over to the duty Officer or Fire Chief.**

**At no time will any personnel give out any employee's home phone number, pager number and or cell phone number.**

The only exception to this would be if authorized in advance by the employee. Any use of the station phone for personal business is to be limited to five minutes. No long distance phone calls are to be charged to the Hebron Fire Department unless the Fire Chief has approved it or it is department related.

Personal Nextel's/cell phones carried by personnel when on duty, are permitted, But at the time any emergency run accurse, phones and Nextel's will be placed in the vibrate mode. At no time will any personnel be permitted to use cell phones or Nextel during any emergency run unless authorized by the on duty Officer.

**No phone calls or P.A. announcements after 22:00 Hrs, unless a family emergency arises or authorized by the Duty Officer/Firefighter in charge.**

## **Hebron Fire Department Observer/Ride along Procedure**

Once an observation shift begins, the health and safety of the participant becomes the responsibility of the unit officer, who must, therefore, have certain authority over observers. Order from unit officers **MUST BE OBEYED COMPLETELY**

**AND WITHOUT DISCUSSION.** Failure to comply will result in **IMMEDIATE TERMINATION OF THE OBSERVATION SHIFT.**

Observers shall **NOT**, in any knowing way, interfere or diminish the department's ability to deliver service.

Observers **MUST** refrain from any activity that could reflect negatively on the Hebron Fire Department, the Village of Hebron, or its employees.

All forms and waivers **MUST** be completed and signed **BEFORE** the shift begins.

No person under the age of sixteen (16) can be accepted for observation of a shift.

There shall be no more than one (1) observer per unit.

Persons who have been granted permission to observe are allowed to observe, but are **PROHIBITED** in participating in field activities of the Fire Department. The **ONLY** exceptions to this provision are:

**Certified Firefighters and/or EMT's** from communities **OTHER** than Hebron who are participating in training that require direct or indirect participation in such activities. Participation shall then be limited to their Level of completed training, and under the **DIRECT** supervision of Hebron Fire Department personnel.

The observer may share information on calls **ONLY** for purposes approved by the fire chief. **MEDICAL INFORMATION CONCERNING ANY INDIVIDUAL IS CONFIDENTIAL, AND SHALL NOT BE SHARED OR DISCLOSED EXCEPT FOR CONTINUING MEDICAL CARE, OR INVESTIGATIONS.**

The observer agrees to submit to the fire chief of the Hebron Fire Department, any pictures taken or formulated by the observer for the Fire chief's approval before pictures or text are released for publication.

#### **G. PROCEDURES**

Participation in the observer/Ride-A-Long program shall be obtained by request of the Fire Chief, or the unit officer.

The observation/Ride-A-Long packet shall be made available from the department officer.

The request for observation shall be completed and **MUST** include the purpose for the observation, as well as the date and time desired for observation; the person's name, and address.

One week advanced notice is recommended; three (3) days is requested.

The individual requesting the observer/Ride-A-Long program **MUST** sign a "waiver of liability" form, holding the Village of Hebron and the Hebron Fire Department and its employees harmless from any liability resulting from injuries, damages or claims sustained as a result of the observer/Ride-A-Long program.

The completed form shall be returned to the department unit officer for processing. Acceptance or rejection shall be communicated by telephone during regular business hours.

The fire Chief and/or unit officer reserves the right to cancel an observer/Ride-A-Long program request, which had previously been approved at any time.

Observer should report to the unit officer at the correct time, wearing appropriate dress.

## **DRESS CODE FOR OBSERVER/RIDE ALONG PARTICIPANTS**

Dress code requirements for observer are as follows:

Sturdy serviceable shoes, preferably black.

Durable navy blue pants.

Durable navy blue shirt, void of dramatic ornamentation and loose trailing features.

## **PART B**

### **PARENT/GUARDIAN RELEASE FROM LIABILITY**

The undersigned, \_\_\_\_\_,

and

\_\_\_\_\_, Referred to as the parent and/or legal

Guardian of \_\_\_\_\_

does (do) hereby represent that

He/she is in fact acting in such capacity, and have read, understand, and consent to the terms above pertaining to the participation of the above named minor in any activities authorized or promoted by the Hebron Fire Department, and hereby give permission for my/our child to participate. I have read this release and consented to its terms.

**B. PRINT YOUR NAME**

**C. I HAVE READ THIS RELEASE AND CONSENT TO ITS TERMS.**

**D. SIGNATURE**

**E. DATE**

*STATE OF OHIO)*

(SS:

*COUNTY OF LICKING)*

Subscribed and sworn to before me

by \_\_\_\_\_

As \_\_\_\_\_ for the above-named Of the minor, \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_,

My commission expires: \_\_\_\_\_.

**NOTARY PUBLIC**

*DATE* \_\_\_\_\_

**F.PART B Continued**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_

**DAYTIME PHONE**  
**NUMBER**

EVENING PHONE NUMBER \_\_\_\_\_

ORGANIZATION YOU ARE REPRESENTING: \_\_\_\_\_

REASON FOR OBSERVATION

REQUEST: \_\_\_\_\_

DATE (S) OF SHIFT (S)

DESIRED: \_\_\_\_\_

HOURS

DESIRED: \_\_\_\_\_ TO \_\_\_\_\_

I WOULD LIKE TO PARTICIPATE IN AN OBSERVATION AS INDICATED ABOVE.

I HAVE READ AND UNDERSTAND THE RESTRICTIONS OF THE PROGRAM AND AGREE TO ABIDE BY THEM.

**UNIT OFFICER MUST HAVE**  
**THREE (3) DAYS NOTICE**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**UNIT OFFICERS RESPONSE:**

I WILL      WILL NOT      (CIRCLE ONE)

BE ABLE TO  
ACCOMMODATE THIS REQUEST

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

FIRE CHIEFS  
SIGNATURE \_\_\_\_\_

OBSERVER NOTIFIED BY: \_\_\_\_\_

NAME

DATE

\_\_\_\_\_  
TIME

**HEBRON FIRE DEPARTMENT  
WAIVER**

**RELEASE OF ALL CLAIMS AND HOLD HARMLESS AGREEMENT  
FOR HEBRON FIRE DEPARTMENT OBSERVER/RIDE-A-LONG  
PROGRAM**

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**READ CAREFULLY**

Please read this form carefully and be aware that in signing up and participate in the above program, you will be waiving and releasing all claims for injuries, damages, or death arising out of this program.

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**INSTRUCTIONS**

Participants age eighteen (18) and over: Complete part A only and have it witnessed.

Participants under age eighteen (18): **MUST** have parent or guardian complete part A and B, and have it notarized.

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**PART A**

In consideration of being permitted to participate in the Hebron Fire Department observer/Ride-A-long program, I, for myself and personal representatives, heirs, next of kin, hereby releases, waiver, discharges, and covenants not to sue, the Hebron Fire Department, its officer, agents or employees; and the *Village of Hebron*, its officers, agents, or employees; from all liability to myself, my personal representative, assigns, heirs, and next of kin for all loss or damage, in any claim or damage therefore on injury to the person or property in the death of myself whether caused by the negligence of the Hebron Fire Department, its officers, agents or employees, and the Village of Hebron, its officers, agents, or employees; while I, am participating in an observer / Ride-A-Long program with the Hebron Fire Department. I agree to indemnify the Hebron Fire Department and the Village of Hebron from any loss, liability, damage or cost I may incur to my presence in or on the observer/Ride-A-Long program whether caused by the negligence of the

Hebron Fire Department, its officers, agents or employees, and the Village of Hebron, its officers, agents, or employees; or otherwise. I hereby assume full responsibility for and risk of bodily injury, illness, death or property damage due to negligence of the Hebron Fire Department, its officers, agents or employees, and the Village of Hebron, its officers, agents, or employees; or otherwise while in or on the observer/Ride-A-Long program.

I especially agree that this release waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Ohio.

I further state that I have carefully read the above release and know the contents of the release and sign this release as his/her own free act.

I further release all employees, representatives or agents of the Hebron Fire Department and the Village of Hebron from any claim whatsoever on account of first aid, treatment or service rendered me during participation as a result of the observer/Ride-A-Long program. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

**NOTE: READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. TO BE CONSIDERED FOR THIS PROGRAM, A PERSON MUST BE AT LEAST 16 YEARS OF AGE**

Name of observer: \_\_\_\_\_

\_\_\_\_\_  
**Printed name** **Signature**

Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Age of observer** \_\_\_\_\_ **Birth date of Observer:** \_\_\_\_\_

# **Release of Fire Department Documents or information**

## **Release of information to the Media:**

The only personnel that will give any statement to the media will be the Officers of the Hebron Fire Department unless advised by the Fire Chief. It is the policy of the Hebron Fire Department that interviews conducted by Fire Department personnel to the media during or after any incident that the following information might be divulged.

Date and time of the incident

Units, which responded

Age and gender of patient or patients

Condition of the patient

Facility patient was transported to

Area where patient resides Twp, County, or City.

**Under no circumstance should the name or address of the patient be released.**

## **Release of EMS reports / Fire reports / Radio logs**

Persons meeting one of the following criteria may obtain copies of any of the above listed reports at a charge of \$ 5.00 dollars per copy.

- Persons involved in the incident
- Insurance investigators or companies
- Attorney and firm they represent

**Picture Identification is required for the release of any reports,  
The Officer on duty will be the only one to release the report.**

Attach original request to original report or note on original report as to whom a copy was sent and the date you sent it.

All law enforcement agencies investigating any incident will receive copies without a charge.

## **Replacement of EMS Equipment**

Drugs or other medical equipment used on a run shall be replaced upon arrival at the receiving medical facility. In the event the receiving hospital is unable to replace equipment used on the run the on duty Officer will be notified on your return to the station.

If at any time the Hebron Fire Department transports a patient to the hospital or has a patient transported by med flight with the use of equipment that must be left at the hospital there is to be an inventory sheet filled out when you return to station.

This will show the facility having equipment run number, run date and equipment list left at the facility. The equipment list when filled out will be turned over to the EMS coordinator for a follow up.

**You will find an example of the inventory sheet that will be filled out for any equipment used or left at the hospital**

**Location of Equipment used on EMS Run  
Hebron Fire Department  
111 Basin Street Hebron, Ohio 43025  
Phone (740) 928-4721 Fax (740) 928-2726**

Date of Incident \_\_\_\_\_ Location of Incident \_\_\_\_\_

Run Number \_\_\_\_\_

Transported by: M8 M9 Med Flight Mutual aid Medis

<b>Items Left at Hospital</b>	<b>Quantity</b>
-------------------------------	-----------------

- |                               |  |
|-------------------------------|--|
| 1. ( ) Backboard.....         |  |
| 2. ( ) Head Blocks.....       |  |
| 3. ( ) Back Board Straps..... |  |
| 4. ( ) M.A.S.T. Pains.....    |  |
| 5. ( ) Traction Splint.....   |  |
| 6. ( ) Air Splint.....        |  |
| 7. ( ) K.E.D. Board.....      |  |
| 8. ( ) Foot Plate.....        |  |
| 9. ( ) Head Block Straps..... |  |

Any other items that may have been left at the Hospital please list below.

---

Date Items Was Returned: \_\_\_\_\_

Personnel Receiving Equipment \_\_\_\_\_

## Hebron Fire Department duty Station Apparel

All personnel while on duty will adhere to the **SOP'S/SOG'S** section, station apparel on duty uniforms.

**On duty uniforms:** Uniforms of all on duty personnel will be as follows:

**Shoes:** Black in color, steel toed hard sole.

**Pants:** Navy blue (example: lion or red cap duty pants).

**Shirts:** Dark blue- Department dress shirts (no badges, patches or Fire Department emblems are to be worn on duty shirts.

The duty dress shirt will have your first initial and last name over right breast and the Hebron FD over your left Breast.

Navy blue golf shirts are with the Maltese cross over the left breast and your name starting with first initial last name over right breast.

**T-Shirts:** Navy blue in color with the Maltese cross over left breast and your name starting with first initial last name.

**Sweatshirts/ job shirts:** Department sweatshirts are permitted in the winter months (Weather permitting) this will be to the Officers discretion.

**Belt:** Black in color with a plain buckle.

**Socks:** Black white or navy blue in color.

**Hats:** All hats (ball caps) will have the Hebron Fire Department logo, no other hats with other Department logos will be permitted to be worn on duty. If at any time the ball cap becomes worn or soiled it will be the officer's discretion to have you replace it and you will not be permitted wear it on duty.

**Note:** All pants and shirts shall be a majority blend of one cloth, polyester or cotton.

All Officers of the Hebron Fire Department are permitted to wear their navy blue shirts while on duty, but during special meetings or functions shall wear their white button up dress shirts. Shirts shall have their rank embroidered on right breast and the Hebron FD on left breast.

**i.e. Chief - Chief.**

**Assistant Chief - Asst. Chief.**

**Captain -Capt**

**Lieutenant - Lt**

Departmental badges can be worn on duty jackets only.

During summer months or while performing station duties you can be permitted to wear a navy blue T- shirt with the Duty Officers permission.

**Any time the on duty personnel leave the station to respond to a medical emergency or to do errands. They will be required to wear their shirt with a collar either your light blue duty shirt or navy blue golf shirt.**

During winter months a navy blue colored sweat shirt will be permitted to be worn around the station with the Maltese cross over the left breast and your first initial and last name over your left breast.

The navy blue job shirts shall be permitted to be worn outside of the station as long as they are in good condition. Duty coats are permitted to be worn as long as they are of the style as the navy blue duty coats with the Hebron Fire Department patch over the left breast and your Department badge over the right breast.

## **On duty appearance**

All personnel must be clean-shaven, hair combed, be dressed in a clean uniform and have shoes polished prior to daily roll call.

**(Beards are not permitted)** mustaches are permissible provided the length is not below the lower lip. Hair length may not exceed below the middle of the ear on the side and must be above the collar in the back. In the front the hair length must be as not to extend below the eyebrows.

## **Wearing of jewelry on duty**

All jewelry should be removed at the start of each shift. Watches and wedding bands are permissible.

Any changes or alterations to the above must have approval of the Fire Chief or the on duty Officer.

## **Village of Hebron Division of Fire and EMS Computer/ internet use Procedure**

It shall be the Village of Hebron Division of Fire and EMS administrations responsibility to train all employees in the application of this procedure.

It shall be the responsibility of each employee to know, and use this procedure as it applies to any situation at hand. Each employee will use good judgment in the use of this procedure.

The use of the internet shall be limited to Departmental use only. There shall be no employee surfing the internet, playing computer games until after 1600 hours Monday through Friday. On the weekends and holidays it shall be limited use. It shall be the Officer on duty discretion.

### **Personal Computers in the Fire House**

Employees with personal computers will not be permitted to bring them into the Fire House until after 1600 hours. When any employee has his/her personal computer in the Fire House it will up to the Officer on duty to monitor any activities.

If any employee needs his/her computer for training it will be to the Officer on duty discretion to there decision. At no time shall any employee whether your own computer or the Departments computer log on any inappropriate web sights such as, porn sights, or any X rated sights, hot or not .com, Etc.

## **Televisions use around the Fire House**

During day time hours, the televisions shall only be turned on during lunch hour, special news updates, or the weather channel. Any deviation from this shall be brief. After 1600 hours, employees are permitted to watch the televisions. Any shows, DVD'S, videos shall be appropriate for viewing and shall not be of adult contents. This shall be monitored by the Officer on duty.

## **Station Radio/stereo system**

The Station radio shall be on at any time during your shift, but the volume shall be at a level as not to interfere with verbal communication throughout the station.

All personnel shall listen to appropriate contents. Channels with vulgar language shall be forbidden and shall be monitored by the Officer on duty.

## **Hebron Fire Department Disciplinary Guidelines**

The Village of Hebron regards employee discipline as taking an appropriate and consistent action to correct or change improper employee conduct on performance. Disciplinary action shall be applied promptly on the basis of circumstances involved and consideration for discipline will be given based upon the employees past record, as well as the severity of the offense in question.

Necessary action should be viewed as an attempted to change improper job performance and/or personal behavior in an effort to encourage the employee to become a better and more productive individual, while at the same time addressing the overall needs of the village.

When it becomes necessary to administer discipline, such discipline shall be administered in a manner consistent with the guidelines established by the Village of Hebron. A completed documentation of all actions, including a description of the violation and the action taken and a copy shall be placed in the employees file in the clerk's office and a copy will be placed in the employees file in the Fire Chiefs office. Since the violation of some rules are more serious then others, these rules have been divided into three groups. Offenses, which will result in disciplinary action, include, but are not limited to, the following:

### **Group A**

**First violation:** Verbal warning (oral reprimand)

**Second violation:** Written reprimand. One copy will be placed in the employees file and one will be given to the employee. The employee will sign both copies.

**Third violation:** Suspension. Up to and including five days without pay.

**Fourth violation:** Termination of employment.

**The following reasons may apply for Group A disciplinary actions:**

1. Failure to follow oral or written instructions/orders by On Duty Officer
2. Inefficiency in the use of time and performance.
3. Careless use of property and equipment.
4. Thoughtless conduct that endangers other or results in property damage.
5. Failure to maintain a harmonious work relationship with the public or Other employees of the village.
6. Habitual tardiness.
7. Engaging in horseplay.
8. Using Village property in an unauthorized manner.
9. Actions, which reflect unfavorable embarrassment to the Village of Hebron or the Hebron Fire Department.
10. Unauthorized absence of less than three days.
11. Abuse of sick leave.

**Group B**

**First violation:** Could result in suspension or up to five days without pay or written reprimand.

**Second violation:** Could result in discharge or suspension of up to five days without pay.

**Third violation:** Termination of employment.

**The following reasons may apply for group B disciplinary action:**

1. Reporting for duty under the influence of intoxicants.
2. Failure to use safety equipment or comply with safety rules.
3. Unauthorized sleeping on duty.
4. Gambling while on Village property.
5. Unprovoked use of excessive force or language in dealing with the public or members of the Village.
6. Actively engaging in political activities as prohibited.

## **Group C**

**First violation:** May result in termination or suspension of up to five days without pay.

**Second violation:** Termination.

### **The Following Reason May Apply For Group C Disciplinary Actions:**

1. Falsification of records.
2. Improper use of or disclosure of Village or Fire Department records.
3. Misuse of Village funds.
4. Causing intentional or negligent damage to equipment or property of the Village or a fellow employee.
5. Insubordination.
6. Unauthorized absence of more than three days.
7. Theft of any kind.
8. Being the aggressor in a fight on Village property while on duty.

9. Drinking alcoholic beverages while on duty or off duty on Village property.
10. Unauthorized possession of a firearm or knife.
11. Conviction of a serious crime or felony, which impairs the ability to continue in public service.

**Any other reason to those above, which the administration deems  
necessary to warrant dismissal.**

**The Council and the board of public affairs when applicable prior to any action being taken except for violations, which obviously call for immediate action, shall review all discharges.**

## **Grievance Procedure**

Whenever an employee of the Village of Hebron feels that disciplinary action against them was unfair or unwarranted by his/her supervisor in the administration of discipline. He/she shall present in writing a complete statement of his/her grievance and turn it in to the higher-ranking superior supervisor, or another Officer of the Village Fire within five working days. If such grievance is not resolved to the satisfaction of the party by their supervisor he/she may request a review by the appropriate authority.

# **Hebron Fire Department Conduct Procedures**

## **PERSONAL**

All employees of the Hebron Fire Department are to conduct them self in a professional manner at all times when on duty or off duty, especially when dealing with the public.

Uses of profane language in or around the station or on any emergency scene will not be permissible. The Hebron Fire Department is a public building and at anytime anybody may enter the station without our knowledge.

Fire department business and internal matters are just that and are not to become public gossip or information. These actions, which tend to deteriorate the professional image of the Hebron Fire Department will not be tolerated and will result in disciplinary action.

At all time the employees of the Hebron Fire Department will treat each other with professionalism and respect.

Under no circumstance will horseplay be tolerated around the station or on any emergency scene.

The Officers of the Hebron Fire Department may issue verbal or written reprimands for continued misconduct or failure to obey an order.

## Children in the firehouse

When there are children on station whether a school visit or children of a Hebron Fire Department employee **at no time will children be left unattended.** At no time are children to be playing in the equipment bays due to the possibility of an emergency run.

Children will be permitted to view equipment and be lifted into the equipment but will be closely supervised by Fire Department personnel. At no time will horseplay be tolerated.

At any time there are visitors in the station all personnel on duty will be advised of it as to watch their conduct and in the event of an emergency run to watch out for the safety of the visitors.

## Visitors in the Firehouse

At any time Hebron Fire Department personnel have visitors stop by all personnel on duty will be advised of the visit, and will conduct them selves in a professional manner. Any visitor whether a wife, husband, girlfriend, significant other, children or family member of any employee will be treated with respect at all times.

Any employee having a visitor on station will respect the privacy of his/her fellow employees. All visitors are required to be out of the station no later than 2200 hours.

Any changes in these procedures are subject to change and are up to the Officer on duty's discretion.

## **Animals or pets in the Firehouse**

If at any time personnel stop by the Hebron Fire Department with their pets at all times the pet will be on a leash never running loose.

If at the time of the visit a run occurs the pet will be placed in one of the secured rooms or chained up in the back of the station out of harms way.

If at any time any employee's pet creates a mess or leaves a mess around the station whether in the station or outside the station it will be the responsibility of the employee to clean it up.

**At no time will any employee of the Hebron Fire Department bring their animals or pets to work when on duty.**

## **Equipment or property of the Hebron Fire Department leaving the premises**

Any personnel taking or borrowing property of the Hebron Fire Department must first have authorization from the on duty Officer or the Fire Chief. At the time of the request personnel are to fill out a form stating what piece of equipment you are wishing to borrow, how long you will have equipment. **At no time will any personnel borrow any equipment with out first having approval from the on duty Officer or the Fire Chief.**

Any personnel returning equipment they have borrowed shall ensure that equipment is in cleaned and in good working order. If equipment that has been borrowed by any employee becomes damaged or destroyed, it shall be the responsibility of the employee to repair or replace the equipment. If there is a need for repair or replacement of equipment, it shall be the employee's responsibility to advise the on duty Officer or the Fire Chief.

**Any personnel not having authorization, having equipment belonging to the Hebron Fire Department will be considered a Theft.**

**Disciplinary action will be taken, if any personnel is found having on or in their possession, without prior authorization, equipment belonging to the Hebron Fire Department.**

**At no time shall any equipment belonging to the Hebron Fire Department be loaned out to any one other than Hebron Fire Department personnel.**

**See attachment:** Equipment request form.

## Equipment request form

Employees name: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment requesting to  
borrow: \_\_\_\_\_

\_\_\_\_\_

Estimated time of use: \_\_\_\_\_

Time equipment taken: \_\_\_\_\_ Date: \_\_\_\_\_

Expected return of equipment: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment returned: \_\_\_\_\_ Date: \_\_\_\_\_

Officers Authorization of use: \_\_\_\_\_ Date: \_\_\_\_\_

Officers Signature on return: \_\_\_\_\_ Date: \_\_\_\_\_

By signing the above form you have been given permission to use equipment listed and will except full responsibility for its use and care. Any damage or loss of any parts of the above equipment you will be financially responsible for the repair or replacement.

## Use of Tobacco Products in Station or Fire Department Vehicle's

It shall be the policy of the Hebron Fire Department that the use of any tobacco products be limited to the following designated areas of the station and grounds. They are:

- North apparatus bays
- Wash bay by radio room
- Outside of building

**At no time shall personnel use any Tobacco products while outside the above-designated areas.**

**No personnel shall use Tobacco while:**

- Riding in any Hebron Fire Department apparatus
- While checking equipment inside apparatus
- In the presences of visitors on station
- Representing the Hebron Fire Department at a public function

At no time shall personnel discard cigarette butts, tobacco juice or the contents of the tobacco, on any floor or pavement in or around the premises.

At no time shall cigarette butts, tobacco juice be discarded in any floor drains around the premises.

No personnel shall leave burning cigarettes, cigars, and tobacco juice containers unattended.

If any personnel using a spit container for tobacco juice it must be a container with a lid to prevent from spilling.

**Failure to comply, from any personnel; will be grounds for disciplinary action taken.**

# **Safety Procedures For The Hebron Fire Department**

It is the intent of this guideline that no employee shall cause delay in any emergency operation by not being fully prepared to engage in Firefighting operation, rescue or any emergency medical operation in a safe manner.

## **Seatbelts**

**All personnel when riding on any Hebron Fire Department emergency vehicle shall utilize their seat belt at all times.**

Personnel shall not be permitted to ride on the tailboard or stand in the jump seat of any apparatus. The exception to this is during hose loading operations and even then only two Firefighters will be permitted on the tailboard at a time. During hose loading operation one person shall stand three feet on the left side to the rear of the apparatus to instruct the driver as to the proper speed for the loading operation and to ensure the safety of the personnel on the tailboard of the apparatus.

## **Protective Clothing (Fire)**

All personnel boarding any Fire apparatus when responding to an emergency shall be required to wear their complete turnout gear.

This includes boots, pants with suspenders in their proper position. Coats must be fastened and secured. Nomex hood must be tucked in under the coat. Helmet with chinstrap fastened and visor in place. Approved gloves must be worn.

The exception to this regulation shall be the driver of the apparatus. The driver shall be required to wear his bunker pants and boots while driving apparatus to an emergency. The driver shall take his turnout gear and place it on the apparatus in a position that will not hamper his driving of the apparatus. When the equipment arrives on the scene of the emergency the driver will don his/her remaining turnout gear.

## **Fire Ground Protective Clothing**

When on the Fire ground all personnel engaged in hands on Firefighting activities shall wear full protective clothing at all times. **When entering environments which contain foreign materials, superheated air, a lack of oxygen or poisonous gasses a self contained breathing apparatus will be worn at all times.**

The Officer in charge will make the determination as to the removal of protective clothing or breathing apparatus. Where toxic materials are involved, the incident commander shall be consulted on this decision. Personnel not engaged in hands on Firefighting or rescue activities shall wear whatever protective clothing is required to ensure complete protection.

# **Knox Box Procedures**

It shall be the responsibility of all Hebron Fire Department personnel to familiarize themselves of all Knox box locations throughout the Hebron Fire Departments jurisdiction. Knox box locations are listed in map books located in all department apparatus and alarm room. All apparatus of the Hebron Fire Department have been assigned a Knox box key. All keys are secured in a small lock box with a push button in coder. All codes are set the same in all apparatus. To operate the lock box push each button in, then pull down on mechanism and the front will open, repeat procedure for recurring lock box. At any time it becomes necessary for personnel to gain entry in to any structure by the use of the Knox box key, all personnel shall follow the following procedures:

- **Advise County dispatch to start law enforcement to your location.**
- **Advice County dispatch that you will be gaining entry with a Knox box key.**
- **Advice County dispatch at the time the Knox box key is resecured.**

**At no time shall any one other then Hebron Fire Department personnel barrow or use any Knox box key.**

## **Fire hose- Maintenance and Procedures**

Fire hose shall not be allowed to remain on apparatus when in a muddy or otherwise soiled condition. In addition, fire hose having a jacket constructed of cotton or other natural fibers shall not be left on the apparatus when wet. Continued dampness is injurious to cotton fabric, and mud often contains metallic or other chemical substances, which may be injurious to hose if permitted to remain on it.

Hose having jackets constructed of synthetic fibers may pick up contaminants, glass or other debris at fires or other emergency scene, which may prove to be harmful to apparatus, personnel, or public property if not removed from the hose. In addition, where this hose is allowed to remain on the apparatus when wet, rust may develop in the hose beds.

Hose shall be either cleaned or replaced with a clean, dry supply as conditions warrant. Washing or brushing shall remove all mud and debris, when necessary, hose shall be dried in accordance with the requirements established for the particular type of hose involved.

Under normal conditions, hose used at fires during training evolutions or for any other purpose will be changed or cleaned as necessary. This shall be done either by members assigned to the work shift that used such hose, or by members working opposite shifts, in the latter case, it is preferable that the work is accomplished during the morning hours on the shift or unit following that on which the hose was used.

Whenever hose is changed, this fact and any related information should be recorded in the daily log. The hose database shall be properly revised each time that hose is changed.

In most instances when it becomes necessary to change hose, the Officer on duty shall ensure the proper amount of replacement hose to be laid out on the apparatus floor or other convenient location. In any event, when changing hose, the used load shall be removed from the apparatus and the fresh supply put in its place as quickly as possible as not to have apparatus out of service for a long period of time.

All gaskets in hose connections shall be inspected before hose sections are coupled together, and any missing or damaged gaskets shall be replaced before the hose is loaded on the apparatus.

Unless the hose is likely to encounter freezing temperatures, it shall not be necessary to completely drain the water from the hose as the rubber lining is not injured by dampness within, but on the contrary is benefited by remaining on a moist condition.

Extreme cold causes deterioration of rubber; however, this is not sufficient reason for not storing fire hose in cold areas if the hose is first thoroughly drained and dried.

Fire hose is liable to crack if it is bent while on a frozen condition. Care shall be taken to handle frozen hose in such a manner as to avoid bending as much as possible. Such care will reduce the amount of damage apt to result from improper handling of hose in this condition.

All hose stored in the fire station shall, whenever possible, be stored so as to permit the free circulation of air, and shall be inspected at least monthly for signs of mildew and other indications of deterioration.

Care should be taken to see that hose is not exposed to the sun's rays or to very hot, dry air.

When fire hose is being used, care shall be taken to see that the section nearest the engine or hydrant is not being chafed by vibration at the point of contact with ground.

Acids, oils, rust, gasoline, chemicals, and fumes arising from various processes are injurious to some types of fire hose. Contact with such substances shall be avoided if at all possible.

## **Hose Inventory System**

Hose inventory shall be maintained for each section of fire hose. The master shall be maintained at the Fire Department Office and should be referred to regularly as an aid in determining when hose should be replaced. This file provides a permanent record of all fire hose assigned to the Hebron Fire Department. In addition, it provides a record of hose pressure test date.

**The Hebron Fire Department employee designated by the Fire Chief shall ensure that all fire hose is tested each year and a complete and accurate hose inventory is entered into the database.**

**The Hebron Fire Department shall test all fire hose in the fall of each year.** At the time of the annual hose test, a complete and accurate hose inventory shall be compiled and forwarded to the Fire Chief. This list will be checked against the information on file from the past year, and updated as a part of the department's annual inventory.

The administrative staff of the Hebron Fire Department is responsible for seeing that all hose inventory forms are promptly exchanged or revised so as to accurately reflect current hose supplies.

**Annually, ALL FIRE HOSE** shall be tested by subjecting it to predetermined maximum test pressures. For most of our hose, the maximum test pressures employed will be 250 pounds per square inch, and 200 PSI for large diameter hose. The Officers/Fire Fighter in charge shall refer to NFPA 1962 guidelines, and will supervise these tests and the result shall be properly recorded on the database.

When preparing hose for testing, lay the hose out in a straight line without kinks or twists, coupled together and have a shutoff nozzle attached. The total length of coupled hose shall not exceed 300 feet. Be sure the nozzle is left open when building to the authorized test pressure until all air has been forced from the hose line.

After the hose has been filled with water, each coupling shall be marked at each end at the back of the coupling to determine whether that coupling slips during the

test. If a coupling has moved during the test, the coupling shall be cut from the hose; the length tagged, and sent for re-coupling.

When attaining required test pressure, do so slowly usually allowing a minimum of one minute for this purpose. Maintain the required test pressure for five (5) minutes during which time the hose should be inspected for signs of seepage, leakage, or loosening at the couplings.

Any additional information concerning testing procedures and guidelines will be included with the annual test schedules.

Officers shall be responsible for assuring that all fire hose is properly tested prior to its being placed in service as a part of the regular hose inventory.

Whenever hose is sent for repair, transferred to another company or loaned out for any reason, the date and circumstance will be forwarded to the Officer on duty. Whenever hose is received after having been repaired or loaned or is received as a replacement, a notation shall be forwarded to the Officer for entry, and the date and any pertinent remarks will be entered.

## **Tools and equipment maintenance and procedures**

Company members under the direction of the Officer on duty shall perform general maintenance of tools and equipment.

At the beginning of each shift, employees shall check all tools and equipment for presence, cleanliness, and ability to perform the functions intended.

During this equipment check, special attention should be given those tools that are used infrequently, and therefore, do not receive the constant check of use. Employees should also take note of any improper storage practices, and make the necessary corrections at this time.

After completing the daily equipment checks, appropriate entries shall be made in the daily log with regards to the status of the equipment. Missing or damaged tools or equipment shall be listed and any other pertinent information concerning such equipment shall be recorded, and if necessary, appropriate reports submitted. The failure or damage of tools, equipment, or hose, requires that a letter of explanation be initiated by the Officer and sent through the proper chain of command. If there are no missing items, an appropriate notation to this effect shall be entered in the daily check sheets.

Before leaving the scene of a fire or other emergence where any tools or other items of equipment were either used or may possibly have been removed from the apparatus, a complete check of the equipment shall be made. If possible, any missing equipment will be located before returning to quarters.

As soon as practical after returning to quarters, all equipment shall be returned to a state of operational readiness. Particular attention shall be given to the self-contained breathing apparatus systems, so as to assure that such equipment is always ready to be used with maximum effectiveness in subsequent emergency situations.

Many tools and other items of fire service equipment fall into the category of expensive precision instruments. Such items must be treated with care as they are

sometimes easily damaged. In order to properly maintain equipment of this type and realize the maximum potential levels of performance, extra effort must often be expended to properly utilize and care for this equipment.

It is the policy of the Hebron Fire Department that all respiratory protective breathing apparatus systems be thoroughly checked daily (if necessary) and after each use, this includes disinfect ion the face piece. These systems should be handled carefully; when removing them after use at a fire or emergency scene, they shall be returned to their proper place on the apparatus.

Whenever possible, respiratory protective systems will be returned to a condition of operational readiness (cylinders charged, face pieces cleaned, etc.) before leaving the fire emergency scene to return to quarters.

All Hebron Fire Department self-contained breathing apparatus shall be tested each year to the manufactures specification. All cylinders shall be hydro tested to the manufactures specification; all records shall be recorded and entered into the database by the employee designated by the Officer on duty or Fire Chief. Tools or other items of equipment not meeting firefighting standards, whether found to be in such condition during the course of a routine equipment check or determined by any other means, shall be cleaned, lubricated, or repaired as necessary. If conditions warrant, they shall be tagged and sent for repair or replacement.

**All gasoline and diesel powered tools and equipment shall be checked, started, and operated weekly until the individual piece of equipment reaches its operating temperature. This should normally be accomplished within ten to twenty minutes. Equipment such as generators, saws, exhausts fans, electrical cords, etc.**

Any gas-powered equipment of the Hebron Fire Department shall have a complete preventive maintenance service on them each year. This shall include replacement of all fuel, air filter, spark plug, oil-filter and any other repairs necessary for efficient operation. All maintenance shall be to the manufactures specifications. Adjustable nozzles should be checked frequently and should be handled carefully. Such nozzles are precision instruments and should not be dropped, dragged, or otherwise mishandled.

## **Ladder Testing and Maintenance**

Hebron Fire Department Employees shall inspect all ladders monthly, and after each use. At the time of inspection of ladders, any dirt, grease, oils shall be clean to manufactures specifications. All heat detectors stickers, or any other safety labels that become worn or deteriorated shall be replaced. All working mechanisms shall be checked for operation, and any signs of deterioration. Any findings shall be documented, and advise the Officer on duty of your findings. If at the time of inspection you find the ladder to be unsafe, the ladder shall be tagged out of service and removed from service. **At No Time shall any ladder that has been placed out of service be used until it has be tested by a certified testing agency and certified for service.**

All Hebron Fire Department ladder shall be inspected and tested by a certified testing agency each year to ensure they meet all safety requirements. All testing records and reports shall be entered into database to ensure good documentation of all findings.

## **Salvage covers Maintenance and procedures**

Salvage covers used by the Hebron Fire Department may be canvas, plastic, or other materials, and shall be used and maintained in keeping with the provisions of this section.

Whenever it is necessary to leave salvage covers at the scene of a fire or other emergency, the Officer shall be notified at the first opportunity. An entry shall be made in the daily log stating the number and type of cover used, and the address at which they were left.

The Officer on duty completes a check of the scene to determine when the covers can be picked up. When it has been established that the covers are no longer a necessity at the scene, personnel will retrieve the covers as soon as practical. A notation shall be made in the daily log of the return of the salvage covers.

# **Hebron Fire Department Pass Port Accountability**

## **System**

### **SYSTEM HARDWARE**

#### **Page 1&2**

- I. PURPOSE
- II. ACCOUNTABILITY
- III. RULES OF ACCOUNTABILITY
- IV. PASSPORT IMPLEMENTATION
  - Level I & Level II Accountability
  - Level III Accountability
  - Level IV Accountability
- V. PERSONNEL ACCOUNTABILITY REPORT
- VI. POINT OF ENTRY CONTROL
- VII. RAPID INTERVENTION CREWS
- VIII. LOST, MISSING, TRAPPED FIREFIGHTERS
- IX. ACCOUNTABILITY OFFICERS
- X. ACCOUNTABILITY SECTOR
- XI. TERMINATING THE “PASSPORT” SYSTEM

## **PASSPORT SYSTEM-HARDWARE** **NAME TAGS (P.A.T.)**

**A.** Each firefighter is issued four or five plastic nametags with his/her name on them.

### **G. Color-coded:**

**BLACK** - Chief Officers

**RED** - Company Officers

**GREEN** - Pump Operators

**YELLOW** - Firefighters

**BLUE** - EMS

Size is 2-1/2 x 1/2 inch  
Each tag has a Velcro strip.

All tags are attached to the underside of the rear helmet brim by a Velcro strip.

### **PASSPORTS**

A plastic card, 2-3/4 x 3 3/4 inches, white in color, black lettering/etching  
Company designation (i.e. "E-81") etched at the top.

Where applicable (engines, ladders, etc.) a red stripe and a green strip will be placed on the passport to designate company officer and pump operator positions. Velcro on front and rear Front receives name tags

The passport is attached to a Velcro strip located on the dash of the apparatus, company officer (or passenger) side.

## **STATUS BOARDS-Small**

A plastic board, 12 x 8 inches, white in color, black lettering/etching. Velcro front and back Position for eight Passports Located on drivers inside door panel, on all Engine and Ladder Companies. Used by pump operator, sector officer, or a accountability officer to manage Passports at point of entry.

## **H. STATUS BOARD – Large**

Plastic board, 16 x12 inches, white in color, black lettering/etching Velcro front and back.

Position for 12 Passports.

Carried in Chief Officer's vehicles.

Used by Chief Officers, or Accountability officers, to manage PASSPORTS at point of entry.

# **HELMET COMPANY IDENTIFICATION MARKERS**

## **Helmet Markings**

Each helmet will bear the individuals name in one-inch (1”) letters across the rear brim of the helmet (See attachment #2).

Each helmet will bear a magnetic base plate on both sides of the helmet. The material used for permanent designation shall be a magnetic vinyl material. Capable or receiving a vinyl magnetized sign.

## **Magnetic Overlays**

Fire Department Engines, Ladders, Rescues, Squads, and Medics shall maintain Magnetized vinyl material with the specific equipment designation lettered on the vinyl.

These vinyl labels will be prominently located at each seat location on the Apparatus or EMS vehicle.

When personnel are assigned, Company Officers will ensure members affix these vinyl markings to the permanent magnetic plate on the side of the helmet. Personnel will ensure these vinyl labels are returned to their proper location before being relieved of equipment assignment, or at the end of the duty shift.

The shield on the front of the helmet will bear the department insignia.

Any decals and/or insignias not previously approved by the chief shall be prohibited. All other markings shall be maintained as required by NFPA 1972, Standard on Helmets for Structural Firefighting.

## “PASSPORT” ACCOUNTABILITY

### I. PURPOSE

The **PASSPORT** Personnel Accountability System gives Incident Commanders a fast and efficient means to account for all fire/rescue personnel that are working within a small geographic area, within the “hazard zone” of an incident.

Use of the system will provide enhanced personal safety for the individual firefighter, 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 a self contained breathing apparatus or in which a Firefighter is at risk of becoming lost, trapped, or injured by the environment of the structure. 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.

## ACCOUNTABILITY

Accountability involves a personal commitment to work within safety system at an incident.

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.

Sector Officers will always maintain an accurate tracking and awareness of crews assigned to them. This will require the Sector Officer to be in his/her assigned area and maintaining **close** supervision of crews assigned to them.

All crews will work for Command or Sectors –**no free-lancing will be permitted.** Crews arriving on the scene should remain intact for all intents and purposes. A minimum crew size will be considered two or more members and a radio will be required.

**All crew entering a hazard zone must be supervised by a designated duty Officer Or other ranking individual.**

All crew 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 unless there is another working radio with the crew.

## **RULES OF ACCOUNTABILITY**

**I. PASSPORT implementation should consider the following basic rules:**

**J. PASSPORTS never enter the hazard zone.**

**K. PASSPORTS must be maintained at the point of entry to the hazard zone.**

PASSPORTS should reflect all personnel assigned to the crew or apparatus. However, Pump Operators Drivers, and Tiller-men whose name tags are on the PASSPORT. May not actually be in the hazard zone.

## **PASSPORT IMPLEMENTATION – THE INCIDENT**

The objective of the PASSPORT system is always to have the crewmembers PASSPORTS near the point of entry and that they are accurate, reflecting only those members entering the hazard zone. 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.

Implementation of the PASSPORT system will occur at any incident that requires the use of Self Contained Breathing Apparatus.

## A. Level I Accountability

Level I accountability begins with placing the individual PATs on the PASSPORT.

For single company incidents the PASSPORTS remain on the apparatus. The Pump Operator will assume accountability responsibilities.

Any personnel arriving via private auto, as well as Administrative staff personnel and command officers shall report to the Incident Commander. The Incident Commander shall have the option of:

Collecting the members PAT and assigning the individual as part of the Incident Command Structure, or Assign the member to a specific piece of apparatus on the scene, at which the Member shall affix their PAT to the specified apparatus PASSPORT.

Personnel arriving prior to the Command Post being established shall establish a command post.

## **Level II Accountability – “A” Assignment Response (Residential)**

At any time during the course of an incident, the Incident Commander has the option of directing units to account for the number of personnel operating with that company by means of **PASSPORTS**.

At the order of the Incident Commander, all **PASSPORTS** will be brought to and Maintained at:

The command post

The designated accountability location.

The **PASSPORTS** will be organized on the appropriate status board.

## **B. Level III Accountability – “B” Assignments and Greater (Commercial Structures & Complex Incidents)**

Level III PASSPORT Accountability System will function as follows:

The first engine or ladder to each geographic side of the incident becomes the initial accountability location for all later arriving companies to that side of the incident.

The driver/operator becomes the initial Accountability Officer until PASSPORTS are collected in the incident by the Sector or Accountability Officer who assumes Accountability responsibilities.

Apparatus designated by the Incident Commander to be accountability locations shall communicate, via radio, their geographic position on the fire ground. Crew entering the hazard zone shall place their PASSPORTS on the status board of the apparatus designated as Accountability for their point of entry.

The status board will always be located on the inside panel of the operator's/driver's door. As the incident escalates, and Sector Officers and/or Accountability Officers are assigned, all PASSPORTS will be delivered to these officers prior to entry into the hazard zone.

Where the Sector Officer is operating within the hazard zone, PASSPORTS must remain outside the zone with a designated Accountability Officer (i.e. initial operator/driver or staff officer) serving as an Accountability Officer. A Sector Officer operating within the hazard zone will not have PASSPORT accountability responsibilities.

Command must maintain an awareness of which engine companies are serving as Accountability locations, and provide this information to companies being assigned to each geographic side of the incident (sector).

## **Level IV Accountability –High- Rise**

Multi-story or high-rise incidents present only a minor modification in the standard Approach to PASSPORT accountability

**Companies with the potential for High-Rise responses should consider the use of a Second PASSPORT. One PASSPORT is maintained at the “Lobby”**

**Sector. The second PASSPORT is taken to the “Resource” Sector or designated accountability location, a minimum of two floors below the fire.**

All companies assigned to enter the building shall take their Passports with them into the lobby. In addition, any Battalion Chief entering the building should take their Sector Status Boards in with them.

The Company designated, as Lobby Control shall take their Small Status Board with them into the building. If the incident escalates, a Large Status Board may be needed. All Battalion Chiefs carry Large Status Boards.

Any Company advancing beyond the Lobby level shall leave either a **PASSPORT**, or a Name Tag from each crewmember assigned to the company, with Lobby Control.

Once a Resource area has been established (a minimum of two floors below the fire), the area officer will need a Large Status Board. Any company advancing beyond the resource floor shall leave a PASSPORT with the designated Accountability Officer in the Resource area.

**PASSPORTS** for crew assigned to the Lobby Sector, or any Support Sectors within the building, (non-hazard zone crews) will be maintained by Lobby Control. Chief Officers and other personnel without PASSPORTS shall leave one of their extra Name Tags (PAT) with Lobby Control, and if advancing beyond the Resource Area shall leave another PAT with the designated Accountability Officer in the Resource area.

## **PERSONNEL ACCOUNTABILITY REPORT (PAR)**

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or “PAR”) involves a roll call of personnel assigned. For the Company Officer, a “PAR” is a confirmation that members assigned to his/her crew are Visually accounted for. For the Sector Officer, A “PAR” is an accounting for all crew Members of all companies assigned to his/her

sector. Reports of PAR's should be conducted face-to-face within the company or with the sector whenever possible.

## Example:

“Engine #71 to C Sector, I have PAR” (all members accounted for).

A personnel accountability report will be required for the following situations:

Any report of a missing or trapped firefighter (Command initiates a PAR of all Crews on the scene).

Any change from offensive to defensive (Command initiates a PAR of all crews on the scene).

Any sudden Hazardous event at the incident –flash over, back-draft, collapse, etc., (a PAR is initiated by Command).

By all crew(s) reporting an “all clear” (Company Officers of crews responsible for Search and rescue will ensure they have a PAR for their crews at the time they report an all clear).

At 20 minute elapsed time.

At a report of fire under control.

## **POINT OF ENTRY CONTROL**

When the Incident Commander determines that the incident requires more stringent accountability, He/She will implement **Point of Entry Control**. PASSPORTS will remain with the designated Accountability Officer near the “Point of entry” to the hazard zone. Upon entry, crew will turn in their PASSPORT. Upon exit, the crew **must** retrieve their PASSPORTS. The accountability status board will contain on the PASSPORTS of those crews in the Hazard zone.

To implement point of Entry Control, the designated Officer(s) will monitor all Points of entry into the structure, confined space, or areas involved.

Entry Control will ensure that each member's name, company number, and current level of air supply (P.S.I.), time of entry, and assignment is recorded on an Entry Control Chart.

Entry Control shall ensure that members are relieved as appropriate. As members exit a control point, the time of exit shall be recorded. Members who must exit at a point remote from the control point shall inform Entry Control personnel of their exit from the building.

Entry Control shall notify Incident Command of unaccounted for personnel.

# R.I.T.

## Standard Equipment List Staging area

1. Axe
2. Hooligan tool ( **K-Tool** )
3. Sledge hammer
4. pike pole ( 6 min. )
5. circular saw with metal blade
6. chain saw
7. search rope ( 150 min ) one for each search crew
8. ( 2 ) full SCBA packs of type to match rescuer
9. thermal imaging camera
10. hand lantern (one for each search crew )
11. hydraulic door opener
12. any other equipment dictated by R.I.T. officer

### **(Commercial or industrial structures)** **Crew members personal gear**

1. full turnout gear including full SCBA
2. flashlights
3. radio with frequency to match that of fire ground traffic
4. PASS device
5. personal rope and /or webbing
6. any other equipment dictated by the R.I.T. Officer

## **R.I.T. back up line**

- Must be of proper size in regard to fire conditions
- Must be a non charged and in proper location to allow for rapid movement into the fire building
- Must be supplied from source independent of primary attack lines.

### **R.I.T.**

## **Standard Scene Operations**

**Passive mode** (crew and equipment readiness / hazard alleviation)

R.I.T. officer will report to scene commander for briefing to include:

**A.** Location and identities of crew operating in the hazard area

**B.** Location of staging for R.I.T. crew

**C.** Verification of fire ground frequency

Collect R.I.T. staging tarp and all standard R.I.T. equipment check function of all power equipment and SCBA

Placement of ladders to upper floors

Anticipate / alleviate other possible problems

Continuous monitoring of fire ground traffic for potential problems

## **L. Active mode (Firefighter Rescue)**

The scene commander will mobilize crew without delay for any of the following:

### **Unanticipated building collapse**

Firefighter down or trapped the Scene Commander for any reason may also mobilize crew:

- A. Unanticipated fire behavior change (i.e. back draft, flashover)
- B. Bad (PAR) personnel accountability report
- C. Unforeseen hazard alleviation

- **NOTE\*** in the event of the scene commander becoming incapacitated or otherwise unavailable to authorize R.I.T. crew mobilization  
The next in command shall be notified before entering the hazard area.

## **RAPID INTERVENTION CREWS**

As the incident escalates, and/or crews are operating at a special hazard (i.e. confined space rescue, haz-mat, etc.). Command will assign “Rapid Intervention Crews” to each side of the incident or point of entry. These crews will serve as stand-by rescue teams during all hazardous operations.

A rapid Intervention Crew shall consist of at least two members and shall be available for rescue of a member or crew if the need arises. Rapid Intervention Crews shall be fully equipped with the appropriate clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the

### **Specifics of the operation underway.**

The Rapid Intervention Crew composition shall be flexible and its structure shall be at the discretion of the Incident Commander, based on the type and complexity of the incident.

The RIC may be made up of on-scene personnel who are dedicated as the RIC and who perform no other functions; or The RIC may be made up of personnel who are performing other functions Outside the Hazard Zone but are ready to deploy as a RIC.

If this type of RIC is created, the IC must notify these personnel that They will be the RIC until further notice.

Rapid Intervention Crews shall be fully dressed and equipped, and standing by ready for immediate deployment. The standby location of this crew shall be at the discretion of the Incident Commander, but close to the Command Post will usually be appropriate.

Rapid Intervention Crews shall be maintained at least until a Situation contained is reported. After the situation is contained the Incident Commander shall determine when a Rapid Intervention Crew is no longer needed.

If the Rapid Intervention Crew is used, the Incident Commander must immediately make arrangements to replace them. If on scene resources are not adequate to accomplish this, additional companies must be requested.

On multiple alarms and complex incidents, more than one Rapid Intervention Crew may be needed. The Incident Commander shall maintain as many Rapid Intervention Crews as they determine to be necessary.

The Fire Alarm Office/Radio Dispatcher will automatically dispatch an additional Engine Company to all working Incidents, unless otherwise directed by the Incident Commander.

## **LOST, MISSING, OR TRAPPED FIREFIGHTER**

An absent member of any crew will **automatically be assumed lost or trapped** in The hazard zone until otherwise determined safe.

Company Officers must **immediately** report any absent members to Sector Officers or Incident Command.

Upon receiving a report of lost, missing, or trapped Firefighter the Incident Commander must initiate the following.

Request the next greater alarm.

Initiate a PAR of all companies assigned in the hazard zone.

Send the Rapid Intervention Crew to the last reported working area of the lost firefighter to begin a search.

Adjust on-scene strategies to a priority search-and-rescue effort while maintaining fire control.

## XI. ACCOUNTABILITY OFFICER

Accountability Officers may be pump operators, Sector Officers, or personnel specifically assigned to sectors as Accountability Officers for the Sector Officer.

The first firefighting apparatus to each geographic side of the incident will serve as the initial accountability location. The pump operator will serve as the initial Accountability Officer. All crew entering the incident will deliver their **PASSPORTS** to the accountability location closest to their “point of entry” prior to entering the hazard zone. As sectors are implemented, Sector Officers will manage **PASSPORTS** only if he/she is not entering the hazard zone (i.e. defensive operation). **PASSPORTS** will remain on the first engine (accountability location). As staff officers arrive on the scene and stage, they will report to their assigned Sector Officer to manage accountability for that sector (i.e., mini lobby sector).

As the incident escalates and staff officers fill accountability positions for each sector, these Accountability Officers will be assigned to a radio channel designated by Command. Accountability Officers will report to Command.

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

## **ACCOUNTABILITY SECTOR**

As the incident escalates to the level that Accountability Officers are assigned, command should implement an Accountability Sector to coordinate Accountability Officers.

The Accountability Sector will be assigned to either Command or Operations Sector and will operate on the assigned radio channel. The Accountability Sector Officer should be located in or at the Command Post.

The Accountability Sector Officer’s responsibilities include:

Develop and implement plan designed to track and account for all personnel Working in the hazard zone.

Ensure that Accountability Officers are implemented in each sector as Necessary.

Request and manage sector resources as needed.

Provide progress reports to Command.

Initiate PAR’s upon benchmarks or as needed.

## **TERMINATING THE ‘PASSPORT SYSTEM’**

**PASSPORT** accountability will be maintained through a report of “fire under control,” at which time a PAR for all crew 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 Officers and crew members will ensure that the **PASSPORT** is returned to the dash of their apparatus and that the **PASSPORT** is accurate.

## **Hebron Fire Department Fire Ground Procedures** **The intent and purpose of the Fire ground procedures.**

The Fire ground S.O.P. will establish procedures that can be utilized by personnel of the Hebron Fire Department, in making decisions at the scene of a Fire or emergency situation. Effective functioning at the scene requires clear decisive and command responsibility. These procedures establish guidelines that can be employed to control the majority of emergency situations.

These procedures are not expected to encompass every situation that will be encountered. At times, good judgment or common sense may dictate a course of action contrary to these guidelines.

This S.O.P. manual will provide a uniform approach to a given emergency situation and explain the responsibility of Fire department personnel and what is expected of them.

This S.O.P. manual identifies the standard operating procedures to be employed in setting up the command post and establishing command responsibility at all emergency scenes where there is a conflict between a general and specific requirement in this S.O.P. manual. The specific requirement shall prevail.

## **Chain of Command Structure**

Effective emergency operation requires a strong command structure and a well-disciplined team that integrates their efforts to accomplish the common goals of life safety and incident stabilization.

This procedure shall serve as a guide to all personnel of the Hebron Fire Department. It is important that all personnel know what their responsibility's are, and what is expected of them on any emergency scene.

The chain of command establishes a framework of responsibility and an effective command system for emergency operations. Any member of any rank can be assigned a command position. All Hebron Fire Department personnel shall be guided by the following procedures.

The Hebron Fire Departments chain of command shall go as followed.

**Chief.**

**Assistant Chief**

**Captain**

## **Lieutenant Fire Fighter/Medic in Charge**

Orders are to be given to subordinates only by their immediate supervisor. The only one that shall over ride an order from a subordinate is the incident safety Officer if to ensure incident safety.

Orders are to be given in a clear and precise manner. It is the responsibility of the Officer to assure that subordinates understand all orders that have been given.

The engine company shall work as a unit and stay together if at all possible. If a crew member is separated from his/her crew in order to complete a task at the completion of the task he/she will return to the engine crew they was assigned at the start. The only time a crew shall be permitted to be split up is if ordered to do so by an Officer or by the Fire Chief.

## **Protective Clothing**

On the Fire ground all employees engaged in hands on Firefighting shall wear full protective clothing at all times. Protective eye protection shall be worn when using any hand or power tools that may cause injury.

Self contained breathing apparatus shall be worn when entering environments which contain foreign materials, super heated gases, poisonous gas or when there is a lack of oxygen, before any personnel removes his/her self contained breathing apparatus they will use the CO monitor to insure of the safety of the air quality, report their findings to the incident commander to gain permission to remove their self contained breathing apparatus. Throughout overhaul operations the air quality shall be monitored periodically for the safety of the crew. If at any time air quality becomes unsafe it should be reported to the incident commander and all personnel shall redone their self-contained breathing apparatus.

**No employee shall cause delay in any Firefighting operation by not being fully prepared to engage in Firefighting operation in a safe manner.**

Personnel not engaged in firefighting activities shall wear whatever protective clothing needed to ensure complete personal protection. When a Firefighter receives an order from an Officer and then is given another order from another Officer the Firefighter shall follow the following procedures:

State any previous orders and the Officer that issued that order.  
Follow the judgment of the Officer superseding the previous order.  
After completing the superseded order, report the facts to your superior Officer.

The first arriving Officer or Firefighter in charge shall assume Command and remain in charge until formally relieved by a superior Officer or the Fire Chief.

## **Initial Command**

It shall be mandatory that the first arriving Officer or Firefighter in charge of an emergency shall give a complete size up of the situation and assume all related command. After command is established it shall be announced of the location of the command post for all arriving companies. The initial command shall be retained and shall only be transferred to a higher-ranking Officer. Command shall be controlled and implemented until the emergency is over.

Passing command is not to be confused with the transferring of command. Command is passed only when the situation requires the immediate active participation of the first Officer on the scene, which prohibits them from maintaining a fixed command position. When this occurs the next arriving Officer shall be notified and will assume command of the incident.

## **Command Responsibilities**

Within the broad structure of the command function, certain command options are available to the command Officer, these options or command modes will be explained in details below.

It must be understood that regardless of the command option chosen, the initial command retains responsibility for all command function until relieved of them according to the standardized methods detailed in this procedure.

## **The Officer or Firefighter in charge assuming Command is responsible for:**

At all times the Incident Commander should consider the safety of himself and all crews working around emergency scenes.

- Assume an effective Command location.
- When the first Officer marks on the scene he/she should give a detailed size up. **(EXAMPLE)** Hebron engine three is on the scene we have a two story residential ordinary construction nothing showing, then advise if the structure has been evacuated, Hebron unit (your unit number) will be command then give your location for command and advise engine three will be attacking with what ever size hose the Officer advises.
- Address the incident priorities, goals and tactical objectives.
- Develop and implement the incident action plan.
- Develop an incident command structure appropriate for the incident.
- Assesses resource needs such as additional companies, power company, electric company, gas company, red cross and so on.
- Coordinate overall emergency activities.
- Coordinate activities of outside agencies.
- Authorize information release to the media.
- Return companies to service.

## **Command Modes**

The first arriving Officer or Firefighter in charge must decide an appropriate commitment for each assigned company, including their own. This decision will usually result in command being implemented according to the provisions of one of two general modes; these are:

### **Fixed Command Mode**

The fixed command mode is defined as a command post outside any emergency scene where the incident commander will set up the command post.

## Mobile Command Mode

Included here are incidents which require immediate action in order to stabilize the situation, and where, due to manning and or any situation the company Officer feels necessary to initially the “Mobile Command” operation and accompany their crew in their initial efforts.

This may also include situations where there is a need for the company Officer assuming Command to stay with his crew in order to investigate the situation. Upon arrival on any reported structure Fire it will be necessary for the Company Officer to implement the mobile Command Mode in order to do a complete walk around the structure for a complete size up.

If the situation is not likely to be quickly stabilized or the initial investigation indicates the possibility of a long-term involvement, the Company Officer should recognize these situations and assign Command of their immediate company to a company member or another company Officer and then go to a fixed Command location, and continue to function as the scene Commander until relieving his responsibilities of the emergency scene.

## Establishing the Command post

The Officer or Firefighter in charge establishing the Command post shall use the procedures below.

All companies responding and marking on the scene should do so on the primary channel unless advised to go to Hebron’s Tac channels at the time of the call.

When the Command post is established the radio traffic and size up will be given in the following order of sequence.

Give the Company name, Name of the incident Commander and location of Command post.

### Example:

**Hebron engine three is on the scene Captain John Doe will be in charge the Command post will be in front of the building.**

The first arriving Officer will remain in-charge of the incident unless relieved by a superior Officer. If a superior Officer arrives on the scene and will be assuming Command her/she shall get all the information passed on to them of what has transpired, then announce that he/she will be assuming Command over low band,

then over Hebron Fire ground to ensure all companies are informed of the Command change.

The first arriving company Officer shall ensure that all responding company has a detailed description of the situation at hand.

## **Example:**

**Hebron engine three is on the scene smoke showing and advise where the smoke is coming from, nothing showing or working fire, Also advise if the structure has been or evacuated.**

If the incident Commander determines that it is a working fire the initial radio report shall include:

- General size of the structure – one story, two story, multi family, etc.
- Type of construction- ordinary construction, frame, brick, etc.
- Occupancy- residential, multi family, hotel, commercial, etc.
- Action being taken- laying supply line and what size, attacking with, (give size) etc.
- Additional assignments- second alarm, stand by, utilities, R.I.T. engine.etc.

## **Transfer of Command**

When the transferring of Command takes place the Officer being relieved will brief the Officer assuming the Command. This brief will include the following:

- Incident priorities and strategic goals
- Tactical objectives that have been assigned and that need to be assigned.
- Tactical objectives that have been achieved.

## **Expanding the Command structure**

The Command structure at any incident must correspond to the complexity of the situation. To effectively control an emergency, the incident must be divided into manageable units. In this section you will examine some of the situations.

While it is important to have a sufficiently large Command structure at an incident, don't use more Command than the situation requires. The Command structure should not contribute to the complexity of the incident. Consider the Command options available as needed. Any member can hold any Command position. It is the incident

Commanders responsibility to assign the appropriate persons to the Command functions

## **Positioning of Personnel**

Positioning of operating companies can severely affect the safety of these companies. Personnel must use caution when placed in the following positions:

- Above the first floor
- Situations when egress is cut off by Fire
- When involved with opposing Fire streams
- Combining interior and exterior attack
- Limited access one way in or out
- Operating under or above involved roof structures
- Working in areas containing hazardous materials
- Fires below ground level
- In areas where back draft potential exists

The safety of firefighting personnel represents the major reason for an effective and well-timed offensive or defensive attack. The incident Commander shall continually evaluate the situation of any changes to ensure the safety of all Firefighting personnel in the Fire building or on the Fire ground.

## **Defensive Mode**

When operating in the defensive mode, the operating position should be as far from the involved area as possible to insure the safety of all companies on the scene and still be effective. The intent is for personnel to utilize safe positioning where practical, in an effort to safe guard against sudden hazardous that may develop, such as explosion or structural collapses. At all cost limit the number of personnel around the hazard zone. All other personnel shall be in a staging area or with their assigned companies. The scene commander shall ensure this is followed to prevent ageist freelancing.

The intent of this procedure is to minimize Fire ground confusion and congestion. The procedure should limit the number of personnel exposed to fire ground hazards to only those necessary to successfully control the situation. If personnel have not been assigned a task or do not have a necessary faction to perform, they shall stay in staging until their company is assigned. In extremely hazardous situations, Command shall engage only an absolute minimum number of personnel within the fire ground perimeter. Master streams will be utilized from a safe distance whenever possible. At the time master stream operation takes place, all interior operation shall cease to prevent injury to personnel due to steam blast and the driving of fire, heat and smoke into interior personnel.

## **Evacuation of any structure**

Interior Firefighting operation shall be abandoned when the extent of the fire prohibits or the structure becomes unsafe to operate within. Should this situation occur, regroup, communicate, and account for all personnel on the fire ground.

The primary concern is when a hazard may affect the safety of the personnel in any structure. At the time any structure needs to be evacuated of all personnel there shall be a 30 to 45 second blast on the air horns and a radio announcement for every one to evacuate the structure. This is designed to provide immediate notification for all fire ground personnel of a notable hazard that is either about to occur, or has occurred. When the alarm is given to evacuate all companies should acknowledge this transmission. After all crews have evacuated the incident commander shall conduct a par to insure that all companies and personnel are accounted for and there location. When all personnel are accounted for, the evacuation process is completed and no personnel shall be permitted to return back in to the structure.

Evacuation generally involves a shift from offensive to a defensive mode as an operational strategy. In such cases, the incident commander shall develop a corresponding operational plan and shall communicate that to all fire ground personnel. It is important that everyone understand about the strategic shift being made.

Hazards that will affect only a specific area should be dealt with within that area and should not affect the entire operation.

Firefighters retreating from interior operations require hose line protection.

## **Divisions and groups**

Groups are an organizational level responsible for a specified functional assignment at an incident.

**Examples:** salvage group, search and rescue group, Fire attack, water supply group and etc.

1	1	1	1
<b>Water supply</b>	<b>Search &amp; Rescue</b>	<b>Fire attack</b>	<b>Salvage</b>
1	1	1	1
<b>1-E-1</b>	<b>1-L-3</b>	<b>1-E-9</b>	<b>1-E-21</b>

1-E-6

1-E-10

1-E-23

1-L-22

1-E-15

1-L-4

Divisions and groups are both Commanded by supervisors divisions and groups operate at the same level. Divisions do not work for groups and groups do not work for divisions. However, a group functional responsibility may cross-established division boundaries.

**Example:** A ventilation group may be working in the same area as the interior division. Once a specific assignment is given to a group, that division is no longer responsible for that task, concentrating instead on all other tactical activity in that area.

**(Divisions)**

Divisions are on organizational level responsible for operations in a specific geographical area at an incident. You could have an interior division within a building or a division outside a building.

**Example:** division C, division 13, roof division, etc.

I.C.

1

1

1 Division C	1 Roof Division	1 Division 13	1 Division 14
1	1	1	1
1	1	1	1
1-E	1-L-3	1-E-9	1-E-21
1	1	1	1
1-E-6	1-E-10	1-E-23	1-E-22
		1	1
		1-E-15	1-L-4

Divisions and groups affect the following significant management principles.

- They reduce and solve span of control problems at an incident.
- They provide essential coordination at a designated area or for a specific function.
- They fix personnel accountability.

Division and group supervisors provide accountability and coordination of companies, ensuring maximum safety and survival of responding personnel. They are also responsible for the implementation of their assigned portion of the overall incident action plan and, they coordinate activities within their assignment.

Division and group supervisors keep the next higher level of Command informed of the status of resource need, make adjustments as needed. It is essential that the higher level of Command be made aware of any needs for resource adjustment.

Each division or group supervisor requires information from the Incident Command. **(They must know their designation)**

Division A or ventilation group, their assigned objectives, and the resources under their Command

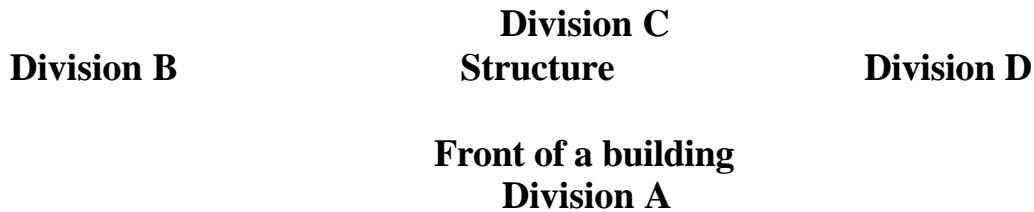
Each functional or geographical assignment does not need to be commanded by a division or group supervisor. An activity that only requires one unit to effectively handle the situation would not necessitate the implementation of a division or group.

There is not a coordination problem and obviously the assignment does not cover a large area or require the deployment of several single resources.

## **Dividing the incident**

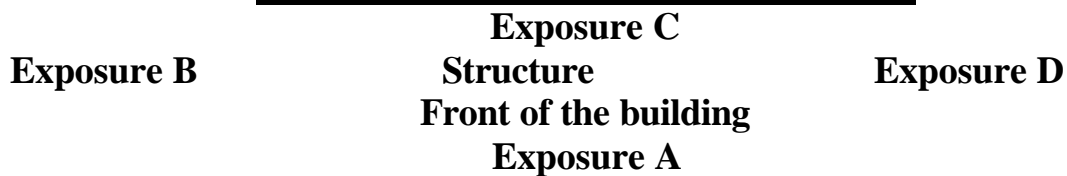
To ensure uniformity there needs to be a standard means of dividing an incident. The following designation system will be used whenever it is necessary to divide any incident.

## ABCD Designation system



There will be a letter designation for each exterior side of the fire building or incident area. The front side of the building is designated as division “A” and the letter designations will move clockwise around the structure. Buildings that are exposures may also be identified with a similar system.

## Exposure designation system



When operating in a multistory structure, it may be necessary to designate geographic location by floors. This system of geographic designation uses the floor number to identify a division. **(For example)** the first floor will be designated as division # 1; the second floor will be designated as division # 2, etc.

## Branches

At large scale or complex incidents the number of divisions and groups may create a significant span of control problems. When this occurs, consideration should be given to the implementation of branches. Branches are also of great value when a large number of resources are committed to a specific functional activity. A good example is a fire incident with a major EMS involvement. An EMS branch could be implemented to alleviate these problems.

## A branch director manages branches

A branch is an organizational level between divisions or groups and the incident Commander. A branch director is responsible for implementing the portion of the incident action plan appropriate for that particular branch. Branches are commonly used in the operations and logistic sections.

## **The specific responsibilities of a branch director are:**

Implements the portions of the incident action plan appropriate to the branch functions.

Coordinates the activities of the units within the branch.

Evaluates goals and objectives and additional resources, if needed

Keeps his/her supervisor, either the incident Commander or the operations or logistic section Chief.

Assigns specific tasks to divisions or within the branch.

Resolves logistical problems associated with the units deployed in the branch.

## **Command staff positions**

At a large scale or complex incident, consideration may have to be given to the functions of safety, liaison and information. If the incident Commander cannot effectively handle any of these functions, they should be delegated. These functions should be staffed when their demands begin to effect the incident Commanders ability to perform there Command functions.

## **Safety Officer**

The individual given the safety Officer's assignments must monitor and access the safety hazards and unsafe situations to develop measures for ensuring personnel safety.

The safety Officer position is implemented to manage the safety of all personnel and to relieve the Incident Commander of direct involvement in this responsibility.

The safety Officer also keeps the Incident Commander informed of present problems and potential hazards. He should only identify problems, but should also suggest solutions to minimize the risk.

The Incident Command will use the information provided by the safety Officer during development of the incident action plan.

The safety Officer has the authority to by pass the chain of Command when it is necessary to correct unsafe acts immediately, such as removing all personnel from areas of imminent danger. **The Incident Commander must always be informed of these corrective actions.**

For the safety Officer to be truly effective, he/she must have knowledge of Fire behavior and building construction.

## **Liaison Officer**

The on scene Officer is the point of contact for assisting or coordinating agencies. This function is assigned since the Incident Commander may become overloaded by questions from the number of assigned agencies that some incidents attract.

One of the most important responsibilities of the liaison Officer is to coordinate the management of assisting or coordinating agencies. This is essential to avoid the duplication of efforts. It allows each agency to perform what it does best. On scene management provides lines of authority, responsibility, and communication, and increases the control necessary to provide for the safety of personnel from all involved agencies.

## **Information Officer**

The information Officer is responsible for interface with media and other appropriate agencies. This function is implemented to relieve the Incident

Commander of needing to work with the media, taking him/her away from Command responsibilities.

The media needs are real and must be met. They need accurate and consistent information. When the Incident Commander is not able to handle both the incident and the media, the information Officers position should be implemented.

The information Officer acts as a central clearing point for the dissemination of information, reducing the risk of generating conflicting information from multiple sources.

The information Officer must coordinate all releases of significant information with the Incident Commander.

The Incident Commander will decide on sensitive topics, such as the cause of the incident, victim's names and any other information that should not be and does not have to be released immediately to the press.

## **General staff functions**

As an incident increases in complexity or size, it often becomes necessary for the Incident Commander to delegate major functional responsibilities to maintain an effective workload and span of control. Effective incident management involves more than just putting water on a fire. The Incident Commander needs to be aware of the full range of management tools that are available to handle the entire Incident. If major functional authority for operations, planning, logistics, and finance is not delegated, the Incident Commander must perform these functions. Use only the tools necessary to safely and effectively manage the incident. Remember, the Incident Commander must perform functions not staffed.

## **Operations**

Operations are responsible for management of all tactical operations at the incident. Operations is implemented when the Incident Commander is faced with a complex incident having major demands in one or more of the remaining major functional areas. For example, the Incident Commander may be faced with a rapidly escalating Incident with a significant need to evaluate strategy and to develop alternative.

## **Tactical options**

Faced with a major functional responsibility in addition to management of tactical operations, the Incident Commander may choose to staff operations.

Another reason to staff operations would be multiple functional demands placed on the Incident Commander such as, the planning, logistics, and finance workload generated by a hazardous materials incident. When several major functions have been delegated, the Incident Commander may need to staff operations to maintain an effective span of control.

The person in charge of operations is called the operations section Chief. The operations section Chief is responsible for the direction and coordination of all tactical operations. As a part of this overall responsibility, operations also:

Assist the Incident Commander in developing strategic goals and tactics.

## **Planning**

Planning is responsible for the collection, evaluation, dissemination, and use of information about the development of the Incident and the status of resources.

When faced with a complex or rapidly escalating incident, the Incident Commander may require assistance with the planning function. Planning must include an assessment of the present and projected situation. In addition to assessment of the situation status, there is a critical need to maintain information about resources committed to the Incident and projected resource function.

The person in charge of the planning is called the planning section Chief.

The planning section Chief is responsible for managing information about the incident status and resources. As a part of this major responsibility, planning also performs the following functions.

- Collection of information regarding the incident and resources.
- Evaluation of information received from a variety of sources.
- Dissemination of information to the Incident Commander, operations, and personnel as needed.
- Use of information in preparation of the incident action plan.

## **Assists the Incident Commander in:**

- Developing an effective incident action plan based on projected needs.
- Modifying the incident action plan to meet changing needs.
- Anticipating changing resource needs.
- Preparing alternate strategies and tactical options on the incident potential.

## **Objectives for the incident**

- Develops operational plans.
- Requests or releases resources through the Incident Commander.
- Consults with the Incident Commander about the overall incident action plan.
- Keeps the Incident Commander informed of situations and resources status within operations.
- Supervises the staging area manager.

The most common reason for staffing operations is to relieve span of control problems for the Incident Commander. A complex Incident, in which the Incident Commander needs assistance determining strategic goals and tactical objectives, may also require implementing operations. Operations should only be implemented to improve the management of the Incident.

The planning section Chief may need to establish functional units to maintain an acceptable span of control. These units may include, but are not limited to, the following:

- Situation status unit
- Resource status unit
- Documentation unit
- Technical specialist

## **Logistic**

Logistics is responsible for providing facilities services and materials for the Incident. As it may grow in size, complexity, and duration, the logistical needs of operating forces also increasing in a relatively simple structure fire, there are requirements for breathing air supply, drinking water, and emergency medical care.

Long duration Incidents of any type require provisions for feeding personnel, toilet facilities, refueling of apparatus.

The person in charge of logistic is called logistic section Chief.

The logistics section Chief Manager Service and support resources required for the incident. The logistics section Chief is responsible for all logistics function needed for the incident. This individual should establish functional units when needed to maintain an acceptable workload and span of control. Branches may be required within logistics to maintain span of control when all six functional units are established.

- Service branch
- Communication unit
- Medical unit
- Food unit
- Support branch
- Supply unit
- Facilities unit
- Ground support unit

## **Finance**

Finance is responsible for tracking all incident cost and evaluating the financial consideration of the incident.

Financial considerations are not a major factor during most incident operations; however when a department is involved in any incident that requires the use of private sector resources the financial consideration can be extensive.

The finance sections Chief must provide for the documentation of all incidents cost, and provide guidance to the incident Commander on financial issues that may have an impact on the incidents operation. These responsibilities include:

- Future payment
- Future budgeting
- Payment of personnel cost
- Cost recovery

Finance is usually staffed in large scale or complex incidents. A likely candidate for finance section Chief might be the city finance director. The finance section Chief is responsible for all finance functions needs for an incident. This individual should establish functional units when needed to maintain an acceptable workload and span of control. These units could include:

- Time unit
- Procurement unit
- Compensation claims unit
- Cost unit

## **General staff functions cont.**

More detailed information on Command and general staff function can be found in the Incident Command system manual.

The functional positions that are staffed depend on the needs of the Incident Commander. As a general rule, the larger or more complex the incident, the more need there is to delegate functional responsibilities.

Functional responsibilities for any positions that are not staffed remain with the Incident Commander.

In situations where the Incident Commander needs to delegate functional authority and the functional may be combined.

### **For example:**

Planning and logistics or information and liaison. However, some functional assignments must be combined due to their critical impact on safety or Incident control. The Commander staff position or safety Officer or position of operations section Chief should never be combined with any other function.

The Incident system is a resource that can be applied on an as needed basis. It is practical, realistic approach to Incident management. It is fully understood. It will not only make your job easier, but it will also make it possible for all to become truly professional emergency Incident managers.

Understand the entire system, but apply only what is necessary in your day-to-day Incidents. Regular use of the Incident Command system provides the training for future expansion. When the correct terms are used, relationships are established and procedures are practiced so that the management of larger Incidents will be built on a strong foundation. It is necessary to have a good reason for each level of expansion of the system.

Except for the simplest Incident, there is always more than one way to operate an Incident. Be flexible and use your imagination.

Whether the Incident is a small grass Fire or the unique once in a career Incident, your thorough knowledge of the Incident Command system will ensure a safer more effective approach to emergency Incident management.

## **Staging**

The objective of the staging procedure is to provide a standard system of initial placement for responding apparatus, personnel and equipment prior to assignment.

### **Effective utilization of this procedure:**

- Will prevent excessive apparatus at the scene.
- Will allow time for the Incident Commander to evaluate conditions prior to assigning companies.
- Places apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by the Incident Commander.

- Produces more effective communications by virtue of reducing radio traffic during the critical stages of Fire operations.

## **Staging will involve two levels** **Level 1 and 2**

### **Level 1 staging**

Level 1 staging applies to all multiple companies' responses on first alarm assignments. It dictates the standard apparatus response areas for both residential and high-risk properties A and B assignments.

The first arriving Officer or member shall assume Command and size up the incident. If necessary, the standard apparatus placement of level 2 staging may need to be adjusted. Unless otherwise directed, companies will be positioned on the Fire ground as outlined below.

In level 1 staging all companies will report their company designation and their location upon arrival. The first alarm office will acknowledge the radio transmission of these staged companies. Staged companies, after receiving acknowledge, will stay off the air until orders are received from the Incident Commander. If at the scene of a working Incident a stage company has not been given an assignment within a reasonable period of time, the company Commander shall contact the Incident Commander and advise them of their standby status.

These staging procedures attempt to reduce routine traffic, but in no way should reduce effective communication or the initiative of Officer to communicate. If staged companies observe any situation that requires immediate action they will contact the Incident Commander of the condition and their actions.

### **Level 1 staging for A assignment** **Arrival of the Chief:**

When first on the scene the Chief shall set up Command, give the radio report, and give directions to the incoming companies. The Chief's car should be placed in a location where it will not interfere with the positioning of the incoming apparatus. When preceding to the scene the Chief shall go to the Incident Commander and find out all the details of the Incident. After the Chief has been briefed, and a situation contained is not about to be announced, the Chief should relieve the Incident Commander and formally assume Command of the Incident by announcing via radio to the dispatcher that they will be in charge.

### **Arrival of the first company:**

When first on the scene and nothing is showing, the engine company should proceed to the building. If fire or smoke is showing, the Officer in charge has the option of laying a line or going on in. Officers with engines with 1,000 gallons tanks should always be thinking of responding directly to the fire building without laying a supply line. If there is any doubt about the ability of the engines tank to control the situation, and it will be some time before the next engine company will be able to lay a line, good judgment may dictate laying a line as the engine to the scene. If possible, locate the engine where it will not interfere with the operation of other arriving companies.

When preceded to the scene by a Chief, ladder company, etc. the engine company should stop at a hydrant approximately one block away, make this fact known to the Incident Commander and be guided by their orders.

### **Arrival of the second company**

The second engine company should stay back at the hydrant if it is within supply range. If there is no hydrant within supply line range they should proceed to within approximately one block of the incident. In either case the Company Officer shall keep the crew with the apparatus and report their placement and that they are awaiting orders.

### **Arrival of a ladder company**

If the ladder is first on the scene, the company Officer shall set up Command, give the radio report, and direct incoming companies. If the ladder is not first on the scene it shall proceed to the scene unless directed to do otherwise by the Incident Commander.

Ordinarily, the ladder company will go directly to the fire scene and occupy the front of the building being located in this position; the aerial ladder may be put into operation. The tools and equipment will be readily accessible and the ladder truck will be located where it will not interfere with operations of other arriving companies.

The Officer should have the work such as inside search, rescue, forcible entry, ventilation, raising ladders, spreading covers, etc, performed by teams of at least 2 persons. The Officer should give the Firefighter assignments and then advise them as to where it would be likely to find him/her after they have completed their assignments to receive new orders.

### **Arrival of the rescue company**

If the rescue company is first on the scene, the Firefighter in charge shall set up Command, give the radio report, and give direction to the incoming companies. If the rescue company is not on the scene, it shall proceed to the scene unless directed to do otherwise by the Incident Commander if possible, the rescue company apparatus should be located close to the Command post where it will not interfere with the operations of other rescue companies and remain flexible so that if needed in another area the company will be able to respond with a minimum of delay.

### **Arrival of the squad or medic**

When there is a working incident and the squad or medic is dispatched to the scene, it should be located near the Command post if possible and be prepared to care for the injured personnel or citizens. These companies should remain flexible so that if needed in other areas they will be able to respond with a minimum of delay.

Care should be taken whether a rescue, squad, or Medic Company that their apparatus does not block access to the incident scene. This will necessitate the proper positioning of the apparatus upon arrival at the scene.

## Level I staging for B assignments

### First arriving engine and ladder

It will be mandatory for the first arriving division member to establish Command.

On all sprinkler buildings, unless it is known that the building is not so equipped, the first company to arrive shall send a person to locate and check the annunciator panel and report findings to the Incident Commander.

On large buildings if the floor is designated, the Incident Commander shall have the first engine company go to the floor below and advance via the stairs to the Fire floor. If the building is equipped with a standpipe system they shall take their standpipe kit and hose with them.

The first ladder shall send personnel to the Fire floor via stairs from the floor below and be available for forcible entry, rescue, and ventilation, etc. the remaining members of the crew shall go to the floor above the floor for rescue, ventilation, and determine if the Fire is extending upwards.

On large buildings where the floor is not designated and nothing is showing, the Incident Commander shall use, with the exception of the pump operator, the personnel on the first arriving engine company and first arriving ladder company to search the inside of the building.

**Example:** If a six-story building is involved and the Incident Commander is the Commander of an engine company, they will put a Firefighter in charge of the engine company and order them to have the building systematically searched for fire from the basement to the second floor.

The Incident Commander will then order the Officer of the first ladder company to search from the third floor to the sixth floor for fire. The company Commander will assign certain areas to be searched to each person with the order that after the completion of the search of their designated areas they shall report directly to the Incident Commander after reporting, the personnel on the company will regroup and await orders from their company Officer.

Radios on companies should be of immeasurable value during the initial search and for communications in general.

Companies shall conduct a reconnaissance of the building or the incident scene for information. If appreciable smoke is encountered, the Officer

should detail teams of two people to search that area and move at least one firefighting company into position to fight the fire when it is discovered. Crews searching the building have the primary responsibility of informing the Incident Commander of all the information they gain in their reconnaissance. The only reason they should deviate is to save a life. If the crew making the initial search can inform the Incident Commander of the location of the fire, via radio or telephone inside the building. After being relieved, they are to join their companies at the command post after they report to the Incident Commander. All companies should report upon their arrival to the Incident Commander via radio channel 1 then switch to Fire ground channel 2.

The Command post ordinarily should be located at the front of the Fire building, but if in the initial alarm status the fire is in the rear of the building or other information is gained prior to the arrival of the second ladder company and the third engine company indicating the Command post is at the rear of the building the Incident Commander shall announce over the radio that the Command post should be set up at the rear of the building. Then the first arriving ladder and engine companies will cover the rear of the building and second arriving ladder and third arriving engine will cover the front of the building automatically.

In the event most personnel are needed to search a building, the Incident Commander shall commit personnel from other companies on the scene starting with the rescue company.

Consideration should be given to calling other companies if necessary. The Incident Commander shall have at least one fully manned company in reserve at all times to be available to go to work immediately if Fire is discovered.

## **The second arriving engine company**

The second arriving engine company shall take care of the auxiliary Firefighting accessories such as standpipe, sprinklers, etc, unless otherwise directed, and report to the Incident Commander when ready to operate.

When there is a possibility that both systems may be used and these connections are within reach, one line can be laid initially to each and then additional lines where needed. If the fire is above the third floor and it is

known the standpipe system will be used, the first arriving engine company may be used to lay lines to this connection.

The engine company that goes to auxiliary equipment such as sprinklers and standpipes should make a physical hookup to the connection and notify the Incident Commander when in position to lay lines and stand by for orders.

When ordered to supply a standpipe or sprinkler systems, two lines should be laid into the system where possible. The pump operator should make the necessary hookup to the hydrant thus freeing the hydrant person to perform firefighting actions with their crew.

In the event the first arriving engine has lines laid to the standpipe or sprinkler system, the second arriving engine shall determine if they need additional lines into the system and, if not, report to the Incident Commander for further instructions.

### **Third arriving engine company**

The third arriving engine company shall take position that will enable them to attack the fire at the rear of the fire area. This company shall remain flexible so that if it is needed in other areas it will be able to respond with a minimum of delay.

### **Second alarm Ladder Company**

The second arriving ladder company shall take a position that will enable them to operate with the third engine company at the rear of the incident. This company shall remain flexible so that if it is needed in other areas it will be able to respond with a minimum of delay.

### **Rescue Company**

If possible, locate the apparatus close to the Command post where it will not interfere with the operations of other companies and remain flexible so that if needed in other areas they will be able to respond with a minimum of delay.

## **Squads and medic**

Squads and medics should, if possible, be located in front of the building near the Command post, and prepared to care for injured personnel or citizens. They should remain flexible so that if needed in other areas they will be able to respond with a minimum of delay.

## **First arriving Asst. Chief**

If the arriving Asst. Chief has been preceded to the scene, they upon arrival shall find the Incident Commander and obtain full knowledge of the situation and what has taken place thus far. The Asst. Chief shall formally assume Command of the incident by announcing via radio to the dispatcher that they are in charge. When the Asst. Chief arrives on the scene with the first companies, the Asst. Chief shall assume Command and may designate one of the first arriving Officers to enter the building with a radio to establish a division in the vicinity of the fire or emergency.

## **Arrival of the Chief**

If the Incident goes into a multiple alarm and the Chief did not respond on the initial assignment, the Chief should upon arrival assume Command and assign different asst. Chiefs and company Officers to establish divisions and groups he/she will designate different companies to work for these supervisors to whom they are assigned.

The first order of business for the division supervisor will be to survey the division and inform the Company Officer in that, They are assigned to him/her. The Chief will then give the Incident Commander a situation report including which companies are working in that division.

## **Apparatus placement**

Apparatus function should regulate placement. Many times by virtue of poor placement we limit the options or eliminate functions we can assign to that unit.

**The placement of all apparatus on an Incident scene should be a reflection of one of the following:**

- A standard operation procedure for first arriving companies
- A pre-arranged staging procedure
- A direct order from the Incident Commander
- A conscious decision on the part of the Officer assigned to that apparatus based on existing or predictable conditions.

Effective apparatus placement must begin with the first arriving units. The placement of the initial arriving engine and ladder companies should be based upon the initial size up and general conditions upon arrival. The first arriving companies should place themselves to maximum advantage to go to work. Later arriving units should be placed in a manner that builds on the initial plan and allows for expansion of the operation.

**Avoid congestion;** do not drive all apparatus directly to the incident. Later arriving companies should hold positions, stage a minimum of one block short of the immediate incident area, and remain uncommitted until ordered into action by the Incident Commander. The Company Officer should select stand by positions that allow a great deal of response flexibility.

The Incident Commander must maintain awareness that access directly affects options and that the incident area can quickly become congested with apparatus.

Fire hose particularly large diameter can limit general access as the Incident develops. The Incident Commander must get apparatus well placed in key positions. Lines should be laid with attention to the access problems they present. Try to lay on the same side of the street as the hydrant and cross over near the scene.

Think of the apparatus as an expensive exposure. Position apparatus in a manner that you can consider the extent and the location of the fire with a pessimistic evaluation of fire spread and building failure. Anticipate the heat that may be released with structural collapse.

If apparatus does become endangered, operate hand lines between it and the fire while you reposition it. When you do move it, move it to a position that is safe. There are more important things to do than move apparatus several times throughout a fire incident.

Beware of potting fire apparatus in place where it cannot be repositioned easily and quickly, particularly operating position with only one way in and out; I.e. yards, alleys, driveways, etc.

Beware of overhead power lines when positioning apparatus. Do not park where lines may fall on the apparatus.

**Do not hook up to hydrants so close to the fire building that the structural failure or fire extension will jeopardize the apparatus.**

## **Level II staging**

Level II staging Incident will relate to a large complex type Incident requiring an on scene reserve of companies and will involve formal staging in an area designated by the Incident Commander. The staging area should be away from the Command post and from the emergence scene in order to provide adequate space for the assembly and for safe effective apparatus movement. When the Incident Commander announces a formal staging area, all responding companies will report to and remain in the staging area until assigned to the Incident.

## **Level II staging will be an automatic procedure when dispatched to a stand by alarm or multiple alarms**

The Incident Commander may designate a staging area and a manager who will be responsible for the activities outlined in this procedure if this occurs the companies dispatched on the standby or multiple alarm will respond to the designated staging area, report to the staging area manager in person and be guided by their direction.

If a staging area is designated but no staging Officer is assigned, the first company Commander to arrive at the staging area will automatically become

the staging Officer and will notify the Incident Commander of his/her arrival, and will assume Command of the staging area.

If no staging or staging Officer is designated the Incident Commander will designate the approximate location of the staging area.

The first Company Commander to arrive at the approximate location will automatically become the staging area Officer. They will notify the Incident Commander of their arrival, designate over channel 1 the exact location of the staging area to the first arriving engine company.

Due to the limited number of ladder companies, if the first arriving Officer is in charge of a ladder company, he/she will transfer Command of the staging area to the first arriving engine company.

The radio designation for the person in charge of the staging area will be the staging Officer. All communication involving staging will be between the staging Officer and the Incident Commander.

All responding companies will respond directly to the designated staging area, and report in person to the staging Officer. All companies will stand by their apparatus; crew intact, with warning lights off.

When requested by the Incident Commander, the staging Officer will verbally assign companies to report to specific divisions or groups, telling them where and whom to report. The Officer will then advise the Incident Commander of the specific companies assigned. The division or group supervisor may then communicate directly with the company.

The staging area Officer will then give the Incident Commander periodic report of available companies in the staging area. If requested to do so be the Incident Commander, the staging area Officer may utilize channel one and communicate directly with the fire dispatch office for additional resources.

**The staging Officer will also be responsible for the following functions:**

- Coordinate with the police department to block the streets, intersections, and other access required for the staging area.
- Assure that all apparatus is parked in an appropriate manner.
- Maintain a list of all companies available in the staging area and inventory all specialized equipment that might be required at the scene.
- Review with the Incident Commander what resources must be maintained in the staging area and coordinate the request for these resources.

- Assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving the emergency lights operating on your apparatus.

In some cases the staging Officer may have to indicate the best direction of response and routing for responding companies to get into the staging area.

Unless otherwise instructed, the staging area Officer will advise the Incident Commander when the level of resources in the staging is depleted to two engines and one ladder. The Incident Commander will make a decision weather or not to call for additional units or to all for an additional alarm.

The Incident Commander may instruct the staging Officer to maintain a based level of resources until further advised. In such circumstances, the staging Officer will communicate directly with the 911 center to request additional units.

Squads and medics responding to incidents when level II staging has been established will be dispatched to the staging area. The staging Officer will acknowledge the squads and medics with the 911 center, and will give instructions to the squad and medics personnel as requested be the Incident Commander.

A major medical emergency may require a separate staging area for squads and medics. In such cases, the staging Officer will so designate and relay this information to the Incident Commander and the 911 center.

## **Incident factors (size up)**

Incident factors are a standard list of basic items that the Incident Commander must consider in the evaluation of emergency situations. This list should provide personnel with a checklist of basic factors that are involved in size up, decision-making, initiating action, review and revision of the incident scene.

The Incident Commander soon learns that he/she can only deal with a limited number of factors within the framework of that limitation, identification of the critical factors is extremely important. Not all factors are critical in any one incident. The Incident Commander must identify the critical factors that are present in each Incident and initiate a plan based on critical factors.

Many times we begin operations before adequately considering the critical Incident factors. Size up is a conscious process involving the very rapid but deliberate consideration of critical factors and the development of a rational plan based on those conditions. Action is many times an instinctive process. Action feels good in emergency situations, while thinking delays actions; the Incident Commander must overcome this instant and force him/her to evaluate the incident factors.

Incident factors represent an array of items and dynamic during the entire emergency and the relative importance of each factor necessarily changes throughout that time frame. The Incident Commander must continually deal with these changes and base decisions on information that is timely and current. Beware of developing an initial plan and sticking to that same initial plan throughout the Incident, even though conditions continue to change. An effective emergency operation requires a plan revision that continually reconsiders Incident factors based upon information feedback.

In critical situations, the Incident Commander may develop an initial plan, initiate action based on an incomplete evaluation of Incident factors. In such cases, the Incident Commander must continue throughout the operations to improve the information to base decisions upon, the Incident Commander will seldom operate with complete information during initial operations.

There are three sources of information available to the Incident Commander during an emergency.

## **Pre-planning and familiarity**

These factors include intelligence that is gained by inspections and general familiarization activities. Such intelligence increases the information initially available to the Incident Commander.

## **Visual information**

These factors include those obvious to visual observation this visual information is categorized as the type that can normally be gained by actually looking at a situation from the outside. This form of intelligence involves the perceptive capability of the Incident Commander.

## **Reconnaissance information**

These factors include information that is neither preplanned nor visually available to the Incident Commander. This information must be gained by actually sending someone to check it out, go see, or by gaining the information from other personnel on the scene.

## **Building**

- Size
- Interior arrangement and access, stairs, hall, elevators, construction type.
- Age
- Condition
- Value
- Compartments and separation
- Vertical or horizontal openings, shafts, channels
- Outside openings doors, windows, degree of security
- Utility characteristics hazard/control
- Concealed spaces attic characteristics
- Exterior access
- Effect the fire has had on the structure (at this point) time projection the on continuing fire effect on the building.

## Fire

- Size
- Extent of structure involved
- Location
- Stage inception- flash over
- Direction of travel
- Time of involvement
- Type and amount of material involved in structure interior finish and construction etc.

## Incident priorities

Although many of the Incident Commander's responsibilities do not fall into any particular ranking order, this is not true with incident priorities. They must be the first items that the Incident Commander considers at all Incidents. These three priorities are:

- **Life safety is the first priority;** the Incident Commander must consider life safety issues for all Fire fighter, other emergency workers, occupants and bystanders at an Incident. No property is worth the risk of even one life. Life safety must come before all other considerations.
- **Incident stabilization is the second priority;** The Incident Commander must develop the Command structure and strategy to stabilize the Incident. The Command structure must match the complexity of the Incident, not the size.

- **Property conservation is the third priority;** property conservation at an Incident means achieving our goals and objectives while minimizing property damage. No Incident can be considered successfully managed if property conservation is not given proper conservation and implemented in a timely manner.

While these priorities are always considered, they may not always be accomplished in this order. **For example**, sometimes the Incident will need to be stabilized in order to affect life safety.

The objectives of each priority are reflected in the following benchmarks of completion:

- Rescue: primary search “all clear”
- Incident stabilization: “situation contained”
- Property conservation: “Salvage and Overhaul”

In order for the Incident Commander to satisfy the objectives of each function in its priority he must, in cases, overlap activities of each so as to achieve the current benchmark. Notable examples are the frequent need to achieve interior tenability with active/extensive fire control efforts before beginning a primary search, or the need to initiate salvage operations while fire control efforts are being extended.

It is the standard operating procedure to extend a primary search in all involved and exposed occupancies, which can be entered. The Incident Commander must structure initial operations around the completion of the primary search. Primary means companies have quickly gone through all affected areas and verified the removal and or safety of all occupants. Time is the critical factor in the primary search process. Successful primary search operation must necessarily be extended quickly during initial fire stages.

The search and rescue functions that follow lengthy fire control activities will be regarded as being a secondary search. Secondary search means that companies thoroughly search the interior of the fire area after initial fire control and ventilation activities have been completed. Different companies than those involved in the primary search activities should preferably

complete secondary search. Thoroughness, rather than time, is the critical factor in secondary search.

## Calling a “All Clear”

The completion of the primary search is reported utilizing the standard radio report term: **“All Clear”**

It is the responsibility of the Incident Commander to coordinate primary search assignments, secure completion reports from interior companies and to transmit the **“All Clear”** to the Incident Commander in turn reports to the 911 center. The 911 center will record the time of the **“All Clear”**.

The stage of the fire becomes a critical factor that affects the rescue approach developed by the Incident Commander. The following items outline the basic Command approach to various fire stages.

- In smoke showing situations or in very minor fire cases that clearly pose no life hazard, the Incident Commander must structure a rapid interior search and report **“All Clear”**.
- When you have smoke showing and a working fire situation, fire control efforts must be extended simultaneously with rescue operations in order to gain entry and control interior access to complete primary search. In such cases the Incident Commander and the operating companies must be aware the rescue is in a operating mode until primary search is completed, regardless of the fire control required. In working fire situations, primary search must be followed by a secondary search.
- In cases of fully involved structures or sections of structure, immediate entry and primary search activities become impossible and survival of occupants is improbable, the Incident Commander must initially report a working fire that is fully involved and that he/she will not report an **“All Clear”** As quickly as fire control is achieved. The Incident Commander must structure that is in effect a secondary search for victims.

The Incident Commander and operating companies cannot depend on reports from spectators to determine status of victims. Fire control forces should

utilize as to the location, number and condition of victims as supporting primary search efforts and must extend and complete a primary search whenever it is possible.

## **Rescue size-up and activities**

The Incident Commander must consider the following factors in developing a basic rescue size-up.

- Number, location and condition of victims
- Effect the fire has on the victim
- Capability of the control forces to enter the building, remove/protect victims and control the fire

The Incident Commander must make the basic rescue decision: do we remove victims from the fire or do we remove the fire from the victims? In some cases, occupants are safer in their rooms than moving through contaminated hallways and interior areas. Such movements may also impede interior firefighting.

The Incident Commander must realistically evaluate the manpower required to actually remove victims and then treat their injuries. In cases involving multiple victims, the Incident Commander must call for the timely response of adequate resources and quickly develop an organization that will both stabilize the fire and provide for the removal and treatment of the occupants.

### **Rescue efforts should be extended in the following order:**

- 1<sup>st</sup> – The most severely treated
- 2<sup>nd</sup> – The largest number (group)
- 3<sup>rd</sup> – The remainder of the fire area
- 4<sup>th</sup> – The exposed areas

The Incident Commander must specific primary assignments to companies to cover specific areas of large-complex occupancies and must maintain on-going control of such companies until the entire area is searched. When primary search companies encounter and remove victims, the Incident

Commander must assign other companies to continue to cover the interior positions vacated by those companies.

All initial attack efforts must be directed towards supporting rescue efforts and hose lines must be placed in a manner to control interior access. Confine the fire, and protect avenues of escape. Hose line placement becomes a critical factor in this operation and the Incident Commander and all operating companies must realize that the operation is in a rescue mode. It may be necessary to operate in a manner that writes off the structure in order to buy rescue time.

Normal means of interior access stairs, halls, doorways, etc should be utilized to remove victims whenever possible. Secondary means of rescue are platforms, ladders, fire escapes, helicopters; etc may be utilized in their order of effectiveness.

The Incident Commander must provide for the treatment of victims after removal. Victims should be removed to one location for more effective treatment. The Incident Commander should coordinate and utilize medics and squads and assign treatment companies as required to the emergence medical group.

## **The most urgent reason for calling additional alarm is for the purpose of covering life safety**

### **Fire control**

It is the standard operating procedure to attempt to stabilize fire conditions by extending whenever possible a aggressive well- placed and adequate interior fire attack effort and to support that aggressive attack with whatever resources and actions are required to reduce fire extension and to bring the fire under control.

There are basically two types of fire control strategies:

**Offensive strategy-** interior attack and relate support directed toward quickly bringing the fire under control.

The normal steps taken in the basic offensive attack are:

- **Establish the Command post**
- **Do a primary search**

- **First line-fast, aggressive interior attack**
- **Provide support activities**
- **Quickly evaluate effectiveness and react**

**Defensive strategy-** exterior attack directed to first reduce fire extension and then bring the fire under control.

The normal steps taken in the basic defense attack are:

- **Establish the Command post**
- **Evaluate fire write off lost property**
- **Identify key tactical positions**
- **Prioritize fir streams**
- **Provide big, well placed streams**
- **Quick determination of additional resource needs**
- **Surround and drown**

The Incident Commander must determine offensive or defensive attack based upon:

- **Fire extent**
- **Structural conditions**
- **Entry capability**
- **Ventilation profile**
- **Ability of occupants to be rescued**
- **Resources**

Where the fire involves concealed spaces such as attics, ceiling areas, construction voids etc. It becomes very important that the ladder companies open-up and engine companies operate fire streams into such areas. Early identification and response to concealed space fire can save the structure. Officers who hesitate to open up a roof because they don't want to do unnecessary damage to the building many times find that hesitation causes more damage in the long run.

Where the fire is sizeable, establish a safe and remote position from which to begin operations and then move in on the fire.

The Incident Commander should develop an effective attack through the management of these variables.

- **Location and position of the attack**
- **Size of attack**
- **Support functions**

Attack from the burning side will generally drive the fire, smoke and heat back into the building and the interior fire control forces out of the building. Lacking direction, when fire is showing, companies will many times lay hose and put water on the fire utilizing the fastest, shortest, and direct route.

The fastest place to put water on the fire is generally from the outside at the point where the fire is burning out of the building. This is the worst application point most of the time.

When fire is burning out of the building and is not affective exposures, let it burn out, and make an interior attack from the unburned side. It is usually venting in the proper direction. This will require discipline of the part of the fire control forces.

## **Offensive operations**

Many times offensive or defensive conditions are clear-cut and the Incident Commander can quickly develop a decision that relates to that attack. In other cases, the situation is marginal and the Incident Commander must initiate an offensive interior attack, while setting up defensive position on the exterior. The effect of the interior attack must be evaluated and the attack abandoned if necessary.

Strategy changes can develop almost instantly or can take virtually all night; the Incident Commander must be aware of and responsive to such strategy changes.

The Incident Commander must consider the most dangerous direction and avenues of fire extension particularly as it affects rescue activities, Confinement effects, and exposure protection. The Incident Commander must than allocate based upon this evaluation.

In some cases, the most effective analysis involves and evaluation of what is not burning than what is actually on fire. The unburned portion represents

where the fire is going and should establish the framework for fire control requirements.

When making an offensive attack the fire should be fought from the interior unburned side.

Initial attack efforts must be directed toward supporting primary search. The first attack must go between the victims and the fire to protect avenues of escape. It is generally better to use straight streams while operating in a rescue mode.

The Incident Commander must structure whatever operations are required to put water on the fire. Many fire ground concerns, control, extension, and exposures, etc can be eliminated by fast, strong, well placed attack.

Effective fire control requires that water be applied directly to the fire. Fire streams can be bounced off roofs and operate into smoke filled buildings. The fire will progress until it runs out of fuel. The Incident Commander must establish an attack plan that overpowers the fire.

## **Defensive operations**

The decision to operate in a defensive mode indicates that the defensive attack strategy has been abandoned for reasons of personnel safety, and the involved structure has been determined lost.

The announcement of a change to defensive attack will be made over channel #1 and Hebron tac channel #2 and then will be repeated from the 911 center. **One long blast on an air horn will accompany this announcement.**

All personnel will withdraw from the structure and maintain a safe perimeter. Officer will account for the safety of all personnel, and then

report to the Incident Commander that they have accountability for all personnel.

Interior lines will be withdrawn or **abandoned if necessary** and repositioned when changing to a defensive attack. Lines should be operated directly into doorways or windows but should be backed away to position, which will protect the exposures.

The **first priority** in defensive operation is **life safety**. Many inherent dangers exist for emergency personnel when operating in a defensive mode. **All unnecessary risk must be avoided.**

**The second priority is exposure protection.** All exposures, both immediate and anticipated must be identified and protected. Extinguishing must be identified and protected. Extinguishing the main body of fire may assist in the protection of exposures but does not replace it as the second priority. Once exposure coverage is established, attention may be directed to knocking down the main body of fire.

When the fire is under control, it is reported utilizing the standard radio reporting term: **“Situation Contained”** it is the responsibility of the Incident Commander to transmit this report to the dispatch center.

While **“Situation Contained”** officially indicates the Incident is contained or stabilized, and that the companies involved will be tied up unless designated as being in service, it essentially means the forward progress of the fire has been stopped and remaining fire can be extinguished with the on scene resources. It does not mean the fire is completely out.

## **Property conservation**

It is standard procedure to commit whatever fire ground resource is required to reduce property loss to an absolute minimum. The activities that relate to effective property conservation require the same early and ongoing command functions and aggressive action as both rescue and fire control. All members are expected to perform in a manner that continually reduces loss during fire operation.

When the fire is out, shut down the fire streams, early recognition that the forward progress of the fire has been stopped is an important element in reducing loss. The earlier the salvage operation begins, the smaller the loss.

When basic fire control has been achieved the Incident Commander must commit and direct companies into loss prevention activities; such activities generally include:

- Evaluating the damage to overall fire area.
- Evaluating the salvage value of various areas.
- Determining the man and equipment that will be required.
- Committing the required companies to salvage function.
- Redirecting hose lines from fire control functions to salvage operations.

In cases where there is an overlapping need for both fire control and salvage to be performed simultaneously and where initial alarm companies are involved in firefighting and salvage remains undone, call for additional resources to be assign to salvage functions.

The Incident Commander must be willing to commit adequate resources to property conservation activities.

Be aware that personnel involved in rescue and fire control operations are generally fatigues by the time property conservation functions must be completed. This can result in sloppy work and many injuries. Evaluate the conditions of personnel and replace with fresh crews if needed.

**Prompt fire ground lighting, both interior and exterior, reduces fire loss, firefighter injuries, and increases safety.**

Most personnel are attracted to active fire attack functions than to the less active operations that relate to property conservation. Most firefighters would rather operate nozzles than throw salvage covers. Officers must neutralize this by making specific assignments and structuring effective follow up to insure minimum property loss.

Salvage and overhaul functions must be integrated with investigative efforts. When fire control becomes stable, efforts should be made to protect and preserve evidence. Be aware of personnel who want to quickly shovel out the interior and go home. They will generally shovel out the evidence with the debris.

## **Fire stream management**

The following items relate directly to the effectiveness of hose lines:

- Sizes
- Placement
- Speed
- Mobility
- Supply

Hose lines should be advanced inside buildings in order to control access to halls, stairways, or other vertical and horizontal channels through which people and fire may travel.

## **Basic hose line placement**

Hose line placement will be directed by the priorities of each individual Incident. Life safety is always the first priority when considering hose line placement. Incident stabilization and property conservation considerations will follow life safety when deploying lines.

It is the responsibility of each engine company to assure its own uninterrupted, adequate supply of water. Assure in this case does not mean they must necessarily lay the line to the water supply, but that is their responsibility to get water into their pump, by whatever means are appropriate.

## **Support activities**

Support activities are those functions that assist active fire control and rescue operations. They generally include forcible entry, ventilation and the provisions of access. Confusion on the fire ground is often result of lack of support functions. The Incident Commander must cause these support

functions to be completed in a timely and effective manner. The Incident Commander must support the end of the nozzle.

## **Ventilation**

Proper ventilation provides several advantages and they are:

- Aids rescue operation
- Speeds attack and extinguishment
- Reduces property damage
- Reduces mushrooming
- Reduces the danger of back draft

Vertical ventilation directly over the fire is the most effective form of ventilation in working interior fire situations.

The timing of ventilation becomes extremely important and must be coordinated with fire attack activities. Ventilation should be provided in advance of attack.

Positive pressure ventilation should be used whenever conditions permit. Positive pressure can quickly and safely clear the structure of smoke, heat, and gases when done properly.

Fire will naturally burn out of holes in roofs, regardless if you cut the whole or if the fire does. If the fire burns through the roof it will generally do so in the best location. Ladder companies must locate ventilation holes in a manner that will support rescue activities and fire confinement. If vent holes are cut in the wrong location, the fire will naturally be channeled to them and expand the loss.

## **“When you cut a hole in the roof cut a big one”**

We ventilate to alter interior conditions. The best operating position to determine if a building requires ventilation and location and timing of that ventilation is the interior and roof forces must communicate the efforts effectively

## **“Do not operate hose lines down ventilation holes”**

Operate rooflines only for the purpose of protecting personnel and external exposures, unless the Incident Commander orders a coordinated roof attack. Effective topside ventilation will tend to keep roof intact longer. Roof conditions become extremely important to ventilation activities. If ladder crews cannot get onto the roof to ventilate because of advanced fire, the Incident Commander must react in order to make the offensive attack successful. This is a marginal offensive or defensive situation. If the Incident Commander can find no alternative method to effect the tenable conditions for the hose line then the fire will quickly become a defensive situation. Hose line crews can probably get inside and stay inside longer than ladder crews can stay on the roof longer.

## **It is better to abandoned the building a bit too soon rather than a bit too late** **Additional resource Management**

The decision required to providing for adequate resources are an important factor in effective fire forecasting. The Incident Commander must develop strategic goals and obtain the resources required to stay ahead of the situation. Beware of “crisis Management” this happens when a situation grows at a rate faster that resource rate to that situation. The Incident Commander ends up with a rapidly advancing situation and inadequate resources to control it.

Many the times will reach a point where the Incident Commander will begin to debate with himself/herself weather to call another alarm or not, In such cases call

for it. If extra resources are not needed, they can easily be put back in service. The Incident Commander should consider a stand by alarm in these situations.

In most cases, the Incident Commander should utilize the greater alarm mechanism. It provides for move ups and indicates in a standard manner that the fire problem in an expanded situation.

It is the continuing responsibility and function of the Incident Commander to determine the resources required to control the situation and to provide for the timely call for any additional resources required.

The Incident Commander must be aware of the capability and response time of additional resources and effectively integrate these facts into calls for additional help.

As the Incident Commander for additional resources, he/she must build a corresponding Command organization to manage that additional resource. The Incident Commander cannot encounter a big fire situation, call additional alarms and then expect to effectively manage that additional resource in a single alarm Command situation.

## **Forcible entry**

Forcible entry involves a trade off in time versus damage; the faster you force the more damage you do. The more critical the fire, the less important forcible entry damage becomes. If the fire is progressing and you must go into attack from the unburned side, don't waste time. Gain entry by the quickest means possible.

The provision of access many times will determine if the fire is cut off and extinguished or not. These access-oriented activities are required to discover-hidden fires. Although access activities may cause additional damage, if your size up indicates a working fire inside a concealed space, get ahead of it, open and cut it off.

Be aware of the premature opening of doors, holes, access effort, etc, before lines are placed and crews are ready to go inside. Good timing required effective communication.

## Thermal Imager Procedure

### M. Purpose:

To assist in the safety of interior fire attack crews, and assist in a rapid primary/secondary search for lost or trapped victims.

### N. Responsibility:

It shall be the responsibility of the Department Officers to implement this operating procedure.

It shall be the responsibility of the Department Officers to train all members in the application of this procedure.

It shall be the responsibility of each member to know, understand and use this procedure as it applies to the situation at hand. Each member will use good judgment in the use of this procedure.

It shall be the responsibility of each member to read, understand manufactures procedures on operating this Thermal Imager Camera.

### O. Operation of the Bullard Thermal Imager

**Functions on the Hebron Fire Departments Bullard Thermal Imager are:**

**Green Button**- Power (Green light on) Transmitting

**Black Button**- Transmitter

**Yellow Button**- Sleep Mode (Yellow light on) Sleep mode on (Saving battery)

The Bullard Thermal Imager is a hand held unit with the capability of sending an image back to the engine in which the Incident Commander can monitor the activities of crews inside. The Thermal Imager is placed on the Hebron Fire Departments first engine out on any reported structure fire in the Village or Union

Township. The Imager is located on the engine cowling next to the Officers seat of engine (3) three. The Imager is in a self-charging charging unit; also a spare battery is located to the side of the Imager in a Separate charging unit.

As you look at the display screen down the left side of the Imager you will see starting at the top Battery Hi, which is a series of green lights that will indicate the battery power. When the power becomes low, the red light at the bottom of the display screen will indicate Lo for low battery, also in the left hand corner you will see a yellow indicator light the will show if the unit is in the sleep mode.

Looking at the display screen, on the left side of the unit you will find a series of buttons, the first one is black in color and in the transmitter button, the second on is green in color and this is the power button, and the third button is yellow in color, this is sleep mode button.

## **Monitor/Antenna operation**

In the pump panel compartment you will find the monitor and Antenna. The monitor is an (8) inch Symphonic TV/VCR recorder with the antenna pre-connected to the monitor. To turn power on, push power button on bottom left hand corner of monitor. To record make sure tape is in player and push REC. button also on bottom of monitor. If the Thermal Imager is in use when you turn power on you should have a picture, if no picture advise the Incident Commander to have interior crew to push the transmitter button on Camera. If picture is distorted, place antenna on top of engine for clarity.

An example of situations when the Thermal Imager shall be utilized are: structure fires, reported structure fires, smoke inside of any structure, smell of smoke, etc. it shall be the Officers digression on any other uses for the Camera.

When a situation arises for the need to use the Thermal Imager Camera the Officer in Charge shall assign one person to assist crews on entering, locating the fire, heat, victims if necessary. At any time the camera is in use it will be the pump operators responsibility to ensure that the monitor is on and recording.

**This operation should take only a few seconds.**

**If at any time the Thermal Imager Camera is in use, the transmit button will always be utilized. This is for the Safety of crews inside as well as any victims unaccounted for.**

## **Maintenance of Thermal Imager Camera**

At the start of each shift during equipment checks, personnel shall ensure the Thermal Imager Camera batteries are fully charged and operating also ensure Camera is sending a picture to the monitor and recording. If Camera is exposed to extreme heat, smoke, etc. when the crew returns to station the Camera shall be cleaned with a mild soap solution and checked to ensure proper operation before returning Camera back in service. If for any reason Camera is unable to be placed back in service it shall be reported to the duty Officer.

## **SMALL HAZARDOUS MATERIALS SPILL PURPOSE:**

To control and prevent further damage to life, the environment, and property due to exposures to hazardous materials

## **RESPONSIBILITY:**

It shall be the responsibility of the department officers to implement this operation procedure.

It shall be the responsibility of the department officers to train members in the application of this procedure.

It shall be the responsibility of each member to know, understand and use this procedure as it applies to the situation at hand. Each member will use good judgment in the use of this procedure.

## **GUIDELINE:**

Spills of common fluids (gasoline, motor oil, transmission fluid, anti-freeze, hydraulic oil, diesel fuel, etc.) in quantities less than 25 gallons that do not enter a waterway, including a storm sewer, may be handled in the following manner.

If the spill is an immediate threat, use emergency foam/water extinguisher on the area of the spill to suppress vapors immediately, while surveying other options.

NOTE: Make sure run-off does not enter sewer or waterway.

Use an adsorbent to soak up the product, **DON'T FLUSH WITH WATER.** The residue is not a hazardous material and may be disposed of as any solid waste; in a dumpster for instance.

For traileed spills in the roadway, use adsorbent to soak up the product, and let the traffic disperse the adsorbent. Be aware that the road may be slippery and appropriate action may be needed. Dry sand can handle both hazards.

Oil-Dry, Cat litter, and dry sand are good adsorbents.

At a vehicle accident, the wrecker driver is responsible for cleaning up the debris, including the adsorbent. You should notify the police officer and/or the wrecker driver that the adsorbent is not a hazardous waste, and how to dispose of it. The used adsorbent may be swept up and placed in a trash bag for disposal. The trash

bag may be sent with the car or placed in a dumpster. Remember adsorbed flammable liquids could still release flammable vapors. Absorbent pads, pillows, pig's booms, etc. may be used and disposed of in the same manner, provided the same conditions are present.

Spills of over 25 gallons, or any quantity that enters a waterway, require the immediate notification of the Ohio EPA (**1-800-282-9378**). Clean up will be under their direction.

Release from underground storage tanks also requires the notification of the Bureau of Underground Storage Tanks (BUSTR) (**1-800-686-2878**).

## **Carbon Monoxide emergency responses**

It shall be the responsibility of each member to know, understand and use this guideline, Training and common sense as it applies to the situation at hand. Each member will use good judgment in the use of this guideline.

Carbon Monoxide is an odorless, tasteless, colorless gas that can be deadly in relatively low concentrations. It is a by product of incomplete combustion originating from fuels such as wood, oil, propane, coal, gas, kerosene or charcoal.

These types of fuels can be found in appliances such as furnaces, grills, dryers, fireplaces, ranges, water heaters and automobiles.

When a faulty device, or unusual condition exists, Carbon Monoxide may be vented into areas where humans are present, causing Carbon Monoxide poisoning.

Carbon Monoxide has a specific gravity of .97, which causes the gas to be distributed evenly from floor to ceiling. Carbon Monoxide has a lower explosive limit of 12.5% and an upper explosive limit of 74.2%. Ignition temperature of Carbon Monoxide is 1,128F.

The greatest danger of Carbon Monoxide is its attraction to the hemoglobin's in the bloodstream. Carbon Monoxide is inhaled through the lungs, and bonds with hemoglobin's, displacing the Oxygen that the body needs to function. When Carbon Monoxide is abundant in the air supply, Carbon Monoxide accumulates in the bloodstream, forming a toxic compound, this compound, Carboxy Hemoglobin (also referred to as Carbon Monoxide poisoning) and may cause the following symptoms:

## **Resulting conditions/symptoms**

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### **Parts per Million 0-9**

Maximum allowable concentration for short-term exposure in a residential living area. No symptoms.

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### **Parts per Million 0-35**

Maximum allowable concentration for continuous exposure in any eight (8) hour period in any workplace. No associated symptoms within this eight (8) hour period.

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**Parts per Million 9-100**

After several days in a living environment see possible beginning symptoms.

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**Parts per Million 35-100**

Over an eight (8) hour period in any workplace see possible beginning symptoms.

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**Parts per Million 100**

After four (4) hours of exposure headache, weakness, nausea, roaring in ears.

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**Parts per Million 100-200**

After two (2) hours of exposure headache, dizziness, inability to think clearly, possible loss of consciousness.

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**Parts per Million 200-400**

After one (1) hour of exposure sever headache, vomiting, loss of consciousness.

**Life threatening after three (3) hours.**

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**Possible symptoms of C.O. poisoning**

Beginning stages- Head pressure, weakness in the knees, confusion, nausea, roaring in ears.

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**Ending Stages**

Increasing weakness and confusion, severe frontal headache, dizziness, inability to think clearly, vomiting, loss of consciousness, drop in blood pressure, pulled reflexes, convulsions, loss of muscular control, shallow to absent respirations, **death.**

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## **Carbon Monoxide detectors**

It is possible to find a Carbon Monoxide detector within a structure, which is similar in appearance to a smoke detector. These devices are designed and intended to detect two (2) separate and distinct hazards. When investigating an audible detector signal, take care in determining which type of detector you are dealing with.

Underwriters Laboratory (UL) standard 2034 sets criteria on Carbon Monoxide detectors performance and reliability. All Carbon Monoxide detectors must comply with this standard. UL standard 2034 was updated in 1995 in regards to low level alarming of Carbon Monoxide. Prior to 1995, Carbon Monoxide detectors would alarm at 15 P.P.M over an eight (8) hour period, now the detector will not alarm until at 15 P.P.M over thirty (30) days of exposure. Additionally, all Carbon Monoxide detectors now must have a reset button to reset the detector and silence the alarm, yet continue to provide protection to the inhabitants of the dwelling. The high-level alarm detection remains at 100 P.P.M for 90 minutes, 200 P.P.M for 35 minutes, and 400 P.P.M for 15 minutes.

There are different types of Carbon Monoxide detectors and different methods of reading these detectors. When dealing with the round “gel cell” detector, you must examine the sensor discs located on the sensing module. These discs should be orange to red in color under normal circumstances. When exposed to Carbon Monoxide, these discs will turn darker to green and blue, or brown and black, depending on the level of Carbon Monoxide that was sampled. Other Carbon Monoxide detectors that are available plug directly into a standard household outlet and feature both a warning and a full alarm signal. A green light indicates that the unit is receiving power, a yellow flashing light indicates a warning alarm with a audible tone that sounds consisting of 3-5 beeps every five (5) minutes, and a red light indicating a full alarm.

The performance of all detectors may be effected by a number of contaminates, which may produce false alarms, while others may delay the onset of an alarm or damage the sensor. These contaminates may be:

- **Hair spray**
- **Alcohol fumes**
- **Ammonia fumes**
- **Perfume**
- **Paint or thinner**
- **Cleaning products**
- **Steam or humidity**
- **Silicone sprays**

## **Department response to Carbon Monoxide Alarms**

The Hebron Fire Department will send a single engine company on a service run to investigate a Carbon Monoxide detector alarm or suspected Carbon Monoxide in an atmosphere.

If an individual or individuals are experiencing any of the possible symptoms of Carbon Monoxide poisoning, an appropriate number of EMS companies must be added to the run, as this is now an emergency response.

When arriving on the scene, the first arriving Officer shall use normal procedures for fire apparatus placement, keeping in mind the possible addition of EMS equipment to the Incident scene.

At the beginning of the investigation, meters shall be turned on and “zeroed” out away from the origin of the alarm and any responding equipment, **keep in mind that in cold weather it may be necessary to “zero” the meter out inside the apparatus.** The drastic change in temperature from outside to inside can cause false or inaccurate readings. Upon entering the structure, if the crew receives an immediate open air reading of 35 P.P.M or greater in any structure, the following shall be immediately initiated:

- All personnel shall be in full bunker gear and SCBA’S.
- All occupants shall be evacuated.
- Ventilation shall be initiated until the occupants are evacuated.
- Incident Commander shall determine if further resources are needed to stabilize the Incident.

Begin by testing the “free air” throughout the structure at eye level. Unlike natural gas, Carbon Monoxide is slightly lighter than air and minimal circulation is needed to keep it diffused throughout the room.

Before starting an organized search, operate all fuel burning appliances for 10-15 minutes to simulate the worst possible conditions, and begin your search while continuing to operate these devices. The following is a checklist that can assist you during an appliance-to-appliance search for Carbon Monoxide emissions:

# Hebron Fire Department CHECKLIST FOR CARBON MONOXIDE

Location \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **P. Owner / Occupant Health Checklist**

Headache ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Fatigue ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Nausea ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Dizziness ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Confusion ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Any occupants feeling ill ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Do occupants feel better away  
From building ----- Yes \_\_\_\_\_ No \_\_\_\_\_

## **Q. Detector Performance**

Detector present? ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Has the detector been going off before this call ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Is there an attached garage ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you recently driven a vehicle into the garage ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you tried to reset the detector ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
How old is this detector \_\_\_\_\_

Occupant's actions since detector has activated

Has any fresh air been let into building ----- Yes \_\_\_\_\_ No \_\_\_\_\_  
Other actions \_\_\_\_\_

## **R. Areas to check for sources of CARBON MONOXIDE**

Have owner / occupant turn on furnace, open hot water outlet to start hot water heater, and operate any other gas appliances while the inspecting firefighter checks immediate area with tester.

All rooms general check

Hot Water Heater

\_\_\_ Attached garage  
\_\_\_ Barbecue Grill  
\_\_\_ Chimney  
\_\_\_ Clothes Dryer  
\_\_\_ Fireplace

\_\_\_ Kitchen Stove  
\_\_\_ Kitchen Stove Vent  
\_\_\_ Portable Heater  
\_\_\_ Refrigerator, gas  
\_\_\_ Furnace, Gas piping

## **S. Incident Completion**

CARBON MONOXIDE detected yes \_\_\_\_\_ PPM \_\_\_\_\_ No \_\_\_\_\_

If yes note advisements and actions

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Occupant given a copy of \*\*\* Notice of Findings \*\*\*

Occupant signed below \_\_\_\_\_

Responding Vehicle \_\_\_\_\_ Responding Unit Numbers \_\_\_\_\_

\_\_\_\_\_

Time of call \_\_\_\_\_ on scene Time \_\_\_\_\_ In Service Time \_\_\_\_\_

Owner / Occupant signature

Print occupant Name

\_\_\_\_\_

I have received a copy of the \*\*\* Notice of Findings \*\*\* and will comply with any  
Advisements or orders resulting from this incident.

**Occupant Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Notes

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If an appliance is found to be the source, **the appliance and the fuel source must be shut off.** The owner of such a device is responsible for contacting the proper service personnel for repairs. **At no time will any member of the Hebron Fire Department attempt to re-light a pilot/re-start or repair any appliance or device.**

Once the “free air” in the premises has been reduced to a safe level, the structure may be re-entered at the discretion of the Incident Commander and /or utility company representative. Once re-entry has been approved, the following steps shall take place:

- Attempt to reset the Carbon Monoxide detector if possible
- Advise owner/occupants of any actions performed, and any repairs/problems that need to be corrected
- Complete an Incident report fully documenting all actions taken, any agencies present, and all recommendations made by the Incident Commander or utility company representative
- Advise owner/occupant not to hesitate to call 9-1-1 if alarm sounds again, or if any symptoms of Carbon Monoxide poisoning manifest

## **Operation and use of the TMX412 Carbon Monoxide Detector**

The TMX412 Carbon Monoxide detector and safe air reader is a sensing units purchased by the Hebron Fire Department to aid in the detection of Carbon Monoxide.

The TMX412 Carbon Monoxide detector may be used when the crew or Officer in charge have followed the proceeding general operating guideline, and if any of the following conditions still exist:

- A detector has malfunctioned or lost power, causing a loss of protection for the resident
- A detector has been exposed to a high enough level of Carbon Monoxide requiring 24-hours of fresh air to reset. The crew may leave the customer's detector outside and use the TMX412 detector for temporary protection.
- Carbon Monoxide has been sensed, and the customer does not presently own a detector. Personnel shall advise owner/occupant of the advantages of purchasing a Carbon Monoxide detector for their residents.

When performing a follow up investigation, the Officer/crew should take the original Incident report and the TMX412 with them to determine if any further actions are needed. This follow up should then be documented on the original Incident report form.

## **How to operate the TMX412 monitor**

Turning on monitor, push power button on front left hand corner holding till, display reads release, this should take (5) seconds. When you release the monitor, it will go thru a self-test and zero out; at this time you are ready to conduct you test. To turn off power hold power button for (5) seconds until the display reads release. All personnel shall read and understand manufacture suggested operational guidelines.

## **Response and suggested actions**

### **Any reading in “free air” from a vented appliance**

- Shut off appliance
- Shut off all fuel sources to the appliance
- Advise caller to have system checked

### **(8) PPM in a Residence**

- If all appliances or systems are eliminated as possible Carbon Monoxide source with no reported symptoms, this shall be considered an acceptable level

### **(34) PPM in a Commercial building**

- If all appliances are eliminated as possible Carbon Monoxide sources with no reported symptoms, this shall be considered an acceptable level

### **Above the acceptable levels but less than (100) PPM**

- Evacuate the premises, notify utility company, begin organized search for Carbon Monoxide source and notify owner of results and findings, ventilate

### **(100) PPM - (200) PPM**

- Evacuate premises, shut off gas at meter or curb or at the affected system, notify utility company, turn thermostats off, begin ventilation, limit amount of time spent in building without SCBA

### **(200) PPM and up**

- Evacuate premises, shut off gas at meter or curb, notify utility agency and supervisor, ventilate. Begin search for Carbon Monoxide source. **No exposure without SCBA and turn out gear!!**

## **Personal body armor (PBA)**

It is the policy of the Hebron Fire Department that all personnel responding to a situation where there may be a potential violence situation, all personnel on the first in Medic shall wear personal body armor. An example of some situations where personnel shall wear personal body armor is:

- **Domestics**
- **Shootings**
- **Stabbings**
- **Suicides**
- **Hostage situations**
- **911 hang-ups**

**Common sense should be used in situations that may come up, if you feel you need to wear personal body armor, then wear it!!**

Under no circumstances are any personnel to enter the scene of any situations listed in the table above without law enforcement Officers on the scene, and then only after law enforcement Officers have advised that the scene is secured will personnel proceed to the scene.

At any time a run that involves the scene needing to be secured by law enforcement accrues, all equipment responding shall stage at the minimum of two (2) blocks from the emergency scene. Once a staging area has been determined by

the Officer in charge, this shall be relayed to the 911 dispatcher so they can advise law enforcement of our equipment/personals location, also advise the 911 center to let the staged equipment know when its safe to proceed to the emergency scene.

**At no time under any circumstances will any personnel report to any emergency scene that law enforcement is required before the scene is secured. If at ant time this happens the employee/employees will be reprimanded.**

When possible, only (2) two personnel that are equipped with personal body armor shall enter the scene to administer patient care. All other emergency personnel shall remain at the apparatus, and await orders from the Fire department scene Commander. The Officer shall utilize the minimum number of personnel he feels necessary to achieve a positive outcome. **Personnel shall remain in the apparatus, not out walking around,** remember this may be a crime scene and personnel walking around may hamper law enforcement in their investigation.

There shall be two (2) vest placed on the first out medic unit. These vest shall be kept in their assigned compartment at all times when not in use, and shall not be relocated without approval from the Fire Chief or duty Officer. The vest shall be inspected weekly to assure all components are present and for cleanliness.

All personnel are required to demonstrate proper donning of the vest and their knowledge of the vests application before use of this equipment. If unsure on how to properly use the vest, have the duty Officer give you an in service.

Personnel are to don personal body armor before leaving the station or place you may be at the time of call, and shall not be removed until the incident is terminated of the duty Officer advises.

# **Infection Control and Health maintenance Control plan**

## **Exposure Determination**

To identify those task for which it can be reasonably anticipated that exposure to potentially infectious bodily secretions and materials may occur, and to identify those task for which it can be reasonably anticipated that injuries might be incurred.

The following tasks are reasonably anticipated to involve exposure to potentially infectious bodily fluids and materials and/or involve exposure to potentially hazardous environments in which injuries may be incurred.

- Fire Suppression
- Emergency medical care to patients
- Rescue of victims from hostile environments
- Recovery and/or body removal
- Hazardous Material Operation
- Operation of Emergency Apparatus

The job classifications listed below are anticipated to involve potential exposure to infectious substances and hostile environments, which may be hazardous to the employee's health.

- Firefighter
- Emergency Medical Technicians/Paramedic
- First responder
- Maintenance personal

This policy is to provide a comprehensive infection control and health maintenance program, which maximizes protection against occupationally acquired communicable diseases and provides health maintenance and assistance programs

for the prevention of communicable and non-communicable diseases and/or physical impairments.

**This policy applies to all employees of the Hebron Fire Department who provide fire, rescue and emergency medical services.**

## **It is the policy of the Hebron Fire Department:**

To provide fire, rescue, and emergency medical services to the public without regard to race, gender, age, creed, religion and known or suspected diagnosis of disease, whether communicable or non-communicable in nature.

To provide all employees with the necessary training in personal protective equipment, immunizations, assistance programs and health maintenance programs needed for the protection from communicable and non-communicable diseases and job related injuries and/or impairments.

To encourage participation in health and maintenance training programs

To recognize the need for work restrictions based on infection control concerns and/or physical, mental impairments incurred by any employees.

To prohibit discrimination of any employee for health reasons

To regard all personnel's medical information as confidential Medical information, and will not be released without signed written consent of the employee.

## **Roles and Responsibilities**

**Chief of the department-** The fire Chief has the authority to delegate staff Officers to manage the task necessary to implement and sustain the program, however the Chief is ultimately responsible for the health and welfare of all employees while performing the duties required on the scene and around the station.

**Safety Officer-** The safety Officer in addition to his duties described in NFPA 1521 1994 will assume the duties of the infection control Officer when the latter is unavailable.

**Safety Committee-** the safety committee shall consist of the:

- Fire Chief of the department
- Safety Officer
- Medical director

- EMS coordinator of the department
- All department Officers

The committee will periodically review and revise when required this program. The committee will meet quarterly to discuss safety and infection control issues. The infection control Officer will:

Serve as the departments designated Officer as required by the Ryan White comprehensive Aids resource act of 1990.

Develop criteria for the purchase of infectious control personal protective equipment and determine stocking levels for the station and response vehicles.

Evaluate possible employees exposure to communicable diseases and coordinate communications between the department and treating physician and hospital.

Conduct Monthly inspections of on-scene and station operations to insure compliance with department policies.

Collect quality assurance data of the program to present at the quarterly Safety committee meetings.

Notify the department Safety Officer if data indicates a safety hazard requiring immediate attention.

Coordinate the immunization program with the department's physician and maintain immunization records and maintain a database of exposures and treatment received.

Provide technical expertise to the training Officer concerning the program. Keep abreast of now developments, which apply to the program and make appropriate recommendation to the safety committee.

**EMS Training Officer-** The Chief of the department shall appoint the EMS training Officer. This person is required to have (5) five Years EMS experience, posses a current paramedic certification.

## **The EMS training Officer will:**

Serve the dual role of EMS training Officer and infection control Officer if so appointed.

Be responsible for developing and implementing Monthly training sessions.

Keep records of all employees training attended.  
Keep records of all employees' certifications and their expiration dates.  
Notify the safety Officer of any employee's deficiency in training and/or performance.  
Develop and implement an infection control program, which complies with OSHA regulation 29 CFR part 1910,1030.

## **Department Officers**

### **Fire Chief and Company Officers will:**

Support and enforce compliance with this program.  
Shall correct unsafe acts, which violate any section of this program  
Mandate safe operating practice on and away from the scene.  
Refer for medical evaluation members, which may be unfit to assume emergency response duties due to communicable disease of other reasons.

### **All employees will:**

Assume the ultimate responsibility for their health and safety.  
Abide by the regulations set forth.  
Report any suspected exposure, whether biological, mechanical or chemical in nature to the Officer in charge or Fire Chief.  
Report any diagnosis of communicable disease whether occupational or non-occupational to the department safety Officer and Fire Chief.  
Report any diagnosis of health related problems whether physical, mental or emotional to the Department safety Officer or Fire Chief.

## **Infection control and health maintenance program compliance requirements**

All employees shall be required to comply with the infection control policy set forth.

All employees are required to participate in annual training and any amendments or changes in the infection control policy. Any changes in infection control will be posted for (30) thirty days and then will be in effect.

When non-compliance is noted, the employee shall receive counseling, education and/or training. In the event this does not resolve the infraction, appropriate disciplinary action shall be considered. Non-compliance shall be documented in the employees file.

If non-compliance is due to unclear and/or inadequate standard operating procedures, revisions will be required.

Evaluation of the infectious control program shall be evaluated annually and shall be updated if necessary.

Quarterly reports are to be presented by the EMS coordinator to the committee so as to ensure effectiveness of this program.

## **Infection control training**

All employees are required to complete the following:

Initial infectious control training upon receiving appointment to the Hebron Fire Department

Refresher training annually on infectious control

**All training will be in compliance with NFPA standard 1581 and OSHA regulation 29 CFR part 1910.1030 and shall include:**

An accessible copy of OSHA reg.29 CFR part 1910.1030

A general explanation of the epidemiology and systems of blood borne diseases

An explanation of the modes of transmission of blood borne pathogens

An explanation of the department's exposure control plan

Training in recognizing task that may involve exposure to blood borne pathogens

An explanation for the basis for selection of PPE

Information on the location, use, removal, handling, decontamination and disposal of PPE

Information on the appropriate actions to take should exposure to potentially infectious material occur

Information on post-exposure evaluation

Information on label and color-coding of biohazard materials

Information on storage and disposal of biohazard materials

The infection control training Officer shall be knowledgeable in this programs components

Written records will be maintained for (3) three years from the date which training occurred

**Training records shall include:**

- Date of training
- Contents
- Instructors name
- Name of all employees attending training

## **Universal precautions**

At any time personnel are in contact with a patient, they shall wash hands at the completion of the run or at the time they turn patient care over to the receiving hospital. **(The sooner the better)**

All employees shall assume all body fluids are infectious and are required to adhere to all universal precautions.

When in doubt select maximal PPE rather than minimal PPE

**Gloves are to be worn for all medical calls. At no time shall any employee of the Hebron Fire Department have any contact with a patient with out gloves being worn.**

When splattering, splashes of body fluids are likely to occur, eye/face protection, also a gown are to be worn.

Prior to placing equipment back in service, all equipment shall be cleaned and disinfected.

All supplies used at the scene are to be placed in the appropriate waste receptacles and disposed of properly.

Standards for personal protective equipment will be developed by the infection control committee and updated or modified as needed.

The Hebron Fire Department is responsible for the supply repair or replacement and safe disposal of infection control personal protected equipment.

At the beginning of each shift change, the medic in charge will inventory all personal protective equipment and check to ensure that all emergency apparatus is fully stocked and intact. If for any reason equipment is in need of replacement or repair the on duty Officer will be advised.

Available personal protective equipment shall include but not be limited to:

- Non-sterile latex gloves
- Face mask
- Eye protection
- Fluid impervious gowns
- Sharps container
- Biohazard us bags
- Shoe covers

## **Medic units**

The amount, type and location of personal protection equipment will be standardized on all Hebron Fire Department medic units if possible.

Each medic unit is to carry non-sterile latex gloves, eye and face protection, gowns or trauma aprons, also a non-water based hand washing solution and paper towels.

Each medic unit shall carry a closable, puncture proof and leak proof sharps container. Sharps containers shall be color-coded, labeled as a biohazard and be easily accessible.

At any time the sharps container becomes full, it shall be disposed at the hospital in the proper location. A new sharps container shall be replaced at the same time.

## **Fire Apparatus**

The amount, type and location of personal protective equipment will be standardized on all fire apparatus if possible.

All members, which may be involved in an extrication situation, are to use structural firefighting gloves, or department approved extrication gloves.

All Hebron Fire Department personal, which assist on emergency medical calls, are to utilize the non-sterile latex gloves and eye protection as needed.

Face shields on structural firefighting helmets **will not be acceptable** for infection control purposes.

When any personnel are performing or assisting with invasive procedures, all personnel shall utilize the appropriate barrier precautions when the possibilities exist of exposure to body fluids, either from contaminated instruments and/or direct contact with any patient's body fluids.

All personnel performing or assisting with invasive procedures shall exercise extreme caution to prevent injuries caused by sharp instruments. After use these instruments shall be placed in a puncture resistant container. To prevent needle stick injuries, needles should never be recapped.

When a run consist of more than (1) one patient, new gloves shall be donned before contact with the second patient.

All reusable contaminated items are to be cleaned with a 10% Clorox solution and air dried before being put back into service.

The medic unit shall be inspected and decontaminated if needed prior to departing from the receiving hospital.

## **Duty uniforms**

Duty uniforms may be worn home after an employees shift providing it has not been contaminated with infectious fluids from any run.

If the employees uniform has minor contamination, it may be worn back to the station, but shall be washed on station and a clean uniform donned before participating on any further emergency responses.

If any employee's uniform receives heavy contamination, it shall be removed at the Emergency room, bagged and returned to the station for cleaning. If any employee's uniform needs to be changed at the Emergency room, the employee shall don a hospital set of scrubs till he/she returns to station. At that time heavily contaminated uniform shall receive two (2) wash cycles using the detergent provided by the department. After washing of employees uniform is completed, the washing machine shall be put through a third cycle empty using a 10% Clorox solution to ensure decontamination of the washing machine.

## Turnout gear

Turnout gear shall be washed after every major Fire using the detergent provided by the department. **At no time shall Clorox be used when washing turnout gear.** Turnout gear shall be washed to manufactures specifications.

If turnout gear becomes contaminated with body fluids, it shall be washed on completion of the run. If heavily contaminated, it shall be run thru two wash cycles, then the washing machine shall be put through a third wash cycle empty using a 10% Clorox solution

At any time contaminated duty uniforms or turnout gear needs to be washed, latex gloves shall be worn when handling. At the completion gloves shall be disposed of in the proper container.

Any personal needing to decontaminate uniforms or turnout gear for any reason, shall at the completion of the process, **shower immediately.**

Uniforms or turnout gear, which have been contaminated with any hazardous materials, shall be handled on a case by case. It will be up to the Officer on duty to determine on the severity of the contamination and to the existent needed for decontamination.

## Medic Vehicles

The medic apparatus shall be cleaned and disinfected at the hospital on any run involving contamination of the vehicle with body fluids. This shall be completed if at all possible at the hospital. To disinfect the medic use a 10% Clorox bleach mixture. At most of the receiving hospitals they will have a disinfected available for the decontamination of the medic unit.

The Bio waste container shall be changed and disposed of at the hospital after each run.

The Hebron Fire Department has designated the large sink in the apparatus bay as the bio decontamination area. This area shall be used for cleaning all emergency medical supplies as well as equipment.

This decontamination area shall be kept clean. This area shall be decontaminated after each use using a 10% Clorox bleach mixture.

Any waste generated from the decontamination area shall be placed in a hazardous container bag and disposed of in the proper manner.

## **General house keeping**

It is the responsibility of all employees of the Hebron Fire Department to maintain the cleanliness and order of the station and equipment.

Use the proper cleaning equipment and solutions for the task. Do a thorough cleaning.

## **Non contaminated or contaminated exposures**

In the case a clean needle stick, fresh from its sterile container, if your tetanus shot is current, clean the wound and file a Hebron Fire Department accident report.

In the case of a contaminated needle stick, or any body fluid exposure to broken skin or mucous membranes, generate a run report on In the case of a contaminated needle stick, or any body fluid exposure to broken skin or mucous membranes, generate a run report on your self, fill out a workers compensation claim form and follow the following guidelines.

Clean the wound thoroughly

Tetanus prophylaxis as needed

If the injured employee has had two (2) or more heptavax or recombivax B shots, an anti hepatitis B surface antigen is to be obtained on the injured employee.

If the injured employee has not had at least two (2) shots of heptavax B, he/she is to receive HBIG and recombivax B.

The employee shall fill out the departments exposure form and give it to the attending physician.

Request that the patient be tested for serologic evidence of HIV and hepatitis B, a request in writing must be submitted along with the exposure form to the receiving hospital. Document the injury and why you suspect an exposure to an infectious disease.

If the patient refuses the HIV test, the employee may request this testing through the receiving hospital's infectious control procedures. If the hospital refuses to order the testing, the employee may petition probate court for an order requiring the testing. To do this the employee must have an HIV test performed on him/herself within seven (7) days of the documented exposure.

If the patient is tested negative for HIV antibody, no further follow up for the employee is necessary unless the patient is at a high risk for HIV infection. In that case, follow up testing after a period of (12) weeks may be obtained.

If the patient is VDRL positive, or at a high risk of being exposed to syphilis, a follow up VDRL test shall be obtained at (1) month and (3) months following documented exposure. During this time any skin eruptions, especially at the site of the inoculation should receive prompt medical evaluation.

Tetanus toxoid and hepatitis screening or vaccines must be obtained on the day of exposure at the hospital emergency department.

Anytime you receive testing, treatment and/or vaccine of any kind for any exposure to contagious infectious disease, you must turn in a completed Hebron Fire Department accident report to your immediate supervisor.

## Specific Exposures

### **Meningococcal Meningitis:**

In cases of suspected meningococcal meningitis, prophylaxis is begun on the basis of the patient's spinal fluid gram stain. This is usually available within a few hours of the patient's arrival in the emergency department. Treatment with Rifampin is only needed for direct contact with saliva or vomit, or prolonged close contact.

**Note:** you must notify the Chief, or Officer on duty, and the EMS coordinator immediately, when you have been exposed to meningitis.

### **Tuberculosis:**

In cases of tuberculosis, a repeated skin test if the person has had a prior negative skin test is to be done in within 8 to 12 weeks of the exposure. You will be referred to a medical provider for testing and counseling.

In all cases of exposure to a potentially contagious disease (except needle sticks)

Inform the Officer on duty that you need to go out of service until the following procedures are performed.

Shower, shampoo, change clothing, wash clothing in accordance with regulations under station issues.

Follow disinfecting procedures on all contaminated equipment according to the guidelines set forth.

**On all suspected exposures, a freshly prepared decontamination solution of 10% part Clorox to 90% parts water shall be used. Premixed Clorox solutions are not effective.**

**Note:** eating, drinking, smoking, applying cosmetics or lip balm, and handling of contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

### **Follow up:**

Strict compliance with these procedures is necessary for all employees safety and is required by the Occupational safety and health administration in the occupational exposure to blood borne pathogen standard, which became law on March 6, 1992. Copies of the OSHA standard can be obtained from the safety Officer or EMS coordinator.

This manual shall be kept on station and a copy on each medical unit for quick reference.

# Infection Exposure/Hazardous Substance Exposure

Name of Personnel: \_\_\_\_\_

Other Personnel involved in incident:

\_\_\_\_\_

Job Title: \_\_\_\_\_

Date/time of Incident \_\_\_\_\_

Incident Location/Incident #: \_\_\_\_\_

Type of Exposure: \_\_\_\_\_

Type of exposure toxic/Hazardous substances or materials name (placard/label) describe amount, form in container (solid, liquid, gas) how it was released. Behavior of material and reactions observed, etc.

Estimate amount and time of exposure: \_\_\_\_\_

\_\_\_\_\_

Monitoring Results if completed: \_\_\_\_\_

Laboratory Results: \_\_\_\_\_

Amount of smoke/fumes reported: \_\_\_\_\_

Color of smoke: \_\_\_\_\_

Distance from source: \_\_\_\_\_

Other observations: (Location of your physical containment-amount etc:

\_\_\_\_\_

\_\_\_\_\_

Symptoms of Illness (If any) treating physician (if any) Test results (if any)

\_\_\_\_\_

\_\_\_\_\_

This form shall be retained during your career and after retirement to insure proper documentation, one shall be kept in your personnel file and one shall be in your personal file at your home.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Officer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Chiefs signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Training Reimbursement for Employees**

Employees are encouraged to take advantage of opportunities for training to better understand job requirements and develop new skills. The administrative staff of the Village of Hebron Division of Fire and EMS may require certain employees to attend training courses as deemed necessary to meet the educational needs of an employee.

State required schooling such as recertification, continuing education for all employees shall be paid by the Village, when prior authorization is granted by the Fire Chief and Village Council. If prior approval, documentation is not completed, the Village of Hebron Division of Fire and EMS is in no way obligated to reimburse any employee for training.

All employees are required to complete the training request form and submit to the Fire Chief (30) thirty days prior to the training starting.

Work related training necessary for the efficient and economical operation of the Village of Hebron Division of Fire and EMS, or is required by local, state, and federal law, may be reimbursed by the Village with prior approval.

Employees are required to work for the Village of Hebron Division of Fire and EMS for one year after the completion of the schooling. In the event any employee fails to fulfill this obligation the Village of Hebron Division of Fire and EMS will seek full reimbursement from the employee.

**If at any time the proper documentation, reimbursement forms are not completed and signed by the on duty Office, Fire Chief, and Mayor the transaction will immediately be terminated.**

No persons shall be compensated for any training until appointment to the Village of Hebron Division of Fire and EMS. At the completion of appointment employees must be with the Village of Hebron Division of Fire and EMS for (3) three months before eligible for reimbursement of any training.

# VILLAGE OF HEBRON

## DIVISION OF FIRE & EMS

111 Basin Street, P.O. Box 884  
Hebron, Ohio 43025

### Financial Reimbursement Form for Training Classes

I, \_\_\_\_\_ (Print Name)  
am applying to the Village of Hebron, for reimbursement for the cost of the  
training classes and/or seminars I intend to attend.

Class Name \_\_\_\_\_

Deadline of Application \_\_\_\_\_

Start Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Fees Requested \_\_\_\_\_

Location of Class taken \_\_\_\_\_

This training and/or seminar is needed for the following:

(circle each one that applies)

- a. Re-certification hours needed for continuing education
- b. To raise my level as a firefighter and/or EMT-A
- c. To increase my general knowledge of the Fire & Ems service
- d. Mandated by Ohio Law as a requirement
- e. Requested by the Administrative Staff of the Hebron Fire  
Department

Is any State funding or grants available for training and/or classes?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Funding for this training has been approved through a State Grant.

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Employee signature Date \_\_\_\_\_

\_\_\_\_\_  
Chief's signature of approval Date \_\_\_\_\_

\_\_\_\_\_  
Mayor and/or Councils approval Date \_\_\_\_\_

# *Training Request Form*

Type of Training requesting to attend \_\_\_\_\_

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Date Request submitted to on duty Officer or Fire Chief \_\_\_\_\_

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Fire \_\_\_ EMS \_\_\_

Date of Training \_\_\_\_\_

Location of Training \_\_\_\_\_

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Request approved \_\_\_\_\_ Date \_\_\_\_\_

Request Denied \_\_\_\_\_ Date \_\_\_\_\_

Officer signature \_\_\_\_\_ Date \_\_\_\_\_

Chief signature \_\_\_\_\_ Date \_\_\_\_\_

# Village of Hebron Division of Fire and EMS Procedure on securing of weapons in patients possession

Date effective: \_\_\_\_\_ Chief Signature: \_\_\_\_\_

Personnel coming in contact with patients concealing weapons in their possession shall follow the procedure of the Village of Hebron Division of Fire and EMS. Before starting patient assessment, ask the patient if he/she is concealing any weapons in their possession. If the patient has a weapon, advise them of our policy on transporting patients with weapons in their possession.

When personnel are conducting their patient assessment and should come upon a weapon you should:

- **Ask the patients to remove the weapon**
- **If the patient will not remove the weapon, advise them of our procedures.**
- **Call for law enforcement**
- **Don't leave your partner alone with patient**

**Personnel remove a weapon, shall treat all firearms as loaded.**

**Use extreme caution.**

Understand there will be situations where weapons can be secured in the patient's residents or vehicle. There will be situations where we can not leave the weapon; it will need to be secured by law enforcement or our personnel.

If a patient advises they have weapons in their possession, personnel shall ask what type of weapon they are concealing. If a firearm, the Officer in charge or Medic in charge shall ask for a Police Officer to the scene to secure the weapon. When calling for law enforcement, personnel shall be as discreet as possible, not upsetting the patient.

If an Officer is not available and it is imperative to transport the patient immediately, personnel shall advise the patient of our policy on transporting of weapons in their possession. Advise the patient we would like to place the weapon in our lock box and place it in an outside compartment to be turned over to the receiving hospitals law enforcement.

If a patient turns over a weapon, personnel shall place in the Fire arm lock box and place it in an outside compartment of the medic.

If personnel should need to secure a weapon that a patient advises is in a purse, back pack, briefcase, etc, personnel shall not remove the weapon. Secure the entire contents.

If a patient refuses to secure their weapon, personnel shall advise law enforcement of the situation for immediate resolve.

Personnel securing any weapons, it shall be documented in your report. On your report you shall document:

- **Personnel securing weapon**
- **Type of weapon (If possible)**
- **Officers name turning weapon over to at receiving hospital**
- **Any other significant information**

**At no time shall any personnel have a confrontation with a patient over any weapon.**

**It shall be the policy of the Village of Hebron Division of Fire and EMS, that at no time shall personnel carry weapons in their possession while on Fire Department premises.**

The only time personnel will be permitted to have a firearm on the premises is if he/she is a certified peace officer. When the officer comes on duty he/she shall advise the Officer on duty or the Fire Chief of their weapon and it shall be secured in a lock box and secured in the Fire Chiefs Office for safety, and returned to the peace officer at the completion of their shift.

