



Hanover Fire Protection District  
17550 South Peyton Highway  
Colorado Springs, CO 80928  
(719) 683-FIRE

Carl Tatum  
Fire Chief



## Section 1

### Introduction to the SOP Manual

#### Chapter 1-1: Purpose and Intent of this Manual

These Standard Operating Policies and Guidelines were developed by and specifically for the Hanover Fire Department (HFD) of El Paso County, Colorado. They are based on many different reference sources including standards developed by NFPA, OSHA, NIOSH, and other agencies. Reference also comes from developed and practiced successfully by other fire departments, as well as the previous experience of HFD itself.

The purpose of this manual is to serve as a learning guide and a written record of how the HFD is organized and how HFD accomplishes its mission. These documents are not intended to be written in an absolute context. Policies and procedures related to the fire department are constantly evaluated as they are applied. They are changed as necessary to reflect changes that affect the HFD and to better fit the HFD based on experience with their use.

This book contains 2 kinds of documents: Policies and Guidelines. Policies are written to be administrative in nature and deal mainly with how the department is organized or the intended behavior of the personnel of the department. Policies are relatively rigid in nature, since they are often based upon regulations that the HFD is bound to follow by law.

Guidelines are written to be a general guide to explain the way HFD accomplishes different parts of its mission, or to show how the HFD carries out the rules set forth in its Policies. Therefore, guidelines are more flexible in their application than policies.

It is impossible to document every possible way to accomplish every aspect of how to run a fire department. The Guidelines are intended to show the most common or most effective known way to accomplish a goal. They account for the most common occurrences related to a subject. They should be followed until and unless a situation occurs that would cause an unwanted result if the specific details of the Guideline were to be followed. In this case, the situation must be handled based on the following: *What must be done to deal with the situation while trying to meet the intent of the Guideline, and what would a reasonable person do in this situation?* Common sense must always be applied when carrying out the details and intent of any policy or guideline. However, failure to follow the SOP or SOG without a valid reason may be grounds for disciplinary action.

Each chapter of this book is written as a stand-alone policy or guideline dealing with a particular subject. Related chapters are grouped together in sections. Previously created documents that support or clarify a chapter are added as an appendix within the relevant section.

The male pronouns shall be used throughout this book to refer to either the male or female gender unless a proper name is being referenced.

## **Chapter 1-2**

Standard Operating Policy for

### **Definitions Used in the SOP/SOG Manual**

#### **1. Purpose**

This SOP provides definitions to terms that are used throughout the SOP/SOG manual. Terms that are specific to a policy or guideline will be defined within that chapter.

#### **2. Scope**

This SOP applies to the readers of the HFD SOP/SOG manual.

#### **3. Definitions**

**Administration:** The Board of Directors, Chief Officers, and other HFD members who hold an administrative position related to the context where this word is used. Generally, this term refers to the Fire Chief and his staff officers.

**ANSI:** American National Standards Institute. A private, non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system. ANSI's consensus standards do not carry the weight of law unless adopted as such by a legal body or regulatory agency.

**Board of Directors:** The governing body of the fire protection district, as established by CRS Title 32.

**Chief Officer:** A line officer with the rank of Assistant Chief, Deputy Chief, or Chief.

**Company Officer:** The person in charge of a small group of firefighters, usually the crew assigned to one apparatus. This person may or may not be a line officer.

**Fire Department:** The operational unit of the fire protection district that executes the tasks of fire prevention and suppression.

**Fire Protection District:** The legal entity established by CRS Title 32 in order to provide fire protection services to a legally defined territory. This body has the legal authority to collect tax revenues for the purpose of providing fire protection.

**Fire ground:** The area of fire department operations related to an incident scene. The areas where fire crews need personal protective equipment for safe operations usually determine the fire ground boundaries.

**First Responder:** A HFD member that is trained to CO State standards for EMS First Responder, EMT, or Paramedic, that participates in the HFD First Responder Program.

**HIPAA:** Health Information Portability Accountability Act. A federal law that requires privacy and security for any personal health information that is collected by HFD or its members. HIPAA also requires that HFD maintain confidentiality of patient information during incidents, and that such information shall only be shared with other HFD personnel or health care providers on a need-to-know and confidential basis.

**ICS:** Incident Command System. A management system used to coordinate the activities necessary to control emergency incidents. The ICS is expandable to allow for control of incidents of any size, complexity, or duration.

**CRS:** Colorado Revised Statutes. The laws of the State of Colorado.

**Liaison:** A person assigned to represent HFD when dealing with another agency or act as an information conduit between HFD and another agency. Liaison positions can be permanent appointments or temporary assignments during incidents.

**Line Officer:** A firefighter who has a permanently assigned rank as part of the HFD operational chain of command.

**Medical Representative (MR):** A member that is responsible for administration and record keeping related to medical incidents that the HFD has responded. The MR is to review the reports and go over them with the line officers on issues that need improvement. The MR is also responsible to secure HFD medical reports in accordance with federal HIPAA requirements. They will work as a liaison between the HFD and the department Physician advisor. The MR will provide training to the department once a month. The duties of the MR may be performed by the SSO.

**Member:** A person who has been approved by the department for membership as a firefighter and is currently in good standing with the HFD.

**NFPA:** National Fire Protection Association. This organization produces consensus standards related to various aspects of the fire service. These standards only carry the weight of law if adopted as such by a municipality. However, the standards are commonly used as reference by the legal system when determining proper procedures.

**NIMS:** National Incident Management System. A federally mandated command and control system for organizing response to any emergency incidents. The operational aspects of NIMS are the same as ICS, except for a few differences in terminology.

**NIOSH:** National Institute of Occupational Safety and Health. An agency that produces technical guidelines related to occupational safety and health topics. NIOSH also investigates occupational accidents and injuries for the purpose of determining ways to prevent a similar occurrence in the future. NIOSH recommendations do not carry the weight of law unless adopted by a legal body or regulatory agency.

**OSHA:** Occupational Safety and Health Administration. Kentucky has a state OSHA organization, whose regulations and authority mirrors or exceeds federal OSHA requirements. OSHA regulations carry the weight of law.

**HFD:** Hanover Fire Department. This refers to the whole of the organization of administrators, officers, firefighters, and other members of the department, as appropriate in the context where used.

**Safety Officer:** A firefighter who has been assigned to the role of Incident Safety Officer.

**Incident Safety Officer:** The ICS position responsible for oversight of the safety aspects of an incident scene. This is the only ICS position that can countermand the orders of the Incident Commander or any other ICS position if necessary to avoid a potential safety problem.

**SOP:** Standard Operating Policy.

**SOG:** Standard Operating Guideline.

**Staff Officer:** A person, other than a board member, who has an assigned position, related to a non-fire aspect of the HFD organization. These positions do not carry fire line rank or authority, except if the subject of the position relates to activities that may occur on a fire ground. In that case, only a Chief Officer holds greater authority related to the specific position.

## **Chapter 2-1**

Standard Operating Policy for

### **Mission Statement and Goals of HFD**

#### **1. Purpose**

This SOP outlines the overall purpose and goals of the Hanover Fire Department. In general terms, this is why we exist and how we try to accomplish our goals.

#### **2. Scope**

This SOP applies to all personnel associated with the HFD organization in any capacity, including firefighters, officers, administrators, and board members.

#### **3. Introduction**

The Hanover Fire Department was created to provide an organized way for the citizens of the District to protect themselves from the dangers of fire. As years have progressed, the duties of HFD have broadened to include areas such as fire prevention, medical, non-fire rescue, and responding to a variety of other hazardous situations when citizens don't know where else to turn for help. It is important for everyone to know the mission and goals of HFD, so that as time goes by and we face new challenges, we won't lose sight of why we are here.

#### **4. Mission Statement**

***TO PROVIDE THE HIGHEST LEVEL OF PROFESSIONAL FIRE PROTECTION AND EMERGENCY MEDICAL CARE TO THE***

# ***CITIZENS AND VISITORS TO THE HANOVER FIRE PROTECTION DISTRICT.***

## **5. Goals of the HFD**

The following are the goals of the HFD. These goals are statements of how we intend to carry out our mission statement, and what we want to accomplish.

1. Provide fire prevention and protection equipment and trained personnel of the highest possible caliber.
2. Understand and appreciate the concerns of the citizens we protect.
3. Utilize our funding in the most prudent manner possible, to provide the most effective service possible with the most efficient use of money and other resources.
4. Prepare ourselves to handle future emergencies while maintaining full preparedness to deal with hazards we already recognize.
5. Involve the public in the operation of the HFD organization as much as possible, so they can share ownership in the responsibilities, duties, and rewards of being part of HFD.

## **Chapter 2-3**

Standard Operating Policy for

### **Organization of HFD**

#### **1. Purpose**

This SOP describes how the Hanover Fire Protection District and the Hanover Fire Department are formally organized.

#### **2. Scope**

This SOP applies to all members of the HFD organization, including firefighters, officers, board members, and anyone else affiliated with the HFD.

#### **3. Introduction**

The Hanover Fire Protection District (HFPD) is a legal body organized according to the rules of CRS Title 32. The Fire Protection District covers a legally defined territory (district), and has the authority to assess and collect tax revenue for the purpose of providing fire protection and emergency medical response services to the protected district.

The Hanover Fire Department (HFD) is the operational unit of the Fire Protection District that executes the tasks of the aforementioned responsibilities.

#### **4. Board of Directors**

The Board of Directors administers the Fire Protection District. There are five (5) Directors that serve four-year terms. The Directors of HFPD are elected in the general elections. The electorates of the Fire Protection District elect all of the Directors. The terms of the Board members are staggered so that not all terms expire at the same time.

The Board utilizes four officer positions for its administration: President, Vice President, Secretary, and Treasurer. Each of these officers has duties related to running the Board. The Board is responsible for oversight of the Fire Chief, who is the administrative head of the Fire Department. The Chief is responsible for daily Fire Department activities and budget preparation.

## **5. Fire Department Organization**

The Fire Department is the operational arm of the Fire Protection District. The Fire Chief is the top administrative officer of the Department and determines how the Department will be organized to accomplish its mission of fire protection. The Chief determines how other officers of the department are chosen: either by election or appointment. These officers assist the Chief with organizing and leading the members of the Fire Department to complete the tasks associated with providing fire protection.

HFD currently uses a paramilitary rank structure to organize authority and responsibility during emergency incidents. Rank is assigned based on leadership ability and seniority of members.

### **Chapter 2-5**

Standard Operating Policy for

## **Job Descriptions**

### **1. Purpose**

This SOP explains the titles and descriptions of the line and staff officer positions within the HFD. Other specific job functions that relate to HFD personnel are also explained here.

### **2. Scope**

This SOP applies to all HFD personnel.

### **3. Introduction**

The tasks necessary to operate the fire department are divided and delegated among the people who have the ability to complete them. Staff titles and job descriptions are created to define who is responsible for each task and what is expected for proper completion of the task. Staff positions may be combined and accomplished by a limited number of people. Staff positions, or specific parts of a staff position, may be delegated to another person. The staff officer positions are not tied to rank. Instead, they are assigned based a person's abilities related to the position.

Rank assignment is reserved for *line officers*, since their function is based on fire ground organization and personnel leadership. Line officers are chosen based on their incident management skills, leadership, and experience.

#### **4. Job Descriptions**

##### ***Staff Positions***

##### **Medical Representative (MR)**

A member that is responsible for administration and record keeping related to medical incidents that the HFD has responded. The MR is to review the reports and go over them with the line officers on issues that need improvement. The MR is also responsible to secure HFD medical reports in accordance with federal HIPAA requirements. They will work as a liaison between the HFD and the department Physician advisor. The MR will provide training to the department once a month. The duties of the MR may be performed by the SSO.

##### **Training Coordinator**

The Training Coordinator is responsible for the oversight of HFD's firefighter training program. The tasks of this position are as follows:

- Creation and administration of a comprehensive firefighter-training program.
- Verifying that HFD's training program accomplishes all state and federal mandates related to firefighter training.
- Overseeing a pool of instructors to conduct training sessions.
- Maintaining all necessary records related to firefighter training.
- Creating a schedule of training sessions, including securing training instructors and materials for training sessions.
- Advising firefighters of their status in the HFD training program.

##### **Public Education Supervisor**

The Public Education Supervisor creates and conducts training sessions to teach the public about fire safety and the role of the HFD. This position is also responsible for making sure that all requests for fire safety training are accomplished, including activities related to Fire Prevention Week.

##### ***Line Positions***

##### **Firefighter (FF)**

A firefighter is a person who has met the minimum requirements to be a CO state certified volunteer firefighter, and has been approved to participate in fire suppression activities by the Fire Chief. The duties of a HFD firefighter are as follows:

- Understand the concepts and techniques used by HFD to control fires and other emergencies, and to practice fire prevention.

- Work within the chain-of-command to execute the tasks of fire and life safety control.
- Respond to the station, staff the apparatus, and assist other members with incident related tasks.
- Attend all necessary training sessions in order to remain current on HFD performance standards.

### **Fire Apparatus Operator (FAO)**

This is a person who has met the minimum levels of performance to drive and operate an apparatus according to the HFD SOP on Apparatus Operator Training.

### **Engineer**

An engineer is a FAO who has met all requirements to drive, operate, and pump all HFD apparatus proficiently according to the HFD SOP on Apparatus Operator Training, including successful demonstration of the HFD'S Apparatus Pumps.

### **Captain**

A Captain is a line officer who serves primarily as a company officer, but is expected to be able to occupy a command position if needed. The Position requires the added emphasis on the ability to lead personnel, organize scene operations, and fill command roles as required.

### **Deputy Chief**

The Deputy Chief is an Assistant Chief who is expected to fill the role of Chief of Department in his absence.

### **Chief of Department**

The Chief of Department (Fire Chief) is the highest-ranking line or staff position. He is ultimately responsible for ensuring that fires are prevented, extinguished, and investigated. During incidents, the Fire Chief shall utilize a chain-of-command to organize the scene, ensure public and firefighter safety, and accomplish the tasks necessary to control the situation.

The Fire Chief establishes the goals and long range plans of the Fire Department. He also oversees the expenditures of the department and prepares a yearly budget for the operation of the department. The Fire Chief appoints staff and line officer positions, as he deems appropriate to assist with organizing the department and accomplishing the tasks of running the department.

## **Chapter 3-1**

Standard Operating Policy for

### **Requirements for Volunteer Firefighter Membership**

#### **1. Purpose**



This SOP details the prerequisites and ongoing requirements for volunteer firefighter membership in the HVFD.

## **2. Scope**

This SOP applies to all HVFD volunteer members or prospective members.

## **3. Introduction**

HFD utilizes volunteer staffing to accomplish its mission of fire protection. The personnel who are allowed to participate as members of HVFD must show they are of sound mental, physical, and ethical aptitude. This is due to the fact that the HVFD's mission of fire protection requires its members to have a high degree of public trust.

## **4. Prerequisites for Membership**

All prospective members to the HVFD must fill out an application that lists pertinent background information. The information contained in this application is solely for the use of HVFD, and shall not be distributed or displayed to any party outside the administration of the HVFD. The only exception is that the information shall be forwarded to a local police agency, which will perform a background check on the prospective member. If the prospective member's background check reveals evidence of felony conviction or an obvious falsification on the application, the person shall be denied membership.

The following are the prerequisites for membership as a volunteer firefighter:

1. Be at least 18 years of age.
2. Completed, or in process of completing high school degree or GED.
3. No felony convictions or pending felony court action.
4. No excessive traffic violations or misdemeanor convictions for theft.
5. Must hold and maintain a valid CO driver's license.
6. Must not be retired due to a Worker's Comp related injury.
7. Must not have a known personality conflict that would interfere with completion of HFD duties.
8. Must not hold any other position that would pose an ethical conflict with completion of HFD duties.
9. Must live within the HFD district, or close enough to respond to the station in a reasonable time.
10. As an alternate to #9, may work within the HFD district if employer will grant leave to make fire runs.
12. As an alternate to #9, may agree to spend at least 24 hours per week within the HFD district available for fire runs.

## **5. Acceptance to the HFD**

Once a member is accepted into the HFD, they shall serve a six-month probationary period. During this time, the member is expected to learn about the organization through training and interaction with other members. If at any time during the probationary period

the Chief or his officer staff determines that the new member is not interacting or participating well, the new member may be asked to improve or leave the organization.

At the completion of the probationary period, the Chief and his staff shall evaluate the new member according to how he has performed and interacted. If the new member is found to be acceptable, his membership will become official. If not, the member may be asked to show improvement, and the probationary period will be extended as the officers see fit. The new member may also be asked to leave the organization if the officers do not see hope for improvement. The rejected member may reapply for membership only after waiting for at least six months. He shall then repeat the application process from the beginning.

## **6. Transfer Firefighters**

If a firefighter with previous experience on another department wants to join HVFD, he may do so according to the following guidelines. The transfer firefighter must meet the requirements for a new member and be able to document his previous training and experience. The transfer firefighter must be previously certified as a CO State or IFSAC level 1 or 2 firefighter. He must also have at least 2 years experience with the previous agency. If these requirements are not met, the transfer firefighter must meet the requirements of a new HVFD firefighter.

If the transfer firefighter remains active with another volunteer fire department near HFD, the firefighter may be asked to cease such activity if it creates a conflict of time or interest with the HVFD. Failure to do so may cause the HVFD to ask the firefighter to resign, or may also be grounds to withhold promotion in the HVFD.

A transfer firefighter will serve a probationary period the same as a new member, except the probation shall only last two months. During this time, the firefighter must learn the specific details of HFD's organization and operations. If the probation is completed successfully, the transfer firefighter shall become an official member, with credit awarded for all documented previous training.

## **7. Continuation of Membership with HVFD**

Membership with HVFD is considered ongoing for a member in good standing provided the member meets the following requirements:

1. Attend at least the minimum of trainings and incidents as detailed in the HVFD attendance policy.
2. Show progress in achieving higher status in the CO State training system.
3. Do not suffer any disciplinary action that would warrant termination.
4. Do not fail to meet any of the prerequisites for membership.

The HFD reserves the right to repeat law enforcement background checks throughout the member's tenure with HVFD. If the background check reveals felony convictions or excessive traffic violations that were not reported to HVFD by the member, the member shall be subject to discipline and/or expulsion.

## **8. Instructions for New Members**

New members shall be issued a copy of the SOP and SOG manual, a building code, pager, and issued turnout gear after the membership accepts their application. The issued equipment may be withheld until the new member has attended enough training sessions to warrant their issue. New members shall not be permitted to respond to emergency calls until they have reviewed the policies, guidelines, and apparatus with the Line Officers, and have been given permission by the Chief.

## **9. Obligations of All Members**

The following are the basic obligations for all members to achieve satisfactory service with the HVFD:

1. Read, learn, and practice HVFD policies and guidelines.
2. Recognize that safety is the primary obligation of all members.
3. Become familiar with the HVFD organizational structure and how it relates to the community and government.
4. Recognize and obey the chain of command, both in Line functions and Administrative functions.
5. Understand personal responsibilities of a firefighter such as conduct; ethics; attendance at training, incidents, and other functions; care, use, and maintenance of personal protective equipment and department apparatus.
6. Recognize the importance of responding to any emergency call.
7. Understand the Incident Management System used by the HVFD.
8. Recognize the importance of each member's role in promoting fire and life safety.
9. Represent and promote the interests of the HVFD in a positive manner.

## **10. Termination of Membership**

If a member is terminated it will be done with a written notice from the Chief. The terminated member must return all issued HVFD, HVPD and or HFD property within 1 week. The member must also return all items purchased by the member that have the HVFD, HVPD and or HFD name, patch or logo on them. Any item with the above names on them that are seen after such time will be turned over to law enforcement as falsely impersonating a member of this department.

Termination of membership shall be done in compliance with the provisions of HFD.

## **11. Resignation of Membership**

If a member in good standing resigns from the department, they must do so with a written notice delivered to the Chief of the department. The member will then make arrangements with the Chief for the return of all issued HFD property. The Chief may allow the member to keep certain items that bear the HFD name, patch, or logo. If the member wishes to return items that were purchased that bear the HFD name, patch, or logo.

## **Chapter 3-2**

Standard Operating Policy for

**HFD Members' Code of Conduct**

## **1. Purpose**

This SOP outlines the basic rules of conduct to be followed by all HFD members while participating with or representing HFD.

## **2. Scope**

This SOP shall apply to all personnel who may be representing HFD in any official capacity.

## **3. Introduction/Background**

It is necessary for the Fire Department to operate in an orderly fashion, with a membership that can be relied upon to perform their duties with the proper regard for ethics, discipline, and conduct. Therefore, this SOP is written to serve as a guide to the general rules and behaviors that all members should follow. It is important to note that this SOP is not just a list of specific rules to follow, but should also provide examples of the type of behavior that HFD members are expected to follow.

## **4. General Rules of Conduct**

1. Always treat the public served with due respect.
2. Always work to accommodate the needs of the public.
3. Always treat each other with due respect.
4. Respect the Chain of Command, and use it properly.
5. Do not engage in activities that would bring disrespect to you or the HFD.
6. Avoid situations that give the appearance of impropriety.
7. Do not taunt, harass, or assault other members or the public.
8. Do not engage in physical violence, other than defense of yourself or defense of another.
9. Do not allow disorders or disagreements to escalate to violence.
10. Take responsibility for your own actions, and those for whom you are responsible.
11. Do not allow anyone to threaten or harm anyone in your command.
12. Do not steal from the public or the Fire Department.
13. Assume ownership in the mission and equipment of the HFD, and treat both with respect.
14. Take pride in the mission and activities of the HFD, and do not let anyone berate you or the HFD.
15. Take pride in your appearance and behavior. Do not let rudeness, vulgarity, poor hygiene, or poor appearance affect others' view of you or the HFD.

## **Chapter 3-3**

Standard Operating Policy for

### **Ethics, Non-Discrimination, and Sexual Harassment**

#### **1. Purpose**

This SOP states HFD's goal and intention to operate in an ethical and nondiscriminatory manner toward the public served and the members of the HFD.

## **2. Scope**

All members of the HFD including officers, firefighters, board members, and anyone else representing HFD in an official capacity shall abide by this SOP.

## **3. Introduction**

HFD is organized to accomplish a mission of fire and life safety protection to the residents and visitors of the Hanover Fire Department. In order for HFD to successfully complete this mission, the public that it serves must place a high degree of trust in the HFD organization. Therefore, the HFD and all of its members must behave in a manner that will not cause the public to doubt the goodwill or professionalism of the HFD. The bond of trust necessary for HFD to function also exists between the HFD organization and its members and between the members as well.

## **4. Ethics Policy**

The following statements shall apply to all members of HFD, or anyone representing HFD in an official capacity.

1. Members of the HFD shall conduct themselves in a manner that does not cause a conflict of interest, or perceived conflict, between the HFD and the public.
2. If a potential conflict of interest arises, the member shall notify the Chief at the earliest opportunity.
3. The member and the HFD staff shall work to remedy the conflict or remove the member from the situation.
4. If an officer or director encounters a conflict of interest during an event that they are supervising or controlling, they shall recuse themselves or pass control to another HFD member.
5. Members shall not demand or insinuate want of gratuity of any sort for performing an official HFD function.
6. Members may accept gifts for services performed only on behalf of the entire HFD and only at the insistence of the gift giver. Such gifts shall not be in the form of money, unless the gift giver makes the gift to a charity recognized by HFD.
7. No HFD member shall be in possession of cash used for HFD purposes or collected for charity greater than \$300 without a witness except as follows:
  - The member is the Treasurer or his designated agent.
  - The money is known to be in the member's possession and shall be accounted at a later time.
    - The money is being collected for charity and the member has not had reasonable opportunity to deliver the money to a collection point.
8. If a question regarding an ethics situation arises, the Chief shall review the situation and determine the proper course of action.

## **5. Non-Discrimination**

Membership and participation in the HFD is open to all citizens who meet the requirements for membership. Membership shall not be denied or otherwise based upon a person's race, creed, color, sexual preference or religion. Members of the HFD shall serve the public equally, regardless of the race, creed, color, or religion of the public.

Members of the HFD have a duty to the HFD and the public to accomplish the mission and goals of the HFD without undue influence from the member's personal beliefs. If a member holds personal beliefs or convictions that conflict with the mission or tasks of the HFD, the member must make this known to the Chief. The HFD shall work to accommodate this situation, while still accomplishing the mission of the HFD. If a reasonable solution cannot be reached, the member may be asked to resign from the HFD.

## **6. Sexual Harassment**

HFD members shall not engage in sexual harassment toward other HFD members or the general public. Sexual harassment is defined as actions or statements of a sexual nature, knowingly performed that cause another person to suffer embarrassment or feel threatened. This policy and definition applies to members of both sexes.

## **7. Investigations and Enforcement**

The Chief or the Hanover Fire Protection Board shall receive any questions or complaints regarding this policy or allegations of non-compliance. The complaint must be put forth in writing no more than 2 weeks after the time of occurrence.

The complaint will be read and discussed by the Chief and Board during an executive session at the next regular Board meeting. They shall then investigate the complaint and notify the person filing the complaint of their course of action. The investigation shall allow the accused an opportunity to defend himself and allow both the accuser and accused to submit evidence and witnesses. Both parties may utilize legal counsel for this process. If legal counsel is used, it shall be paid for by the party being represented. Both parties must also acknowledge to the Fire Chief and the Board that they understand this policy.

After the Chief and Board reach a conclusion, they shall make the complaint and their findings public via a presentation at a Board meeting. This presentation shall also be entered into the minutes of the meeting. The Chief and Board shall also announce the actions taken to remedy the complaint. At no time during this process shall the identity of the person filing the complaint or the accused be publicized. Likewise, the Chief and Board shall make all efforts to prevent retaliation against the complaining member or the accused member.

If at any time during this process the Chief, Board, complaining member, or accused member think that the complaint warrants formal discipline, they may request that the complaint be addressed as an official charge to be filed according to the rules in County, State, or Federal laws.

## **Chapter 3-5**

Standard Operating Policy for

### **Drug, Alcohol, and Tobacco Use**

#### **1. Purpose**

This SOP details HFD's policy related to members who use drugs, alcohol, or tobacco products.

#### **2. Scope**

This SOP applies to all HFD personnel.

#### **3. Introduction**

HFD personnel are called upon to perform critical and life saving tasks. To do this safely and effectively, all personnel must be able to perform with physical and mental clarity. HFD members must also be of the highest ethical standard, to assure public trust. For these reasons, it is imperative that HFD members do not allow the use of controlled substances of any sort to alter their ability to think and act clearly.

#### **4. Tobacco Use**

The following are HFD's rules related to the use of tobacco products while performing official HFD functions.

1. No HFD member under age 18 may use tobacco products during HFD functions or on HFD property.
2. Use of tobacco products is prohibited during HFD training or incidents except during designated break times and locations.
3. Smoking is prohibited in all indoor areas of the station.
4. Smokeless tobacco use is permitted in the station under the following conditions only:
  - Spit canisters must be solid or opaque
  - Spit canisters must be in the possession of the user at all times
  - Spitting must not be disruptive to any ongoing event
  - Spitting is not allowed on floors, any paved areas, or near any station doors
5. No tobacco use is allowed in HFD vehicles at any time.
6. Used tobacco products shall be disposed of in appropriate receptacles, not thrown on the floor or ground.

#### **5. Prescription Drug Use**

The following are HFD's rules related to the use of prescription drugs.

1. HFD members who are taking prescription drugs that may alter their mental clarity or sobriety shall take temporary leave from all HFD activities that

- are unapproved according to the prescription directions or their physician's orders.
2. HFD members affected by rule 1 (above) must present a doctor's release to the Fire Chief before returning to full duty.
  3. HFD members shall not use a prescription drug unless the member has obtained a current prescription for the drug.

## **6. Illegal Drug Use**

No HFD member shall use or possess illegal drugs at any time.

## **7. Alcohol Use**

The following are HFD's rules related to the use of alcohol.

1. No HFD member under age 21 may consume alcohol at any time.
3. Alcohol shall not be consumed on HFD property.
4. Members who have consumed alcohol shall remain off duty until sober. Therefore, HFD members shall never drive a vehicle (personal or HFD) while intoxicated.
4. Members who consume alcohol at events (off HFD property) where alcohol is allowed shall not let excessive drinking cause them to behave improperly. If a member becomes intoxicated and displays bad behavior, they shall face disciplinary action.
5. A person's demeanor and actions shall determine if they are considered intoxicated. At no time should a situation escalate to the point where a HFD member's sobriety must be checked by the police with a breath analyzer.

## **8. Enforcement and Penalties**

The penalties for violation of this SOP shall be outlined in the HFD SOP on disciplinary procedure. Penalties shall escalate with the severity and number of occurrences of the offense.

It is the responsibility of all HFD members to assist in the enforcement of this SOP by promptly reporting any suspected offense through the Chain of Command to a Chief Officer. The Chief Officer shall investigate all reports, utilizing at least one additional Line Officer to verify the validity of the complaint. These officers shall decide the necessary course of action to mitigate the immediate situation, and begin the disciplinary process outlined in the SOP on disciplinary procedure.

## **Chapter 3-6**

Standard Operating Policy for

### **Disciplinary Procedure**

#### **1. Purpose**

This SOP outlines the process to be used for administering disciplinary actions to HFD members.



## **2. Scope**

This SOP applies to all HFD members.

## **3. The Discipline Process**

Discipline is not to be considered the same as punishment. The purpose of the disciplinary procedure is to cause a change of behavior in order to correct an improper action committed by a person. If discipline is administered properly, the member being disciplined will learn a lesson and their mistake will not be repeated. As stated before, this is not the same as punishment. The phrase "learn a lesson" means just that. It does not mean that a member who makes a mistake should be punished or harmed in order to "teach a lesson".

The disciplinary process is used in an incremental way. This means that the severity of the disciplinary action will escalate in steps based on the severity and number of occurrences of the offense. For offenses that occur greater than 3 times, the penalty for the 4th and greater offenses will be a repeat of the 3rd offense penalty, subject to the rules as outlined later in this SOP.

Disciplinary actions are documented in each individual's personnel file. This file is accessible only to Chief Officers and the individual upon request. This file is updated throughout the individual's tenure with HFD. Disciplinary documents are kept or removed based on the level of the discipline and when the discipline occurred. During times where the ICS system is in effect, the discipline procedure is initiated by the Line Officer who is directly responsible for the member in need of discipline. During non-incident times, the disciplinary procedure is initiated by the Line Officer who witnesses the offense, or who is first called upon to deal with the situation.

This Line Officer must investigate and evaluate the situation. The officer will enact the lowest level of discipline that corresponds to the offense and that the officer thinks will handle the situation. If time permits, the officer should consult another Line Officer to confirm the best course of action to take.

During HFD incidents, if a member commits an act that will jeopardize the safety of the operation at hand, an officer may enact the clause of "*Immediate Remedy*". This means that the member who committed the offense may be removed from the scene until such time that the offense may fully investigated. If the offending member resists the Immediate Remedy action, the Line Officer shall immediately notify the next highest Line Officer in the chain of command. The offending member shall then be escorted from the scene by a Officer and be sequestered until the emergency incident is under control. If Immediate Remedy is enacted, the highest-ranking HFD officer on the scene will be consulted to decide the proper course of discipline after the incident is over.

## **4. Definitions**

*Verbal Threats or Harassing Statements:* Statements, including written, e-mail, or page messages, that seriously alarm, annoy, intimidate or harass a person or which could cause a reasonable person to suffer mental distress; or threats to commit any act likely to result in substantial damage to property.

*Insubordination:* Actions or statements which reflect a member's refusal to be supervised including, but not limited to, direct refusal to obey a supervising officer's order or deliberate failure to follow directions and instructions.

*Freelancing:* Deliberately performing actions outside of the directions of the chain of command, especially during HFD incidents. Abandoning an assignment before completion without cause for safety reasons shall be considered a form of freelancing.

*Misconduct:* Improper behavior that would be recognizable by a prudent person which is not specifically addressed in HFD policy. The behavior must be shown to be detrimental to tangible items or events or detrimental to the mission and stature of the HFD.

## **5. Levels of Disciplinary Action**

1. *Coaching and Counseling:* This is the process of having a discussion with the member in order to bring an offense to their attention. This is essentially a focused training session. Coaching and Counseling is used as a first step for dealing with minor offenses. Coaching and Counseling sessions shall be documented by placing a note in the member's personnel file. The note shall remain for one year from the date of occurrence. Individual Coaching and Counseling sessions should not be considered formal discipline. However, 4 Coaching & Counseling sessions on the same subject within 1 year will cause the 4th to be upgraded to an oral warning.
2. *Oral Warning:* An oral warning is the first level of formal discipline for relatively minor offenses. The Line Officer giving the warning should inform the member in private that they are receiving an oral warning and the member is being given the opportunity to correct the problem. The oral warning should be documented by the Line Officer with a note that will stay in the member's personnel file for 2 years from the time of occurrence. The note must state the following:
  - Date of occurrence of problem
  - Brief description of problem, including list of witnesses
  - Date when oral warning was issued
  - Corrective action or suggestions given to prevent future problem
  - Signature of warned member to acknowledge they understand and concur with the note
3. *Written Reprimand:* Written reprimands are used when a member disobeys repeated oral warnings, or for more severe first offenses. Reprimands will remain in the member's personnel file permanently. The officer issuing the reprimand must document it by writing a narrative with the following information:
  - Date of occurrence of problem
  - Description of problem, including list of witnesses and witness statements
  - Date when reprimand was issued
  - Corrective action or suggestions given to prevent future problem
  - Signature of warned member to acknowledge they understand and concur with the narrative.

4. *Suspension*: A suspension is imposed for severe infractions of rules or for violations occurring after the member has received oral warnings or written reprimands and has failed to correct the error or improve the behavior. This discipline should be applied after a thorough evaluation of the circumstances by those in the member's chain of command at the time of the occurrence.

The Fire Chief shall determine the length of the suspension based on the nature of the violation. The minimum suspension is 24 hours. The maximum suspension is one month. If 3 suspensions are given to a member for the same type of offense within 1 year, the third suspension will be upgraded to dismissal.

5. *Dismissal*: A dismissal is used for the most severe violations of HFD policies or procedures, or for cases in which a member refuses to correct behavior despite prior disciplinary action or for cases where a member commits more than one type of serious infraction. This punishment represents the judgments of the administration of HFD that the member cannot be rehabilitated. Once a member suffers dismissal, they are barred from any future involvement with the HFD.

## **6. Violations and Disciplinary Actions**

*Failure to report a suspended or revoked driver's license*

1st: Written reprimand 2nd: 15 day suspension 3rd: Dismissal

*Driving a HFD vehicle with suspended or revoked license*

1st: 15 day suspension 2nd: Dismissal

*Damage while operating HFD equipment*: The individual will be required to submit a urinalysis test. A full investigation will be done. Individual may be placed on suspension until the investigation is complete.

*Members injured on duty*: Person must contact the Chief orally ASAP, within 72 hours of injury, submit a full report in writing. The report must contain all witnesses to the incident. Before going to the workmen's compensation doctors HFD must submit a claim on line and have a claim number on hand before person can be seen. HFD will require a urinalysis test.

*Misdemeanor theft of HFD property (< \$300.)*

1st: Written reprimand and restitution 2nd: 15 day suspension and restitution 3rd: Dismissal

*Felony theft of HFD property (> \$300.)*

1st: 30 day suspension and restitution 2nd: Dismissal

*Intentional destruction of HFD property or equipment*

1st: 30 day suspension and restitution 2nd: Dismissal

*Unauthorized use of HFD equipment or property*

1st: Coaching & Counseling 2nd: Oral warning 3rd: Written reprimand

*Violent behavior, throwing objects at others, or fighting with weapons*

1st: Dismissal

*Violent behavior, verbal threats or fighting without weapons*

1st: 15 day suspension and mandatory counseling paid for by the individual 2nd: Dismissal

*Attending a HFD incident while intoxicated by alcohol or a legal controlled substance*

1st: Written reprimand 2nd: 15 day suspension and mandatory counseling paid for by the individual 3rd: Dismissal

*Attending a HFD incident while intoxicated by illegal drugs or driving HFD apparatus while intoxicated*

1st: 15 day suspension and mandatory counseling paid for by the individual 2nd: Dismissal

*Possession of illegal drugs or drug paraphernalia on HFD property*

1st: 15 day suspension and mandatory counseling paid for by the individual 2nd: Dismissal

*Possession or intoxication by alcohol of a member under age 21 on HFD property*

1st: Written reprimand 2nd: 15 day suspension 3rd: Dismissal

*Freelancing*

1st: Oral warning 2nd: Written Reprimand 3rd: 5 day suspension

*Insubordination*

1st: Written reprimand 2nd: 10 day suspension 3rd: 30 day suspension

*Failure to follow established safety procedures or use required safety equipment*

1st: Oral warning 2nd: Written reprimand 3rd: 5 day suspension

*Failure to follow mandatory safety procedures or regulations, creating an immediately dangerous situation*

1st: Written reprimand 2nd: 10 day suspension 3rd: Dismissal

## *Misconduct*

1st: Oral warning 2nd: Written reprimand 3rd: 5 day suspension

## **Chapter 4-1**

Standard Operating Policy for

### **Station Rules**

#### **1. Purpose**

This SOP details specific rules related to the HFD station, equipment, and activities occurring at HFD.

#### **2. Scope**

This SOP applies to all HFD members.

#### **3. House Rules**

1. Disorderly conduct, horseplay, and vulgarity will not be tolerated by members or visitors to the HFD.
2. Only HFD members and guests accompanied by HFD members are allowed in the bay area except during HFD public functions.
3. HFD equipment or facilities shall not be used for personal use without prior permission of the Chief or Station Captain.
4. Anyone using the station meeting area must clean it immediately after use.
5. Station items such, as tables, chairs, etc. shall not be removed from the station without prior approval of the Fire Chief or Station Captain.
6. No one is allowed to spend the night on HFD property without prior permission of a Chief or Station Captain.
7. All members shall work to keep the building and grounds clean and orderly.
8. Turnout gear shall not be used for non-HFD activities without prior permission of a Chief or Station Captain.
9. All members shall work to keep the station secure at all times.
10. The last person to leave the station shall turn off all lights and make sure all doors are locked.
11. Cigarette butts; tobacco spit, and chewing gum are not to be placed on floors, lawns, or outside areas.
12. Tobacco products shall not be used during training or meetings other than at designated break times.
13. If you make a mess, you are responsible to clean it up.
14. HFD members are responsible for the conduct of their guests.
15. Washing POVs shall not be done with HFD supplies, and not without the prior permission of a Chief or Station Captain.
16. No hazardous waste, chemicals, or excessive dirt shall be flushed into the station drainage system.
17. Apparatus shall not be left outside during inclement weather to facilitate a personal use of the station without prior permission of a Chief or Station Captain.

## **Chapter 4-2**

Standard Operating Guideline for

### **Uniforms, Grooming & Hygiene**

#### **1. Purpose**

This SOG details the items that HFD members will wear as a uniform and how they will be worn. Also addressed in this SOG are basic standards of grooming and hygiene.

#### **2. Scope**

This SOG applies to all HFD members while they are representing HFD.

#### **3. Introduction**

A uniform is worn to show that members have a common identity in an organization. It also symbolizes the pride a member has in the organization, and shows civilians that they should respect the formality of the organization. The type of uniform varies with the formality and ceremony that is occurring when the uniform is worn.

Formal occasions call for formal uniforms. Informal or chore-oriented occasions call for uniforms that are made for these types of activities.

HFD members wear uniform apparel to distinguish them from civilians or members of other agencies while the member is performing HFD duties. Likewise, if a HFD member is wearing any clothing items that bear the HFD logo, it is assumed that they are representing HFD.

HFD members must use good grooming and hygiene practices at all times. Failure to do so will cause other people to have a negative perception that will affect the reputation of the member and their association with HFD.

#### **4. Class A uniform**

The class A uniform is to be worn during ceremonial occasions or when a member is representing HFD in a formal manner. It consists of the following items:

- **Pants:**

Dark navy, polyester blend with 4 pockets Pressed-in crease on each leg front and rear

- **Shirt:**

Officers:

White, polyester blend, long sleeved

Firefighters:

Light Blue, polyester blend, long sleeved  
Epaulets on top of shoulders  
Sewn-in military creases  
Metal pin-on badge, nametag, collar brass,  
HFD patch sewn on left shoulder

- Undershirt:

White, poly/cotton blend T-shirt\*

\*V-cut T-shirt is acceptable, Tank Top is not allowed

- Tie:

Dark navy

- Shoes:

Black, low-cut or chukka, plain-toe, high gloss

- Socks:

Black, ankle-length

- Blouse/Jacket:

Dark navy, polyester blend, must match pants, suit length  
Double Breasted  
Epaulets on top of shoulders  
Metal buttons with FD scramble on buttons  
Silver buttons for firefighters, gold buttons for officers  
Metal pin-on badge, nametag, collar brass, EMS rank  
HFD patch sewn on left shoulder  
Rank-specific gold bands circling each cuff

Chief: 5 wide bands

Deputy Chief: 4 wide bands

Captain: 2 thin bands

## 5. Class B uniform

The class B uniform is worn for semi-formal occasions such as outside meetings or classroom trainings. It consist of the following items:

- Pants:

Dark navy, poly/cotton blend with 4 pockets  
Pressed-in crease on each leg front and rear

- Shirt:

- Dark navy, poly/cotton blend, must match pants
  - Epaulets on top of shoulders
  - Sewn-in military creases
  - Sewn-on badge, nametag, collar brass, EMS rank
  - HFD patch sewn on left shoulder

- Undershirt:

- Dark navy, poly/cotton blend

- Shoes:

- Black, low-cut, plain-toe, medium gloss or
  - Black, work boot (any height), plain-toe, solid black sole, medium gloss

- Socks:

- Black, ankle-length (for low-cut shoes)
  - Black or white, ankle-length (for use with boots)

## 6. Class D uniform

The class D uniform is designed for use during HFD events that involve heavy work or the likelihood of getting dirty. Examples include hands-on training, weekly truck checks, and events occurring during hot weather. It is most important for this uniform to be comfortable and functional. The following are the components of a class D uniform:

- Pants:

- Option 1: Dark navy, poly/cotton blend with 4 pockets
  - Pressed-in crease on each leg front and rear

- Option 2: Dark navy, BDU style, 100% cotton or poly/cotton blend

- Option 3: Blue jeans (for very informal occasions only)

- Option 4: Shorts, dark navy, straight leg, poly/cotton blend or 100% cotton, leg length of shorts must be equal or lower than fingertips of wearer when arm and fingers are fully extended next to wearer's side

- Shirt:

- T-shirt with HFD patch screened on left chest, dark navy or ash gray shirt color

- Undershirt: n/a

- Shoes: No set standard



- Socks: No set standard

## **8. Outerwear**

HFD uses several types and styles of outerwear, including sweatshirts, job shirts, and casual jackets. All of these are suited for use with any class of uniform except Class A.

## **9. Grooming and Hygiene**

Proper grooming and hygiene are as important to the public's perception of HFD and the firefighter as the uniform itself. Therefore, HFD members should not let their personal appearance degrade their uniform presence. The following basic rules are to ensure that neither the HFD nor the individual member suffers a negative opinion from the public or other members due to poor grooming or hygiene.

1. All members shall bathe as necessary and be free from unpleasant body odor. Members may wear cologne/perfume as long as it is not overpowering. Underarm odor, regardless of the member's cultural background, shall not be acceptable.
2. Members shall wear their hair so that it does not interfere with the use of SCBA. Hair must also be able to be fully covered by the PPE hood in a timely manner.
3. No beards or facial hair that interferes with the SCBA mask seal are permitted.
4. Teeth shall be brushed regularly, and the member shall strive to keep their breath odor-free.
5. Members shall wear their uniform clean and free from stains or excessive wrinkles.
6. Members shall wear their uniform shoes clean and polished.
7. Members may wear facial make-up as long as it does not interfere with the SCBA facepiece seal, and is compatible with the seal material.
8. Members may wear visible piercings in their ears only. Earrings must not be ornate, and must not interfere with the use of PPE.
9. Members may not wear any other pins or symbols as part of their HFD uniform without the approval of a Chief or Station Captain.

## **Chapter 4-2-1 HFD SOP**

### **UNIFORM STIPEND**

#### **PURPOSE:**

To ensure the standardization of the uniforms that can be purchased with the HFD stipend in order to maintain a level of professionalism within the department.

## **APPLICATION:**

This procedure shall apply to all personnel of HFD reference to the purchasing Uniform apparel and costs from the authorized vendor.

## **RESPONSIBILITY:**

*All personnel have a responsibility to follow this policy. Overall responsibility for the enforcement of this policy rests with the Officers of the department. Authority to deviate from this policy rests the department's Chief Officer, who is responsible for the results of any deviation.*

## **ACTIONS:**

A reasonable effort shall be made by the officer or senior members to make sure that all members are aware of this Procedure. Any Member using these uniforms...

## **ELIGIBILITY:**

All Members in good standing that have passed their Probationary period and are free of any corrective action are eligible for a \$125 per year Stipend to be spent toward the listed uniform apparel. Member will also notify their supervisor prior to their purchase. If the purchase is over the stipend it is the responsibility of the member for the remainder of the overage. No member may use another members Stipend if that is occurs BOTH members will have their stipend suspended.

## **ITEMS:**

The Items listed below can be purchased with the uniform stipend, chosen from the approved list held the designated supplier. The vendor will install the Department patches on the uniforms and will do any alteration to the uniform as required. Note if you have any other patches that needs to be installed you will need to provide them at the time of the purchase.

1. Duty pants
  - a. 4 pocket
  - b. 6 pocket
2. Job shirt
3. Polo shirt
4. Uniform shirts
  - a. Long sleeve
  - b. Short sleeve
5. Stocking hat
6. Ball caps

No boots or jackets are eligible to be purchased with the Stipend.

All other apical rules in reference to uniforms will be referenced to the above section chapter 4-2.

## **PROHIBITED**

The Logo or the emblem is the property of the department. Having the department embroidery emblem or patches on an unauthorized item defeats the purpose of the uniform policy

### **Chapter 4-4**

Standard Operating Policy for

#### **Use of Personal Vehicle for HFD Responses**

##### **1. Purpose**

This SOP covers the responsibilities of firefighters while responding to HFD incidents in their personal-owned vehicle (POV).

##### **2. Scope**

This SOP applies to all HFD personnel. Emergency equipment (flashing red lights and siren) mounted on the POV is not a requirement for a firefighter to be bound by this SOP.

##### **3. Introduction**

HFD relies on personnel to respond to the station in their POV as quickly as possible when we are dispatched to emergency incidents. When responding to the station (or directly to the incident, as detailed below) it is imperative that HFD personnel do so in a safe manner.

Special rights are granted to emergency vehicles by state law. However, that does not allow personnel to act without due regard for the safety of everyone on the road. A vehicle that does not have proper emergency equipment on it is not considered an emergency vehicle, and shall not be driven as such. Driving in a reckless manner, with or without emergency equipment, are grounds for HFD discipline as well as punishment through the legal system.

HFD members are required to maintain their own insurance coverage on their POV that will cover their liability during HFD responses.

##### **4. Flashing Lights and Siren**

The Chief may grant permission for HFD members to use emergency equipment on their POV while responding to HFD incidents. This is a granted privilege that can be revoked at any time if the Chief has evidence that it is being abused. Abuse includes driving in a reckless manner, using emergency equipment at inappropriate times, or having improper equipment on the POV. The right may also be revoked if the Chief has evidence that the member's POV is not kept in road-worthy condition. When a POV has emergency equipment in use, it is considered an emergency vehicle. As such, the driver is bound by the same duties as if the POV was a fire truck.

To be eligible for a flashing light and siren permit, the following conditions must be met:

- New firefighters must be on the dept. for at least 1 year.
- Transfer firefighters must be on the dept. for at least 6 months. This requirement may be waived if the member's previous experience can be verified by HFD.
- The firefighter must complete a defensive driving course approved by HFD.
- The firefighter's vehicle must pass an inspection by HFD to verify compliance with this SOP.

To be approved for HFD responses, all emergency vehicles must have the following equipment, at a minimum:

- Flashing red light(s) visible in all directions for at least 500' during normal conditions.
- Siren audible at least 500' to the front during normal conditions. Additional lighting may be added to enhance the vehicle's visibility. Emergency lights must not be mounted in a manner that impedes other drivers' ability to see and recognize the normal signal and brake lights of the emergency vehicle.

#### **4. Code 2 and 3 response. See Chapter 4-5 below**

#### **5. Responding to the Station**

Firefighters respond to the station either "Code 2" or "Code 3".

When HFD is dispatched to an incident, all firefighters that are not part of the HFD command staff shall respond to the station to staff apparatus. The only exception is if the firefighter must first pass the scene, and the firefighter can be of immediate assistance. In this case, the firefighter must stop and render aid as appropriate. If additional firefighters are in the same situation, they should stop only if needed, then continue on to the station as soon as possible. Before responding to the station, firefighters must listen to the dispatch and know the following:

- What is the nature of the run?
- Where is the run?
- Is this an emergency response?

Then, the firefighter should respond to the station in the appropriate manner.

#### **6. Responding Directly to the Scene**

Only authorized personnel should respond directly to emergency scenes in their POV. Authorized uses include command officers, first responders, and firefighters who are forced to stop at a scene and render aid.

Vehicles that are used for first response or command use must be maintained in a manner that will present a positive public image. First responder vehicles must have appropriate emergency equipment, since they will be required to make code 3 runs.

## 7. Driving while Impaired

HFD personnel shall not operate vehicles if they are under the influence of alcohol, drugs (prescription or otherwise) or any other condition that may affect their ability to control a vehicle. Therefore, a firefighter who is intoxicated shall not respond for duty until sober. Failure to do so will be grounds for disciplinary action and possible legal action.

### Chapter 4-5

Standard Operating Policy for

## Fire Department and POV Vehicle Operations

### 1. Purpose

This SOP covers the responsibilities of firefighters while responding to HFD incidents in Fire department vehicles and their personal-owned vehicle (POV). They should follow the below scope:

- This policy is designed to ensure that all department vehicles and POV's are operated with concern for the safety of department members and the public.
- Vehicle operators have in their care, custody, and control major assets of the department (the vehicle, equipment on the vehicle and department members). Apparatus operators have a high standard of care to provide to the general motoring public and must make every attempt to ensure the safety of others.
- Safe arrival at the emergency scene shall be, and must always remain, **the first priority of all apparatus and POV driver/operators.**
- Members shall also review SOP SEVERE WEATHER policy.
- This policy shall not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall this policy protect the driver from the consequences of a driver's reckless disregard for the safety of others.
- All department apparatus driver/operators shall abide with the following policies.

### 2. Code 2 Driving: Non-Emergent

Code 2 means: non-emergency or "normal" driving.

- Normal city and or highway driving.
- Emergency lights and siren are not activated.
- Apparatus headlights shall be on.
- All traffic laws, posted speed limits and traffic control signs shall be obeyed.
- Accelerate and decelerate slowly.

### 3. Code 3 Driving: Emergent

Code 3 means: Emergency response.

- Driving with emergency lights and siren activated.
- When responding emergent, both emergency lights and siren shall be used simultaneously. Common sense shall be used regarding siren use. In open country areas and/or between

2100hrs – 0700hrs. In these events the siren shall be activated within 500' of approaching traffic, blind or controlled intersection, known hazardous location i.e. blind curve.

- Vehicle headlights shall be activated.
- Exceed the lawful speeds as long as the driver does not endanger life or property.
- Drivers should reduce speed if any of the following conditions exist:
  1. Limited visibility.
  2. Slippery roads.
  3. Heavy traffic.
  4. Poor road pavement.
  5. Equestrian.
  6. Livestock.
- Drivers shall pay particular attention to school zones. Speed shall be reduced during school zones activation. Driver should proceed through a school zone with due regard for safety of everyone. Lights shall remain on and siren shall be deactivated while in school zones.
- An emergency vehicle shall not pass a stopped school bus with red lights flashing until the bus driver indicates that the apparatus may pass. Approaching emergency vehicles shall proceed and stop in a location where the bus driver can see the emergency vehicle driver.
- All vehicles shall come to a complete stop at all intersections where they are facing a red light or stop sign. The driver shall ensure that all other vehicles have come to a complete stop before proceeding through.
- When a responding apparatus comes to an intersection where they have the right-of-way, they shall reduce speed looking both ways before proceeding through the intersection.
- Drivers shall drive in the farthest left hand lane and/or straddle the center line and shall pass vehicles on the left, unless there is absolutely no other way to pass a vehicle.

#### **4. Vehicle Operators responsibilities**

- Ensure that all members have boarded, seated and seat belted.
- Ensure that the bay door is fully open before moving the apparatus.
- Ensure that all compartment doors are closed before moving the apparatus.
- Ensuring that they are driving safely, defensively and with due regard for the safety of all persons and property.
- Ensuring that he/she knows where they are going and the best route of travel.
- Ensure that another member is watching from the exterior of the apparatus anytime they are backing up.

#### **5. Member in the Passenger Seat Responsibilities**

- Assisting the driver with watching for traffic at intersections.
- Assisting the driver with travel directions / mapping.
- Ensuring that someone is watching while the apparatus is backing.
- **If possible**, performing radio traffic, siren operation (if requested by operator.).

#### **6. General Vehicle Safety**

1. No member shall drive or operate any Department apparatus unless they have completed new member orientation driving training portion.
2. All persons riding on a Department apparatus shall be seated and wearing seat belts.
3. When possible any fire apparatus in backward motion shall have a member standing outside of the vehicle, watching for persons or objects behind the vehicle. This observer shall remain in contact with the operator by visual, verbal, and radio contact.

4. When working at the scene of an incident, apparatus shall be positioned to protect personnel working at the incident. Engines should always protect the back of the ambulances.

### **7. Exceptions**

At any time when responding to an incident and the apparatus cannot maintain or exceed the posted speed limit, turn off all warning lights and sirens. Apparatus traveling at less than the posted speed limit while using warning lights pose a greater hazard to the public. In times of severe weather might be the exception.

### **8. Safety**

Firefighters of the Hanover Fire Department will always consider their safety and the safety of others before they act. An accident during an emergency response not only endangers you, but also hinders the success of the operation and threatens the confidence the community has in the this Department.

## **Chapter 8-1**

Standard Operating Policy for

### **HFD Training Program**

#### **1. Purpose**

This SOP describes HFD's program for training civilians to be CO State certified firefighters and for maintaining their certification.

#### **2. Scope**

This SOP applies to all personnel who participate in HFD fire suppression related activities and are listed on the roster of active firefighters or recruits.

#### **3. Introduction**

The CO State regulations mandates that firefighters meet certain training requirements to be considered certified to state standards. Fire departments must have an adequate roster of certified firefighters to maintain their status as a recognized, legitimate organization. Failure to do so can mean a loss of ISO accreditation, and could potentially expose the fire department to liability claims from the public.

HFD has an established training program for their member that provides the necessary training hours and topics to become state certified and to maintain certification. This training program is important not only for compliance with state standards, but to ensure that HFD personnel can provide the highest possible level of protection to their community and skills to safeguard each other while on the fire ground.

The training provided by HFD is designed to comply with any relevant federal or state standards. Emphasis is also placed on providing training that will prepare personnel for passing IFSAC certification tests.

#### **4. Description of HFD Training Program**

HFD's training program is divided into four categories: Recruit Training, Firefighter Training, Officer Training and Specialty Training.

*Recruit Training* is designed to provide an untrained civilian with the necessary information about the trucks, equipment location, equipment numbering system, pumps operations, district boundaries and radio use.

*Firefighter Training* is designed to provide level 1 certified firefighters with the necessary topics and hours to maintain their certification. This is also the minimum training level necessary to be recognized by the State.

*Officer Training* is designed to prepare level 2 firefighters for moving into leadership roles in the fire department. There is currently no mandated state standard for officer training requirements.

*Specialty Training* is the program that provides training to HFD personnel in topics that fall outside the scope of basic firefighting but are important to the mission of the fire department.

## **5. Training Schedule and Attendance**

HFD currently conducts 3-hour training sessions every Tuesday evening. Alternate training sessions are also conducted during the day on selected Saturdays and other days as needed. There are at least 150 hours of training made available during the Tuesday evening sessions per year.

As part of the requirements of being a HFD firefighter, it is expected that all personnel shall attend all weekly training sessions and any specially called sessions.

However, the HFD realizes that other priorities may prevent a firefighter from attending all training sessions.

The following attendance guidelines are intended to allow a balance between a firefighter's other priorities and their commitment to being a HFD firefighter. Firefighters who do not follow these guidelines will be asked to evaluate their commitment to the HFD. Failure to follow the guidelines may signal the need for a leave of absence, and it can be considered grounds for dismissal.

## **6. Training Attendance Policy**

1. Recruits who have not achieved Level 1 firefighter certification or firefighters who have less than 300 total training hours must obtain at least 113 training hours per year, from HFD training or from outside training sessions approved by the HFD training staff. This equates to attending 75% of regular HFD training sessions.
2. Firefighters who have greater than 300 total training hours and are level 1 certified firefighters must obtain at least 75 hours of training per year, from HFD training or from outside training sessions approved by the HFD training staff. This equates to attending 50% of regular HFD training sessions.



3. Firefighters whose schedules do not allow for attending Wednesday evening training sessions on a regular basis must consult the training staff to arrange for alternate training sessions and hours. An individualized plan may be arranged to accommodate this situation and meet the intent of this policy.
4. If a firefighter has a temporary schedule change/conflict that will cause him to fail to meet the minimum requirements of this policy, the firefighter must notify the Training Supervisor in writing as soon as the conflict becomes known. In this case, a temporary exception to this policy may be granted as described in item #6-3 above.
5. The HFD training staff will evaluate the training participation level of all fire suppression personnel on a semi-annual basis. At mid-year, if a firefighter's year-to-date attendance percentage is deficient, the training staff will notify them. The firefighter will then have 6 months to improve their percentage. At the end of each calendar year, the total hours earned and attendance percentage for each person will be calculated. If the firefighter has not met the requirements of this standard, they will be notified that they are in non-compliance.

## **7. Non-compliance with Training Standards**

1. If a member has not met the aforementioned training requirements, he will be notified by the Chief or his designee. Once the member has been notified he will be placed on non-suppression status until he meets with the Chief or his designee to discuss the noncompliance reasons and proposed solutions.
2. If mandated requirements are not met within the next 120 days (reviewed monthly) following the meeting with chief or his designee, the member will be required to take a leave of absence for no less than three 3 months. If the member in non-compliance holds a line officer rank, that rank shall be forfeited.
3. Following a mandatory leave of absence for training attendance reasons, the member shall meet with the chief or his designee to discuss a comprehensive attendance plan, which shall include a minimum compliance period for training attendance prior to the member again gaining suppression status.
4. Failure to comply with the aforementioned Standards will result in member termination.

## **Chapter 8-6**

Standard Operating Policy for

### **Apparatus Operator Training**

#### **1. Purpose**

This SOP outlines the HFD's program for training fire apparatus operators (FAOs). Included in this SOP are titles and descriptions for each position in the progression of training and operation of fire apparatus. Each person who wants to participate must demonstrate their proficiency in each area. The Chief or Station Captain reserves the right to accelerate the training of members who consistently demonstrate outstanding proficiency. Members who exhibit marked decay of their proficiency, or fail to perform to acceptable standards for their next level, may be reverted to their previous position until their deficiencies are corrected. Certification of each position is considered on-going, as long as the following criteria are met by each person:

- Proficiency is demonstrated through successful operation of equipment, at the respective rank level, at least three times annually, during actual incidents or training evolutions. Peer review by a Captain or higher will serve as the judge for this.
  - If the FAO has not had opportunity to complete the previous requirement, they may be given an annual driving and operating competency test by an officer. Successful completion of this test will complete their yearly requirement.
- Driver does not take leave from the department, or have consecutive absences, totaling greater than 3 months.

#### **A. Fire Apparatus Operator (FAO)**

This person has met the minimum levels of performance to drive and operate an apparatus. This includes safe driving, knowledge of truck specific operations, pumping by using the SOP, ready-state servicing of apparatus, and use of all equipment on the apparatus. Certification is done one truck at a time.

#### **2. Classifications and Requirements for Training**

Training will be divided into the following four categories, based on a person's previous experience. Each candidate for training will be evaluated by dept. officers, and assigned the driver and pump operator status that best applies to them. The candidate's training will then be executed accordingly. If a candidate is assigned an "experienced" status and does not demonstrate it, they will be reverted to the "new" status requirements.

### **A. New Driver:**

This is a person who has no significant previous experience, either in the fire service or from other sources, in driving large trucks. This person must complete all required hours of training for each apparatus.

### **B. New Pump Operator:**

This is a person who has no significant previous experience in operating fire pumps or other fire equipment . Completion of all required pump training hours is required, and may be expanded if necessary until the person can demonstrate adequate proficiency at pump and equipment operation.

### **C. Experienced Driver:**

This is a person who has significant experience in driving large trucks, either in the fire service or from another source. The person must be able to verify this experience and must exhibit it during apparatus driving exercises. The driving hourly requirements may be shortened for this person, as long as the person and their trainers are comfortable with the person's abilities.

### **D. Experienced Pump Operator:**

This is a person who has significant experience in operating fire pumps and other apparatus equipment. The person must be able to verify this experience, and exhibit it during apparatus operations. The pumping hourly requirements may be shortened for this person, as long as the person and their trainers are comfortable with the person's abilities.

### **E. Hourly Requirements for Each Apparatus**

This is the minimum of hours that a "new" driver or pump operator must complete before being eligible to be tested and authorized to operate the apparatus. These hours may be increased if the trainers feel that the person needs more time to learn. The hours may be decreased if the dept. officers concur that the person has demonstrated excellent proficiency.

- **Engine:** 1 hours day driving, 2 hours night driving, 4 hours pumping and tool operations
- **Tender:** 1 hours day driving, 2 hours night driving, 4 hours pumping, including drafting
- **Brush Truck:** 1 hours day driving, 2 hours night driving, 4 hours pumping, including drafting
- **Ambulance:** 1 hours day driving, 2 hours night driving, aerial ops
- **Wildland:** 1 hours day driving, 2 hours night driving, 4 hours pumping, including drafting,

#### 4. Cross-Training on Apparatus

Time spent training on one apparatus may be credited toward time spent on another, due to similarities in the trucks and the skills required to operate them. The following list outlines the cross-training credit for each apparatus.

Certified Driver of:	Gets Credit for:

#### 5. Critical Failure of Eligibility to Drive

If a driver, of any rank, commits a knowingly reckless act while operating HFD equipment, they will lose all driving privileges. The dept. officers may also administer other discipline. Driving privileges will only be restored after the person has rectified the situation with the dept. officers and they feel comfortable with returning the driver's status.

If a driver is involved in an accident while operating HFD equipment, they will be placed on leave from driving until the incident can be investigated. The driver will be taken to have a urinalysis test taken. The driver will regain their status after completing remedial training, at the discretion of the dept. officers.

If a driver-training candidate commits a serious, unsafe act while operating HFD equipment, they may be required to complete remedial training, or may be terminated from the driver-training program, depending on the severity of the incident.

#### 6. Testing and Certification of Fire Apparatus Operators

After completing required training hours as prescribed above, FAO candidates will be tested on their ability to drive, pump, and operate all apparatus systems. This will be done after training is completed on each apparatus. The test format will not be standardized, to prevent undue repetition. However, all tests will follow the basic format, and cover the relevant sections of, the latest NFPA 1002 standard on fire apparatus driver/operator qualification. An HFD officer will administer the test. The certification will remain in effect subject to the details listed in section 1.

## **Chapter 9-5**

Standard Operating Guideline for

### **Operations during Inclement Weather**

#### **1. Purpose**

This SOG outlines the considerations and procedures necessary for operations during severe weather.

#### **2. Scope**

This SOG applies to all HFD personnel.

#### **3. Background**

Two basic categories will be used to define severe weather: Summer Storms and Winter Storms. "Summer" Storms can be present during any time of the year. The hazards associated with summer storms include lightning, flooding, high wind, heavy rain, hail, and tornadoes. Extreme heat is not necessarily a part of "storms", however it will be grouped here since it occurs in the summer months. Winter Storms only present a problem when freezing occurs. Snow, Ice, Freezing Rain, and extreme cold are the dangers here.

#### **4. Summer Storms**

The following are precautions necessary for each element of a summer storm.

- *Lightning:*

Avoid use of ground or aerial ladders if a storm is approaching or has very recently passed. Lightning can be present far ahead or behind of storm clouds. As soon as lightning is seen within five miles, remove persons from aerial or ground ladders. Lower the aerial if at all possible. When storm conditions are present, the aerial operator must make sure that personnel stay a safe distance from the truck. They should either be fully inside the truck or 10 feet away. If tools are being gathered from the truck, it should be done with great haste, and only if necessary.

If lightning is within five miles, roof operations should be discontinued and personnel removed from the roof. Personnel or equipment should not be gathered close to trees, utility poles, or other tall objects. Seek shelter inside a building or inside the truck cab.

**\*\*how to check the distance of lightning\*\*** When you see a lightning bolt, count how many seconds elapse until you hear thunder. 1 second equals 1/5 mile, or 5 seconds equals a mile.

- *Flooding:*

The most common hazard with flooding is poor driving conditions. During flood conditions, plan a route to the fire scene that will avoid low-lying areas. Reduce the speed of the truck on wet roads or suspected wet roads. The Jake Brake should be used in the low setting if roads are *wet*. If water is covering the road, the Jake Brake should be turned off. Driving or wading through deep water should be avoided, unless a true emergency exists. Do not drive through water if any of the following are present:

7. Depth greater than 2' or above the exhaust pipe.
8. Strong Current
9. Unknown road location or condition.
10. Large debris in the water

Personnel operating near flooded creeks must use extra caution. Do not go near areas that have a risk of falls into water. If you must work on slopes above creeks, use a tether line and have a person watching your movements. Refer to the SOP on water rescue for further instruction related to flooding.

- *High Wind:*

During windy conditions, avoid driving near trees if possible. Be prepared for limbs or power lines to fall into the roadway. As you drive, scan for objects that may blow into your path. Decrease your speed and concentrate on controlling your vehicle, since wind can cause sudden changes in vehicle direction.

When on scene, survey for trees, power lines or other objects that may cause problems from the wind. Do not park near trees or power lines. Personnel should use eye protection when exposed to high wind.

- *Heavy Rain:*

The most common hazard with heavy rain is poor driving conditions. Decrease your vehicle speed as much as necessary to allow adequate visibility and to prevent hydroplaning. Be prepared for flooded areas and obstacles in the road. Use the same precautions as for flooding. Keep headlights on low beam, and turn off white warning lights on the front of the truck.

- *Hail:*

The only way to stay safe from hail is to stay in quarters if at all possible. Command officers should reduce response to unconfirmed emergencies such as alarm soundings until the storm has passed. If you must go out, take the following precautions: Drive slowly, since hail build-up will decrease traction and falling hail may damage your windshield. Always wear a helmet during hailstorms to prevent injury. This includes while riding in a vehicle that is caught in a hailstorm. Keep in mind that hail is an indicator of a storm that is very likely to produce a tornado.

- *Tornadoes:*

If a tornado warning is issued during a fire incident, all personnel should be notified immediately. The IC shall request periodic updates from OCD as to the location of the storm. If a funnel cloud is tracking toward the area, all crews should immediately find a shelter area and prepare to go there. A person should be appointed to monitor the sky for the funnel cloud, and notify all units by radio if it is seen. Any units not on scene or not in use should return to the station and seek shelter. If a fire run is dispatched during a tornado warning, all apparatus will remain in quarters unless the run is of a very serious nature. If the run is a confirmed fire or rescue, normal rolling procedure will be used, unless modified by a command officer. All crews shall use extreme caution while responding, and be prepared to find immediate shelter.

**\*\*Shelter areas\*\***. Persons in the station during a tornado warning should seek shelter in the interior of the building, away from windows or loose objects. Personnel on apparatus should don their turnout gear. If a funnel cloud is imminent, the apparatus should stop. Each person should find a ditch or low lying area and lay in it, face down, until the tornado passes.

- *Extreme Heat:*

During periods of extreme heat, personnel should pre-hydrate. This means drinking as much water as possible *over a period of time before a fire*. When crews go into rehab at a fire, each person should drink as much water as possible to replenish lost water. Avoid drinking soft drinks or caffeinated drinks during a fire. Sports drinks or water with lemon juice are highly recommended.

Whenever there is a working fire during extreme heat, the IC shall secure extra crews to spread out the workload. Crews should be rotated through rehab more often to allow them time to cool down. Rehab should be set up in a shady, breezy area. Do not rely on truck air conditioners to cool personnel. The IC may request the County rehab if necessary.

A person should be appointed to supervise rehab. Their duties will include: Liaison with EMS to check firefighters; assist firefighters in cooling down and changing air cylinders; secure drinks and a hose line; account for all crews in rehab.

Crews should shed turnout gear as soon as it is no longer needed. All personnel should be alert for signs and symptoms of heat stress.

## **5. Winter Storms**

Winter storms are usually insignificant until the temperature drops below 20 degrees for an extended period of time. This is when snow and ice build-up is most likely to become a problem.

Personnel should prepare for winter work by dressing in layers before responding to fires. They should also drive cautiously on slick roads. Care should be used on slick surfaces to avoid falling. Each station officer shall make sure that entrances to the station are kept clean. It is recommended that each pumper carry a pail of ice-melt to

scatter on high traffic areas of the scene. Oil-Dri can then be scattered to improve traction.

Apparatus drivers shall turn off the Jake Brake when driving on icy roads. Drivers shall avoid quick starts or stops, and reduce travel speed. The top speed for apparatus with tire chains is 35mph. When roads are ice covered, all unconfirmed fire runs shall be made by the first due pumper only. All other apparatus shall remain in quarters until the IC advises.

When the temperature stays below 20 degrees for longer than one day, pumper discharges shall be drained and RV antifreeze applied to the valve and connection threads. The rest of the pump shall be left wet. Apparatus should not be washed if the temperature is below 20 degrees. If washing is done, all door seals must be thoroughly dried to prevent sticking closed due to ice.

If any vehicle is used as a service vehicle during extremely cold weather, the pump, booster reel, and piping must be fully drained.

At a fire scene, the following precautions should be taken to deal with extreme cold weather:

- Apparatus drivers should keep their cab warm for returning crewmembers.
- Pumpers not being used for pumping shall have their pumps engaged, and circulate water through their tank at idle.
- Avoid flowing water on walking or driving surfaces.
- Assign a person to clean off snow covered walkways and driveways, especially if they are on a hill.
- Keep water flowing through hoselines until they are taken up.
- If master streams are in use, put a tarp over truck cabs that may become ice covered.
- Avoid climbing on an ice covered ladder.
- Do not lay tools down where they may become covered by snow, or freeze to the ground.
- Personnel in rehab should try to become dry, and avoid becoming sweaty
- Turnout gear shall be left on unless it can be placed in a well-heated area while not being worn.



## **Chapter 9-6**

Standard Operating Policy for

### **Respiratory Health Program**

#### **1. Purpose**

This SOP covers the policies and practices that HFD will use to protect the respiratory health of members while they are engaging in HFD related activities. This program is designed to meet the requirements of OSHA 29 CFR 1910.134, NFPA 1500, and NFPA 1852.

#### **2. Scope**

This SOP applies to all HFD personnel that engage in firefighting activities and to other HFD staff who are in the immediate area of HFD activities that may contain respiratory hazards. It is the responsibility of HFD to ensure that all personnel are trained and have proper respiratory equipment available for use. It is the responsibility of all HFD personnel to understand the purpose of this policy and to adhere to its instructions to safeguard their own health.

#### **3. Introduction**

The term “respiratory health” refers to keeping a person’s airway and lungs safe from airborne dust, toxins, or poisons. The lungs and airway are easily exposed and easily damaged when exposed to harmful foreign agents. Such exposures can cause acute symptoms such as the inability to breathe or immediate damage to the respiratory system. Since the respiratory system is not easily cleansed of inhaled foreign particles, chronic damage such as cancer and other debilitating diseases is possible when harmful agents are inhaled. The most effective way to deal with respiratory injury is to be proactive in its prevention.

Lifestyle choices can also have an effect on respiratory health. Smoking is known to adversely affect respiratory health, and is strongly discouraged by HFD. HFD members should not engage in work or hobbies outside HFD that involve airborne contaminants without proper respiratory protection. Such activities can have adverse effects on a member’s ability to use HFD’s respiratory equipment.

#### **4. Definitions**

*Air-purifying respirator:*

A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

*Demand Respirator:*

An atmosphere-supplying respirator that admits breathing air to the face piece only when a negative pressure is created inside the face piece by inhalation.

*High Efficiency Particulate Air (HEPA) filter:*

A filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter.

*Immediately Dangerous to Life or Health (IDLH):*

An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

*Personal Protective Equipment (PPE):*

The ensemble of garments and equipment that are worn by personnel to protect them from hazards. PPE is selected based on the hazards present. During routine firefighting, PPE is assumed to mean the complete outfit of turnout gear and the use of SCBA when respiratory hazards are present.

*Pressure Demand Respirator:*

A positive pressure atmosphere-supplying respirator that admits breathing air to the face piece when the positive pressure is reduced inside the face piece by inhalation. Modern SCBA are an example of this.

*Qualitative Fit Test:*

A test of the user's ability to keep an effective seal between the face and face piece, measured by the user's ability to smell a known odorant due to leakage of the mask seal.

*Simple Face Mask:*

A facemask that is designed to provide protection from airborne dusts and particles. Simple masks are not designed to provide eye protection or protection from the most virulent chemicals or toxins.

## **5. HFD Respiratory Protection Policy**

- A. All HFD firefighters shall use respiratory protection equipment whenever they are performing HFD functions in the presence of respiratory hazards or suspected hazards. The level of protective equipment to be used shall be based upon the hazard. Such equipment shall be used until it is determined that the hazard is no longer present.
- B. Whenever possible, HFD firefighters shall attempt to stay out of areas that contain respiratory hazards, or minimize their exposure to such hazards. This is especially true of support personnel that are not actively involved in controlling an emergency incident.
- C. HFD personnel shall not enter any IDLH atmosphere without using a SCBA. Teams of at least 2 personnel per team shall make such entries. Entry teams must

have radio or visual contact with the Incident Commander outside the IDLH area. See SOP chapter 10-7 for further clarification. For IDLH atmospheres other than routine fires, entry shall not be made until it is determined that the PPE (especially SCBA) in use will provide appropriate protection.

D. SCBA shall be used whenever any of the following conditions are present:

- Smoke
- Super heated air
- Airborne toxins
- Unknown air quality
- Atmosphere may suddenly become toxic or IDLH
- Oxygen level below 19.5% or above 22.5%
- Lower Explosive Limit (LEL) above 10%

E. All HFD firefighters who use SCBA must meet the following requirements:

- Must be trained in the use and care of SCBA, including emergency procedures.
- Must be trained to understand and recognize respiratory hazards.
- Must pass an annual physical that checks for suitability of respirator use.
- Must be fit with a properly sized SCBA mask, and undergo annual qualitative fit testing.
  - Must not wear facial hair that interferes with the face piece seal.
  - Must not wear glasses that interfere with the face piece seal.

F. HFD firefighters may use simple facemasks during overhaul and other dust producing activities as long as the only uncontrolled respiratory hazard present is nontoxic particulate matter or dust.

G. During EMS incidents, HFD personnel shall use HEPA masks if it is suspected that TB, Influenza, or other potential airborne pathogens may be present.

H. HFD's Medical Representative (MR) shall fulfill the role of the Respiratory Program Administrator, as required by OSHA in 1910.134. The MR shall secure the medical records that are required by this program.

## **6. SCBA Use and Maintenance**

All HFD firefighters shall be trained and participate in the proper use and basic maintenance of SCBA. This includes cleaning, refilling, inspecting for damage and proper operation. The only invasive repairs to be performed by HFD personnel are as follows:

- Replacement of PASS system batteries
- Replacement of O-rings at cylinder connection fittings
- Replacement of harness components

An SCBA technician must perform all other repairs. The SCBA must be inspected and service tested after any repairs are performed. The BAS shall keep records of the following information related to SCBA.

- Inventory of all SCBA and air cylinders, including serial numbers and service dates.
- Record of all repairs made to SCBA or cylinders.
- Air quality tests and compressor service.

All SCBA shall be inspected at least monthly and after each use. The inspection shall check for the following items:

- All components (including mask) are present, clean, and undamaged
- Air cylinder is full
- All warning systems function properly and have adequate battery life
- Regulator controls function properly
- Complete unit is stored in proper position, straps out, ready for next use

HFD SCBA equipment is not to be used for non-HFD functions unless a Chief or Station Captains grants prior approval.

## **Chapter 9-8**

Standard Operating Guideline For

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

#### **A. Purpose**

This SOG summarizes information relating to the use and maintenance of PPE.

#### **B. Scope**

All personnel are responsible for maintaining the clean, ready state of their PPE. Line officers are responsible for completing the periodic inspections as addressed herein. The Station Captain is responsible for ensuring that each firefighter has issued to them a properly fitting, safe set of PPE. The Chief is responsible for maintaining an adequate inventory of PPE to outfit each member.

#### **C. Introduction**

Each firefighter shall be issued a complete set of PPE by the Station Captain. The following are the items that make up a set of PPE:

**Helmet with face shield or goggles**

**Hood**

**Coat**

**Pants**

**Boots**

**Gloves**

Each of these items must meet or exceed requirements of the current edition of NFPA 1901 at the time of purchase, and must be maintained to meet the same standard. Individuals may purchase and use their own PPE items provided the items meet or exceed HFD specifications and relevant NFPA standards.

#### **D. Use of PPE**

PPE issued by HFD is intended for use only during HFD sponsored events. This includes fires, training, or other activities at HFD or where HFD has been invited. Use of HFD equipment for non-HFD activities must be approved by one of the following: Chief or Station Captain.

Each firefighter's PPE is to be stored at the station or on their POV, ready for use. This requirement is waived for persons staffing direct response vehicles, or with specific permission from a Chief or Station Captain. Personnel shall not use any one else's PPE without their prior permission. The following is a summary of instructions for care of PPE

##### **1. Before the run:**

1. Make sure all your gear is clean. Clean it in an approved washer as needed. Allow all items to dry thoroughly.

2. Store gear so that it is easy to put on in a hurry. Check it periodically to make sure it has no cuts, holes, breaks, etc. If an item is broken or missing, report it to the Chief immediately.
3. DO NOT store gear in direct sunlight, or air dry it in the sun!!!
4. For additional information, refer to the instructions attached to the garment.

## **2. During the run:**

1. Always use the right gear for the job. For structure fires, you MUST wear boots, pants, coat, hood, helmet, and SCBA until a HFD officer tells you it is safe to wear less. Eye protection and exam gloves must be used during auto wrecks, in addition to other gear.
2. On all fire runs, you must be dressed with at least bunker pants and coat before getting in the truck. Helmets are not required to be worn in enclosed truck cabs.
3. You must have all gear on - including SCBA - within 10 seconds after you are asked to get off the truck at a fire.
  4. SCBA masks should not be donned until you are at the location where you will need to go on air (usually the door to the building), to prevent fogging of the mask. You should be able to don the mask and be ready for entry in 10 seconds or less.
5. SCBA will be worn on all fire runs except wild land fires and rescues. The 2nd arriving engine at auto rescues will have SCBA on as they staff a fire safety hose line.
7. Avoid exposing yourself to unnecessary heat, flame, jagged edges, etc. that will damage your gear.

All personnel working on or near a road way will have on the approved reflective vest.

8. On EMS runs, each responder will wear at least a shirt, jacket, or hat that identifies them with the fire dept, long pants, and closed toe shoes. If a responder does not have that, they will wear turnout coat, pants or both as necessary. Exception is granted to off duty personnel who arrive first on scene of an incident, *before* it is dispatched. In this case, the person shall not enter unsafe areas of the scene until they have the proper PPE to do so. All EMS work will be done wearing exam gloves. If an EMS scene contains other hazards that would pose a risk to a responder in normal clothing, additional PPE shall be used to protect from the hazards. Some examples are as follows:

Hazard Additional PPE needed  
Jagged edges Turnout Gear  
Airborne disease HEPA mask  
Falling objects Helmet  
High pressure lines Turnout Gear  
Hot objects Turnout Gear  
Body fluid splatter HEPA mask, eye protection, gown or turnout gear

## **3. After the run:**

1. Clean off gross amounts of grime at the scene. This includes your SCBA.
2. Clean your boots before entering the station.

3. Make sure you have all your PPE, and that it is undamaged. This includes SCBA.
4. After the trucks and other equipment are back in service, clean your PPE and inspect it again. Clean your PPE as per the instructions on garment. Hang wet gear so that it will air dry without becoming sour or mildewed.

#### **E. Service and Maintenance of PPE**

Problems with PPE should be reported immediately to the ranking station officer, then to the Chief. The Chief will make arrangements to remedy the problem. Do not attempt to repair damaged PPE without the permission of the Chief.

All PPE shall be inspected at least twice per year, and after each laundering. Inspectors must be trained in this task by the Station Captain. The inspection method is outlined on the inspection sheet.

## **Chapter 10-1**

Standard Operating Policy for

### **General Fire Strategy & Tactics**

#### **1. Purpose**

This SOP details the general principles of strategy and tactics to be used to control fire incidents.

#### **2. Scope**

This SOP applies to all HFD firefighters and officers.

#### **3. Introduction**

In order to put out fires in the most efficient and safe way possible, all firefighters must know how and why fire ground decisions are made. All fire incidents are different in their exact details, but they share general behaviors. Therefore, a standardized approach to organizing a fire scene is helpful to make sure all necessary details are addressed, and all firefighters and officers know what will be expected of them.

#### **4. Size-Up**

Size-up is the first step in determining how to control a fire. It is the process of obtaining as much information as possible about the incident - before the run, during the response, and when you first arrive at the fire scene. When the first officer arrives on scene, a report is given that summarizes what is known about the incident up to that point. The size-up provides a starting point to determining strategy and tactics, and provides everyone else with a picture of what is going on.

The size-up report of the first arriving responder (who may be the officer riding the first arriving fire apparatus) and should contain the following details.

- Address of the incident
- Brief description of the building including: number of stories, construction type, occupancy
- Brief description of fire conditions
- Statement of first actions to be taken
- Who is in command

#### **5. Incident Command Considerations**

Command of the incident shall be governed by the principles of the Incident Command System. Initial command will begin with the officer of the first arriving company. It shall automatically pass to the first arriving command officer, if the command officer arrives first, or soon after the first fire company. If the first command officer will be significantly delayed, the officer of the first arriving company shall identify their self as Command and begin making assignments to other companies. All further transfers of command shall be



done after a briefing between the officers involved. The transfer of command shall then be communicated to all personnel.

## **6. Scene Survey**

The first unit to arrive will begin a scene survey based on the nature of the dispatch and conditions seen when arriving on scene. The purpose of the survey is to gather as much detail about the scene as possible for determining the best way to handle the incident. One of the following three modes of operation will be selected, and the survey made accordingly.

### **1. Investigation mode:**

If there is nothing showing on arrival, check the scene based on the nature of the dispatch. Be prepared in case the situation escalates.

### **2. Offensive mode:**

This is where a working fire is evident or strongly suspected. -Look at the whole scene, including making a walk around the building, if possible. Identify pertinent construction features and access points. Identify immediate hazards to firefighters and civilians on the scene.

- Determine the possibility of a rescue. If people are trapped in multiple areas, determine the priority for their rescue.
- Identify other knowns and unknowns: fire type, extent, and location; resources needed; potential for hazardous materials to be involved.
- Form an action plan (strategy), set up a formal ICS structure, then assign tactical tasks to FD crews.

### **3. Defensive mode:**

This is where the fire is too advanced to allow interior firefighting.

- Survey the same as if in Offensive mode, then include the following:
- Evaluate the potential for exposure problems or collapse.
- Evaluate the need for additional water supplies.
- Determine a location where the fire can be stopped.

## **7. Strategy and Tactics**

It is impossible to condense all the possibilities for different strategies and tactics into one SOP. Strategy is a broad, overall goal to be accomplished. Tactics are the measurable steps taken to accomplish a strategy. For all fires, the strategy shall be based on accomplishing the following priorities in their order:

1. Life Safety (of all people on the scene)
2. Incident Stabilization
3. Property Conservation

Once a basic strategy is decided, tactics are implemented to accomplish the strategy. Tactics shall be based on the following list of priorities, in their order:

1. Rescue/Evacuation
2. Exposure control
3. Confinement of fire
4. Extinguishment
5. Overhaul

\* Ventilation and Salvage may occur at different times, based on the incident. They should always occur as soon as practical.

## 8. Pre-assigned Tasks

Some of the common tactics and tasks necessary to control a fire can be determined before the incident occurs. Some of these can be performed without waiting for a direct command to do so. These are referred to as *automatic actions*, since fire crews know to do them without being told to do so. Automatic actions must only be taken if the following conditions are met:

- It is an obviously needed action
- You are the crew in the best position to do it
- Performing the action automatically will not pose a safety concern
- You communicate your action to the Incident Commander

The following statements are automatic actions that have been pre-planned as part of HFD's normal fire control strategy and tactics.

1. The first engine company to arrive at a fire scene will position itself to be the attack pumper. This is usually just past the front of smaller structures. On large structures with nothing showing, the first engine will go to the front door, where the crew will begin their investigation. The driver should prepare to move the engine if necessary for better line placement.
2. The First Tender will lay a supply line to the engine. If a working fire is evident, this Tender should drop the portable tank, then notify the IC when they filled it and the First engine drafting lines are in place to draft. The Tender should also pay attention to selecting and positioning of the portable tank to facilitate water shuttling operations. This may mean approaching the scene from an alternate direction.

## 9. Standard Tactics

The following statements define standard tactics that will be used by HFD to control structure fires.

1. Interior fire attack will not begin until there is a staffed safety line deployed. The safety line must be of equal or greater length and flow capacity than the line it protects. The safety line may be left dry, for mobility, or charged if needed. The only exceptions to this rule are as follows:
  - There is a confirmed rescue, where the time needed to deploy the safety line will hamper the rescue attempt
  - The fire is still in the incipient stage, and SCBA are not yet needed. The crew staffing the safety line will serve as the level 1 RIT team until relieved of this responsibility by another crew (see HFD RIT SOP).

2. Positive Pressure Ventilation (PPV) will be the method of choice for ventilating smoke from structures. PPV shall not be used if it will hamper fire attack or potentially cause a back draft explosion or unwanted fire spread. PPV shall be established at the same entrance used by the attack crews, with a vent exit established ahead of the attack crew in the previously burned area of the structure.
3. Fires shall be approached and attacked from the unburned area of the structure, in order to push fire and smoke back toward the burned area, thus minimizing further damage. However, some real world factors will affect the possibility of doing this. If any of the following situations occur, the best option for entering the structure is to go in the front door.
  - Heavy smoke throughout the building, with no obvious indication of the fire's location
  - Obstacles blocking immediate access to the door at the unburned side
4. The combination direct-indirect attack method will be the preferred method of extinguishing fires. This means utilizing a modified fog stream to control flame spread above the base of the fire without upsetting the thermal balance, then switching to a straight stream to attack the base of the fire.
5. The indirect method of fire attack shall only be used when there is adequate ventilation established ahead of the attack crew, and the steam and air currents created from the indirect attack will not harm the attack crew or fire victims, push the fire into unburned areas, or upset the thermal balance in the fire area.
6. All attack lines shall enter the structure from the same side, to prevent opposing hose lines from pushing smoke and flames toward other crews. There are only 2 exceptions to this rule:
  - Crews on opposite sides of the fire are working in areas with adequate ventilation, and can use hose lines without risk of harming the crews on the other side of the fire. This usually occurs with exterior defensive attack.
  - Crews approach the fire from different locations (usually at right angles to each other), but push the fire toward a common location. This is called a "flanking attack".
7. Interior search in smoke filled areas shall only be done by crews that have a charged hose line or a search rope with them. Areas likely to have fire involvement must have a hose line. Areas remote from the fire area may be searched with the search rope.
8. Roof ventilation shall be done using a crew of at least 2 people in full gear and SCBA. The work will be done while within reach of a roof ladder laid on the roof, and with a staffed protection line nearby on the ground (or on the roof if it is a flat roof). The protection line shall not be directed into the vent hole unless necessary for firefighter rescue.

## **Chapter 10-5**

Standard Operating Guideline for

### **Water Supply**

#### **1. Purpose**

This SOG details how HFD will handle water supply for fires in areas without hydrants. Since this situation usually occurs in most of our areas, the various water supply options are grouped under the name of "water supply".

#### **2. Response**

HFD members should be aware of areas within the district that require tankers, even though hydrants are present

#### **3. Scene Set-Up**

The first arriving command must examine the scene and determine the best way to set up a water delivery system. If a working fire exists, a Water Supply Officer (WSO) should be appointed immediately to organize this. Special attention must be given to the following:

- Placement of the supply engine and portable tanks that won't block roads
- Creating an easy, safe route for tankers to fill and dump
- Finding an appropriate staging location for other apparatus
- Setting up a pumping relay if necessary
- Safe operation of apparatus if they must drive off of roadways

#### **4. Water Supply Strategy & Tactics**

The following are the standard options for water supply in a rural setting. The WSO, in consultation with the Incident Commander, should decide quickly which option will work best, and organize the appropriate crews to set it up. It is a very good idea to let all crews know via radio which option is being used. This allows all incoming units to begin positioning themselves accordingly.

##### **1. Nursing the attack pumper**

In this set-up, the tanker (or another pumper) places their unit close to the attack pumper. A short 2 ½" line is laid to connect the two units. The tanker off-loads its water into the tank of the attack pumper. When the tanker is empty, the line is disconnected from the tanker, and it goes to refill. Another tanker (or pumper) then connects to the supply line and repeats the process.

This set-up works best for small fires that will not require more water than what is carried in 2 apparatus tanks. It is also used for nuisance fires, where continuous, fast supply is not necessary.

##### **2. Water shuttling**

In this operation, the attack pumper is set up to draft from a portable tank. Tankers then dump their water into the portable tank and leave to be refilled. The attack pumper keeps its tank full as a safety buffer. It is also a good idea to have the second arriving pumper position near the attack pumper, and connect a supply line between the two. The second pumper then becomes an additional back-up water supply.

### **3. Relay Pumping**

This operation is a variation of water shuttling, and is the most common way shuttling is accomplished. In this set-up, the attack pumper lays its own supply line from the dump site to the scene. The second arriving pumper connects to the end of the supply line and begins pumping its tank water to the attack pumper. The second arriving pumper is now referred to as the *supply pumper*. Meanwhile, the tanker sets up a portable tank next to the supply pumper and dumps its water.

As soon as the tender is empty, it leaves to be refilled. When the supply pumper has emptied its tank, they shut down and switch to drafting from the portable tank. If the supply pumper's suction hose is connected through an intake valve, the transition to drafting should be done as soon as there is water in the portable tank. The supply pumper then resumes pumping to the attack pumper, while refilling its own tank. The supply pumper's tank is then left full as a safety buffer. As additional tenders arrive, they dump their water into the portable tank.

If necessary, a second portable tank can be placed next to the first to provide for additional water storage. In this case, the tankers should dump into the second portable tank. A jet siphon is placed between the two tanks to allow the supply pumper to move water from the second portable tank into the first.

### **5. Drafting from a Static Source**

Drafting from a static source can be used if the source can be safely reached, and will provide adequate water. Small streams may be dammed up to provide a place to draft. Swimming pools may be used if they are accessible. However, pools may be damaged by the drafting operation, so this should be a last resort.

When a drafting operation is completed, all equipment that received water from the static source must be fully flushed with hydrant water. It is also a good idea to back flush the supply pumper to clean its impellers.

### **6. Low Flow Fill Site**

In Tanker Shuttle operations where the nearest hydrant has a low flow, the fill rate from the hydrant may be improved using the following set-up. This operation assumes that an appropriate dump site has already been established, and there is another portable tank available. The goal of this set-up is to use a portable tank at the fill site to supplement the hydrant flow when tankers are being filled via a brush truck or floating pump. The hydrant then refills the portable tank when tankers are not being filled.

1. Position a brush truck or floating pump at the fill site hydrant to accomplish the following:

- Roadway is kept as open as possible
  - Portable tank is next to the fill site brush truck or floating pump intake
  - Fill site brush truck or floating pump can connect to the hydrant using an intake other than the one next to the portable tank
2. Connect one brush truck or floating pump intake to a drafting hose that is placed in the portable tank. Connect the other intake to the hydrant and charge the hydrant.
  3. Connect a hose to the discharge of the fill site brush truck or floating pump that will be used to fill tankers. This will be referred to as the *fill hose*.
  4. Engage the pump and leave it running at idle. Open the intake valve on the hydrant line (and drafting line, if so equipped) and let the hydrant back-fill the portable tank.
  5. As tankers arrive, connect them to the fill hose, open the appropriate valves and raise the throttle on the fill site brush truck or floating pump. Pump the fill hose at 100 psi or less until the tanker is full.

## Chapter 10-7

Standard Operating Guideline for

### **RAPID INTERVENTION TEAMS AND PERSONNEL ACCOUNTABILITY**

#### **1. Purpose**

This SOG is intended to outline HFD's procedure for assuring firefighter safety while operating in hazardous emergency environments. Specifically addressed in this SOG is the preparation and response for emergencies that involve firefighters while they are operating at an incident scene. Guidance for these procedures comes from NFPA 1500, OSHA CFR 1926, and other relevant information sources.

#### **2. Background**

Due to the dangerous nature of fire and rescue activities that a fire department is called upon to handle, it is vitally important that there are safety measures in place to deal with emergencies involving firefighters working on an incident scene *before* such an emergency occurs. The type or size of the incident will determine the appropriate level of preparedness. The tactical assignment created to deal with firefighter emergencies is referred to as a **Rapid Intervention Team (RIT)**

#### **3. Definitions**

The following terms will be used throughout this standard, and should be included in actual use of the standard.

##### **Accountability Officer**

A person assigned to keep track of the working locations of all crews on the fire scene, using the accountability tags assigned to each firefighter and crew.

##### **Entry team**

A crew of at least 2 firefighters that is working on the fire ground.

##### **Fire ground**

*Incident action area* of a fire scene.

##### **Firefighter emergency**

Unsafe condition caused by the original incident that has trapped, injured, or otherwise caused harm to firefighters operating on the fire ground.

##### **IC**

Incident Commander

## **IDLH**

Immediately Dangerous to Life & Health; conditions that pose an immediate threat to health, or would cause irreversible adverse health effects. The following are considered IDLH environments:

- Structure fire, beyond the incipient stage
- Oxygen level below 19.5% or above 22.5%
- Lower Explosive Limit (LEL) above 10%
- Toxic atmosphere in excess of the Permissible Exposure Level (PEL)
- Confined Space, or any other situation recognized to be unstable which could cause injury or death

## **Incident**

The original emergency situation which HFD was called to control.

## **Incident action area**

Any area of an incident that requires personnel to wear PPE for safe operations. During a Haz-Mat, this is the same as the **Hot Zone**.

## **Level 1 RIT**

The initial crew (of at least 2 people) assigned to begin the process of establishing RIT, and fulfilling the 2-in/2-out requirement.

## **Level 2 RIT**

The team of at least 4 people whose duties are to track and rescue, if necessary, emergency personnel working on the fire ground.

## **MAYDAY**

The term used to signal that a firefighter emergency has occurred, and the person reporting the MAYDAY needs immediate assistance.

## **PAR**

Personnel Accountability Report; A process of checking the welfare of each crew, and having the crew leader report back with their location, status, and number of people.

## **PPE**

personal protective equipment. PPE required to be worn will depend on the type of incident, the function of the person, and the location of the person on the scene.

## **RIT**

Rapid Intervention Team; The generic term for a group of at least 2 persons with the training, tools, and PPE necessary to perform rescue of firefighters from any part of the incident action area.



## **RIT Crew =**

2 people working together as half of a RIT Team.

## **RIT Equipment**

The desired equipment to be gathered and placed on stand-by for use by the RIT team. Equipment includes: RIT kit, secured hand line, portable radio for each RIT crew, forcible entry tools, large hand light, TIC, stokes basket.

## **RIT Group Leader**

The officer whose sole function is to command the RIT team(s). The RIT Group Leader reports directly to Command in the ICS chain of command.

## **RIT Kit**

A kit containing a complete SCBA, search ropes, flashlight, hauling equipment, and hand tools, used for initial response to a firefighter in distress.

## **Safety Officer**

A person assigned to monitor the overall incident from the safety perspective. This person must have a thorough understanding of fire department operations, building construction, effects of fire, and concepts of assuring the safety of all personnel on a fire scene.

The safety officer has the authority to point out safety problems and halt any activity that compromises the safety of personnel or civilians.

## **TIC**

Thermal Imaging Camera

## **4. Two in Two out rule**

OSHA law requires that any time a fire crew enters a hazardous environment, there must be at least 2 persons outside the hazard area, immediately ready for rescue of firefighters. During structure fires, the benchmark for the need of 2 in/ 2 out is the use of SCBA.

If SCBA is needed to enter the building, the rule is in effect.

According to the OSHA rule, if the IC and pump operator are geared up for entry into the hazard area, they may be counted as the RIT. HFD will avoid using this method unless necessary. No HFD member should be considered for use in the RIT if they are performing another essential function. Likewise, RIT members will not perform other activities that may impede their ability to immediately engage in RIT functions. The only exception to this is when there is a *known* rescue situation, and there are not yet 4

firefighters on scene. In this case, entry to the IDLH area may be done without the RIT in place.

If entry is made before the RIT is in place, the Incident Commander MUST report to Chief that there is a rescue situation. After the incident is over, the IC must also prepare a written report of the situation and why the entry without RIT was necessary.

## **5. ICS Chain of Command for RIT and Team designations**

The RIT is considered a “group” in the ICS system. For radio use, the leader of the RIT will be designated “RIT leader”. RIT leader will report directly to “Command”. If multiple RIT teams are established, they will be designated “RIT team A”, “RIT team B”, etc. If the scene is divided into divisions, a RIT team will usually be needed for each division. The letter assigned to each RIT team should correspond to the division where it is originally staged. Since multiple RIT teams may be established in the same division (or at the same point of entry), the RIT leader MUST be the only person to assign RIT team identities, to prevent duplication. RIT leader must coordinate these assignments with the Accountability Officer as well. Each RIT team reports to “RIT leader”. Each part of the RIT will receive direction only through this chain of command. To keep radio traffic clear, the letters used to designate the sides of the incident should be stated along with their “radio letter alphabet word”. “A” is Alpha, “B” is Bravo, “C” is Charlie, “D” is Delta. For example, a RIT team on side A would be “RIT team A- Alpha”.

## **6. Description of RIT team establishment**

Level 1 RIT will be established before fire crews enter any IDLH environment. The level 1 RIT will deploy an uncharged safety line, if one has not yet been established. The Level 1 RIT will then stand ready with full PPE, RIT kit, and basic tools, waiting for more personnel to establish Level 2 RIT. Personnel for level 1 RIT will usually be from a HFD crew. As soon as Level 1 RIT is established, the IC shall notify Chief by radio of such. Level 2 RIT will be established as soon as there are enough crews on scene to do so. Level 2 RIT will usually be accomplished using a crew from a mutual aid fire department. Level 2 RIT will be made of 4 person *teams*, split into 2 person *crews*. The teams will be identified using a *letter* to identify the team and a *number* to identify each crew within the team. For example, RIT team A “alpha” will consist of RIT crew A1 or “alpha 1”, and RIT crew A2 or “alpha 2”. The letter used may correspond to the side of the structure or division where the RIT team is staging (see section 5). All RIT crews must have at least 2 people and a radio. If the fire ground is very large, a RIT team will be deployed to monitor each area of entry into the fire ground. This usually occurs when the scene is divided into multiple divisions.

The RIT teams will track the entry and exit of crews operating in their area unless and until the Accountability Officer assumes this task. The RIT teams shall also monitor the radio and scene for signs of trouble. All RIT teams will report to the RIT group leader, referred to on radio as “RIT Leader”. As soon as Level 2 RIT is established, the IC shall notify Chief by radio of such. The first level 1 and level 2 RIT teams will begin their assignment by reporting to the command post, unless given a different assignment. After briefing with the IC, the RIT team should perform a size-up of the scene and obtain more equipment that they think they may need. RIT equipment should then be staged on a tarp near the area where it is likely to be used. RIT team(s) may be utilized to perform non-essential fire ground tasks such as obtaining equipment or raising ladders, as long

as the activity does not prevent the team from being able to immediately go into action if needed.

## **7. RIT deployment**

The RIT will only be deployed on orders from the IC. If the RIT is called into action, a backup RIT will be established from available personnel. If further RIT teams are needed, this re-establishment will continue so that there is always a RIT team available for deployment. The situations that would prompt the deployment of the RIT are: a MAYDAY call, an entrapment witnessed by the RIT team, or a PAR that reveals a missing person.

When called to action, the RIT leader will confer with the Accountability Officer to determine the last known location of the crew in distress. A RIT crew will then be dispatched to search for the missing/distressed crew, using the most direct route possible. When the RIT crew finds the other crew, they will assess what is needed. The second RIT crew will then enter the scene, following the search rope laid by the first crew, with the requested equipment. If there is any threat of fire involvement, another crew will be ordered to advance the safety line to the emergency area to protect the crews and the search line. If the rescue process will be long, the IC will have fire crews switch their radios to a different channel for operations, leaving those involved with the rescue on the original operations channel.

## **8. MAYDAY Procedure**

If a firefighter or crew becomes trapped, lost, or injured and they are in need of emergency assistance, they shall initiate the MAYDAY procedure. The crew in trouble shall calmly announce "MAYDAY, MAYDAY, MAYDAY" over their radio. They shall then contact the IC and describe the situation and their location to the best of their ability. If the distressed crew does not know their location, they shall describe the route they used to enter the scene. The crew shall then manually activate their PASS alarms so that searching crews can find them. If the distressed crew is lost, they shall stay still in a safe area and await the search crew. If a MAYDAY is enacted, the Accountability Officer shall immediately perform a PAR check to verify that all other personnel are safe and accounted for. When the RIT crew finds the distressed crew, they shall silence their PASS alarms and contact the RIT leader with a situation update

## **9. Identity of Persons Involved in a Firefighter Emergency**

As soon as a firefighter emergency develops, the IC should send the Safety Officer and the RIT leader to the area of the incident to determine the identity of the persons or crews involved. The purpose of this is to verify that the roll call is accurate, and that an emergency situation *does indeed exist*. It may be necessary to announce the name of the missing firefighter(s) on the radio so that everyone on the fire scene knows exactly who is missing. If another crew locates the named firefighter(s), they must notify RIT leader so that the RIT operation can be focused in the proper direction or cancelled as appropriate. If the identity of the missing person(s) can't be established at the scene, the ring of tags from the crew's truck will be obtained to verify who is part of that crew.

## **10. Other Crews Operating During Use of the RIT**

If the RIT is called into action at an incident, other crews working at the scene SHALL NOT abandon their tasks to assist the RIT until ordered to do so. If a sudden event endangers a crew, the affected crew shall immediately attempt to move to a safe area and contact Command if further assistance is needed. The IC should immediately dispatch the RIT and perform a PAR of all crews on the scene. The IC will then reassign crews performing nonessential tasks to aid the RIT. Additional personnel will be moved from staging to fill vacated positions on the fire ground and form more RIT crews. Crews in rehab shall then immediately replace staging personnel. Additional resources shall also be requested from the Chief as needed.

## **11. Safety Hose Line**

The second crew to arrive at a structure fire scene will immediately pull and man a second hose line, designated the "safety line". This crew will function as Level 1 RIT until relieved of RIT responsibility by the IC. *Interior* fire attack will not begin until this safety line is in place. The safety line will be charged at the discretion of the line's officer when positive water supply is established. The line may also be left dry, for mobility. Without positive water supply, the line *will not be charged* unless it is specifically needed.

## **12. Training Necessary for RIT Members**

RIT members for a fire incident must have previous firefighting experience before being placed in this role. They must also have training in the following: fire control, ventilation, forcible entry, rescue, self rescue, firefighter rescue, ICS, building construction. Therefore, RIT members should be certified firefighters, with at least 2 years experience. Since RIT activities are very physically demanding, RIT personnel must have good strength and stamina.

RIT members for non-fire incidents must have had training specific to the type of situation encountered. Examples include complex auto rescue, trench rescue, low or high angle rope rescue, water rescue, electrical emergencies, EMS mass casualty incidents, and hazardous materials incidents.

## **13. Accountability Control of Personnel on Fire ground**

In order to easily account for the location and status of all personnel on the fire ground, the following procedures shall be used. Each firefighter has issued to them 2-accountability "tags", to be stored on their turnout gear. Each time a run is made, both tags from each person will be given to their truck officer. The officer will place the tags on two rings that show the truck number. One ring will be left at the truck. The driver's tags should be placed with the tags that have the unit number and say "driver". The truck officer will take the second ring of tags to the person controlling entry to the scene (see section 14).

If an event occurs that may cause injury or entrapment of firefighters, the status of each crew will be checked by the IC (using the Accountability Officer) over the radio. Examples include building collapse, explosion, change from offensive to defensive (esp. use of the evacuation tone), long absence of communication with a crew, etc.

When an accountability check (PAR) is requested, all crews should cease unnecessary radio communication. The IC (or the Accountability Officer, if one has been appointed)

should announce that "A PAR check is being done". Each crew leader should then check the status of each member of their crew. The IC will then call each crew on the radio. The crew leader shall respond that the crew is "PAR", and give the number of people in the crew, and their location. If the crew is not intact, the crew leader shall report this, and immediately begin a search for the missing person. The RIT will then be deployed to find the missing person.

If an incident becomes so severe that the entire scene must be abandoned, the IC shall find a safe meeting location and request all crews to report there. A PAR check shall then be done face-to-face with each crew. Examples include: large explosion, toxic gas release, tornado, uncontrollable wildfire, etc.

#### **14. Entry and Safety Control of Large Incidents**

During large incidents with multiple points of entry, the IC may request each RIT team to serve as the Accountability Officer for their division. This will be done through the use of each crew's accountability tag ring. Each crew entering the division shall give their tag ring to the RIT team assigned to that area. The tags shall be placed in a safe location near that point of entry.

It is suggested that a road cone be placed to mark the location of the tags. When a crew leaves the hazard area, they should immediately retrieve their tag ring. Each crew should enter and leave through the same entry point if possible.

In addition to personnel tracking, RIT teams should also observe their area for safety problems. If a problem is noted, the safety officer should be requested to address the problem.

#### **15. Readiness of Personnel in Rehab**

Crews sent to Rehab should retain their readiness to work. Before going to rehab, each crew shall refill their SCBA. They shall then report to rehab and keep their gear and SCBA readily available. Personnel should not wander away from rehab in case they are needed for emergency service. As soon as crews are refreshed, they shall report to staging for additional assignment. There should never be more than two crews in rehab at any time.

#### **16. RIT Operations on the Fire ground (outline)**

##### **A. RIT Preparedness**

1. Members wear full turnout gear and SCBA
2. Focus on possible firefighter rescue situations
3. Have the following tools in hand: irons, lights, radios, RIT Kit, TIC
4. Have the following tools readily available: vent saw\*, closet/pike pole, K-12, porta power, handline.

\*not the same one being used for firefighting

##### **B. RIT Stand-by Location**

1. RIT Leader maintains visual/verbal contact with Command Post/IC
2. RIT teams maintain view of their incident action area
3. Stay out of the way of other operations
4. Maintain team discipline

#### C. RIT Assignments

1. Team leader identified/liaison with IC
2. Pull and man safety line, if not already done
3. Team gathers needed tools
4. Team assesses fire ground
  - a. entrances and exits
  - b. available ladders
  - c. available hose lines
  - d. location of EMS stand-by crew
4. Evaluate building construction concerns
5. Monitor radio/scene
6. if special operation, discuss special needs

#### D. RIT Deployment

1. Mayday call
2. Witnessed entrapment
3. PAR check does not locate a crew/person

#### E. RIT Termination

1. Only after IC approves termination and:
2. After incident is declared "controlled" and:
3. After life hazards to firefighters are under control
4. Team may then be reassigned as needed

## **Chapter 11-2**

Standard Operating Guideline for

### **Automobile Rescue**

#### **1. Purpose**

This SOG details how HFD will handle rescues caused by auto accidents. This includes accidents involving cars, trucks, or any other mobile equipment found on roadways.

#### **2. Scope**

This SOG applies to all HFD personnel.

#### **3. Response**

Fire apparatus will respond as available. The first arriving unit should determine if an alternate approach route is necessary for apparatus to access the scene. If there is doubt as to the exact location of the incident the first apparatus will proceed to the dispatch location. All other units will stage in the area of the dispatch location, until the incident is found or they are called upon to search another area.

#### **4. Incident Command System**

The Incident Command System (ICS) and its subdivisions shall be utilized as appropriate during all incidents. For minor incidents, only the appointment of an Incident Commander (IC) is necessary. If the incident is major, or has the potential to rapidly escalate, a Safety Officer shall be appointed. This includes situations where the scene is spread over a large area that can't be supervised by the IC from one position. If the incident is large, complex, or involves coordination with other agencies, an Operations Officer shall be appointed to organize the fire department's tactical considerations. The IC may also appoint an Operations Officer at any time he deems it beneficial. Major incidents may be organized by assigning *division* officers to handle specific locations. Incidents may also be organized using ICS *groups* to execute tasks. These groups would move throughout the scene, performing their assigned tasks. Each position in the ICS system should report only to the position that is directly above them. The Safety Officer and fire crews may also contact each other directly, when necessary to address safety concerns. Failure to follow this hierarchy can lead to conflicting orders and freelancing.

#### **5. Scene Survey**

The first unit to arrive shall assume command and begin a scene survey as follows:

- Look at the whole scene: Identify possible hazards to rescuers, patients, and by-standers. Make sure the scene is safe before entering it. As other units arrive, assign them to perform outer and inner circle surveys.
- Identify known and unknowns: # patients, resources needed, priority of patient care and removal. Evaluate the potential for hazardous materials to be involved.
- Form an action plan (strategy), set up a formal ICS command structure, then assign tactical tasks to FD crews.
- Place apparatus so that the road is barricaded to allow safe working area. If possible, do not close all lanes, or both directions of an Interstate or heavily congested road.

#### **6. Stabilize the Scene**

Secure any immediate scene hazards. Render aid to patients. Stabilize the extrication area. Address the following issues as they apply:

- Crib the vehicle
- Establish a tool staging area
- Remove glass from all work areas
- Assign someone to monitor and assess trapped patients. If there are 3 or more patients, a liaison shall be appointed to receive information from the EMS commander and relay it to the IC.

- Immobilize the patients and protect them from extrication operations. Establish cervical spine stability as soon as possible and maintain it through the incident. DO NOT use your PPE as a patient protection device.
- Secure the auto battery as soon as possible (note also if air bags are not deployed)
- Assign a crew to staff a protection hand line, wearing full turnout gear and SCBA.

## **7. Separate the vehicle from the patient**

As soon as the survey and stabilization are complete, then begin the extrication process. Constantly evaluate progress. Tactics may need to be changed. The following tactics should be known to all firefighters, at a minimum:

- Creating a purchase point with the Halligan tool or spreader tips
- Removing doors with the spreader or cutter
- Roof Flap and Total Roof Removal
- Dash Roll

## **8. Secure the Scene**

Remove the patients and place them in the care of EMS crews. Assist EMS as needed. If there were fatalities cover them and limit access to the area. After the extrication is complete, put all equipment back in service. Account for all items used.

Do not leave any hazardous condition at the scene. Perform a final survey before leaving. Address the following issues:

- Turning over the scene to the police or the wrecker driver
- Mitigation of automotive fluids or biohazards
- Marking biohazard areas with caution tape

## **Chapter 14-6**

Standard Operating Guideline for

### **Train Derailment Incidents**

#### **1. Purpose**

This SOG details how HFD will organize and control train derailment incidents. This does not include vehicle vs. train accidents if there is no derailment involved.

#### **2. Response**

If more units are needed from HFD, mutual aid shall be requested as needed. The first responder to the dispatch location will decide where to stage other units to each side of the incident to evaluate the situation, and determine the size of the scene. If the scene cannot be immediately accessed on all sides by HFD units due to blocked crossings, consideration shall be given to requesting mutual aid companies to respond to the inaccessible area(s) as needed.

#### **3. Size-Up**



The first arriving unit shall give a radio report detailing what the situation appears to be. This size-up should include the following details:

- Geographic description of the derailment location
- Brief description of approximately how many rail cars are involved, and if any are tank cars or the engines
- Brief description of rescue possibility
- Brief description of fire possibility
- Brief description of smoke or plumes present, and possibility of a Haz-Mat
- Initial location of command
- Who is in command

#### **4. Resources Needed**

As soon as the IC completes the size-up, the following agencies should be requested by Dispatch to respond to the command post location. These people will form the Unified Command, and begin forming an action plan for mitigating the incident. They will also gather any additional agencies and resources as needed.

- Railroad representatives, including Railroad Police  
El Paso County OEM  
El Paso County Mobile Command Post and Dispatcher  
El Paso County Haz-mat
- El Paso County Sheriff
- AMR EMS supervisor

The train crew and all shipping papers, including the train consist should be brought to the command post as soon as possible. These papers should be in the possession of the conductor, who rides in the engine with the engineer.

#### **5. Incident Command Considerations**

Command of the incident shall be governed by the principles of the Incident Command System. As soon as possible, the IC shall appoint a safety officer and division leader to manage each geographic area of the incident. They shall be assigned ICS titles that reflect their area of control, such as "West Division Operations" or "West Division Safety", etc. Each division leader shall conduct a scene survey as outlined in section 6, and report it to the IC. While HFD is waiting for the Unified Command to be established, the IC shall appoint a safety officer to oversee the whole scene (Safety). The IC and Safety will determine the immediate rescue and evacuation needs and assign units to handle this via the appropriate division leaders. An overall scene operations officer (Operations) and Accountability officers will be appointed as soon as staffing becomes available. Accountability officers shall be appointed by each division leader to monitor their area if the overall Accountability officer cannot gain immediate access to that area to oversee it. As the incident escalates, the IC will appoint personnel to fill additional ICS staff roles as needed.

The IC shall determine a suitable location for a command post based on the location of the incident, wind direction, and need for prolonged operations. Consideration should be given to establishing an Emergency Operations Center at the HFD firehouse if possible. The IC shall appoint a Public Information Officer (PIO) and establish a media response location as soon as practical to relay information to the news media.

## **6. Scene Survey**

The IC and division leaders shall survey the scene from their location and try to determine the following:

- Which crossings are blocked, and what is the best access route to this area
- Where are the train engines and the crew
- Are any people in immediate danger due to extrication or Haz-Mat
- Is there a fire or Haz-Mat obviously present
- Based on what is seen, what is the potential for a Haz-Mat release
- Considering the wind direction and hazards present, is this area safe for F.D. operations
- What is the best way to divert traffic and provide an escape route for civilians
- What areas downwind need immediate evacuation or protection
- What responder resources are needed at this site

## **7. Strategy & Tactics**

Due to the vast number of possibilities that can occur during a derailment, it is impossible to pre-plan exactly how each incident will be handled. The following are the general steps that will be taken to control the incident. Establish scene safety:

- Determine the safe areas of operation for F.D. crews, and establish perimeter control zones and access check points.
- Prevent further exposure of civilians to hazardous areas of the scene. Perform immediate rescue and first aid
- Determine who needs rescue, and prioritize their removal from the scene.
- Remove the worst injured and greatest number of patients from the scene to a safe area as quickly as possible
- Establish triage area(s) and move injured or contaminated patients to these locations.
- Render first aid and/or field decontamination to patients based on their triage priority. Protect people in exposure areas
- Evacuate down wind or exposure areas based on the hazards at the scene.
- Determine the need to protect civilians in place.
- Provide staffing to control access of civilians to exposure areas. Perform extended operations
- Extricate badly entrapped patients.
- Deploy fire control teams as needed.
- Organize a Haz-Mat team response
- Assess the rest of the people removed from the scene for haz-mat exposure or injury and treat as necessary.
  - Create a roster of civilians affected by the incident, and their disposition from the scene.
- Establish a shelter location for evacuated civilians.

- When possible, perform a secondary search of the evacuated/protected areas to verify all civilians are gone/indoors as required.
- Provide updates to the media about what is going on, and what the F.D. needs the public to do in order to stay safe.
- Prepare to turn over control and responsibility for clean up to the railroad

## **8. Disposition of the Incident**

The Unified Command will determine short term and long-term objectives for controlling the incident, and relay this information to all responders and the news media. Once the goals and a time frame have been established, HFD command staff shall begin making arrangements for continued staffing and their needs.

The railroad should make necessary arrangements for clean up and support of extended operations. The role of HFD will then become an assisting agency, while railroad personnel execute operations to control the incident. HFD command personnel shall be present during any decision making process that involves HFD personnel. HFD shall relinquish overall command of the incident only after consultation with the rest of the members of the Unified Command, and another agency formally assumes responsibility for the incident. Regardless, HFD command staff shall maintain authority and control over any HFD resources used, including personnel.

## **Chapter 15-4**

Standard Operating Guideline for

### **Fire Extinguisher Use and Maintenance**

#### **1. Purpose**

This SOG details how HFD will use and maintain its fleet of fire extinguishers, to meet the intent of NFPA 10.

#### **2. Scope**

This SOG applies to all HFD personnel who have been trained to use fire extinguishers.

#### **3. Definitions**

- Agent
  - The material contained in an extinguisher that is applied to a fire.
  - ABC agent
    - Monammonium Phosphate powder, with silica added to make the agent flow freely. This agent has a yellowish color.
  - BC agent
    - Sodium Bicarbonate powder, with silica added to make the agent flow freely. This agent is bright white.
- CO<sub>2</sub>
  - Carbon Dioxide. This agent is a pressurized gas that stores in liquid form. When it is discharged, CO<sub>2</sub> returns to the gas state, cooling very rapidly. CO<sub>2</sub> is a simple

asphyxiant, meaning it physically displaces oxygen in the air. CO<sub>2</sub> extinguishes fire by cooling and smothering it. It is also electrically non-conductive, so it can be used on class C fires. CO<sub>2</sub> dissipates quickly unless it is discharged into an enclosed space. Since it is heavier than air, it can accumulate in low-lying enclosures.

- Dry Chemical  
ABC or BC agent
- Dry Powder

An agent, in powder form, used to extinguish fires in combustible metals (class D fires). Met-L-X is the most common brand of dry powder. Dry powders are usually composed of salts.

-Halon (or halogenated agent)

A group of agents that are made of a chemical mixture that displaces oxygen. Halon 1211 and 1301 were once the most popular types (the number refers to the chemical composition of the agent). Halons are being removed from use because they deplete the ozone layer and produce toxic by-products when used to extinguish fire. Halons leave no residue, so they are useful on electronics or other sensitive equipment. There are other agents being developed to replace Halon. FM-200 and Inergen are now the most common Halon replacement agents. These agents are found in fixed systems for enclosed computer or electronic labs, and occasionally in portable fire extinguishers. Special care must be taken to avoid breathing by-products from a fire extinguished with Halons.

- Pressurized-at-use

An extinguisher that has the agent stored in a non-pressurized container, and a CO<sub>2</sub> cartridge attached to it. The extinguisher is activated when the user discharges the CO<sub>2</sub> cartridge into the agent container. The extinguisher's discharge hose has a valve on the end that allows the user to aim, start, and stop the agent flow.

- Stored pressure

An extinguisher that has a pressure charge inside the agent container at all times. In PW, foam, or class K extinguishers, the charge is 100 psi air pressure. In dry chemical or dry powder extinguishers, the charge is nitrogen or Class D breathing air, usually at 195 psi. In CO<sub>2</sub> extinguishers, the agent is compressed to 1800 psi. A pressure gauge is mounted on all stored pressure extinguishers except CO<sub>2</sub> to show that the extinguisher is charged. CO<sub>2</sub> extinguishers must be weighed to verify they are fully charged.

- Pressurized Water (PW)

An extinguisher with a stainless steel (silver) shell that contains 2½ gallons of water under pressure.

- Foam extinguisher

An extinguisher that contains a mixture of water and foam as its agent. Any foam extinguisher that HFD would have would be a PW that has AFFF or F-500 foam concentrate added. An air aspirator may also be attached to the end of the discharge hose.

- Wet Chemical

Potassium Acetate agent, class K extinguisher. This agent is stored in an extinguisher that looks like a PW, but has a wand with a head that produces a mist. Wet chemical agent is used for cooking oil fires, especially commercial deep fryers.

#### 4. Background

HFD has a fleet of portable fire extinguishers for use in emergency response and for general fire safety. Use of fire extinguishers as part of a fire department response requires the same techniques and precautions as if a civilian was using the extinguisher. Firefighters who may use an extinguisher in a civilian setting must not forget their limitations, since they will not have protective clothing or a back-up crew present.

All extinguishers owned by HFD shall be marked "HFD #" near the top of the body of the extinguisher. Extinguishers assigned to apparatus shall also have the unit number written on them. Extinguishers shall also have the date of manufacture and the last hydro-test date written on the front, bottom of the extinguisher body.

The Fleet Supervisor keeps a master list of all HFD extinguishers. The list shows the extinguisher location, type, HFD number, and hydro test dates.

## 5. Classes of Fire

Fire Class Type of material burning Proper extinguishing agents

- A Ordinary Combustibles Water, ABC dry chemical (wood, paper, plastics) Foam,
- B Flammable Liquids ABC or BC dry chemical Foam, CO<sub>2</sub>,
- C Energized Electrical Equipment ABC or BC dry chemical CO<sub>2</sub>, Halons, remove power
- D Combustible Metals Dry powder, cover in dirt
- K Cooking Oils & Fats Wet chemical

## 6. Use of Fire Extinguishers

Civilian Use of Extinguishers

If an extinguisher is to be used in a civilian setting (fire dept. is not on scene), or by a civilian, the following steps should be followed:

1. Notify all people present that there is a fire. Pull fire alarm box if present. Assign someone to call the fire department. If no other person is present, call the fire department BEFORE using a fire extinguisher.
2. Make sure the building is being evacuated.
3. Obtain a fire extinguisher. Make sure it is ready for service, and is the proper type of extinguisher for the fire class.
4. Make sure you have a clear escape path behind you. Approach the fire and use the PASS method to extinguish the fire:

**P**ull the pin, and test the extinguisher to make sure it works.

**A**im the extinguisher at the base of the fire.

**S**queeze the valve handle to discharge the agent.

**S**weep the stream across the base of the fire.

When the fire is out, or the extinguisher is empty, *back away* from the fire in case it flares up. If one extinguisher does not control the fire, abandon the fire and exit the building, shutting any doors behind you.

## Alternate Extinguishing Methods/Agents for Kitchen Fires

Fires occurring on stovetops can be extinguished successfully with the following home remedies:

- Cover the pan with a lid and LET IT SIT! Moving a burning pan is extremely dangerous.
- Pour a copious amount of baking powder or salt onto the fire. NEVER USE FLOUR OR SUGAR to extinguish a fire. They are combustible, and can cause the fire to flare up or explode if conditions are right.

## Fire Department Use of Extinguishers

If a fire extinguisher is used by a firefighter as part of a fire response, use the following steps:

1. Advise other companies of the type, size, and location of the fire.
2. Make sure the building is being evacuated, and provisions are made to back up the fire extinguisher attack with a handline if necessary.
3. Select the proper type of extinguisher for the class of fire.
4. Make sure you have a clear escape path behind you. Approach the fire and use the PASS method to extinguish the fire:

**P**ull the pin, and test the extinguisher to make sure it works.

**A**im the extinguisher at the base of the fire.

**S**queeze the valve handle to discharge the agent.

**S**weep the stream across the base of the fire.

When the fire is out, or the extinguisher is empty, *back away* from the fire in case it flares up. If one extinguisher does not control the fire, back out and shut the door. Prepare for a handline attack.

## 7. Inspection, Maintenance, and Service Intervals

### Inspection

All fire extinguishers assigned to apparatus shall be inspected any time the apparatus is inspected, but no less than once per month. Station extinguishers shall be inspected on the first Wednesday of each month. Inspection consists of checking for the following:

- Extinguisher is present, clean, and undamaged
- Tamper tag and pull pin are in place, and gauge shows full Annual Maintenance

All fire extinguishers shall undergo "maintenance" annually. Maintenance consists of checking the following items:

- Extinguisher is present, clean, and undamaged

- Tamper tag and pull pin are in place, and gauge shows full
- On dry chemical or dry powder units, invert the extinguisher to fluff the agent
- The extinguisher is not out of date for hydro-test or 6 year service
- Service tag is marked to show date of last annual maintenance Service

*Carbon Dioxide:*

CO<sub>2</sub> extinguishers are hydro-tested every five years. They are also tested for electrical non-conductivity through the hose and horn assembly. The tester will affix a tag to the hose to verify the electrical test.

*PW*

Pressurized Water (or any other extinguisher with a stainless steel shell): are hydro-tested every 5 years.

*All other extinguishers:*

ABC, BC extinguishers have mild steel shells that must be hydrotested every 12 years. Stored pressure dry chemical or dry powder extinguishers must undergo a "dump test" every 6 years to make sure the agent will expel properly. After this test, the valve assembly is rebuilt and the extinguisher is recharged.

## **Attachment #1**

Response with Ellicott FPD

### **EMERGENCY RESPONSE WITH ELLICOTT FIRE PROTECTION DISTRICT MUTUAL AID ON ALL FIRE RESPONSE**

#### **PURPOSE:**

The purpose of this procedure is to assure the efficient response of personnel and apparatus to the scene without danger to the public, fire department personnel, and department equipment. To also set up a safe atmosphere for department personnel and equipment while on scene at an incident in the Ellicott Fire District or any scene that Ellicott Fire Department is controlling outside the Hanover Fire Protection District.

#### **APPLICATION:**

This procedure shall apply to all Hanover Fire Department personnel and equipment.

#### **RESPONSIBILITY:**

It is the responsibility of all Department personnel to follow this procedure. Authority to deviate from this procedure rests solely with the riding officer or Chief Officer in charge. They are responsible for the results of any deviation. A department line officer or Chief Officer may designate a senior member as a department designee to respond in the officer's duty.

#### **ANSWERING THE ALARM:**

The alarm page will be answered with a normal response of personnel to their appropriate stations. The equipment and personnel will stand by their stations until they get the "OK" to respond from a department officer. A department officer MUST respond to the incident direct or in a department apparatus. No equipment will respond without a department officer in service to the incident.

#### **ENROUTE:**

The Driver/Engineer or officer in charge will ask for a size-up and assignment prior to arrival on scene. The Driver/Engineer or officer in charge will request a command channel while in route to the scene, If one hasn't already been requested (The Hanover talk group is appropriate for small incidences). When the assignment has been relayed from the scene, the assignment will be approved by the responding officer. A revised assignment or the "GO AHEAD" will be given to the responding Hanover units by the responding officer.



## **ARRIVING AND ON SCENE:**

When arriving on the scene the officer in charge will contact the Ellicott personnel in charge face to face and will set up a working unified command. They will remain in physical contact with Ellicott personnel at all times where they can hear the verbal and radio transmissions of Ellicott personnel. The Hanover officer will ultimately remain in charge of Safety and accountability of all Hanover personnel and equipment. In the event Hanover personnel or apparatus arrive on scene prior to the arrival of the officer. One person on that apparatus will assign or be assigned as safety and accountability for all Hanover personnel on the scene until the arrival of an officer. All Hanover procedures will be followed regardless the assignments given by the Ellicott Command, i.e. the placement of apparatus. The Hanover Officer will do a periodic Personnel Accountability Report (PAR) throughout the incident.

Hanover personnel have the right to and shall refuse any assignments that endanger the public, fire department personnel, and department equipment. The officer in charge shall remove all Hanover personnel and equipment if he/she finds the scene to be unsafe. Hanover personnel will follow check out procedures and will also notify dispatch.

## **DEPARTING THE SCENE:**

**The officer in charge will release department personnel according to the need of the incident and needs of the Hanover Fire District. He/she will do an accountability check upon the release of equipment and personnel. All Hanover equipment and personal will “check out” with the Hanover officer when leaving the scene and returning to the Hanover Fire District.**

## **DOWNGRADING RESPONSE:**

The first Hanover officer or designated senior member to arrive at the emergency scene shall evaluate the need for other responding apparatus to continue code three (3). Whenever possible other responding apparatus should be advised to continue in code two (2), or cancel totally.