Fry Fire District

Operational Policies and Guidelines Manual

Approved on: February 22, 2013

Approved by: William Miller, Fire Chief

Electronic Copy

Mission Statement:

"Always Willing, Always Ready"

Our Goal is to provide the citizens of the District with an effective and responsive EMS, Rescue and Fire protection service; to ensure and safeguard life, limb, property and public welfare through all reasonable means in the most cost effective manner.

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Refer to the Fry Fire District's Intranet Home Page, Department Forms Section for the following appendices. Hard copies of appendices will be kept with the four printed copies assigned to Stations 141, 142, 143 and the Administrative Office.

A. Job Descriptions
B. Employee Evaluation Form
C. Fee Schedule
D. Disciplinary Form
E. Tactical Work Sheets
F. Hose Testing Procedures
G. Non-disposable Items List
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A. Purpose

The purpose of this policy is to define management and decision making authority within the Fry Fire District as established by District Board Policies 101-105.

B. Responsibility and Accountability

The ultimate responsibility and accountability for decision making and the welfare of the District and its personnel lies with the Fry Fire District Board and through delegations to the Fire Chief. The Fry Fire District Board maintains responsibility for the safe and efficient operation of the district and reserves the exclusive right to determine all matters and courses of action to be undertaken by the district. The district reserves for itself certain management prerogatives for the purpose of directing the actions of the district. These prerogatives shall include but are not limited to:

1. Establishing district policy, intergovernmental relations, board policies, procedures, and district rules, regulations and guidelines.
2. Determining organizational structure, chain of command, leadership, and distribution of authority and responsibility.
3. Employee selection, promotion and assignment.
4. Distribution of labor.
5. Determining standards for quality and quantity of work and work rules.
6. Hours of work and work schedules.
7. Compensation and benefits.
8. Those items addressed in Arizona Revised Statutes pertaining to Special Districts, Fire Districts and other statutes dealing with regulatory parameters for public agencies or entities.
9. Any prerogative not exclusively prohibited by law.

C. Employee Participation

The Fry Fire District actively promotes and encourages employee participation. Participation is defined as the positive active involvement in the decision making process as well as through active participation in fire district programs. The district seeks and encourages input, suggestions and ideas from individual employees and firmly believes in allowing employees to be self-directed toward accomplishing the missions of the district as established by the District Board. Employee suggestions and input into these areas are not limited by inclusion in the above list of management prerogatives.

D. Good Order of the District

By necessity, management responsibilities and prerogatives must be identified and segregated for the good order and management of the district. Clear lines of authority, responsibility and accountability are necessary to insure the safe and efficient operation of the district in accordance with policies as adopted by the elected District Board and as established by the Fire Chief.

A. Authority

The Fire Chief is vested with the authority of the Fry Fire District by Resolution 97-002 to establish rules, procedures and guidelines for the district. The right to modify, rescind or add to any rule, policy, procedure or guidelines of the district is reserved for the Fire Chief.

B. Purpose

Rules, policies, procedures and guidelines exist so all members are aware of the correct and incorrect forms of behavior and methods that are required for the efficient operation of the district. They are designed to communicate to the members the desired policy of the district.

C. Not a Total Solution

These rules and procedures will not provide a solution to every question or problem that may arise in an organization established to provide emergency services. However, they will be sufficiently comprehensive to cover most of the responsibilities, obligations and duties of the members of the department.

D. Judgment and Initiative

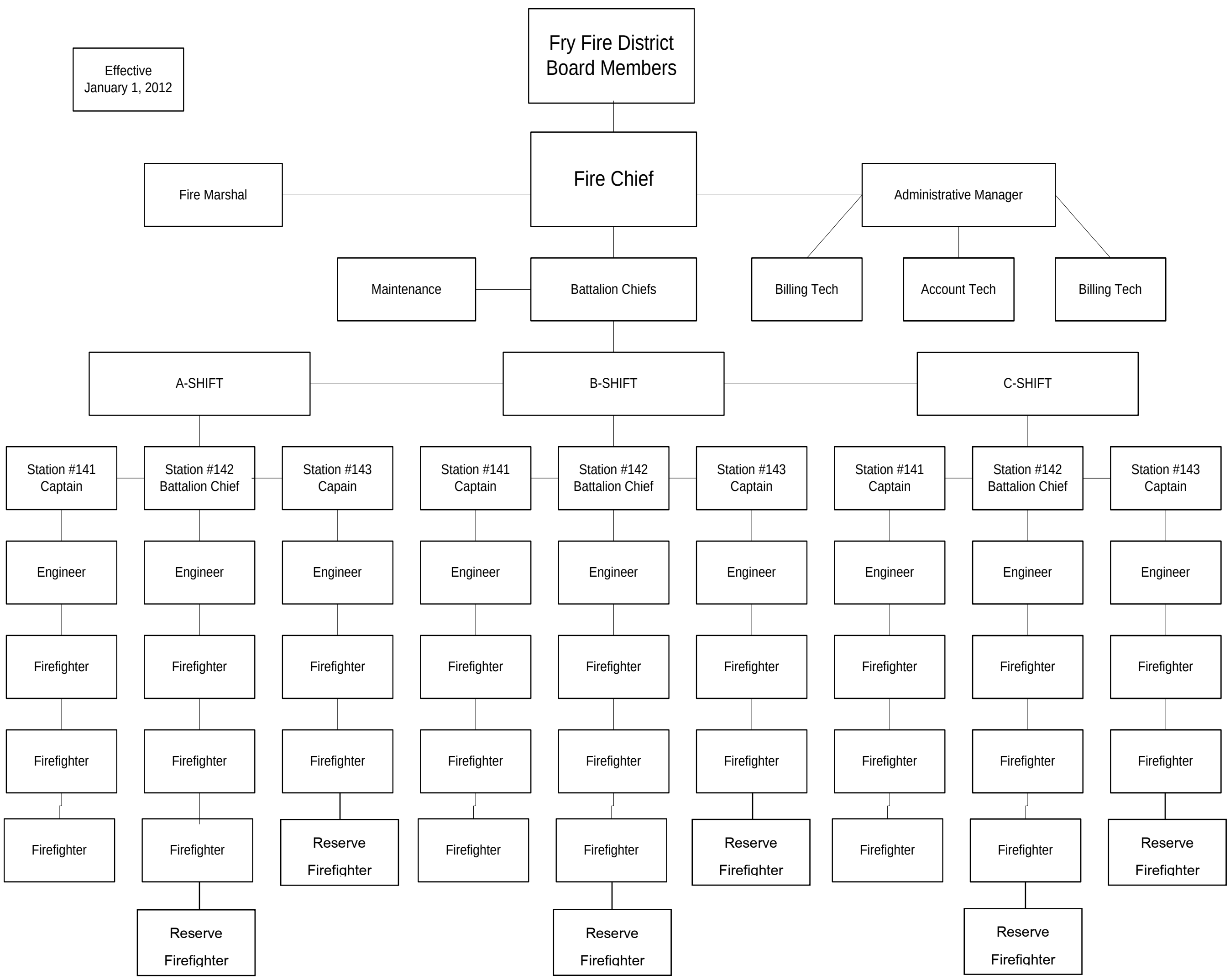
Rules and procedures are not intended to limit any member in the exercise of his/her judgment or initiative in taking the action that a reasonable and prudent person would take in similar extraordinary situations. By necessity, much is left to the loyalty, integrity and discretion of individual members. To the degree that the individual member demonstrates possession of these qualities in the conscientious discharge of duties assigned, and to that degree alone, will the department measure the actions of any member.

C. References

There are other documents, which regulate the district and its members. These documents include:

1. Fry Fire District Personnel Policy Guidelines Manual
2. Fry Fire District Board Resolutions
3. Federal, State and County laws
4. Directives and Orders issued by the Fire Chief or designee
5. Should an inconsistency arise, the appropriate document as determined by the Fire Chief will prevail.

1.3 Organizational Chart



A. Purpose

To provide a clear outline of employee expectations based on specific job positions.

B. Scope

Job descriptions apply to all employees of the fire district.

C. Responsibility

Employees of the fire district are required to continually fulfill the outlined requirements specific to the position they have been assigned.

D. Reference

Job descriptions are located in Appendix A.
For specific job assignments refer to the Battalion Chiefs Area of Responsibility List.

A. Performance of Duty

Members shall perform duties within their assigned area of responsibility and such duties as may be required by their officer or any superior, whether or not such duties are assigned to them in any rule or procedure.

B. Tours of Duty

All members shall work such tours of duty as may be required by the Fire Chief, or as specified in these rules.

C. Recall

All members are subject to recall in the event of major emergencies while off duty. Members failing to report to work within a reasonable time after notification shall be subject to disciplinary action.

1. Responsibility: Any officer may initiate a general or specific recall of personnel when in his/her judgment it is required to protect the district or its interests.
2. Unfit for Duty: Members who have a physical condition that would prevent them from properly performing duty at an emergency shall report such condition to the calling officer who shall excuse them. The Battalion Chief shall be informed of the circumstance for all members unable to report for duty under this provision.
3. Child Care: Members who are required to care for their children shall be excused from recall.

D. Tardiness

If a “classified” (hourly) member fails to report for duty by the prescribed time, they shall be considered late. A member must notify the on duty officer if he/she is going to be late for duty so that arrangements can be made to “hold over” personnel. Habitual tardiness will be subject to disciplinary action. Refer to the Fry Fire District Policy Guidelines Manual pages 70 and 71.

E. Failing to Report for Duty, Holding Over Personnel

If a member fails to report for duty or is tardy and staffing falls below the minimum required personnel, a sufficient number of personnel shall be “Held Over” until other replacement personnel can be assembled. Any member failing to report for duty without approved leave shall be reported to the Battalion Chief. A member absent without leave, may only return to duty with permission of the Fire Chief or Battalion Chief on duty.

F. Fitness for Duty

Members shall maintain themselves in proper physical condition to perform assigned duties at all times. Members shall report for duty in a fit condition. Members who are incapable of properly performing their duties due to a mental or physical condition shall not be allowed to report for duty or to remain on duty should such a condition develop during the shift.

Minor Ailments: Members having a minor ailment, injury or other condition that may tend to slightly affect their performance or are taking over the counter drugs, but who feel they are able to perform their duties and desire to do so, shall be allowed to report for duty or remain on duty should such a condition develop during the shift. Members shall report any condition, however slight, that may have an effect on their performance to their immediate supervisor.

Members taking prescription medication must be cleared for duty by a physician.

G. Maintaining Communications

Members on duty or when on call shall be directly available by normal communication or shall keep their office, headquarters, or officer informed of the means by which they may be reached when not immediately available.

H. References

Personnel Policies and Guidelines Manual, Pg. 70-71

A. Fire Chief

The Fire Chief shall have complete command and be responsible for all activities of the district. The Fire Chief may delegate or prescribe such duties and assignments as he/she deems necessary for the effective and efficient operation of the district. The Fire Chief shall enforce and cause to be enforced all rules, procedures, guidelines and orders of the district and when necessary reprimand, suspend, demote or dismiss a member in accordance with the Fry Fire District Personnel Policies and Guidelines Manual.

Nothing contained in these rules and procedures shall be construed to limit the power and authority granted the Fire Chief by resolution 97-002 and by State and Federal laws in the operation of extinguishing any fire and taking the necessary precautions to prevent the spread thereof. The Fire Chief shall be personally responsible for overseeing the administration of the budget.

B. Battalion Chiefs

In the absence of the Fire Chief, the on duty Battalion Chief will have command of the district with all powers and authority of the Fire Chief.

Battalion Chief Responsibilities

1. Coordinating Activities: The Battalion Chief shall coordinate and manage all activities during the assigned shift. The Battalion Chief will keep the Captains under his/her command informed of activities and readiness.

2. Maintaining Minimum Staffing: The Battalion Chief shall be responsible for maintaining the established minimum staffing levels at all stations. The Battalion Chief shall maintain the resources under his/her command at the highest state of readiness and capability to respond to emergencies within the district. The maintenance of emergency response capabilities shall be the "Number One" priority of the Battalion Chief. The Battalion Chief shall be aware of the status, availability and movements of all units and personnel under their command (for minimum staffing levels refer to Section 2.1).

3. Transferring and Assignment of Personnel: The Battalion Chief shall be responsible for making assignments and transfers of personnel on their assigned shift to meet the established minimum staffing levels or as would otherwise benefit the district.

4. Leave, Overtime and Call Backs: The Battalion Chief shall be responsible for reviewing and authorizing all leave not specifically reserved by the Chief. The

Battalion Chief shall maintain a written record of all leave taken. The Battalion Chief shall initiate callbacks and approve overtime as necessary to meet the needs of the district.

5. Employee Involvement and Input: The Battalion Chief shall be available for employee input and suggestions.

6. Communications and Chain of Command: Shift personnel shall forward all communications through the Battalion Chief. The Battalion Chief shall report all matters of district concern to the Chief in a timely manner.

7. Assignment of Battalion Chiefs: The Fire Chief shall assign one member as Battalion Chief on each shift.

8. Evaluation and Review: The Battalion Chief shall be responsible for reviewing and evaluating the performance of assigned personnel including other Captains on his/her shift. The Fire Chief shall evaluate the Battalion Chiefs. The Fire Chief shall evaluate the performance of those employees reporting directly to the Fire Chief.

C. Officer Responsibilities

1. Command: Officers shall have command of and be responsible for the safe, proper and efficient performance and completion of all activities and duties within their assigned area of responsibility. Officers shall monitor and enforce compliance with appropriate rules, procedures, guidelines, and orders. Officers shall report deficiencies promptly to their supervising officer.

2. Immediate Superior Officer: Officers shall report directly to and be responsible for performance of all assigned duties and responsibilities to their immediate superior officer. Additionally, officers are obligated to perform any such duties as may be required by any superior officer, whether such officer is the immediate supervisor or not. Officers will be just, dignified and firm in their relations with subordinates. Equal, impartial and judicious treatment of subordinates is required by all officers. No officer shall attempt to deprive merit, due recognition or to shield incompetence, misconduct or negligence from being addressed. Officers shall enforce all rules, procedures, guidelines and orders of the district and shall, as necessary, take appropriate disciplinary action.

3. Battalion Chiefs: The Battalion Chief shall be in command of all stations on his/her assigned shift. The Battalion Chief shall coordinate all activities and

ensure that all personnel, apparatus and equipment are in a constant state of readiness.

4. Orders: No officer shall knowingly or willfully issue an order which is in violation of any laws, rules or procedures. Officers shall immediately report any violation of laws, procedures, rules or orders to their immediate superior. Orders from superiors to subordinates shall be in clear and understandable English, civil in tone and issued in pursuit of district business.

5. Training: Officers shall be directly responsible for the training of their assigned personnel in all matters relative to the safe, proper and efficient performance of their duties. They shall see that their assigned personnel are completely familiar with and understand their duties and all matters relative to the performance of their duties, and all rules, procedures, guidelines and orders of the district. Officers shall familiarize new or temporary personnel with all duties and responsibilities, equipment, and other personnel.

6. Personnel Information: Officers shall keep accurate information for all assigned personnel, which shall include phone numbers, address, and any other pertinent information. Any changes in this information shall be passed on to the Administration for updating in the official district roster.

7. Station, Apparatus and Equipment: Officers shall be responsible for the safe, proper and efficient maintenance, operation and accounting of all apparatus, equipment and facilities assigned. Any change in condition, location or operation of any equipment, apparatus or other property shall be noted in the Station Log and reported to the Battalion Chief.

8. Reports and Records: Officers are responsible for the proper completion of all required reports, records and paperwork prior to being relieved from duty. This shall include the station journal, medical call reports, fire run reports, call data sheets, workman's compensation forms, leave slips, overtime slips, vehicle check sheets, drug box check sheets, inventory forms and any other required documents.

9. Reporting: Officers shall keep the Battalion Chief informed on their Station's state of readiness and matter which might affect the ability to respond appropriately to emergency calls. Battalion Chiefs shall keep the Fire Chief informed of the same.

10. Subordinates: Officers shall see that subordinates (whether officers or members) under their command perform their duties in a safe, proper and efficient manner and comply with appropriate rules, procedures, guidelines and orders.

11. Subordinates are responsible for the safe, proper and efficient performance and completion of their duties and compliance with all rules, procedures, guidelines and orders. Subordinates shall report directly to and are responsible to their immediate officer and shall perform their duties under his/her direction. Additionally, subordinates are obligated to perform such duties as may be required by any superior officer whether such officer is the immediate officer or not.

D. Chain of Command

The chain of command shall be strictly adhered to except where an officer is assigned responsibility for certain member(s) not under their command. Anyone bypassing their immediate officer for any reason shall be held accountable and must justify the action. Officers shall work together when directing another officer's personnel.

E. Titles

Members of the district shall address officers by the proper title without any abbreviation when conducting official business, when in public or when otherwise appropriate.

F. Respect of Rank

All officers shall be accorded respect due their rank, and shall not allow any other member or visitor to speak disrespectfully of the district or its members.

A. General Summary

This classification is for part time firefighters who are in training to learn the functions and skills of firefighting under the guidance of an experienced firefighter. This position may be assigned to work twenty-four (24) hour shifts or forty (40) hour per week schedules as assigned by the Battalion Chief or his/her assigned representative on an as-needed basis. This position is not guaranteed any hours as it is a part-time position with the possibility of a full-time schedule. The position responds to alarms and protects life and property by performing firefighting, emergency medicine, hazard control and other duties as assigned. Maintains fire and emergency medical equipment, apparatus and facilities. Also engages in fire code enforcement and public education.

B. Supervision Received

Works under the supervision of a Battalion Chief, Fire Captain, or his/her assigned representative in the absence of the officer.

C. Essential Duties and Responsibilities

1. Responds to any emergency calls as dispatched within the FFD and on automatic and mutual aid assignments.
2. Provides basic life support and first aid treatment in accordance with Arizona laws, Arizona Department of Health Services rules and regulations, regional protocols and base hospital directions.
3. Performs firefighting activities including driving ems and fire apparatus, operating
   pumps and related equipment, laying hose, and performing fire combat, containment, extinguishments and overhaul.
4. Performs salvage operations including throwing salvage covers, sweeping water, and removing debris.
5. Writes reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.
6. Receives fire and/or emergency medical calls and alarms.
7. Operates radio and other communication equipment.
8. Participates in inspections of buildings, hydrants and other structures in preplans.
9. Performs general maintenance work in the upkeep of fire and emergency medical equipment, apparatus, and facilities.
10. Presents programs to public on safety, emergency medicine, and fire prevention and suppression topics.

11. Participates in fire drills, and attends classes in firefighting, emergency medical service, and other related areas.
12. Maintains required driver's license and certifications in fire and emergency medicine.
13. Maintains positive working relationships.

D. Minimum Qualifications

1. 18 years of age or older at time of hire
2. High school diploma or G.E.D. equivalent
3. Valid Arizona Driver's License
4. Arizona Firefighter I and II certification or NFPA 1001 equivalent (IFSAC or Pro Board)
5. Arizona Certified Emergency Technician or Paramedic
6. Healthcare Provider Level CPR
7. Speak, read and write the English language
8. Meet FFD physical standards
9. Meet insurability requirements of the District's insurance carrier

E. Qualifications After Hire

1. Hazardous Materials First Responder; Operations Level
2. Basic Wildland certification-S130/190
3. Completion of NIMS 100, 200, 700, and 800

F. Compensation / Benefits

1. $10 per hour
2. $1.40 per hour paramedic deferential ($11.40 per hour)
3. $250 annual clothing allowance
4. 5 hours of PTO per pay period. This leave will be split into annual and sick leave if hired full time and is NOT payable if employment is terminated.

The Fry Fire District will consider all Reserve Firefighters for fulltime employment before seeking candidates from the outside. A Reserve Firefighter understands that the Fry Fire District does not guarantee or imply that a Reserve Firefighter will be offered any fulltime employment and there is no agreement between the Fry Fire District and a Reserve Firefighter for fulltime employment.

G. Knowledge, Skills, and Abilities

1. Working knowledge of…
    a. fire suppression and prevention principles
    b. emergency medical and rescue techniques and their applications
2. Ability to…
    a. apply standard firefighting and emergency medical techniques
    b. follow verbal and written instructions
    c. handle the arduous physical requirements of the job under stressful and adverse conditions
    d. take effective decisive actions under stressful and adverse conditions
    e. effectively communicate in both written and verbal format

H. Annual Training Requirements

Reserve firefighters will be required to meet the following ISO yearly fire training requirements for firefighters:

1. 240 hours of Individual training
2. 24 hours of Single Company Drills.
3. 12 hours of Multiple Company Drills.
4. 9 hours of Live and LPG fires.
5. 8 hours of Hazardous Materials Refresher.

I. Physical Demands

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up more than 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. Personnel must successfully pass a physical with the District's physician as scheduled on an annual or biennial basis, along with the District Employee Physical Assessment Test (DEPAT) annually.

J. Work Environment

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is often performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

K. Initial Issue

Reserve Firefighters will receive the following initial uniform issue after successful completion of the Reserve Fire Training Program:

1. Pants – Workrite, Nomex IIIA, navy blue (with/without cargo pockets). Quantity: 2
2. Shirt – Navy blue, no pocket with emblem on left chest. Quantity:2
3. Sweatshirt – Navy blue, hooded or ¼ zip, emblem on left chest. Quantity: 1
4. Boots – Black, leather. Quantity: 1 Set, Not to exceed $125.
5. Turnout gear bag.
6. Fitted SCOTT SCBA Mask
7. Complete set of firefighting turn out gear.
8. Complete set of Wildland PPE.

Return of issued equipment: Reserve members are required to return all issued equipment upon termination from District service. Reserve members shall reimburse the District for items not returned or that have been lost, stolen or damaged.

Rules, Regulation, Procedures, Guidelines and Orders: Reserve members are required to comply with all District rules, regulations, procedures, guidelines and orders issued by the Department.

In an effort for continuous quality improvement, Reserve Firefighters will receive quarterly coaching/evaluation sessions per Fry Fire District Guidelines.

This guideline is not intended to be all-inclusive and the employee will also perform other reasonably related duties as assigned.

A. Purpose and Intent

The purpose and intent of the following rules is to promote an attitude of good will, cooperation and harmony in the relationships among members and with the public.

B. Conduct and Behavior

Members, whether on or off duty, shall be governed by the ordinary and reasonable rules of good conduct and behavior of law-abiding citizens. Members shall not commit any act tending to bring reproach or discredit upon themselves or the district.

C. Truthfulness

Members are required to speak the truth at all times whether under oath or not. Members making false statements in any official communication or in conversation with another member or citizen will be subject to disciplinary action.

D. Respect for Fellow Members

Members shall treat other members of the district with respect. Members shall be courteous, civil and respectful to their officers and associates and shall not use threatening, indecent or insulting language.

E. Supporting Fellow Members

Members shall cooperate, support and assist each other at every opportunity and shall not criticize the work or the manner of performance of any other member. Constructive criticism given in a respectful manner and at an appropriate time and place may be necessary from time to time.

F. Aiding and Protecting Fellow Members

Members shall act together and protect one another in times of danger or under circumstances where danger might reasonably be impending.

G. Proper Courtesy and Respect

All members are required in their relationships with each other to observe courteous demeanor. Officers or members addressing each other will do so in a respectful manner. Any member knowingly making a false statement, disrespectful statement, acts against a district employee or the making of derogatory remarks or adversely criticizing district policy or activities shall be subject to disciplinary action.

H. Creating Dissension

Agitating or creating dissension in the district or attempting in any manner whatsoever to create dissatisfaction with any member or ill feeling against any member or the district in general is prohibited and is subject to disciplinary action.

I. Arguments

Arguments or discussions concerning religion, politics or any other subject that may tend to produce ill feelings or disharmony while on duty are prohibited.

J. Fighting

Manhandling or fighting on duty is prohibited. The deliberate provocation of another member shall be considered a violation of this rule.

K. Initiation Practices

Initiation or hazing of new or old members is prohibited.

L. Improper Activities

Members shall not perform any act or make statements oral or written which are directed at a superior with the intent to destroy the discipline and good order that is the responsibility of that officer.

M. Disorderly or Offensive Conduct

Loud, boisterous and rowdy conduct or any disorderly or offensive conduct tending to create a disturbance within the station is prohibited.

N. Discrimination

Members shall not discriminate against other members or any citizen because of their race, nationality, religion, gender, age, political affiliation, sexual preference, physical or mental disability or any other reason.

O. Settling Disagreements

Disagreements shall be handled at the lowest possible level. If efforts to settle disagreements in this manner are unsuccessful and it is desirable to take the matter to a higher level, a request for review shall be forwarded to the next level in the Chain of Command. The Fire Chief shall have the final review.

P. Grievance Procedure

Members feeling aggrieved shall reduce the matter to writing within ten calendar days of the incident and direct the grievance through the Chain of Command to the Fire Chief.

Q. Testifying in District Investigations

It is the duty of all members to cooperate in any district investigation. Subject to any rights against self incrimination under existing laws as to criminal offense, any member who when so directed by a superior officer or other competent authority refuses to answer questions or render statements, material, etc., relevant in any district matter shall be guilty of neglect of duty and subject to disciplinary action. Refusal to cooperate by answering questions and providing requested statements or other information will result in immediate suspension without pay which shall remain in effect until the member complies with these rules or until terminated.

R. References

Personnel Policies and Guidelines Manual

1. Corrective Action/ Disciplinary Process, Pg. 57-62
2. Work Place Violence, Pg. 49-51
3. Standards of Conduct, Pg. 54-56
4. Solicitation and Distribution, Pg. 69

A. Management Directive

Directives from management are written orders normally issued by the Fire Chief or other Command Officers. Resolutions of the Fire District Board shall also be considered directives.

B. Distribution

Directives will be distributed to all members of the district via electronic mail or hard copy distribution. Additional copies may be posted on each station's announcement board. Additionally, a copy will be added to the station "Operating Guidelines" manual. A notation in the district approved software program shall also be made by the officer on duty.

C. Personnel Reporting from Off Days

The on duty officer shall "pass on" all directives to personnel reporting for duty from "Off Days".

D. Miscellaneous Information

Miscellaneous information shall be posted on the station announcement board. Miscellaneous information may include scheduled events, training announcements, job related information, job announcements and other district information. Officers shall remove information which is out dated from the announcement board.

E. Oral Information

Oral information is information announced by other agencies, fire personnel or from the public. Such information shall include, but is not limited to the following:

1. Hydrants in or out of service
2. Suspension of burning or lifting of burning bans
3. Street opening or closures
4. Sprinkler and standpipe systems in or out of service
5. Stand-by personnel status
6. Equipment status
7. General announcements

This information shall be recorded in the Station Log on the date it is received and shall be placed on the Apparatus Ready Board (White Board) at each station affected.

A. Purchase/Service Orders

Purchase/Service Orders will be completed and have an authorized purchase order number prior to ANY purchases. Administration will assign a purchase order number to be used for tracking and auditing purposes for approved budget items only. The Account Technician will notify the Administrative Manager of all Capital items for audit purposes and inventory control. The Fire Board, Fire Chief, or Administrative Manager may authorize purchase orders that were not in the approved budget on a case by case basis.

B. Emergency Purchases

It may be necessary, when essential operations are affected, to purchase materials or services when it is impractical to obtain a written purchase order with approved signatures in a timely manner. The incident commander or officer in charge shall insure the District's ability to provide essential services at all times, and as such, shall use prudent judgment in exercising decisions to purchase materials or services under this emergency provision. The Fire Chief or Administrative Manager shall be contacted as soon as possible for verbal authorization to purchase materials or services under this emergency provision. At the earliest opportunity, a purchase order will be completed by the incident commander or officer in charge.

C. Purchase of Capital items

This policy has been developed to help assure that accurate property records are maintained in order to safeguard assets, provide financial accountability, report accurately, maintain adequate insurance coverage and use existing property efficiently. Capital is the purchase of equipment such as land, buildings, land improvements, vehicles, EMS equipment, fire equipment, office equipment, or maintenance items that has a useful life of three years minimum and cost over $3,000 including freight, applicable taxes, etc. Capital items will be counted as a single unit and not in multiple. An example would be the purchase of several tires costing over the $3,000 threshold limit, but the single unit cost was only $300 each. Additional Capital will include items donated to the fire district through direct equipment assistance or other means, which meet the useful life and cost threshold.

D. Inventory of Capital items

The inventory control employee will perform a physical inventory of all Capital items yearly. The loss, damage, traded or missing Capital items will be reported to the Fire Chief and Administrative Manager. The Administrative Manager will remove Capital items that have been lost, damaged, traded or missing from the district master inventory list and will be noted as a write-off for our yearly audit.

E. Disposal of Capital items

The disposal of Capital items past its useful life, shall be used as trade-in where feasible or otherwise transferred, destroyed, donated or auctioned off. The Fire Chief will determine the method of disposal, transfer, auction or donation.

The district depreciates its capital assets using the straight-line method of depreciation. Depreciation is based on the useful life of the asset. The following schedule is used to identify the useful life of the asset:

Asset	Life in years
Furniture	5
Computers	3
Telephone equipment	10
Cars and light trucks	5
Fire Trucks/Apparatus	15
Buildings	40
Buildings-HVAC systems	10
Buildings-Roofing	7
Buildings-Carpet replacement	7
Buildings-Electrical/plumbing	20
Kitchen equipment	10
Firefighting equipment	10
Fire hose	5
Air packs	8
Medical equipment	5
Mobile radios	5
Portable radios	5
Fitness equipment	5
Other equipment	5
Land improvements-parking lots, etc.	20
Land improvements-landscaping	15
Land	No depreciation

F. Employee Pay

As approved by the Fire District Board annually.

G. Longevity Pay

Longevity pay will be paid out to employees who have topped out on the approved salary schedule and have completed 20-years of credited service with the Fry Fire District. The payout would be an annual check paid after the employee’s service date. The employee must have a satisfactory annual evaluation in order to qualify. This is subject to annual approval during the budget process.

20-22 years	$500.00 annually
23-25 years	$1,000.00 annually
26+ years	$1,500.00 annually

H. References

Personnel Policies and Guidelines Manual, Compensation Administration Pg. 108-124

A. Authority

The District Board shall be responsible for establishing the level of service provided to the district. The purpose of this policy is to establish a level of emergency services that the Fry Fire District provides to its citizens. The Fry Fire District exists to provide the citizens of the district with effective, efficient, and responsive EMS, rescue, and fire protection service; to safeguard life, limb, property, and public welfare in the most cost effective manner. The employees of the district have an obligation to provide service in the most professional, efficient, and cost effective method possible.

B. Authorized District Staffing

Operations Division:

Fire Chief
Battalion Chiefs
Captains
Engineers
Firefighters

Administrative Division:

Fire Chief
Administrative Manager
Fire Marshal
Account Managers / Administrative Assistants
Mechanic

C. Station Assignments

Battalion Chiefs are responsible for allocating personnel at stations in an effort to provide the best coverage available, in accordance with the following guidelines:

1. Each station will have one officer, one engineer, and two fire fighters provided personnel are available.
2. Each shift will have at least one paramedic assigned at each station daily, if available.
3. Battalion Chiefs shall notify the Fire Chief of any change in station assignments.
4. Request for shift transfers must be forwarded through the chain of command and approved by the Fire Chief.
5. The Fire Chief shall have final approval of all shift assignments.
6. Battalion Chiefs will be responsible for scheduling and approving all leave and

trades and reporting all leave taken by assigned members to the Fire Chief and the administrative office.

D. EMS Staffing

A minimum of one paramedic will be assigned to each station daily. It is the goal of the district to provide 2 paramedics on every call and should be met if manning permits. All suppression personnel are required to have their EMT-B certification prior to employment at the district. Paramedic certification is preferred.

E. Station Staffing:

Station 141 is staffed with 5 personnel, minimum of 4. Station 142 is staffed with 5 personnel, minimum of 4. Station 143 is staffed with 4 personnel, minimum of 3. For move up procedures, please refer to the Task Book Section.

F. Overtime & Maximum Consecutive Hours

1. Recall to Duty:

All members are subject to recall to duty. Refusal to report for duty when required may result in disciplinary action up to and including termination.

2. Overtime:

When overtime is needed an all-page may be used to obtain personnel in a timely manner. When assigning overtime, officers will attempt to fill slots with the lowest paid employee first.

No member shall work more than 48 consecutive hours without prior approval of the Fire Chief, or senior officer on duty.

G. Shift Change Procedures

Members shall be properly prepared for duty prior to assuming duty. They shall be properly uniformed and have matters of personal hygiene and grooming completed. Shift change will occur at 0800 each day. All personnel on both shifts shall be present at this time. The off going officer shall “pass on” all pertinent information to the oncoming shift. The outgoing officer shall have completed the Station Log at shift change and present any pertinent items to on coming shift personnel. On coming officers shall make an inspection of the station and equipment and see that it is clean and in place. Officers will also inspect their shift personnel for appearance, uniform and readiness.

H. References

1. Personnel Policy and Guidelines Manual, Work Schedules Pg. 114
2. Personnel Policy and Guidelines Manual, Grooming Standards/ Uniform Pg. 72-75

A. Daily Work Schedule

Battalion Chiefs and Captains are responsible for setting and adhering to a daily work schedule that identifies the tasks which must be routinely performed by members on a daily basis. Officers are responsible for ensuring that all work is performed when scheduled and in a proper and safe manner. The fire district expects its officers to manage the shifts in the best interest of public safety and the fire district.

Under normal circumstances, the Company Officer will obtain a briefing from the outgoing officer, the Company Officer will then brief his/her crew followed by apparatus/equipment checks. Bays floors should be cleaned daily and the crew should refer to the “daily station projects” list posted at each station. The monthly apparatus waxing schedule as well as the various weekly, monthly and quarterly checklists should be completed as needed. Crews will actively participate in all scheduled training, pre-planning, public education and other activities as needed. All crew members should participate in an exercise period of 90 minutes per shift. The fire station, apparatus and equipment should be left in a clean and operational state for the oncoming crew when at all possible. Readiness and response to emergency calls is the priority function of the on duty crew.

B. Free Time Activities

It is not feasible to list every specific activity in which a member may or may not engage during free time. Free time activities shall not:

1. Interfere in any way with the member’s responsibility to the Fire District.
2. Cause a member any delay or hesitation in responding to an alarm.
3. Cause a member to delay in responding to the orders, directions, or instructions of officer.
4. Cause the member or other members to be injured or impaired.

C. Equalization of Work

Officers shall equalize the work to be performed about the station as nearly as possible and shall have all duties completed properly and efficiently.

D. Station Condition

The station shall be kept in a clean, neat, and orderly condition at all times. Lawns shall be kept neatly mowed, trimmed, and free from weeds and trash. Sidewalks, driveways and other outside areas will be kept free from cigarette butts, trash, and debris. All doors should be closed when air conditioners and heaters are in use.

E. Activities During Elections

Members shall continue with scheduled activities as much as is possible at stations where elections are being held. Members shall assist election workers in any practical manner. Members will reframe from political speech while in uniform.

F. Exercise Rigid Economy

All members shall exercise rigid economy in the use of supplies and utilities and be responsible for safe, sensible, and reasonable use of all district facilities, supplies, and equipment.

G. Maintenance and Repair

Members shall report the need for repair or maintenance to their immediate officer and shall send vehicle / apparatus repair requests to the district mechanic via email and telephone; such requests shall also be entered into the district approved software database program upon implementation of the Equipment Maintenance Module. If the repair is needed immediately contact the mechanic directly or Battalion Chief on duty and advise him / her of the problem. If the repair request is related to station equipment, it should be forwarded to the employee responsible for that area.

H. Station Phones

Phones in the stations are intended for use in conducting fire district business only. There will be times when personal communication will be necessary. All transactions shall be completed as quickly and efficiently as possible. The proper method of answering the phone is to state: “Fry Fire District, title and last name” or “Fry Fire District, this is (first name), can I help you?”

I. Cellular Phones and Pagers

Personal cell phones shall only be used for emergencies or to conduct official Fire District business during regular business hours. If personal communication is necessary all transactions shall be completed quickly and efficiently. Personal cell phones or district cell phones shall not be used while driving or operating Fire District vehicles. Note: If the operator of a vehicle must place a phone call, he or she shall pull the vehicle over in a safe manner, out of harms way, in order to place a call. All cell phones and pagers should be set to “vibrate / silent” mode or turned off during fire or EMS calls, meetings, or training sessions. Employee personal cell phones may be used at the stations after business hours if this use does not interfere with assigned duties or response capabilities.

J. Station Visitors

All visitors will be greeted promptly by district personnel and shall be treated with courtesy and respect. Members shall conduct station tours on request and ensure the safety of all station visitors at all times. Visitors and non-district personnel are not allowed in the station past 2200 or prior to 0730. Exceptions may be made for district sponsored events and activities (live fire training, paramedic student ride time, voting, etc.)

K. Political and Social Gatherings

Officers shall not allow political or social gatherings to assemble on district property unless permission has been granted by the Fire Chief.

L. Lounging Outside Stations

Lounging or gathering outside of the station generally creates a poor image of the fire service. Outside activities should be conducted in a professional manner and after business hours.

A. Purpose

Daily scheduling, including staffing and planned events (e.g., training, public education, station tours, etc.), shall be maintained for each shift on the district website. Each Battalion Chief or his / her assigned designee is responsible for ensuring accurate and timely updates.

B. Scope

All suppression personnel are responsible for referring to the website schedule. This facilitates the flow of information, increases efficiency and prepares personnel for the upcoming shift.

A. Fire Log/History

The district approved software program database shall be used by the crew and shift supervisor for the purpose of recording and reporting all activities and shall include, but not be limited to, the following:

1. Personnel Reports:
   - List on duty shift and personnel
   - List personnel on leave and indicate type of leave and hours
   - List personnel on trade time
   - List personnel reporting for overtime

2. Equipment readiness report
   - Note equipment which is out of service and reason
   - Note any lost or damaged equipment
   - Note inventories taken
   - Note changes in apparatus configuration

3. Note any accidents or injuries

4. Note hydrants in or out of service

5. Note road closures and conditions that would affect response

6. Note any communication problems and affected areas

7. Note apparatus and personnel movements

8. Note station maintenance activities performed or needed

9. All calls for service shall be noted in the district approved software program fire log and the fire incident table.

10. Note any occurrences affecting the operation, interest, and welfare of the District

11. Note inspections and inventories performed

12. Note work done on district special projects

B. System Failure

In the event of a system failure, the Battalion Chief and Fire Chief shall be notified immediately. The on duty crew and shift supervisor, respectively, shall record all activities in a hard copy format. Once the system is operational, the hard copied information shall be entered into the district approved software program database and verified by the on duty Battalion Chief.

A. Purpose

The stations shall be kept in a clean, neat, and orderly condition at all times. Minimal daily and weekly cleanings shall be conducted according to the daily schedule. District Captains, or their designated representatives, shall ensure that all areas of the station are sufficiently maintained in a manner that will foster a favorable impression upon the public. At no time shall turnout gear be worn inside any fire station.

B. Scope

All district employees are responsible for performing their share in keeping the stations maintained, safe, orderly and neat in accordance with our obligation to the taxpayers and the tradition of the fire service.

A. Purpose

To direct all Fry Fire District employees in the techniques required to conserve energy and properly maintain equipment at all fire district facilities.

B. Heating and Cooling Systems

During the summer months thermostats shall remain set at 76 degrees. Air conditioning unit filters shall be changed on a monthly basis and a log of such activity kept.

C. General Energy Conservation

All facility electrical and gas utility devices should be kept off when not in use. This includes bay lights during daylight hours as well as after hours when not in use. In addition, interior lighting shall remain off while not in use. Coffee pots should be shut down after use and cooking appliances turned off before responding to calls or otherwise leaving the station. This is both a fire safety concern as well as waste of resources issue.

A. Purpose

The purpose of this guideline is to assist Fry Fire District personnel in maintaining an accurate procedure for logging incidents in the district approved EMS software program.

B. Scope

A report must be logged into the district approved EMS software program (or the most current incident report form used) for each patient treated or evaluated by Fry Fire District personnel. EMS reports are not necessary if the call is determined to be a false call/false alarm or public assistance where medical evaluation is deemed unnecessary. All other calls must be documented.

C. Procedures

If paramedic level treatment is provided for a patient, the assigned Paramedic must complete the report. EMT level personnel can assist in filling out the basic information on the form, but the Paramedic must complete and sign the form. Documentation of vital signs, medical history, physical exam, orders given, treatment, etc., should normally begin concurrently with patient assessment.

Under normal call load, reports must be completed, to include required signatures, and a copy left for the patient record and/or pharmacy, prior to leaving the receiving facility, however there may be certain situations where leaving the receiving facility prior to completion may be necessary.

In multiple patient situations, it may be necessary to assign patients a patient number and utilize our triage system. Patient identifying numbers that are assigned should be reflected on accompanying reports. A report is required for each patient.

All pertinent information obtained from the patient assessments must be documented on the incident form. The information included in a properly documented report may be extremely valuable in the diagnosis and treatment of the patient as well as quality improvement of assessment and treatment of providers.

Reports must be completed accordingly, and the required signatures obtained on patient refusal of treatment and/or transport report.

The patient care report shall be the form currently in use by the district at the time of this writing. No other form will be accepted. This form shall be used until it is replaced by another approved document. Other approved supplemental forms may be used as needed. These include but are not limited to the thrombolytic checklist and against medical advice refusal form. It is appropriate to use a paper form for documentation in cases where there is a computer malfunction or a computer is not available. Interfacility transports currently require paper reports due to the inability to print at hospitals other than Sierra Vista Regional Health Center.

A. Purpose

The purpose of this guideline is to assist Fry Fire District personnel in maintaining an accurate and efficient database for logging incidents and other matters pertaining to the District.

B. Scope

This policy applies to all suppression personnel.

C. Policy

Fry Fire District shall establish an efficient manner to document non-emergency and emergency incidents in order to maintain accurate records and provide public notification.

D. Definitions

1. An incident is any call for service as it pertains to, but not limited to, EMS, Fire, Hazardous Materials, Technical Rescue, SWAT assistance, or Public Assistance.

2. The district approved software program is a data entry medium by which all activities, incidents and district matters are recorded and maintained (data entered) by the crew supervisor, shift supervisor and fire district supervisor, respectively.

3. Recording Time: All Fire District records pertaining to time of day shall be based on the 24-hour clock. For example: 8:00 a.m. will be 0800, 1:00 p.m. will be 1300 hours, 12:00 midnight will be 0000 hours.

4. Mobile Data Terminal is a mobile laptop computer used for response to, and reporting of, an incident.

E. Responsibility

1. The Company level Supervisor shall review all entries made into the district approved software program database for completion and accurate call information. Disposition and Date shall be utilized to log revision by the Supervisor.
-ACT shall denote an active or unfinished incident.
-SUP shall denote the incident having been reviewed be a Supervisor.

2. It shall be the responsibility of the shift supervisor or acting supervisor to ensure that entries into district approved software program are complete and accurate.

F. Security

Fry Fire District employees shall not divulge any information or make information contained in fire district records available to any person or agency except as approved by the Fire Chief, his/her designee, by law or competent authority. Fry Fire District employees shall treat as confidential all information contained and maintained in the district approved software program database. Request for public records should be forwarded to the Administrative Manager. Request for fire reports should be forwarded to the Fire Marshal.

Instant message on the district approved software program application shall only be used in a prudent manner and in accordance with the Standards of Conduct Section of the Fry Fire District Personnel Policy guidelines manual. All subject matter and information given or received through instant messaging is subject to review and possible disciplinary action.

G. Daily Record Keeping

Fire Log/History
The district approved software program database shall be used by the crew and shift supervisor for the purpose of recording and reporting all activities and shall include, but not be limited to the following:

System Failure:
In the event of a system failure, the Battalion Chief and Fire Chief shall be notified immediately. The on duty crew and shift supervisor respectively shall record all activities in a hard copy format. Once the system is operational, the hard copied information shall be entered into the district approved software program database.

Operation of Mobile Data Terminal:
The Mobile Data Terminal is designed to facilitate response to emergency incidents as well as allow an efficient medium to transfer information pertinent to the incident. Mobile data terminal operation of any kind shall not take place at any time by the driver of the vehicle. Unit Status and communication shall take place over the radio.

Names Table Population: The Names Table is a portion of the district approved software program that is populated by the end user. It contains a searchable and updatable database of names, addresses, dates of birth along with other pertinent and personal information. In an effort to maintain a database as free as possible from duplicate personal information, the following preliminary search shall be performed prior to using, adding or modifying personal information in the district approved software program names table:

- Search by Last Name, First Initial followed by an "*".
- Search using at least one additional qualifying piece of personal information, i.e. Date of Birth.

H. Data Entry

1. Data Entry Guidelines

Fry Fire District employees shall adhere to the following District approved software program data entry guidelines established by the City of Sierra Vista Police Dispatch in order to maintain a database that is as correct and reliable as possible.

Information should follow ACIC/NCIC format whenever possible; names (last, first, middle, suffix), colors (hair, eyes, vehicles, etc), vehicle makes/models, SMT's (scars, marks, tattoos) etc…

NO PUNCTUATION *except for hyphenated names*

2. NAMES

Names will be entered in the following format:
last, first, middle
If the middle name is unknown leave the field blank. All names will first be checked against existing entries in the name file before being added to the database.

Hyphenated names are the only punctuation allowed. Last names such as St John,Van Hout, etc., should be entered WITHOUT the space. StJohn or VanHout

Names with apostrophes will be entered WITHOUT the apostrophe (Obrien, Oneil)

If the PR is refused, add "refused" into contacts, not in the complainant field.

When name change occurs it is imperative that all involvements remain with the original ('real') name screen. History will log the name change and date it was changed

Aliases- alias records should not be used as involvements in the system except in reference to a real name. This includes monikers.

Duplicate name entries can be merged by the records bureau only. Send an email to the appropriate SVPD IT support personnel with the name number entries believed to be the same person.

3. PR INFO

Officer initiated calls are entered with the agency as the PR. (If an officer initiates a call the PR will be SVPD or if a deputy initiates a call the PR will be CCSO)

PRs who are calling on behalf of a business- the business is the PR

4. BUSINESSES

Names of businesses will be entered in the "Last" name field on screen. Corporate designations such as INC, CO, LTD and punctuation is to be omitted

Business names such as Wal Mart and K Mart will be entered as one word: Walmart and Kmart

Phone number goes in the home telephone field

Abbreviations:
"The" will be removed from business names, example: The Cove will be Cove
"PhD, DDS…" will be replaced by "Dr"
"Mountain" will be replaced by "Mtn"
"Sierra Vista" will be replaced by "SV"

5. ADDRESSES

These guidelines will also be used in names of apartment complexes and mobile home parks.

Obtain street addresses only, no PO boxes. If unable to obtain a street address, leave field blank. Follow US Postal Services Standardized Addressing Guidelines- NO PUNCTUATION USED IN ADDRESS

Address parts should be in order: house number, direction, street name and street type

If the PR is homeless, leave the field for address information blank.

Street names should be typed in entirety, aliases for streets will be entered by a communications supervisor only- list of abbreviated streets to follow at a later date

Numbered streets should use numeric symbols- 1^{st}, 2^{nd}, 3^{rd}, etc…

Intersections are indicated by using a forward slash- for example: HWY 90/HWY 92

Apartment numbers are indicated by using ";" for example- 123 N Main St; 2 (123 N Main St apartment 2)

Trailers- entered following format of apartments. SGMHP; 31

Common names or Premise names and alert flags will be entered/maintained by a communications supervisor only.

For name, address and telephone fields, up to 999 previous records can be stored in the history. The saved information will note the date the information was modified.

Emergency Incident Response Data Entry

A. Medical Response Reporting Requirements

All data pertinent to EMS response and reporting shall be entered in the Fire Incident Table of the District approved software program database to include, but not limited to:

- Incident Number
- Nature of the call
- Incident Location
- Conditions found upon arrival to the scene (Condition Codes)
- Circumstances of the response (Circumstance Codes)
- Responding Officers and their correct units
- Responsible Officer
- Agency ID (agency)
- Basic Dispatch information (i.e. Received by, How Received, When Reported, Occurred between, Last Radio Log)
- Disposition (ACT for Active, SUP for reviewed by supervisor)
- Disposition Date
- Narrative (EMS to include basic call information and reference to Health EMS where applicable)
- Supplemental Narrative where appropriate (Multiple unit response to the incident, other information not included or supplemented to the original narrative after the incident)
- Basic Patient information under the "PAT" tab. This information should include, but not be limited to: Treatment Record, Fire Incident along with

Patient's name address, DOB, and telephone number.

B. Fire Response Reporting Requirements

All data pertinent to Fire, Hazardous Materials, Technical Rescue, Wildland response and other Public service responses shall be entered into the Fire Incident Table to include, but not be limited to:

- Incident Number
- Nature of the call
- Incident Location
- Conditions found upon arrival to the scene (Condition Codes)
- Circumstances of the response (Circumstance Codes)
- Responding Officers and their correct units
- Responsible Officer
- Agency ID (agency)
- Basic Dispatch information (i.e. Received by, How Received, When Reported, Occurred between, Last Radio Log)
- Disposition (ACT for Active, SUP for reviewed by supervisor)
- Disposition Date
- Narrative
- Supplemental Narrative where appropriate (Multiple unit response to the incident, other information not included or supplemented to the original narrative after the incident)

  Note: Any information after the date of the incident shall be entered and attached to the call using the supplemental narrative.
- NFIRS required reporting

  -Basic Information Section (Required)
  -Fire Section (Where Applicable)
  -(S) Structure Fire Section (Where Applicable)
  -CIV/CAS Civilian Casualties (Where Applicable)
  -Fire Casualties (Where Applicable)
  -HAZMAT Section (Where Applicable)
  -Wildland Section (Where Applicable)
  -Apparatus Section to include personnel and actions taken (Required)
  -Arson Section (Where Applicable)

A. Monthly reporting shall include the following information

1. Total calls within the Fry Fire District Boundaries
2. Total calls within the City of Sierra Vista
3. Total calls outside of both the City of Sierra Vista and Fry Fire District
4. Total Calls for service by both agencies
5. Total Calls where Fry Fire District Personnel responded
6. Total automatic aid given to City of Sierra Vista by Fry Fire District
7. Total automatic aid given by City of Sierra Vista to Fry Fire District

B. Annual reporting shall include the following information

1. Total calls within the Fry Fire District Boundaries
2. Total calls within the City of Sierra Vista
3. Total calls outside of both the City of Sierra Vista and Fry Fire District
4. Total Calls for service by both agencies
5. Total Calls where Fry Fire District Personnel responded
6. Total automatic aid given to City of Sierra Vista by Fry Fire District
7. Total automatic aid given by City of Sierra Vista to Fry Fire District
8. All information requested by the National Fire Incident Reporting System (NFIRS).

A. Purpose

To provide guidelines for the professional interaction between district personnel and the public.

B. Scope

These policies and guidelines apply to all members of the fire district.

C. Personal Conduct

Members shall at all times be kind, courteous and respectful in dealing with the public and shall strive to win the respect of all citizens by an impartial and dedicated discharge of their official duties. Profane or insolent language and gestures are prohibited. No reference shall be made to race, religion, nationality, political affiliation or sexual preference. All members shall provide the best possible service in every contact with the public.

D. Physical Force

Members shall avoid the use of excessive force to restrain and shall only use physical force to the degree required to maintain the safety of the individual being restrained, other civilians and members of the district.

E. Public Statements

Members shall not make unauthorized statements to the press, citizens or public officials. Members of the district shall not furnish to anyone not connected to the district any information pertaining to its members or the business of the district except upon proper authority. This includes statements to members or previous members in regards to actions taken by district officials. All requests for such information shall be referred to the Fire Chief.

F. Problems, Complaints

Members shall report any problems or difficulties with the public or complaint by a citizen regarding the district or its members to their officer. Officers shall report such instances to the Fire Chief.

G. Reference

Fry Fire District Organizational Values and Customer Service Manual

A. Purpose

It is the policy of the Fry Fire District to establish and maintain a positive operating relationship with the news media.

This policy will establish a standard operating guideline to provide the news media with information normally requested from the fire district for all related emergency incidents or inquiries. It will also provide assistance to control the movements of media personnel for safety reasons and to establish an operating framework for public information that will effectively integrate into the overall emergency management system.

It is generally acknowledged that the Fire Chief will represent the fire district as it relates to the dissemination of public information to the news media. He/she may delegate that authority.

B. Standard Guidelines

Command will be responsible for the management of public information on the emergency scene. As soon as possible, after rescue and fire operations are stabilized, Command will establish a Public Information Officer (PIO). The effective establishment of this officer will relieve Command of the need to deal directly with the media during critical stages of the incident and will provide standard information to the media.

Prior to the arrival of the PIO, Command may or may not assign another officer to be PIO. The responsibility will then fall on the Incident Commander for public information.

Radio designation for the PIO will be “PIO Officer.”

Do not be afraid to talk to reporters. They should report the facts as you give them. Citizens have a right to know as long as the information is factual and pertinent. Use caution and/or discretion when relaying information to the media. Always emphasize that the information you have is tentative.

Answer reporters’ questions only when they do not interfere with your primary function. Be courteous and direct.

Only Command or the Public Information Officer should communicate with the media.

Below are some guidelines which will assist in the task of relaying information to the media and to help you exercise discretion in sensitive situations.

1. Instruct the reporters to gather in a single location and inform them that you will return, when available, to release information concerning the incident.

2. Explain to the reporters that they may take pictures and audio/visual recordings of the incident without interfering with the operations. Make sure to point out the “hot” or “hazard zones”.

3. If they have deadlines to meet, obtain a phone number (s) where they can be reached and phone the facts to them as soon as possible.

4. It is recommended that information be given to the media through the PIO, on the morning following an incident. This is the time most reporters phone the stations seeking information on incidents that are newsworthy.

5. Never release names of persons injured or deceased, even when you are sure that the next of kin has been notified. Do not use the names of deceased or injured persons over the radio (even at the request of the hospital). Do not release medical information unless a court subpoena or release form from the authorized legal counsel representing the patient has been executed and delivered. Always protect the privacy of our customers.

Cellular phones or landlines should be used when giving confidential information to hospitals or proper authorities. Although not completely secure, cell phones are much more difficult to monitor by the general public.

An individual or company who is assigned PIO should escort the media on an orientation tour of the fire damage area following extinguishment. This MUST be cleared with Command and the Fire Investigator before the media is allowed to enter the area.

The Public Information Officer will be responsible for requiring that all media personnel wear proper protective clothing on the fire ground when needed.

Each Division Officer is responsible for the safety of media personnel in the area. If media personnel create a safety problem or hinder operations, they should be requested to move in a positive manner - avoid confrontations. Remember it is the policy of the Fry Fire District to cooperate with the media.

The following is a list of questions the media may ask the PIO for their report:

1. Total number of units and firefighters at the scene.

2. Extent of injuries and where the injured were transported.

3. Loss estimated in "dollar figures". (use Investigators figures if possible).

4. Include points about private fire protection (i.e., fire was stopped by sprinkler system, a smoke detector may have possibly prevented this fatality, etc.)

5. Use the media to assist you in hazardous situations that you may encounter. (Toxic materials, evacuation procedures, etc).

6. The media may also want to know how long it took the District to arrive on the scene, and how long it took to control the situation.

7. Always follow up with a public education message specific to the incident when appropriate.

C. References

Personnel Polices and Guidelines Manual, Pg. 87

A. Purpose

To provide district personnel with guidelines for responding to non-emergency calls for service.

B. Scope

All district employees.

C. Non-emergency calls

The fire district strives to provide its customers with professional service in all manners. This includes responding to and assisting the public with various issues that do not constitute an emergency response. The most common calls for assistant include reptile removal, smoke alarm testing and nuisance fire alarm activations. District employees will show patience, respect and sincerity to our customers when handling all calls for service.

A. Purpose

This plan is intended to serve as a guide when venomous snakes are encountered.

B. Safety

All safety precautions will be implemented when removing venomous snakes. Turnouts and gloves will be worn while capturing venomous snakes. If the snake is under the house, in a wood pile, or any other objects that keeps the snake from being readily visible, the snake will not be sought after.

C. Equipment

Only approved snake tongs will be used when capturing venomous snakes along with a container that has a lid that can be secured until release.

D. Release of venomous snake

The release of a venomous snake will be performed in non-populated areas. At no time will a venomous snake be killed while in captivity. To increase the survival rate of relocated snakes, they should be released within two blocks of captivity. However, depending on the population level of the area, this may not be possible. Below are some suggested release points:

Station #1 Charleston Road past Drake Road
Station #2 Rancho San Pedro Subdivision
Station #3 Hereford Road anywhere west of Moson and east of Circle S Ranches in the field south of Hereford Road

E. Non-venomous snake removal

This plan is intended to serve as a guide when nonvenomous snakes are encountered.

F. Safety

All safety precautions we be implemented when removing non-venomous snakes. Turnouts and gloves will be worn while capturing non venomous snakes. If the snake is under the house, in a wood pile, or any other objects that keeps the snake from being readily visible, the snake will not be sought after.

G. Equipment

Only approved snake tongs will be used when capturing non-venomous snakes along with a container that has a lid that can be secured until release.

H. Release of non-venomous snake

The release of a non-venomous snake will take place in the general vicinity of the capture. The snake will be removed from the house, patio, porch, pool, etc., and released outside of the common travel easements of the residential area. At no time will a non-venomous snake be killed while in captivity.

A. Purpose

To serve as a guide when responding to fire alarm incidents.

B. Commercial Fire Alarm Response

The initial response to commercial fire alarms will include a single Engine Company. Available on-duty prevention officers may respond to commercial fire alarms to assist as needed. All initial responses will be code one. In instances where additional information has been received by dispatch that would result in a higher index of suspicion, a full structural response is warranted.

C. Investigation

The responding unit should first access the panel or annunciator and attempt to determine which initiating device caused the alarm. A thorough investigation of the facility is essential to ensure the alarm is only a nuisance alarm. Trouble and supervisory alarms should also be investigated to identify the cause.

D. Documentation

All fire alarm responses should be well documented and entered into the district approved software program database.

E. Fire Watch

Incidents that require the alarm system to be disarmed, silenced or otherwise placed out of service will require the facility to perform fire watch procedures. The initial responding unit is responsible to ensure the owner/manager of the business is aware of the fire watch requirement. The Company Officer or Prevention Officer will give the responsible party a copy of the “fire watch procedures” document and instruct the party to follow the guidelines listed. All out of service fire alarm systems should be reported to the jurisdiction’s fire marshal as soon as possible. The fire marshal will follow up to ensure repairs are made in a timely manner.

F. False Alarms

False alarms include the intentional false reporting of an emergency or purposeful initiation of a fire alarm when no signs of fire are present. False alarms should be investigated and documented thoroughly. Law enforcement assistance should be requested as needed.

A. Purpose

To provide district personnel with a set of guidelines when responding to calls for service involving residential smoke alarms.

B. Response to Alarm Activations

The first due Engine Company or otherwise closest available unit shall respond to reports of residential smoke alarm activations.

C. Public Assist

Request for assistance concerning residential smoke and carbon monoxide alarms will be handled in a timely, professional manner.

1. Nuisance residential alarms- Fire personnel should investigate and rule out fire as a result of the alarm. Personnel should then assist the resident by vacuuming or blowing clean alarm unit sensors. This will often fix units that are alarming for no apparent reason. If the unit continues to alarm after cleaning, the unit may need to be replaced. Residents should be informed to check the warranty. Units older than 10 years should also be replaced as soon as possible. If the entire alarm system becomes out of service for any reason, personnel should temporarily install battery only units until the system can be restored with electrically powered units.
2. Low Battery Alarms- Low battery alarms produce a characteristic "chirp" designed to notify the occupants of the low battery situation. Fire District personnel will perform battery replacement as needed. Some units will "chirp" to notify the occupant that the alarm is past its shelf life in which case the unit will need to be replaced.
3. Smoke Alarm Installation- The fire district will provide and install battery only smoke alarms in older site built and manufactured homes that do not otherwise have a smoke alarm system in place. Personnel shall not install battery only units in homes that are served with an electrical smoke alarm system. As mentioned in item 1., battery units may be temporarily installed until the original system is placed back in service.
4. In cases where the cause of malfunction cannot be identified and when installation of new smoke alarms requires new wiring, the homeowner shall be instructed to seek the assistance of a qualified electrician.

D. Waiver of Liability

Personnel will obtain a signed smoke alarm waiver of liability form when installing units or changing batteries. Signed originals will be forwarded to the fire prevention office.

A. Purpose

The Fry Fire District's EMS quality assurance program monitors and evaluates EMS customer care and service to maximize the probability that minimum standards of patient care are being attained. Through quality assurance and improvement the district strives to offer our patients the highest quality of standardized care.

The QA program tracks:

1. Employee performance & proficiency
2. Equipment use and needs
3. Apparatus use and needs
4. Employee certifications

B. Scope

The QA program applies to all members of the district that hold EMS certification.

B. Documentation review

The Fry Fire District's EMS coordinator shall attempt to review all pre-hospital electronic patient data reports. The reviewing process is also performed by the districts' base hospital coordinator. Findings which may warrant investigation may be handled internally or coordinated with the base hospital coordinator and/or emergency department coordinator. Quality assurance starts with the individual and crew leader.

A. Purpose

To provide district employees guidelines while engaged in legal matters.

B. Scope

All employees of the fire district shall follow the guidelines contained in this SOG while engaged in Legal Matters.

C. Subpoenaed for Court Appearance

Members of the district who are subpoenaed for court appearances relating to district matters shall appear in class A or B uniform and be neat in appearance.

D. Notice of Suits against Members

Any member who has a damage suit filed against him by reason of an act performed in the line of duty shall immediately notify the Fire Chief, through the chain of command, and furnish a copy of the complaint, together with a full and accurate account of the circumstance in question.

E. Knowledge of Occurrence

Members who are summoned to court, requested to appear or make statements as a result of their knowledge of an occurrence that could affect the District shall report same to the Fire Chief prior to the appearance and/or making statements.

F. Release of Information

If an individual employs an attorney for any matter against the District, no member of the district shall have any conversation with the attorney except to provide routine information from public records, i.e. fire incident reports. Additionally, any and all requests for information from the District shall be cleared through the Fire Chief prior to the release of said information, whether oral or written.

G. References

Personnel Police and Guidelines Manual, Pg. 146-147

A. Purpose:

Fry Fire District is required by law to maintain the privacy of certain confidential health care information, known as Protected Health Information or PHI, and to provide customers with a notice of our legal duties and privacy practices with respect to their PHI.

B. Uses and Disclosures of PHI

Fry Fire District may use PHI for the purposes of treatment, payment, and health care operations, in most cases without written permission. Examples of our use of PHI:

C. Treatment

This includes such things as verbal and written information that we obtain pertaining to medical conditions and treatment provided. It also includes information we give to other health care personnel to whom we transfer care and treatment, and includes transfer of PHI via radio or telephone to the hospital or dispatch center as well as providing the hospital with a copy of the written record we create in the course of providing treatment and transport.

D. Payment

This includes any activities we must undertake in order to get reimbursed for the services we provide, including such things as organizing PHI and submitting bills to insurance companies (either directly or through a third party billing company), management of billed claims for services rendered, medical necessity determinations and reviews, utilization review, and collection of outstanding accounts.

E. Health Care Operations

This includes quality assurance activities, licensing, and training programs to ensure that our personnel meet our standards of care and follow established policies and procedures, obtaining legal and financial services, conducting business planning, processing grievances and complaints, creating reports that do not individually identify patients for data collection purposes, fundraising, and certain marketing activities.

F. Use and Disclosure of PHI without Authorization

Fry Fire District is permitted to use PHI without written authorization, or opportunity to object in certain situations, including:

1. For Fry Fire District's use in treatment or in obtaining payment for services provided or in other health care operations;
2. For the treatment activities of another health care provider;
3. To another health care provider or entity for the payment activities of the provider or entity that receives the information (such as hospitals or insurance companies);
4. To another health care provider for the health care operations;
5. For health care fraud and abuse detection or for activities related to compliance with the law;
6. To a family member, other relative, or close personal friend or other individual involved in patient care if we obtain verbal agreement to do so or if we give an opportunity to object to such a disclosure and the customer does not raise an objection. We may also disclose health information to your family, relatives, or friends if we infer from the circumstances that you would not object;
7. To a public health authority in certain situations (such as reporting a birth, death or disease as required by law) as part of a public health investigation, to report child or adult abuse or neglect or domestic violence, to report adverse events such as product defects, or to notify a person about exposure to a possible communicable disease as required by law;
8. For health oversight activities including audits or government investigations, inspections, disciplinary proceedings, and other administrative or judicial actions undertaken by the government (or their contractors) by law to oversee the health care system;
9. For judicial and administrative proceedings as required by a court or administrative order, or in some cases in response to a subpoena or other legal process;
10. For law enforcement activities in limited situations, such as when there is a warrant for the request, or when the information is needed to locate a suspect or stop a crime;
11. For military, national defense and security and other special government functions;
12. To avert a serious threat to the health and safety of a person or the public at large;
13. For workers' compensation purposes, and in compliance with workers' compensation laws;
14. To coroners, medical examiners, and funeral directors for identifying a deceased person, determining cause of death, or carrying on their duties as authorized by law;
15. If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ donation and transplantation;
16. For research projects, but this will be subject to strict oversight and approvals and health information will be released only when there is a minimal risk to privacy and adequate safeguards are in place in accordance with the law;

17. We may use or disclose health information in a way that does not personally identify you or reveal who you are. Any other use or disclosure of PHI, other than those listed above will only be made with your written authorization, (the authorization must specifically identify the information we seek to use or disclose, as well as when and how we seek to use or disclose it). You may revoke your authorization at any time, in writing, except to the extent that we have already used or disclosed medical information in reliance on that authorization.

5.1 Initial Issue

The Fry Fire District will issue the following items to an employee who is offered full-time employment with the District. The Fire Chief or Administrative Manager may make adjustments to the list for special assignments or jobs within the District.

A. Duty Uniform

1. Pants- Workrite, Nomex IIIA, navy blue (with/without cargo pockets). Quantity: 2
2. Shirt- Navy blue, no pocket with emblem on left chest. Quantity: 3
3. Sweatshirt- Navy blue, hooded or ¼ zip, emblem on left chest. Quantity: 1
4. Boots- Black, leather. non-slip sole. If safety toe is worn it is to meet or exceed ASMT F2413 standard for impact and compression. (i.e. Doc martins pull up boot). Quantity: 1 Set

B. Class B Uniform

1. Shirt- Long sleeve, Flying Cross, light blue. Quantity: 1
2. Belt- Leather, black, Velcro, no buckle. Quantity: 1
3. Shoulder patches- Fry Fire District patch shall be worn on the upper left sleeve. Appropriate Arizona Department of Health Services patch shall be worn on the right upper sleeve. Quantity: 1 Each
4. Nameplate- Galls, 3/8" polished silver, clutch back (part# NT004). Employee's first initial and last name shall be etched in black letters (i.e., J. Doe). Quantity: 1
5. Serving since attachment- Galls, silver. Employee's year of hire shall be etched in black numbers. Quantity: 1
6. Badge- Approved Fry Fire District badge. Quantity: 1
7. Collar Insignia- Set, appropriate color and rank as depicted in the Approved Class B Uniform Items list. Quantity: 1

C. Class A Uniform

1. Class A uniforms shall be issued to new employees upon completion of the employee's probationary period.
2. Initial issue class A uniform shall include all items listed in the approved items list for the firefighter class A uniform.

D. Miscellaneous

1. Turnout Gear Bag
2. SCBA Mask Bag

Note: All duty shirts, pants, jackets, hats, Class A and Class B items must be ordered through District approved vendors and should be routed through the District clothing coordinator whenever possible.

A. Shirts

1. T-shirt, Short Sleeve- Navy blue, no pocket, emblem and rank on left side of chest, silk-screen only. Must be 100% cotton.
2. T-shirt, Long Sleeve- Navy blue, no pocket, emblem and rank on left side of chest, silk-screen only. Must be 100% cotton.
3. Polo, Short Sleeve- Navy blue, no pocket, emblem and rank on left side of chest, silk-screen only. Must be 100% cotton.
4. Polo, Long Sleeve- Navy blue, no pocket, emblem and rank on left side of chest, silk-screen only. Must be 100% cotton.
5. Sweatshirt- Crewneck, ¼ zip, or hoodie, navy blue, no pocket, emblem and rank on left side of chest, silk-screen only. Not to be worn under a bunker coat.

B. Pants

1. Workrite- Nomex IIIA dual compliant, regular or full cut industrial pant, navy blue. with/without cargo pockets.
2. Crew Boss (Rescue)- Dual compliant pants, navy blue with reflective striping at base of leg.
3. Shorts- Blue, to be approved at the discretion of the Fire Chief.

C. Footwear

1. Boots- leather, black, non-slip sole. If safety toe is present, it must meet or exceed ASMT F2413 standard for impact compression (i.e Doc Martin pull up boot).
2. Shoes- leather, black, black emblem (Not approved for clothing allowance use).

D. Hats

1. Ball Cap- Flex fit, navy blue, district name embroidered on front, last name may be embroidered on back.
2. Boonie Cap- Navy blue, district name embroidered on front, last name may be embroidered on back.
3. Beanie- Navy blue, district name embroidered on front, last name may be embroidered on back.

E. Exercise Clothing

1. Shorts- Navy blue, emblem and rank on leg, mid-thigh.
2. Sweatpants- Navy blue, emblem and rank on leg.

F. Belts

1. Belt- Riggers belt, black (MI store or Galls).
2. Belt- Leather, black, Velcro, no buckle (Galls).

G. Coats/Jackets

1. Jacket, Galls- Three season (#JA085), navy blue, with district name, maltese-cross, rank, and appropriate rank insignia embroidered on left. First initial and last name may be embroidered on right (i.e., J. Doe).
2. Jacket- Liberty Uniforms, FD station wear jacket (#550), navy blue, Patches will be sewn on the shoulders 1 inch below the shoulder seam and centered. The Fry Fire District patch will be on the left sleeve and the appropriate Arizona Department of Health Services patch will be on the right sleeve.

H. Rain Gear

1. Jacket- Orange or yellow, hooded, reflective “FIRE” label on back, reflective striping (Galls #RW093 or #RW092).
2. Pants- Orange or yellow, reflective striping (Galls #RW183).

I. Gloves

1. Gloves, work- Leather or near leather, lined or unlined.
2. Gloves, extrication, not to exceed $60.00 (Ringers, Protech 8, Shelby or Morning Pride).

J. Patches

1. Approved Arizona Department of Health Services Patches.
2. Approved Fry Fire District Patches.
3. Patches are to be obtained from the Administrative Office.

K. EMS Equipment

1. Mini-Mag light (not to exceed $25.00)
2. Stethoscope
3. Folding pocket knife with locking blade or folding multi tool (Blade may not exceed 4 inches; cost of both not to exceed $100)
4. Leatherman tool or equivalent
5. EMS holster- Black leather or nylon
6. Safety glasses, clear. To meet OSHA 1926.102 they shall provide adequate protection against the particular hazards for which they are designed. They shall be reasonably comfortable when worn under the designated conditions. They shall fit snugly and shall not unduly interfere with the movements of the wearer. They shall be durable; they shall be capable of being disinfected. (not to exceed $50)

L. Wildland Equipment

The following wildland gear must be approved with the (NIFC) National Interagency Center of National Wildlife Coordination Group (NWCG).

1. Pants- Navy blue, green or tan in color, Nomex or Kevlar material
2. Shirt- Yellow Nomex
3. Helmet- Bullard full brim, with shroud, yellow for firefighters, red for engine bosses
4. Gloves-Leather
5. Boots- Leather, non steel toe, 8” high, Vibram sole
6. Hearing protection, banded ear plugs. (not to exceed $20.00)
7. Radio Harness, wildland style, must hold a full size Bendix King radio and spare clamshell.

M. Miscellaneous Equipment

1. Turnout gear bag
2. SCBA mask bag
3. Radio harness, Boston leather
4. Truckman’s belt (not to exceed $100)
5. USB flash drive (not to exceed $30)
6. Flashlight (not to exceed $150)
7. Glove holder
8. Other items not listed may be approved at the discretion of the Fire Chief.

A. Shirts

1. Shirt- Long sleeve, Flying Cross, light blue, for firefighters and engineers
2. Shirt- Long sleeve, Elbeco, white, for captains and higher
3. Undershirt- Navy blue, for firefighters and engineers
4. Undershirt- White, for captains and higher

B. Pants

1. Workrite- Nomex IIIA, regular or full cut industrial pant, navy blue, without cargo pockets.

C. Ties

1. Tie- Clip-on or break away, black

D. Footwear

1. Boots- Leather, black, non-slip sole. If a safety toe is present, it must meet or exceed ASMT F2413 standard for impact and compression. Worn with black socks.

E. Belts

1. Belt- Leather, black, Velcro, no buckle.

F. Collar Rank Insignia

1. Firefighter- No insignia
2. Engineer- Single, silver bugle
3. Captain- Two parallel, gold bugles
4. Battalion Chief- Two crossed, gold bugles
5. Fire Chief- Five crossed, gold bugles

G. Nameplate

1. Nameplate- Galls, 3/8” polished silver for firefighters and engineers, gold for captains and higher, clutch back. Employee’s first initial and last name shall be etched in black letters (i.e., J. Doe).

H. Serving Since Attachment

1. Serving since attachment- Galls, silver for firefighters and engineers, gold for captains and higher. Employee's year of hire shall be etched in black numbers (Item# nt026).

I. Badge

1. Badge- Fry Fire District approved. Silver, with fire scramble for firefighters or single bugle for engineers. Gold, with appropriate rank insignia, for captains and higher.

J. Commendation/Special Team Bars

1. Specifications listed in Uniforms Section 5.7, Commendations

K. Mourning Bands

1. Mourning bands- To be worn at the discretion of the Fire Chief.

A. Shirts

1. Shirt- Long sleeve, Flying Cross, light blue, for firefighters and engineers.
2. Shirt- Long sleeve, Elbeco, white, for captains and higher.
3. Undershirt- Navy blue, for firefighters and engineers.
4. Undershirt- White, for captains and higher.

B. Pants

1. Pants- Dress, Lighthouse Uniforms, black.

C. Ties

1. Tie- Clip-on or break away, black.

D. Footwear

1. Shoes- Dress, Bates, high gloss black. Worn with black socks.

E. Belts

1. Belt- Leather, black, no texture, silver buckle for firefighters and engineers, gold buckle for captains and higher.

F. Caps

1. Cap- Bell style, black, black chinstrap, for firefighters.
2. Cap- Bell style, black, silver chinstrap, for engineers.
3. Cap- Bell style, white, gold chinstrap, for captains and higher.

G. Cap Devices

1. Firefighter- Silver, fire scramble.
2. Engineer- Silver, single bugle.
3. Captain- Gold, two parallel bugles.
4. Battalion Chief- Gold, two crossed bugles.
5. Chief- Gold, five crossed bugles.

H. Coats

1. Coat- Dress, Lighthouse Uniforms, black, silver buttons for firefighters and engineers, gold buttons for captains and higher. District patches will be on both shoulders.

I. Rank Striping

1. Firefighter- No stripes
2. Engineer- One silver stripe at base of both sleeves.
3. Captain- Two gold stripes at base of both sleeves.
4. Battalion Chief- Three gold stripes at base of both sleeves.
5. Chief- Five gold stripes at base of both sleeves.

J. Service Marks

1. Service mark- Maltese cross, silver for firefighters and engineers, gold for captains and higher, located above rank stripes on left sleeve (5 years of service per mark).

K. Badge

1. Badge- Fry Fire District approved. Silver, with fire scramble or single bugle, for firefighters or engineers. Gold, with appropriate rank insignia, for captains and higher.

L. Gloves

1. Gloves-White, to be worn when authorized for special assignments (i.e. honor guard, pallbearer, etc.)

M. Mourning Band

1. Mourning band- To be worn at the discretion of the Fire Chief.

A. Approved Wildland Team Equipment

The following wildland gear must be approved with the (NIFC) National Interagency Fire Center or the National Wildfire Coordination Group (NWCG).

1. Wildland Pack- Black. Line pack with new generation fire shelter pouch.
2. Hydration pack or bladder able to attach on or placed in wildland pack.
3. Two Week Bag- Not to exceed 5600 cu in.
4. Radio Harness- Must hold full size Bendix King radio and spare clamshell.
5. Headlamp
6. Safety glasses, clear. To meet OSHA 1926.102 they shall provide adequate protection against the particular hazards for which they are designed. They shall be reasonably comfortable when worn under the designated conditions. They shall fit snugly and shall not unduly interfere with the movements of the wearer. They shall be durable; they shall be capable of being disinfected. (not to exceed $50)
7. Jackets- Navy Blue Carhartt (#J131DNY or equivalent).
8. Boots, leather, non steel toe, 8" high with vibram sole.
9. Belt- Riggers belt, black (MI store or Galls)
10. Belt- Leather with buckle
11. Folding Pocket Knife or Multi-Tool. Blade not to exceed 6 inches.
12. Other items not listed may be approved at the discretion of the Fire Chief.

A. Approved TRT Equipment

1. Internal frame backpack. Minimum of 4,000 cu inches. Must be approved by TRT Coordinator.
2. Harness: Petzl Navaho
3. Gloves- Heavy duty, rescue and rappel double palm gloves. (i.e. CMC rope rescue or rigging glove, or equivalent) $50.00 limit.
4. Headlamp- High quality search and rescue style lamp. L.E.D. -$50 limit.
5. Helmet- High quality NFPA approved, ANSI approved search and rescue helmet. (I.e. Petzl Ecrin or Vertex). Color- red.
6. Rain gear- Jacket: 5.11 series 3 in 1 Hi- Vis jacket, Galls (model # 1PJA514). Waterproof pants: Color black. $100.00 limit.
7. Carabeaners- Must be locking and a minimum rating of NFPA "light" use. Quantity: up to 5.
8. CMC Pro-Pocket harness bag. Color: Black
9. Other items not listed may be approved at the discretion of the Fire Chief.

B. Approved SWAT Equipment

1. BDU tactical uniform, Marpat, as approved by CCSO.
2. 8” leather boots, desert tan, Danner or equivalent.
3. Tan cotton t-shirt, marked SWAT, as approved by CCSO.
4. Tan cotton sweatshirt, marked SWAT, as approved by CCSO
5. Fire-resistant tactical gloves, nomex flight glove or equivalent.
6. Handgun holster, Safariland SLS or equivalent suitable for a Colt 1911.
7. Riggers belt, OD green.
8. Gore-Tex rain gear, camouflage, military issue or equivalent.
9. Cold weather jacket, camouflage, military issue or equivalent.
10. Other items not listed may be approved at the discretion of the Fire Chief or Administrative Manager.

A. Duty Uniforms

1. The duty uniform shall be worn by suppression personnel during assigned duty hours and public education demonstrations, with exception of physical training periods.
2. The components of the duty uniform are outlined in the Approved Duty Clothing list.
3. Uniforms must be clean, pressed, and in good condition. Shoes shall be shined and in good condition.
4. Cuffing, rolling, or un-tucking of shirts will not be permitted
5. Pants will be kept at waist level and be worn with an approved belt.
6. Pant legs shall remain outside of uniform boots and not be tucked-in.
7. Shorts shall not be worn on fire calls, accidents, or incidents where large quantities of blood or bodily fluids are anticipated.
8. Hats may not be worn backwards.

B. Fire District Apparel While Off Duty

Duty uniform apparel shall not be worn by off-duty district personnel or family members (duty issue hats included). Non-duty fire district clothing can be worn by family members and off duty personnel. Non-duty apparel shall not be purchased via an employees' clothing allowance account. Neither district personnel nor family members shall wear non-duty fire district apparel while patronizing a bar or purchasing alcohol. Failure to abide by this policy will result in disciplinary action.

C. Class B Uniforms

Class B uniforms shall be worn during formal District functions (i.e., funerals, parades), District-related court appearances, or any other occasion deemed appropriate by the Fire Chief, by on duty personnel or probationary firefighters only. The purpose of the class B uniform is to present a more formal appearance, without impeding the wearer's ability to perform basic job functions.
The components of the class B uniform are outlined in the Approved Class B Uniform Items list.

1. Class B uniforms must be clean, pressed, in good condition and fit properly.
2. Any lost, damaged, or poorly fitting items should be replaced as soon as possible.
3. Boots shall be solid black, leather boots and shall be shined and in good condition.
4. Class B uniform shirts must remain tucked-in at all times.
5. Pants will be kept at waist level and be worn with the appropriate belt.
6. Pants should be a length as to only have a slight break over the front of the shoes when the wearer is standing.
7. Hands should not be in the pockets, unless to retrieve an item from the pocket.

8. While responding to calls, the wearer shall remove the tie and unbutton the top button, as the tie poses a potential safety hazard.
9. Patches will be sewn on the shoulders of the class B shirt 1 inch below the shoulder seam and centered. The Fry Fire District patch will be on the left sleeve and the appropriate Arizona Department of Health Services patch will be on the right sleeve.
10. Rank insignias will be worn on both collars with the mouth piece(s) of the bugle(s) pointing up. The insignia should be centered on the collar with the lower edge of the insignia equally spaced ½ inch from each side.
11. The Fry Fire District badge will be worn on the left breast with the bottom point of the badge centered and abutting the top seam of the left breast pocket.
12. When deemed appropriate by the Fire Chief or senior officer, the mourning band will be worn on the badge, covering the fire scramble or rank insignia and parallel to the ground.
13. Name plates shall be worn such that the bottom portion of the name plate, not to be confused with the "serving since" bar, will abut the top seam and be centered above the right pocket
14. Individual Commendation Bars, including bars representing the *David R. Deary Unit Citation Award*, will be worn on the right breast, ½ an inch from the top of the member's name plate.
15. Recipients of multiple commendation bars, specifically those who will be displaying more than one tier, will place the bars akin to a "pyramid," with the most prestigious honors at the highest point and, when necessary, closest to the heart. Each tier shall be no more than three bars wide. For the proper order of seniority of commendations, refer to the Commendations section of the Uniform guidelines.
16. Specialized Service/Unit Bars will be worn on the left pocket, ½" below the top seam and centered with said pocket.

Below is an example of proper display of commendations and nameplate:

D. Class A Uniforms

1. Class A uniforms shall be worn during formal District functions (i.e., funerals, parades), District-related court appearances, or any other occasion deemed appropriate by the Fire Chief.
2. Under special circumstances and as deemed appropriate by the Fire Chief or senior officer, a "dressed down" class A uniform may be worn. This will simply entail removal of the class A coat and bell cap and placement of the Fry Fire District badge on the class B shirt. All other items will remain as depicted in the class A regulations.
3. The components of the class A uniform are outlined in the Approved Class A Uniform Items list.
4. Class A uniforms must be clean, pressed, in good condition and fit properly. Shoes shall be shined and in good condition.
5. Any lost, damaged, or poorly fitting items should be replaced as soon as possible. All orders for new items will go through the designated class 'A' uniform coordinator.
6. Class A uniform shirts must remain tucked-in at all times.
7. Pants will be kept at waist level and be worn with the appropriate belt.
8. Dress pants should be a length as to only have a slight break over the front of the shoes when the wearer is standing.
9. Pocket contents should be limited in order to prevent bulge and maintain professional appearance.
10. Hands should not be in the pockets, unless to retrieve an item from the pocket.
11. The bell cap shall be worn whenever outdoors and removed upon entering vehicles or buildings. While removed, the cap will be carried in the left hand. While seated, the cap will rest on the left knee and not on the ground.
12. Caps will rest evenly on the head such that the bill is approximately that 2-3 finger widths from the bridge of the nose and the canvas top is flat and does not bulge.
13. All coat buttons must be buttoned. In order to prevent wrinkling, the bottom button may be undone while seated.
14. Rank striping will be on both coat sleeves and will reflect appropriate rank. The bottom of the striping will be 2 ¾ inches above the edge of the sleeve. In the case of multiple stripes, stripes will be ¼ inch apart.
15. Service marks will be in the form of Maltese crosses on the left sleeve and will represent five years of service for each mark. Service marks will be centered on the sleeve and abut the rank striping. If no rank striping is present then the service mark will be 2 ¾ inches above the edge of the sleeve.
16. The Fry Fire District patch will be sewn on both shoulders of the class A coat, 1 inch below the shoulder seam and centered.
17. The Fry Fire District badge will be placed above the left breast pocket in the pre-sewn slot.

18. When deemed appropriate by the Fire Chief or senior officer, the mourning band will be worn on the badge, covering the fire scramble or rank insignia and parallel to the ground.
19. Name plates, serving since bars, commendation bars, rank insignias and all other devices will not be displayed on the class A coat, but will remain on the class B shirt underneath the class A coat, as depicted in the class B regulations.
20. White gloves are to be worn by personnel involved in special assignments such as honor guard, pallbearer, or color guard.

D. References

Personnel and Policies Manual, Pg. 72-75

A. Medal of Honor

1. Criteria- The *Medal of Honor* is the most prestigious and revered award bestowed by the Fry Fire District. This award is given for *extraordinary* individual heroism, sacrifice and intrepidity while operating at the scene of an emergency, at tremendous personal risk, and courageously saving the life of, or protecting another person or persons from, certain harm or death. This honor is given on an individual basis to those members who have truly acted above and beyond the call of duty, reflecting great credit upon themselves and the fire service.
2. Medal Description- Recipients of the *Medal of Honor* will receive a six-point gold medal, (A1595), with solid light blue "Windsor Fold" ribbon. Center seal will be comprised of a blue firefighter "scramble."
3. Commendation Bar- A Commendation Bar representing this award, will be worn on the member's Class B and Class A uniform. Commendation Bars representing the *Medal of Honor* will be solid blue (azure) with a gold border, (A7140). Commendation Bars with a gold star or gold stars (devices) will represent subsequent awards. Devices (gold stars) will also be adorned on the original medal received, which will also represent subsequent awards.
4. Nomination- Nominations for this honor may be submitted by any individual on the district, however, all nominations, must be documented and submitted to the districts' administration office. Documentation will include full details regarding the emergency call and the specific acts or deeds executed. All nominations will be reviewed and approved or disapproved by the Fire Chief.

B. Medal of Valor

1. Criteria- The *Medal of Valor* is bequeathed to individuals of the Fry Fire District whose performance, whether in the line of duty or not, resulted in a successful rescue of an individual or individuals, or protected said individual or individuals from certain harm or death, under exceptionally hazardous or dangerous conditions. Acts or deeds must clearly exhibit individual bravery, gallantry and/or heroism *above the call of duty*, but to a lesser degree than those acts or deeds deserving of the *Medal of Honor*.
2. Medal Description- Recipients of the *Medal of Valor* will receive a gold "arrowhead" medal, (A2366), with solid red "Windsor Fold" ribbon. Center seal will be comprised of a red firefighter "scramble."
3. Commendation Bar- A Commendation Bar representing this award, will be worn on the member's Class B and Class A uniform. Commendation Bars representing the *Medal of Valor* will be solid red with a gold border, (A7140). Commendation Bars with a gold star or gold stars (devices) will represent subsequent awards. Devices will also be adorned on the original medal received, which will represent subsequent awards.

4. Nomination- Potential recipients may be nominated by any individual on the district and all nominations must be documented and submitted to the district's administration office, which will include full details regarding the emergency call and the specific acts or deeds executed. All nominations will be reviewed and approved or disapproved by the Fire Chief.

C. Distinguished Service Medal

1. Criteria- The *Distinguished Service Medal* is the award bestowed to an individual of the Fry Fire District for superior contributions, outstanding personal or professional achievement and/or exemplary service, which may not involve emergency operations. The *Distinguished Service Medal* is presented to any individual whose overall contributions to the community, the Fire District, or the fire and emergency medical services as a whole, have greatly benefited our constituents, compatriots or fellow emergency providers. Contributions must have been performed with distinction, over an extended period of time, and in an exceptional manner, which exceed the criteria for the *Meritorious Service Medal*. Criteria for consideration of the *Distinguished Service Medal* includes:

   A.) The nominee must have acquired a minimum of seven (7) years of honorable field experience in the fire and emergency medical services while serving in the capacity of career/full-time employee, or, the individual must have acquired ten (10) years field experience as a full-time Reserve Firefighter, to be eligible for this award.

   B.) The nominee must have demonstrated unwavering dedication to the constituents we serve, through unprecedented community or public service, including leadership or coordinator roles in successful charitable efforts and/or contributions which result or have resulted in enormous benefits regarding the masses, or, superior commitments to public safety, education and the public welfare, preferably without regard for remuneration or compensation.

   C.) The nominee must have demonstrated unsurpassed commitment to professional development and personal growth through rigorous training and/or formal education and related instruction throughout his/her tenure.

   D.) The nominee has demonstrated an unwavering desire to mentor and/or instruct his/her fellow emergency services providers, or has coordinated emergency services training, education and related activities, which have resulted in a profound increase in emergency provider skill and knowledge at a local, state or federal level.

   E.) The nominee has received a combination of no less than eight (8) formal commendations, letters of commendation, other fire service related awards, Fry

Fire District "of-the-year" awards, "Special Recognition Awards" or documented merit increases.

F.) The nominee has demonstrated or demonstrates continuous and/or active participation in extra-curricular activities and/or services, which have proven invaluable to the community and the District, beyond those basic skills required for employment, which simply meet job description responsibilities and standardized service. A few examples are described below: Successful advanced life support achievement and practice; participation with the County's Hazardous Materials Team; acquisition of CONTOMS training and certification; utilizing acquired Technical Rescue expertise; or, participating in any other atypical service or discipline.

G.) The nominee must have profoundly, diligently and consistently contributed internally to the Fire District. The contributions will have resulted in an escalation and/or augmentation of routine or extracurricular tasks or duties performed by department members, thus increasing the level of service department employees provide, or have provided our constituents.

H.) Any act or acts of heroism, valor or gallantry, sacrifice or displays of exceptional lifesaving skills by individuals of the district, which have been officially documented, but are of a lesser degree than those acts meeting the criteria for the *Medal of Honor* or *Medal of Valor*. If nominees have met the aforementioned standard described in Criteria H, but have less than the required time-in-grade, (see Criteria "A"), nominees should be considered for *Firefighter of the Year* or the *Meritorious Service Medal*. All nominees considered for the *Distinguished Service Medal*, must have met or exceeded Criteria A. Nominees must also have met or exceeded a minimum of four (4) of the remaining seven (7) criteria, to be eligible for this prestigious honor. (*The DSM is difficult to achieve, since it entails not only tenure, but superior achievements and/or services rendered the community, Fire District or its members, over an extended period of time).*

2. Medal Description- Recipients of the *Distinguished Service Medal* will receive a gold Maltese style cross, (A4131), with alternating red and white patterned "Windsor Fold" ribbon. Center seal will be comprised of a white firefighter "scramble." Only one medal per member shall be bequeathed.
3. Commendation Bar- Commendation Bars representing the *Distinguished Service Medal* will be comprised of a solid white background with three (3) red vertical stripes centered on the bar, adorned by a gold border, (A6266).

D. Meritorious Service Medal

1. Criteria- Recipients of this venerated honor will have proven themselves worthy of this award and will have performed meritoriously, in some circumstances over a sustained period of time, with dedication and fervor worthy of recognition. *Exceptional performance of normal duties will not alone justify an award in this category*. The deeds, acts, meritorious achievements or services rendered, may have occurred on or off duty and will have been accomplished with distinction. Acts or deeds will usually be associated with the following: Emergency responses; unwavering and non-capricious community service, including public education and/or participation in charitable events; unparalleled performance of duty regarding extra-curricular/non-standardized emergency services, or any other related activity benefiting the general populace, community, Fire District or members of this department, but to a lesser degree than those acts or deeds deserving of the *Distinguished Service Medal*. There are no stipulations relating to *time-in-service*, regarding this esteemed honor. However, as stated earlier, capricious or limited participation in the aforementioned activities shall not justify the acquisition of this award.
2. Medal Description- Recipients will receive a gold, circular medal, (A1789), with solid purple "Windsor" fold ribbon. Center seal will be comprised of a purple firefighter "scramble."
3. Commendation Bar- Recipients of the *Meritorious Service Medal* will receive a Commendation Bar, to be worn on the member's Class B and Class A uniform. Commendation Bars will be comprised of colors representing other esteemed awards, specifically purple, (*Firefighter of the Year*), white, (*Distinguished Service*), and red, (*Valor*). The bar will incorporate a gold border, (A1475). Award winners in this category who have received multiple or subsequent honors, will display a gold star or stars (devices), on the commendation bar and the initial medal bestowed to them, representing each successive award earned (Max. of three devices per bar). Department members who have been awarded three (3) or more Fry Fire District "of-the-year" honors, in any combination, have justifiably earned the right to receive the *Meritorious Service Medal* and related commendation bar, which will be worn on their Class B or Class A uniform.

NOTE: The *Medal of Honor, Medal of Valor, Distinguished Service* or *Meritorious Service* medals may be award posthumously and, when so awarded, may be presented to such representative of the deceased as may be deemed appropriate by the Fire Chief, whether the deceased has perished in the line of duty or not.

E. David R. Deary Unit Citation

1. Criteria- This award will be presented to individuals making up a company, division or team, which has performed in an exemplary or outstanding manner, beyond the standard services we provide while overcoming obstacles or difficulties under adverse, *extraordinarily* stressful or *unusual* conditions, in the successful completion of a task, duty, assignment or rescue, utilizing unparalleled skill, confidence, gallantry, knowledge and dedication to duty. The *David R. Deary Unit Citation Award* is not an individual tribute. It is in fact, bequeathed to members who have participated in a *TEAM* effort regarding the aforesaid criteria.
2. Commendation Bar- This award is a "ribbon-only" honor. Commendation Bars will be a blend of colors representing *Valor* (red), *Distinguished Service* (white) and *Meritorious Service* (purple center stripe), (A8709). Starting from left to right, one large red square followed by a white/purple center, followed by another large, red square.
3. Nomination- All nominations for *David R. Deary Unit Citation Awards* will be reviewed and approved or disapproved by the Fire Chief. Nominations for the award must be submitted to the districts' administration office, which will include full details regarding the specific scenario, difficulties or obstacles encountered and actions taken which enabled a "team" to succeed beyond "normal" expectations. Submittals may be turned in at any time.

F. Firefighter of the Year:

1. Criteria- Given annually at the Fire District's "Annual Awards Banquet/Ceremony," recipients are bestowed this honor for exemplary performance or meritorious achievements or services to the community, District or District members, during a calendar year. Activities include, but are not limited to: Superior community/public service; significant contributions to the District and/or its members; acts of heroism, valor, gallantry or lifesaving activities which are of a lesser degree than those acts or deeds deserving of a *Firefighter's Medal* or *Medal of Valor*; selfless, non-compensatory efforts regarding charitable work; or any other invaluable services which have benefited our constituents, the District or its members. In addition to the aforementioned, as with all award winners, the recipient must have conducted him/herself with steadfast professionalism, superior moral conduct, leadership and provided unparalleled "customer service."
2. Commendation Bar- Commendation Bars will consist primarily of a purple background/center, along with light blue (representing *Honor*) and red (representing *Valor*) vertical rectangles, (A8105). Award winners in this category who have or will receive multiple honors, will display a gold star or gold stars (devices), on the commendation bar for each subsequent award received. (Max. of three devices per bar).

3. Nomination- *Firefighter of the Year* nominations are submitted by members of the Fry Fire District to the administrative office, prior to the annual awards banquet. Nominees are then judged and selected by a panel of their peers. Recipients of the *Firefighter of the Year* award will receive a recognition plaque along with a Commendation Bar, which is to be worn on the member's Class B and Class A uniform.

G. Emergency Medical Professional of the Year

1. Criteria- Recipients are bestowed this honor for exemplary activities pertaining to the Emergency Medical Services, during a calendar year. Activities and/or services deserving of this award include, but are not limited to: Obtaining and/or maintaining instructional certifications and consistently availing oneself by participating in public and peer training events, seminars, sessions and related activities including CPR, emergency medical technology, first aid, etc.; displaying outstanding expertise and skill on emergency medical calls, concurrently demonstrating sincere empathy and compassion toward all those in need of medical attention, as well as understanding and fulfilling the needs of the victim's families; acquiring, developing and utilizing skills and knowledge, above the levels required to practice in one's particular emergency medical services discipline; procuring communication variants via formal and informal continuing education; sharing acquired knowledge to other members of the department and providing positive leadership and mentorship to all district members or members of the community, who are in need, or desiring to excel in the emergency medical services.
2. Commendation Bar- Commendation Bars will contain three squares consisting of the colors blue and white. (Looking left to right), the bar begins with a dark blue square, followed by a white center, then followed by a dark blue square, along with a gold border, (A7142). The bar's color scheme represents the hues of the *"Star of Life."* Award winners in this category who have received multiple honors, will display a gold star or gold stars (devices), on the commendation bar for each subsequent award received. (Max. of three devices per bar).
3. Nomination- *Emergency Medical Professional of the Year* nominations are submitted by members of the Fry Fire District to the administrative office annually. Nominees are then judged and selected by a panel of their peers. Recipients of the *Emergency Medical Professional of the Year* award will receive a recognition plaque along with a Commendation Bar, which is to be worn on the member's Class B and Class A uniform.

H. Outstanding Achievement Award

1. Criteria- This venerated award is bestowed to individuals for exceptional performance of duties and specific services rendered the community, the Fire District and/or its members, during a calendar year. Outstanding achievements may be recognized in several ways: **1.)** The acquisition of various, yet essential material goods, supplies and equipment without monetary cost to the district. **2.)** Acquiring subsidies, which will benefit the district, from other means or resources, lessening the burden of property taxation. **3.)** Coordinating and/or participating in fund-raising activities, charitable events and other activities, which procure monies, goods or supplies for the needy. **4.)** Participating in, and displaying steadfast commitment to the overall proficiency of extra-curricular programs or services, district members offer the community; augmenting personal benefits which district members currently receive, or arranging for the addition of valuable personal benefits, which prove to increase morale, productivity and enhance working environments. **5.)** Outstanding personal growth gained through formal education, continuing or advanced instruction/certification, or, conceiving and implementing fresh, new programs or services benefiting our community and/or our constituency, specifically regarding the community's youth and/or elderly.
2. Commendation Bar- Recipients of the *Outstanding Achievement Award* will receive a recognition plaque along with a Commendation Bar, which is to be worn on the member's Class B and Class A uniform. Commendation Bars will consist of the colors black and maroon/burgundy. (Looking left to right), starting with a horizontal black rectangle which is then divided by a gold vertical line and followed by a maroon/burgundy, horizontal rectangle, (A7141). A gold border will outline the bar. Award winners in this category who have received multiple honors will display a gold star or stars (devices), on the commendation bar for each subsequent award received. (Max. of three devices per bar).
3. Nomination- The *Outstanding Achievement Award* nominations are submitted by members of the Fry Fire Department to the administrative office annually. Nominees are then judged and selected by a panel of their peers.

I. Firefighter Commendation

1. Criteria- This unique award (ribbon-only) may be bequeathed to Fire District members in appreciation of their sound character, high moral standards, integrity, positive attitude, and displays of constant commitments to excellence. Through their undying devotion to service and professionalism, the recipient of this award is truly an inspiration to coworkers and has provided countless contributions to the Fire District and its constituency. The following are a few examples: **1.)** Consistently dedicates him or herself, on or off duty, to the betterment of the District, without the expectation of recognition, i.e., routinely volunteers to serve the community through

public education, charitable and fire prevention activities. **2.)** Gives 110% regarding daily activities, to improve the standard of service and care provided to our citizens. **3.)** Although not particularly recognized in the past for their outstanding efforts, this individual continues to display a character of strength, respect, integrity and professionalism, with absolutely no bitterness or contempt in his/her demeanor. **4.)** Understands the value of being a mentor and positive example to co-workers and civilians alike. **5.)** Comprehends the essence of teamwork and its necessity. **6.)** Sets aside *personal* agendas for the betterment of the crew, the District and most importantly, the constituency we serve. **7.)** Embraces the true spirit of the fire service and honors the tradition of the "brotherhood." The potential recipient of this venerated honor must meet a minimum of four (4) of the aforementioned criteria to be eligible for this award, although the aforesaid are not all inclusive.

2. Commendation Bar- Bars will consist of a yellow background with a black "Maltese cross" or "firefighter scramble." Members receiving subsequent honors will display white vertical lines, centered on the commendation bar for each subsequent award.
3. Nomination- Members of the District who have a co-worker in mind to receive this honor, will write a "Letter of Commendation" to their immediate supervisor. The commendation letter will then be forwarded to the Fire Chief. The Fire Chief or his appointee will then make the final decision concerning the award.

J. Specialized Service/Unit Bars

1. Criteria- Team bars will be presented to district members who actively participate in any specialized service, i.e., Hazardous Materials Team; Technical Rescue Team; SWAT (members may wear SWAT insignia instead); CISM; the District's CPR program; fire service/EMS instruction; Child Safety Technicians; etc.
2. Bar- Specialized Service Bars will be represented by the colors white and black with a small badge centered on the bar. The "badge" will contain a number, which represents the number of specialized teams/units the member participates with. Bars will be worn on the member's Class B and Class A uniform.

Note: All aforementioned awards listed, are not meant to be all-inclusive, nor are the aforesaid awards the *only* honors that the Fry Fire District will bequeath individuals of the district for specific acts of heroism or exemplary achievement or service. The addition of new awards, medals or other commendations will be added to the Administrative Policies as deemed appropriate by the Fire Chief.

A. **Personal Responsibility:** Members are personally responsible for maintaining assigned property or equipment in proper condition. The damage to, loss of or deterioration of any personally assigned property or equipment due to gross negligence, carelessness or indifference may subject members to disciplinary action. Additionally, members may be required to make restitution for such property as determined by the Fire Chief.

B. **Property Damages and Loss:** Members shall immediately report damages to or the loss of any department owned article or property to their immediate supervisor. Supervisors shall notify the Battalion Chief and shall submit a damage report on the approved form.

C. **Disposition on Separation:** Upon separation from the Fire District all equipment, uniforms, badges, books, manuals, accessories and any other issued equipment purchased by the Fire District or acquired while acting in an official capacity for the Fire District shall be returned to the Fire District within 5 days of separation. The cost of equipment not returned by the employee may be withheld from the last compensation due the employee. The following exceptions shall apply:

   1. When the member is separating from Fire District service as a result of retirement, disability or death the member or member survivors may maintain possession of all uniforms, turnout gear, badge, helmet and accessories issued to the member.

   2. Certain items may not be reasonably recycled for use by the Fire District. Items such as clothing, boots and other non-durable equipment may be unusable, unsanitary or otherwise unsuitable for reuse. The Fire Chief or the designated equipment manager may use their discretion in determining which equipment must be returned by the separating employee based on the utility of the equipment for reuse by the Fire District.

   3. Employees separating in good standing may be allowed to purchase issued equipment from the Fire District. Items such as badges and helmets may be purchased by employees separating in good standing at the original purchase price of the item or at a price determined by the Fire Chief.

A. Education Reimbursement

The District does not provide reimbursement for college tuition or the cost of books at this time.

B. Required Training

Training shall fall into two classifications, required and requested. Required training is training that is required by the District or Fire Chief to obtain or maintain necessary job skills or improve skills for continued employment with the District. The District will pre-pay or reimburse the employee for eligible expenses resulting from required training activities including registration, travel, lodging, books, material and authorized per diem. Continuing education requirements for maintenance of EMT, CEP, and other certifications where certification pay has been approved are the responsibility of the employee.

C. Requested Training

Requested training is education or training initiated by the employee. Decisions to fund training request will be considered on a case by case basis. Training request decisions are based on budgetary constraints. The level of positive impact the training will provide the district will also be a factor in the decision making progress. The District may pre-pay or reimburse employees for eligible expenses resulting from registration, lodging and per diem. Books and mileage (travel) will not be reimbursable under requested training. Exception: Airfare for attendance at the Federal Emergency Training Center (FETC and NFA) will be approved. Leave from work to attend requested education or training will be considered “annual leave” unless prior approval has been received by the Fire Chief or designee. Approved trades may be used in place of annual leave. All training requests must be submitted to the District’s Training Officer for approval.

D. Reimbursement of Educational and Training Expenses

The Fire District may require employees leaving Fire District employment to reimburse the Fire District for the cost paid on behalf of the employee for tuition, registration or other costs of the education or training. The District shall not require employees to reimburse the Fire District for educational or training costs which:

1. Were paid by the Fire District more than two years prior to the separation date.
2. Was required by the Fire District as a condition of employment.
3. The member is under contract with the Fire District and is specifically excluded by the terms of the contract from application of this policy.

4. The member is separating from the Fire District resulting from retirement, disability, or layoff.

E. Expenses

Expenses shall include tuition, registrations, books, materials, fees and any other cost paid by the Fire District on behalf of the employee for educational or training costs. Expenses not paid at the time of separation may be withheld from any compensation due the employee.

F. References

Personnel Policies and Guidelines Manual, Pg. 168

A. Officers' Responsibility

Officers shall be directly responsible for the training of their assigned personnel in all matters relative to the safe, proper and efficient performance of their duties and operation of the district. They shall see that their assigned personnel are completely familiar with and understand their duties and all matters relative to the performance of their duties, and all rules, procedures, guidelines and orders.

B. Training Officer's Responsibility

The assigned Training Officer shall conduct the training of all personnel in all aspects relative to the safe, proper and efficient operation of the department and shall take necessary action to correct any deficiency as necessary. The assigned Training Officer shall:

1. Establish performance standards and goals for each position.
2. Evaluate and measure the performance of individual members and shifts.
3. Develop training programs that improve performance.
4. Establish training schedules.
5. Conduct drills and live fire training exercises.
6. Maintain complete and accurate training records for each member.
7. Report on the progress of training programs.
8. Develop training budgets and justifications.

C. Member Responsibility

Each member shall be personally responsible for their knowledge of all matters relative to the safe, proper and efficient operation of his/her duties; the operation of the district, all rules, procedures, guidelines and orders of the district. Members are expected to train conscientiously and with good discipline as directed by superior officers. All members are expected to understand and be able to perform all duties and responsibilities within their job description.

D. Yearly Training Requirements

To meet ISO training requirements, all personnel must complete 240 hours of individual training, 24 hours of single company drills, 12 hours of multi-company drills, 9 hours of live burns and a LPG burn, 12 hours of officer training if applicable, 12 hours of driver operator training if applicable and 8 hours of haz mat training for first responders and 24 hours if the employee is a technician.

E. Out of Town Training and Return to Duty Guidelines

In instances when attendance at approved training causes an employee to attend a minimum of 8 hours of class or meeting time in one day and reasonable travel time prevents return to duty prior to 2200 hours, the member may not be required to return to duty. The Battalion Chief shall use his/her discretion in these instances considering available personnel and overtime costs. The Battalion Chief will notify the member of his/her return to duty status prior to the training or meeting.

A. Responsibly and Scope

All District full time suppression employees are required to have a current ADHS approved EMT Certification as a condition of hire and employment. All District full time suppression employees are required to maintain their own EMT certification at all times during employment. Employees failing to maintain ADHS approved EMT certification may be subject to disciplinary action up to and including termination. The Fire Chief may waive this requirement.

B. Promotions

All employees promoting to a higher grade will be required to enroll in a certified emergency paramedic course within two years of promotion and must successfully obtain certification as a paramedic at the end of the program. Failure to do so will result in disciplinary action up to and including demotion. Fees associated with paramedic certification tuition invested in the employee will be garnered from the employee's paycheck until fully recovered in the event of program failure, expulsion or conduct unbecoming of a Fry Fire District employee.

C. Other Certifications

All District full time suppression employees are required to maintain their own Health Care Provider Level CPR Certification at all times during employment. All District employees who acquire ADHS approved paramedic level EMT certification will be required to maintain current certification in AHA ACLS and PALS in addition to their Health Care Provider Level CPR certification.

D. Certification Expiration

Under no circumstances will a District full time suppression employee report to duty with an expired EMT, CPR, ACLS or PALS certification. It is the responsibility of the employee to self reveal the specific expired certification through his or her chain of command upon the employee's recognition of the situation. Failure to immediately self reveal the specific expired certification through the chain of command will result in disciplinary action up to and including termination.

A. Scope

Any member of the Fry Fire District who is training for a position or rank requiring the completion of specific tasks and training under supervision, shall complete a Position Task Book (PTB). A higher PTB may be initiated after the member has met the prerequisites to acquire the PTB.

B. Purpose

The Position Task Book is a written record of the minimum required training and experience necessary to achieve a specific position or rank. Each task book will assist you by serving as a road map to guide you through the specific tasks you must perform and the training you must complete in order to be certified for each specific position. Completion of the entire task book will ensure that you have been evaluated in the critical tasks necessary to safely and adequately function in that position, without placing the public, your fellow firefighters, or yourself at unnecessary risk.

C. Definitions

Completion: Successful accomplishment of all requisite skills and knowledge.

Conduct: Lead and direct the major elements of the activity.

Demonstrate: Perform the manipulative skills and physical actions necessary for the task.

Evaluator: A person identified as an Evaluator by the department's Training Officer.

Eligible: Battalion Chiefs will determine eligibility after minimum service requirements are met.

D. Initiating a Task Book

To initiate a task book and begin training to qualify for a specific position, follow these steps:

1. Meet with your supervisor to determine that you are eligible to begin a Position Task Book.
2. Obtain a blank task book for that position from the District's Training Officer. Enter the start date on which you begin the required tasks in the book.
3. Obtain a list of current qualified evaluators from the District's Training Officer.

4. Reminder – at any time before or after initiating a task book be sure to review any class you are planning to take with the Training Officer to determine it if will meet PTB requirements.

E. Signing off Task and Training

When you perform a specified task competently and proficiently, the designated evaluator may sign off that task by entering the date of completion and the evaluator's signature.

Within 90 days of the date that you initiate your PTB, you must meet with the Training Officer to have your past accomplishments evaluated for use in the process. Any classes that you have previously taken will be reviewed and a determination will be made as to whether your classes can be used to sign off any of the required classes in the book. After the 90 day period, you will not be allowed to ask for class equivalencies to be awarded. Signing off education and certification requirements is accomplished by attaching a copy of your certificate to the PTB. The Training Officer will verify your certificates and sign off those lines of the task book.

Upon completion of the task book, the member should make and retain a copy. The original will be sent to the Training Officer where it will be kept on file.

F. Revision of the Task Books

Task Books may be changed from time to time. To remain current, personnel may be required to complete new sections of the task book previously completed in order to maintain qualification.

The District's Training Officer shall review the book for completeness and accuracy. If it is correct, the Training Officer shall sign it and afford the member written documentation that the member is qualified for that position. The member will be eligible for assignment or to test for promotion to that position at the next available opening.

G. Retesting and Retraining

When in the opinion of a supervisor, a member's performance does not demonstrate a competent ability of one or more tasks signed off in the Position Task Book, the member may be required to retrain and retest on those tasks.

At the discretion of the Fire Chief, the member will be subject to corrective action until completion of any designated training requirements and satisfactory completion of those tasks.

H. Loss of Qualification

When a previously qualified member repeatedly fails to demonstrate a competent ability of one or more tasks in the Position Task Book, the member's qualification may be revoked. The Fire Chief may require the member to re-qualify on all tasks in that section of the Position Task Book.

A. Hazardous Materials Training Requirements

All suppression employees of the Fry Fire District shall be trained at a minimum to the level First Responder Operations (FRO) in accordance with Arizona Department of Emergency Management requirements.

Hazardous Materials Technicians will be trained and certified in accordance with Arizona Department of Emergency Management requirements.

Continuing Education: All employees that are FRO certified will complete at a minimum, 8 hours continuing education per year. All Technicians will complete at a minimum, 24 hours of continuing education per year.

To be a Haz-Mat Team member in good standing, you should attend a minimum of six trainings a year and be an active participant in call outs. All HMT members are responsible for maintaining necessary competencies in scene management, tactics, PPE selection/use, and equipment operations. Haz-Mat Team members are responsible for maintaining their own annual training documentation. Members may also be issued gear such as training suit apparel. It is the member's responsibility to maintain and care for issued gear. The member may be held financially responsible for lost or damaged gear that was issued to them.

B. Technical Rescue Team

To be a TRT member in good standing, you should attend a minimum of six trainings a year, be an active participant in TRT callouts/standby and maintain proficiency in rope rescue skills. The technical rescue team will attempt to have all members be certified at the technician level in rope rescue and swiftwater rescue. Other classes may include confined space, trench rescue and urban search and rescue. Members may also be issued team gear such as harnesses, helmets, headlamps, backpacks and personal prusiks. It is the member's responsibility to maintain possession and care of the gear. The member may be held financially responsible for lost or damaged gear that was issued to them.

C. Wildland

To maintain a proficient and effective operation, wildland personnel will participate in wildland training over and above what each member of the district does normally. In preparation for the summer fire season the team will normally have multiple trainings. In addition to this regularly scheduled training the team will participate in unscheduled activities such as prescription and training fires with other agencies. Some classes will be new material for everyone. Some classes will be a review, but everyone will be expected to participate to allow for crew cohesion and team building.

The wildland policy is that all training sessions and exercises are mandatory for all wildland personnel. Because emergencies and illnesses occur, an occasional excused absence is allowed with prior notice through the chain of command. Outside of excused absences, members are required to attend all training sessions and exercises. If members are on-shift, they will arrange coverage if possible, for the time they will be in training.

D. Tactical Medic (SWAT)

The following minimum qualifications are deemed necessary to ensure the highest level of readiness to provide high quality emergency medical treatment and preventative medicine under austere conditions:

1. A minimum of 2 years as a practicing Arizona paramedic
2. Tier I Fitness Level Certification
3. Completion of the FFD Wildland pack test in less than 40 minutes
4. Successful completion of the CCSO SWAT Obstacle Course
5. Successful completion of the CCSO SWAT Challenge Course
6. Successful completion of a CCSO Basic Handgun Course
7. Minimum score of 230 on AZPOST certified daytime and nighttime qualification courses

Tactical EMS, ATLS, BTLS, PHTLS and / or military medic training is highly desirable.

Members and alternates will be selected upon completion of a Qualifications Assessment Board composed of CCSO SWAT Operators and at least one currently serving SWAT Medic. Applicants may be ranked and a waiting list developed, however, selection by the Board shall be unanimous.

Provide a minimum of one (1) TEMS class each year.

Regularly attend CCSO SWAT Training and missions. Excessive absence may be grounds for dismissal from the Team.

A. Purpose and Responsibility

This management procedure establishes standard and approved methods necessary for the proper maintenance of apparatus and auxiliary equipment and sets the inspection frequency to assure that the intent of this procedure is met. Each apparatus of the Fry Fire District assigned to a Fire Station for emergency response, or reserve, will receive inspection and maintenance on a scheduled basis. This activity will be recorded and reported on standard forms developed by the Maintenance Supervisor and will be monitored and reviewed by those persons assigned to that responsibility. All apparatus, including reserve apparatus, prevention vehicles, and ambulances, shall receive regular daily inspection and monthly inspection and maintenance by the assigned engineer or firefighter. Shift Supervisors shall monitor and assist maintenance activities by reviewing all forms to ensure correct preparation and completion. The Maintenance Officer or mechanic shall inspect apparatus on an unscheduled basis. The Maintenance Officer shall monitor the entire maintenance program. The Maintenance Officer shall establish a Company level filing system regarding apparatus maintenance and inspection activities. All repairs and equipment status changes shall be noted in the station log. The purpose of inspections and maintenance of all apparatus is to keep each piece of equipment in a state of readiness at all times and also to keep our apparatus in a safe operating condition.

B. Daily Inspection Schedule

This procedure establishes the guidelines for the daily care and maintenance of Fire, Rescue, and Ambulance apparatus and equipment.

Apparatus Engineer and Firefighters

1. Physically inspect assigned apparatus as per items listed on the “Daily” check sheet.
2. Replenishes, adjusts, or lubricates those items requiring service.
3. Performs those cleaning functions as needed. (This shall include cleaning of all exterior body surfaces and the interior of the cab).
4. Performs all service and maintenance functions as outlined in the Daily Apparatus Maintenance Schedule Forms.
5. Items in need of repair and/or replacement should be reported to the Shift Supervisor. The Shift supervisor shall notify the mechanic for scheduling of repairs or adjustments.

Shift Supervisor

1. Reviews maintenance performance and recording of the activity.
2. Reviews immediate repair requests from the engineer or firefighters and where determined valid, reports this information via telephone to the Mechanic for immediate action and makes appropriate notation in the daily log.
3. Wherein safety is involved or mechanical breakdown may ensue due to lack of immediate mechanical repair or adjustment, makes decision to strike apparatus out-of-service, then makes appropriate notation in daily log and contacts the mechanic immediately.

Maintenance Supervisor

1. Reviews apparatus maintenance forms periodically for correct preparation and to maintain an on-going awareness of apparatus condition.
2. Shall make arrangements for any required adjustment or repairs to apparatus.
3. Shall inspect apparatus on an "at large" basis to determine if standards relating to maintenance and cleanliness have been met.
4. Supervise the quality of maintenance procedures.
5. Coordinate maintenance schedule with the mechanic and supervisors.

Daily Ambulance Checks

1. Check fuel, oil and coolant levels.
2. Check for fuel, oil and coolant leaks.
3. Check all lights for proper operation.
4. Check horn, siren and wipers.
5. Check fire extinguishers and flashlights.
6. Check forms, billing statements (5), first care (5).
7. Check Oxygen levels, 1,000 psi. minimum.
8. Check suction equipment (portable and fixed).
9. Check heater/air conditioner.
10. Wipe down interior and exterior.
11. Enter day, month and year.
12. Enter initials.
13. Enter mileage.
14. List all conditions that require attention on the narrative portion of the form.

Daily Fire Apparatus Checks

1. Check fuel, oil and coolant level
2. Check tank water level
3. Check for fuel, oil and coolant leaks
4. Check all lights for proper operation.
5. Check horn, siren and wipers.
6. Check fire extinguishers.
7. Check flashlights.
8. Operate pump.
9. Inspect S.C.B.A. and spare bottles.
10. Inspect nozzles.
11. Check all tools and equipment.
12. Run generator (5 minutes).
13. Run rescue tool (5 minutes).
14. Check pump shift controls.
15. Check gauges for proper operation.
16. Check exterior for body damage.
17. Wipe down interior and exterior.
18. Enter day, month and year.
19. Enter initials.
20. Enter mileage.
21. List all conditions that require attention on the narrative portion of form.

C. Monthly and Quarterly Schedule:

This procedure establishes the policy and procedure for those functions of inspecting, polishing and lubricating apparatus and auxiliary tools and operation of such tools, and are performed not less than once a month as outlined in the “Monthly Apparatus Maintenance Form.” All monthly inspections shall be performed by the mechanic. Engineers shall assist on the monthly inspection of Engines

1. Inspects those items listed on the “Monthly” form.
2. Performs cleaning and lubrication functions as indicated. This shall include cleaning compartments, formal inventory, proper equipment marking and (when needed) a complete wax job. Also, the Engineer shall conduct a visual inspection of hand tools, ladders and pike poles.
3. The discovery of any item requiring immediate repair or adjustment by the mechanic shall be reported to the Shift Supervisor without delay.

Shift Supervisors

1. Shall review maintenance function procedure as work progresses, including the preparation and recording of forms.
2. Performs paperwork as in DAILY/WEEKLY Procedures.
3. Accompanies and assists the Maintenance Officer during the inspection.

Maintenance Officer

1. Shall review prepared apparatus maintenance forms with Shift Supervisors.
2. Shall inspect and evaluate apparatus for proper cleanliness and auxiliary tools for proper marking within the meaning and purpose of this procedure.
3. Relates corrections required, if any, to the Shift Supervisor.

Quarterly Ambulance Inspections

1. Review daily check sheet.
2. Inspect undercarriage.
3. Inspect shocks for damage.
4. Inspect wiper blades.
5. Check parking brake for proper operation.
6. Check for excessive play in Universal joints.
7. Check for excessive play in steering.
8. Check tires for excessive ware and damage.
9. Check specific gravity levels in batteries with a hydrometer.
10. Inspect lug nuts.
11. Enter initials.
12. Enter day, month and year.
13. Enter mileage.
14. List all conditions that require attention on narrative portion of form.

Quarterly Fire and Rescue Apparatus Inspections

1. Review daily check sheets.
2. Inspect undercarriage.
3. Inspect shocks for damage.
4. Inspect wiper blades.
5. Check parking brake for proper operation.
6. Check for excessive play in Universal joints.
7. Check for excessive play in steering.
8. Check tires for excessive wear and damage.

9. Check specific gravity levels in batteries with a hydrometer.
10. Inspect lug nuts.
11. Inspect wheels for damage.
12. Check pump transfer case oil level.
13. Check clutch pedal for excessive play.
14. Pump approximately one (1) gallon of foam.
15. Lubricate remote control cables.
16. Check for excessive pump packing leaks.
17. Check driveline bolts.
18. Lubricate all compartment door hinges and latches.
19. Conduct monthly inventory and complete inventory forms.
20. Enter day, month and year.
21. Enter initials.
22. Enter mileage.
23. List all conditions that require attention on narrative portion of form.

D. Placing Out-of Service:

This procedure outlines the necessary steps to follow in the event of apparatus malfunction, breakdown, or any other situation requiring that the apparatus be placed in an out-of-service condition.

Shift Supervisors

1. Notifies Dispatch of unavailable status. This should be done by phone for security reasons.
2. Notifies the Battalion Chief and Maintenance Supervisor of unavailable status and contacts the mechanic.
3. Enters into the logbook reason apparatus is placed out-of-service.
4. Arranges reserve apparatus transfer and replacement for out-of-service apparatus.

Maintenance Officer

1. Arranges house repair if possible, or, coordinates delivery of vehicle to the proper facility as necessary.
2. The Maintenance Officer may delegate this authority to any Shift Supervisor or mechanic depending on the situation.
3. Reassigns the repaired apparatus as indicated.
4. The mechanic shall assist the maintenance officer in his/her duties

E. Inventory:

The implementation of this management procedure will:

1. Maintain the standard complement of auxiliary equipment on fire apparatus.
2. Establish and maintain the immediate in-service capability of reserve apparatus.
3. Provide administrative control of auxiliary equipment for maximum use capability.
4. Establish accountability.
5. Establish and formalize the policies and procedures for maintaining the complement of auxiliary equipment that is assigned to fire fighting apparatus.

It is the objective of the Fry Fire District to maintain the highest level of emergency service capability for all fire apparatus. The optimum use capability can only be assured if all units are equipped with a complete inventory of auxiliary equipment. The monthly inspection and recording the presence of each piece of auxiliary equipment on a standardized inventory form is the only way this objective can be achieved.

Responsibilities

The Engineer or Firefighter on the assigned apparatus inspection day:

1. Conducts apparatus inventory quarterly and post incident. (Formal Inventory).
2. Prepares a copy of any shortages and forwards to the Shift Supervisor.
3. Sends the completed inventory record to the Shift Supervisor for his review and validation, indicating the removed or lost items, if any.

Shift Supervisor

1. Monitors inventory activity.
2. Validates inventory record as indicated.
3. Communicates loss or overage to the Maintenance Supervisor.
4. Records all additions, shortages or items sent in for repair or placed out-of-service in the daily log.
5. Signs completed form forwards to the Maintenance Supervisor.
6. Arranges pickup or re-supply.

Ambulance Inventory

Ambulance inventory and disinfect will be conducted on a weekly basis. Inventories will be completed on a Fire District designated approved ambulance inventory sheet. Sheet forms will be utilized for this purpose. Any discrepancies in inventory will be adjusted accordingly by the on duty crew. Ambulance supplies that need to be restocked to achieve minimum number requirements as listed on the inventory form will be taken from the medical supply locker. If there is inadequate stock on hand, in the medical supply locker, the items to be ordered will be recorded and then forwarded on the Ambulance Inventory forms to the Supervisor for review. The EMS Supervisor will then make the necessary arrangements to acquire adequate inventory. It will be the responsibility of the assigned crew, on that specific day, to conduct ambulance inventory procedures. Only Advanced Life Support personnel (ALS) will inventory the drug boxes. Discrepancies will then be reported to the Medical Officer for adjustment.

A. Purpose

The purpose of this guideline is to ensure all district fire hose is safely and properly tested, identified, inspected and maintained.

B. Policy

1. All fire hose shall be maintained according to manufacturer's recommendations and Fry Fire District guidelines.

2. All fire hose shall be inspected, thoroughly cleaned and dried after use.

3. All fire attack, supply and booster hose shall be service tested annually in accordance to the district training schedule or Maintenance Officer's time frame.

4. All fire hose shall be annually tested in accordance to NFPA 1962 "Standard for the care, Use and Service testing of Fire Hose Including Couplings and Nozzles".

5. Any fire hose that is removed from service shall be service tested and deemed in safe condition before being placed back in service.

6. Any hose exposed to hazardous materials shall be decontaminated by the approved method for the contaminating product.

7. Accurate records of all fire hose shall be kept by either the Maintenance Officer or their designee, in accordance to district record procedures.

8. Minimum PPE when handling or loading fire hose shall be gloves.

C. Responsibility

It shall be the responsibility of the Maintenance Officer or their designee, to see that all fire hose is maintained, tested and recorded in accordance to this policy. The Maintenance Officer or their designee, shall be responsible for ordering, disposing of, repairing or recoupling of fire hose. All district employees and members shall insure that proper care and procedures are utilized during the maintenance, testing, and use of fire hose.

D. Care and Maintenance of Fire Hose

Inspection

1. Physical inspections of fire hose shall be done prior to placing in service, after each use and during annual service testing.

2. Physical inspection shall determine that the fire hose and couplings are free of debris, burns, cuts, holes, also exhibit no signs of mildew or damage by chemicals.

3. Couplings shall be inspected for damage to threads, swivels, lugs and collars, also for damaged or missing gaskets and any other defects.

4. Any fire hose found defective or damaged shall be removed from service and forwarded to the Maintenance Officer or designated individual.

Cleaning

1. All fire hose shall be thoroughly cleaned and dried after use following manufacturer's guidelines and district guidelines and procedures.

2. Clean with plain water and a mild soap solution as needed. Use a stiff brush or broom to scrub the outer hose jacket.

3. Rinse fire hose of soap and debris with plain water before allowing drying.

4. Portable hose washer may be used if available.

5. Drying of all fire hose shall be done as follows:

    a. All fire hose shall be thoroughly dried before being placed in service or stored.

    b. Fire hose shall be coiled or snaked in an area that allows rapid drying.

    c. Drying fire hose in direct sunlight or intense heat shall be avoided if possible.

E. Storage

1. Fire hose stored on apparatus shall be in accordance to apparatus inventory sheets.

2. All other fire hose shall be rolled with the male coupling on the inside and stored on station hose racks.

3. Hose storage racks shall be kept out of direct sunlight in a well-ventilated area.

4. Fire hose stored in apparatus compartments shall not be stored in the same compartment as petroleum products, fuels or any other item that could cause damage.

5. Apparatus and station fire hose needs and inventory are subject to change per the Maintenance Officer.

F. Out of Service Hose

1. Any fire hose or coupling found defective, damaged, fails physical inspection or annual hose testing shall be immediately removed from service. Any hose that is run over by a vehicle shall be removed from service immediately.

2. Out of service hose shall be rolled up with the female coupling on the inside and have an out of service tag placed on it.

3. Storage of out of service hose shall be in a specified location on the hose rack.

4. Maintenance Officer or their designee shall be notified of the out of service fire hose as soon as possible. They will then determine whether retesting the fire hose or disposal shall take place.

5. Removal and disposal of fire hose from service or inventory shall be determined by the Maintenance Officer.

G. Annual Hose Testing

1. Annual hose testing procedures shall be followed according to Appendix F.

2. A hose testing machine shall be used for annual and service testing.

3. Due to the increased pressures, proper PPE of gloves, helmet and eye protection shall be worn.

4. Safety considerations shall be taken. Stay to the left side of charged hose lines when walking next to them.

5. Any equipment taken off apparatus or from storage shall be placed back in service as soon as testing is completed.

H. Records

Accurate fire hose records shall be established and maintained by the Maintenance Officer or designated individual. Records shall be updated in a timely manner after fire hose is added or removed from inventory, annual testing procedures are completed and or damage or removal from service occurs.

Inventory records for each fire hose section shall consist of but not limited to the following information:

1. District assigned identification number.
2. Vendor and manufacturer.
3. Size, length and type of hose.
4. Date placed in service.
5. Date of last service test.
6. Any repairs, damages or reasons for removal of service at any time.

Identification Numbers

1. Each section of fire hose, regardless of length, shall be marked with an identifying number so it may be tracked and inventoried. The number shall be stenciled near each coupling on both ends of the fire hose with black paint or ink.

2. The identification number shall consist of a four digit number. The first two digits shall represent the last two digits of the year it was purchased with the third and fourth being consecutive numbers starting with 01. Second and third digits shall be separated by a dash. Supply lines shall be labeled with an “S”

after the fourth digit. Booster fire hose shall be labeled with a "B" after the fourth digit.

a. Examples: A section of 2 1/2" fire hose purchased first in 2008 shall be numbered as "08-01", a section of 4" supply fire hose purchased third in 2010 shall be numbered as "10-03S". A section of 1" booster hose purchased fourth in 2007 shall be numbered as "07-04B"

A. Purpose

All Fry Fire District duty personnel are expected to demonstrate familiarity and proficiency with the fleet. Completion of the U.S. Department of Transportation (DOT) Emergency Vehicle Operator Course (EVOC) along with driving evaluations that meet or exceed NFPA Standard 1002 titled *Fire Department Vehicle Driver/Operator Professional Qualifications* will be required. In addition, probationary firefighters must complete a Probationary Firefighter Task-Book within one year of hire.

Completion of the EVOC program as well as a log of minimum drive-time hours will provide the Fry Fire District with a written record of the minimum required training and experience necessary to operate Fry Fire District vehicles.

Completion of the above emergency vehicle operator qualifications ensures that personnel are evaluated in the critical standards necessary to safely and adequately function as emergency vehicle operators, without placing the public, fellow firefighters, or themselves at unnecessary risk.

B. Scope

All Fry Fire District vehicle operators will adhere to district and state driving regulations when driving department vehicles.

A. Purpose

The Fry Fire District places a great deal of responsibility on the drivers of our emergency vehicles. Not only must emergency vehicle drivers provide prompt conveyance of the apparatus, equipment, and personnel to provide service, but as importantly, must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their custody and control most of the major assets possessed by the Fry Fire District (personnel, the vehicle, and portable equipment). Emergency vehicle drivers must make every attempt possible to provide due regard for the safety of all persons. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this all Fry Fire District employees shall become familiar with, and constantly abide by the following policies and procedures.

B. Procedures

It is the responsibility of all Fry Fire District members to drive District vehicles safely and prudently. It is also the responsibility of the front seat officer to ensure that the driver is operating the District vehicle in a safe and prudent manner. It is the responsibility of every member of the Fry Fire District to be familiar with and adhere to Section 28-624 of the Arizona Revised Statute, Operation of Emergency Vehicles which states: *This guideline is not meant to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons and does not protect the driver from the consequences of the driver's reckless disregard for the safety of others. ARS 28-624, (D).*

C. Driving Code 3 (Emergency Mode)

Fry Fire District vehicles shall be operated either in emergency mode (Code 3) or non-emergency mode (Code 1). Vehicles shall be operated in compliance with Federal, State, and local traffic laws. These laws provide specific legal exceptions to normal traffic regulations that apply to Fire District vehicles only when responding to emergency incidents or when transporting a patient to a medical facility in an emergency mode.

When responding Code 3 to an emergency, warning lights must be on and sirens must be sounded to warn other drivers and pedestrians, as required by the Arizona Motor Vehicle Code (see ARS 28-775 below). All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle operators aware of the approaching emergency vehicle. Warning devices simply request the right-of-way from other drivers, they do not insure the right-of-way. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can the emergency vehicle driver assume the right of way, therefore the emergency vehicle driver does not have the right of way until other drivers yield.

Personnel should be alert to the fact that the public is oftentimes startled by emergency vehicles and as a result may increase chances of having an accident with emergency apparatus or another civilian vehicle. The apparatus driver/operator must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected or inappropriate actions of others. Allow other drivers sufficient warning time of your approach and provide ample space for them to react accordingly.

Emergency response does not absolve the driver/operator or the employee sitting in the front passenger seat of any responsibility to drive with due caution. The driver/operator of the emergency vehicle, along with the front passenger employee, is responsible for its safe operation at all times.

When responding or returning in a non-emergency mode, warning lights and sirens shall not be used.

**ARS 28-775: An authorized emergency vehicle is equipped with at least one lighted lamp exhibiting a red or red and blue light or lens visible under normal atmospheric conditions from a distance of five hundred feet to the front of the vehicle and that is giving an audible signal by siren, exhaust whistle or bell.*

D. Driving Code 1 (Non-Emergency Mode)

Non-emergency (Code 1) operation of vehicles shall comply with all applicable local, state, or federal traffic laws. Emergency response is authorized only in conjunction with emergency incidents. Unnecessary emergency response shall not be permitted. If the first Fire District apparatus arrives on scene and confirms that there is no emergency, officers should advise dispatch and all responding units should shut down to Code 1.

Whether driving Code 3 or Code 1, attempt to maintain an empty space around your vehicle. Keep your options open. Watch behind and to the sides. When a critical situation arises, the driver who provides an escape route can usually avoid or reduce the severity of a collision.

E. Seat Belts

Anyone riding in any Fry Fire District vehicle is required to be seated and to use seat belts at all times. All persons shall ride only in seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time. The apparatus driver/operator shall confirm that all personnel and riders are on-board, properly attired, with seat belts on, before the vehicle is permitted to move. This confirmation shall require a positive response from each rider, as in “ready.” There are two exceptions, both NFPA 1500 approved, to the seated and belted requirements: 1) when providing patient care in the back of an ambulance and it is impractical to do so; and 2) when reloading large diameter hose on an apparatus after an incident. When riding in the back of an ambulance during patient transport and the patient is deemed stable and not requiring a lot of hands-on treatment, personnel must fasten their seatbelts.

F. Speed and Weather

Speed during any response, emergency or otherwise, shall never exceed safe limitations based on the current weather, road, or traffic conditions. Often this may require maximum speeds well below the posted limits during periods of inclement weather (slippery road conditions, poor visibility), heavy or congested traffic conditions, sharp curves, or any other hazardous road conditions. Under more favorable conditions (light traffic, good roads, good visibility, and dry pavement), while exercising Due Regard for the safety of all persons, apparatus responding Code 3 may exceed the posted speed limit by <u>no more</u> than ten miles per hour. The maximum speed when proceeding through any intersection, regardless of right-of-way, shall be no greater than the posted speed limit (Refer to ARS 28-624 located above under Procedures).

When operating emergency vehicles within Sierra Vista City limits, all Fry Fire District personnel shall adhere to SVFD driving policy which states: Fire Department vehicles are not authorized to exceed posted speed limits at any time. The posted speed limit shall be the absolute maximum permissible by fire department apparatus (SVFD SOG Guideline Number 09-06, Emergency and Non-Emergency Driving, Effective 2/5/2010)

G. Intersections

A large percentage of major accidents involving emergency vehicles occur at intersections. Emergency vehicle operators shall use extreme caution when approaching any intersection at all times. The maximum speed when proceeding through any intersection shall not exceed, under any circumstances, the posted speed limit. Upon approaching intersections Code 3, change the siren cadence to “Yelp” not less than 200 feet from the intersection exercising caution by decelerating and braking, or covering the brake, regardless of right-of-way. Do not rely solely on warning devices to clear traffic.

Upon approaching intersections, overtake other vehicles on the left whenever possible, even if you plan to turn right. If the safest option is to pass on the right where an open right lane exists, such in the case where stopped traffic at a red light/stop sign is occupying all left lanes, you may pass slowly and as far right as possible, as long as all stopped vehicles in front of you make no moves to the right and you clear all traffic approaching from behind. You should never casually pass traffic on the right when driving Code 3.

When approaching an intersection against a red light or stop sign, the vehicle shall come to a complete stop, and shall proceed only when the driver can account for all oncoming traffic in all lanes, yielding the right-of-way. Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped. Proceed through the intersection slowly accounting for traffic one lane at a time, treating each lane as a separate intersection.

Entering an intersection where a traffic light is about to complete its cycle is very dangerous. Some drivers will be timing the lights and cruise through without looking, while others may be pushing to beat the red traffic light. These drivers may not see you in their hurry to beat the light and may speed up when you are expecting them to slow down and stop. Don't proceed against the light until you can account for all lanes of oncoming traffic and all traffic has stopped.

Avoid using opposing lanes of traffic if at all possible. In the event apparatus must use oncoming traffic lanes to approach controlled intersections, they may do so at a speed <u>no greater than 15 mph</u>, and must come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has a green light.

In the event you approach a controlled intersection where traffic is stopped and there are no open lanes of travel available, shut down to Code 1 well in advance and stop. Allow traffic to advance through the intersection safely as it would under normal traffic conditions. Re-assume Code 3 response <u>only</u> after traffic has safely cleared the intersection. **DO NOT FORCE TRAFFIC THROUGH A RED LIGHT!**

H. Railroad Intersections

Whenever an emergency vehicle driver approaches an unguarded rail crossing, the driver shall bring the apparatus to a complete stop before entering the grade crossing. In addition, the emergency vehicle driver shall perform the following prior to proceeding:

1. Turn off all sirens and air horns.
2. Operate the motor at idle speed.
3. Turn off any other sound-producing equipment or accessories.
4. Open the windows and listen for a train's horn.

I. Traffic Control Signal Preemption

Traffic control signal preemption provides emergency vehicles the ability to preempt a traffic signal in order to have the "green" light in the direction of the responding vehicle. The signal will preempt to green, to include applicable turning lanes, and to red in all other directions including "Don't Walk" indications to all pedestrian cross-walks until the approaching emergency vehicle clears the intersection.

Traffic control signal preemption is installed in an effort to reduce emergency response time and to enhance response safety for both the public and emergency responders. Traffic control signal preemption is to be used during Code 3 emergency response only. Use at any other time is prohibited.

Not all traffic signals will have a preemption device. If you are approaching an intersection which does have a preemption device, do not assume the traffic signal will always turn green. Sometimes a pedestrian walk signal or other circumstances will delay the green. The system is working only if you see it cycle for your approach.

All drivers shall adhere to the District driving policies under "Intersections" regardless of traffic control signal preemption devices.

J. Passing

When driving Code 3 to an emergency, drive to the left and pass on the left. In a multi-lane roadway, drive in the left hand portion of the farthest left lane. This helps people in front of you to see you better. It also gives the appearance of wishing to pass. It is your responsibility to make sure your actions can be easily seen and interpreted by others on the road. You must signal your intentions and position your vehicle in a manner that allows your moves to be clearly understood. Drivers should never casually pass traffic on the right when driving Code 3. Do not stay in someone else's blind spot. For procedures on passing in intersections refer to the District Driving Policies under "Intersections".

K. Passing of Emergency Vehicles:

During an emergency response, emergency vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications and drivers shall adhere to the District driving policies under "Passing".

L. Driving Against Traffic

Avoid using opposing lanes of traffic if at all possible. In the event apparatus must use oncoming traffic lanes, they may do so during Code 3 operations only and at a speed no greater than 15 mph. The driver/operator and the employee riding front passenger shall confirm the traffic has been stopped before entering any roadway against traffic. Refer to District driving policies under "Intersections".

M. Radio / Mobile Data Terminals (MDT) / Cell Phones

While operating any emergency vehicle the driver/operator shall refrain from using radio microphones, mobile data terminals, or cell phones as a matter of safety. This will allow the use of both hands and total concentration while driving. The employee riding front passenger shall be responsible to handle the radio, computer, cell phone communications, note-taking, and navigating.

Upon leaving the scene en-route to the hospital, the ambulance driver may communicate with dispatch. This shall be done prior to leaving the scene and after arriving at the hospital.

Except during an emergency, when personnel leave the emergency vehicle unattended and not in their immediate vicinity, the passenger compartment shall be locked to prevent unauthorized usage of the MDT.

N. Assigned District Vehicles

Fry Fire District personnel assigned a District vehicle (i.e. Chief Officers, Prevention Officers, Safety Officer, etc) shall be responsible for the safe operation of their assigned vehicle at all times. Assigned District vehicles shall be operated in conformance with State law and FFD policy. Only Fry Fire District employees are authorized to operate emergency response or marked FFD vehicles, unless extraordinary circumstances require an exception to this policy. Emergency personnel operating a marked or unmarked District vehicle, on or off-duty, are expected to respond and have a duty to respond in their official capacity to public safety emergencies, or handle a dangerous situation which occurs in their presence, and must be suitably equipped and attired to handle those emergencies (first aid kits, traffic cones, District approved safety vests, PPE).

FFD employees assigned a District vehicle are often the sole occupants of the vehicle and therefore may be permitted flexibility with respect to the use of radio communications when operating their assigned emergency vehicle. Radio operations may be performed while operating the assigned vehicle as long as the driver can maintain a 360 degree safety cushion around his/her moving vehicle, has a 12 second visual lead time in the direction of travel, and weather, road, and traffic conditions allow for safe radio operations. Drivers shall avoid radio communications when approaching, entering, and exiting intersections. See FFD driving policies under "Intersections". It is prohibited for any driver to type messages on an MDT (Mobile Data Terminal) while the vehicle is in motion.

FFD personnel assigned a District vehicle may operate the emergency vehicle Code 3 as long as the vehicle meets the criteria of "authorized emergency vehicle" as required by Arizona Revised Statute 28-775* (see below). Emergency vehicle operators shall drive with due regard for the safety of other drivers and pedestrians at all times. Refer to FFD driving policy under "Driving Code 3 (Emergency Mode)" as well as policy on "Speed and Weather".

**ARS 28-775: An authorized emergency vehicle is equipped with at least one lighted lamp exhibiting a red or red and blue light or lens visible under normal atmospheric conditions from a distance of five hundred feet to the front of the vehicle and that is giving an audible signal by siren, exhaust whistle or bell.*

O. Backing

Backing emergency apparatus provides an array of situations that could compromise vehicle and personnel safety. Emergency vehicles in particular are especially hazardous because of the many blind spots interfering with the driver's ability to see hazards. Drivers should avoid backing whenever possible. Where backing is unavoidable, the assistance of at least one spotter or ground guide is mandatory, including backing apparatus equipped with backing cameras. Do not rely solely on backing cameras to back apparatus. At least one member shall position themselves behind the apparatus, in view of the operator to provide backing guidance. Any operator discovered backing apparatus without a ground guide is subject to disciplinary action.

General Rules

1. If you can avoid backing, don't do it!
2. Never be in a hurry when backing.
3. If there is no spotter available, reconsider backing up. Is it really necessary? Make a reasonable attempt to get someone to act as a responsible spotter.
4. If a spotter cannot be obtained, dismount the vehicle and walk completely around the apparatus to determine if obstructions are present before backing. Be sure to check overhead clearance. Give a final warning of two horn blasts just prior to backing.

Driver Responsibilities

1. Bring the unit to a complete stop
2. Roll window down completely
3. Make visual and verbal contact with the spotter. If you cannot see or hear the spotter, do not back up!
4. Driver and spotter must establish and continue eye contact in the left rear view mirror at all times.
5. Drivers must have a thorough knowledge of spotter hand signals.
6. The spotter hand signals to the driver indicating it is safe to begin backing.

Spotter Responsibilities

1. Conduct a “circle of safety” and survey the backing area and all other sides of the vehicle checking for hazards being sure to also check overhead clearance.
2. Communicate any observed hazards to the driver.
3. Place yourself eight to ten feet to the left rear of the unit.
4. Establish visual and verbal contact with the driver and continue eye to eye contact in the left rear view mirror at all times.
5. Be familiar with hand signals before allowing backing maneuvers to begin.
6. Stop the driver if any hazards are observed or if you are uncertain of the direction that the driver is maneuvering.

Standard Signals for Backing Apparatus:
Anytime an apparatus must be backed, a signalman is required to direct the driver. Only one crew member should be utilized as signalman. Other crew members should be used to monitor traffic or act as spotters. The signalman should always attempt to try to be in view of the driver’s side mirror. (There will be exceptions where a signalman may have to use passenger side).

SIGNALS:

STRAIGHT BACK: One hand above the head with palm towards face, waving back, your other hand at your side.

TURN: Both arms pointing the same direction with index fingers extended. (Signalman merely assists driver).

STOP: Both arms thrust above head with open hands facing driver.

NIGHT BACKING:

Signals will be the same. The signalman will assure that the spot/floodlights on the rear of the apparatus are turned on before allowing the apparatus to be backed. A flashlight may be carried, but at no time will it be directed toward the mirror. The driver will assure the vehicle's headlights are turned off when backing and dash lights dimmed in an effort to reduce glare.

SAFETY:

All signalmen in traffic will wear a reflective vest or turnout coat. Once the driver has determined the direction of the turn, the signalman has complete control of the movement of the apparatus. If ever there is doubt as to the safety of the signalman or the apparatus, stop the maneuver until proper adjustments are made.

P. Emergency Scenes

When stopped at the scene of an incident, emergency vehicles shall be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. During roadway/highway emergency operations, vehicles shall be angled to block and protect the incident and everyone working within the incident from oncoming traffic as best possible. At a minimum, apparatus should block the lane(s) directly involved plus the adjacent lane(s). All personnel working in or near traffic lanes shall wear District approved high visibility vests.

At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. The total amount of forward facing lighting (lighting facing on-coming traffic) used at nighttime roadway emergencies shall be managed to prevent blinding other drivers as they approach the scene. Emergency vehicle lighting at a traffic incident can be reduced once effective traffic control has been established.

Q. School Zones

Personnel need to give school zones special attention in order to drive defensively. During school hours driver operators shall drive through school zones no faster than 15 mph. Personnel should be alert to the fact that the public is oftentimes startled by emergency vehicles operating Code 3 and as a result may increase chances of having an accident with emergency apparatus, civilian vehicles, and/or pedestrians. When operating an emergency vehicle in emergency Code 3 mode, driver/operators shall shut down to Code 1 well before approaching a school zone and advance safely no faster than 15 mph keeping vigilance in all directions for pedestrians. Passing other vehicles within the school zone is prohibited. Code 3 operations may resume after the emergency vehicle has completely cleared the school zone.

R. Road Construction Zones

Road construction zones often present shifting traffic patterns and road hazards for drivers to navigate. Often, there is little notice of these dangerous conditions to include:

1. Poorly marked or unmarked construction areas
2. Improperly installed or missing guardrails
3. Inadequate lighting
4. Uneven road surfaces
5. Potholes
6. Gravel and debris on the road
7. Sudden lane restrictions
8. Unexpected traffic congestion
9. Sudden speed limit changes

Emergency vehicle operators shall not exceed the construction zone posted speed limits. Driver operators should consider alternate routes whenever possible.

S. Vehicle Rollover

Emergency vehicle rollovers are a frequent cause of vehicle damage and of serious injury and fatalities. These incidents are often preventable. All emergency vehicles are subject to rollovers but, tenders, pumpers, and ambulances are particularly vulnerable because of their high centers of gravity.

The simplest method of prevention is for emergency vehicle operator to slow down. Excessive speed greatly reduces the driver's ability to control the vehicle on curves or when making evasive steering moves. Driving at a reduced speed will increase the driver's ability to keep the vehicle under control under a wider range of circumstances. Excessive speed increases the likelihood that the weight will shift and cause the driver/operator to lose control of the vehicle.

In addition to excessive speed and shifting weight, another leading cause of vehicle rollover is over steering after dropping off the road surface onto the shoulder of the road. Over steering will cause the vehicle to roll over by causing the weight to severely shift from one side to the other and/or by the vehicle tires gripping the road at an excessive angle once brought back off of the shoulder.

The potential for this type of incident increases as the difference in height between the road surface and the shoulder increases. The greater the difference in height the greater the angle of steering must be applied to overcome the resistance of the road surface against the tires of the vehicle. Once the tires are at a great enough angle to overcome the resistance and return to the driving surface they will either grip and shoot the vehicle in the opposite direction or will buckle and roll. Either way, the results are the same…a wrecked vehicle.

We must respond and react accordingly to the conditions encountered; neither poor road conditions, or inclement weather, or the actions of others relieves the driver/operator in the slightest degree of his responsibility to drive safely. These are situations likely to be encountered at any time and we must drive accordingly.

The unique hazards of driving on or adjacent to the fire ground require the driver/operator to use extreme caution and alertness, and requires that the driver utilize a prudent speed for the conditions encountered, in order that the driver/operator may react to the unexpected.

At any time when driving apparatus on the fire ground or emergency medical situations, driver/operators must resist the tendency to drive hastily or with imprudence. This tendency is mostly due to the urgent nature of fire ground operations.

Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and inadvertently step in front of or behind a moving vehicle.

Drivers must also be aware of the potential that exists for vehicle accidents on or near fire ground/EMS incidents, due to distractions caused by the emergency.

T. Traffic Accidents Involving Fry Fire District Apparatus

The Fire Chief may require an accident review board to review traffic accidents involving Fry Fire District apparatus.

U. References

Personnel Policies and Guidelines Manual, Pg. 96-97

A. Purpose

To direct all Fry Fire District employees in techniques used for fuel conversation and to ensure all district apparatus remain in a state of readiness.

B. Fuel Conservation

While on scene during calls for service located within residential areas, personnel should consider shutting down all nonessential apparatus. Examples of nonessential apparatus include engines and rescue units on the scene of medical incidents and various support apparatus while on scene of fire incidents. Full discretion is given to personnel in regards to safety concerns and units should remain in idle with emergency lights in use while operating along roadways not within a residential area.

C. Minimum Fuel Level

All Fry Fire District apparatus fuel tanks shall not fall below ½ a tank. Only approved FFD fuel cards shall be used to fuel FFD apparatus, unless extraordinary circumstances require an exception to this policy. On apparatus equipped with dual fuel tanks, the minimum requirement will be at least one tank operating at “full” capacity, while the other tank is not to fall below ½.

A. Purpose

To establish a means of returning non-disposable items back to the district once used during calls.

B. Scope

This policy applies to all online shift personnel.

C. Policy

It is the Fry Fire District's policy to track and retrieve all non-disposable EMS related equipment. Attached is a list of FFD non-disposable EMS items. It is the discretion of the EMS crew as to what other items might be considered non-disposable that are not on this list.

D. Guidelines

If a non-disposable EMS item is used during transport of a patient to a local healthcare facility, it is the responsibility of the transporting crew to ensure that those used items are returned and placed back in service as soon as possible utilizing the following steps:

1. Check to see if any FFD non-disposable item(s) are available for pick-up, prior to departing the hospital.

2. The next time your crew has business at the hospital during the same shift, check to see if any FFD non-disposable items used are available for pick up.

3. If unable to obtain FFD non-disposable items by one of the two steps listed above, inform the on-coming crew with formal pass down procedures what items are left at the hospital.

4. If any non-disposable items used on any call are still not retrieved by any of the above steps, it is the responsibility of the crew that last used those items to follow up and ensure that the items left are retrieved and accounted for.

If a non-disposable EMS item is used during transport of a patient to an outlying or out of town healthcare facility, it is the responsibility of the transporting crew to ensure that those used items are tracked and accounted for by the following steps:

1. Any numbered items used during patient care or transfer of care must be documented in your EMS report as well as what facility the patient was transported to.

2. Inform the on-coming crew what non-disposable items were used and which facility they are now located at through formal pass down procedures.

3. Report what non-disposable items were used and which facility they are at by email, and one additional means of communication, to one of the EMS supply officers. Additional means will be by either text or phone call.

A. Scope

This guideline is designed to properly inform District personnel of the correct use, maintenance, and washing of personal protective equipment

B. General

Personal Protective Equipment or PPE (structural) is issued to newly hired personnel and shall contain the following items:

1-Helmet (Unit ID magnet, Personnel ID shield/sticker/accountability tags)
1-Protective Hood
1-Bunker Coat
1-Bunker Pant
1-Pair structure boots
1-Suspender
1-Pair structure gloves
1-SCBA mask
1-SCBA mask storage bag
1-PPE storage bag

Once these items are issued to the employee, it is the employee's responsibility to maintain and account for these items at all times. PPE shall be properly used and maintained according to manufacturer's recommendations.

Personnel shall wear PPE whenever it is appropriate. During interior fire attack operations full PPE including Self-Contained Breathing Apparatus (SCBA) shall be worn.

Members operating power tools shall be wearing a minimum of bunker coat, helmet, gloves, hearing protection, safety footwear and safety glasses or goggles. Members operating at roadway incidents shall wear approved reflective vest, regardless of whether bunker coat is worn.

The face shield shall be utilized at any time the need for eye protection is warranted, i.e., during overhaul, when operating hand or power tools, and when fighting trash, brush and any other fires where the S.C.B.A. face piece is not being worn. In addition, the face shield should be utilized when wearing an SCBA face mask to provide added protection and protection of the face piece.

Gloves shall be worn when engaged in fire fighting, overhaul, training with hose

and ladders, when using hand or power tools, and any other situation where the risk of injuries to the hands are likely.
All protective clothing shall be of a type and kind issued by the Fry Fire District. Items shall not be worn that have not been issued by the Fry Fire District, or adopted by said District without prior approval from the Fire Chief.

Personnel shall not alter or modify any of their PPE for any reason. This could render PPE ineffective and cause injury to the wearer.

C. Inspections

The PPE listed above shall be visually inspected every morning before shift change and formally inspected every 6 months as written in the Fry Fire District's Yearly Schedule (January/August). During the inspection, the Fry Fire District PPE Checklist shall be utilized. The Captain/Supervisor will complete and sign the form, along with the employee, verifying that all PPE is accounted for and in-service.

Any discrepancies shall be immediately reported to the Officer/Captain, who will contact the shift's PPE Coordinator for replacement/repair. All completed checklists shall be given to the shift's PPE Coordinator for proper filing.

D. Cleaning/Decontamination

The PPE listed above shall be washed every 6 months or following any contamination or exposure to smoke, fire, and fire byproducts, or any hazardous or corrosive chemical. This also includes any exposure to bodily fluids in accordance with NFPA 1581 and manufactures recommendations.

PPE coordinators are responsible for washing their respective shift's bunker coat/pant using the District's washer-extractor.

After any contamination, bunker gear should be scrubbed with soft brush and rinsed with water. Air-dry only, do not place in sunlight. Do NOT place any bleach, chemicals, or any substances on bunker gear.

Cleaning of helmet, hood, gloves and boots are the responsibility of the wearer and should be completed in accordance to manufactures recommendations.

A. Inspections

Daily inspections

SCBAs will be inspected on a daily basis for proper operation. Engineers will conduct the daily inspection on their assigned engine. Firefighters should also perform their own daily inspection upon starting their duty day.

Items to be inspected

1. Air bottle- Damage, Air level 4,500 psi

2. Pack frame and harness- Torn straps, Burns, Missing parts, Lines, Electronics

3. Regulator- Purge valve operation, Air saver switch, Damage to regulator body

B. Annual inspection and flow testing

Annual inspection and flow testing will be done by a certified SCBA service technician. Flow testing is also required after any major repair is done to the pressure regulator body.

C. Maintenance

Basic maintenance

Basic maintenance can be done by any personnel in the fire district. Basic maintenance includes changing batteries and cleaning.

Major maintenance

Any major maintenance will be done by a certified SCBA service technician.

A. Purpose

To provide guidance on the implementation and use of a rehabilitation process as a requirement of the incident management system (IMS) at the scene of a fire, other emergency, or training exercise. It will ensure that personnel who might be suffering the effects of metabolic heat buildup, dehydration, physical exertion, and/or extreme weather receive evaluation and rehabilitation during emergency operations.

B. Scope

All personnel attending or operating at the scene of a fire, other emergency or training exercise.

C. Rules

1. Rehabilitation shall commence when fire, other emergency operations or training exercises pose a health and safety risk.

2. Rehabilitation shall be established for large-scale incidents, long-duration and/or physically demanding incidents and extreme temperatures.

3. The Incident Commander shall establish rehabilitation according to the circumstances of the incident. The rehabilitation process shall include the following:
   - Rest
   - Hydration to replace lost body fluids
   - Cooling (passive and / or active)
   - Warming
   - Medical monitoring
   - Emergency medical care if required
   - Relief from extreme climatic conditions (heat, cold, wind, rain)
   - Calorie and electrolyte replacement
   - Accountability
   - Release

D. Responsibilities

The Incident Commander shall be responsible for the following:

1. Include rehabilitation in incident or event size-up.

2. Establish a Rehabilitation Group to reduce adverse physical effects on firefighters while operating during fire, other emergencies, training exercises, and extreme weather conditions.

3. Designate and assign a supervisor to manage rehabilitation. This individual will often be the initially assigned Safety Officer.

4. Ensure sufficient resources are assigned to rehabilitation.

5. Ensure EMS personnel are available for emergency medical care of firefighters as required.

The Rehabilitation Manager shall be responsible for the following:

1. Whenever possible, select a location for rehabilitation with the following site characteristics:
   - Large enough to accommodate the number of personnel expected (including EMS personnel for medical monitoring), with a separate area for members to remove PPE
   - Accessible for an ambulance and EMS personnel should emergency medical care be required
   - Removed from hazardous atmospheres including apparatus exhaust fumes, smoke and toxins often encountered on the incident scene
   - Shade in summer and protection from inclement weather at other times
   - Access to a water supply (bottled or running) to provide for hydration and active cooling
   - Away from spectators and media

2. Ensure personnel in rehabilitation “dress down” by removing their bunker coats, helmets, hoods and opening their bunker pants to promote cooling (prior to entering the rehab area).

3. Provide the required resources for rehabilitation including the following:
   - Potable drinking water for hydration
   - Sports drinks (to replace electrolytes and calories) for long-duration incidents (working more than one hour)
   - Active cooling where required
   - Medical monitoring equipment (chairs to rest on, blood pressure cuffs, stethoscopes, check sheets, etc.)
   - Food where required and a means to wash or clean hands and face prior to eating

- Blankets and warm, dry clothing for winter months
- Bathroom facilities where required

4. Time personnel in rehabilitation to ensure they receive a minimum of 10 minutes of rest.

5. Ensure personnel rehydrate themselves.

6. Ensure personnel are provided with a means to be actively cooled where required.

7. Maintain accountability and remain within rehabilitation at all times.

8. Document members entering or leaving rehabilitation.

9. Inform the Incident Commander, Accountability Officer and EMS personnel if a member requires transportation to and treatment at a medical facility.

10. Serve as a liaison with EMS personnel.

Company Officers shall be responsible for the following:

1. Be familiar with the signs and symptoms of heat and cold stress.

2. Monitor the company members for signs of heat and cold stress.

3. Notify the IC when stressed members require relief, rotation or reassignment according to conditions.

4. Provide access to rehabilitation for company members as needed.

5. Ensure that the company is properly checked in with the Rehabilitation Manager and Accountability Officer and that the company remains intact.

Crew Members shall be responsible for the following:

1. Be familiar with the signs and symptoms of heat and cold stress.

2. Maintain awareness of themselves and company members for signs and symptoms of heat and cold stress.

3. Promptly inform the Company Officer when members require rehabilitation and/or relief from assigned duties.

4. Maintain unit integrity.

EMS Personnel shall be responsible for the following:

1. Report to the IC and obtain the rehabilitation requirements.

2. Coordinate with the Rehabilitation Manager.

3. Identify the EMS personnel requirements.

4. Check vital signs, monitor for heat stress and signs of medical issues.

5. Document medical monitoring.

6. Provide emergency medical care and transportation to medical facilities as required.

7. Inform the IC and the Rehabilitation Manager when personnel require transportation to and treatment at a medical facility.

8. Document emergency medical care provided.

E. Procedures

1. All personnel shall maintain hydration on an ongoing basis (pre-incident, incident and post-incident).

2. Members shall be sent to rehabilitation as required.

3. All members shall be sent to rehabilitation following the use of two 30- or 45-minute SCBA cylinders or one 60-minute SCBA cylinder. Shorter times might be considered during extreme weather conditions.

4. Active cooling (wet towels, forearm immersion, misting fans) shall be applied where temperatures, conditions or workload create the potential for heat stress.

5. In hot, humid conditions, a minimum of 10 minutes (20 minutes is preferable) of active cooling shall be applied following the use of the second and each subsequent SCBA cylinder.

6. Personnel in rehabilitation shall rest for at least 10 to 20 minutes prior to being reassigned or released.

7. EMS personnel shall provide medical monitoring and emergency medical care as per medical protocol.

8. If a member is demonstrating abnormal vital signs, he or she shall be monitored frequently during rehabilitation.

9. Personnel who are weak or fatigued with pale clammy skin, low blood pressure, nausea, headache or dizziness shall be assessed by EMS personnel.

10. Personnel experiencing chest pain, shortness of breath, dizziness or nausea shall be transported to a medical facility for treatment.

11. Personnel transported to a medical facility for treatment shall be accompanied and attended to by a fire district representative.

12. Members should drink water during rehabilitation. After the first hour a sports drink containing electrolytes should be provided. Soda, caffeinated and carbonated beverages should be avoided.

13. Nutritional snacks or meals shall be provided as required during longer duration incidents.

14. No tobacco use shall be permitted in or near the rehabilitation area.

A. Purpose

The Fry Fire District recognizes the potential of exposure of its members to infectious diseases in the performance of their duties. This policy shall establish guidelines for minimizing the risk of such exposure.

B. Scope

In order to decrease the likelihood of infection exposure to its members, the Fry Fire District will provide proper protective equipment and necessary cleaning and disinfecting supplies to personnel. The District will also provide initial instruction and continuing education in preventative health care practices so that its members possess a basic awareness of infectious disease, understand the risks and severity of various types of exposure, and exhibit proper skills in infection control. Standard prophylactic medical treatment will be given to exposed members and all personnel will be afforded the opportunity to receive the Heptavax vaccine to protect them from exposure to Hepatitis-B. Other necessary immunizations will be made available as the need for them occurs. Every member is responsible for his or her own safety against infectious disease; however, if such measures fail or are insufficient, the District will provide further assistance, as needed.

C. Safety

Having a standard that addresses how employees shall respond to any communicable disease exposure shall help to ensure that all of our employees enjoy a safe and healthy career. This SOP encourages continuing education to meet and stay current on this standard. Safety is paramount on every scene and is, ultimately, every employee’s responsibility. Following this policy shall help to minimize or manage the amount of risk involved in attending to any patient.

D. Policy

Occupational Hazards

The Fry Fire District believes that infectious disease exposure should be considered an occupational health hazard, and supports the presumption that contracting a contagious disease through patient contact may be considered an occupational related condition. The District further believes that its members have the right to be fully informed in the event that a patient is found to carry an infectious disease and if probable exposure has occurred. The receiving medical facility should be responsible for informing the District as soon as possible after determining that a patient is infected.

Exposure Control Officer

Fire District members will contact the Exposure Control Officer (ECO), and the Battalion Chief on duty, and/ or Fire Chief, after any actual or suspected exposure to a contagious disease. The ECO will begin investigating the patient for possible communicable diseases to determine the need for treatment of the exposed individual. If considered necessary by the ECO, the Base Hospital EMS Directing Physician will be contacted for consultation.

Documentation

Initiation of documentation is the employee's responsibility. The District will maintain a record of exposures and treatment in each employee's confidential medical file.

Infectious Disease Transmission

Infectious substances are transmitted via an infected person's blood, or body fluids visibly contaminated with blood or body fluids, which include, but are not limited to: urine, feces, emesis, saliva, tears, mucus, cerebrospinal fluid, semen, vaginal secretions, and placental fluids. Generally, the human skin is a barrier against exposure to infectious substances. However, if the skin has open sores, cuts, or abrasions, this protective barrier becomes a route for transmitting infection. Airborne respiratory secretions from a patients cough or sneeze also increase the risk of exposure to certain diseases. Contact with a patient's blood or bodily fluids visibly contaminated with blood poses the greatest risk of transmitting certain diseases, such as Hepatitis-B Virus and HIV/AIDS.

Protective Measures

This procedure outlines protective measures Fry Fire District personnel must take when treating patients. These measures should be taken even if the patient does not exhibit symptoms of a disease. It will be the employee's responsibility to initiate protective measures.

Personal Protective Measures

1. Wear gloves when treating all patients.
2. Wear eye protection at all times.
3. Wear a surgical mask when appropriate.
4. Avoid contact with saliva, sputum, tears, sweat, blood, urine, feces, emesis, vaginal secretions, and placental fluids, unless wearing proper protective equipment.
5. Thoroughly wash your hands as soon as possible.

6. Do not wipe your nose, mouth, or eyes after patient contact until you have washed your hands.
7. Use extreme caution when handling or disposing of needles or other sharp objects. Do not re-sheath sharps. Use a sharps container at the site whenever possible. Do not place contaminated needles on the ambulance bench, floor or carelessly around the treatment scene.
8. Do not use IV catheters for blood glucose monitoring (blood in flash chamber)
9. Ask patients to turn their head away and cover their mouth/nose when coughing or sneezing.
10. Utilize TB mask as needed.
11. Limit exposure time with a patient.
12. Minimize number of treatment personnel.
13. Operate the medic unit's ventilation system when transporting patients suspected of having a contagious respiratory condition.
14. Properly disinfect equipment after each use and again during weekly inventory and disinfect.
15. If you think you have had an infectious exposure, clean the affected area immediately and report the exposure.

Hand Washing

Washing hands after each patient contact is a must. The Center for Disease Control (CDC) states that, "Hand washing before and after contact with patients is the single most important means of preventing the spread of infection." Use the patient's own washroom or public facilities when possible. Use the alcohol carried on EMS apparatus when other wash facilities are not available. The Fry Fire District recommends that hand washing take a minimum of twenty (20) seconds to properly rid the hands of potential disease causing agents after contact with patients.

The following is one suggested method to wash hands:

1. Wet hands to two or three inches above wrists.
2. Apply soap. Various soaps are furnished for station use.
3. Rub hands together to work up lather.
4. Using a rotation motion, apply friction to all surfaces of hands and wrists, including backs of hands, between fingers, and around and under nails. Interlace fingers and rub up and down; continue for 20 seconds.
5. Holding hand downward, rinse thoroughly allowing water to flow off fingertips.
6. Repeat procedure
7. Dry hands thoroughly with a paper towel.
8. Turn off faucet using a clean paper towel to avoid contaminating your hands on the dirty faucet handle.

Food Handling

Rushing out of the station on an emergency is a common occurrence. However, leaving an unfinished meal on the table is unhealthy, and increases the possibility of several types of food poisoning. Food produces toxins when it stands at room temperature for several hours before being eaten. Even if reheated, the toxins remain in the food. Two to four hours after consumption of contaminated food, the following may develop: cramps, nausea, vomiting, diarrhea, dehydration, colic, and fever.

Food poisoning occurs frequently and is due to various bacteria. Regardless of the kind of contamination, several methods can be employed to prevent food poisoning.

1. Wash your hands several times during food preparation, especially after handling uncooked seafood, and in between handling meats and vegetables.
2. If you have open cuts on your hands, use gloves when preparing foods.
3. Do not keep foods at room temperature longer than necessary. Refrigerate as soon as possible.
4. Refrigerate foods in small containers and keep them tightly covered and dated.
5. Be especially careful with foods containing dairy products.
6. Cook all meats thoroughly, especially pork and poultry.
7. Perishable food should be kept hot (above 140F degrees) or cold (below 39F degrees)
8. Do not buy or use bulging food cans, leaking cans, or those that flex at the top or bottom.
9. Do not taste test foods with “off” odors, or eat leftovers with which you are unfamiliar.
10. Do not leave food sitting on the table if you are interrupted during meals with a call. Store it in the refrigerator.
11. Avoid raw, dirty, or cracked eggs.

Cleaning and Disinfections

This procedure outlines cleaning and disinfecting procedures for emergency medical equipment that may be contaminated with blood, body fluids, and/or other contaminants.

According to the CDC, 5-10 percent of all patients who enter a hospital come down with a hospital-acquired infection. This means the patient caught something in the hospital that he or she did not have prior to admittance. It is imperative that EMS personnel properly clean and disinfect reusable equipment to minimize the possibility of infection during emergency treatment.

EMS personnel will be responsible for cleaning and disinfecting non-disposable equipment and the interior of the ambulance following each patient contact. This will be done immediately after the patient is transferred to the care of the receiving facility. Exceptions will be made for equipment such as backboard straps, which will need to be soaked in the proper disinfecting solution. This shall be done upon returning to the station. An ambulance will not be put back in service until proper cleaning and disinfection of its interior is completed.

Equipment Disinfection

When equipment has come in contact with blood or other bodily fluids, they must be decontaminated. When cleaning and disinfecting, gloves and eye protection are to be worn, along with other protection necessary (mask, gown). Ambulance/rescue equipment such as traction splints, backboards, blood pressure cuffs, and MAST must be thoroughly washed in warm, soapy water to remove blood or other bodily fluids from the equipment. Once cleaned and dried, the equipment is then disinfected using the District approved disinfection solution, according to the manufacturer’s instructions. All EMS equipment that comes in contact with the patient shall be cleaned prior to the ambulance being placed back in service. All Pelican EMS cases that were used must be thoroughly disinfected, especially the handles.

Apparatus Disinfection

After each patient transport, all surfaces that may have been contaminated with bodily fluids will be disinfected with an approved disinfectant following the manufacturer’s instructions. Special attention should be paid to the gurney, mattress, bench seat, floor, door handles and compartments in close proximity to where the patient was positioned. Gloves and protective eye wear must be worn when cleaning and disinfecting apparatus. The steering wheel, driver’s door and radios should also be cleaned at a minimum to prevent cross contamination.

Disposal of Contaminated Linens

Contaminated linen shall be placed in a red plastic bag and put in the contaminated linen room at the receiving facility.

Uniform Disinfection

Clothing that has been contaminated with the patient’s blood or bodily fluids shall be disinfected as follows: Contaminated clothing, including turnouts, shall be changed as soon as possible, and washed in detergent with hot water as recommended by the manufacturer. Footwear to include soles, should be cleaned after every EMS call.

Contaminated uniform clothing should be washed at the fire station to reduce passing infection to household members. Once washing of the clothing is done, the washing machine shall be cycled through 1 wash cycle with 1 cup of bleach.

Boots and other leather goods may be brush-scrubbed with soap and hot water to remove contamination. If the soles of the boots have been contaminated by stepping in fluids, they should be washed at the scene whenever possible. Contaminated boots shall not be worn into the fire station.

EMS equipment to include jump kits, monitors and drug boxes should not be placed on the kitchen table for any reason.

Exposure Reporting

Fry Fire District Members who are exposed to a patient's blood or body fluids during the performance of work duties must report the incident to protect themselves and the public. Reporting the exposure initiates an investigation into the potential for infection and determines the course of action to follow.

Exposure Notification

When Fry Fire District employees are exposed to infectious contaminants, diseases, or hazardous materials, the ECO must be notified. The Battalion Chief on duty should be contacted immediately after exposure. That officer will notify the ECO. Whenever possible, direct notification by the exposed individual to the ECO is preferred in order to maintain confidentiality.

Initial contact between the exposed employee and the ECO consists of determining the details of the incident, severity of exposure, and required medical treatment. Details of the incident should include:

1. Incident number and time of exposure
2. How exposure occurred
3. What bodily fluids were involved
4. Who the bodily fluids came from
5. Was the employee's skin intact
6. What specific part of the employee's body was exposed
7. What hospital the patient went to
8. Condition of patient and medical history, if possible

Should the exposure be the result of an injury that required immediate treatment and transport to the ED, notification may be done concurrently. Non-emergency treatment will be determined by medical protocol, or consultation with a local or base hospital physician.

In cases where exposure has occurred or suspected to have occurred, involved personnel will take immediate initial steps to begin decontamination and information collection related to the exposure. The following activities will be performed:

1. Clean the area or wound, flush the eyes and/or mucous membranes.
2. Go directly to the Sierra Vista Regional Health Center (base hospital) emergency room to begin medical evaluation by the physician on duty. (If exposure occurs out of local area, i.e., during a patient transport to Tucson, be evaluated at the receiving hospital). This evaluation will include the collection of blood samples from the exposed employee to test for HIV, HBV, and HCV (hepatitis C), and any post-exposure drug regimen if warranted by the type of exposure.
3. Document the nature of the exposure utilizing the "Infectious Disease Notification Form". This form is located at the base hospital emergency room and also at each fire station.
4. Complete form 41-100, "Report of Significant Exposure to Bodily Fluids". This form is located at all fire stations.
5. Complete an Arizona State Compensation Fund Industrial Injury Report. This form is located at all fire stations.
6. Contact immediate supervisor and ECO assigned to your shift as soon as possible. The ECO will interview the exposed employee as soon as feasible. Do not delay post-exposure evaluation in order to conduct this interview.

If the source patient is transported to the hospital, the treating physician and staff will attempt to acquire consent for collection of blood to be tested for HIV, HBV, and/or HCV. Once consent is given and blood is tested, the results or infectious status of the source patient will be sent to the hospital's Infectious Disease Coordinator (IDC). The IDC will then notify the Fry Fire District ECO and exposed employee of the results. These results will determine the course of treatment (if any) to be followed.

Any test results that an exposed employee receives concerning a source patient's infectious status are to remain confidential.

On occasion, the source patient is not known or will not give consent to have blood tested. In this situation, the exposed employee still follows the steps outlined above. It is imperative that the exposed employee be very explicit in their documentation of the incident and during their post-exposure evaluation. The possible treatment regimen determined by the physician is based on information the exposed employee provides concerning the incident and the source patient.

Significant Exposure to HIV/AIDS or Hepatitis C

The industrial Commission of Arizona (ICA) requires the following procedures, in accordance with A.R.S. 23-1043.02 and OSHA 29 CFR 1910.1030, whenever a significant exposure occurs:

1. Employee must report in writing to his or her employer within ten calendar days the details of the possible exposure.
2. Employee must have blood drawn within ten calendar days after exposure.
3. Employee must have blood tested for HIV by antibody testing within thirty days after exposure and test results must show no presence of HIV.
4. After negative test result, employee can present a claim if tested positive up to 18 months after the exposure.
5. OSHA regulations mandate that employer must pay for the required testing.
6. Employee must file a Workman's Compensation Claim within one (1) year of diagnosis or positive blood test if the employee wishes to receive benefits under Workman's Compensation System. The ECO will follow-up with the infected employee to ensure that testing occurs in accordance with A.R.S. 23-1043.02

Significant Exposure to MRSA, Spinal Meningitis, or Tuberculosis (TB)

The Industrial Commission of Arizona (ICA) requires the following procedures, in accordance with A.R.S. 23-1043.02 and OSHA 29 CFR 1910.1030, whenever a significant exposure occurs:

1. The exposure must be reported to the employer within ten days, but no blood draw is required.
2. Employees must be diagnosed with MRSA within 2-10 days after exposure. The timeframe for spinal meningitis is 2-18 days, and 12 weeks for TB.
3. Expenses for post exposure medical evaluations, including prophylactic treatment for spinal meningitis or TB, are covered under Worker's Compensation as long as the claim is accepted and covered.

Hepatitis-B Virus Exposure Management

All Fry Fire District employees who are occupationally exposed to any patient's blood or body fluids at least once a month shall be offered Hepatitis-B Virus (HBV) vaccination. Three intramuscular doses of HBV vaccine are recommended with the second and third doses given at 1 and 6 months, respectively, after the first dose. One month after the third dose, blood will be drawn at the immunizing facility to determine the level of protection by an adequate antibody response, which is a minimum of 10 MIU/ml.

According to the CDC data, vaccine-induced antibody levels decline in time. Up to 50% of adult patients who respond adequately to vaccine may have low or undetectable antibody levels 7 years after vaccination CDC states that even with declining antibody levels, adults are still protected. When an exposure occurs, an examination of the circumstances will determine whether the exposed employee requires further treatment.

Exposure to Hepatitis-A and other types of non-B Hepatitis, will be treated according to current recommendations from the CDC and the Base Hospital Directing Physician.

Tuberculosis (TB) Exposure Management

In order to minimize the risk of exposure of Fry Fire District personnel to Mycobacterium Tuberculosis (TB), all personnel shall be offered training and information relative to the hazards of TB transmission, its signs and symptoms, medical surveillance and therapy, and site-specific protocols, including the purpose and proper use of controls.

Use of properly sized High Efficiency Particulate Air (HEPA) respirators when in the same room or confined space occupied by a potential TB-infected patient shall be a District requirement. Such respirators shall be properly fitted, and provided by the District. They shall also be utilized when performing intubations, cricothyrotomy procedures, needle thorocostomy procedures, and when administering nebulized medications to TB infected patients.

Respirator protection devices used by the Fry Fire District employees shall comply with all OSHA provisions (29 CFR 1910.134) including, but not limited to, their proper selection and use, any relevant medical pre-qualifications to wear respirators, training on use and limitations, and quantitative fit testing. Such compliance shall fall under the guidance and direction of the ECO, who shall oversee all compliance with OSHA 29 CFR 1910.1030.

The District shall further provide annual administration and interpretation of TB Manotoux skin tests, at no cost, to all employees.

Medical Exposure Severity Rating

The ECO will be assisted in evaluating the severity of a reported infectious disease exposure by a medical exposure severity rating system. This system categorizes and defines four levels to which the Fry Fire District personnel may be exposed when treating patients.

1. Significant exposure occurs whenever a patient’s blood or body fluids visibly contaminated with blood contact an employee through percutaneous inoculation, an

open wound, non-intact (chapped, abraded, or weeping) skin or mucous membrane. The single most common example is a needle stick.

2. Moderate exposure occurs whenever a patient's body fluids contact an employee's mucous membranes. A patient sneezing or coughing on a employee is an example. However a patient with active TB, not on medication, who is coughing, represents a significant risk of exposure to any caregiver in the same room.
3. Minimal occurs whenever a patient's blood or body fluids contact an employee's intact skin, or a patient's intact skin contacts an employee's mucous membranes. For example, a employee arrives on the scene without gloves and has a child covered with blood in his hands; or a combative patient hit's the employee in the mouth.
4. Low-Level exposure occurs whenever a patient's intact skin contacts an employee's intact skin. This represents a low risk of exposure to infectious disease. Most EMS calls can be considered low-level exposures and need not be documented.

Exceptions to the ratings exist. One example is measles. Simply entering a room which an infectious measles patient has vacated within an hour represents a significant risk of infection. When in doubt, consultation with the Base Hospital Directing Physician, or other medical authority, such as the CDC, should provide guidance for making an informed decision on the severity of a particular exposure.

Medical treatment

Emergency treatment should be rendered immediately. The ECO may determine other medical treatment, depending on the circumstances of the exposure. The employee should immediately wash the exposed body part (s) to remove infectious material and reduce the risk of infection.

Exposure Documentation

All exposures determined to be Significant, Moderate, or Minimal, must be documented by the exposed employee on the Infectious Disease Notification Form. Low-Level exposures do not require documentation. However, if an employee chooses to document any exposure, the information will be recorded and filed with the ECO.

Employee Confidentiality

An employee's infectious exposure form will remain confidential and not be released to anyone without the expressed written consent of the exposed employee. If the exposure places other Fry Fire District personnel at risk, appropriate steps will be taken to remove the risk without disclosing the employee's confidential medical record. To reduce the number of supervisory personnel who may review the form, one may choose to hand-deliver it to the ECO. Workers compensation claims must be turned into the Administrative Manager of no file will be sent to the carrier for coverage.

A. Purpose

The purpose of this program is to set forth uniform policies and procedures concerning the use of respiratory protection for Fry Fire District personnel. All employees who are required to wear breathing apparatus are included in this program and must follow its requirements. Employees found in violation of this policy will face immediate disciplinary action.

The primary objective of respiratory protection is to prevent exposure to air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, vapors, or sprays, during structure, vehicle, dumpster fires, confined space, Haz Mat operations or any other situation that may lead to contaminates in the air. The Fry Fire District shall follow the OSHA CFR 29 1910.134 Standards.

The above incidents require the use of SCBA until further evaluation of air quality can be evaluated. If air monitoring is not performed or the proper monitor is not available SCBA's will be worn throughout the duration of the incident. Monitoring will follow the OSHA CFR 29 1910.120 (c)(6) standard.

B. Administration

The fit testing program will be administered by the HAZMAT coordinator or his/her designee. Supervisors bear the responsibility for enforcing the use of respiratory protection.

C. Respirator Selection

The Fry Fire District provides positive pressure breathing apparatus for the protection of personnel that may be exposed to dangerous environments. It is the responsibility of the individual to identify and check their assigned apparatus each day.

D. Medical Evaluations

Using a breathing apparatus may place a physiological burden on employees that may affect the medical status of the employee. In order to insure that the apparatus will not create a potential hazard, all line personnel will participate in the district wellness program (refer to Section 8.5). A medical evaluation should be completed prior to an employee's initial fit test. Employees may be re-evaluated at the request of the physician, the employer, or if there is a significant change in their health status.

E. Fit Testing

All employees required to wear breathing apparatus will be fit tested prior to actual use, and at least annually thereafter. Employees will be re-tested if they, their supervisor, the program administrator, or the physician note any changes in their physical appearance which may possibly affect the fit of the respirator. Such changes include, but are not limited to, facial scarring, dental changes, surgery, or obvious weight change. If at any time the employee feels that the fit is unacceptable, the employee will be given a reasonable opportunity to select a different mask and be re-tested. Fry Fire District will follow the OSHA CFR 29 1910.134 App A standard.

Employee Training: Fry Fire District will provide all employees with the training necessary to safely wear and use breathing apparatus. Training will be provided prior to the need to actually use the apparatus. Training will be provided on the following subjects:

1. Respiratory hazards to which the employee may be exposed
2. Limitations and capabilities of the breathing apparatus
3. How to use breathing apparatus in emergency situations
4. How to inspect, put on and remove, use and check apparatus seal
5. Maintenance, use, care, and storage of breathing apparatus
6. Medical signs and symptoms that may limit the effectiveness of breathing apparatus
7. General requirements of the OSHA Respiratory Protection Standard

F. Program Evaluation

This written respiratory protection program as well as workplace practices will be evaluated as necessary by the fire chief to assure that proper respiratory protection is being provided to all affected employees. Any employee with a concern about the respiratory hazards to which they are exposed, or about the breathing apparatus effectiveness, is encouraged to bring it to the attention of their supervisor.

G. Breathing Apparatus Use

Proper use of breathing apparatus is essential to the protection of employee health and safety. As previously mentioned, the improper use of respiratory protection may have serious, potentially fatal consequences. In order to insure employee safety, basic rules of breathing apparatus use shall be followed. Employees must not have facial hair, wear glasses, or otherwise have any condition that interferes with the face-to-face piece seal or valve function. Additionally, each employee must perform a user seal check, per the manufacturer's instructions, each time they put on the breathing apparatus. Employees must immediately evacuate the contaminated area if failure of the breathing apparatus is noticed.

H. Maintenance and Care

Fry Fire District and those employees who wear breathing apparatus share responsibility in ensuring that all breathing apparatus are cleaned, disinfected, stored, inspected, and repaired on a regular basis. Fry Fire District will provide breathing apparatus that are clean, sanitary and in good working order and it is essential that they be maintained that way. A certified provider will provide maintenance and service testing on all breathing apparatus as required. All breathing air compressors and related equipment will be serviced as required. Breathing apparatus must be cleaned and disinfected after each use. All breathing apparatus must be stored in the locations provided in order to keep them free from damage. Wearer must inspect all apparatus and equipment daily for function and serviceability. Damaged items will be removed from service until repaired. Damaged apparatus will be serviced and repaired by a certified provider in accordance with established department policy.

It is the individual's responsibility to maintain their issued SCBA facemask in a sanitary and serviceable condition.

A. Physical Fitness

The District recognizes the importance of maintaining the physical fitness of its members. Physically fit members will be healthier, stronger and less likely to sustain injuries or cause injury to others during performance of duties. All members who are subject to the use of self contained breathing apparatus (SCBA) and who participate in fire suppression operations shall actively participate in the Fry Fire District's Wellness Program. The Wellness Program consists of a scheduled medical physical, the District Employee Physical Assessment Test (DEPAT), Physical Fitness Test (PFT), State Land Wildland Pack Test, Wellness Assistance Program (WAP) and District Fitness Coordinators (DFC). The Fire Chief may exempt non-suppression personnel from the DEPAT and Wildland Pack Tests.

B. Health Maintenance

The District provides workout equipment at all fire stations for use by members on or off duty. The Company Officer will make every reasonable effort to provide 90 minutes of physical fitness activity each shift day. Employees may request the assistance of a DFC at any time.

Wellness Assistance Program (WAP) is a program that has been developed to provide fitness counseling to any District member. An assigned DFC will help develop individual exercise prescriptions and provide guidance to improve health and physical fitness. Members who do not meet physical fitness standards will be required to enter the WAP. These members will be given ample guidance so that they comply with the required program standards.

C. Medical Physicals

The Fry Fire District recognizes the importance of the health of its on-line personnel and will provide its staff with scheduled physicals determined by age. District physicals are based on a 3 Tier system. Employees will be placed in one of the tiers depending on their current health/fitness level. All personnel who participate in fire suppression activities will be required to have scheduled physicals. All physicals will be held by the Fire District 30 years after service of all on-line employees.

Personnel required for physicals include:

1. Firefighters
2. Engineers
3. Captains
4. Battalion Chiefs
5. Fire Marshal
6. Mechanic

D. Tier System: The following is the definition of each tier:

Tier 1 – Minimal health/fitness issues. Employee is encouraged to maintain/improve health/fitness. It is the responsibility of every member to report for duty in the best possible health, fitness and mental condition to perform the difficult tasks associated with the position of a firefighter.

Tier 2 – Employee fails to meet one or more of the health/fitness values indicated in Tier 1, but does not meet a level that necessitates removal from assignment. Employee will be: Placed on a health/fitness program by the physician and/or referral to a District Peer Fitness Trainer. Retested on the failed parameters within 30 days from that date. Retested periodically at the physician's discretion thereafter until the failed parameter is met.

The following medical conditions require referral to a personal physician:

Systolic BP 140-159 w/Diastolic BP of 91-99
Fasting blood sugar 150-249

Tier 3 – At the discretion of the physician, any failure of a shaded health/fitness parameter or, any failure combination of 3 of the 4 remaining health/fitness parameters is sufficient for removal from field operations and may result in any or all of the following actions:

1. Referral to personal physician
2. Placed on a health/fitness program by the physician and/or referral to a District Fitness Coordinator.
3. Retested on the failed parameters within 30 days from that date.
4. Retested periodically at the physician's discretion thereafter until the failed parameter is met.

Tier parameters for on-line personnel:

	Tier 1		Tier 2		Tier 3	
Blood Pressure	Systolic 120-139	Diastolic 80-90	Systolic 140-159	Diastolic 91-99	Systolic >=160	Diastolic >=100
FEV1/FVC (pulmonary function)	>75%		60-75%		<60%	
METS VO2 Max	>12 >42		11.9-8.6 41.9-30		<8.6 <30	
Fasting Glucose	65-109		110-249		>=250	
Sit ups	30		20-29		<19	
Pushups	30		16-29		<15	
Body Fat%	Male 6-21%	Female 14-25%	Male 22-29%	Female 26-36%	Male >=30%	Female >=37%
Tabaco Use	No Use		Occasional		Abuser	
Lipids	All Normal		1-20% TC/LDL/1-20% HDL below		21% Above TC/LDL/21%	

E. Privacy

Viewing of physicals will be limited. It shall be the responsibility of the District, and each individual member to maintain the highest level of confidentiality. Personal medical exam results will not be shared with any member of the District including Administrative staff.

F. Scheduling of Physicals

All new hires will be required a physical to assess fit for duty clearance. Scheduling for physicals will be determined by age thereafter. The scheduling will be:

1. Under 30 years of age-Every 3 years from initial physical
2. 30-40 years of age- Every 2 years
3. Over 40 years of age- Every year

Employees are permitted to only one reschedule for physicals and will notify the physical liaison. All reschedules shall not exceed 30 days of the initial date. Any employee who fails to attend their physical will be subject to disciplinary actions.

G. Physicals

The contents required in the physical will be at the needs of the Fire District. The components of the physical consist of:

1. audiometric testing
2. back assessment/range of motion
3. vision test
4. pulmonary function test
5. Chest X-ray
6. treadmill stress test (age dependant)
7. vital signs
8. PSA (age dependant)
9. strength screening
10. aerobic capacity test
11. blood chemistry lab work
12. medical questionnaire

After completing the required physical, the employee will provide a copy of the document to the physical liaison for record keeping ensuring tracking of the health of the employee. A clearance sheet will be given to the Fire Chief for status of on-line personnel. If the physician identifies a health problem or condition that requires further evaluation, but would not prevent the member from performing his/her duties safely, the member will be referred to his/her personal physician. All personnel referred to his/her personal physician are required by the Fire District to complete the evaluation and provide documentation of attendance.

H. Unfit For Duty

Tier 1 and Tier 2 are declared fit for duty. All personnel who fall under Tier 3 will be declared unfit for duty. All personnel who fall under Tier 3 status will be required to go back in 30 days or when deemed necessary for a follow up by the physician. If the individual is not cleared for duty the second time, the Fire District will provide that individual a District Fitness Coordinator to assist with the needs of that person. The return for an additional follow up will be determined by the physician. The employee will be given three attempts to be fit for duty. An employee can be subject to termination of employment if not able to be at a minimum of Tier 2 after three attempts. Placement on modified duty will be at the discretion of the Fire Chief. The Shift Supervisor and Immediate officer will be notified of an individual declared unfit for duty. This is a program that is designed to rehabilitate personnel with a goal to return that individual to duty. This is by no means designed to be punitive.

G. Modified Duty:

If the physician finds a health condition that prevents the member from performing his/her duties safely, the Chief will be notified. Modified duty gives an injured worker the opportunity to return to work performing the appropriate tasks depending on his or her current capabilities. For the consideration of such tasks, the employer will work with the physician and any other specialist to decide the best solution for an individual.
This may include:

1. Comparing the employee's functional capabilities to the job requirement.
2. Decide to what extent a job can be modified.
3. Identifying other modified-duty opportunities on a limited basis.

In the event an employee cannot meet the physical requirements and there is no modified duty available, time off will be taken from the employee's sick leave. Time off will be taken from annual leave after sick leave has been exhausted. If the employee does not have any sick leave or annual leave, the individual will be placed on leave without pay (not to exceed 180 days).

H. Injuries:

If an injury or illness occurs, and the employee isn't capable to attend their annual physical the employee will be required to follow up with their personal physician and complete rehab if needed. Furthermore, the employee will provide a written statement from their personal physician stating the current condition and approximate amount of time the injury will take to rehab. The employee will need to reschedule their physical when cleared for regular duty by their personal physician. Such clearance shall include a signed job description.

I. District Employee Physical Assessment Test (DEPAT)

The DEPAT has been established as the standard which applicants and current members shall be evaluated in term of physical fitness and employment suitability. It has been established that, all suppression personnel that meet the above requirements must complete the DEPAT. Employees will be required to "pass" the DEPAT on a yearly basis. A time limit of 8:56 will be required to pass the DEPAT. Employees will donn all structural PPE to include an SCBA. Employees will be on air for the duration of the test. All candidates and current employees shall be "medically screened" according to the standards set forth in the Combat Challenge procedures.

In the event a member does not pass the DEPAT he/she will be given a written warning and given 30 days from the time of failure to prepare and retake the test. During his/her 30 day period the member will meet with a District Fitness Coordinator (DFC) and enter into the Wellness Assistance Program (WAP). If the member fails the testing on the second attempt, they will be considered "unfit" for duty and moved offline. The employee will be placed on paid leave, sick leave until depleted then considered as annual leave. Once the employee uses all their leave, they will be on unpaid leave. The District will require the employee to seek consultation from a licensed physician to help ensure that they are medically capable to do the job. The employee will be required to have a licensed physician sign off on a current FFD job description attesting that the employee is medically capable to perform the tasks of the job. Once a signed job description is obtained from the employee and their doctor, the employee will continue to work with one of the DFCs. The employee will be given, at most, 60 days to pass the DEPAT. If the employee fails the test again, he/she will be given an additional 60 days to prepare to pass the DEPAT. If the employee fails to pass the test they will be relieved of duty and terminated from the District.

Once the employee passes the DEPAT, the employee will be returned to full duty.

J. Physical Fitness Test

The Physical Fitness Test (PFT) is comprised of five tests. These tests include the Body Fat Composition Test, Aerobic Capacity Test, Muscular Endurance Test, Muscular Strength Test and Flexibility Test. Employees may obtain a more detailed explanation of these tests from one of the District's Fitness Coordinators. Once the tests are completed a District Fitness Coordinator (DFC) will score the assessment and review the results with the employee.

The PFT will be administered every quarter. This will aid the District in assessing its employee's current level of fitness. This assessment is meant to be non-punitive in nature and will be strictly used as a tool to help an employee track, maintain or improve their level of fitness. All personal information will be kept confidential. It is the goal of the District to have all members score at least a 70 as an overall score and have a minimum VO2 max of 45. If members fail to meet these standards, the employee will be required to enter the Wellness Assistance Program (WAP).

K. State Land Wildland Pack Test (Red Card)

The Pack Test consists of an employee wearing a 45 pound pack and completing a three mile hike in 45 minutes. Completion of the Pack Test and wildland refresher will allow the employee to be issued a red card. A red card certification is a requirement of the District and must be obtained on a yearly basis.

In the event a member does not pass the Pack Test, he/she will be given a written warning and given 30 days from the time of failure to prepare and retake the test. During his/her 30 day period the member will meet with a District Fitness Coordinator (DFC) and enter into the Wellness Assistance Program (WAP). If the member fails the testing on the second attempt, they will be considered "unfit" for duty and moved offline. The employee will be placed on paid leave, sick leave until depleted then considered as annual leave. Once the employee uses all their leave, they will be on unpaid leave. The District will require the employee to seek consultation from a licensed physician to help ensure that they are medically capable to do the job. The employee will be required to have a licensed physician sign off on a current FFD job description attesting that the employee is medically capable to perform the tasks of the job. Once a signed job description is obtained from the employee and their doctor, the employee will continue to work with one of the DFCs. The employee will be given, at most, 60 days to pass the Pack Test. If the employee fails the test again, he/she will be given an additional 60 days to prepare to pass the Pack Test. If the employee fails to pass the test they will be relieved of duty and terminated from the District.

L. References

Personnel Policies and Guidelines Manual, Pg. 99

A. Reporting

Members shall report any and all injuries, no matter how slight, incurred while on duty as well as contact or possible exposure with any communicable disease and/or hazardous materials to their immediate officer within twenty four (24) hours of occurrence. Officers shall complete a “workmen’s compensation” report of injury form and all other relevant reports such as exposure and accident reports. A notation of the circumstance shall also be made in the Station Journal. All serious or critical injuries shall be reported to the Fire Chief as soon as possible.

B. Medical Attention

Officers shall be responsible for obtaining the proper medical treatment for their personnel incurring injuries or being exposed to diseases or hazardous material on duty, whether first aid or hospitalization.

C. Accident Reports

An accident report shall be filed by the officer in charge for all injury accidents as well as accidents causing damage to district property. This report shall be completed as soon as possible after the event on the approved form and submitted to the Fire Chief within 24 hours of the occurrence.

D. Workmen’s Compensation Reports

Any employees who sustains an on the job injury, however minor, and who is physically able, must report the injury immediately to his/her supervisor who shall assure that all necessary reports are filed and medical treatment received if required. Generally reports must be completed within 24 hours of the occurrence. Workmen’s compensation forms may be obtained from the administrative office or Battalion Chief. All forms need to be turned into the Administrative Manger within 72 hours.

A. Purpose

To establish an organized and professional intervention immediately after the occurrence of a critical incident.

B. Scope

The goal is to provide immediate intervention for a critical incident or cumulative stress reaction. The main focus of this service is to assist the affected personnel in returning to their normal level of performance by minimizing the harmful effects of job stress, particularly in critical emergency operations.

C. Responsibility

It is everybody's responsibility to ensure the well-being of themselves as well as their fellow crew, shift or district peer's well-being. However, this responsibility lies heavily on Company Officers. A good officer is concerned with the well-being of his/her crew and shift. Officers should remember that specific incidents affect responders in different ways and should also pay careful attention to employees with less experience.

D. Initiation

Critical Incident Stress Debriefing (CISD) shall be initiated when a specific incident is identified as a critical stress related incident. Such incidents may include, but are not limited to the following

1. Serious injury or death of emergency workers in the line of duty
2. Mass casualty incidents
3. Suicide of a coworker
4. Death of a child or violence to a child
5. Loss of life of a patient following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts
6. Incidents that attract extremely unusual and critical news media coverage
7. Any incident that is charged with profound emotions
8. Any incident in which the circumstances were so unusual or the sights, smells and sounds so distressing as to produce a high level of immediate or delayed emotional reaction

Fire District personnel shall be alert to recognize and promptly report any incident or changes in behavior which may affect personnel. Company Officers shall be responsible for immediately reporting any event, situation, or behavior which may require a Critical Incident Debriefing to the CISM Coordinator.

E. Reference

See Appendix G- CISM Procedures.

A. In the Line of Duty Death

The death of any member of the Fry Fire District on duty or while undergoing medical treatment for an injury or disease resulting from such duty, is considered a line of duty death. This also includes the death of a Fire District member while traveling in connection with such duty, or while engaged in Fire Fighting or EMS activities off duty. This procedure defines the policies and responsibilities to be followed in the event of a line of duty death, and can be escalated in the event of multiple deaths or a number of members seriously injured.

B. Senior Duty Officer's Responsibility

In the event of a line of duty death, the on-duty Senior Officer shall insure that the following occurs:

1. Notify the Fire Chief.
2. Secure the scene of the incident, to include SCBA, if used, and protective gear and equipment. Request a Fire Investigator and Law Enforcement.
3. Direct the Public Information Officer and SVPD Dispatch to withhold the release of personal data relating to the employee or the death, pending notification of next of kin.
4. Have a Safety Officer respond to the scene.
5. Begin to gather all available information concerning the incident and circumstances leading to the death.
6. Assign personnel from Administration to assemble information concerning the incident and circumstances leading to the death if necessary.
7. Assign an employee to secure the personal effects of the deceased and deliver them to Fire Administration.
8. Establish a record of all actions, contacts, requests and other pertinent data. This information will be furnished to the Survivor Action Officer when assigned.

C. Notification of Next of Kin

Prompt and judicious notification of the next of kin is the utmost importance in the case of a line of duty death. Notification shall be made by an official representative of the Fire District, through personal contact, if possible. The official notification serves to assure the next of kin of the validity of the information and to provide a knowledgeable source of information concerning the death. The Fire Chief is responsible for notification of next of kin. In incidents involving multiple deaths or serious injuries, more than one notification officer should be assigned.

D. Notification Officer

The Notification Officer is responsible for making the initial contact with the next of kin. This shall be done in person whenever possible. This official notification must be made before any details of a death are released to the news media. The Notification Officer should be prepared to assist the next of kin with the immediate emotional trauma associated with notification. The Fire Chaplain or a clergy member may be of valuable assistance at this time. The Notification Officer should be prepared to stay with the next of kin until a family member or friend arrives, or as long as requested.

The Notification Officer shall:

1. Wear dress uniform with tie (if time permits).
2. Assign a Fire District member to accompany him/her, also in dress uniform with tie.
3. Familiarize themselves with the circumstances of the death and the personal data concerning the deceased before making notification.
4. Once the notification has been made, the Notification Officer will advise SVFD Dispatch and the Public Information Officer. An official announcement may then be made and details may be released to the news media.
5. Notification shall also be made to the following agencies:

   - Arizona Industrial Commission 1-520-628-5478
   - OSHA (within 8 hours)
   - State Fire Marshall's Office 1-602-364-1003
   - NIOSH 1-800-356-4674
   - State Workers Compensation Board 1-888-744-6513
   - National Fire Academy / U.S.F.A. 1-800-561-3356
   - Arizona Fire District Association 1-888-511-2332
   - Arizona Local Assistance State Team (AZ LAST) can be contacted through the Arizona Fire Chief's Association. AZ LAST will provide assistance to agency's suffering a line of duty death.

C. Survivor Action Officer

The Fire Chief will appoint a Survivor Action Officer to act as representative in providing liaison with the next of kin. To provide a sense of continuity and familiarity for the surviving family, it may be advantageous, in some cases, for the Notification Officer to assume the duties of the Survivor Action Officer. The Survivor Action Officer is a special staff assignment. As a direct representative of the Fire Chief, the Survivor Action Officer will receive the full cooperation of the entire Fire District. Functionally, the

Survivor Action Officer will report directly to the Fire Chief. The Survivor Action Officer is responsible for the management of several important activities. The principal concern is the ongoing welfare of the next of kin. The Survivor Action Officer will render whatever assistance is necessary to settle the personal affairs of the deceased member and assist the next of kin and immediate family through the crisis. In incidents involving multiple deaths, more than one Survivor Action Officer should be assigned.

D. Survivor Action Committee

The Survivor Action Officer also coordinates the activities of the Survivor Action Committee. The Survivor Action Committee will consist of a number of personnel assigned to handle specific aspects of the funeral arrangements and to assist the surviving family. These assignments will be made by the Fire Chief and include:

1. Family Liaison Officer

- On call to the surviving family 24 hours per day as a logistical contact.
- Provides transportation for family and maintains constant communication with the Survivor Action Officer.
- Makes notification to and assists with activities of pallbearers, honorary pallbearers and ushers.

2. Fire Chaplain - provides coordination and interaction with:

- The Funeral Home Director
- The Minister and church to arrange the funeral service
- The agency responsible for the cemetery.

3. Procession Officer- arranges and directs the funeral procession.

Other assignments will be made as necessary by the Fire Chief at the request of the Survivor Action Officer. It is important for the Survivor Action Committee to convene, as soon as is practical, after the line of duty death to begin making the necessary arrangements. This becomes especially important when the line of duty death occurs on or immediately prior to a weekend or holiday. In all cases, the level of fire district participation with the funeral arrangements will be at the discretion of the surviving family. In incidents involving multiple deaths, planning funeral arrangements between the surviving families will require the assignment of more than one officer.

Survivor Action Officer may contact the Mesa Fire Department and request the use of the Mesa Fire Department Honor Guard at the discretion of the surviving family members. The local honor guard may also be utilized as needed.

E. Pallbearers

The pallbearers for a line of duty death will be eight members of the fire district. The family may request certain individuals to act as pallbearers. In the absence of such a request, the Survivor Action Officer will appoint a friend of the deceased to form the party of pallbearers. The Chaplain will coordinate the pallbearers' activities with the Funeral Director.

F. Ushers

The ushers to be used for church services and visitation will be fire district members or ushers selected by the family. In the absence of family requests for specific individuals to act as ushers, the Survivor Action Officer will appoint a friend of the deceased to form the party of ushers. The Chaplain will coordinate the ushers' activities with the Funeral Director when permission is granted by the family.

G. Period of Mourning

Following notification of the next of kin, a radio/pager announcement will be made informing all members of the line of duty death. Example: "The Fire Chief regrets to announce the death of (rank), (name) who died in the line of duty." A brief description of the circumstances will follow. Immediately after the announcement, all flags on Fire Stations and other District facilities will be lowered to half-mast and all badges will be shrouded. Flags will remain at half-mast until the day following the funeral, and badge shrouds will be worn for 30 days after the funeral.

H. Funeral Procession/Procession Uniform

Members attending the funeral in uniform shall wear dress uniform to include tie and badge shroud. Members assigned to apparatus stationed along the procession route shall also be in dress uniform to include tie and badge shroud. They will make a position near the apparatus and maintain an orderly, visible and respectful formation until the entire procession has passed their position.

I. Emergency Notification Information

The Emergency Notification Card is a confidential record, completed by members of the Fire District, indicating next of kin and emergency notification information. This information will be used only in case of an emergency involving a member of the District and will remain confidential for all other purposes. Updates to the information may also be made at any time by sending a revised card to the Fire administration.

J. Reference

National Volunteer Council, Funeral Procedures for Firefighter Manual

A. Purpose

Fire prevention includes a wide range of activities focused on the prevention of fires and other emergencies before they occur. Fire prevention responsibilities are also aimed at ensuring that the best possible conditions are in place if a fire does occur. Fire prevention is accomplished through three major avenues (the three Es of fire prevention):

1. Education- Public education focused on controlling negative human behaviors to the extent possible.
2. Engineering- Ensuring the built environment is designed and maintained to a minimum standard as outlined in the adopted building code family and other nationally recognized standards.
3. Enforcement- Enforcing the requirements of the adopted fire code, Arizona Revised Statutes and other regulations pertaining to public safety. Investigating fires to identify the cause and origin and assist law enforcement.

B. Authority

The Fry Fire District Fire Prevention Office coordinates and manages prevention activities. The Fire Marshal staffs the office and utilizes suppression personnel as needed to carry out the various responsibilities associated with fire prevention. Code enforcement authority is derived by board adoption of a nationally recognized fire code and other statutory requirements found in the Arizona Revised Statutes Title 49, 501. The Fire Marshal serves at the discretion of the Fire Chief.

C. Fire Prevention Activities

1. Fire Inspections and Code Enforcement
2. Fire Investigations
3. Public Education
4. Juvenile Fire Setter Program
5. Pre-planning
6. Water supply
7. Permits and Plan Review Services

A. Authority

The following guidelines provide procedures for responding to complaints concerning alleged violations of the International Fire Code (IFC) as adopted by the Fry Fire District, for conducting fire safety inspections and for enforcement of citations for violation of code provisions. These guidelines are authorized by Section 104.1 of the IFC, as adopted.

Sections

A. Code Complaints
B. Safety Inspections
C. Enforcement – Pre-citation
D. Enforcement – Citation procedures
E. Schedule of Fines

B. Code Complaints

Scope. The procedures in this Section shall apply to all code complaints received from members of the public, other than those related to obstructions of fire lanes or appliances caused by motor vehicles, for which procedures contained in Section E, below, should be applied.

Purpose. To provide a uniform procedure for timely abatement of code complaints made by the public.

Procedure

1. Upon receipt of a code violation complaint, the person taking the call shall document all pertinent information to include a call back number unless the complainant requests to remain anonymous. The information shall be forwarded to the fire prevention office for further investigation of the complaint.

2. The inspector assigned the complaint shall initiate an investigation into the complaint within five (5) working days of the date of assignment. This should include a site visit to verify the nature and severity of the problem. If deemed to pose an immediate hazard to life or property, procedures provided at Section E, below, should be followed. Otherwise the following procedures should be followed:

3. If the complaint is verified, appropriate action should be taken to close the matter. If the complaint is not justified, document that it was unfounded and forward the form to the fire prevention office. If the complaint is justified, document your

findings and the action you have taken to mitigate the hazards on the form (use additional pages if necessary).

4. Set appropriate compliance time frames in writing. Two weeks should suffice in most instances. You should not allow more than thirty (30) days unless there are unusual or extenuating circumstances.

5. **If compliance is not achieved after the first re-inspection, a second re-inspection may be scheduled, at the owner's expense, provided the owner/representative is showing progress toward compliance and consents to the re-inspection. A reinspection fee based on the approved fee schedule is to be paid in advance, in lieu of citation.**

6. If the violations are not corrected and it is apparent that the owner/representative is making no effort to correct them, advise the owner/representative that you will be issuing a pre-citation letter allowing five (5) additional calendar days to comply.

7. Further advise the owner/representative that a citation will be issued if compliance is not achieved at that time.

C. Safety Inspections

Scope. The procedures in this Section shall apply to all fire safety inspections other than those triggered by a code violation complaint, which shall be governed by procedures provided in Section I, above.

Purpose. To provide a uniform system for conducting and documenting fire safety inspections.

Reference materials: IFSTA Fire Inspection and Code Enforcement, 2006 International Fire Code, as adopted, 2006 International Building Code; business files, Life Safety code, NFPA 72, NFPA 13 and any other applicable codes as referenced in the Fire Code, as adopted.

1. Procedure.

General Procedures and Requirements

a. Once inspection assignments have been received, the assigned inspector should contact the business owner or representative and make an appointment at their convenience.

b. The inspector should arrive at the business on time or contact the business owner or representative and advise of delay.

c. Upon arrival on premises, observe that the address is visible from the street or driveway serving the property.

d. Check the exterior of the property for possible fire hazards.

2. Presentation Upon Entering the Building/Structure

a. Contact the business owner/representative and identify yourself.

b. Reiterate the reason for the inspection.

c. Record the necessary business information on your inspection report (business name, address, name of owner/representative, telephone number) before starting the inspection.

3. Conducting the Inspection

a. Begin your inspection. The property owner/representative should accompany you to answer any questions on your inspection report.

b. Document all violations on your inspection report

c. If you encounter minor violations that can be corrected during the inspection, have them corrected while you are there and document the actions taken on the inspection form.

d. If you discover a violation that cannot be resolved immediately, document it in clear text on your inspection report. For example: West exit door needs sign stating “THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED”

e. If you encounter a problem that is beyond your expertise, make a separate note on the inspection report and advise the property owner/representative that you will research the item further. Advise the owner/representative of your findings as part of your follow up on the inspection.

f. If you encounter a hazard that poses a danger to person or property, immediate compliance is required. If the owner/representative fails to provide immediate compliance, immediate enforcement is required and appeal rights granted under Section A.102 do not apply. The only relief available to the owner/representative is judicial injunctive relief.

g. Upon completion of your inspection, review your findings with the owner/representative. Establish a date for re-inspection and note it on the inspection form

h. Give "reasonable" time for compliance. Two weeks may be adequate for housekeeping items. More time may be needed to, for example, install a fire protection system in a paint booth.

i. If more than 90 days are needed to correct a problem, direct the owner/representative to submit a letter to the fire code official requesting approval of additional time.

j. Once you have completed your discussion, have the owner/representative sign the inspection report acknowledging that he/she has received a copy.

k. If the owner/representative refuses to sign the report, enter "Refused" on the signature line and add your initials after the entry. Leave a copy of the inspection with the owner/representative unless further research is needed on any of the violations.

l. Complete research as necessary on any violations noted and notify the owner/representative of your findings and any required action.

m. If no violations are noted during the inspection make a note on the inspection report stating "NO HAZARDS NOTED AT THIS TIME." Enter the inspection report into the database. Process the report through the fire prevention office for filing.

4. Re-inspections

a. Re-inspections are made to ensure violations noted on the initial inspection are corrected within the time frame prescribed on the inspection report.

b. Be sure to confirm the time and date of the re-inspection with the owner/representative and return on that specified date.

c. The inspection remains "open" until all violations have been corrected. We are responsible for ensuring compliance is achieved or enforcement action is taken.

d. Progress toward compliance should be noted.

e. This can be done on the inspection report by inserting notes on the original inspection report depicting compliance, additional re-inspection, phone calls or any other activity conducted in association with achieving compliance.

f. Another way to document progress would be to utilize a progress sheet that reflects all return visits, meetings, correspondence, phone calls, etc. This sheet should depict a chronology of compliance activity.

g. If compliance is not achieved after the first re-inspection, a second re-inspection will be scheduled. If compliance is not achieved after the second re-inspection, a third re-inspection may be scheduled if the owner is showing an effort to reach compliance.

h. If the violations are not corrected and it is apparent that the owner/representative is making no effort to correct them, advise the owner/representative that you will be issuing a pre-citation letter allowing ten (10) additional calendar days to comply.

i. Further advise the owner/representative that a citation will be issued if compliance is not achieved at that time.

D. Enforcement – Pre-citation

Scope. This Section applies to all matters subject to citation except those involving vehicular violations or violations deemed to pose an immediate hazard to life or property.

Purpose. It is the intent of the Fire District to achieve compliance with the Fire Code, as adopted, by traditional means of inspection, notification, granting of reasonable time to comply and re-inspection. If compliance is not achieved as a result of this process, then enforcement action must be initiated.

1. Enforcement starts with the issuance of a pre-citation letter warning the owner/representative of the possibility of citation if compliance is not achieved as directed by inspection personnel. Ten additional calendar days from the date of receipt of the pre-citation letter will be granted to correct the violations. All documentation concerning the violations to include pictures (if possible) should be forward to the fire prevention office. The Fire Code Official will handle all pre-citation warning letters.

2. Pre-citation letters shall be sent by registered mail, return receipt requested or delivered by hand and a signed receipt obtained indicating the date the letter was received and by whom.

3. If a violation is discovered that presents an immediate hazard to life or property and is not corrected immediately, as directed, a citation may be issued without a pre-citation letter, and a court order secured to close the structure and prevent further entry. See Section E, below. The fire code official may clear the structure for occupancy once the hazard has been abated.

E. Enforcement -- Citation Procedures

Scope. This Section provides procedures for issuance of (1) standard citations, (2) citations for violations that pose an immediate hazard to life or property, (3) criminal referrals, and (4) citations for vehicular violations (blocking fire lanes, hydrants).

Purpose. To clarify procedures and reduce risk of confusion concerning what actions are to be taken, what notices are to be given, and what agencies are to be contacted when issuing citations or making criminal referrals.

General Procedures

1. It is the intent of the Fire District to achieve compliance with the Fire Code utilizing the aforementioned procedures for inspection and re-inspection.

2. Citations are issued for the purpose of enforcing the fire lane access and fire hydrant obstruction provisions of the Fire Code, and as a course of

action when a condition is deemed to pose an immediate hazard to life or property, or when there is a history of noncompliance with respect to a particular occupancy.

3. Only the Fire Chief, Fire Code Official or his/her designated Fire Inspector may issue the citation.

4. Citations shall be issued in sequence by citation number as assigned by the fire prevention office.

5. Fill out each citation completely and correctly. Provide all pertinent information as required, including amount of fine to be imposed, applying the appropriate fine from the Schedule of Fines attached hereto, unless the matter is being referred for criminal prosecution, in which case, see Section E, subsection 3, below.

6. All violations should be indicated on the citation, with reference to the appropriate code section or regulation. A brief description of the violation shall also be provided.

Specific Procedures, Types of Citations

1. **Standard citation**. If the citation is for a civil infraction that does not pose a hazard to life or property and does not involve a vehicular offense, then a notice of right to file an administrative appeal, together with a copy of Section A.102 of the Fire Code, as adopted, shall be provided with the citation.

2. **Immediate hazard to life or property**. If the citation is for a violation that is deemed to pose an immediate hazard to life or property, and immediate correction of the violation is not made, pursuant to and consistent with instruction from the fire official, then a citation should be issued forthwith, and the owner/representative should be advised that, in addition to the fine imposed for the violation, a court order will be sought and secured to close the structure and prevent further entry. Then contact the County Attorney to seek assistance in obtaining that court order.

3. **Criminal offense**. If the citation is for a violation of the Fire Code that constitutes a criminal offense fill out the citation, but in lieu of entering the amount of the civil fine to be imposed, indicate “Referred to Cochise County Sheriff for possible criminal prosecution for violation of A.R.S. ____” (include appropriate criminal code citation after consultation with law enforcement authorities), then contact the

Sheriff's Office and request that a criminal complaint be filed. Thereafter the matter shall not be subject to administrative appeal or further civil action unless and until prosecution is declined, in which case a new citation may be issued for the same infraction and a fine imposed and procedures stated in this section may be applied.

4. **Vehicular offenses**. If the citation is for a vehicular offense for blocking a fire lane or access to a fire hydrant:

1. Before issuing a citation for a vehicle parked in a fire lane or obstructing a fire department connection, fire hydrant or other appliance required to be accessible, a reasonable attempt should be made to locate the owner of said vehicle. If the owner of the vehicle cannot be located, a citation shall be issued and a copy placed on the windshield. The law enforcement copy shall be taken to the Department of Motor Vehicles for owner information.

2. The law enforcement copy must be accompanied by an Arizona Department of Transportation, Motor Vehicle Division, Motor Vehicle Records Inquiry Form. For out of state plates, go to the Cochise County Sheriff's Office for information.

3. Take the citation and form to the MVD on Charleston Road in Sierra Vista. The forms will be processed at that time or you will be asked to leave it there for pick up at their designated time.

4. Upon receipt of the MVD owner information, fill in the citation form and mail or drop off at the Justice Court for Cochise County, Precinct V, along with the inventory sheet.

5. Place the original and all information obtained from MVD in the citation log book.

6. If a mistake is made while a citation is being written, it shall be voided and the office copy filed in the citation book.

F. Schedule of Fines

Vehicular offenses $100
Hazard to life or property $750
Hazmat offenses $500
Unless otherwise noted, $250

A. Purpose

The determination of fire origin and cause is necessary for all fire incidents. It is the goal of Fry Fire District to have trained fire investigators assigned to each shift. Minimum recommended certification and staffing levels, include at least one Certified Fire Investigation Technician per shift and at least one Certified Fire Investigator for the district, with additional investigators where available. These certification levels are consistent with the International Association of Arson Investigators certification process, the recognized industry standard.

The purpose of this guideline is to assist Fry Fire District personnel assigned to conduct a fire scene examination in order to determine a fire's origin and cause, to develop reports based on such an examination, and to support criminal or civil claims resulting from fires occurring in the Fry Fire District.

B. Scope

This policy applies to all fire incidents.

C. Policy

The Officer in Charge is responsible for determining whether an informal or formal fire investigation is needed. This determination is dependent on the information gathered at the scene and / or circumstances of the fire. Fire investigations should be conducted as soon as reasonably possible, and if possible, prior to overhaul.

Every effort will be made to conduct investigations in compliance with NFPA 921 and NFPA 1033. Fire Investigators will adhere to all appropriate safety procedures and wear appropriate personal protective equipment and respiratory protection.

D. Fire Origin and Cause Investigation

An informal fire origin and cause investigation will be conducted with pertinent information added to the fire report under the following circumstances:

1. Minor fires where the cause is determined to be accidental
2. Scalding burns, electrical accidents, and minor accidental burn injuries
3. Car fires originating within the engine compartment during vehicle operation, abandoned autos, or vehicle arsons with no clear suspects.
4. Minor grass, fence, or trash fires with no witnesses or suspects
5. Traffic accident fatalities involving fire subsequent to collision (investigated by the appropriate law enforcement agency).

6. When responding to assist with a fire in another jurisdiction, unless specifically requested for fire investigation support.
7. Minor fires caused by juveniles playing with fire, matches, etc. These fires should be referred to the Fire Marshal for inclusion in the Juvenile Fire Setter Program.

A formal fire origin and cause investigation will be conducted and a supplemental report drafted under the following circumstances:

1. Fire deaths or serious fire injuries
2. Explosions and bombings
3. Attempted arsons
4. Car, field, or dumpster fires that have an identified lead or suspect in custody
5. Significant loss fires in which an origin and cause cannot be readily determined through initial scene examination and witness reports.

E. Fire Scene Coordination

Protection of the fire scene and preservation of physical evidence is a primary concern once life safety and fire control are achieved. An attempt to identify the victims and witnesses at the fire scene will be made as soon as possible.

Companies will delay non-essential overhaul and secure the fire scene to assist the Fire Investigator. Salvage and all unnecessary interim activities which may alter, contaminate the fire scene, or interfere with a subsequent origin and cause investigation must be discontinued until authorized to continue by the Fire Investigator.

Command will assign personnel to protect and maintain custody of the fire scene until the arrival of a Fire Investigator, especially when there is no Fire Investigator on duty and a delayed response is expected. If guarding the scene, allow no unauthorized person to enter. The fire department has the authority to close the scene, even to the owner.

After achieving fire control, Command may release companies not required for the completion of the investigation and / or overhaul. Upon arrival at the fire scene, the Fire Investigator will report to Command to obtain an initial briefing. Command will make every effort to provide personnel and equipment necessary to support the investigation.

F. Evidence Preservation:

Every fire scene contains evidence. Firefighting operations present the greatest potential for damage to evidence, which may be used by the Fire Investigator and law enforcement in subsequent court cases and prosecution. It is imperative to preserve evidence as found, in place and not to move fire debris unnecessarily.

Special care exercised during extinguishment will avoid the destruction of evidence through the misuse of fire streams. If arson is suspected, use electric fans instead of gas fans, or ventilate naturally. If gas fans must be used, refuel the unit away from the fire scene and clean off any spilled fuel before returning the fan to ventilation operations. Salvage operations should be minimal until the initial fire investigation is complete, and should be confined to diminishing loss.

During fire suppression activities, suspected arsonists may be encountered. Do not make accusations or attempt to question these individuals on anything other than the basic events leading up to the fire (where they were, how it was discovered, what steps they took, etc.). The best guideline would be to limit questioning to information that you would need to complete your basic fire report.

The fire scene must be secured. Evidence cannot be used in court unless the Fire Investigator can establish a chain of custody by proving who found the evidence, where it was found, and that the evidence was not tampered with while in official custody. If evidence is readily identifiable, take steps to protect it in place. If it is essential that evidence be moved, or if necessary fire fighting operations may damage evidence, the evidence should be photographed and covered or if possible, carefully moved to a secure location.

The Fire Investigator will search the scene carefully and thoroughly, photograph and diagram if necessary, and collect and preserve evidence. If evidence needs to be collected, fire investigators will identify, photograph, and collect it in a suitable manner. Any evidence collected will be turned over to the local law enforcement agency having jurisdiction for safekeeping and processing if required.

In the event that a fire is believed to have been caused by a mechanical or electrical failure, or misuse of an appliance, which may result in civil litigation, the appliance or assembly should be identified and released to the occupant. An evidence release form should be completed and signed by the property owner when the property is turned back over to them.

G. Joint Operations:

Fry Fire District will make every attempt to provide a Fire Investigator, when available, to assist with the origin and cause investigation of fires occurring within Cochise County. This is supported under the Fry Fire District / Cochise County Sheriff's Office Intergovernmental Agreement. An out of district response should be supported by Cochise County Sheriff's Deputies or the law enforcement agency having jurisdiction as well an engine company from the local fire department.

When arson is suspected the Fire Investigator will notify the law enforcement agency having jurisdiction in order to initiate a joint investigation. It should be the role of the Fire Investigator to provide technical support for the criminal investigation by developing an opinion on the origin and cause of the fire, identifying critical evidence, providing law enforcement with information and feedback regarding any witness / suspect interviews, and ruling out other possible fire causes.

Fire investigation reports will be completed and forwarded to the appropriate law enforcement agency at the soonest possible opportunity.

H. Reckless/ Opening Burning Violations

Fire reports will be completed by the Company Officer responding to the incident. In the event of damage to property belonging to someone other than the person responsible for the fire, the law enforcement agency having jurisdiction will be notified and provided a copy of the fire report in order to pursue possible charges.

Open burning violations will be documented accordingly. If the violation is serious, the individual’s burn permit may be revoked for the remainder of the calendar year. The law enforcement agency having jurisdiction may also be notified and provided a copy of the fire report in order to pursue possible criminal charges.

A. Purpose

Public education is the single most important function the fire service provides outside of emergency response. The primary goal of the fire districts' public education program is the reduction of injuries and death resulting from fire and other safety hazards. The secondary goal is the reduction of property loss as a result of uncontrolled fire damages. The reduction of fires through public education will not only reduce civilian injuries and death, but will also reduce firefighter injury and death.

B. Authority

As public servants, firefighters have a responsibility to utilize their knowledge and skills in educating the public on the proper ways to prevent fire and reduce the hazards associated with day to day life. Fry Fire District places a great emphasis on the importance of public education and empowers all its employees to utilize every possible avenue and opportunity to provide this service to our community. Public education is coordinated through the fire prevention office.

C. Materials and Equipment

The fire district provides the following equipment and materials in support of the public education mission. The public education budget is affected by the same constraints as other budget areas.

1. Engine Pub Ed Kits- These kits are to be used during any spontaneous educational opportunity such as station visits, public contacts and calls when appropriate.
2. Age Specific School Kits- These pre-packaged take home school kits are to be used during events involving school aged children and station tours.
3. Brochures and Pamphlets- Primarily used in adult education opportunities.
4. Smoke House- The smoke is an excellent tool in the education of home fire safety. The smoke should be utilized in an orderly manner, usually by taking small groups in one at a time for a short discussion on home fire safety, followed by practical instruction on fire escape.

D. High Risk Populations

National fire statistics have identified the following populations as high risk for fire related deaths and injuries. The fire district will focus its efforts on these special populations when presented with the opportunity to do so.

1. Children under the age of 5
2. Adults over 65
3. People with disabilities

E. Public Education Curriculum

The fire district uses the National Fire Academy's suggested age based curriculum as the foundation for public education. The following safety messages should be emphasized when district employees are performing educational activities.

Children 7 and younger:
1. What is 911, when do you call 911, and what information should you give the emergency dispatcher?
2. Dangerous items such as lighters and matches should never be played with. If these items are found, children should tell an adult.
3. Stop drop and roll if your clothes catch on fire.
4. What is a smoke detector and what do you do if it goes off?

Children ages 8 through 10:
1. What information is needed when you call 911?
2. Lighters and matches should never be played with. What is the difference between a "tool" and a "toy?"
3. Know two ways out of your home and practice fire escape drills.
4. When fire strikes, get out and stay out!

Children ages 11 and up:
1. Know two ways out of your home and practice fire escape drills.
2. Never leave cooking food unattended.
3. When fire strikes, get out and stay out!
4. Never play with fire.

Older Adults:
1. Fall Prevention- Install handicap grab bars near the bathtub, shower and toilet. Use non-slip textured mats or stick pads in these same areas and on stairways.
2. Vial of Life- A program that assists people with keeping pertinent medical information that assist responders in the event of an emergency.
3. A residential "Knox Box" can be purchased to ensure emergency responders can enter your home in the event you are unable to get to the door. Contact the fire district for more information
4. Visual strobe smoke alarms should be installed if you or a loved one is hearing impaired.

5. Large dial phones can help people who are visually impaired dial 911 in an emergency.
6. A Medic Alert system is a good safety tool for people who are prone to falls and/or are living alone.

A. Purpose

The Fry Fire District has taken a proactive stance to reduce the problem of juvenile fire setting.

B. Entry into the Program

If a youth fire setter is identified at the fire scene, the Company Officer should forward the incident along with contact information to the Fire Marshal.

When dealing with incidents involving youth fire setters, Company Officers should call an investigator any time there is evidence of arson, injuries as a result of the fire have occurred, extensive fire damage has occurred or further investigation to identify the youth fire setter is needed.

If the Company Officer determines the fire was accidental due to curiosity, experimentation or negligence and was not maliciously set, a formal fire investigation is not necessary and the youth is typically not referred to law enforcement. The Company Officer will make a referral to the Juvenile Firesetter Intervention Program and the family will participate on a voluntary basis.

C. Counseling

If the family is experiencing a severe problem with fire setting, the Fire Marshal will refer them to a mental health professional.

A. Purpose

Emergency pre-planning is essential to ensure the fire district responds and mitigates incidents in a professional and safe manner.

B. Scope

Pre-planning is the responsibility of all suppression personnel. Every emergency responder should be familiar with the buildings, roads and special hazards present within his/her jurisdiction. Commercial building pre-plans will be reviewed annually for accuracy. Pre-planning activities are coordinated through the fire prevention office.

C. New and Existing Buildings

The Fire Prevention Office will create a pre-plan of all new construction commercial buildings during the final inspection phase. Pre-plan updates of existing commercial buildings will be performed by suppression personnel.

A. Purpose

To ensure water supply systems are installed and maintained in accordance with applicable codes and standards.

B. Hydrant Inspections

Annual flow testing and semiannual inspections

1. Hydrant flow testing is done during the month of May.
2. Hydrant inspections will be done on a semiannual basis.
3. New hydrants will be inspected and flow tested before being placed in service.

C. Annual Flow Testing

During annual flow testing the hydrant will be flow tested using the district's approved testing equipment. Safety vest will be worn and traffic cone will be placed while testing is in progress. Gloves will be worn while handling the test equipment. Hydrants should be flushed prior to using the tester. The hydrant should be flushed for a minimum of 60 seconds.

D. Semi-annual inspections

Inspection will be conducted using the inspection sheet developed from the UFC standards on hydrant inspections. The same safety standards will be used for hydrant inspections as used for flow testing

E. New hydrant Acceptance Testing

All new hydrants will have an initial flow test and inspection prior to being placed in service for use. The test will be conducted by either the fire marshal or a person appointed by the fire marshal. The fire marshal will also review plans and inspect underground fire flow lines prior to covering to ensure conformance with applicable codes and standards.

The Fire Prevention Office requires that the body of new hydrants be painted chrome yellow and that the steamer cap be painted in accordance with the NFPA's color coded fire flow chart. The initial installation of blue reflective markers is the responsibility of the contractor; the fire district will re-install missing and damaged reflectors during subsequent hydrant inspections.

A. Authority:

The fire district reviews various construction and operational permits to ensure compliance with the districts' adopted fire code and other recognized standards. The fire prevention office works in conjunction with the Cochise County Planning and Zoning Department during the review, inspection and acceptance phases of all commercial construction and operational permits within the jurisdiction of the fire district.

B. Plan Review

During the permit application review phase, building and system plans are submitted to the fire district as needed. The fire district will review plans to confirm conformance with the fire code and other recognized standards. The Fire Marshal may utilize an outside consultant during plan review as needed. Upon receipt of complete permit applications and plans, the fire prevention office will complete its review within 60 days and will collect the plan review fee in accordance with the fire districts' approved fee schedule. Examples of plans, shop drawings and specifications reviewed by the fire prevention office include but are not limited to:

1. Civil and site plans for fire apparatus access.
2. Underground private and public fire service mains.
3. Private and public fire hydrants.
4. Fire access roads (subdivision).
5. Private water tank systems.
6. Emergency and stand-by power systems.
7. Architectural plans for conformance of allowable height/size, occupant load and egress requirements.
8. Fire resistance rated construction requirements.
9. Fire protection systems such as:
    a. Automatic sprinkler systems
    b. Kitchen hood suspension systems
    c. Standpipe and hose cabinets
    d. Flammable finish spray rooms and booths
10. Fire detection systems.
11. Fire pumps.
12. Above and underground fuel and LPG tanks.

C. Construction Inspections

The fire prevention office will perform various building construction progress inspections to ensure conformance with the approved plans, shop drawings and specifications. The fire prevention office will perform construction inspections within 48 hours of receiving a request when possible. Construction inspections include but are not limited to:

1. Underground fire line installation.
    a. Depth
    b. Backfill requirements
    c. Restraining methods
2. Under and above ground piping hydrostatic pressure tests.
3. Under and above ground flushing.
4. Fire alarm wiring and device installation prior to covering.
5. Fire sprinkler pipe and bracing prior to covering.
6. Fire resistance requirements prior to covering.
7. Final sprinkler system acceptance test.
8. Final fire alarm system acceptance test.
9. Final Fire pump acceptance test.
10. Final kitchen hood suppression system test.
11. Fire hydrant flow test.
12. Water tank installation inspections.
13. Hazardous materials process, use and storage requirements.
14. Final building inspections- emergency and stand by power, egress, occupant load, knox box installation, gate knox override operation, address display, fire extinguisher installation, etc.

A. Authority

The fire district issues burning permits in accordance with the Arizona Department of Environmental Quality's regulations found in ARS Chapter 49. In addition, the Fire District utilizes the International Fire Code's requirements concerning open burning. Suspending open burning during times of wild fire danger is at the discretion of the Fire Chief.

B. Daily Burning Permission/Restrictions

Station 142 personnel should access the daily fire weather report located at http://www.wrh.noaa.gov/twc/products/FWFAZZ148.php to assess weather conditions for the day. Wind speeds greater than 10 mph will indicate a "no burning day." Fire district personnel need to ensure they assess this information prior to 0900. The daily burning approval status must be updated onto the district's website by 0900.

C. Reports of illegal burning

Individuals who report incidents of illegal burning (in progress) directly to a fire station should be instructed to call dispatch.

On occasion personnel will receive calls from citizens wishing to report an on going situation involving alleged burning violations. District employees should gather the following information:

1. Person reporting (PR)
2. PR's address
3. PR's phone number
4. Location and/or physical address of violation

Employees should also use this opportunity to educate the citizen on the burning regulations that are in place and emphasize what the parameters are for burning within the guidelines. The complaint of burning may be part of a larger neighbor dispute or may originate from an unreasonable fear of fire. In either case, personnel will professionally handle all inquiries from concerned citizens. Personnel must also use caution when communicating with either party to ensure the district is not misunderstood as taking sides in neighbor disputes. The District is only concerned with the facts associated with the alleged burning violation. All complaints of on going burning violations should be forwarded to the Fire Marshal for further investigation.

D. Investigation of alleged burning violations

The District Fire Marshal will investigate complaints of burning violations by first attempting to make contact with the person(s) in which the complaint is against. The person(s) will be informed of the burning regulations and a written letter will follow after the initial contact to serve as documentation.

E. Responding to calls of illegal burning in progress

When responding to these types of calls scene safety is a priority and any incidents of threats, assault, or attempts to bar fire personnel from performing their duties shall be handed over to CCSO and fire personnel will back away. Fire personnel will investigate the burning and categorize the fire as one of three types.

1. **Burning within regulation:** Homeowner(s) that have a current permit and have notified, and received approval from the district prior to ignition. The burning is being conducted within all parameters of the permit. The incident should be thoroughly documented and a follow up with the PR attempted.

2. **Burning outside of regulation:** The fire is not recreational in nature and/or the person performing the burning does not have a permit. Burning is not being performed within the guidelines of the permit. The fire is recreational in nature but is not within guidelines such as a bon fire or a fire that is causing a nuisance to neighboring properties. These incidents should be thoroughly documented and a follow up with the PR attempted.

3. **Recreational fires:** Fires for the purpose of warmth, cooking or pleasure are considered recreational fires. These fires do not require a permit, however, they should be smaller then 3’ x 3’ x 2’ and conducted in a safe manner. During times of high wind and/or if the fire is causing a nuisance, these fires fall within district authority and may be extinguished.

F. Enforcement

It is the general policy of the fire district not to pursue charges against citizens caught burning in violation on the first offense. The majority of first offenses are honest mistakes that are easily cleared up through educating the individual. However, in the case of a brush fire that has damaged a neighboring property such as structures, wildland, vehicles, etc., the victim of the damaged property may pursue a reckless burning charge, ARS 13-1702.A, class 1 misdemeanor. In this situation, district personnel should thoroughly document the scene to include photographs and turn the incident over to CCSO.

In instances where individuals are continuing to burn despite knowledge of the regulations, the fire district may request law enforcement to cite for unlawful open burning, ARS 49-501.A. First offense (brought to the attention of a law enforcement agency) is a civil infraction. A subsequent offense is a class 1 misdemeanor. Personnel should request law enforcement assistance on burning violations when it is a known repeat offender. These incidents shall be thoroughly documented to include photographs when possible. The District may also request law enforcement assistance after the fact if it becomes apparent that repeat violations have occurred. These requests will be handled by the Fire Marshal.

The District will make every effort to handle burning violations at the lowest level first. As stated earlier, education will be the first step followed with a written letter. The Fire Chief, Fire Marshal, Battalion Chiefs and Captains may also stop the permit and deny burning privileges for a set period of time. In all instances, good documentation is needed.

A. Purpose

To guide fire district personnel in the proper utilization of the Knox Box Program.

B. Authority

The Fire Marshal is the designated Knox Company point of contact and will also serve as the Knox Box Program Coordinator. The Fire Marshal or other fire prevention officer will mandate the installation of Knox Boxes and/or gate overrides when deemed appropriate. This requirement will be issued during the permitting phase of either a newly constructed building or a change of use within an existing building.

C. Structural and Gate Entry

Companies operating in the investigation mode should identify whether or not a Knox Box is located on the property. Personnel shall utilize the Knox Box when available to gain entry into the building for the purpose of investigating a fire or sprinkler alarm activation. Personnel should maintain situational awareness when investigating fire alarms due to the possibility of criminal activity. Crews should not enter or investigate security alarms. Entry through gates shall be made by the Knox override when installed, or other non-destructive means when available.

D. Knox Key Security

Knox keys must remain with the designated apparatus and stored in the lock box at all times when not in use. The Fire Marshal will perform a quarterly inventory of all keys and keep appropriate documentation. If a key is believed to be found missing, the company officer must contact the Fire Chief and Fire Marshal immediately. An investigation will be performed and all facility keys shall be removed as soon as possible.

E. Knox Key Automatic Aid Exchange

The Fire Chief can authorize the exchange of keys with another agency as needed. The Fire Marshal will retain documentation of the exchange agreement which will include the following.

1. A signed memorandum of understanding stating that the keys will be appropriately secured and inventoried by the receiving agency.

2. A list of key placements and key serial numbers.

A. Structural Fires

3 Engines or 2 Engines and a Ladder Truck (automatic aid), 1 Medic Unit. A structural fire assignment shall be a 3 station initial response. Apparatus shall respond from the 3 closest stations to the incident and a Medic Unit shall respond from the farthest of the 3 stations. Add Brush or Tender units as required for areas with no hydrants. Request additional resources as necessary.

B. Brush Fires

1 Brush Truck and 1 Engine. During wildland fire season add additional fire apparatus as deemed necessary to the initial response (Single Station).

C. Still Alarms

1 Engine or 1 Brush Truck
Still alarm assignments are emergency in nature including, but not limited to the following: Appliance or equipment fires (not involving a structure), fence fires, trash fires, check smoke in the area reports, tree or shrub fires, residential natural gas leaks, check odor and reports of illegal burning.

D. EMS

1 Medic Unit and 1 Rescue/Engine for stations staffed with 4 or more personnel on calls within the fire district. Out-of-District EMS calls respond an Ambulance only unless otherwise requested.

E. MVA

1 Medic Unit and 1 Rescue/Engine

F. Hazardous Materials

In district Haz-Mat Incidents- Initial response is 1 Engine and 1 Medic.

Hazardous Materials Team, appropriate support equipment, and callout of appropriate emergency contacts. The Haz-Mat team initial response can be for a full team response or for team to standby for a possible mission. Regardless of the initial request, all Haz-Mat team members should report to Station 142 unless otherwise directed. See Haz-Mat Section for full response guidelines.

G. Technical Rescue (TRT)

Technical Rescue Team, appropriate support equipment, and callout of CCSO SAR team via Sierra Vista Dispatch or CCSO dispatch. The TRT team initial response can be for a full team response or for team to standby for a possible mission. Regardless of the initial request, all TRT members should report to Station 142 unless otherwise directed. See TRT Section for full response guidelines.

H. Tactical Medic (SWAT)

Personnel assigned to the CCSO SWAT/BAG teams will contact CCSO dispatch upon receiving notification of a SWAT or BAG mission.

I. Mutual Aid Assistance

Appropriate available personnel and equipment to be determined by the Senior Officer in charge. See Mutual Aid Response Section for full response procedures.

J. Resource Availability

Initial alarm assignments are contingent on apparatus and staffing availability. Adjustments to the scheduled response may be necessary when concurrent alarms are received adversely affecting the ability of the District to provide the established initial response with the authorized complement of personnel and apparatus available.

If out of the station, responding apparatus will respond with their unit call sign and the location they are responding from. Example – if Medic 142 is at the fuel point, they would respond, “Dispatch, Medic 142 responding from Giulio Cesare Ave and Hwy 90.” This will allow closer available units to respond and cover the call.

A. Purpose

Agencies with which the Fry Fire District has automatic aid agreements shall be supported by rendering emergency services without delay regardless of jurisdictional boundaries. The "closest unit / station" shall provide services to include, but not limited to: Fire, EMS, Rescue, Haz-Mat, Public Assistance, and Still Alarms. Emergency assistance shall be coordinated based on what was mutually agreed upon and specified within the automatic aid agreement contracts among the participating agencies.

Automatic Aid Agencies:

Sierra Vista Fire Department

Dispatch	(520) 458-3311
Station 261	(520) 458-3319
Station 262	(520) 452-7075
Station 263	(520) 417-4400

Palominas Fire District

Station 194	(520) 803-6920 or (520) 366-5400

A. Purpose

These guidelines have been developed to assist members in determining appropriate response assignments according to geographic location and type of call based on a typical "first alarm". The incident commander, Battalion Chief s, or Fire Chief, may order additional units and "move-ups". These guidelines are not intended to prevent personnel from using sound judgment in determining appropriate levels of response to calls for service.

B. First Due Response Areas

Box 100	=	Station 141 (Ft. Huachuca)
Box 01	=	Station 141 (Huachuca City)
Box 11 and 12	=	Station 141
Box 13, 14, 15, and 16	=	Station 261
Box 21, 22, 23, 24	=	Station 262
Box 31, 32, 33, 34, 35, 36, and 38	=	Station 263
Box 41, 42, 43, 44, 45, 46, 47, 48, 49	=	Station 142
Box 51, 52, 53, 54, 55, 56, 57, 58	=	Station 143
Box 60, 61, 62, 63, 64, 66	=	Station 143 (no Box 65)

C. Second Due Response Areas

Box 100	=	Station 261 (Ft. Huachuca)
Box 01	=	Station 261 (Huachuca City)
Box 11 and 12	=	Station 261
Box 13, 14, 15, and 16	=	Station 141
Box 21, 23	=	Station 263
Box 22, 24	=	Station 261
Box 31, 33, and 35	=	Station 261
Box 32, 34, 36, and 38	=	Station 262
Box 41, 42, 43, 44	=	Station 262
Box 45, 46, 47, 48, 49	=	Station 143
Box 51, 52, 53, 54, 55, 56, 57, 58, 59	=	Station 142
Box 60, 61, 62, 64	=	Station 263
Box 63, 66	=	Station 142 (no Box 65)

D. First Due EMS Response

Box 100	=	M141 (Ft. Huachuca)
Box 01	=	M141 (Huachuca City)
Box 11 and 12	=	* E141, M261 or E261, M141 *
Box 13, 14, 15, and 16	=	E261, M261
Box 21, 22, 23, 24,	=	E262, M262
Box 31, 32, 33, 34, 35, 36, and 38	=	E263, M263
Box 41, 42, 43, 44, 45, 46, 47, 48, 49	=	E142, M142
Box 51, 52, 53, 54, 55, 56, 57, 58, 59	=	E143, M143
Box 60, 61, 62, 63, 64, 66	=	E143, M143 (no Box 65)

First due ambulance will respond to the respective AHJ areas for transport, with the neighboring engine as support. Subsequent calls into boxes 11 and 12 will not consider AHJ transport issues.

E. Second Due EMS response (While first due apparatus are out)

Box 100	=	M261 (Ft. Huachuca)
Box 01	=	M261 (Huachuca City)
Box 11 and 12	=	E141, M261 or E261, M141
Box 13 and 14	=	E141, M141
Box 15 and 16	=	E141, M141
Box 21 and 22	=	E263, M263
Box 23 and 24	=	R142, M142
Box 31 and 32	=	E261, M261
Box 33, 34, and 36	=	E262, M262
Box 35 and 38	=	E143, M143
Box 41 and 42	=	E262, M262
Box 43, 44, 45, 46, 47, 48, 49	=	E143, M143
Box 51, 52, 53, 54, 55, 56, 57, 58, 59	=	R142, M142
Box 60, 61, 62, 64	=	E263, M263
Box 63, 66	=	R142, M142

F. Structure Fire Response – Residential

Box 11, 13, 15	=	E141, E261, T263, M263, Chief 262, ISO (Second Chief)
Box 12, 14, 16	=	E141, L261, E262, M262, Chief 262, ISO (Second Chief)
Box 21 and 22	=	E262, E263, L261, M261, Chief 263, ISO (Second Chief)
Box 23 and 24	=	E262, E142, T263, M263, Chief 261, ISO (Second Chief)
Box 25 and 26	=	E142, E262, T263, M263, Chief 263, ISO (Second Chief)
Box 31 and 33	=	E263, L261, E262, M262, Chief 261, ISO (Second Chief)

Box 32 and 34	=	E263, L261, E262, M261, Chief 263, ISO (Second Chief)
Box 35, 36, and 38	=	E263, E143, E262, M262, Chief 263, ISO (Second Chief)
Box 41 thru 48	=	E142, E262, E143, M143, Chief 14, ISO (Second Chief)
Box 51 thru 58	=	E143, E142, E263, M263, Chief 14, ISO (Second Chief)
Box 61, 62, and 64	=	E143, E263, E261, M261, Chief 14, ISO (Second Chief)
Box 63 and 66	=	E143, E142, E263, M263, Chief 14, ISO (Second Chief)

G. Commercial or Multi-residential

Box 11, 13, and 15	=	E141, L261, T263, M262, All Chiefs, B264
Box 12, 14, and 16	=	E141, L261, T263, M262, All Chiefs, B264
Box 21 and 23	=	E262, T263, L261, M261, All Chiefs, B264
Box 22 and 24	=	E262, L261, T263, M263, All Chiefs, B264
Box 41 and 42	=	E142, E262, L261, T263, M263, All Chiefs, B264
Box 31 and 33	=	T263, L261, E262, M262, All Chiefs, B264
Box 32 and 34	=	T263, E262, L261, M261, All Chiefs, B264
Box 35, 36, and 38	=	E263, E143, L261, M261, T143, All Chiefs, B264
Box 41 thru 48	=	E142, E262, T263, M261, T143, All Chiefs, B264
Box 51 thru 58	=	E143, T143, E263, M263, E142, T142, All Chiefs, B264
Box 61 thru 66	=	E143, T143, E263, E261, M261, T142, All Chiefs, B264

Note – During the day (0900-1700), M2611 will respond to all structure fires. All other times will require the above specified EMS responses

H. Miscellaneous

Officers should consider adding to a response or canceling incoming units based upon information available or response area. Example: additional ambulance to remote MVA with high index of suspicion prior to arrival, adding an aerial or a tender to a structure response based upon intelligence, or canceling incoming structural apparatus with "nothing showing."

Upon response, units shall report the location where they are responding from. This is particularly important when crews are not in their respective quarters. Example: "E142 responding from Highway 92 and Kachina," or "E261 responding from Station 263."

On structure fires in areas with no water supply water tenders shall respond from the second or third due station with one person, code 1. Palominas Fire may be called upon to respond a tender, as well.

Move up procedures shall be initiated any time two neighboring stations vacate their respective areas. The nearest station shall send one apparatus to one of the vacant

I. Whetstone Response Area

Box 02	=	Station 321
Box 03	=	Station 321
Box 04	=	Station 321
Box 05	=	Station 321
Box 06	=	Station 321
Box 07	=	Station 321
Box 09	=	Station 321

10.4 Mutual Aid Response Procedures

Calls for assistance outside the Fry Fire District boundaries may be dispatched to provide mutual aid or other assistance. The Fry Fire District has in place county wide and state wide mutual aid agreements in accordance with efforts through the Cochise County Fire Chief's Association & the Arizona Fire Chief's Association.

In the event that Dispatch is unable to determine jurisdiction, the Senior Officer on duty will be notified of the situation and shall determine any actions to be taken by the District.

When responding to a mutual aid request, FFD units should switch all radio traffic to the requesting agency's frequency after advising Sierra Vista Dispatch of the response. Once the call has been completed, return to regular radio channels and advise Dispatch.

Mutual aid shall be requested when there are no available Fry Fire District resources and no automatic aid resources to handle an emergency call. Mutual aid assistance shall be requested from the closest appropriate agency due to, but not limited to, any of the following circumstances:

1. Insufficient personnel
2. Insufficient apparatus
3. A need for specialized equipment

Making a mutual aid request:

Mutual aid should be requested through Dispatch, or optionally on the other agency's primary frequency. The agency responding to the mutual aid request should operate on Fry Fire primary channel, unless otherwise specified, throughout the duration of the mutual aid assistance. Mutual aid resources should be released as soon as reasonably possible once Fry Fire District resources become available to handle additional calls.

A. Scope

It is the intent of the District to provide at least 2 paramedics for every EMS incident, often this will not be the case due to staffing shortages. All scene calls should have a minimum of 3 personnel. If additional personnel are needed, request an additional FFD unit or mutual aid assets. It is the intent of the District to follow appropriate National, State, and Local emergency treatment protocols to provide the best treatment and transport possible for EMS patients and their families. Local protocols are available at www.saems.net

The State Approved Medications / Standing Orders are located in all Medic units.

B. Phone Numbers

Arizona Poison Control	1-800-222-1222
EMSCOM	1-800-247-6337
Tucson Meds	1-877-633-7882 or 1-520-573-0338
Sierra Vista Regional	1-520-417-3058

C. START Triage Criteria

Minor:
Walking wounded, able to follow simple commands.

Dead / Dying:
No respirations after head tilt / OPA.

Immediate:
Respirations over 30
No Radial Pulse
Unable to follow Simple Commands

Delayed:
All remaining injured patients.

Attempt to advise SVRHC and/or other receiving hospitals of the expected number and classification of patients on all mass casualty incidents.

D. EMS Transfers

Inter-Medical Facility Transport

This is the transfer of a patient from one medical facility to another. The transfer may be an emergency transfer or non-emergency as directed by the physician. Emergency transfers from care centers, nursing homes, clinics and doctors' offices to a primary medical care facility (hospital emergency room) shall be handled the same as an EMS assignment (Code 3 response).

Note: Arizona Department of Health Services and Base Hospital rules and procedures shall be observed at all times. Current ADHS rules can be viewed on their website: www.hs.state.az.us/bems

Personnel

Battalion Chief s shall not take out of town transfers. Captains may take out of town transfers when an appropriate replacement Captain or Engineer is available. ALS personnel shall not be assigned to BLS transports.

Resources

Ideally, no more than one District ambulance should be deployed on an out of town transfer at any one time. However, there may be circumstances beyond the control of the District, which could require sending more than one medic unit on out of town transfers. Personnel sent on transfers must be replaced to maintain minimum staffing requirements.

E. Motor Vehicle Accidents

Vehicle Placement

As noted, motor vehicle accidents require an initial response of 1- Rescue truck / Engine and 1- Ambulance. Apparatus are to be positioned on the scene to limit the hazard to rescuers from vehicle traffic. This may occasionally limit traffic flow near the scene. Rescuer and victim safety is the primary concern and will always supercede traffic flow concerns.

F. Helicopter Landing Zones

Choose a landing zone that has a hard surface and is clear of wires, trees, lights, fences, stumps, large rocks and any debris that may be blown into the rotor system. The ideal

LZ would allow the aircraft to land and take off into the wind without flying over the accident scene. The primary channel for air to ground communications is Interagency.

Control access to the landing zone! Pedestrians and motorists are likely to attempt to enter or drive through the landing zone. Use law enforcement, fire district vehicles and personnel to deny access to the area.

Avoid the tail area and always approach helicopters from the front. Only approach the helicopter after receiving permission from the pilot or crewmember. If the helicopter is damaged while on the ground, it CAN NOT leave and must remain grounded. Wear eye protection and make sure to secure any loose sheets, blankets, hats, or other materials that could be pulled into the rotor / engine.

If using a dirt landing zone, wet the area down if possible to limit dust. Advise the pilot of any obstacles that may not be visible from the air along with the approximate wind speed and direction.

Landing zones should consist of a minimum clear space of:

Day:	75’ x 75’
Night:	100’ x 100’

At night, limit emergency lighting to that which is necessary for scene safety and attempt to limit light that may adversely affect the pilot’s visibility.

A. Tactical Positioning

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

1. Above the fire (floors/roof)
2. Location of fire unknown
3. Opposing fire streams
4. Combining interior and exterior attack
5. With limited access, one way in/out
6. Operating under involved roof/ ceilings
7. Hazardous materials involvement
8. Below ground fire (basement)
9. In areas where a back-draft or flashover potential exists
10. Above or below ground rescue operations

The safety of firefighting personnel represents the major reason for an effective and well-timed offensive or defensive decision. When the rescue of those who can be saved has been completed, Command must ask:

"Is the risk to my personnel worth the property I can save?"

When operating in a defensive mode, companies should be positioned as far from the involved area as possible while still accomplishing their objective effectively. Position and operate from behind safe barriers if available. A collapse zone consisting of a minimum of 1 ½ times the building height should be identified.

The intent is for personnel to utilize safe positioning where possible in an effort to safeguard against sudden hazardous developments such as explosions, structural collapse, radiant heat, etc.

When operating in an offensive mode, be aggressive. An effective, coordinated interior attack directed toward knocking down the fire eliminates most of the safety problems.

Command shall limit the number of personnel on the fire ground to those assigned to a necessary function. All personnel shall be:

1. Assigned to a task or operating within a group or division.
2. Positioned in Staging.
3. Having completed an assignment and no other assignment is available within that group or division- crews should be assigned to Staging or Rehab Division until

such time as they can be reassigned to an operating group/division or released to in-service status.

The intent of this procedure is to minimize fire ground confusion/congestion and to limit the number of personnel exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or crews shall be restricted from wandering or free lancing on the fire ground or congregating in non-functional groups. If personnel have not been assigned to a group/division or do not have a necessary staff function to perform, they shall remain outside the fire ground perimeter.

When it is necessary to engage personnel in exceptionally hazardous circumstances (i.e. to perform a rescue, haz-mat involvement, etc.), Command will limit the number of personnel exposed to an absolute minimum and assure that all appropriate safety measures are taken. Unmanned master streams will be utilized whenever possible.

In situations when crews must operate from opposing or conflicting positions such as front vs. rear attack streams, roof crews vs. interior crews, etc., utilize radio or face-to-face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries. Command should notify Division/Group Officers or Company Officers of opposing or conflicting operations.

For aerial operations, ground crews must be notified and evacuated from interior positions before elevated streams are placed into operation.

Do not operate exterior streams such as hand lines, master streams or ladder nozzles into an area where interior crews are operating. This procedure is intended to reduce injuries to personnel due to stream blast and prevent driving the fire, heavy heat and smoke onto interior crews.

When laddering a roof, the ladder selected shall be one which will extend 4-5 ladder rungs above the roofline. This shall be done in an effort to provide personnel operating on the roof with a visible means of egress.

If possible, when laddering buildings under fire conditions, place ladders near building corners, over load bearing walls or fire walls as these areas are generally more stable in the event of structural collapse or failure.

When operating either above or below ground level, establish at least two separate escape routes when possible (such as stairways, ladders, exits, etc.) preferably at opposite ends or at diagonal corners of the building or separated by considerable distance.

Many safety principles revolve around actions that take place within the fire ground perimeter or on the fire ground itself. The fire ground perimeter can be defined as: The area inside an imaginary boundary that has been determined by safety considerations according to the foreseeable hazards of the particular incident.
The flexible boundary that determines the fire ground can be altered by various safety factors as determined by Command.

All personnel entering the fire ground perimeter shall:

1. Wear protective clothing and S.C.B.A.
2. Maintain crew accountability
3. Be assigned to a Division/Group
4. Have Communications (handheld/portable radio)

The fire ground perimeter is not necessarily marked by any particular warning device. The area is defined in most cases by standard definitions described in this procedure.
Where a hazard exists, caution tape may be used to identify the specific area where special precautions are necessary or where the area is to be avoided.

Yellow caution tape is also intended to keep civilians and spectators out of an area where a hazard exists or where operations are in progress. This tape may also be used as a warning device for personnel authorized to operate on the fire ground. Yellow tape indicates that personnel should be aware of a hazard and should cross the tape only when precautions have been taken.

B. Personnel Accountability

Each shift, as personnel report for duty, they shall give their accountability tag to the Engineer on duty at the station they are assigned. Engineers will place the accountability tags on the accountability board or visor of that engine. Accountability tags/boards will be utilized on other apparatus as needed.

A Personnel Accountability Report (PAR) is a report of all personnel who are actively involved in operations conducted in the hazard area. The purpose is to determine if all personnel are safe and accounted for, and to enable the Incident Commander to identify, locate and account for all personnel operating on the scene. PARs will be utilized as needed throughout an incident; Company officers will account for the status of their personnel and acknowledge PARs by identifying either their unit number or group/division they are assigned to. Each person involved in an incident must make a personal commitment to follow all policies and procedures regarding accountability.

PAR may be initiated to check the status of personnel anytime it is deemed necessary, such as:

1. Report of an individual or crew missing or trapped.
2. Report of a unit or crew that cannot be contacted in a hazardous area after three consecutive attempts at radio contact.
3. Sudden, hazardous change on the incident scene such as vapor release, collapse, etc.
4. Incident conditions deteriorate to a point that evacuation is ordered.
5. A change from offensive to a defensive mode.
6. Completion of assignment.

The incident's Safety Officer shall conduct PAR. If no Safety Officer is assigned, then the Incident Commander or his designee shall conduct PAR.

PAR may be taken visually or by radio. PAR may be called either by unit, division or group, such as Engine 1, Division Charlie or Roof Group.

Division, Group and Company Officers shall account for all personnel under their command and prepare to report this to IC/Safety when PAR is called.

If units do not answer or if someone is unaccounted for, continue PAR. When PAR is completed, recall those units who did not respond.

The company, division or group officer shall report the status of missing personnel as unknown and give the Incident Commander their last known location(s). RIT procedures shall then be implemented. Other personnel shall continue performing their assigned tasks unless otherwise directed by the Incident Commander.

C. Mayday Procedure

See Section 12.5 for the complete mayday procedure guideline.

D. Standard Company Operations

Standard company operations assign basic fire or EMS ground functions and activities to the various companies based upon the capability and characteristics of each type of unit as well as:

1. Assign major fire ground functions to the particular company who can best accomplish the operation.

2. Integrate the efforts of engine, ladder and rescue companies to achieve effective rescue, fire control and property conservation.

3. Increase the awareness and confidence of company members in the standard performance of other companies operating on the fire or EMS ground.

4. Reduce the amount and detail of orders required to get companies into action on the fire or EMS ground.

The following items represent the standard company operations that will normally be performed by engine, ladder and rescue companies. These basic functions will provide the framework for field operations for these companies:

Engine Company Functions:

1. Search, rescue and treatment of victims
2. Lay hose lines/ supply lines
3. Operate nozzles and fire streams
4. Pump hose lines
5. Perform ventilation practices
6. Perform salvage operations
7. Perform forcible entry techniques
8. Perform extrication
9. Provide light/utilities
10. Perform overhaul operations/extension

Ladder Company Functions:

1. Perform ventilation practices
2. Search and rescue
3. Operate aerial streams
4. Perform salvage and overhaul/extension

Medic/Rescue Company Functions:

1. Search, rescue and treatment of victims.
2. Perform general firefighting duties as assigned by the Company Officer.
3. Administer medical treatment to accident victims, and to the sick.

Company officers will determine based upon conditions, the priority of the functions for their company unless otherwise ordered by Command.

This does not limit a company to only its listed functions. Every company will be expected to perform all basic functions safely within the limits of their capability and it will be the on-going responsibility of Command to integrate tasks and functions as required with on scene units.

The assignment of these basic operations represents a standard but flexible fire ground plan for tactical operations designed to improve the effectiveness and safety of all units working together. This plan should in no way limit the initiative of any officer and should enhance the decision making process of all officers by establishing a standard operational framework.

E. EMS Responsibilities

Standard Company Operations assign Emergency Medical Services functions and responsibilities to the various companies based upon the capability and characteristics of each type of unit.

Standard Company Operations also assign major medical operations functions to the particular company who can best accomplish the operations.

Standard Company Operations allow company members, when operating at multi-patient incidents to devote full attention to their assigned task with confidence that other requirements for maximum patient care are being addressed by other company members.

The first arriving Fire District unit is expected to address or accomplish the following:

1. Assume command (when more than two units are responding).
2. Make sound judgment of EMS situations and adjust assignments accordingly.
3. Give brief on-scene report.
4. Assign crew(s) specific task(s) to accomplish.
5. Initiate patient assessment and treatment functions in accordance with established procedures (SAEMS).
6. Communicate with advanced life support personnel whenever necessary.
7. Provide and coordinate patient transportation when needed.
8. Initiate patient triage and the triage tagging function when the situation dictates.
9. Assign extrication, treatment and transportation groups during multi-company incidents.
10. Implement medic staging when indicated during multi-medic unit responses.
11. Initiate mutual aid requests from other agencies.
12. Advise area hospitals of the situation.

The following items represent the standard company operations that will normally be performed by engine, rescue and medic unit companies. These basic functions will provide the flexible framework for field operations for these companies.

Engine or Rescue Company (EMT Personnel)

1. Assume command if indicated.
2. Communicate with patients.
3. Initiate patient assessment and treatment.
4. Record information.
5. Obtain and record vital signs.
6. Obtain medical history and history of events leading to the medical emergency.
7. Call for additional units (Fire or EMS) as indicated.
8. Stabilize any hazardous situation.
9. Assist ALS personnel in patient care.
10. Utilize all extrication equipment.
11. Extricate victims.

Medic and/or ALS Personnel (Paramedic)

1. Confer with Command, or assume Command if indicated.
2. Review incident form and information obtained.
3. Initiate patient assessment and treatment.
4. Use ALS equipment and procedures when needed.
5. Communicate with base hospital and assisting agencies when indicated.
6. Treat patient per base hospital orders or appropriate protocol.
7. Coordinate patient extrication when necessary.

This procedure does not limit a company to its listed function. Every company will be expected to perform all basic functions within the limits of their training and capability.

It will be the ongoing responsibility of Command to integrate tasks and functions as required with the available resources in a manner that benefits the patient(s).

Normally EMT Basic engine, ladder and rescue personnel are expected to operate extrication equipment. ALS personnel are responsible for providing Advanced Life Support for patients and therefore should not normally be diverted from that responsibility with extrication functions.

Company officers are expected to assume responsibility of reporting and recording the following areas:

1. Accurately complete the Incident Report(s) for which he/she is responsible.
2. Assist ALS personnel where indicated.

All First Responder personnel have the responsibility to provide medic company personnel with sufficient information which will allow medic personnel to inform the receiving facility to the extent of injuries, mechanism of injury and all other pertinent information relating to the patient's medical emergency.

F. Fire Ground Factors

Fire ground factors include a list of basic items that Command must consider in the evaluation of tactical situations. This list should provide Command with a "checklist" of the basic items that are involved in size-up, decision-making, initiating action, review and revision on the fire ground.

The effective Command Officer can only deal with a limited number of factors of any kind on the fire ground. Within the framework of that limitation, the identification of critical factors is extremely important. All the factors are not critical in any one tactical situation. Command must identify the critical fire ground factors that are significant and pertinent to each tactical situation.

Size-up is a conscious process involving the very rapid but deliberate consideration of the critical factors and the development of a rational plan of attack based on those conditions. Attack is many times an instinctive action oriented process that involves taking the shortest and quickest route directly to the fire. Action feels good in fire ground situations while thinking appears to delays action. Beware of a non-thinking attack situation and don't be a non-thinking attacker!

Fire ground factors represent an array of items that are dynamic during the entire fire ground process. The relative importance of each factor necessarily changes throughout that time frame. Command must continually deal with these changes and base decisions on information that is timely and current. Beware of developing an initial plan of attack and sticking to that same initial plan throughout the fire, even though conditions continue to change. Effective fire operations require attack plan revisions that continually reconsider fire ground factors based upon informational feedback.

In critical fire situations, Command may develop an initial plan and initiate an attack based on an incomplete evaluation of fire ground factors. In such cases, efforts must continue throughout the operation to improve the information on which those decisions are based. Command will seldom operate with complete information during initial operations.

The effective management of each fire ground factor requires Command to apply a somewhat different form of information management (i.e. visual, recon, pre-plan) to each factor. This is particularly true between the major categories of factors. Command must deal with each factor in the most effective manner.

Most tactical situations represent a complex problem with regards as to how Command deals with fire ground factor information. There are factors that can be determined from a command position on the outside of the structure and other factors that can only be determined from other operation positions - both outside and inside the structure. Fire ground intelligence available to Command is developed utilizing an overlapping variety of information management factors and forms. These forms of information management revolve around the three basic information factors:

1. VISUAL FACTORS - These factors include those obvious to visual observation and those absorbed subconsciously. This visual information is categorized as the type that can normally be gained by actually looking at a tactical situation from the outside. This form of intelligence involves the perceptive capability of Command.

2. RECONNAISSANCE FACTORS - These factors include information that is not visually available to Command from a position on the outside of a tactical situation and must be gained by actually sending someone to check-out, go-see, look-up, research, advise, call, go-find, etc. This generally involves Command making a specific assignment and then receiving an information-oriented report.

3. PREPLAN and FAMILIARITY FACTORS - These factors include the intelligence that is gained from formal pre-fire planning and general informal familiarization activities, such as “company walk thorough”. Information that is gained includes building, hazardous materials, utilities, etc. Such intelligence increases the information initially available to Command from the OUTSIDE of a tactical situation. This information provides Command with intelligence that would, otherwise, have to come from a Reconnaissance report or might not be available.

The following are fire ground factors which should be evaluated by Command as they pertain to each tactical situation. They can be obtained by using the above information management factors.

BUILDING

1. Size
2. Roof type (Bow String, Bar Joist, etc.) and condition
3. Interior arrangement/access (stairs, halls, elevators)
4. Construction type
5. Age
6. Condition-faults/weaknesses
7. Value
8. Compartmentalization/separation
9. Vertical-horizontal openings, shafts, channels
10. Outside openings-doors and windows/degree of security
11. Utility characteristics (hazards/controls)
12. Concealed spaces/attic characteristics
13. Exterior access
14. Effect the fire has had on the structure at this point
15. Time projection on continuing fire effect on building

FIRE

1. Size
2. Extent (percent of structure involved)
3. Location
4. Stage (inception-flashover
5. Direction of travel
6. Time of involvement
7. Type or amount of material involved in the structure such as the interior finish, contents, etc.
8. Type and amount of material left to burn
9. Products of combustion

OCCUPANCY

1. Type-group (business, mercantile, public assembly, institutional, residential, hazardous, industrial, storage, school).
2. Value characteristics associated with occupancy
3. Fire load (size and nature)
4. Status (open, closed, occupied, vacant, abandoned, under construction)

5. Occupancy associated characteristics/hazards
6. Type of contents based on occupancy
7. Time - as it affects occupancy use
8. Property conservation profile/susceptibility of contents to damage/need for salvage

LIFE HAZARD

1. Number of occupants
2. Location of occupants (in relation to the fire)
3. Condition of occupants (by virtue of fire exposure)
4. Mobility of occupants.
5. Commitment required for search and rescue (men, equipment, and command)
6. Fire control required for search and rescue
7. Needs for EMS
8. Time estimate of fire effect on victims
9. Exposure of spectators/control of spectators
10. Hazards to fire personnel
11. Access rescue forces have to victims
12. Characteristics of escape routes/avenues of escape (type, safety, fire conditions, etc.)

ARRANGEMENT

1. Access, arrangement, and distance of external exposure
2. Combustibility of exposures
3. Access, arrangement, and nature of internal exposures
4. Severity and urgency of exposures (fire effect)
5. Value of exposures
6. Most dangerous direction-avenue of spread
7. Time estimate of fire effect on exposures (internal and external)
8. Obstructions to operations
9. Capability/limitations on apparatus movement and use

RESOURCES

1. Personnel and equipment on scene
2. Personnel and equipment responding
3. Personnel and equipment available in reserve or staging
4. Estimate of response time for additional resources
5. Condition of personnel

6. Capability and willingness of personnel
7. Capability of command personnel
8. Availability of hydrants
9. Supplemental water sources
10. Adequacy of water supply
11. Built-in private fire protection (sprinkler, standpipe alarms)
12. Outside agency resource and response time

OTHER FACTORS/CONDITIONS

1. Time of day/night
2. Day of week
3. Season
4. Special hazards by virtue of holidays and special events
5. Weather (wind, rain, heat, cold, humidity, visibility)
6. Traffic conditions
7. Social conditions (strike, riot, mob, and concert)

G. Tactical Priorities

Tactical priorities identify the three separate tactical functions that must be completed in order to stabilize any fire situation - these priorities also establish the order in which these basic fire ground functions must be performed.

These functions should be regarded as separate, yet interrelated activities, which must be dealt with in order. Command cannot proceed on to the next priority until the current function objective has been completed.

Basic tactical priorities are as follows:

#1 - Rescue
#2 - Fire Control
#3 - Property Conservation

RESCUE: The activities required to protect occupants, remove those who are threatened and to treat the injured. This activity also includes evacuation of potential victims, which may be threatened if Fire Control measures are not effective.

FIRE CONTROL: The activities required to stop the forward progress of the fire and to bring the fire under control, i.e. locate confine and extinguish. Quick extinguishment of the fire may alleviate the need for rescue operations.

PROPERTY CONSERVATION: The activities required to stop or reduce additional loss to property.

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

#1 - Rescue-Primary and secondary search and evacuation is complete: **All Clear**
#2 - Fire Control – The fire has been contained or knocked down: **Under Control**
#3 - Property Conservation – The fire has been extinguished: **Loss Stopped**

All three tactical priorities require somewhat different tactical approaches from both a command and an operational standpoint. The associated "benchmarks" will be defined later in the guideline.

While Command must satisfy the objective of each function in its priority order, Command must, in many cases, overlap and mix the activities of each to achieve the current benchmark. Notable examples are the frequent need to achieve interior tenability with active/extensive fire control efforts before getting on with primary search or the need to initiate salvage operations while active fire control efforts are being extended.

H. Tactical Guidelines

Rescue

It is the standard operating guideline to extend a primary search in all involved and exposed occupancies which can be entered. Command must structure initial operations around the completion of the primary search. Primary search means companies have quickly gone through all affected areas (if possible) and verified the removal and/or safety of all occupancies.

Time is the critical factor in the primary search process. Successful primary search operations must necessarily be extended quickly and during initial fire stages.

The rescue functions that follow lengthy fire control activities will be regarded tactically as presenting a secondary search. Secondary search means that companies thoroughly search the interior of the fire area after initial fire control and ventilation activities. Thoroughness rather than time is the critical factor in the secondary search.

The completion of the primary search is reported utilizing the standard radio reporting term ALL CLEAR. It is the responsibility of Command to coordinate primary search assignments, secure completion reports from interior companies and to transmit the ALL CLEAR report to Dispatch. Dispatch will record the time of this report from Command.

The stage of the fire becomes a critical factor that affects the rescue approach developed by Command. The following items outline the basic Command approach to fire stages (also refer to section 12.1, Incident Command System)

Nothing Showing

In nothing showing situations, or in very minor fire cases that clearly pose no life hazard, Command must still structure a rapid interior search and report ALL CLEAR (The interior search for victims will also verify if there is any fire and where it is). Arriving units should assume a Level 1 staging position unless directed otherwise by Command.

Smoke Showing/Working Fire

In smoke showing, working fire and quick attack modes, fire control efforts must be extended simultaneously with rescue operations in order to gain entry and control interior access to complete the primary search. In such cases, Command and operating companies must be aware that the operation is in a rescue mode until primary search is complete, regardless of the fire control required. In working fire situations, primary search must be followed by a secondary search. Arriving units should respond to the scene and position apparatus in accordance with the guidelines listed on page 22 of this section.

Fully Involved

In cases of fully involved buildings, immediate entry and primary search activities become impossible and survival of occupants is questionable. Command must initially report fully involved conditions and that he will not report an ALL CLEAR. As quickly as fire control is achieved, Command must structure what is, in effect, a secondary search for occupants.

Rescue Size Up

Command and operating companies cannot depend upon reports from spectators to determine status of occupants. Fire control/rescue forces should utilize reports as to the location, number, and condition of occupants as supporting primary search efforts and must extend and complete a primary search wherever entry is possible.

Command must consider the following factors in developing a basic rescue size-up:

#1 - Number, location and condition of occupants
#2 - Affect the fire has on the occupants
#3 - Capabilities of firefighting personnel to enter the building remove/protect occupants and firefighting personnel and complete fire control efforts.

Command must make the basic rescue decision:

Do we remove the occupant(s) from fire? Or do we remove fire from the occupants(s)?

In some cases, occupants are safer in their rooms than moving through contaminated hallways and interior areas. Such movement may also impede interior firefighting.

Command must realistically evaluate the manpower required to remove occupants and then treat for injuries. In cases involving multiple occupants, Command must call for the timely response of adequate resources and quickly develop a plan that will stabilize the fire and provide for the removal and treatment of the occupants.

Rescue efforts should be extended in the following order:

1 - Most severely threatened
2 - The largest number (groups)
3 - The remainder of the fire area/s
4- Areas exposed to fire or smoke

Rescue efforts in multi-storied buildings should be extended in the following order:

1- Fire floor
2- Floor directly above the fire
3- The highest floor in the building

Command must make specific primary search assignments for companies to cover specific areas of large, complex occupancies and maintain on-going control of such companies until the entire area is searched.

When primary search companies encounter and remove occupants, Command must assign other companies to continue to cover the interior positions vacated by those companies.

All initial attack efforts must be directed toward supporting rescue efforts and hose lines must be placed in a manner to control interior access, confine the fire, and protect avenues of escape. Hose line placement becomes a critical factor in these cases and Command along with operating companies must realize that the operation is in a rescue mode. It may be necessary to operate in a manner that writes off the structure in order to buy rescue time.

Normal means of interior access (stairs, halls, interior public areas, etc.), should be utilized to remove occupants whenever possible. Secondary means of rescue (platforms, ladders, fire escapes, helicopters, etc.) must be utilized in their order of effectiveness.

Command must structure treatment of occupants after removal. Multiple occupants should be removed to one location for more effective triage and treatment. Command should coordinate and utilize advanced life support wherever available and assign treatment companies as required to an exterior Medical Group.

Once the primary search has been completed and an ALL CLEAR transmitted, Command must maintain control of access to the fire area; beware of occupants and others re-entering the building.

The most urgent reason for requesting additional resources is for the purpose of covering life safety. Command must develop a realistic and pessimistic rescue size up as early as possible.

The term SEARCH AND RESCUE should be used when structuring a primary search over the radio: ALL CLEAR should only be used as a completion report.

Fire Control: It is the standard operating procedure to attempt to stabilize fire conditions by extending WHEREVER POSSIBLE an aggressive well-placed and adequate offensive-interior fire attack effort and to support that aggressive attack with whatever resource(s) and action is required to reduce fire extension and to bring the fire under control.

A critical Command decision (both initial and on-going) relates to the offensive/defensive mode of the situation:

Offensive Strategy

Interior attack and related support directed toward quickly bringing the fire under control

Defensive Strategy

Exterior attack directed to first reduce fire extension and then bring the fire under control.

Command must define OFFENSIVE/DEFENSIVE mode based upon:

1. Fire extent
2. Structural conditions
3. Entry capability

4. Ventilation profile
5. Rescue viability of occupants
6. Resource/s availability

BASIC OFFENSIVE PLAN:

1. Take Command
2. First Line-fast, aggressive interior attack
3. Provide support activities (i.e., ventilation, salvage)
4. Do primary search/rescue
5. Second Line - back up first line/cover opposite side
6. Pump water
7. Quickly reevaluate and react accordingly.

BASIC DEFENSIVE PLAN:

1. Take Command
2. Assign a Safety Officer
3. Evaluate fire spread/write-off lost property
4. Identify key tactical determination of additional resources
5. Prioritize fire streams
6. Provide large, well-placed streams (if possible)
7. Pump water
8. Quick determination of additional resources
9. Surround and drown

I. Offensive Operations

Many times offensive/defensive conditions are clear-cut and Command can quickly determine the appropriate strategy. In other cases, the situation is marginal and Command must initiate an offensive interior attack, while setting up defensive positions on the exterior. The effect of the interior attack must be evaluated and the attack abandoned if necessary. Mode changes can develop almost instantly or can take considerable time; Command must be aware and responsive to such mode changes.

Command must consider the most dangerous direction and avenues of fire extension particularly as they affect rescue activities, confinement efforts and exposure protection. Command must allocate resources based upon this fire-spread evaluation.

In some cases, the most effective tactical analysis involves an evaluation of what is not burning rather than what is actually on fire. The unburned portion represents where the fire is going and should establish the framework for fire control requirements.

Offensive fires should be fought from the INTERIOR-UNBURNED SIDE (interior capability is the principal offensive strategy factor).

Initial attack efforts must be directed toward supporting primary search. The first attack line must go between the victims and the fire to protect avenues of escape.

Whenever officers or firefighters are engaged in firefighting activities within a structure, confined space or any IDLH atmosphere, they will do so in teams of at least two. In addition, at least two other similar equipped members must remain outside of the structure or confined space monitoring those inside and be prepared to rescue firefighters or civilians in the hazard area if necessary (Reference OSHA 29 CFR parts 1910 and 1926). This is also known as the “2 in, 2 out rule.” During incidents where an immediate rescue of a viable life cannot be delayed, the company officer may make a decision to attempt a rescue based on a risk versus benefit analysis.

Command must not lose sight of the very simple and basic fire ground reality that at some point, the fire forces must engage and fight the fire. Command must structure whatever operations are required to PLACE WATER ON THE FIRE. The rescue/fire control/extension/exposure problem is solved in the majority of cases by a fast, strong, well-placed attack.

Determine fire location and extent before starting fire operations (as far as possible). Do not operate fire streams at or into smoke.

Effective fire control requires that water be applied directly on the fire or directly into the fire area. Command must establish an attack plan that overpowers the fire with actual water application.

Where fires involve concealed spaces (attics, ceiling areas, construction voids, etc.), it becomes very important that companies open-up and operate fire streams into such areas. Early identification and response to concealed-space fires can save the structure. Officers who hesitate to open up because they do not want to damage the building may lose the structure.

Command must consider 7 sides (or divisions) of the fire: (A) Front, (B) Side, (C) Back, (D) Side, Interior, Bottom, and Top.

Where the fire is sizable, establish a safe and remote position from which to begin operations-then move in on the fire.

The 3 basic variables relating to attack operations involve:

1. Location/position of attack
2. Size of attack
3. Support functions

Command develops an effective attack through the management of these factors.

Time becomes an extremely important factor with regard to attack operations. The bigger the attack, the longer it takes to get it going. The more an attack is oriented to an interior position, the longer it takes. Command must balance and integrate attack size and position with fire conditions and resources.

When fire is showing, companies will many times lay hose and put water on the fire utilizing the fastest, shortest, methods. Everyone wants to go to the flame and apply water. This is referred to as the “candle moth syndrome.”

An attack from the burning side will need to be carefully evaluated. This tactic may drive fire, smoke and heat back into the building and compromise the safety of interior firefighting crews.

The fastest application of water on a fire is generally from the outside at the point where the fire is burning out. However, it is the very worst application point most of the time.

When fire is venting out of a building and not affecting exposures, let it burn out and advance an interior attack line from the unburned side since it is probably venting in the proper direction. It requires discipline on the part of the attack crews to do so and not submit to candle moth temptations. Command must develop and communicate a fire control plan of attack that first stops the forward progress of the fire and then brings the fire under control. In large complex fires, Command may not immediately have adequate resources to accomplish all of the attack needs. Command must prioritize attack efforts, act as a resource allocator and determine the level of resources that will eventually be required. Accurate forecasting of conditions by Command becomes critical during this initial evaluation process.

Command must make critical decisions that relate to cut-off points and must develop fire control strategy pessimistically. It takes a certain amount of time to get water and the fire continues to burn while the attack efforts are ready to actually go into operation; if misjudged, the fire may burn past the attack/cut-off position. Do not play catch up with a fire that is burning through a building. Project your set-up time, write-off lost property and get ahead of the fire. Set up adequately and overpower it.

Many times fire streams are directed into property that is already lost, often at the expense of exposed unburned property.

Write-off property that is already lost and move to protect exposed property based on the most dangerous direction of spread. Do not continue to operate in positions that are essentially lost.

J. Defensive Operations

The decision to operate in a defensive mode indicates that the offensive attack strategy has been abandoned. This can occur for various reasons, namely, personnel safety. In a defensive operation, the involved structure has been written off.

The announcement of a change to a defensive mode may be made, in some circumstances, as Emergency Traffic and all personnel will withdraw from the structure and maintain a safe perimeter. Shift Supervisors/Company Officers will account for the safety of all personnel and advise command of evacuation completion. Interior lines will be withdrawn or abandoned if necessary and re-positioned when changing to a defensive mode. Lines should be backed away to positions which will protect exposures. A PAR should be called for and reported back as soon as possible after the change of strategy has been made.

All exposures, both immediate and anticipated, must be identified and covered. The first priority in defensive operation is to protect exposures. The second priority may be to knock down the main body of fire. This may assist in the protection of exposures but does not replace it as a first priority.

Master streams are generally the most effective tactic to be employed in defensive operations. For tactical purposes, a standard master stream flow of 500 GPM should be the guideline. Adjustments may be made upward or downward from this figure but it is very significant in the initial deployment of master streams.

When the exposure is severe and water is limited, the most effective tactic is to put water on the exposure directly. This procedure may require the reduction of GPM in order to conserve available water.

Once the exposure coverage is established, attention may be directed to knocking down the main body of fire and thermal-column cooling. The same principles of large volume procedures should be employed.

The completion of bringing the fire under control is reported utilizing the standard radio reporting term: FIRE UNDER CONTROL. It is the responsibility of Command to transmit this report to Dispatch. The time will be recorded by Dispatch.

Fire under control means the forward progress of the fire has been stopped and the remaining fire can be extinguished with the on-scene resources; it does not mean the fire is completely OUT.

Property Conservation (Offensive, Defensive Operations): It is the standard operating guideline to commit whatever fire ground resource is required to reduce property loss to an absolute minimum. Activities relating to effective property conservation require the same early and on-going command functions and aggressive action as both rescue and fire control. All members are expected to perform in a manner that continually reduces loss during fire operations.

When the fire is out, shut down the fire streams. Early recognition that the forward progress of the fire has been stopped is an important element in reducing loss. The earlier the salvage operations begin, the smaller the loss.

When basic fire control has been achieved, Command must commit and direct companies to stop loss activities. These activities generally include:

1. Evaluating damage to overall fire area
2. Evaluating the salvage value of various areas
3. Forecasting the personnel and equipment that will be required
4. Committing the required companies to salvage functions
5. Reducing hose lines from fire control functions to salvage functions.

In cases where there is an overlapping need for both fire control and salvage to be performed simultaneously and where initial alarm companies are involved in firefighting while salvage remains undone, request additional resources and commit the additional companies to salvage functions.

Commit the same emphasis resources to property conservation activities as were devoted to rescue and fire control.

Be aware that personnel involved in rescue and fire control operations are generally fatigued by the time property conservation functions must be undertaken. This can result in injuries and substandard work. Evaluate the condition of personnel and replace them with fresh personnel if needed.

Early adequate fire ground lighting; both interior and exterior along with early aggressive ventilation, reduces fire loss and increases safety.

The provision of salvage functions must be integrated into the cause determination phase and secondary search. When fire control becomes stable, withdraw fire control companies and let fire investigators develop a plan. Beware of personnel who want to quickly shovel out the interior and go home, they will generally shovel out all or part of the evidence with the debris (refer to section 9.3, Fire Investigations)

Much of the property conservation profile of a building can be identified during pre-fire planning activities. Command must consider this profile in developing and extending a plan of attack.

When a situation makes complete and final overhaul and salvage difficult, Command may assign personnel to provide a fire watch over the affected property. The basic responsibility of a fire watch is to guard against rekindles and to maintain property protection. As an alternative, Command may direct a company to return to the scene periodically to check on conditions.

Apparatus Placement:

Apparatus function should regulate placement. Poor apparatus placement can negate this rule, limiting the options or eliminating certain functions that can be assigned to a unit.
Fire fighters operate with a natural inclination to drive apparatus as close to the fire as possible. This often results in positioning of apparatus that is both dysfunctional and dangerous. The placement of all apparatus on the fire ground should be a reflection of the following:

1. Standard operational guideline for first arriving companies
2. Staging procedure
3. A direct order from Command
4. A conscious decision on the part of the Company Officer based on existing or predictable conditions

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

To reduce apparatus congestion, personnel should consider using different routes of travel for scene access and water supply shuttles.

Do not drive all fire apparatus directly to the fire. Later arriving companies should stage a minimum of one block short of the immediate fire area and remain uncommitted until ordered into action by Command. Company Officers should select staged positions with a maximum of tactical options.

In large, complex and lengthy fire ground operations, additional alarm companies should be staged consistent with level II Staging procedures. Under these procedures, Command communicates directly with the Staging Officer for the additional resource required on the fire ground.

Command should be aware that access provides tactical options. Limiting access in the immediate fire area with apparatus can cause problems and limit long term options. The officer must regard apparatus on the fire ground in two categories:

1. Apparatus that is working
2. Apparatus that is parked

Park out of the way! Apparatus that is not working should be left in the Staging Area or parked where it will not compromise access. Maintain an access lane down the center of streets wherever possible.

Think of fire apparatus as an expensive exposure. Apparatus should be positioned in a manner that will protect it, given the extent and location of the fire. Anticipate the heat which may be released with structural collapse.

Apparatus should be generally positioned at least thirty feet (or twice the height of the building) away from involved buildings, even with nothing showing. Greater distances are indicated in many situations.

Beware of putting fire apparatus in places where it cannot be repositioned easily and quickly, particularly operating positions with only one way in and out (i.e., yards, alleys, driveways, etc).

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

If apparatus does become endangered, operate lines between it and the fire while you reposition it. When you do move it, move it to a position that is safe. It is dysfunctional to move apparatus several times throughout the progress of a fire.

Take maximum advantage of good operating positions and build the capability of units assigned to these effective positions. Initial arriving apparatus should be placed in key positions. These positions should offer maximum fire attack access to the fire area and be supplied with large diameter pumped supply lines as quickly as possible. Subsequent arriving companies can operate the hose lines from this apparatus. Place these key companies first before access is blocked by later arriving units.

Key tactical positions should be identified and engines placed in those locations with a strong water supply. The water supply should be at least one pumped line from an uninterrupted water supply source.

Take full advantage of hydrants close to the fire before laying additional supply lines from distant hydrants. A pumper hooked up to a hydrant close to the fire can usually supply two “forward” pumpers in attack positions.

Secondary hydrants should be used to obtain additional supply if the demand exceeds the capability of the closest hydrants. Consider the water system supplying your hydrants!

Take full advantage of the equipment on apparatus already on the fire ground or fire area instead of bringing in more apparatus. Connect extra lines to pumpers which already have a good water supply instead of making “chain” supply line connections.

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

Fire hose soon limits the general access as the fire ground operation increases. Command and Divisions must direct apparatus to important positions as early as possible. Lines should be laid with attention to the access problems they present. Try to lay lines on the same side of the street as the hydrant and cross over closer to the fire.

During responses where an aerial apparatus will be utilized, spot apparatus in such a way as to provide an effective position for aerial operations. Engines should drive past residential structures and spot on the corner, the ladder will spot in the front of the structure. During commercial fire incidents, engines should spot in front of the building and ladders will operate near the corners.

Spot the Command vehicle in a manner that will allow maximum visibility of the fire building and surrounding area and the general effect of the companies operating on the fire ground. Command vehicle position should be easy and logical to find and should not restrict the movement of other apparatus.

Rescue or Support units should be spotted in a safe position that will provide the most effective treatment of fire victims and firefighting personnel, while not blocking movement of other apparatus or interfering with firefighting operations.

Rescue and Support units must also provide for ambulance access to the Treatment Area (if developed) in situations involving patient transportation.

K. Support Activities

Tactical support activities are those functions that assist active fire control and rescue operations. They generally include forcible entry, ventilation and the provision of access. Most confusion on the fire ground is the result of lack of support functions and does not generally relate to a breakdown of basic water application activities. Command must cause these support functions to be completed in a timely and effective manner. We lose most often because of a lack of support, not a lack of water.

A building is principally ventilated for three reasons:

1. To provide for the safety and visibility of firefighting personnel.
2. To prevent mushrooming extension, fire spread.
3. To gain and maintain entry.

Vertical Ventilation:

Should be done as close to directly over the fire as possible, can be the most effective form of ventilation in working interior fire situations and also exposes firefighting personnel to the greatest risk. Vertical ventilation that requires putting fire-fighting personnel on rooftops of involved structures should be avoided. Do not expose fire-fighting personnel to unnecessary risks associated with vertical ventilation efforts when safer means are available. If it is determined that vertical ventilation is necessary; Get Up, Get Done and Get Down from the roof as quickly as possible. The use of aerial apparatus can increase the safety of vertical ventilation operations.

The timing of ventilation becomes extremely important and must be coordinated with fire attack activities - ventilation should be provided in conjunction with the advancement of attack lines (if possible). When applicable, portable radio communications between engines and ladder companies will facilitate this interaction.

By the process of convection, in correlation to the way heat rises, fire will naturally burn out of holes in roofs regardless if a hole is cut or not. If the fire burns through the roof, it will generally do so directly over the fire. If companies cut the roof, they must locate ventilation holes in a manner that will support rescue activities and fire confinement. If vent holes are cut in the wrong places, the fire will naturally be channeled to them and expand loss.

When cutting a hole in a roof, cut a big enough hole to do the job. (Remember to conserve as much property as possible).

Beware of the premature opening of doors, holes, access efforts, etc., before lines are placed and crews are ready to go inside. Good timing requires effective communication between engine and roof crews.

Mechanical Ventilation:

Early in firefighting efforts, mechanical ventilation may SOMETIMES be considered the safer and more desirable method of achieving ventilation. However, mechanical ventilation WILL feed the fire. Mechanical ventilation can produce a dangerous situation for interior crews if not planned out appropriately. Many savable structures have been lost due to the improper use of mechanical ventilation.

Ventilation is done to improve interior conditions. The interior operating crew is in the best position to determine if a building requires ventilation as well as the location and timing of ventilation operations. Interior and roof crews must communicate in order to coordinate the effort effectively.

Do not operate hose lines or any stream down into ventilation holes. Be cautious of hose lines on roofs because “candle moth syndrome” tends to overpower personnel operating on roofs when fire and smoke become visible from vent holes. Operate rooflines only for the purpose of protecting personnel and external exposures unless Command orders a coordinated roof attack.

Effective topside ventilation will tend to keep roofs intact longer due to prevention of “mushrooming” of super-heated air and may slow the spread of an attic fire.

Forcible entry involves a trade-off in time versus damage. The faster you force entry, the more damage you do. The more critical the fire, the less important forcible entry damage becomes. If the fire is progressing and you must go in and attack from the unburned side, aggressive forcible entry is warranted. Fire personnel should always remember to “try before you pry.”

If extension problems exist or potential extension problems exist, do not hesitate to “beat up” a building or partition. If you size up fire working inside a concealed space, or are suspicious of such fire spread, get ahead of it, open up and cut it off.

L. Additional Resources

The decisions required to provide for adequate resources are an important factor in effective fire ground management. Command must balance the tactical problems with the resource required to control those problems and stay ahead of the situation through effective forecasting.

When in doubt, call for help! Equipment and manpower can easily be returned if not needed. Do not let a situation go out of control and wind up with inadequate resources to control it.

It is the continuing responsibility and function of Command to determine the resources required to control the situation and to provide for the timely call for any additional resource required. The early call for additional resources will tend to consistently "save the day."

Command must be aware of both the capability and response time of additional resources and effectively integrate these facts for a particular situation.

Command must call for additional resources at a rate that stays "ahead" of the fire.

Fire district "tactical worksheets" will be most helpful in managing/organizing additional resources.

When to summon additional resources:

1. An actual or potential fire situation exists and the life hazard exceeds the rescue capabilities of initial alarm companies.
2. The number, location and condition of actual victims exceed the rescue/removal/treatment capabilities of "first in" companies.
3. An actual or potential fire situation exists and the property protection demand (both internal and external) exceeds the fire control capabilities of initial companies.
4. Fire conditions become more severe or the situation deteriorates significantly.
5. All companies have been committed and the fire is not controlled.
6. Forces are depleted due to exhaustion, injury, trapped or missing. Command must forecast the effect the fire and weather will have on personnel and provide for the support of such personnel in advance.
7. Command runs out of resources (i.e. personnel, apparatus, water, equipment etc.).
8. To perform early salvage operations.

All company officers or Command will use their discretion in calling for tender assistance and should be alert to areas in their response areas that will require additional water carried on tenders.

Company officers having a tender assigned to their station may take the tender with their engine (but not in lieu of), if manpower permits, due to limited water supply.

Fire District Engineers may be assigned to tenders during periods of heavy brush fire activity.

A. Purpose

To provide Fry Fire District personnel guidelines to wildland responses.

B. Scope

This policy applies to all employees of the Fry Fire District.

C. Definitions

Major Brush Fire - A fire which will require the commitment of resources beyond Fry Fire Districts' capabilities and will require the assistance of agencies and resources from outside the District or a fire that starts in the District and spreads to Forest Service or BLM property.

D. Response Policy

October 15 to March 15 (out of season):

All brush fires will receive a dispatch of one wildland engine (type 3 or type 6) and one Type 1 engine or tender. The Incident Commander may request any additional resources he or she requires, or may return any portion of the assignment not needed.

March 15 to October 15 (in season):

Small brush fires reported as "in the median", "along the road" or other areas with a limited amount of fuels or limited potential for spread will receive the following dispatch:

1 structure engine or tender
1 wildland engine (type 3 or 6)

Large brush fires or brush fires immediately endangering structures:

1 command officer
2 structure engines
2 wildland engines (type 3 or type 6)
1 water tender

The Incident Commander may request any additional resources they require or may return any portion of the assignment not needed.

E. Wildland Tactics

Small Brush Fire, Direct Attack:

When making a direct attack on any brush fire that is “running”, or when attacking any fire by placing personnel directly in the vegetation, the brush truck will fight from the black with one firefighter spraying water from the front of the unit to ensure visual contact with the driver. For a Structure Engine, use a minimum of a 1.5” hoseline. The 1” booster line should only be used for mop-up or for fires that are relatively stable and not spreading rapidly. The additional reach and flow capability of the 1.5” line provides a margin for firefighter safety that cannot be provided by the booster line.

Brush Fire Endangering Structure:

Brush fires endangering structures can extend rapidly into structure fires, and will be handled initially the same as a structure fire.

1. The first arriving engine will protect the structure with a minimum 1.5" line and check to be sure there is no fire extension into the structure.
2. Observe all guidelines from the S-215 Urban Interface Fire Attack course.
3. Lookouts, Communications, Escape Routes, and Safety Zones (LCES) will be identified immediately and will not be compromised during the incident. If these safety measures cannot be adequately attained, the engine should evacuate residents and fall back to a safe area until safety considerations can be accounted for.
4. Under no circumstances is anyone to be in a situation where they cannot safely retreat to a safety zone if conditions warrant.

The IC must ensure that any structures are evacuated or check that all occupants are safe. All areas that have been successfully evacuated should be communicated to all other responders. On an escalating fire it is imperative that the IC order the appropriate resources and overhead personnel to manage the incident.

Once all structures are protected or it is determined that they are not in danger, the fire may be handled as a standard brush fire.

If it is decided that burning out an unburned area to secure the scene is necessary, the I.C. must ensure that adequate apparatus and personnel remain at the scene until the fire is extinguished and mopped up. Under no circumstances is any burning to be done by personnel without the appropriate training and/or experience and all personnel on the incident must be informed of any burning prior to it taking place. ALL BURNOUTS MUST BE APPROVED BY THE IC.
Brush Fire in Open Area:

If the fire is not endangering structures and no structures are in the direction of travel, the fire may be managed with wildland equipment and apparatus. If adequate apparatus and personnel are on-scene, unneeded structural apparatus may be returned to stand by at the station.

Members should respond in wildland PPE and equipment with the standard brush fire apparatus. No one may enter the fire area without a fire shelter. If the member is riding in a closed vehicle in the fire area, the shelter must be carried in the cab of the vehicle. If structural apparatus or a support vehicle responds with the units, the members' structural turnouts should be carried along on the apparatus so that they are available.

1. The Initial Attack I.C. will size-up the fire, determine the strategy to be used and designate an anchor point to begin the attack.
2. The I.C. must brief all units on the strategy and tactics to be used.
3. LCES must be in place at all times, as well as strict adherence to the 10 Standard Firefighting Orders, and the 18 Situations that Shout Watch Out.
4. If there is any deviation from a basic “anchor and flank” strategy, the I.C. should brief all unit leaders prior to beginning the attack.
5. The Initial Attack I.C. or a Chief Officer may request additional units or resources.

A "Rehab" group should be activated as soon as possible. All drink coolers should be filled with drinking. The Rehab group will respond to the location designated by the IC.

Structural engines and water tenders should work from roads when possible. Wildland trucks should be the only units to go off-road.

All personnel including apparatus operators will wear protective clothing that includes gloves and helmet. All personnel working outside of a vehicle in the hazard area will wear full protective gear including web gear and fire shelter.

If the I.C. determines that an area needs to be burned out due to safety considerations or as a practical suppression tactic, sufficient apparatus and personnel must be on the scene before any burning operation commences. This includes calling mutual aid or other agencies if necessary. If adequate personnel and apparatus are not available, burning operations must not be attempted. Any burning operations should not be taken lightly and must be conducted by an appropriately qualified individual.

Major Brush Fire:

Notification - Fire within Fry Fire boundaries:
Upon determination that the incident may constitute a Major Brush Fire, Initial Attack I.C. should advise the Battalion Chief on duty, as well as order additional units as needed.

Notification - Fire threatening State Lands/other jurisdictions (also if you anticipate ordering resources through the State for a fire in the District): Notify the Arizona Interagency Fire Center (AIFC) immediately at 1-800-309-7081. Advise them of the location, known conditions, and the District resources that will be responding. Be sure the AIFC dispatcher understands whether you are just giving them an advisory, or you are anticipating placing an order for additional resources. Give them the radio frequency on which you will be operating and make sure that they have the phone number for the IC. Stay in touch with the dispatcher! (The State Land Frequency is channel 3)

1. Initial On-scene Report -On arrival the I.C. must gather information about the over-all situation and make an initial size-up which should include:
2. Fire size and behavior
3. Fuel type carrying the fire
4. Wind direction and speed
5. Structures or other values threatened
6. Barriers and control features available in the area
7. Brief statement of the initial strategy
8. Location of the ICP
9. Identify the IC

In addition to this information, periodically update the dispatchers with:

1. Map location and current size and condition of the fire.
2. Any change in units responding or arriving and the name of the I.C.
3. Frequency on which the units will be operating and any mobile phone numbers.
4. Any command post or "base" location and routing to the scene.
5. Additional resources needed or requested to be on standby.
6. Additional "overhead" needed or requested to be on standby.

F. Staging

Designate a Staging Area outside of the fire area in which to stage resources. This area should be in a safe location with good access to the incident. A Staging Manager should be identified as the main contact person for ordering. Hold all resources there until the incident has been scouted and sized up.

All personnel must don personal protective equipment before proceeding into the fire area. PPE and fire shelters will be worn anytime personnel are out of their vehicles.

Make your initial attack assignments only to units that are properly equipped and ready to go into action. Due to the size of the incident and the expected level of excitement in responding units, avoid making assignments "on-the-fly" to incoming units. It is preferable to stage the unit and have them briefed face-to-face prior to going on the line. This will allow the I.C. or another officer doing the briefing opportunity to assess the crew's PPE and composure.

G. Incident Action Plan

After assigning the initial responding resources, the I.C. is required to document all activities on the Districts' wildland command sheet. This form consolidates incident organization, resources on scene, resources ordered, frequencies, objectives, safety concerns, strategy and tactics, access and maps. The I.C. must continually review the initial objectives and revise them as necessary. The specific fire situation will dictate the plan developed by the I.C. but the stated incident objectives should include:

1. Providing for firefighter and public safety.
2. Protecting structures and values at risk.
3. Establishing a safe anchor point and developing a flanking attack.
4. Identifying existing control features to project containment of the fire.

H. Water Supply

If the operation will be a primarily direct attack, the I.C. must anticipate extensive water requirements, order resources and overhead accordingly. It may be more effective to assign a Water Supply Group Supervisor to evaluate total water available and develop a plan to support the incident rather than have Divisions compete for water supplies. Some minimal guidelines for developing water supplies include:

1. Estimate 1 tender for every 2 engines in direct attack.
2. Estimate 1 or more tenders for each task force and engine strike team.
3. Flag and map all water sources.
4. Get permission from owners to use private water sources.

A. Initial Response

Hazardous materials incidents occurring within the jurisdiction of the fire district should receive an initial response of 1 Engine and 1 Medic unit. This includes dispatches to the following incident types:

1. Liquefied Petroleum/ Natural Gas
2. Carbon Monoxide
3. Flammable and Combustible Liquid Leaks
4. Corrosive Incidents
5. Clandestine Drug Labs
6. Hazardous Devices including Simple Pipe Bombs, Military Ordinance, IED, VBED, Incendiary Devices and Chemical Pressure Devices

If incident complexity has surpassed the Company Officer's level of training and experience, he/she should take the following actions.

1. Fall back to a safe location which is located upwind and is a minimum of 1,000 feet from the source. Base your standoff distances on the DOT Emergency Response Guidebook and scene factors.
2. Establish a Command Post.
3. Page out the Haz-Mat Team.
4. Evacuate citizens and other responders as needed.
5. Set a perimeter.
6. Provide gross decontamination of exposed victims and transport as needed
7. Gather information and attempt to identify the product(s).
8. The decision to attempt a rescue should be based on a risk versus benefit assessment, taking into account limited resources, lack of adequate PPE, responder risks and assessment of victim viability.

Hazardous Materials incidents encompass a wide variety of potential situations including fires, spills, transportation accidents, chemical reactions, explosions and similar events. Hazards involved may include toxicity, flammability, radiological hazards, corrosives, explosives, health hazards, chemical reactions and combinations of factors. Company officers should remember that hazardous materials technicians cannot operate offensively until all the required components of OSHA 1910.120 (q) are in place. Offensive tactics requires additional technicians, equipment and an incident action plan.

Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe distance.

The major problem in most cases is to identify the type of materials involved in the situation and the hazards presented before formulating a plan of action. Look for labels, markers, and shipping papers, refer to pre-fire plans, and ask for information from personnel at the scene (responsible party, truck drivers, specialists, etc.)

Utilize reference materials carried on apparatus and contact other sources for assistance in sizing up the problem as needed.

Do not touch any suspected devices and do not use radios or cell phones near the device. Electronic signals from radios, cellular phone or other electronic systems may cause certain devices to detonate. Evacuate the area if the threat is credible.

B. Flammable Gas Responses

1. Position apparatus upwind and at a safe distance. Remember that apparatus can be an ignition source.
2. Perform a size up and gather information as needed.
3. Evacuate people still in the area. Consider using the apparatus PA system if needed.
4. Ensure that Southwest Gas has been contacted.
5. If gas is leaking from a meter, shutting down the meter may be a good decision if the following safety considerations are in place.
    - The meter is in an outdoor environment, not located within any type of a gas holding containment such as under an awning, heavy tree crowns, between structures, etc.
    - The breach is believed to be small to moderate
    - All possible ignition sources are accounted for and deemed outside of the hot zone. This includes running vehicles, electric panels, electric devices, etc.
    - Personnel must donn full structural fire protective clothing (SFPC) and SCBA.
    - A hose line is laid and charged.
    - Back up personnel are available.
    - Engine Company personnel must not introduce any ignition sources. Examples include- flash lights, cameras, radios, sparking tools or static discharge.

When incidents involving pipe lines, service lines, complex meter leaks and commercial structures occur, fire district personnel will remain in the defensive mode and support Southwest Gas personnel as needed. The following items should be performed in support of Southwest Gas mitigation efforts.

1. A backup team in full SFPC with SCBA donned shall be provided during Southwest Gas entry operations.
2. A charged hose should be readily accessible to the backup team.
3. The ground adjacent to the leak should be lightly doused with a fog pattern to reduce static build up.
4. A medic unit should remain on scene until the leak has been mitigated.

The utilization of combustible gas indicators by engine company personnel shall only be used to identity hazardous locations in relation to responder operations. Engine company personnel shall not deem an area “safe.” Complex incidents involving natural gas should include a haz-mat team response as needed.

The same considerations should be taken when responding to calls involving liquefied petroleum gas. During LGP incidents involving the tank, the company responsible for the tank should be notified. If a leak is suspected inside a residential structure, personnel should consider shutting off the gas and informing the resident to contact a certified maintenance/repair company.

C. Flammable Liquid Response

In addition to the previously listed response considerations, flammable liquid releases should include the following considerations.

1. Small spills may be picked up with absorbent and properly disposed of.
2. Spills over 25 gallons require notification to the NRC, LEPC and ADEQ.
3. Consider a mutual aid request from Fort Huachuca Fire Department (crash rescue apparatus) if large amounts of foam are needed.
4. Large spills and leaks involving large containers will require a haz mat team response. First responders should take only defensive actions.
5. When large spills or containers are involved in fire, water application may not be the most prudent course of action. Company officers will have to weigh the environmental benefits of allowing a burn off against life safety and property conservation factors.

D. Hazardous Device Response

Initial reports of a hazardous device or bomb threat will receive a response of one engine company and one medic unit.

1. The ATF Bomb Standoff Distance chart should be referenced to assist in implementing minimum standoff distances based on the suspect device.
2. Fort Huachuca should be notified on all incidents involving military ordinance.
3. The local jurisdictions' law enforcement agency should take command. Resources from Pima County will most likely be requested as well as CCSO.
4. A Terrorism Liaison Officer should be notified on all hazardous device incidents and bomb threats.
5. Company officers must remain aware of the potential for a secondary explosive device or other secondary attack.
6. An explosives dog handler can be requested from Fort Huachuca on all incidents and is very useful in searching for a device and clearing safe areas of secondary devices.
7. Post explosion response will be based on a risk versus benefit analysis.

E. Carbon Monoxide Response

1. Carbon monoxide incidents should receive an initial response of one engine company and one medic unit.
2. A code one response is appropriate for incidents dispatched as a detector alarm with no report of illness.
3. Dispatches including a report of illness should receive a code 3 response along with additional medic units as needed.
4. Cooking on a dirty stove or burning food is a common cause of CO detector activations when the detector has been installed to close to the kitchen. CO detectors should be installed outside of sleeping areas.
5. Entry for the purpose of investigation or rescue will require a minimum of two responders in full SFPC and SCBA.
6. A RIC team should be assigned as soon as possible.
7. Company officers must remain aware that CO incidents could be associated with suicide or homicide attempts. Scene safety must be ensured.
8. The use of CO detectors shall be limited to identifying the possible presence of CO and not to deem a structure safe.
9. A fire investigator should be dispatched on incidents involving fatalities or severe exposure.

10. Southwest Gas should be requested if CO presence is confirmed or highly suspected. Southwest Gas can also be requested for incidents involving LPG appliances, however, these request should be limited to confirmed CO incidents involving life safety concerns.
11. If an investigation with Southwest Gas has identified a particular appliance, the appliance should be turned off and tagged by Southwest Gas.
12. Company Officers must thoroughly document the scene to include photographs of the appliance and placement of the yellow Southwest Gas tag.
13. The occupant shall be notified of the results of the investigation and advised to replace the appliance or seek additional assistance from a certified heating and cooling company.
14. If the occupants need to be evacuated, the Red Cross should be contacted to assist as needed.
15. Personnel shall not attempt to repair appliances, furnaces, or other possible sources of carbon monoxide.

A. Purpose

In the event that during a structure response where there is an access issue due to narrow roads, bridges, steep grade and/or rugged terrain, the initial response to a structure fire should include a brush truck to gain access.

A. Scope

This policy shall affect every member of the Fry Fire District (FFD) and any agency operating on our frequency(ies).

B. Purpose

Timely responses and effective management of any emergency operation requires proper communication. The ability to communicate effectively and efficiently is of the utmost importance and is based on practice and refined through discipline.

C. Dispatch Policy

Dispatch will provide the incident information following the alert tone so that the closest available unit(s) with the capacity to control an emergency or non-emergency incident may respond. Information will include the address or location, type of situation or emergency, and any other necessary information. The judgment of both Dispatch and emergency response personnel is an integral part of the decision making process. Consideration to all information received and the potential should be evaluated in determining the appropriate response.

Dispatch will upgrade the response as required by command until the situation is stabilized.

After an incident has been dispatched, the following radio format should be used:

1. EMS incidents
   - Unit(s) responding, location responding from and call location
   - Unit(s) on scene/size-up of MVA
   - Patient contact
   - Unit(s) en-route to the hospital
   - Unit(s) at the hospital
   - Unit(s) available

2. Fire incidents
   - Unit(s) responding
   - Report smoke showing, if seen while responding
   - Unit(s) on scene

- Size-up of the incident
- Additional apparatus requested or canceled
- "All clear" upon completion of primary search/secondary search
- "Loss Stopped" when the fire is under control
- Fire out
- Request a fire investigator (per section 9.3 guidelines)
- Unit(s) available or unavailable

D. Radio Communication

All FFD communications should be conducted using plain language as outlined by National Incident Management System (NIMS) standards. All communications should be clear, concise and understandable.

Guidelines for use are:

1. Listen to make sure the channel is clear before you get on the air. Do not interrupt.
2. Know what you are going to say and do not make it up as you go along.
3. Press the transmit key for at least 2 seconds before starting to talk to ensure that the beginning of your message will not be cut off.
4. Give the name of the unit or place being called first, then your own identification. Example of Engine 142 calling Dispatch: "Dispatch, this is Engine 142."
5. Keep your mouth close to the microphone, about two to three inches away. It is better to speak across the microphone instead of directly into it.
6. Choose precise terms to communicate the desired message.
7. Prioritize the messages delivered and let critical messages be completed first.
8. Do not relay unimportant messages and insignificant details.
9. Speak clearly and distinctly, in a normal pitch. Do not shout.
10. Keep your voice free of emotion. This does not mean monotone, just a normal conversational tone. It takes conscious effort to keep control. Take a deep breath, relax and then speak.
11. Keep transmissions brief. If you have a long transmission, break up the message into 30-second segments, and check at the end of each message to ensure it was received.
12. When completing a transmission and immediately directing a transmission to another unit or place, use the terminology "break" in between transmissions to clearly identify the completion of one transmission and the beginning of another.

13. Use discretion. Many people have scanners in their homes so protect the privacy of the situation or incident.
14. Be professional. Do not use comedy and do not use profanity.
15. Avoid words that are difficult to hear. The word "yes" for instance, is easily cut off; use "affirmative" instead.
16. Repeat orders received to ensure understanding.
17. Maintain awareness of the overall situation and how you fit into it.

E. Emergency Traffic

The term “**EMERGENCY TRAFFIC”** will be utilized by any unit encountering an immediately perilous situation and will receive the highest communication priority from Dispatch, Command and all operating units. Units may initiate emergency communication by verbally contacting Dispatch.

Example: “Dispatch this is Engine 142 with ‘Emergency Traffic’”

All units will immediately clear the channel and allow the unit to transmit. Dispatch will initiate an emergency tone and repeat the message.

If Dispatch does not acknowledge, the unit will then establish contact with Command and transmit the emergency message. Command will then relay the emergency traffic message to Dispatch.

Command should contact all Division/Group officers for evacuation purposes (everyone out and regroup with your officer).

THE CHANNEL ABSOLUTELY BELONGS TO ANY UNIT GIVING THE “EMERGENCY TRAFFIC” CALL!

F. Forms of Incident Communication

There are two basic forms of communication on an emergency or non-emergency incident:

1. Face-to-face: This form of communication allows the participants to combine a variety of interpersonal methods. As we talk, we can incorporate non-verbal messages; evaluate facial expressions, gestures, and body language. This form of communication is limited to the range of personal contact. Although this is

one of the best forms of communication, keep in mind that whatever is discussed face-to-face will not be heard by others, and thus, will be unknown to other personnel operating on the scene.

2. Radio: Radio communications provide a remote capability when face-to-face communication is not possible. The advantages are speed and the ability to communicate over a large area. The main disadvantage is that radio is one dimensional, voice only, with no non-verbal messages communicated. Emergency and non-emergency operations require both a strong radio procedure and a plan among all the communication participants.

G. EMS Telemetry

Communication between Emergency Medical Technicians (EMT) in the field and our medical base hospital should also be concise and accurate. For this purpose, it is helpful to have a standard format for communicating patient information over the radio, cell-phone, or land-line, which ensures that the significant information is relayed in a consistent manner and that nothing is omitted. Without a standard reporting format, considerable time may be wasted as the base hospital attempts to gain the information they need to know.

On-line communication should be brief and concise. At a minimum, the following information should be provided:

1. Unit designation and level of care
2. Patient age and sex
3. Chief complaint/Mechanism of injury
4. History of present illness
5. Assessment findings/Vital signs/Interventions
6. Requests for orders
7. ETA
8. *IF PERTINENT:*
   Meds/Allergies/Past history

Channel	Zone- FIRE MAIN	Zone- FIRE AGENCY	Zone- WILDLAND	Zone- COUNTY AGENCY	Zone- STATE/FED'S
1	FIRE-1	FIRE-1	ASLD CH 1	BP MULE	AIRS1
2	FIRE-2	FIRE-2	ASLD CH 2	BP BERN	AIRS2
3	FIRETAC1	FIRETAC1	ASLD CH 3	CUSTOMS	AIRS3
4	FP 1	FP 1	ASLD CH 4	Q-S SO 1	AIRS4
5	SVPD	PALOMINAS FD	VFIRE 21	Q-S SO 2	AIRS5
6	PD TAC	PALOMINAS T/A	ASLD TAC 1 C-C	SO TAC SOUTH	AIRSAZ
7	HCFD	PD TAC	ASLD TAC 2 A-G	SO TAC NORTH	VLAW 31
8	FT H FD	HLTH CARE INOV	ASLD TAC 3 C-C	CCSO MULE 1	VFIRE 21
9	PALOMINAS FD	HCFD	BLM HELIOGRAPH	CCSO C-C	VFIRE 21 W
10	INTERAGENCY	HUA CITY PW	BLM GUTHRIE	CCSO MULE TAC	V-CALL 10
11	CCMA	INTERAGENCY	BLM MULE	CCSO DOS TAC	V-TAC 11
12	VFIRE 21	LIBBY CRASH	BLM LEMON	CCSO BERN TAC	V-TAC 12
13	VFIRE 21 W	MESCAL FIRE	BLM TRAVEL NET	INTERAGENCY	V-TAC 13
14	SVPW	MEXICO	BLM CREW NET	CCMA	V-TAC 14
15	AIRS1	NACO FIRE	BLM TAC 1	CNTY HEALTH N	
16	AIRS2	NACO TAC 2	BLM TAC 2	CNTY HEALTH S	
17	AIRS3	NACO SONORA FD	FOREST NET	S.A.R.	
18	AIRS4	PBW FIRE	FOREST WEST PK	CMA B/U BERN	
19	AIRS5	PIERCE FIRE	FOREST MULE	CMA B/U BLK	
20	AIRSAZ	PIRTLEVILLE FD	FOREST ATATASC	CMA B/U DOS	
21	VLAW 31	POMERENE FIRE	FOREST BIGELOW	CMA B/U MULE	
22	VFIRE 21	PORTAL FD T/A	FOREST HOPKINS	CMA B/U TX CAN	
23	V-CALL 10	PORTAL FD RPT	FOREST HELIO	CMA FILL RED	
24	V-TAC 11	SANJO FIRE	FOREST RED MTN	GRAHAM SO 1	
25	V-TAC 12	SAN MANUEL FD	FOREST LEMON	GRAHAM SO 2	
26	V-TAC 13	SAN SIMON FIRE	FOREST MONT V	NOGALES FIRE	
27	V-TAC 14	SVPD	FIRE NET	NOGALES SUB	
28		ST. DAVID FIRE	FIRE WEST PK	PATAGONIA FD	
29		ST DAVID TAC	FIRE MULE	RIO RICO RPT	
30		SUNNYSIDE FIRE	FIRE ATATASCA	RIO RICO T/A	
31		SUNSITES CH 1	FIRE BIGELOW	SANTA CRUZ EMS	
32		SUNSITES CH 2	FIRE HOPKINS	SNTA CRUZ SO 1	
33		SUNSITES TAC 1	FIRE HELIO	SNTA CRUZ SO 2	
34		TOMBSTONE FIRE	FIRE RED MTN	SONOITA FIRE	
35		TOMBSTONE P/W	FIRE LEMON	TUBAC FIRE	
36		WHETSTONE FIRE	FIRE MONT V	V-CALL 10	
37		WILLCOX FIRE	FS TAC 1	V-TAC 11	
38		WILLCOX POLICE	FS TAC 2	V-TAC 12	
39		ANIAMAS FIRE	FS TAC 3	V-TAC 13	
40		ANIAMAS RPT	FS TRAVL NET	V-TAC 14	

41		BENSON FIRE	SE ZONE A-G	VFIRE 21	
42		BENSON TAC	AIR GUARD	VFIRE 21 W	
43		BENSON PD	WX 1	VLAW 31	
44		BISBEE FIRE 1	WX 2	AIRS5	
45		BISBEE FIRE 2	WX 3	AIRSAZ	
46		BISBEE PD 1	WX 4	INTERAGENCY	
47		BISBEE PD 2	WX 5	CCMA	
48		BISBEE PW 1	WX LOCAL		
49		BISBEE PW 2	V-CALL 10		
50		BOWIE FIRE RPT	V-TAC 11		
51		BOWIE FIRE T/A	V-TAC 12		
52		CANANEA RC	V-TAC 13		
53		CASCABEL RPT	V-TAC 14		
54		CASCABEL T/A	VFIRE 21		
55		CCMA	VFIRE 21 W		
56		DOUG FD RPT	VLAW 31		
57		DOUG FD 2	AIRS5		
58		DOUG POLICE	AIRSAZ		
59		ELFRIDA FIRE	INTERAGENCY		
60		FT H FD	CCMA		
61		FT HUA MP			
62		V-CALL 10			
63		V-TAC 11			
64		V-TAC 12			
65		V-TAC 13			
66		V-TAC 14			
67		VFIRE 21			
68		VFIRE 21 W			
69		VLAW 31			
70		AIRS5			
71		AIRSAZ			
72		INTERAGENCY			
73		CCMA			

A. Purpose

With the wide arrange of emergency incident scenes that the Fry Fire District responds to, it is imperative to initiate a system to bring organization to the chaos. Operating within an Incident Command System (ICS) at an incident will help manage personnel, safety and resources. The Fry Fire District board approved the National Incident Management System (NIMS) standards on 12/15/ 2004.

B. Command Procedures are designed to:

1. Fix the responsibility for Command on a certain individual through a standard identification system, depending on the arrival sequence of members, companies and officers.
2. Ensure that a strong, direct and visible Command will be established from the onset of the incident.
3. Establish an effective framework outlining the activities and responsibilities assigned to Command and other individuals operating within the Incident Command System.
4. Provide a system to process information to support incident management, planning and decision-making.
5. Provide a system for the orderly transfer of Command to subsequent arriving officers.
6. Ensure a seamless transition from a Type 5 incident to a Type 4/3/2/1.

C. Roles and Responsibilities within the Incident Command System

Chief Officers (Fire Chief, Deputy Chief, Assistant Chief or other Chief)

1. Occupy the position of Senior Advisor (Incident Advisor) on the Command Team (Incident Advisory Team) during first (working fire) or greater alarms.
2. Occupy the position of Incident Commander (IC) when appropriate.

Battalion Chief s

1. Manage companies and supervise company officers.
2. Occupy the position of Incident Commander (IC) when appropriate.
3. Occupy the position of Division or Group Officer when appropriate.

Company Officers (Captains)

1. Occupy the position of IC when appropriate.
2. Occupy the position of Division or Group Officer when appropriate.
3. Manage task level activities and supervise firefighters.

D. Responsibilities of Command

The Incident Commander is responsible for the completion of the tactical objectives. The Tactical Objectives (listed in order of priority) and their corresponding benchmarks are:

1. Remove endangered occupants and treat the injured. (Primary / Secondary All Clear)
2. Stabilize the incident and provide for life safety. (Under Control)
3. Conserve property. (Loss Stopped)
4. Provide for the safety, accountability and welfare of personnel. <u>This priority is ongoing throughout the incident.</u>

ICS is used to facilitate the completion of the Tactical Objectives. The IC drives the command system towards the completion of the tactical objectives by building a Command structure that matches these objectives and fits with the incident. The Functions of Command define standard activities that are performed by the IC to achieve the Tactical Objectives.

E. Functions of Command

The Functions of Command include:

1. Assume and announce Command and establish an effective initial command position (Command Post).
2. Rapidly evaluate the situation (size up).
3. Identify the incident strategy, develop an Incident Action Plan (IAP) and assign companies and personnel consistent with plans and district operating procedures.
4. Initiate, maintain and control effective incident communications.
5. Provide and manage a steady, adequate and timely stream of appropriate resources.
6. Develop an effective incident organization using Divisions / Groups to decentralize and delegate functional and geographic responsibilities.
7. Review and revise (as needed) the strategy to keep the IAP current.
8. Provide for the continuity, transfer and termination of Command.

The IC is responsible for all of these functions. As Command is transferred, so is the responsibility for these functions. The first six (6) functions must be addressed immediately from the initial assumption of Command.

F. Establishing Command

The first arriving fire district unit or member to arrive at the scene of a multiple unit response (3 or more) SHALL assume command of the incident. The initial IC shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated.

One or two unit responses that are not going to escalate the commitment of these resources do not require the first arriving officer to assume Command. The first arriving officer or unit will, however, remain responsible for any needed Command functions. Examples would include:

1. Single unit responses
2. Still alarms (single unit)
3. Public Assists
4. Any EMS call requiring only one or two companies

The first arriving fire district unit initiates the command process by giving an initial radio report.

G. On Scene Report or Initial Radio Report:

The person assuming Command shall transmit a brief initial radio report including:

Fire Initial Radio Report: (See Appendix)

1. Unit identification, location's address and on which side.
    - Building(s) will be labeled with the following designations (Alpha, Bravo, Charlie, Delta).

2. Building Occupancy / Number of Stories
    - Single Family Residence
    - Duplex / Quadplex
    - Apartment Building (small, medium or large / can also just say the number of units).
    - Hotel (small, medium or large / can also just say the number of units).
    - Strip Mall (small, medium or large / can also just say the number of units).
    - Office Complex (small, medium or large / can also just say the number of units).

- Big Box Retail store (ex: Wal Mart, Target, Lowes etc..).
- Specialized / Other (simply state the name and they will know what you mean. Ex: metal shed).

3. Construction (Only five types)
    - Block / Brick
    - Wood framed
    - Lightweight (stucco over wood frame)
    - Trailer / Mobile Home
    - Specialized other (just say what it is)

4. Roof (Only three types)
    - Flat
    - Pitched (Tile or Asphalt Shingle)
    - Other (Just say it)

5. Condition (There are only three conditions you can have showing)
    - Nothing Showing
    - Smoke Showing
        - Black
        - Grey
        - Brown
        - White

    - Smoke and Fire Showing

    - You will only have something showing from six areas
        - Alpha, Bravo, Charlie or Delta
        - Front of structure
        - Rear of structure
        - Roof of structure
        - Eaves of structure
        - Gable ends of structure

6. Assume Command
    - Name Command (ex: Second St. Command)
    - Announce whether command will be mobile or stationary

7. Water Supply (You either have one or you don't)

8. Accountability (Designate an Engine)

Say: "Engine ____ is on scene side _____ of an occupancy, construction, roof with conditions. Engine ___ will be (mobile / stationary) "name" Command, a water supply (has / has not) been established and accountability is at Engine ___." This communication should take you no more than 35 seconds.

Note: These are broad generalizations based on the majority of construction found within the Fry Fire District. This is meant to help streamline effective onscene reports. The goal is to paint a picture for the incoming units. Do not get caught up in insignificant details, but say what you need to in order to complete the picture. Use common terms and simple speech when faced with something out of the ordinary.

H. Radio Designation

The radio designation **"Command"** will be used along with the occupancy or address of the incident (i.e. "WalMart Command", "7th Street Command"). The designation will not be changed throughout the incident. The "Command" designation will remain with the officer currently in command of the incident.

I. Command Options

The responsibility of the first arriving unit or member to assume Command of the incident presents several options, depending on the situation. If a Chief Officer, member or unit without tactical capabilities (i.e. staff vehicle, no equipment, etc) initiates Command; the establishment of a Command Post should be a top priority. At many incidents the initial Incident Commander will be the first arriving Company Officer. The following Command options define the Company Officer's direct involvement in tactical activities and modes of Command that may be utilized.

1. Investigative Mode (Nothing Showing/ Will be Checking)
2. Quick Attack/Rescue Mode
3. Taking Command

Investigative Mode:

This is a mobile IC on a portable radio, moving around and evaluating conditions while looking for the incident problem. The company officer should go with the company to investigate while utilizing a portable radio to command the incident.

<u>Quick Attack:</u>

The first arriving company officer arrives at a visible working fire and his/her direct participation in the attack will make a positive difference in the outcome (search / rescue, fire control, and crew safety). The officer will give an onscene report and declare "quick attack". This should alert the next arriving companies that "Command" is going to be a mobile/working command. The initial arriving officer will go inside with their crew (when in the offensive strategy) with a portable radio supervising their crew in the attack. Some examples of quick attack situations:

1. Visible working fire in a house or small commercial occupancy.
2. Critical life safety situations (i.e. rescue that must be achieved in a compressed time).
3. Any incident where the safety and welfare of firefighters is a major concern.
4. Obvious working incidents that require further investigation by the Company Officer.
5. Combined crew experience level.

The units responding behind the quick attack unit must realize the initial company officer is in an attack position inside the hazard zone and is attempting to quickly solve the incident problem. Responding companies must critically listen to radio traffic, update, review and reinforce the initial on scene report. Also, the responding units must verify the safety, welfare and accountability of the quick attackers, and back-up the basic attack.

The quick attack mode should not last more than a few minutes and will end with one of the following:

1. Situation is stabilized.
2. Command is transferred from the quick attack company officer IC to a later arriving command officer.
3. If the situation is not stabilized, the quick attack company officer IC must move to an exterior (stationary) command position and is now in the Command mode. The company officer must decide whether or not to withdraw the remainder of the crew, based on the crew's capabilities and experience, safety issues and the ability to communicate with the crew. No crew will remain in a hazardous area without radio communications.

J. Command Mode – Stationary Command Post:

Certain incidents, by virtue of their size, complexity or potential for rapid expansion, demand early, strong, stationary command from the outset. In these cases, the first arriving IC will assume command and from the very beginning stay out of the hazard zone in a stationary exterior command position. The IC must remain there until the incident is terminated or command is transferred. Tactical worksheet(s) shall be initiated and utilized to assist in managing these types of incidents.

If the Company Officer assumes a Command mode, the following options are available with regards to the assignment of the remaining crew members.

1. *"Move-up" an acting officer within the Company.* This is determined by the individual and collective capabilities and experience of the crew.
2. *Assign the crew members to perform staff functions to assist the IC.* Staff functions include recon/reporting, communications assistance; help with tactical worksheet tracking, etc.
3. *Assign company personnel to another Company.* This creates a larger work group with an officer. This must be acknowledged by both the original and the receiving officer and by their inclusion in the accountability system.

K. Transfer of Command

Command is transferred to improve the quality of the Command organization. When Command is transferred it should trigger upgrades in the Command structure. The following guidelines outline the transfer of Command. Using a standard routine for both establishing and transferring command creates the capability within the responding units for the IC to effectively and safely establish and continue command. Using a quick attack company officer IC (IC #1) in the initial stages of an offensive incident, and then having a subsequent arriving response command officer (IC #2) transfer, strengthens and continues command within the IAP from an upgraded Command Post (CP), in a vehicle, outside the hazard zone, creates a strong, safe and under control approach. The benefits of an upgraded CP include:

1. Provides IC #2 with a Support Officer
2. Establishes an Incident Safety Officer (ISO)
3. IC #2 has a wider view of the fireground
4. Improves communication
5. Creates a lighted, warm (or cool), and dry environment for IC #2 to operate in

<u>Transfer of Command process:</u>

1. The first fire district member arriving on the scene will automatically assume Command. This will normally be a Company Officer, but could be <u>any</u> fire district member up to and including the Fire Chief.

2. The first arriving Company Officer or higher rank will assume Command after the Transfer of Command procedures have been completed (assuming an equal or higher ranking officer has not already assumed Command).
3. The first arriving Command Officer should assume Command of the incident following the Transfer of Command procedures and becomes IC #2.
4. Subsequent arriving Command Officers should report their location to the IC, and wait for an assignment. The first arriving Chief Officer (preferably from the appropriate jurisdiction that the incident is located in if available) will assume the role of Senior Advisor and assist the IC. The second arriving Chief Officer sets up the Command Vehicle (CV) and manages the movement of Command to the CV. The Senior Advisor, IC and Support Officer become the Command Team (Incident Advisory Team). The Command Team may assign additional staff such as a Safety Officer.
5. Local events that are of long duration or require long term evacuations may require a larger Command Staff, which may require the call back of additional Chief Officers.
6. When an incident is so large or of such duration that State or Federal resources are called to assist, an Incident Management Team (IMT) may be assigned to manage these resources. In this case, the jurisdiction having authority (AHJ) will maintain Command or delegate authority for managing resources to the IMT. In either case the AHJ retains authority to set incident objectives and determine when the IMT, State and Federal resources are no longer needed.

In certain situations, it may be advantageous for the first arriving IC (i.e. Company Officer) to transfer Command to the next Company ON SCENE. This is indicated when the initial commitment of the first arriving Company requires the entire crew (i.e. an immediate rescue situation) and another Company or Command Officer is on the scene.

“Passing Command” to a unit that is not on scene creates a gap in the Command process and compromises incident management. This practice should only be done under “Quick Attack” conditions. COMMAND SHALL NOT BE TRANSFERRED TO AN OFFICER WHO IS NOT ON THE SCENE.

Should a situation occur where a later arriving Company or Command Officer cannot locate or communicate with Command (after several radio attempts), they will assume and announce their assumption of Command and initiate whatever actions are necessary to confirm the safety of the missing crew.

Within the chain of Command, the actual transfer of Command will be regulated by the following procedure:

1. The officer assuming Command (IC #2) will communicate with the person being relieved (IC #1) by radio or face-to-face. Face-to-face is the preferred method to transfer Command.
2. The person being relieved will brief the officer assuming Command indicating at least the following:
3. General situation status:
    - Incident conditions (fire location and extent, Hazmat spill or release, number of patients, etc.)
    - Incident Action Plan (IAP)
    - Completion of the Tactical Objectives
    - Safety considerations
4. Deployment and assignments of operating companies and personnel.
5. Appraises the of need for additional resources.

The arrival of a ranking Officer on the incident scene does not mean that Command has been automatically transferred to that Officer. Command is only transferred when the Transfer of Command process has been completed. The person relieved of Command will be assigned to the best advantage by the Officer assuming Command.

A ranking Officer may elect to have a subordinate continue the role of Incident Commander. In cases where an individual is effectively commanding an incident, and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue in an active Command role. The ranking Officer must determine that the Incident Commander is completely aware of the position and function of operating companies and the general status of the situation. In these cases, the arriving ranking Officer may assume a supportive role in the overall Command organization.

The response and arrival of additional command officers strengthens the overall Command organization. As the incident escalates, the IC should use these Command Officers to fill Division or Group positions. Command should consider adding a command officer to any division with three or more operating companies. Strengthening the Command organization:

1. Improves safety
2. Decreases the span of control
3. Improves communication
4. Improves accountability
5. Improves management of the Division / Group

When the first arriving unit is a Command Officer, efforts should be automatically directed towards establishing a Command Post and fulfilling the Command functions. A Command Post in a vehicle equipped for this purpose is a priority at all working incidents. The vehicle needs to provide an appropriate work space, lighting, communication equipment, supplies, reference items and some isolation from outside distractions.

Company and Command Officers should eliminate all unnecessary radio traffic while responding, unless such communications are required to ensure that Command functions are initiated and completed. This requires that the initial Incident Commander gives a clear on scene report and continues to give updated progress reports as needed.

The IC is responsible for managing the incident. The fire district empowers the IC with the authority to turn his/her decisions into actions (develop an IAP and assign companies). Simply stated, the Incident Commander outranks everybody*. If a higher ranking Officer wants to affect a change in the management of an incident, he/she must first be on the scene of the incident and then follow the Transfer of Command procedure.

*Anyone can effect a change in incident management in extreme situations relating to safety by notifying Command and initiating corrective action.

<u>Command Team</u>

The Command Team may consist of the Incident Commander (IC), Support Officer and Senior Advisor. A Command Team is an organizational response to quickly provide enough command and control to rapidly bring a significant incident under control. The incident scene is often dynamic and intense. As the incident grows into and past the capacity of an initial Incident Commander, the IC can become overwhelmed with information management, assigning Companies, filling out and updating the tactical worksheet, planning, forecasting, calling for additional resources, talking on the radio and fulfilling all the other functions of Command. The immediate need of Command at this point is support. The IC may choose to utilize the next arriving Command Officer as a Support Officer. The IC may decide to assign the second Command Officer to a Division if he/she feels the presence of a Command Officer in a particular Sector will improve safety and communications in that Sector by reducing the span of control.

The IC and the Support Officer are the first and second members of the Command Team.

<u>It is the responsibility of the IC to perform the Functions of Command to achieve the Tactical Objectives.</u>

1. Assume and announce Command and establish an effective initial command position (Command Post).
2. Rapidly evaluate the situation (size up).
3. Initiate, maintain and control effective incident communications.
4. Provide and manage a steady, adequate and timely stream of appropriate resources.
5. Identify the incident strategy, develop an Incident Action Plan (IAP) and assign companies and personnel consistent with plans and standard operating procedures.
6. Develop an effective incident organization using Divisions/Groups to decentralize and delegate geographic and functional responsibility.
7. Review and revise (as needed) the strategy to keep the IAP current.
8. Provide for the continuity, transfer and termination of Command.

Roles and Responsibilities of the Support Officer:

1. Define, evaluate and recommend changes to the incident action plan.
2. Provide direction relating to tactical priorities and specific critical fireground factors.
3. Become the Incident Safety Officer.
4. Evaluate the need for additional resources.
5. Assign logistics responsibilities.
6. Assist with the tactical worksheet for control and accountability.
7. Evaluate the fire ground organization and span of control.
8. Other duties as necessary.

The third member of the Command Team is the Senior Advisor. The Senior Advisor is normally the highest ranking member of the Command Team. The Officer serving as "Command" and the Support Officer will focus on the completion of the tactical priorities, the strategic and tactical plan and the other components of the incident. The Senior Advisor's focus is looking at the entire incident and its impact from a broader perspective and providing direction, guidance and advice to the IC and/or Support Officer.

Role and Responsibilities of the Senior Advisor:

1. Review and evaluate the incident action plan and initiate any needed changes.
2. Provide on-going review of the overall incident (THE BIG PICTURE).
3. Review the organizational structure, initiate change or expansion to meet incident needs.
4. Initiate Division and Group functions as required.
5. Provide a liaison with other city agencies and officials, outside agencies, property owners and/or tenants.

6. Forecast and react to the effect this incident will have on the surrounding community(s) or organizations.
7. Prepare to transition into a long-term operation by establishing operational periods.
8. Provide a transitional briefing to the incoming Incident Management Team if one has been assigned to the incident.

In order to maintain continuity and overall effectiveness, the Senior Advisor and Support Officer must be in the Command Post with the IC. The result is there are three people performing the functions of Command. They are working as a team to enhance the Command process and make the functions of Command more effective. The Officer assigned to communicate directly to Companies, Groups, Divisions or Branches will use the radio designation **"Command"** and should be the only member of the Command Team talking on the radio channel.

Command Structure

It is the responsibility of Command to develop an organizational structure, using district operating procedures, to effectively manage the incident scene. The development of the organizational structure should begin with deployment of the first arriving fire district unit and continue through a number of phases, depending on the size and complexity of the incident. The Command organization must develop at a pace which stays ahead of the tactical deployment of personnel and resources. In order for the Incident Commander to manage the incident, he/she must first be able to direct, control and track the position and function of all operating Companies. Building a Command organization is the best support mechanism the Incident Commander can utilize to achieve a balance between managing personnel and incident needs. Simply put, this means:

Large scale and complex incidents = Big Command organization

Small scale and "simple" incidents = Little Command organization

The Incident Commander should have more people working than commanding. The basic configuration of Command includes three levels:

Strategic Level – Overall direction of the incident
Tactical Level – Objectives assigned to Divisions or Groups
Task Level – Task objectives assigned to Companies

Strategic – This organizational level is designed around the IC and Command Team, operating in the Command Mode and working out of a stationary command post. The strategic level involves the activities necessary for overall operational control, considering critical fire ground factors and risk management plan to determine the strategy and develop an IAP, establishing objectives, managing the strategy, setting priorities, allocating resources and thinking ahead. Strategic Level responsibilities include:

1. Determining the appropriate strategy: **OFFENSIVE OR DEFENSIVE**
2. Establishing a strategic plan for the incident
3. Setting priorities
4. Obtaining and allocating resources
5. Predicting outcomes and planning
6. Assigning specific objectives to tactical level units

Tactical – The first management 'subdivision" of incident scene organization is accomplished by assigning Division or Group responsibilities. These officers are responsible for the tactical deployment of assigned resources, evaluation and communication with the IC. They are assigned by the IC and supervise directly at the site of the assigned activity in order to meet the operational objectives given to them by the IC.

Task – The level of the organization where the work is performed by assigned companies and other resources. The Strategic and Tactical levels are in place to support the task level. Task level activities are routinely supervised by Company Officers. The accumulated achievements of Task Level activities accomplish Tactical Objectives.

<u>Command Structure – Basic Organization</u>

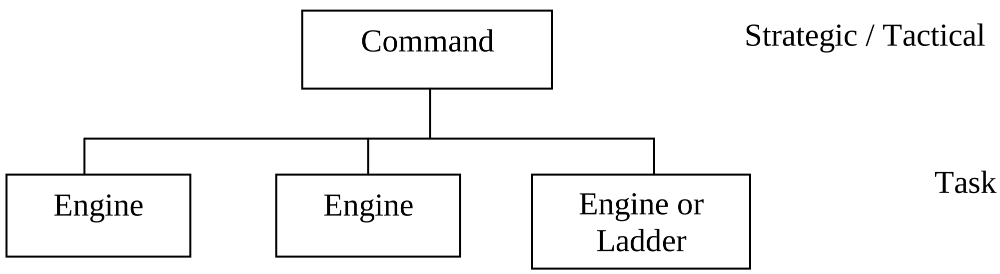
Incident organization is the function of command that the IC uses to track, communicate with and account for resources in order to meet the incident objectives. For fires this is LIFE SAFETY – INCIDENT STABILIZATION – PROPERTY CONSERVATION – CUSTOMER STABILIZATION.

<u>Examples:</u>

The most basic Command structure combines all three levels of the Command structure. The Company Officer on a single engine response to a vehicle fire determines the strategy, tactics and supervises the crew doing the task.

Command E141	Strategic Tactical Task

The basic structure for a "routine" incident involving a small number of Companies requires only two levels of the Command structure. The role of Command combines the strategic and tactical levels. Companies report directly to Command and operate at the Task Level.



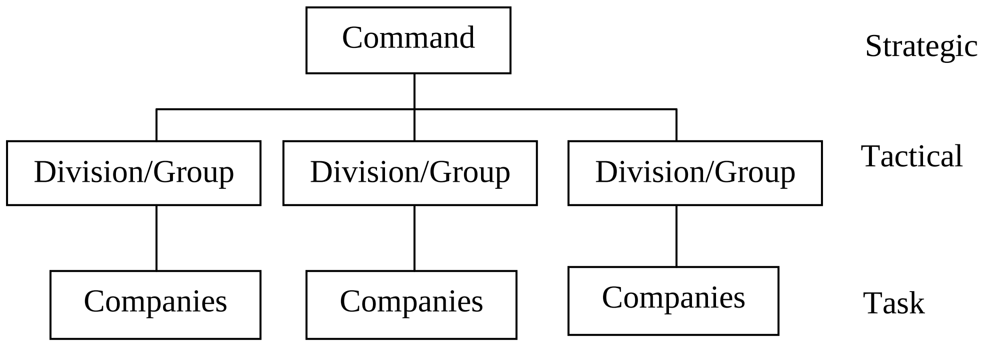
Command Structure – Division/Group Basic Operational Approach

Divisions are assigned by their geographic location (Alpha Division). Groups are assigned by their function (Ventilation Group). Divisions/Groups are a smaller more manageable unit of incident scene organization. Whenever there are three or more companies operating in a division or group, the IC should assign an Officer to that division or group. The maximum number of divisions/groups an IC can effectively manage is five to seven divisions/groups, this is also known as span of control.

A significant problem occurs when the IC requests and assigns additional companies, at a rate that exceeds the development of the incident organization. In short order, the IC will become overloaded with the details of managing a large number of companies scattered all over the incident site. The IC will soon be in the odd situation of being overwhelmed, yet still in need of more resources to accomplish their tactical objectives.

Command must develop and build an organization that matches the deployment of resources to the incident scene. The IC accomplishes this by breaking the incident scene down into manageable subunits called divisions or groups. As divisions or groups are implemented, Command continues to operate at the strategic level, determining the overall strategy and Incident Action Plan to deal with the incident.

Basic Incident Command Organization



When the number of Divisions or Groups exceeds the span of control that the Incident Commander can effectively manage, the Incident Organization should be divided into Branches. Each Branch is responsible for several Divisions/Groups and should be assigned a separate radio channel.

Once effective Divisions/Groups have been established the IC can concentrate on the overall strategy, incident action plan management, evaluation and resource allocation. Each of the Division/Group Officers becomes responsible for the tactical deployment of the resources assigned to his/her sector and communicating needs and progress back to Command.

Utilizing Divisions/Groups provides the following advantages:

1. **Reduces the IC's span of control** – divides the incident scene into more manageable units.
2. **Creates more effective incident scene communications** – permits the IC to exchange information with a limited number of individuals (Division/Group Officers) who directly supervise teams of firefighters. This reduces overall radio traffic by allowing firefighters and Division/Group Officers to communicate face to face instead of by radio.
3. **Provide a standard and logical system to divide large geographical incidents into effectively sized units** – allows the IC to concentrate on strategy from one standard command post location.
4. **Provides an array of major support functions** - these are to be selected and assigned according to the particular needs of each situation. The execution and details of these specific operations becomes the responsibility of the Officer, not Command.
5. **Improves firefighter safety** – allows each division/group officer to maintain more direct control of the position and function of the companies assigned to their

division/group at all times. Officers concentrate on their assigned areas and are in a position to move personnel based on incident conditions and the IC's decisions.

Command Should Assign Divisions/Groups on the Following Factors:

1. When the number of assigned and operating companies threatens to overload the IC's ability to command. Direct tactical-level control should be delegated (earlier than later) to division/group officers before the IC's ability to manage is exceeded.
2. When the IC forecasts that the situation will become a major operation, soon exceeding his/her span of control.
3. When companies are involved in complex operations (Large interior or geographic area, hazardous materials, technical rescues, etc.).
4. When companies are operating from tactical positions which Command has little or no direct control over (i.e. out of sight).
5. When the situation presents special hazards and close control is required over operating companies (i.e. unstable structural conditions, hazardous materials, heavy fire load, marginal offensive situations, etc.).
6. Name the division / group according to its geographical location or its function.

When establishing a Division or Group, the IC will assign each Division / Group Officer:

1. Tactical Objectives.
2. A radio designation (Roof Group, Alpha Division, etc.).
3. The identity of resources assigned to the Division or Group.

<u>Divisions or Groups Will Be Regulated By The Following Guidelines:</u>

1. It will be the ongoing responsibility of Command to assign Divisions/Groups as required for effective emergency operations.
2. Command shall advise each Division/Group Officer of specific Tactical Objectives. The overall strategy and plan will and should also be provided (time permitting), so the Officer has some idea of what's going on and how his assignment fits in.

3. The number of Companies assigned to a Division/Group will depend upon conditions within that Division/Group. Command will maintain an awareness of the number of Companies operating within a Division/Group and the capability of that Division/Group Officer to effectively direct operations. If a Division/Group Officer cannot control the resources within the Division/Group, he/she should notify the Incident Commander so that Division/Group responsibilities can be split or other corrective action taken. During offensive fires five (5) companies

represent a reasonable maximum span of control. During defensive fires seven (7) companies represents a reasonable span of control.

4. Divisions assigned to specific operating areas will be designated by A, B, C, or D (Alpha, Bravo, Charlie or Delta). The first arriving unit will label the building or area appropriately. Once Side Alpha is determined, the labeling will follow clockwise and alphabetical.

In multi-story occupancies, Divisions will usually be indicated by floor numbers (Division 4 indicates 4th floor). In some cases the floor Division identification may be subdivided into geographic areas such as “Division 4 Alpha” or “Division 4 Bravo” depending on stairwell and floor access.

Division / Group Officers will use the Division/Group designation in radio communications (i.e. Command from Alpha Division or Command from Ventilation Group).

In many cases, the initial Division/Group responsibility will be given to the Company Officer who receives the initial assignment to a basic tactical position or function (Alpha, treatment, roof, etc.)

As the incident expands, Command Officers should be assigned Division/Group responsibilities.

<u>Command will strive to assign a Command Officer to assume Division / Group responsibilities as soon as possible.</u>

Regular Transfer of Command procedures will be followed in transferring Division/Group responsibility.

In some cases, a Division/Group Officer may be assigned to an area/function initially to evaluate and report conditions and advise Command of needed tasks and resources. The assigned Officer will proceed to the Division/Group, evaluate and report conditions to the Incident Commander, and assume responsibility for directing resources and operations within his/her assigned area of responsibility.

The Division/Group Officer must be in a position to directly supervise and monitor operations. This will require the Officer to be equipped with the appropriate protective clothing and equipment for his/her area of responsibility. The Division / Group Officer should be readily identifiable and maintain a visible position as much as possible.

Division / Group Officers shall be responsible for the following basic functions:

1. Monitor personnel safety, accountability and welfare.
2. Directly supervise work in the Division / Group.
3. Develop a Division / Group IAP that integrates with the overall IAP.
4. Monitor work progress.
5. Redirect activities as necessary.
6. Coordinate actions with related activities and adjacent Divisions / Groups.
7. Request additional resources as needed (on-deck crews etc.).
8. Manage Maydays within the Division / Group.
9. Advise the IC of situation status, changing conditions, progress, completion and exception reports.
10. Re-allocate resources within the Division / Group.
11. Provide information for both formal and informal After Action Reviews (critiques).
12. De-commit companies as operations are completed.

When a command officer is assigned Division / Group responsibilities, command will also try to assign an Incident Safety Officer to become the Division/Group Safety Officer. This is obviously heavily dependent on the amount of personnel available.

Role of Division/Group Safety Officer (partnered with Division / Group Officer)

1. Perform Safety Officer function / role.
2. Assess safety concerns within sector.
3. Assist Division / Group Officer with managing the Division / Group (stay together).
4. Manage accountability within the Division / Group.
5. Provide air management within the Division / Group.
6. Manage work/rest cycles within the Division / Group.
7. Manage the Division / Group On-Deck crews, recycle and rehab.
8. Establish communication with the Safety Group.
9. Coordinate with other Division / Group safety officers.

The primary function of a Company Officer working within a Division / Group is to direct the operations of their individual crews in performing assigned tasks. Company Officers will advise their Division / Group Officer of work progress, preferably face-to-face. All requests for additional resources or assistance within a Division / Group must be directed to the Division / Group Officer. Division / Group Officers communicate with “Command”.

Each Division / Group Officer will keep Command informed of conditions and progress in the Division / Group through regular progress reports. The Division / Group must prioritize progress reports to essential information only.

<u>Command must be advised immediately of significant changes, particularly those involving the ability or inability to complete an objective, hazardous conditions, accidents, structural collapse, etc.</u>

When a Company is assigned from Staging to an Operating Division/Group, the Company will be told what Division/Group and which Officer they will be reporting to. The Division/Group Officer will be informed of which particular companies or units have been assigned by the Incident Commander. It is then the responsibility of the Division/Group Officer to contact the assigned Company to transmit any instruction relative to the specific action requested.

Division/Group Officer will monitor the condition of the crews operating in their Division/Group. Relief crews will be requested in a manner to safeguard the safety of personnel and maintain progress toward the Division/Group objectives.

Division/Group Officers will insure an orderly and thorough reassignment of crews to Rehab Group. Crews must report to rehab intact to facilitate accountability.

<u>Command Structure – Expanding the Organization; Branch Officers</u>

The Branch level of the organization is designed to provide COORDINATION between the Division/Group and Command. Adding Branches to the incident organization decreases the communication load on the IC. Branch officers supervise and manage a number of Division/Group Officers and report to the Incident Commander.

As the incident organization grows in complexity, and the span of control with Divisions/Groups is maximized, the Command Team may determine that an additional level within the Command Organization is needed.

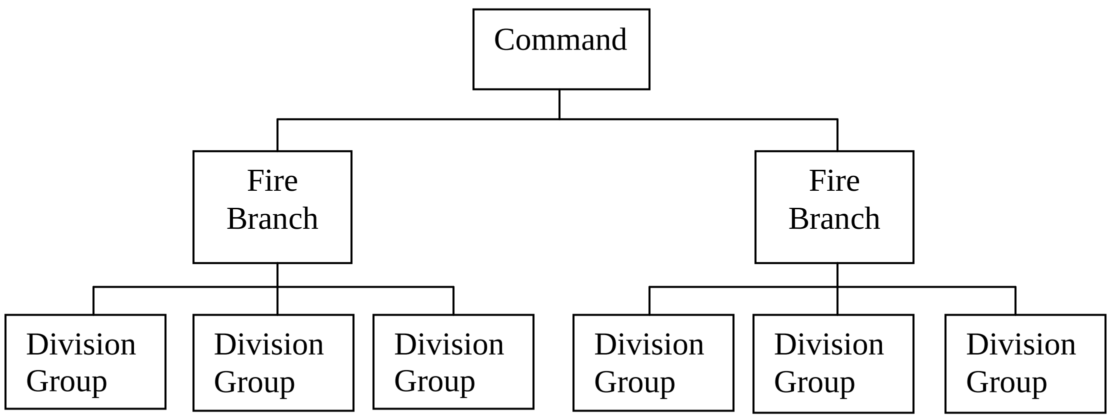
Strategic Level – Incident Commander

Coordination Level – BRANCH OFFICERS

Tactical Level – Division/Group Officers

Task Level – Companies

Branch Officers should be utilized at incidents where the span of control with Division/Group is maximized or incidents involving two or more distinctly different major management components (i.e. a large fire with a major evacuation, a large wildland fire with urban interface conditions). The Incident Commander may elect to assign Branch Officers as forward positions to coordinate the activities between Divisions/Groups.



The intent of the Branch Level of the Command structure is to split an incident into manageable components and reduce the span of control. Branch Officers will normally be utilized at very large scale incidents that involve two or more major components. The following types of incidents are examples where Branch Officers should be utilized.

1. A Haz Mat incident that requires a major evacuation.
2. A large scale incident spread over a wide/large geographic area.
3. An incident with mass casualties and a significant hazard.
4. Any incident where the number of Divisions/Groups exceed the span of control that can be effectively managed by the incident commander.

Branch Officers manage and direct activities of Division/Group Officers. Branch Officers will operate on the assigned radio channel given by Command. The radio designation of Branch Officers should reflect the geographic area or function of the Branch (for example: Fire Control Branch, Medical Branch, West Branch, etc.).

When Command implements Branch Officers the IC will assign a separate radio channel (not the tactical channel, if possible) for communications within the Branch.

Division/Group officers should be notified by Command of their new supervisor. This information should include:

1. What Branch the Division/Group is now assigned to.
2. The radio channel the branch (and Division/Group) is operating on.

Radio communications will then be directed from the Division/Group Officer to the Branch Officer. **Division/Group officers will still use the radio designation of Command when contacting their Branch Officer.** Division/Group officers will relay Branch and radio channel information to the Companies working in their Division/Group. **Note: When providing radio information to the companies in their Division/Group, Division/Group Officers should obtain a PAR and insure that all members working in the Division/Group are operating on the assigned radio channel.**

Branch Officer positions should be assigned to Chief Officers. Branch Officers operate in forward positions. They should utilize a Command Officer's vehicle as a forward Branch Command Post (when feasible). In these situations, Command must assign Officers in the Command Post to monitor each Branch radio Channel.

Branch Officers are not limited to Operations. Any of the Division/Group Officers may implement Branches within their individual sections as needed.

<u>Command Structure – Expansion to Major Operations</u>

As a small incident escalates into a major incident, additional organizational support will be required. As additional ranking Officers arrive on the scene, the Command Post organization (Team) may be expanded through the involvement of Command Officers and staff personnel to fill section positions. Section Officers assist the Incident Command Staff with the long term management of the incident and operate at the Strategic Level. The Incident Commander implements Sections as needed, depending on the situation and priority of needs (One incident may only require a Logistics Section while another incident may require all the sections to be implemented.)

When the communication system permits, Section Officers should operate on separate radio channels and utilize the radio designation that identifies their section (Planning, Logistics, etc.).

During the initial phases of the incident, the Incident Commander and his/her staff normally carries out these four section functions. The Fire District's involvement and needs at the incident scene can be divided into four sections. They are:

LOGISTICS SECTION

PLANNING SECTION

OPERATIONS SECTION

ADMINISTRATIVE SECTION

The Logistics Section is the support mechanism for the organization. Logistics provides services and support systems to all the organizational components involved in the incident. Command may assign the Logistics Section its own radio channel. The Logistics Section Officer may establish Groups/Divisions or Branches for his/her section as needed.

Roles and Responsibilities:

1. Provide rehab.
2. Manage staging.
3. Provide and manage any needed supplies or equipment.
4. Forecast and obtain future resource needs (coordinate with the Planning Section).
5. Provide any needed communications equipment.
6. Provide fuel and needed repairs for equipment.
7. Obtain specialized equipment or expertise per Command.
8. Provide food and associated supplies.
9. Secure any needed fixed or portable facilities.
10. Provide any other logistical needs as requested by Command.
11. Collect and provide information for an After Action Review.
12. Supervise assigned personnel.

The Planning Section is responsible for gathering, assimilating, analyzing and processing information needed for effective decision-making. Information management is a full-time task at large and complex incidents. The Planning Section serves as the Incident Commander's "clearing house" for information. This allows the Incident Commander to have a single person provide him/her with information instead of having to deal with dozens of information sources. Critical information should be immediately forwarded to Command (or whoever needs it). Information should also be used to make long-range plans. The Planning Section Chief's goal is to plan ahead of current events and to identify the need for resources before they are needed.

Roles and Responsibilities:

1. Evaluate current strategy and plan with the Incident Commander.
2. Refine and recommend any needed changes to the plan.
3. Evaluate Incident Organization and span of control.
4. Forecast possible outcome(s).
5. Evaluate future resource requirements.
6. Utilize technical assistance as needed.
7. Evaluate tactical priorities, specific critical factors and safety.
8. Gather, update, improve and manage information with a standard systematic approach.
9. Facilitate an After Action Report.
10. Liaison with any needed outside agencies for planning needs.

The Operations Section is responsible for the tactical priorities, accountability, safety and welfare of the personnel working in the Operations Section. The Operations Section Officer uses the tactical radio channel to communicate strategic and specific objectives to Division/Group Officers and/or Branch Officers.

Roles and Responsibilities:

1. Coordinate activities with the Incident Commander.
2. Implement the Incident Management Plan.
3. Assign units to Divisions/Groups/Branches based on Tactical Objectives and priorities.
4. Build an effective organizational structure through the use of Branches and Divisions/Groups.
5. Provide Branches and Divisions/Groups Tactical Objectives.
6. Manage Operation Section activities.
7. Personnel Accountability.
8. Provide for life safety.
9. Determine needs and request additional resources.
10. Consult with and inform other sections and the Incident Command Staff as needed.
11. Collect and provide information for an After Action Review.

If the Operations Officer is located at the Command Post, he/she should use the radio designation of “Command”. The vast majority of incidents can be effectively managed without an Operations Officer, or with the Operations Officer located at the Command Post. If the Operations Officer is located out of the Command Post at a “forward” position, he/she should use the radio designation of “Operations”.

Implementing an "Operations" radio designation in the middle of a major incident can create confusion with radio communications. It is absolutely essential that all personnel operating at the incident be made aware of the activation of "Operations". All Division/Group Officers and Branch Officers must then direct their communications to the "Operations" Officer.

The Operations Officer will communicate with the Incident Commander to request additional resources, provide progress reports, etc.

Once implemented, "Operations" becomes a forward Command Post. As such the Operations Officer will need some personnel assigned to assist as staff members to help with radios, tactical worksheets, etc.

<u>The Incident Commander – Role and Responsibilities after Activation of an Operations Officer.</u>

Once the Operations Officer is in place and functioning, the Incident Commander's focus should be on the strategic issues, overall strategic planning and other components of the incident. This focus is to look at the "big picture" and the impact of the incident from a broad perspective. The Incident Commander should provide direction, advice and guidance to the Operations Officer in directing the tactical aspects of the incident.

1. Review and evaluate the plan, and initiate any needed changes.
2. Provide on-going review of the overall incident (THE BIG PICTURE).
3. Select priorities.
4. Provide direction to the Operations Officer.
5. Review the organizational structure, initiate change or expansion to meet incident needs.
6. Initiate Section and Branch functions as required.
7. Establish liaison with other agencies, property owners and/or tenants.
8. Collect and provide information for an After Action Review.
9. Other duties as necessary.

In order to maintain continuity and overall effectiveness, the Incident Commander and Operations Officer should normally be in the Command Post together.

The Administration Section evaluates and manages the risk and financial requirements for the Fire District's involvement in the incident.

Roles and Responsibilities:

1. Procurement of services and/or supplies from sources within and outside the Fire District as requested by Command (coordinates with Logistics).
2. Documenting all financial costs of the incident.
3. Documenting for possible cost recovery for services and/or supplies.
4. Analyzing and managing legal risk for incidents such as a hazardous materials clean-up.
5. Serves as the Incident Commander's liaison with: County/City officials, Litigators (and other lawyer types) and regulatory agencies (EPA, OSHA, DOT, etc.).
6. Monitors and coordinates emergency service delivery to the rest of the community during major incidents to ensure adequate coverage.
7. Serves as the E.O.C. (Emergency Operations Center) representative in the Command Post and provides briefings to the E.O.C. staff.
8. Manage investigations (arson, etc.)
9. Collect and provide information for an After Action Review.

The Administration Section is responsible for obtaining any and all needed documentation for potential cost recovery efforts, or litigation, including criminal charges.

A. Purpose

This procedure will define the response, tasks and organization of Initial Rapid Intervention Teams, Rapid Intervention Teams, and Rescue Group.

B. Definitions

IRIT- Initial Rapid Intervention Team
RIT- Rapid Intervention Team
RIG- Rapid Intervention Group

B. Procedure

All interior fires are required to establish a RIT as part of the initial fire attack operation. One **exception** to the previous statement and the OSHA "Two-in/Two-out" rule will be if the initial attack company determines that immediate entry into the IDLH Atmosphere is necessary to **save life or prevent serious injury**. Another **exception** is a fire in the incipient phase that can be extinguished by a portable fire extinguisher. All other situations will follow the "Two-in/Two-out" rule with no exception.

C. Initial Rapid Intervention Team (IRIT)

IRIT is temporarily assigned to provide initial rescue crew functions until another dedicated unit can fill the role as RIT and is comprised of two suppression personnel. One IRIT member must be solely dedicated to tracking interior personnel. This function provides an accurate location/status of interior personnel and the ability to immediately initiate rescue operations. IRIT members must have full PPE and SCBA donned, have equipment/tools and charged hoseline available should a rescue be warranted. Following IRIT utilization, the fire officer or IC should notify dispatch that IRIT is established. Ex. Engine 143 is going interior for fire attack, with IRIT in place.

D. Rapid Intervention Team (RIT)

The early implementation of a dedicated RIT is optimal for the safety of all individuals on scene and should be comprised of 2-4 personnel. The formation of more then one RIT can be valuable when more then one point of entry is used for fire attack.

Roles and responsibilities of RIT/Rescue Group

1. Monitor all fire ground radio traffic
2. Initiate RIT Tactical Worksheet (location of interior crews)

Develop and Communicate a Rescue plan

1. Consider Critical incident factors (monitor fire and smoke conditions)
2. Consider Air management
3. Consider Firefighter fatigue
4. Familiarization of incident area
5. Identify multiple points of ingress/egress and make attainable for emergency use (remove security bars, unlock doors, clean out glass from broken windows)
6. Provide secondary means of egress from multi-story buildings with ground ladders

Develop and Communicate a Search Plan

1. Consider the point of entry for crew/member in trouble
2. Consider an accurate last known location of crew/member in trouble
3. Consider fuel load, your water supply /hoseline selection
4. Assign tasks to entry crew (TIC, RIT bag, tools)
5. Monitor air supply
6. Provide timely CAN reports to Command or Rescue Group
    a. CAN- Conditions, Actions, Needs

Develop and Communicate a Rescue Plan

1. Consider additional resources early
2. Consider alternate exit points
3. Consider carry vs. drag techniques (obstructions, heat, visibility)
4. Monitor your air supply
5. Provide timely CAN reports to Command or Rescue Group

RIT/Rescue Group Functions

1. Monitor tactical radio channel. Obtain RIT bag and TIC
2. Recon hot zone (apparatus placement, points of entry)
3. Request additional resources as necessary
4. Provide additional means of egress for companies operating on any above ground floor
5. Remove security bars and devices
6. Illuminate entrances and exits
7. Confirm utilities are secure
8. Develop and discuss search/rescue plan
9. Notify Command (CAN report) of ready status

Initial Entry Team Operations

1. Execute the search plan
2. Locate crew or member
3. Assess firefighter and environment
4. Transfill air and package firefighter
5. Monitor entry team air supply
6. Provide CAN report to Command or Rescue Group
7. Prepare to extricate victim

Back-up RIT Entry Team

1. RIT for Entry team
2. Communicate rescue plan
3. Secure additional resources (as needed)
4. Prepare for relay rescue
5. Provide exterior support for initial team

Duration of RIT

RIT shall remain dedicated to operations until an IDLH environment is no longer present and the building is considered structurally safe. Reassignment or dissemination of RIT shall only be done by the Incident Commander.

A. Purpose

The Fry Fire District believes personnel safety is by far the highest priority. The purpose of this procedure is to define the Incident Safety Officer (ISO) position and describe the roles and responsibilities that follow during any incident where the position is deemed necessary.

B. Scope

The Fry Fire District shall strive to initiate the Incident Safety Officer/Group position at any working structure fire, wildland fire, 962's, multiple alarm incidents, technical rescue (rope/ swift water/trench), hazardous materials incidents, or any multiple unit response. This policy does not eliminate the personal responsibility for all District members to perform safe work behaviors and to operate within District SOGs/SOPs at all times. Company Officers or others working in the capacity of a Supervisor are responsible for the safety of their subordinates

C. Policy

The first arriving member or company should establish Command unless operating in quick attack mode. An Incident Command System should be implemented at all working incidents involving two or more companies. The Incident commander is responsible for assigning a Safety Officer/Group. The Safety Officer reports only to Command (IC) and has the full authority to terminate, suspend, or alter any unsafe action. Safety Officer intervention at scene operations involves three approaches. First is for life threatening situations, the second is for non-life threatening situations; the third approach occurs in the on-going incident planning process.

First approach –Life threatening conditions

Any life threatening conditions will be corrected immediately and directly. When time permits Command should be notified. Corrective action will be initiated by Command immediately. In life threatening situations that do not allow time to notify Command's intervention, the Safety Officer/Group shall immediately stop any action, or countermand any order, under these circumstances by direct and immediate intervention. Such action may be taken with the understanding that the Safety Officer/Group works for Command and is accountable to Command for actions taken. Command must be immediately advised of any direct intervention by the Safety Officer/Group under these circumstances.

Emergency traffic should be used for any critical emergency notifications /alerts required at the incident scene.

Second approach – non life threatening conditions

The second approach is for non-life threatening situations and involves merely addressing safety problems with individual firefighters, company officers, and group leaders and often does not effect the incident action plan. Where corrective action does not affect Command strategy; Command may not be notified.

Third approach – on going incident planning

The third approach occurs in the on-going incident planning process. Following implementation of the Safety Officer/Group, Command must provide the Safety Officer an overview of the incident action plan and specific details of the safety plan. The Safety Officer, upon his/her arrival, will confirm that a safety plan is in effect, review it, and provide any recommendations as needed. Command may request the individual accepting the ISO duties to develop a safety plan and recommendations for Command. Command must be kept aware of any adjustments that affect the IAP, via frequent and timely CAN reports.

D. Safety Officers Roles and Responsibilities

1. Report on scene and have face to face briefing with the Incident Commander
2. Don appropriate PPE, including identifying vest, and begin monitoring the IAP, conditions, activities, and operations to determine whether they meet the District's Risk Management criteria.
3. Ensure that a RIT, whom is prepared for the incident, is available and ready for deployment. The OSHA "two in, two out rule" shall be followed, unless a life safety issue exists.
4. Offer judgment to the IC on establishing control zones and no-entry zones and ensure that established zones are communicated to all members present on scene.
5. Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication. Communicating any channel changes to all members on scene.
6. Evaluate motor vehicle incident scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards. Including surveying and evaluating the hazards associated with the designation of a landing zone and interface with helicopters.
7. Evaluate visible smoke and fire conditions and advise the IC and company officers on the potential for flashover, backdraft, explosion, or other events that pose a threat to operating teams.

8. Ensure an incident Rehabilitation system has been established during emergency operations. That addresses rest, hydration, active cooling, medical monitoring and care, energy nutrition and extreme conditions. He or she may evaluate the need for critical incident stress procedures and request them to the IC.
9. Monitor the accessibility of entry and egress of structures and its effect on the safety of members conducting interior operations.
10. Upon notification of a member injury, illness, or exposure, the ISO shall immediately communicate this information to the IC to ensure emergency medical care is provided. An accident investigation shall be initiated for post incident analysis.
11. Prepare a written report for the post-incident analysis that includes pertinent information about the incident relating to health and safety issues.

A. Purpose

The Rehab Group is intended to decrease the risk of injury that may result from extended field operations under adverse conditions. In turn, rehab increases firefighter effectiveness.

B. Procedure

During an incident, upon the completion of one SCBA bottle the Company Officer will assess the physical condition of their personnel and make sure that each consumes water. The Company Officer will then decide further course of action. The consumption of two SCBA bottles will require immediate Rehab.

C. Responsibilities

1. Rehab Group- Evaluate and assist personnel who could be suffering from the effects of sustained physical and /or mental exertion during any emergency operation or training event, and after personnel have gone through two SCBA bottles.

2. Company Officers- All supervisors shall remain aware of the physical condition of each member operating under their span of control and ensure that health and safety needs are given proper consideration.

3. Personnel- All members shall advise their company officer whenever they believe their level of fatigue or exposure begins to affect their performance or crew safety.

D. Group Establishment

The Rehab Group will be utilized to evaluate and assist personnel who could be suffering from the effects of sustained physical or mental exertion during emergency operations. Members who reveal signs of unsafe physical or mental endurance are not to continue with emergency operations.

The Incident Commander is responsible for the establishment of the Group and may designate a Rehab Officer depending on the size of the incident. The radio designator of the Rehab Group is “REHAB”. Rehab will report to Command or Division based on the incident organization that is established by Command.

Establishment of a Rehab Group should be considered during but not limited to the following incidents:

1. Structure/Wildland Fires
2. HazMat incidents
3. Technical Rescue incidents
4. Mass Casualty or Complex EMS incidents
5. Extended training activities
6. Other incidents deemed appropriate by an Officer

E. Location

The Rehab location may be determined by Command, a Division Supervisor, or Rehab Officer, depending upon the scope of the operation. Ordinarily the Rehab Group will operate out of a utility truck or medic unit. Characteristics to be considered when locating the Rehab Group site include the following:

1. The location of Rehab shall enable personnel to receive physical relief and recuperation from incident stress, hazards, and environmental exposures. The location should also be far enough away from the incident to allow for turnout and SCBA removal.
2. The area should be large enough to support several crew simultaneously.
3. The area should allow for easy EMS ingress/egress.
4. Depending on the size of the incident, this group may be combined with the Medical Group.

F. Resources

Rehab officers shall secure all necessary resources required to staff and supply the Rehab area. Supplies may include the following:

1. Apparatus-Utility truck, Rescue, Medic unit, Fire apparatus
2. Fluids-water and Gatorade. Caffeinated/ Carbonated beverages should be avoided. Rehab is available at Station 142 along with coolers and ice.
3. Food- energy bars, fruit, fresh sandwiches. Fast food, fatty, and salty food should be avoided.
4. Medical- a medic unit should be designated to the fire for this purpose
5. Other- awnings, fans, tarps, blankets, lights, dry clothing, etc.
6. CISM personnel

G. Rehab Group Functions

The Rehab Group shall be responsible for the following functions:

1. A physical assessment
2. Rest, Hydration, and refreshments
3. Medical evaluation and treatment of injuries
4. Continual monitoring of physical and mental condition
5. Transportation for personnel requiring treatment at a medical facility
6. SCBA re-fill
7. Notify Command when crews are ready for reassignment

The Rehab Group is divided into four areas of function.

1. Rehab Entry Point- communicate area and identify location.
   - Accountability tags are collected
   - Rehab personnel will log in firefighters/crews when they report to Rehab and when they leave Rehab after they have been reassigned
   - Rehab personnel will log the number of times firefighter(s)/crew(s) have been in Rehab

2. Hydration/Rest/Energy Replacement-in this area the personnel will remove PPE, have their vitals taken, rehydrate and re-fuel with food. After 20 minutes in the area, personnel will be reassessed to decide further action.
   - If pulse rate is greater than 120 bpm, responders will be sent to the Medical/Treatment Group for further evaluation.
   - If pulse rate is less than 120 bpm, responders will remain at Rehab Group for further replenishment, until reassignment or demobilization.
   - If the responder has an injury, send to Medical/Treatment group

3. Medical/Treatment- Staffed with one ALS transport unit. An assessment shall be conducted by a CEP for each member who enters Rehab and again following their reassignment. Criteria preventing a firefighter from incident operations are as follows:
   - Pulse greater than 100 bpm
   - Systolic BP greater than 200 or less than 90
   - Diastolic BP greater than 110
   - Core temperature of greater than 101 degrees F

The Medical/Treatment Officer or CEP shall notify the Rehab Officer of the status and condition of any member needing further evaluation.

4. Crew Reassignment- Crews that are released from Rehab or Medical/Treatment will be ready from reassignment. The Reassignment function personnel will advise the Rehab Group Officer of all the companies' status for reassignment. The Rehab Group Officer will then advise Command of the status of the companies' ready for reassignment. Following reassignment, the company officer will report to the Rehab Group Officer to demobilize from Rehab and collect accountability tags.

H. Documentation

The following information shall be documented (if applicable) by Rehab Group personnel for personnel entering the Rehab area:

1. Company check in/check out
2. Personnel's vitals and assessment notes, all information should be given to the IC following the termination of the incident.
3. PCR- to be completed following any treatment is rendered beyond the routine assessment
4. Workmen's Comp Form- An injury that was reported or treated, the Company Officer needs to complete forms per District policy.

A. Purpose

This procedure is written to identify the roles and responsibilities of any individuals who are initiating or responding to a trapped or lost firefighter during emergency operations.

B. Procedure

Mayday Radio Message- The radio message “Mayday” shall be designated for any situation involving a firefighter trapped, lost, injured or needing rescue extraction. The term Mayday shall only be used in this situation. All other emergencies on the fire ground will be announced through Emergency Traffic. Any member can call a Mayday to report a firefighter in the situations listed above without delay. Any reported Mayday will immediately receive radio traffic priority followed by an emergency traffic tone.

C. Individual Responsibility

Any member that becomes trapped, lost, injured, or needing rescue on the fire scene should execute the following procedure:

1. If possible, try to relocate yourself to an area of structural significance (wall).

2. Say Mayday three (3) times consecutively over the radio.

3. Wait for the channel to clear and the Mayday to be acknowledged by the Incident Commander and Dispatch.

4. Give information below:
   - Location – “Alpha side, exterior wall”
   - Unit – “Engine 141”
   - Name – “Firefighter Joe Hawkins”
   - Assignment/Air – “Interior, 1500psi”
   - Resources – “heavy debris, bring the K12”

5. Relay whether you are able to self-extricate or are mobile/immobile.

6. Activate the PASS device on your SCBA.

7. If a flashlight is available, point it upwards at a 45 degree angle.

8. Remain calm and conserve air use by performing the “Reilly Emergency Breathing Technique” by which you hum on exhalation.

D. Command Responsibility

Command should maintain accountability of all fire personnel on the fire ground by using the District accountability system. When a firefighter is unaccounted for, the Captain or another crewmember should immediately announce a "Mayday." The IC shall respond by implementing an IAP for a high priority firefighter rescue while continuing firefighting efforts. The survivability of victims depends on reducing the hazards of rescue areas.

Upon the announcement of a Mayday, the Incident Commander shall initiate the following:

1. Direct Dispatch to move all fire incident traffic to another radio channel and advise "Emergency traffic only" on Rescue channel.

2. Try to establish an accurate location of the victim(s).

3. Complete PAR's (personnel accountability report) for all fire ground personnel at the time of the Mayday.

4. Initiate a RIC (rapid intervention crew) by placing the RIC into operation. The radio designator shall be RIC. The IC may establish Rescue Division/Group for the rescue operation.

5. Replacement of RIC for initial incident.

6. Assign a Safety Officer/ ISO to the rescue operation.

7. Confirm a Mayday alarm with dispatch. Units responding to support Rescue/RIC operations shall respond on the fire incident channel and report to Command upon arrival.

8. Must ensure that all personnel are operating within the IAP and not attempting rescue operations without direction.

E. RIC Responsibility

The RIC shall be properly briefed on all current and accurate information involving the location and status of the victims to be rescued, prior to deployment. Also, establish communications between RIC to Command and RIC to the victim (if available).
The following are roles and responsibilities of the RIC during the operation.

1. RIC should be prepared with appropriate tools for the assignment and equipped with RIC Bag and TIC.

2. Perform a hazard assessment of rescue areas.

3. Assessment of victim status: LOC, mobility, breathing, air supply, injuries, entrapment, etc.

4. Identify and remove or control any life threatening conditions.

5. Request the needed resources for operation success: Extra personnel, tools/equipment, area protection, support functions, etc.

6. Maintain air management awareness.

7. Identify egress and exit routes.

A. Purpose

There may be times, during a response to an incident, that all units responding are not needed on scene immediately. During these incidents, responding apparatus may need to go to either Level I or Level II staging.

These Staging procedures attempt to reduce routine traffic, but in no way should reduce effective communications or the initiative of officers to communicate. If staged companies observe critical tactical needs, they will advise Command of such critical conditions and their actions.

B. Level I Staging

When arriving at staging, companies will indicate their status as "Staging". If assigned to a task, they will indicate "On-Scene" status. Companies should continue response to the scene until a company officer sizes up the scene. When a first arriving company reports on the scene, Level I Staging will begin within these guidelines.

Level I staging should be used any time responding units are not immediately needed on scene. Any initial report of "nothing showing" will be cause for all incoming units to automatically report to Level I staging. Incident command may choose to have units respond in "as needed" and it will be at the discretion of the incident commander which units respond.

When reporting to Level I staging, all incoming apparatus will be required to stage in the direction of travel, uncommitted, approximately one block from the scene until assigned by command. Engine Companies may elect to stage at a hydrant. A position providing a maximum of possible tactical options with regard to access, direction of travel, water supply, etc., should be selected.

Staged companies in Level I staging will, report the company designation and the area they will be staging, i.e., "Engine 141 staged south"; it may be necessary to be more specific when reporting standby positions in extraordinary response situations. An acknowledgment is not necessary from Dispatch; however Command should acknowledge staging reports. If it has become apparent Command has forgotten the company is in a staged position, the company officer shall contact Command and once again advise him/her of their standby status.

C. Level II Staging

Level II staging supersedes Level I when ordered by Command. Command and staff vehicles will not stage on arrival at an incident. These vehicles will be parked outside the operational area, where they will not restrict access to the scene, and personnel will report to the Command Post. Level II staging may be utilized when additional or on-scene reserve units are required. These companies are placed in a staging area at a location designated by Command.

Although this practice may be rare for our particular operations, during automatic and mutual aid alarms, Level II staging is the most appropriate method of managing apparatus resources at the emergency scene.

When Command announces “Level II Staging”, all automatic and mutual aid alarm companies will report to and remain in the staging area until assigned. First Alarm companies will continue with Level I staging unless instructed otherwise. When going to Level II, Command will give an approximate location for the staging area. Companies which are already staged (Level I) will stay in Level I staging unless advised otherwise by Command. All other responding units will proceed to the Level II staging area.
The staging area should be away from the Command Post and from the emergency scene in order to provide adequate space for assembly and for safe and effective apparatus movement.

When calling for additional resources, Command should consider Level II staging at the time of the call. This is more functional than calling for Level II staging while units are en-route. The additional units will be dispatched to the staging area.

The first arriving fire district officer at the staging area will automatically become the Staging Officer with a radio designation of Staging Division and notify Command on arrival. In some cases, Command may ask the staging division to scout the best location for the staging area and report back to Command.

A. Authority

The Fry Fire District staffs and operates four special operation teams. Each team has a designated Team Coordinator who is responsible for the overall management of the team. Coordinators may delegate specific duties to other team members as needed. Team coordinators will serve at the discretion of the Fire Chief. The district operates the following teams.

A. Hazardous Materials Response
B. Technical Rescue
C. Wildland Fire
D. Tactical Medic Support

B. Jurisdiction

Each of these teams has a response jurisdiction of countywide and occasionally may respond state or nationwide. District special operation teams will not respond into Mexico. Teams may respond to the border and support emergency incidents in an advisory role. Neither equipment nor personnel will be deployed into Mexico. Out of district responses should be approved by the Fire Chief prior to deployment.

C. Training and Certifications

Special operation teams have varied requirements for their membership in the form of:

A. State or national certifications
B. Mandatory internal refresher training
C. Internal competency based requirements
D. Team specific physical fitness testing

A. Call out procedure

1. General: The Hazardous Material Team (HMT) responds to a variety of emergency and non-emergency requests dealing with potentially hazardous substances requiring specialized training and equipment. The nature and location of these emergencies requires coordination of resources between the District and other responding agencies.

2. Response Guidelines: Activation of the HMT requires approval of the Fire Chief or senior officer in command for all incidents. All requests for activation of the HMT within District boundaries will be automatic and response of the HMT initiated as soon dispatched or requested by another agency. For HMT missions outside of the District's jurisdiction , approval of the Fire Chief or Senior Officer is required prior to initiating a response. The level of response by the District shall be dictated by the nature and severity of the incident, availability and estimated effectiveness of other agency resources and availability and estimated effectiveness of District resources.

3. The ability of the District to respond to other emergencies within the District shall be evaluated and insured prior to committing District personnel to out of District responses in all cases. Members responding from "on duty" crews must be replaced by "call back" personnel as soon as possible.

4. Responsibilities: The HMT coordinator or team member in charge shall advise the Fire Chief or Senior officer on duty of the nature of the emergency, the estimated resources required, the expected duration of the mission and the total number of personnel to be deployed, including the name of each member deployed.

   The HMT Coordinator or team member in charge shall keep the senior officer on duty appraised as to the mission status and shall report all conditions that may endanger the condition or welfare of mission personnel or resources.
   The HMT has developed internal guidelines for the safe and effective operation of the HMT.

5. Call Out Procedure: The individual receiving a request for HMT response will perform the following.

   - Gather all pertinent information concerning the request such as name of person/agency requesting, location, product involved, quantity, injuries and call back number.

- Notify the Fire Chief or Senior Officer on duty.
- Notify the Haz-Mat Team Coordinator on all requests.
- Notify the Cochise County Emergency Services Coordinator and receive approval for all out of district responses.
- If a team response is deemed necessary, send an all page and request any available personnel.
- Notify Sierra Vista and Douglas Fire Departments. Request personnel and equipment if necessary.

Personnel will report promptly to the indicated station for briefing and deployment preparation.

6. <u>Deployment of Life Net Helicopter:</u> Request for the Life Net helicopter will be made by directly calling 459-0762 or 1-800-624-7828. Only the Life Net helicopter out of Sierra Vista will be used for the hazardous material team. Haz-Mat members shall be trained on the emergency shut down operations, landing zone guidelines, and on the communications system of the aircraft prior to boarding the aircraft. All Haz-Mat members who are airborne will follow the direction of the pilot.

Fry Fire District HazMat Team Standard Operating Guidelines
Updated on 6-13-11

Contents:

Part I; Emergency Response Plan

Part II; Initial Response

Part III; Incident Management

Part IV; Establishing Work Zones

Part V; Identification and Confirmation

Part VI; Decontamination

Part VII; Monitoring Protocols and Procedures

Part VIII; Entry Team Briefings

Part IX; Product Recovery and Disposal

Part X; Post Incident Guidelines

Part XI; Personal Protective Equipment Program

Appendices
Suspicious Incident Guidelines
Haz-Mat Medical Guidelines

Standard Operating Guidelines, Part I
Emergency Response Plan

A. Purpose

The purpose of this plan is to provide the Cochise County Hazardous Materials Response Team (CCHMRT) with an organized plan to mitigate an emergency involving hazardous materials within Cochise and Graham Counties. (For the purpose of this document, the terms hazardous materials and hazardous substances are used synonymously and intended to encompass any product or chemical as defined in regulations or posing risk to life, property or the environment).

B. Objective

It is the objective of this plan to provide the CCHMRT personnel and managers as well as other agencies with a standardized plan of action in the event of a hazardous materials incident requiring the intervention and activation of the CCHMRT. It is directed to ensure proper and professional actions by all involved agencies.

C. Intent

It is the intent of this plan to enhance existing systems and provide a consistent level of hazardous materials response capability throughout Cochise County. This plan should compliment existing plans and is not intended to supplant or usurp existing emergency response plans of any agency. This plan is intended to comply with the minimum requirement of Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120(q)(1) for the CCHMRT. This plan along with the CCHMRT Standard Operating Guidelines (SOG's) and the Site Specific Safety Plan are intended to comply with all the elements of OSHA 29 CFR 1910.120(q)(2). The CCHMRT will develop a Site Specific Safety Plan as defined in the CCHMRT SOG's on every hazardous materials incident response.

D. Authority

The CCHMRT will respond to any hazardous materials emergency under the direction of the Cochise County Emergency Services Coordinator. All requests for the CCHMRT must be made through the Cochise County Emergency Services Coordinator. The CCHMRT will operate within a unified command system with the requesting agency to take or cause to take such actions as necessary in the attempt to mitigate, remove or abate the effects of a hazardous materials release or threat of release. The activation of the CCHMRT in no way releases the requesting jurisdiction of its role/responsibility in the mitigation of a hazardous materials release.

E. Definition

The CCHMRT is an organized group of hazardous materials technician level trained response personnel, designated by the participating organization, operating under an emergency response plan and Standard Operating Guidelines. The CCHRMT will attempt to control or otherwise minimize the hazards to people, property or the environment from an actual or potential leak or spill of hazardous substances requiring possible close approach to the substance.

The CCHMRT will not operate in an offensive mode without necessary equipment and personnel available to maintain safety.

F. Roles and Responsibilities

The CCHMRT Role in response to a hazardous materials incident is one of confinement and containment, with incident priorities of life safety, incident stabilization, property conservation and environmental protection. The jurisdiction receiving services from the CCHMRT will be responsive to the technical input and ensure personnel safety in accordance with CCHMRT SOG's. CCHMRT members have the authority to terminate any strategy or tactic considered unsafe and notify the Incident Commander. In the absence of a functional ICS and IC, the CCHMRT will notify the requesting agency that the senior CCHMRT member will be assuming IC. The CCHMRT will respond in an attempt to perform the following:

1. Hazard and risk assessment
2. Provide technical information and guidance
3. Provide various levels of Personal Protective Equipment (PPE)
4. Public protective actions
5. Decontamination requirements
6. Site safety recommendations
7. Resource considerations
8. Control zones
9. Monitoring requirements
10. Incident documentation
11. Plug and patching containers
12. Assist in product transfer
13. Assist in over-packing of drums and similar containers
14. Direction of defensive actions
15. Diking, confinement and redirection of hazardous materials
16. Neutralization Guidelines
17. Vapor dispersion and or suppression

CCHMRT will maintain written SOG's for the various tasks they may perform. CCHMRT will maintain all appropriate documents. The CCHMRT often relies on off duty personnel response. It is imperative that the requesting agency contacts the Cochise County Emergency Services Coordinator at the first sign of a hazardous materials emergency to ensure as rapid response as possible.

As stated earlier in this document, the activation of the CCHMRT does not in anyway relieve the requesting agency of their responsibility. Items that may be requested by the CCHMRT from the requesting agency include but are not limited to:

1. Water Supply
2. Medical treatment and transport
3. Pre and Post medical monitoring
4. Traffic control
5. Rehabilitation supplies
6. Sanitary Facilities
7. First Responder Operations personnel (if available) to assist in decontamination operations.

Once the emergency has been stabilized and the threat to life safety has been concluded, the CCHMRT will release the site to the responsible agency. CCHMRT assumes no responsibility in the cleanup of materials. Oversight of cleanup operations will be handled by the appropriate agency unless there is a specific reason for the team to remain involved. The CCHMRT will not enter into contracts, or make commitments to contractors for the cleanup of the incident site.

G. Levels of response

CCHMRT will utilize a uniform classification for categorizing hazardous materials incidents. The three categories below define the classifications.

Level I

Severity of Incident: MINOR- A spill, release or potential release of a known hazardous substance. No deaths, if injuries, minor in nature.
Extent of Incident: Limited to initial area of involvement and unlikely that it will spread. For example, a single structure or area of 300 feet or less.
Type of material involved: Identified hazardous substance that is not radioactive, water reactive or hypergolic. Generally a flammable or combustible liquid could also include limited amounts of corrosives.
Amount of material involved: A limited amount of hazardous substance or small container. Quantity would generally be less than 55 gallons.

Population Affected: Evacuation will be limited to the immediate area that can be evacuated in a short period of time for a limited duration (evacuation duration nor to exceed four hours). A limited populace will be affected.
Resources: Local resources can handle, includes mutual aid agreements exclusive of the CCHMRT.

Level II

Severity of incident: MODERATE- A spill, release or potential release of a known or unknown hazardous substance. No deaths, if injuries can be minor to severe.
Extent of incident: Release may not be controllable without special resources. Limited to several blocks or buildings.
Type of Material involved: Unknown hazardous substances or substance that is toxic, reactive, flammable, radioactive, corrosive or biological. This type of material does not include intentional release or suspected intentional release of biological, nuclear, incendiary, chemical or explosive substances or devices.
Amount of Material involved: An amount limited by size of the container and release from it. For example: a small leak from a tanker that is controlled would be a Level II where a complete failure would be a Level III.
Population Affected: Evacuation will be confined to a designated area that local resources can achieve, extended sheltering is not required.
Resources: Local response agencies may need assistance from outside resources.

LEVEL III

Severity of Incident: SEVERE- A spill, release or potential release of a hazardous substance with an associated fire, explosion or toxic/corrosive cloud. Injuries or death may already have occurred.
Extent of Incident: Large area may be impacted possibly impacting essential community services. Extensive environmental contamination is possible.
Type of material involved: Unknown hazardous substance, or hazardous substance capable of producing a toxic/corrosive gas cloud, is highly reactive or unstable, is a flammable gas or produces flammable vapors, is radioactive or is chemical/biological weapon.
Amount of Material involved: Large amount of a hazardous substance or a limited amount of very hazardous substance.
Population Affected: Presents an immediate danger to the public or operating personnel. Evacuation will require movement of large numbers or populace and/or extending over areas that will have a significant impact on the community. It may require activation of shelters for evacuees.
Resources: Local response agencies will need assistance from outside resources.

All levels may involve evacuation from a very limited to large scale over considerable periods of time.

H. Support Responders

A list of support responders will be maintained with contact numbers by the CCHMRT. Support responders will be requested through the IC.

I. Chain of Command

All requesting agencies will utilize an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) guidelines. CCHMRT suggests that the jurisdiction having authority initiates an ICS and begins defensive operations in accordance with their level of training and experience. The first actions taken at an incident may set the stage for success or failure. When contacting the Cochise County Emergency Services Coordinator, it is vital that the requesting agency communicates all pertinent information. CCHMRT may use the information given to begin research functions while enroute to the scene. After the CCHMRT has arrived within the requesting agencies jurisdiction, an attempt to contact the requesting agency utilizing the Cochise County Mutual Aid (CMA) frequency will be made. CCHMRT will utilize the call designation Haz-Mat 1. CCHMRT will then request the location of the Command Post and information on how to approach upwind/uphill. Information on the estimated time of arrival (ETA) will then be given. Upon the arrival of the CCHMRT a briefing will occur between the IC and the Haz-Mat Team Leader. These two staff positions should then utilize a unified command structure. As stated earlier in this document, if an ICS is not in place upon the arrival of the CCHMRT, the Team Leader will assume command.

J. Training

All members of the CCHMRT have completed as a minimum curriculum in compliance with OSHA 29 CFR 1910.120(q)(6). All CCHMRT members will be certified competent by his/her employer and possess documentation of certification. In addition to the certificates of competency that are maintained by the employer for each team member, the employer maintains records of initial and refresher training as required by OSHA 29 CFR 1910.120(q)(6). CCHMRT members will also complete an annual competency evaluation certifying them competent in the various operations of the team.

K. Review and Evaluation

The CCHMRT will critique all responses of the Team. This critique is to evaluate the response actions of the involved personnel. This critique is in addition to any critique held by the requesting jurisdiction and is not intended to relieve the IC of the need to conduct a critique and subsequent follow-up reports. The CCHMRT will document critique outcomes and forward recommendations to the team coordinator.

This Emergency Response Plan will be reviewed at least annually for effectiveness and regulatory compliance. This plan must be consistent with the Arizona Division of Emergency Management Plan and the National Contingency Plan for oil and Hazardous Substance Releases.

Standard Operating Guidelines, Part II
Initial Response

A. General

CCHMRT will generally utilize two classifications of personnel at the scene of a hazardous materials emergency. 1. First Responder Operations personnel as classified by OSHA 29 CFR 1910.120(q)(6)(ii). These responders may be employees of Fry, Sierra Vista or Douglas Fire Departments or personnel from the requesting agency. 2. Certified Hazardous Materials Technicians as classified by OSHA 29 CFR 1910.120(q)(6)(iii). Other individuals with expertise in a specific area may be requested to assist the CCHMRT if deemed necessary. These individuals may be chemist, specialist, contractors, industrial hygienist or industrial employees.

B. Actions

With responder safety in mind, the following items should be considered as a minimum for a safe and effective response.

Approach the incident from an uphill and upwind position if possible. Uphill positioning is preferable when winds are variable.

Position all vehicles far enough away from the release to allow for a safe retreat if necessary (300 feet minimum if dealing with an unknown product). Position apparatus to facilitate a quick withdraw if necessary. Response trailers should not be removed from tow vehicles if at all possible.

Avoid contact with the product being released. Remember that many hazardous materials are colorless, odorless vapors.

Make sure that the initial size up includes the type of situation found and proper response routes for incoming units.

Consider all drums, containers, cylinders and tanks as being full and the materials in them to be hazardous materials, until proven otherwise.

Establish an initial isolation zone based on the information in the NAERG (North American Emergency Response Guide). Ensure all individuals without proper PPE (police, fire, civilian and EMS) are removed from the initial isolation zone.

An Area of Safe Refuge (ASR) should be designated inside the initial isolation zone for people who are considered contaminated. These people should not be brought out of the ASR until they have undergone emergency decontamination. Runoff is not a primary issue in this circumstance.

From a safe distance, attempt to identify the product (placards, labels, UN#'s, chemical names, etc.), the type and size of the container, amount of product being released, and the name of the shipper or manufacturer.

Request additional resources and technical assistance early. These resources can always be cancelled if they are not needed.

Immediate rescue of victims should only be attempted when the rescuers are able to operate in the proper PPE and all RISK/BENEFIT considerations have been addressed and a scene assessment has been completed.

Operational level personnel should only complete operation of remote shut off valves with assistance and direction from plant or facilities personnel unless the operations level personnel are completely familiar with the facility and understand the results of operating the valve.

C. Scene Management

The first arriving Company or Chief Officer should ensure that an ICS is initiated and a personnel accountability system is utilized.

All first responders should remember that quick, aggressive action may not be the appropriate decision. Many times, no action may be the only safe action due to the lack of PPE. First responders should address the strategic goals of recognition, isolation, protection and notification. These are all strategies that can be addressed while operating in the defensive mode. Spill control is also an initial strategy that may be considered, but must be accomplished with proper PPE and training.

Upon arrival of the CCHMRT, the Team Leader (senior officer) should ensure that the hazardous materials response vehicle is located in the proper place to facilitate the work of the team. Keep in mind that this does not need to be in close proximity of the command post.

Standard Operating Guidelines, Part III
Incident Management

A. General

Both the OSHA 29 CFR 1910.120 and the Environmental Protection Agency (EPA) 40 CFR 311; state: The senior emergency response official responding to a chemical emergency shall become the individual in charge of the site specific Incident Management System. This means that all hazardous materials responders must operate using an Incident Command System (ICS).

B. Incident Command System

The ICS organizational structure develops in a modular fashion from the top down at any incident; the specific ICS structure for a hazardous materials emergency is based on the incident needs. The Incident Commander and the Incident Safety Officer are always appointed. If other positions of responsibility are not appointed, the Incident Commander assumes those duties.

The senior officer from the initial alarm should establish command of the incident. A Personnel Accountability System and appropriate incident worksheets, if available, should be utilized.

If the first arriving unit(s) is staffed with Hazardous Materials Technician personnel they shall be utilized in defensive operations only. Offensive actions will be carried out only after the required staff positions have been filled.

C. Hazardous Materials ICS Model

The ICS Hazardous Materials model is utilized when the Incident Commander deems the need for the management of tactical objectives related to a hazardous materials incident. Only the components necessary to execute tactical objectives should be implemented. The following is a description of the Hazardous Materials ICS model.

Hazardous Materials Incident Commander/Team Leader

1. The IC has the authority and responsibility to ensure the health and safety of personnel and the public throughout a hazardous materials incident.
2. Works in correlation with the first response Incident Commander.
3. Directs the overall operations of the CCHMRT.
4. Requests additional resources.
5. Implements the hazardous materials emergency response plan.
6. Conducts briefings as needed to ensure adequate communication between all sectors.
7. Should be the senior officer and may or may not be a technician.

Hazardous Materials Safety Officer

1. Reports to the Incident Commander.
2. Has the authority to stop or prevent unsafe acts.
3. Position required by OSHA 29 CFR 1910.120(q)(3)(vii)
4. Coordinates safety related activities.
5. checklist of activities:
    - Checks in and obtains briefing from IC and other staffed positions.
    - Implements the Site Specific Safety Plan.
    - Insures the safety of CCHMRT members from physical, environmental and chemical exposures.
    - Coordinates with Medical Sector and Research Sector.

Entry Team Leader

1. Reports to Hazardous Materials Incident Commander.
2. Responsible for tactical operations within the hot zone.
3. Directs rescue operations within the hot zone.
4. Training to the technician level, at a minimum.
5. Maintains communication with Support Sector.
6. Carries out actions to mitigate hazardous materials release or threatened release.
7. Coordinates operations with Research Sector.

Decontamination Team Leader

1. Reports to the IC.
2. Responsible for operations of personnel in contamination reduction zone.
3. Provides decontamination as required.
4. Hazardous materials technician level trained.

5. Checklist of activities:
    - Obtains briefing from the IC.
    - Establishes contamination reduction corridor.
    - Identifies contaminated people and equipment.
    - Supervises the operation of the decontamination crew.
    - Maintains control of movement of people and equipment within the Warm Zone
    - Coordinates operations with the Entry Leader.
    - Coordinates the transfer of patients requiring medical evaluation to the medical sector.

Support/Medical Group (Logistics Section)

1. Coordinates with the Safety Officer.
2. Record entry times and advises of five-minute checks.
3. Records times personnel "started on air" utilizing SCBA.
4. Oversees work mission duration and rehab cycles.
5. Oversees Pre and Post medical evaluations.
6. Initiates medical care in the event of an injury and coordinates patient transport.
7. Keeps all finance records and tracks equipment.
8. Keep all work sheets and any forms pertaining to the incident.

Research Group (Planning Section)

1. Reports to the IC and Safety Officer.
2. Utilizes at least three separate reference materials to research and document all pertinent information about the product. (hazards, chemical properties, exposure treatment, signs/symptoms of exposure, reactivity, neutralization methods, decontamination methods, etc.)
3. Works with technical specialist and serves as liaison between command and outside technical advisors.
4. Utilizes computer modeling to predict potential course and harm of the product.
5. Conducts weather readings and documents weather changes throughout the incident using weather station checklist found in appendices.
6. Participates in briefings and communicates product information to the IC, Safety Officer, Support/Medical Group, Entry Leader and Decontamination Team Leader.

D. Medical Staffing:

An EMS transport unit should remain on scene of any hazardous materials emergency involving offensive operations. This unit should have at a minimum two personnel, one EMT-Basic and one EMT-Paramedic level.
These personnel will report to the Support/Medical Group.

E. Pre Entry Evaluations

Conducted prior to entry in Level A or B chemical protective clothing. Shall include blood pressure (BP), pulses rate (PR), respiratory rate (RR) and oral temperature (OT). Members shall consume 8-16 oz. of water prior to entry. See Exclusion Criteria Sheet in the appendices for vital sign limits. The Pre Entry Evaluation will be documented on the Pre Entry form found in the appendices.

F. Post Entry Evaluations

Repeat Pre Entry assessment immediately after and again ten minutes after entry. Repeat forced hydration of at least 8-oz. water.

Standard Operating Guidelines, Part IV
Establishing Work Zones

A. General

It is imperative that control zones be established as early in the incident as possible. The initial Company or Chief Officer should establish control zones, if possible by utilizing scene indicators, detection equipment, the Department of Transportation North American Emergency Response Guidebook (NAERG) and computer modeling software. When determining initial isolation zones, responders should determine the greatest protection for the public and responders. The CCHMRT can decrease the size of the initial isolation area as needed.

Incident zoning is a dynamic process. Members of the hazardous materials team, command and control personnel and others need to be aware of and anticipate the possibility of zone changes based on incident progress.

B. Purpose

The purpose of establishing control zones is to:

1. Designate areas of specific functions.
2. Limit levels of contamination.
3. Provide areas of safety for responders and civilians.

The size and shape of the control zones are determined by the following factors:

1. Chemical properties
2. Natural barriers
3. Quantity of product involved and the amount of the product leaking
4. Size and condition of the container
5. Physical state of the product
6. Weather
7. Recognized standards and information of reference materials
8. Levels of product vapors as determined by air monitoring devices

C. Terminology

Hot Zone

1. The Hot Zone is the area most affected by the hazardous materials release, area of safe refuge for contaminated victims and beginning of the contamination reduction corridor.
2. When available, the use of Threshold Limit Values (TLV) will be used to determine the boundaries of the hot zone.
3. The hot zone will be distinguished utilizing banner tape, cones, or some other recognizable material.
4. The area of safe refuge should be located near the entrance to the contamination reduction corridor and will be monitored to assure that further contamination of victims is not occurring. Contaminated victims shall be retained in the area of safe refuge while awaiting access to the contamination reduction corridor.
5. General Hot Zone Guidelines:
    - *Toxicity*- The hot zone shall be established based on air monitor readings greater than the published TLV/TWA or PEL exposures values. Any reading falling within these limits shall be considered to be within the hot zone.

- *Flammability*- Any reading on a combustible gas indicator shall be considered to be within the hot zone.
- *Oxygen*- Oxygen deficient atmospheres are those with readings of 19.5% oxygen or less and oxygen enriched atmospheres are those with reading of 23.5% or greater. When evaluating oxygen deficient atmospheres, consider that the available oxygen may be influenced by the contaminants present. Any area containing an oxygen enriched or deficient atmosphere shall be considered to be within the hot zone.
- *Radioactivity*- Any reading above background level will confirm the existence of a radiation hazard and shall be considered to be within the hot zone.

Warm Zone or Contamination Reduction Zone

1. The warm zone is an area safe from contamination from the ongoing hazardous
2. material release. The warm zone will be distinguished utilizing banner tape, cones, temporary fencing or other recognizable visual material.
3. Cross-contamination, from exposed victims and responders, is possible in this area.
4. All personnel entering the Warm Zone shall wear an appropriate level of chemical
5. protective clothing.
6. The Warm Zone includes the contamination reduction corridor and a safety buffer
7. around the Hot Zone to prevent the contamination of victims and responders that are not equipped with chemical protective clothing.
8. The Warm Zone shall contain access control points for the Hot Zone.

Cold Zone

1. The Cold Zone is an area outside the Warm Zone that is within the incident perimeter and is contamination free.
2. The Cold Zone will be distinguished by utilizing banner tape, cones, temporary fencing or some other recognizable visual material.
3. The Cold Zone is an area where command and control functions occur as well as other support the activities.
4. The Cold Zone is the functional area that treatment of decontaminated victims, interagency coordination and incident security can be expected to occur.

Standard Operating Guidelines, Part V
Identification and Confirmation

A. General

One of the primary objectives during a hazardous materials incident is the identification of the materials and hazards presented by the materials involved and subsequent confirmation of the properties and hazards of these materials.

B. Policy

On Level II and III incidents, at least one Hazardous Materials Technician should be assigned Research Group. Research Group will record all physical properties, incompatibilities, recommended PPE, first aid, antidotal information, decontamination guidelines and any other information that is relevant.

Items to be considered in the identification process should include, but are not limited to:

1. Placards and labels
2. Shipping papers and MSDS sheets
3. Waybills and train consist
4. Packaging names and information
5. Type and shape of container
6. Markings, colors, tag number, shipper's name, truck or railcar number etc.

At least three sources should be researched for each chemical involved. This should include books, databases, Chemtrec, etc.

Conflicting information shall be interpreted by assuming that the worst-case scenario is present, highest or lowest extremes, highest toxicity or reactivity, etc.

The ERG is only designed as a guideline for the first thirty minutes of an incident.

During rail responses, the CCHMRT will make all attempts to locate the train crew and conductor and access to the following items:

1. Special instructions list and the STCC number for each hazardous material on the train and relative position of car from the engine.
2. The Train Consist is a chart that displays the relative order of each car on the train, starting with the engine. Hazardous materials will be identified with the word **DANGEROUS** beneath the car.
3. It will indicate emergency handling precautions for each hazardous material on the train.

4. Cars containing explosives or poison are identified by the symbol “A”.
5. Waybills are shipping papers that provide emergency phone numbers, addresses, and description of materials.

Standard Operating Guidelines, Part VI
Decontamination

A. General

Decontamination is the process of removing contaminants, which have accumulated on personnel and equipment. Decontamination is vital to the health and safety of the public and emergency response personnel.

B. Policy

Decontamination shall be performed at all hazardous materials incidents were there is a threat of cross contamination. The method and type of decontamination will vary, depending on the type of product(s), the physical and chemical properties and the level of contamination. Any and all of the following methods can be utilized to accomplish decontamination.

1. Dilution
2. Absorption
3. Emulsification
4. Neutralization
5. Chemical Degradation
6. Separation
7. Negative or positive pressure
8. Dry Disposal

All personnel, apparatus and equipment entering the hot zone or coming in contact with contaminated run off or materials should be considered contaminated and must be systematically decontaminated. The names and agencies involved will be recorded by the IC in the final report and kept on file.

A decontamination plan shall be in place prior to anyone entering the hot zone.

All decontamination personnel shall wear the level of PPE as determined in the Site Specific Safety Plan. The general rule of thumb is one level below the entry team.

A Hazardous Material Technician shall be assigned as the Decon Supervisor and will consult with the IC to determine a suitable area for the decontamination reduction zone.

An adequate water supply will be obtained. Properly trained and protected operational level personnel may be utilized to perform decontamination under the direction of the Decon Supervisor.

The area designated as the decontamination area will be appropriately marked as well as defined. Prevention of contamination shall be the primary objective. This can be accomplished by:

1. Minimizing contact with the hazardous substance(s).
2. Protecting instruments, radios, etc., by bagging or wrapping in plastic when possible.
3. Using remote sampling, proper handling techniques, and devices.
4. Wearing disposable chemical protective clothing when possible or permissible.
5. Protecting and wearing SCBA.

All run off from the decontamination process should be contained and held for final disposal by the applicable cleanup contractor. Any protective clothing or equipment that is still suspected of being contaminated will be isolated and placed in sealed bags or drums until final decontamination or disposal can be accomplished or further technical assistance can be obtained. Decontamination of heavy equipment and vehicles may require pressure or steam cleaners and special retention arrangements.

All personnel involved in the decontamination process shall undergo decontamination as well. Support Group will keep accurate records of all personnel going through or involved physically in the decontamination process. The level of PPE worn and the product involved will be included in the final report.

Personnel that may need medical attention should be emergency decontaminated before exiting the hot zone. Decontamination of victims is an urgent priority and all emergency response personnel must wear proper PPE. Considerations include:

1. Contamination of transport vehicles and treatment facilities must be prevented.
2. Prepare transport units with plastic and or enclose victims in body bags with proper precautions.
3. Establish a civilian decontamination process at the hospital facility if contaminated victims may migrate to seek treatment on their own.
4. Remove and double bag victims clothing and effects if they are suspected of being contaminated.

5. Communicate with the medical facility early with the following information:
    - Number of victims
    - Medical condition
    - Time of arrival
    - When to expect contaminated victims that may migrate to the hospital.
    - Information on Haz Mat material if known.

Standard Operating Guidelines, Part VII
Monitoring Protocols and Procedures

A. General

CCHMRT will utilize an assortment of instruments, devices and techniques in an attempt to accomplish the following:

1. Identify and quantify airborne contaminants, vapors, gases, liquid solids, and hazardous conditions.
2. Determine the level of worker protection needed for entry and support personnel.
3. Assist in defining perimeters, hazards, and work zones.
4. Identify the need for medical, toxicological, decontamination, evacuation and risk assessment actions and strategies.
5. Track changes, verify remediation efforts, record monitoring chronology.

B. Policy

Regulatory compliance will be ensured during all monitoring and sampling activities. Monitoring and sampling will be carried out in compliance with OSHA CFR 1910.120, 40 CFR Part 311 and NFPA 471, and other applicable standards.

C. Record Keeping

All monitoring devices and reagents will be maintained as per the manufacturer's recommendations. Inherent safety approvals and inspections will be maintained when applicable. Relative response curves and coefficients, as well as cross sensitivity charts will be kept available to entrants when applicable.

D. Initial Entry

Upon initial entry, monitor for Immediately Dangerous to Life and Health (IDLH) conditions and exposures above the permissible limits (PELs) or other published exposure levels. Approach from up-wind, up-grade positions when possible. Wear appropriate PPE when initially entering an area for the purpose of obtaining instrument readings. The minimum level of protection for a reconnaissance operation will be level B. Instrument readings will determine proper level of PPE for continued assessment or mitigation. Personnel will use the "buddy system".

E. Monitoring for Unknowns

Monitoring for unknown products will include the following, in order:

1. pH with hydrated pH paper for corrosive vapors (may be done in conjunction with radiation monitoring)
2. Ionizing radiation
3. Combustibility/Flammability/Explosivity
4. Oxygen content
5. Toxicity
6. Hydrogen Sulfide (if location dictates)
7. Carbon Monoxide (if situation warrants)
8. Specific gasses (colormetric tubes)

F. Monitoring suspected/known products

1. Instrument/colormetric (appropriate for suspected product)
2. Oxygen content

G. Sampling protocol

When air monitoring does not indicate product identification or level of hazard, it may become necessary to perform chemical analysis on the product(s) to determine its identity or hazards. When chemical analysis is indicated, the following sampling protocols will be implemented:

1. Continuous air monitoring
2. Buddy system
3. Decontamination Plan in place
4. Sampling techniques and equipment that promotes low personnel contamination (drum thieves, ladles, pipettes, etc.)
5. Sealed, non-leaking containers will not be opened by CCHMRT members. **Note:** sealed, non-leaking drums, or unlabelled containers will be secured in a manner to insure public safety and the responsible agency(s) will be notified. Opening unknown containers poses a significant risk to personnel and should only be performed under extreme conditions. The opening of sealed containers mandates the following considerations:

- Test closure with peroxide test paper.
- Visually inspect container for signs of stress (bulging, weakened areas, cracks, crystals, etc.)
- Maximum level of chemical and flash protection
- **NOTE:** If peroxide test is positive or container shows signs of or stress crystalline formations appear around openings do not proceed any further. and consider the product unstable. REQUEST A BOMB SQUAD TO RESPOND.

H. Exposure limits and action levels

OSHA, NIOSH, and EPA have all set exposure guidelines and limits. Many times the safe value for the same chemicals or hazards is different. With the highest regard for the health and safety of responders and the public, the CCHMRT will use the most conservative values listed for a toxic substance.

Combustible Gas Indicator (CGI):

Known product > 50% L.E.L-explosion hazard, indicates IDLH condition
Unknown product > 25% L.E.L-explosion hazard, indicates IDLH condition
Confined space > 10% L.E.L-explosion hazard, indicates IDLH condition

Oxygen concentration:

< 10%-16% most Combustible Gas Indicators will not function properly
< 19.5% Monitor wearing SCBA
23.5% Fire potential for confined space
25% Fire potential, consult specialist

Radiation survey:

< 1mR/hr continue monitoring, record time and consult a specialist
> 1mR/hr withdraw and isolate

Toxicity:

Colormetric devices and photo ionization detectors are dependent on product or chemical, consult reference manuals for toxicity data.

Standard Operating Guidelines, Part VIII
Entry Team Briefings

A. Policy

Prior to making entry into a hot zone for the purpose of incident stabilization, the following steps should be completed:

1. Tactical plan
2. Site-specific safety plan
3. Decontamination plan
4. Pre-entry briefing
5. Back-up team(s) prepared and ready
6. Appropriate chemical clothing selected and verified

B. Entry Team

An Entry Team is any crew that performs stabilization, rescue or any other action within the perimeter of the Hot Zone. Entry teams shall be comprised of at least two members and shall have at least one back up team (2 members) dressed and staged in the cold zone.

C. Backup Team

A Backup Team is any crew that exists to support the entry team should they encounter difficulties or require rescue. Backup Teams shall be comprised of at least two members trained as technicians. Backup Teams may be employed as the relief crew for an entry team at the end of their work cycle at the discretion of the Safety Officer. If the Backup Team is deployed for any reason, a new Backup Team shall be dressed and briefed to deploy as soon as possible. A Backup Team should be equal to the number of persons on the Entry Team when possible, but must always consist of at least two responders.

D. Pre-Entry Briefing

The following entry briefing shall be conducted prior to any entry being made into the Hot Zone:

1. Product identification
2. Action plan objectives of the work cycle
3. Atmospheric monitoring guidelines
4. Communication review (radio and hand signals)
5. Decontamination guidelines and location of the contamination reduction corridor
6. Emergency evacuation signals and areas of safe refuge

7. Pre-entry hydration and medical considerations
8. Estimated work cycle duration
9. Other site specific information

Standard Operating Guidelines, Part IX
Product and Recovery and Disposal

A. Policy

On Level II and III incidents, it shall be the policy of the CCHMRT to contain or secure hazardous materials only to the extent that there is no longer an immediate threat to life, property or the environment outside of the emergency site.

As soon as possible, representatives from the appropriate Federal, State and or local agencies should be summoned to the scene in order to coordinate and oversee recovery and disposal activities. Such representatives may or may not be on scene, but must be made aware of the situation. Such agencies may include, but are not limited to:

1. Cochise County Emergency Services and the county LEPC
2. Arizona Department of Public Safety
3. Arizona Division of Emergency Management
4. Arizona Department of Environmental Quality
5. United States Coast Guard
6. Arizona Department of Health
7. Arizona Department of Transportation
8. Arizona Game and Fish Department
9. EPA
10. OSHA
11. Drug Enforcement Agency
12. Federal Bureau of Investigation
13. Local Law Enforcement Agencies

Once the product has been secured/stabilized, the responsible party should be allowed reasonable time to secure an acceptable private contractor for the removal and disposal of the product. In some instances the scene may be turned over to such a contractor with the approval of any of the applicable above-mentioned regulatory agency(ies).

All private contractors shall meet guidelines as set forth in OSHA 29 CFR 1910.120 and shall utilize appropriate PPE and follow all safety guidelines as deemed necessary by the Incident Commander and Safety Officer. If a contractor resists working within the above

PPE and safety guidelines, that contractor's activity shall be terminated until compliance is achieved or another contractor can be procured.

Standard Operating Guidelines, Part X
Post Incident Guidelines

B. Policy

All incidents that require the stabilization, cleanup, mitigation, or handling of any hazardous substances will require post incident guidelines that include, but may not be limited to, debriefing, cost recovery, post incident analysis, and after action reports. These activities fall under the two basic categories of recovery and termination.

C. Recovery

Recovery incorporates activities such as the releasing of mutual aid and locally supplied, but not currently needed units at the scene; the replenishment of equipment and supplies; and considerations given to cleanup operations. The release of the CCHMRT, should take place as soon as possible after the stabilization or elimination of the situation that brought about the emergency. Once the threat to the public, the responders, and the environment outside the emergency site has been eliminated, then and only then, should the CCHMRT begin the recovery phase.

All equipment and supplies used on the scene should be accounted for, documented, and placed back in service or listed for cost recovery as outlined in this SOG. Keep in mind that man hours and apparatus mileage will also be included in these recovery activities.

D. Termination

Termination includes documenting information relative to personnel, units, and/or incident operations; and evaluation reports and activities. A debriefing of all on scene personnel should be accomplished before departure from the scene whenever possible. Information that should be gathered during the debriefing includes; who responded to the incident, what they did, when they did it, to what extent were they successful or unsuccessful, who suffered what injuries, and what treatments were provided. The accuracy and effectiveness of the Site Specific Safety Plan should also be evaluated.

To meet the OSHA Hazard Communications regulations, and the "Right To Know" laws, a complete list of all substances encountered, symptoms of exposure, specific treatments, and any workers exposed of contaminated must be established. Every responder at the scene must be provided the following:

1. Name(s) of substances involved in the incident
2. Exact symptoms of exposure to each substance
3. Specific action to be taken for decontamination

A timeline for the incident should be developed and recorded with the activities of all units at the scene, and any unusual occurrences that took place during the incident. As required by OSHA 29 CFR 1910.120 (q), all hazardous materials incidents requiring the response of one or more CCHMRT members will have a Post Incident Analysis (PIA) conducted as soon as possible after the incident. The purpose of the PIA is to address the activities of the incident in a positive manner, with honest input to help identify the things that worked and those that didn't work. A record of the PIA should be kept and included in the after action report.

After analyzing the information generated during the debriefing and the PIA, the findings should be summarized into a document known as the After Action Report. Recording information about exposures and treatments, in medical records and any other document, must be done with confidentiality in mind.

Any SOG updates, procedural changes, and training needs identified during the review of the After Action Report should forwarded to the team coordinator.

The tedious and time consuming task of recovery and termination is often given a much lower priority than most incident activities, but must be completed with the idea that accurate incident documentation will be the only way to help recall the incident and learn from it in years to come.

Standard Operating Guidelines, Part XI
Personal Protective Equipment
Personal Protective Equipment Program

A. Purpose

This SOG is intended to provide guidance for the CCHMRT Technician in selecting PPE during a hazardous materials incident. It will serve as a tool in the day to day needs of the hazmat team member. It will also serve to fulfill the requirements indicated in the Hazardous Waste Operations and Emergency Response regulation, OSHA 29 CFR 1910.120 paragraph (g), (5) (Personal Protective Equipment Program).

B. Selection

Selection of Chemical Protective Clothing utilized by CCHMRT shall be based upon product hazards and use requirements. Protective Ensembles will consist of a respiratory protection device, chemical protective garment, head protection, hand wear and footwear.

C. Respiratory Protection Devices

1. CCHMRT utilizes MSA Positive Pressure Self Contained Breathing Apparatus

2. The breathing apparatus shall use either a 30-minute or a 60-minute bottle. Entry into a hazardous environment by a hazmat **entry team** should utilize a 60-minute bottle. Exceptions to this policy might include initial examination by personnel into a hazard area wearing Level D Protection (Structural Firefighting Protective Clothing (SFPC) with 30-minute SCBA) or a confined space operation.

3. An option of using Air Purifying Respirators (APR) does exist, however, the criteria for utilizing this type of protection is very stringent. APR masks will **never** be used when the product is an unknown. Initial entry teams will not utilize APR masks. In-depth research on the chemical and the filters must be thoroughly documented before use. Air monitoring will be initiated prior to and during all use of APR masks to ensure adequate oxygen levels and that an IDLH atmosphere is present. Use of APR masks in general hazmat operations will **not** be considered.

4. All hazmat team personnel will be fit tested on an annual basis, IAW OSHA 29 CFR 1910.134 Respiratory Protection.

D. Chemical Protective Clothing

Chemical Protective Clothing utilized by CCHMRT shall adhere to the following levels and types.

1) **Level D Protection** shall consist of SFPC and SCBA, Fire resistant pants and shirt or a Fire resistant jump suit.

2) **Level C Protection** shall consist of chemical splash or dust particulate resistant clothing providing full body coverage with respiratory protection.

3) **Level B Protection** shall consist of chemical splash resistant clothing providing full body coverage and a positive pressure SCBA. Level B is separated into Type I, II, and III design garments. The CCHMRT Fire utilizes Type I and II only.

- **Type I**: Level B Type I garments are designed to completely cover the wearer **and** the SCBA. The SCBA will be worn on the inside of the suit. Level B Type I garments are only splash resistant, in that they will have **non-**gas tight seams, zippers and will lack exhaust valves.

- **Type II**: Level B Type II garments are of a hooded design and allow for the SCBA to be worn on the **outside** of the garment. Garments designed for Level B Type II may also be worn with an APR as a Level C protection.

4) **Level A Protection** shall consist of gastight/vapor protective, chemical resistant clothing providing full body coverage and a positive pressure SCBA Level A garments are separated into Type I, II and III. The CCHMRT only utilizes Type I Level A.

- **Type I**: Level A Type I garments are designed to completely cover the wearer and their SCBA Level A Type I garments are gastight, in that they will have a gas tight zipper and exhaust valves. Type I garments shall be the default garment for any Level A operations. Level A garments will be of front entry design.

E. Head Protection

1. Head protection shall be worn any time there is a potential for injury, IAW OSHA 29 CFR 1910.133. It is suggested that hard hats always be worn in Level A garments. A towel can taped to the front of the helmet. This allows the wearer to slightly tilt his in a downward position and use his hands to clean the inside of the face shield when fog accumulates.

F. Hand wear

- Hand protection shall be worn whenever chemical protection is utilized.

- A minimum of 2 pair chemical protective gloves shall be worn with each chemical ensemble. Newer ensembles may have duel protection already integrated into the suit, in this case, only the suit glove pieces may be necessary.

- Other layers of gloves may be used if a specific hazard is identified.

G. Footwear

- Boots are a necessary component of any chemically protective ensemble. They must possess certain chemical and physical protection properties. Each item must be chemically resistant to the hazard. It must be physically protective in the sole area from puncture and must also be protective of the toe area from downward directional crushing forces. All footwear that falls into this category will normally have a protective sole plate and toe cap designed into the item itself.

- Any fully encapsulating garment utilized by the CCHMRT will be equipped with a gaiter/bootie foot assembly.

- When the above mentioned ensemble feature is utilized, the wearer shall use an over the sock boot that is a minimum 1-2 sizes larger than they would normally wear.

H. Thermal Protection

1. Entry suits are for a brief exposure to a total flame environment, at temperatures below 2,000 degrees Fahrenheit. They provide some limited protection from steam. CCHMRT does not currently posse Entry suits.

2. Proximity Suits are designed for a brief exposure to heat, not flame. Cochise CCHMRT does not currently posse Proximity Suits.

3. Flash Overcovers lack the thermal protection held by both the thermal entry and Proximity suits. They offer only limited protection against an instantaneous flash of a flammable product. They cannot be worn alone, only as an outer garment. CCHMRT does not currently posse Flash Overcovers.

4. Flame Resistant Clothing can be of either a coverall design or two-piece pants and shirt set. A flame resistant hood is also to be worn with either the coverall or two-piece outfits. Each member of the Fry Fire District is issued one Nomex shirt and Nomex pants.

5. Structural Firefighter Protective Clothing (SFPC) is commonly known as either “turnouts” or “bunker gear,” this type of clothing is designed for fire suppression operations. Each member of the Fry Fire District is issued one set of turnout gear with rubber boots, Nomex hood and leather gloves.

6. Combination Ensembles will generally consist of two options. Flame Resistant Clothing worn under a chemically resistant suit or SFPC worn under a chemically resistant suit.

7. The Hazmat Supervisor shall consider the following issues with respect to utilization of combination ensembles: In a scenario, such as an overturned MC306/DOT 406 (semi-trailer truck) leaking fuel, a hazmat team member should consider wearing a Saranex Coated Tyvek Level B Type 1, fully

encapsulating suit over SFPC. If the hazardous material ignites, the Sarnex coated Tyvek suit will simply "evaporate" off the member's body leaving the SFPC to provide thermal protection. Other chemical resistant materials will "shrink wrap" the wearer. If ignition does not occur, the chemical protective garment will protect the SFPC from "wicking" up the flammable liquid. In incidents where the product presents corrosive or toxic properties, in addition to a high ignition hazard, a Level A Type 1 garment should be worn over the SFPC.

I. Communication

1. Communication during mitigation of a hazardous materials incident is a critical factor. This is especially true concerning communications between crews in the contaminated and the non-contaminated areas. In OSHA 29 CFR 1910.120, it states that communication devices are optional equipment.

2. CCHMRT will utilize radio communications whenever entry into a designated hot zone is made.

3. CCHMRT operates handheld radios with voice-activated (VOX) or push to talk (PTT) headsets.

4. In the event of complete communications failure, the CCHMRT will utilize non-verbal communications (hand signals).

a) All hazmat team personnel that utilize non-verbal communications need to remember the following: They need to be few in number, easy to remember, and easy to understand.

b) All personnel present at the incident, prior to hot zone entry shall review non-verbal hand signals.

J. Personnel Accountability System

1. A personnel accountability system will be in use at all hazmat operations.

2. Duct tape should not be used to create an identifying mark on a garment.

K. Construction features

1. Closures used on Type I garments will be of the front entry type.

2. All closures that are not gastight will be considered splash resistive only.

L. Selection Procedures

1. The following procedures are recommended during selection of a chemical protective ensemble.

2. If the CCHMRT does not have the proper ensemble on hand during an incident the entry into the hot zone will not be performed. This decision should be made based upon research of permeation and degradation of clothing type choices.

3. *Actual Breakthrough Time* is the average elapsed time between initial contact of the chemical with the outside surface of the fabric and the detection of the lowest detectable amount known as the System Detection Level (SDL) of the chemical on the inside surface of the fabric under test conditions.

4. *Normalized Breakthrough time* is the time at which the permeation rate reaches 0.1 micro-grams/cm2/min. Normalized breakthrough times are useful for comparing barrier performance of different fabrics. With only normalized breakthrough times, you assume permeation rate of 0.1 micro-grams/cm2/min.

5. CCHMRT Team will utilize Actual Breakthrough Times first, Normalized Breakthrough Times second and Degradation Data third.

6. The selection process will be documented using the **PPE selection form** found in the appendices.

7. If any of the below conditions exist a Level A Type I garment will be utilized during entry operations

   - The challenge chemical is toxic by skin absorption.
   - The challenge chemical is corrosive.
   - The challenge chemical has a vapor pressure > 200 mm Hg.
   - There is a high splash or immersion potential.
   - The CCHMRT deems it necessary for any reason.

If the product is an oxidizer or has a flash point below 140 degrees Fahrenheit, thermal protection shall be considered.

When selecting a garment the CCHMRT will utilize permeation data as a first choice, due to its quantitatively objective measurement. Select the fabric with the highest breakthrough time and the lowest permeation rate. Select not less than a 60-minute breakthrough time due to the nature of permeation data being collected in a controlled lab environment. When the fabrics are made into suits and put into the real world, there are many variables that will reduce the actual breakthrough time. The 60-minute value is a subjective limit based upon doubling the maximum amount of time during an entry with a 60-minute cylinder (1/2 the rated bottle capacity). With this limitation, an adequate margin of safety is provided.

Utilize degradation data if adequate permeation data is not available. This is due to its qualitative subjective nature. This might also be necessary due to the amount of degradation data that exists. Usually there is about four times as much degradation data available compared to permeation data, but as time progresses, this ratio will decrease.

If degradation data is utilized, the subjective ratings for selection dictate that either an A or B rating be the only choices allowed. Sometimes a degradation chart will use the words “excellent” in place of “A” or “good” in place “B”. Some common terminology found in degradation data is listed below.

A-Recommended (little or no effect)

B-Minor to moderate effect

C-Conditional (Varies from moderate too severe under different conditions)

X-Not recommended (severe effect)

I-Insufficient data to Rate

After the above-mentioned items have been considered, selection of a garment, boots, and gloves from the suit inventory list (located in the appendices) is be made.

M. Work Mission Duration

1. Mission duration is dictated by the type of respiratory protection devices, type of garment being used, weather conditions and type of mission being performed.

2. If the temperature is below 50 degrees Fahrenheit and the entry team is wearing 60-minute cylinders, work duration will be up to 30 minutes. If the temperature is above 50 degrees Fahrenheit, duration of up to 20 minutes will be considered.

3. If the temperature is below 50 degrees Fahrenheit and the entry team is wearing 30-minute cylinders, work duration will be up to 20 minutes. If the temperature is above 50 degrees Fahrenheit, duration of up to 15 minutes will be considered

4. Cooling vests are a consideration for team members when heat injuries are possible.

5. At least 8oz.of water will be consumed for hydration purposes by personnel performing work functions.

6. Documentation of work times on and off air, in addition to work cycles will be noted on the appropriate forms.

N. Maintenance and storage

1. All Level A and B garments will be acceptance tested upon purchase and every year there after or after any use. Testing will be performed in accordance with approved standards and equipment.

2. At no time, will an item of PPE be stored in such a way as to hinder the life of the garment.

3. Any and all repairs made to any garments or equipment will be completed by the manufacture.

O. Decontamination and Disposal

1. Protective clothing that is decontaminated may still have contaminants that have already permeated the equipment. When performing decontamination, we are only removing the surface layer of chemical. It may be difficult, if not impossible, to remove contaminants that has permeated the garment. A great deal depends on sustaining the compatibility data of the garment.

2. Procedures for decontamination will follow the decontamination SOG. (reference part six, page 16)

3. If the garment is of "limited use" it will be disposed of after any use. If there is any possibility that chemical permeation has occurred the garment will be disposed of as hazardous waste.

P. Training and proper fitting

1. All personnel will receive the proper training prior to donning any garment.

2. Required sizing of gloves, boots and suits will be performed as needed and properly documented prior to responding to a hazmat incident .

Q. Donning and Doffing

1. The following procedures shall be followed during donning and doffing operations:

Level B Type II garments

1. Obtain all of the components of the Level B Type II ensemble.

2. Inspect the SCBA and the facepiece.

3. Tear off strips of duct tape to seal the facepiece interface. This process will require six pieces of tape approximately 6" long with a tab on one end and two pieces of tape approximately 12" long.

4. Don chemical splash protective garment to the waist (legs and lower torso)

5. Don chemical protective boots. Ensure that the legs of the garment are placed over the boots.

6. Seal the interface between the boots and the chemical protective garment. Tape the garments to the top third of the boot using two wraps of tape and ensure that the tape does not "pucker" the boot garment.

7. Don the SCBA facepiece. (Remember to perform a negative pressure test of the facepiece seal. It is important that the facepiece seal be tested before securing the interface between the hood of the chemical protective garment and the facepiece).

8. Don the hood of the chemical protective garment.

9. Tape the interface between the facepiece and the suit. (If there is a gap between the facepiece and the suit at the throat, use two pieces of tape attached adhesive to adhesive to prevent the other pieces of tape from sticking to the skin). Use short pieces of tape (4" to 6") and start from the

bottom and work up both sides of the facepiece. The tape must overlap both the suit and the facepiece.

10. Secure the interface at the zipper. Seal the storm flap using tape. Reinforce the entire length of the zipper flap using tape.

11. Don the hard hat. The hard hat should be taped in place to prevent it from the falling off. Tabs should be placed on both ends of the tape to facilitate removal.

12. Don the SCBA using an assistant.

13. Don the inner gloves.

14. Don the outer gloves.

15. Tape the interface between the gloves and the suit. The tape must overlap the gloves and sleeve of the suit. Use care not to wrap the tape too tightly as it will restrict circulation to the hands. Leave a tab at the end of the tape to facilitate removal when doffing the ensemble.

16. Inspect the Level B Type II garment. Ensure that the facepiece is in place and the cylinder valve is fully open.

Type I fully encapsulating garments

1. Obtain all of the components of the Level A or Level B Type I garment.

2. Inspect the SCBA and the facepiece.

3. Lay the Type I garment with the face-shield up in front of the chair used for donning and inspect the garment. Determine that the garment is of the appropriate level. Operate the zipper in the full range of motion to ensure smoothness. Check the attachment of the outer gloves. Ensure that they are securely fastened.

4. Don the Type I garment to the waist.

5. Don the chemical protective boots. Ensure that the gaiters are over the boots.

6. Don the SCBA using an assistant.

7. Don the facepiece.

8. Don the hard hat with a towel attached.

9. Don the inner gloves.

10. Open the SCBA cylinder fully and connect to air.

11. Zip up the suit and secure the storm flap.

12. Document entire process using the type checklist.

R. Doffing chemical protective garments

1. Any time PPE is removed, it should be doffed as if contaminated.

2. Doffing procedures will take place in opposite of donning procedures.

3. CCHMRT will follow the decon SOG prior to any removal of chemical protective garments.

S. Inspection of chemical protective garments

1. Chemical protective clothing shall be tested prior to placing it in service. This is called acceptance testing.

2. If the garment fails acceptance testing the manufacture will be contacted immediately and advised of the situation. The suit will then be sent back to the manufacture for replacement.

3. The documentation for each suit that is placed in service must include the following information: Garment specifications, suit identification number, date the garment is placed into service, name(s) of the personnel that tested the suit and the results of all suit testing performed on the garment.

4. The following list of examinations needs to be performed on a garment after use. (The only item on the list that isn't necessary to be performed during the acceptance testing is decontamination). If limited use garments, which have been worn but not exposed to hazardous materials (such as backup or decon personnel assigned as rinsers), the garment may be returned back to service if it passes the appropriate tests. Limited use garments that have been exposed to hazardous materials should not be reused. Any reusable garment must be tested after each use.

- **Decontamination:** If a garment has been worn in a hazardous environment, it shall be decontaminated prior to inspection.

- **Visual inspection:** The garment shall be inspected to determine if there is any mechanical damage or visible degradation.

- **Tactile Inspection:** Degradation may not be visible, a tactile inspection shall be performed to check for areas of softness, stickiness, or other damage that is not readily visible.

- **Pressure Test:** Level A (gas tight) garments shall be pressure tested to ensure that they are gas tight. This test is not used for any other type of garment.

- **Soap Test:** If a Level A garment does not pass the pressure test, a detergent and water solution shall be used to locate the area of leakage.

- **Light Bar Test:** Inspection of chemical protective garment fabric and seams shall be performed for mechanical damage. This is facilitated by a fluorescent light placed inside the garment during inspection.

- **Documentation:** During and after the inspection process, the results of the inspection and testing process will be documented.

U. Testing Procedures

1. Cleaning and decontamination are necessary to remove body odor and sweat generated by the wearer or any residual chemical that may still be on the garment, even after scene decon.

2. The following process should be used for cleaning and decontamination of chemical clothing prior to inspection and testing:

- Don chemical protective clothing (Level D) prior to starting the process.

- The entire suit should be scrubbed with a detergent solution using a brush and rinsed thoroughly.

- The suit is hung and allowed to air dry (out of direct sunlight).

- The suit should be turned inside out and scrubbed using a detergent solution and rinsed thoroughly.

- The suit is kept inside out and again allowed to air dry. The suit will be returned to a right side out position.

A **visual and tactile inspection** will be performed in a thorough manner as follows:

1. Lay the suit on the table with the zipper open.
2. With gloved hands, probe all interior and exterior surfaces to include all seams of the suit looking for fabric deformities, abrasions, tears or signs of degradation.
3. Document all observations.
4. Hazmat Technician makes determination if suit is accepted.

The **pressure test** can only be performed on Level A garments and will be performed prior to placing the suit in service, after any use and/or annually.

1. Remove the exhaust valves from the suit.
2. Insert the plug valve into one of the suits exhaust valve openings.
3. Insert the pressure test kit inflation hose into the remaining open exhaust valve hole and secure the fitting hand tight.
4. Zip up the suit and lay it flat on a clean surface.
5. Using the pressure test kit, inflate the suit to 5 inches of water column and begin timing. Allow three minutes for the suit to stretch and de-wrinkle.
6. Release pressure to 4 inches of water column and begin timing. Allow 4 minutes at the above pressure and note the remaining pressure on the gauge.
7. If the suit has dropped below 1 inch of water column, it has failed. Any suit that has failed will be taken out of service and marked for training use only.
8. Document all test results using the forms provided with the suit.

All Level A garments that have failed will undergo the **soap bubble test,** in an attempt to locate the leak.

1. Re-inflate the suit to 5 inches of water column.
2. Using a spray bottle, apply a soap solution to all areas of the suit. Particular areas of possible leaks are the glove attachments, zipper and face-shield.

3. Prior to deflation, the suit should be rinsed and allowed to air dry.

4. Document any leaks noted.

The **light bar test** can be performed on any chemical protective garment.

1. Lay the suit flat on a clean surface.

2. Plug in a portable fluorescent light.

3. Turn off lights to darken the room.

4. Pass the lighted tube in and around the surfaces of the suit and search for pinholes of light.

5. Document any findings.
   Note: Many pinholes will be found when examining Level B or C suits, as these garments are not gastight and may have numerous penetrations due to seam and zipper stitching. This does not discount the need to perform the test in an attempt to find mechanical damage.
   Note: There are some chemical protective suits that are pigmented to make them more visible. Sometime this pigment will flake away leaving what appears to be a pinhole. This is only pigment falling off and in no way is a indication of suit failure.

V. Temperature Extremes, Heat stress and Medical considerations

1. Temperature extremes and heat stress will be managed with forced hydration prior to and after PPE use.

2. Each member entering a protective suit will drink a minimum of 8oz of water prior to and after each cycle of wearing PPE.

3. The Hazmat Team Leader will ensure adequate personnel be available to provide correct cycling of personnel through rehab. If this is not possible, all entry operations will cease until this goal can be accomplished.

4. Personnel will not make more than three, 20 minutes entries per incident.

5. Cooling vests shall be worn at the discretion of the Hazmat Team Leader.

6. The use of the mister is to be considered during rehab operations.

7. An awing will be set up during any extended operations.

8. All personnel donning PPE will be provided a pre and post medical monitoring check. Medical monitoring is to be documented on the medical evaluation form found in the appendices.

9. Any personnel that begin presenting signs and symptoms of heat exertion will be treated accordingly.

W. Evaluation of the Effectiveness of the PPE Program

1. The PPE program evaluation will take place yearly or as needed.

2. The evaluation will consist of a minimum, but not be limited to the following subjects:

- Selection Criteria
- Equipment upgrades or new purchases.
- Operational procedures
- Testing and Documentation
- Medical monitoring/heat stress procedures.
- Work mission duration
- Significant safety issues
- Review of incident critiques as they apply to PPE.

Appendix A
Suspicious Incident Guidelines

A. General

This Standard Operating Guideline Annex is intended to provide the Cochise County Hazardous Materials Response Team (CCHMRT) with an organized plan to mitigate suspicious incidents safely.

B. Initial Response

When responding to an incident of suspicious nature, the Team Leader should ensure the proper law enforcement agency has been notified and is enroute. This includes the local agency having jurisdiction and the Arizona Department of Public Safety. In incidents where a **credible** threat has been established, the FBI must also be notified. A credible threat would include an actual written or verbal threat, or an actual device or substance found at the scene.

C. Objectives

The primary objective at any incident is the safety of all responders involved. If at any time it is thought that the perpetrator(s) is still on scene or an explosive device is involved, the CCHMRT will respond to or retreat to a proper staging area and await an all clear from law enforcement. All packages, suspicious in nature, will be handled and dealt with as explosive devices. This means a proper ordinance disposal team or bomb squad will be requested to respond. This resource may come from a variety of agencies and will most likely be determined by the Domestic Preparedness Command Center or the DPS Duty Office.

The second objective will be to ensure public protection. Elements of public protection includes evacuations, protect in place actions, and decontamination. Prior to initiating these operations, the IC shall perform a risk/benefit analysis and choose the best option(s) to accomplish public protection.

D. Scene Management

A functional IMS will be utilized (see Part III of the CCHMRT SOGs). If decontamination of victims or responders is required, the IC shall ensure proper zones are set. If decontamination is not required, the IC may establish a simple perimeter. In both scenarios, isolation and denial of unauthorized entries should be performed.

E. Decontamination

When dealing with powder substances, full decontamination is seldom warranted. In the event of a victim opening a letter containing powder, hand washing and maybe face washing should be sufficient. As a rule of thumb: Only the person who opened the letter and those within six feet at the time it was opened should be considered exposed. In the case of mass contamination, such as mass quantity of a substance disseminated through a ventilation system or aerosol device, mass decontamination may be necessary. The CCHMRT does **not** advocate the use of bleach solution in decontaminating live victims or responders. The use of bleach may be considered in equipment decontamination only. The removal and or decontamination of fatalities will only be performed under the investigating law enforcement agencies request and supervision.

When dealing with liquids suspected of being chemical in nature, decontamination will be necessary. (see Part VI and the Medical Sector annex of the CCHMRT SOGs)

Responder decontamination will be performed any time a responder has come in direct contact with the suspected substance. Depending on the operation performed and the amount of contamination suspected, responder decon may vary from hand washing too technical decon.

Run-off containment shall be considered but will not impede the decontamination of victims. In the case of routine responder decon, run off will be contained and disposed of properly.

F. Personal Protective Equipment

Personal Protective Equipment for entry operations will include at a minimum, SCBA, Tyvek Coveralls, Butyl rubber gloves, Latex overboots, and taped interfaces for powder substances and SCBA, Level B Type II, Butyl rubber gloves, Chemical boots, and taped interfaces for liquid substances. FRO personnel in structural firefighting protective clothing with SCBA, Butyl gloves, and taped interfaces may initiate defensive operations to include mass victim decontamination. The CCHMRT does not currently advocate SBCCOM recommendations. However, members of the team have been made aware of the SBCCOM testing and when additional information is obtained, the CCHMRT may reconsider its decision in the future.

G. Detection and Sampling

Product sampling of suspicious substances will only be performed with the request and supervision of the law enforcement agency having investigative jurisdiction. In incidents where a “credible threat” was determined to exist, the Arizona Counter Terrorism

Information Center will be notified prior to sampling. Proper sampling techniques will be utilized. The outer Packing will be decontaminated prior to exiting the hot zone.

The CCHMRT does not currently have biological substance detection capability. The Arizona Department of Health Services is the lead agency for anthrax testing. All samples collected will be sent to the proper laboratory for analysis. This will be coordinated via the law enforcement agency having jurisdiction.

The CCHMRT does possess chemical warfare detection capability. Do to the possibility of a false positive, multiply detection devices will be used simultaneously when monitoring for chemical warfare agents.

Appendix B
Haz-Mat Medical Guidelines

A. Purpose

The purpose of this guideline is to establish a competent level of emergency medical response to hazardous materials emergencies within Cochise County.

B. Medical Sector Officer

Any hazardous materials emergency requiring offensive operations will require the Incident Commander (IC) to designate a Medical Sector Officer to oversee Support/Medical Sector (see Part III of the Cochise County Hazardous Materials Response Team (CCHMRT) SOG's for more information on Support/Medical Sector).

The Medical Officer will ensure that sufficient personnel are available on the scene to treat and transport any potential victims. The Medical Sector Officer should be trained to the level of Paramedic (Arizona Certified).

The Medical Group Officer will assist and receive information from Research Group. Information to be noted will include proper decontamination techniques, signs and symptoms of exposure, antidotal information, procedures for supportive care, and any other information pertinent to the emergency.

The Medical Sector Officer will brief all members of the Support/Medical Group prior to any offensive operations. The Medical Sector Officer will contact Sierra Vista Regional Health Center (SVRHC) and Poison Control to advise of the situation. He/she will then report all pertinent information, if known, concerning the substance involved and the possibility of victims.

The Medical Sector Officer will ensure that all necessary equipment is on scene and in a state of readiness.

C. Patient Decontamination

In the event of a victim(s) exposure, the Medical Officer will ensure that proper decontamination has been performed prior to any medical treatment. Suggestions for adequate decontamination is at least fifteen minutes of irrigation using copious amounts of water, if the substance is water soluble. If the substance is not water-soluble or just moderately water soluble, soap and water should be used. The soap will act as a surfactant in removing the substance from the body. During decontamination, special attention should be given to all skin folds (arm pits, groin, etc.). Decontamination is only to be performed in the warm zone by decon personnel wearing the appropriate personnel protective equipment (PPE). (See Part IV of the CCHMRT SOGs for more information on zoning)

In situations of severe medical emergencies such as an obstructed airway, gross decontamination may be performed first allowing life saving procedures to be initiated, followed by a systematic decontamination. This may only be performed if determined safe to do so.

Certain substances such as bases may require continuous decontamination, even during transport, to stop further corrosive tissue injury. Continues eye irrigation may also be required depending on the substance involved. If decontamination is to be performed during transport, a make shift catch basin can be constructed by placing a piece of thick rolled plastic over the gurney and taping the edges together. It is important to understand that in this scenario the patient would have already been decontaminated to protect against secondary contamination. The continued decon is only to prevent further corrosive or irritant injury.

Under **no** circumstance should a contaminated patient be transported (see Part VI of the CCHMRT SOGs for information on decontamination).

D. Tox-Medic and Tox-Medic Drug Box

A Tox-Medic is an Arizona State Certified Paramedic who has undergone additional training specific to haz-mat patient treatment. This additional training must meet all the required items set out in the Arizona Department of Health Services, Bureau of Emergency Medical Services R9-25-807. The Tox-Medic must also be at least certified to the haz-mat first responder level. A minimum of eight hours of haz-mat continuing education (CE) must be completed and documented annually.

The CCHMRT does not currently store a tox medic drug box. Mutual aid request for a tox drug box should be made if needed.

E. Drug Box Contents

Atropine 8mg/20ml vial (0.4mg/ml)	12 vials
Cyanide Antidote Kit	2 Kits
Amyl Nitrite (0.3ml/amp)	12 ampoules
Sodium Nitrite (300mg/10ml amp)	2 ampoules
Sodium Thiosulfate (12.5g/50ml amp)	2 ampoules
Diazepam 10mg/2ml (5mg/ml)	2 tubexes
Methylene Blue 100mg/10ml (10mg/ml)	2 ampoules
Pralidoxime 1g (to be mixed with 20 mls NS)	2 vials
Propanolol 1mg/ml	2 ampoules
Terbutaline 1mg/ml	4 ampoules

F. Tox-Medic Response

If a Tox-Medic is available, the tox-box will be taken with the CCHMRT on any call out. It will be secured on either Haz-Mat One or a responding medic unit. A Fry Fire medic unit may not always be available to respond with the Haz-Mat Team on calls outside the fire district. In this situation, a medic unit from the jurisdiction requesting service will be requested. The Medical Sector will brief and supervise the personnel on the medic unit and ensure their equipment is in working condition.

In cases where victim(s) exposure has already occurred. A Tox-Medic may take the tox-box and respond ahead of other units to either the scene or a predetermined location to meet with first responders. The Tox-Medic should first ensure decontamination has been performed if needed. If after decontamination and patient assessment has been performed, it is determined that ALS intervention is needed, then the Tox-Medic will immediately seek medical direction and began patient treatment.

G. Patient Treatment

In the event of a toxic exposure, remember that good basic care (airway, breathing, circulation) is the corner stone of patient management. In cases of cardiac dysrhythmias or diminished cardiac output, ACLS guidelines should be followed except in certain situations where slight modification of patient treatment may be required such as hydrocarbon or halogenated hydrocarbon exposure. In these and all cases medical direction from SVRHC and Poison Control shall be followed.

H. Patient Transport

Some hazardous substances either remain toxic or become toxic during metabolism and subsequently bodily excretion such as sweating, defecation, urination, and respiration. These bodily excretions may be hazardous. This condition should be noted during chemical research and precautions taken to avoid health care personnel exposure. Methods to prevent this type of exposure may include placing an O2 mask over the patient's mouth, ventilating the medic unit during transport, and utilizing proper bodily substance isolation precautions. Depending on incident elements, a primary goal may be transportation via helicopter to UMC for definitive toxicological treatment. In either ground or air transport, the Tox-Medic has a great responsibility to ensure that proper decontamination has occurred prior to transport.

A. Purpose

Establish consistent guidelines for conducting specialized rescue operations utilizing the TRT.

B. Scope

The Technical Rescue Team (TRT) responds to urban and wilderness emergencies requiring specialized training and equipment. The nature and location of these emergencies requires coordination of resources between the District, Cochise County Sheriff's Office and other responding resources.

C. Definitions

Technical Rescue is defined as any rescue attempt that requires rope and related equipment to safely gain access to, and remove patients from hazardous geographic areas with limited access such as mountains, washes during floods, high rise buildings, above or below grade structures, by means of a rope system. Technical rescue can be further divided into two general categories: technical and non-technical.

Non-technical Rescues: Non-technical rescues occur on flat or low angle terrains. Flat terrain is 0º-15º and low angle terrain is 15º-40º. Include litter carries, one-rope belay systems and/or rescuers not tied into systems with the majority of weight on the ground.

Technical Rescues: Occur on terrain types of 40º-90º. Steep angle is considered 40º-60º and high angle 60º-90º. Technical rescues have the following requirements: Two rope systems required, tandem prusik belays, rescuers tied into systems with the majority of weight on the rope(s).

Incident Commander (IC): Assumes overall command, accountability and management of the incident. May or may not be FFD personnel. If the incident is small, the IC and TSO may be the same person. The IC is responsible for the overall strategy.

Technical Safety Officer (TSO): Assumes operational control and reviews hazards and critical factors. Assist with formation of incident action plan (IAP) and backup plan. Assigns sectors and deploys resources. Keeps command informed of operations. Communicates with sectors and revises plans accordingly. Other responsibilities that fall under the TSO are: technical documentation needs assessment, PAR reports, entry permits, critical landmarks and post incident analysis.

Team Leader (TL): Subordinate to the TSO. When span of control exceeds 5 team members, the TSO can assign teams of which one is the team leader. The TL should be technician level and the most experienced member of the team.

Safety Officer (SO): in charge of overall safety. Has the ability to stop all actions. The SO must avoid hands on actions to maintain overall safety of the scene.

Rescue Sector: Technicians skilled and trained in phases of technical rescue

Hasty Team (RATS): A light, fast two or three rescuer group. Also known as Reach and Treat Specialists (RATS), their primary goal is to make physical contact with and medically treat the victim and report to operations.

Span of Control: For special operations, the span of control should not exceed 5 personnel, but may be up to 7 personnel. When exceeded, TSO should assign teams with a designated team leader.

D. Response Plan

when developing a response plan, consider the following:

Prior to Arrival on Scene

1. Dispatch information
2. Time of day
3. Weather
4. Traffic conditions
5. Potential Hazards
6. Early callout of rescue team and other resources

Arrival on Scene

1. Survivor accountability and information
2. Victims situation
3. How much time has already elapsed?
4. Rescue environment: low angle, high, swift water, confined, trench?
5. Hazard identification

Once assessment is completed, start your decision making process

1. On scene personnel and equipment adequate?
2. Additional resources such as lighting, shelters, facilities, food needed?
3. Resources outside of the rescue realm such as public works, county, MMRS, or USAR.
4. Establish CP
5. Establish control zones
6. Assign personnel to teams/responsibilities
7. Develop IAP. The IAP should have clear specific goals and tactical objectives. You should have a means to evaluate all actions. The IAP should include:
    a. Site description
    b. Organizational structure
    c. Hazard ID
    d. On scene work assignments
    e. Rescuer objectives
    f. Required PPE
    g. Communications
    h. Backup plan
8. Present it to all personnel if time permits

E. Rescue Operations

In some instances rescue operations take place simultaneously with the decision making process. An example when this may occur might be the deployment of a hasty team to obtain victim contact or the victim is faced with immediate life and/or health threats. When these instances occur, the IC and/or TSO must decide if the risk is worth the benefit. Other rescue operations include access, medical assessment and treatment, PARS, packaging and removal of the patient/victim.

F. Termination of the Incident

1. All personnel and equipment is accounted for.
2. Equipment is inspected and dismantled.
3. Contact OSHA, USFA, NIOSH, other agencies.

Due to fatigue and complacency, many injuries occur during the termination phase.

G. Debriefing

Solicit information from everyone. Ask what went right? What went wrong? What improvements can be made? Document the debriefing. Debriefings are used to improve efficiency of the team. A brief summary should be made and provided to all personnel on the incident.

H. Communications

Verbal, whistle and visual. Communications should be as simple as possible. When using verbal communications, use plain language when possible. If working with CCSO SAR, use their SAR channel. You may also use the tactical channel #1 on the handheld radios. The team is equipped with (8) talkabout radios. When communicating with CCSO SAR on the talkabouts, use channel 10, security code 4. Listed are commands use for lowering and raising personnel and victims.

Fry Fire District TRT Commands

Commands for Lower

TSO Command		Response
■**Standby to pretension system!**		
■**Safety is everything OK?**	Solve any problems	
■**Attendant or bearers ready?**		***Attendant Ready!***
■**Edgemen ready?**		***Edgemen ready!***
■**On Belay?**		***Belay on!***
■**Working line take up rope, load 6 bars, advise when ready!**		***Working line loaded & 6 bars locked!***
■**Pretension system!**	Litter loads system	
■**System Safety check**	Check entire system	
■**Safety any problems?**	Solve any problems	
■**Attendant ready for lower?**		***Attendant ready!***
■**Edge Ready?**		***Edge Ready!***
■**Belay Ready?**		***Belay ready!***
■**Brakeman ready?**		***Brakeman ready!***
■**Down Slow**		***Down slow!***

To convert from lower to raise

■**Brakeman, lock off (tie off)!**	Brakeman:	***locked off!***
■**Rig for raise!**		***Rig for Raise!***
■**Attendant prepare for downward movement during transition!**		
■**Haul team, advise when ready!**		

Commands for raise		
■**Safety is everything OK?**	Solve any problems	
■**Attendant or bearers ready?**		***Attendant ready!***
■**Edge control ready?**		***Edge ready!***
■**On belay?**		***Belay on!***
■**Haul team ready?**		***Haul team ready!***
■**Pre-tension system!**	Litter loads system	
■**System safety check**	Check entire system	
■**Safety checks, any problems?**	Solve any problems	
■**Attendant ready for raise?**		***Attendant ready!***
■**Edge ready?**		***Edge ready!***
■**Belay ready?**		***Belay ready!***
■**Haul team ready?**		***Haul team ready!***
■**Up slow!**		***Up slow!***

ASTM- Standard for using whistle signals during rope rescue operations	
1 short whistle blast	**STOP**
2 short whistle blasts	**UP**
3 short whistle blasts	**LOWER**
Continuous blast	**HELP**

Commands For Swiftwater Rescue

Whistle Commands

1 long whistle blast	Stop and everyone look at me
2 short whistle blasts	Begin actions
3 or more blasts	Help

Visual Commands

Tapping a helmet	Are you okay? Response: I'm okay
Waving hands	Help

For example if you are unsure if a rescuer is okay, you would

1. Blow whistle- one long blast. Once you have rescuers attention:

2. Tap your helmet (asking "are you okay"?)

3. If he taps his helmet in response, he is responding "I'm okay"

I. Response Guidelines

All requests for activation of the TRT within the District boundaries or the Certificate of Necessity (CON) will be automatic and the TRT should be initiated as soon as possible. SVFD should also be immediately contacted. For responses inside the District boundaries or CON, other agencies such as CCSO SAR can be considered and is recommended. TRT missions outside of the District boundaries or CON, the District Fire Chief or Acting Fire Chief's approval is required prior to initiating a callout of the TRT. The level of response by the District to requests outside of the District boundaries or CON shall be dictated by the nature and severity of the incident, availability of personnel and ability of the District to respond to emergencies within the District boundaries and CON. Members responding from "on-duty crews" should be replaced by "call-back" personnel as soon as possible. Per our agreement with SVFD, they should also be contacted for out of district/city responses.

J. Contact information

SVFD: contact Station 263 and give request to the on-duty captain. The on duty captain will page out the SVFD special operations team. If station 263 is out, contact station 262 or 261.
Sam Marshall, SVFD TRT coordinator: 520-227-1292
SVFD Station 263: 417-4400
SVFD Station 261: 458-3319
SVFD Station 262: 452-7075
SVPD dispatch: 458-3311

CCSO SAR: contact CCSO dispatch at 432-9501. Request the CCSO SAR team.
Sgt Dave Noland, CCSO SAR Coordinator: 520-559-6705
Sgt Ursula Ritchie, Deputy Coordinator: 520-559-5270
Lt Roy Cook, Deputy Coordinator: 520-559-2110
Deputy Randy Haws, Deputy Coordinator: 520-559-6706

SV Ranger District: 520-378-0311
DPS Dispatch: 520-746-4592
24-hour BP Dispatch: 520-432-5121
Tucson MEDS: 1-877-633-7882
SVRHC Telemetry: 417-3058
SVRHC Emergency Department: 417-3060

K. Risk Management

Safety is always our first concern. The District will risk our lives in a calculated way that is appropriate to the situation to save savable lives. We will not risk our lives for that which is already lost. At the start of each operation, ask these questions:

1. What is the key problem?
2. What is our plan of action?
3. Why is that the safest plan?
4. What are the biggest risks that we need to watch out for?
5. What is your gut feeling about this plan?

L. Time Management

Time is a critical factor. History has proven that performing tasks sequentially to accomplish the objective consumes the greatest amount of time. For this reason, each operation must have a clearly defined Technical Safety Officer. The TSO has the big picture, coordinating and fine tuning all parts of the rescue sector. Multitasking with simultaneous performance of tasks is the goal. Individuals must work as quickly as possible to accomplish their task, but must not compromise safety for speed. The TSO must avoid hands-on tasks in order to retain overall control of the sector.

M. Post Incident Analysis

When possible, conduct a post incident analysis. The PIA is used to provide an overall summary of the incident. It can also identify improvements such as equipment and training deficiencies.

N. Scheduling Ranges on Fort Huachuca

1.Call a minimum of 6 weeks prior. To schedule the range, contact Range Control phone#533-1014
2. Once scheduled, you must email the post Garrison Support. The contact there is Glenn Langhorn. Submit the following form:

Office Symbol of Requestor if Applicable Date

MEMORANDUM FOR Commander, USAG, ATTN: IMWE-HUA-PL (Johnnie Edmond)

SUBJECT: Request for Garrison Support for Units Training on Fort Huachuca

1. The event information.

a. Name of Event:

b. Location: (exact address where event is going to held)

c. Requested Support: (Units, organizations and equipment, size, number, etc)

d. Date(s) and Time of Event: (start date/time and end date/time)

e. Estimated number of attendees:

2. Support Needed.

a. Billeting/barracks (Y/N)

b. Airfield and Aircraft (Y/N)

c. GSA Vehicles(Y/N)

d. Dining Facility (Y/N)

e. Ranges and Ammo (Y/N)

f. Weapons Storage (Y/N)

g. Other courses (land navigation, leadership reaction course, obstacle course or rappelling towers) (Y/N)

3. The point of contact for this request is:

a. Name:

b. Organization:

c. Address:

d. Phone (work/home/cell):

e. E-mail address:

f. Final roster of personnel with a name and phone number for Red Cross or other emergency notification is required upon arrival.

5. Provide a one paragraph summary and or a mission statement detailing your event and desired outcome.

6. The point of contact for this memorandum is Glenn Langhorn, 520-533-3217, e-mail (preferred): glenn.p.langhorn.civ@mail.mil. Fax 520-533-3496.

Name of Requestor
Position of Requestor

Important Notes:

1. Request submitted within six weeks of your event will require a letter of lateness signed by a director and or the first 06 in your chain of command. Submitting a letter of lateness does not guarantee support.

2. Ideally, all requests for support should be submitted eight (8) weeks out, giving this office and the supporting organization time to validate available resources.

Thank you for your understanding and support.

A. Purpose

To provide Fry Fire District personnel guidelines for joining and working on the Wildland team.

B. Scope

This policy applies to all employees of the Fry Fire District.

C. Policy

Wildland Organization and Chain of Command

Wildland Team Leader Duties and Responsibilities

Coordinate and administer everything necessary to maintain the team in a high state of readiness to protect the district. Project future needs of the District and future needs of the team. Provide funding, equipment, training and direction for the team.

Provide the Fire Chief and Battalion Chief s with records and statistics necessary to project future service needs and to document performance of the team. Plan for intermediate range development of the team and individual members.

Act as liaison to other wildland fire agencies. Review all procedures to ensure the safety of the team and responsibility to our customers. Maintain up-to-date accurate records of all team members' training and qualifications. Develop and schedule a regular training calendar to ensure the team remains proficient. Place orders for equipment and make arrangements for vehicle repairs or modifications.

Assistant Wildland Team Leader Duties and Responsibilities

Act as an assistant to the Wildland Team Leader. Maintain the team in a condition of readiness. Supervise and coordinate the efforts of the Squad Leaders, and Managers.

Make recommendations for training, response, equipping, and improving the team. Make recommendations for assignment of team members to provide training opportunities. Assist in evaluation of team members to identify training or personal development needs. Track injury reports, fire reports and other documents.

Collect and collate all incident related documents to assist the District in recovering costs. Act as advisor in all matters of safety and health.

Training Manager Duties and Responsibilities

Assist the Team Leader with the Maintenance of up-to-date accurate records of all team members' training and qualifications. Assist with the development and scheduling of a regular training calendar to ensure the team remains proficient. Schedule instructors and assist them in presenting training classes and drills. Assist team members in applying for training to develop their skills and qualifications. Maintain a current calendar of upcoming NWCG classes and advise team members. Maintain the library of all wildland training materials - books, handouts, a/v, instructor guides.

Cache Manager, Duties and Responsibilities

Maintain up-to-date accurate records of the location and condition of everything in the cache. Maintain current, accurate records of all equipment issued and its location. Maintain the cache in a clean and orderly manner. Make corrections and entries in the inventory record. Make requests to the Team Leader for equipment repairs and purchases. Provide all information necessary for the purchase. Make any necessary minor repairs or maintenance to cache equipment. Issue or receive equipment and supplies as appropriate. Receive shipments of equipment and supplies, and process them into our inventory. Maintain Wildland saws and assist the District with other saw maintenance when requested. Order appropriate supplies and equipment to maintain a viable supply of parts necessary to keep the Wildland saws in top operational status.

Qualification Manager Duties and Responsibilities

Track and administer the wildland team and districts' personnel qualification cards. Schedule and coordinate the districts' yearly refresher and pack test. Work with the wildland team members to plan out their task book requirements and training requirements as needed by the state for advancement. Review team members fire experience logs quarterly and assist with completion. Set up qualification review boards for team members to move between wildland ranks.

All Wildand Team Members Duties and Responsibilities

Support and assist each other. Improve safety in any way possible. Improve performance in any way possible. Improve morale in any way possible. Set the example and lead by example.

Qualification for Wildland Team Participation

Any member of the Fry Fire District may apply to and pursue the attainment of wildland qualifications. The interested member should contact the Wildland Team Leader or

Assistant Wildland Team Leader to discuss abilities, career aspirations and possible options. The applicant may be interviewed by team management to assess knowledge and answer any questions regarding the Wildland program.

It is expensive to provide special protective equipment for each member, which might also be in a size no one else can use. It is difficult getting members into advanced classes and training. Also, taking the limited slots in restricted classes may prevent another person from taking the training. Because of the investment the District makes in training and equipping team members, a Fry Fire District Employee will only be considered an official Team Member after they are approved by the Team Leader and his/her assistant and have fulfilled an out of district assignment.

Attendance and Participation

To maintain a proficient and effective operation, wildland personnel will participate in wildland training over and above what each member of the district does normally. In preparation for the summer fire season, the team will normally have multiple trainings. In addition to this regularly scheduled training, the team will participate in unscheduled activities such as prescription fires and training fires with other agencies. Some classes will be new material for everyone. Some classes will be a review, but everyone will be expected to participate to allow for crew cohesion and team building.

The wildland policy is that all training sessions and exercises are mandatory for all wildland personnel. Because emergencies and illnesses occur, an occasional excused absence is allowed with prior notice through the chain of command. Outside of excused absences, members are required to attend all training sessions and exercises. If members are on-shift, they will arrange coverage if possible, for the time they will be in training.

Response to Assignments

All wildland personnel will be assigned to a call out list which will be used to fill all out of district assignments. The Team Leader will use a sign-up sheet at the beginning of each season to make sure all wildland team members are rotated through the list. All Wildland personnel are required to respond to assignments when on the wildland call out list. When the member is on the wildland call out list, any failure to respond to a call will be taken off the list, unless a reasonable emergency or illness has occurred. The employee calling members from the list will leave a voice mail if no answer, as well as page the team member. A member who requests an absence from the list during their month is required to trade with another person qualified for the assignment and notify his/her team supervisor that they have provided coverage for their position.

All Wildland available team members are required to respond to all wildland assignments within the District regardless of the member's status on the rotation schedule. Any page for team members to assist with a wildfire within the District is considered an "all-call" and all available members are to report for assignment. After the incident, team member participation will be logged by the training manager for tracking of wildland hours.

End of Year Review

At the end of each wildland season, the Wildland Management Team will review each of the team member's participation and performance during the previous year. This shall include:

- Out of District Assignments and evaluations from these assignments
- In District assignments and performance
- Trainings put on by the district and any training done independently
- Members contribution to wildland all-calls and back-fill
- Members standing or position on the Wildland Team

A. Purpose

To provide Fry Fire District personnel guidelines for out of district emergency responses.

B. Scope

This policy applies to all employees of the Fry Fire District.

C. Policy

General Responsibilities

The Fry Fire District participates in a Cooperative Firefighting Agreement with the Arizona State Forestry Division. Through this agreement the District sends firefighting and emergency resources out to assist in fires and other emergencies in other jurisdictions. Also the District may request outside resources to assist with emergencies inside the District. All personnel responding out of the District on an assignment for Arizona State Forestry Division must have a current Basic EMT card and Wildland Firefighting qualification, as well as be equipped with the proper protective clothing and equipment as prescribed by the Arizona State Forestry Division.

All vehicles should be fully fueled and properly stocked. Crews are expected to be fully self-sufficient for the first 24 hours on any out-of-District assignment.

Out of District Assignment

Upon request by the Arizona Interagency Fire Center (AIFC) for resources to respond out of the District, contact the Battalion Chief immediately, they will contact the Fire Chief. The Fire Chief will make the final decision if the district has the available units and personnel to fill the order. If the Fire Chief is not available the Battalion Chief will make the decision. The Battalion Chief will contact the AIFC for detailed information, then brief the Wildland team leader regarding the request and for help filling the order with personnel. When possible, all out of district assignments will be staffed first by the wildland personnel rotation list.

Dispatch Information

The person who is the initial point of contact must get the following information and WRITE IT DOWN. The AIFC should also fax or email us a copy of the resource order for verification and record keeping. At a minimum, the order must contain the following information:

- Date and Time of Request
- Fire Name
- Fire Number
- Location
- Type of Resource(s) Requested (engine, tender, crew, overhead personnel, etc.)
- The Fire Resource Order Number for each resource requested.
- Contact Person at the fire (name, phone #, radio frequency)
- Routing to the fire
- Reporting time (this may be “as soon as possible” and may need to be negotiated)
- Reporting Location or staging area
- Any special instructions
- The dispatcher’s name and phone number to re-contact

Make a copy of the form for the units going out, and keep a copy at FFD to track the units. Units responding to state land requests will need a copy of the resource order as well as the current Fry Fire District State Land Contract.

Specific Staffing and Response Procedures

Dispatching FFD Units - Usually the AIFC will contact the Fire Chief by cell phone. In some instances the AIFC will contact dispatch and request units through them, if this happens you must still notify the Battalion Chief and they will follow the proper procedure. After notifying the Battalion Chief, and if requested by them, call the personnel on the wildland call out list. Then if necessary page the appropriate wildland or EMS personnel. The Battalion Chief should contact the wildland team leader for help in filling assignments with personnel according to the rotation and training positions being considered.

When wildland personnel are called or texted, make a log of all wildland team members who are contacted. Write down the name and time of each person who calls in, and their ETA to the station. Remember to leave a message for team members on the call out list that do not answer, as well as text them.

Remember: Engines and Tactical Tenders must have an RED carded Engine Boss. Vehicles may not be sent out without qualified wildland personnel in charge. Tenders should be sent out with two personnel unless this is not possible due to extenuating circumstances.

Duty Status of Personnel

Personnel assigned to fires longer than one operational period (24-hours) or assigned to out of District fires will be considered on duty. They will not need to take PTO or trades to cover their normal station shift assignments. The on-duty Battalion Chief will be responsible for covering normal station shift assignments.

The primary response units will be staffed by Wildland Team members unless there is an immediate or direct threat to the Fry Fire District boundary. If the team members are not available, the request may be filled by on-duty personnel in the stations, but these personnel must have the appropriate Wildland qualifications.

As soon as the assignment is received the individual in charge of the unit(s) responding must notify the AIFC immediately at 1-800-309-7081. Advise them of the units that are responding and request any update of location and known conditions. Give them the radio frequency and mobile phone number on which we will be operating. Stay in touch with the dispatcher!

The unit's engine boss should contact the on-duty Battalion Chief periodically and whenever new information on the assignment is received, for example possible time of demob.

Equipment for Personnel

Each personnel will have the ability to pay for their own meals and lodging for the duration of the assignment. (See reimbursement section for further) All equipment including but not limited to, tents, sleeping pads, and gear bags will be checked out of the wildland cache and returned immediately upon completion of the assignment. It is each individual's responsibility for equipment to be cleaned and returned in proper order before being released from the assignment to return home. It is the Engine Boss's responsibility to ensure all equipment is returned and cleaned before releasing personnel from the assignment. The assignment will not be considered complete until all gear is cleaned and returned.

Out of District Apparatus and Equipment Repairs

The Engine Boss or his designee shall contact the Battalion Chief in charge of maintenance who will contact the Fire Chief for approval of repairs. If the Fire Chief or Battalion Chief is not available the Engine Boss shall contact the on duty Mechanic or Battalion Chief who will get approval from the Administrative Manager.

End of Assignment

Demobilizing and Returning to Fry Fire District - As soon as Fry Fire District units are notified they will be demobilized, the Engine Boss should notify the Fry Fire District dispatchers and the on-duty Battalion Chief. The on-duty Battalion Chief will determine any adjustments to the District coverage that are needed, and when to release any personnel called back to cover the stations. The Engine Boss will contact AIFC to advise them they have completed the assignment and are back in quarters.

Lost or Damaged Equipment

Any equipment damage, vehicle damage, or any lost equipment must be documented in writing and verified by the IC or the immediate supervisor, (not the lead person or unit supervisor) on the incident, such as a division supervisor or task force leader. The damage must be documented by the AIFC, and a Resource Order number assigned to the item which is lost or damaged.

The IC or unit leader must request an "S" number (for "supply") from the AIFC and that number must be included in the equipment shift ticket under remarks. This number must be included in the billing invoice for the State in order to recover any lost or damaged equipment costs. Lost and or damaged equipment should also be reported to the on-duty Battalion Chief.

Upon return to the District

1. Submittal of Reports and Documents

   Each crew must maintain a daily Crew Time Report for all personnel assigned, and an Emergency Equipment Shift Ticket for the vehicle under contract. These documents are completed daily on the fire, and must be signed by the unit's immediate supervisor on the fire. This is normally a Strike Team Leader or Division Supervisor, not the FFD supervisor with the unit. All time reports, fuel slips, FFD tracking sheets, and other documents must be submitted to the Wildland Team Leader within 96 hours for review and then they will submit it to the Fire Chief within one week upon return from the assignment. These documents are the only way we have to bill the State for our services.

2. Servicing of Apparatus

   The Engine Boss returning any apparatus from a State Land assignment is responsible for coordinating service and repairs for the vehicle and ensuring that it is returned to service in a clean, fully stocked, mechanically sound condition. The Engine Boss will provide a detailed report of damaged or lost equipment to the Fire Chief and on duty Battalion Chief to ensure the apparatus or equipment repairs are made. The quarterly / post incident inspection and inventory for that vehicle must be completed upon return from the assignment.

3. Responsibility for Record Keeping

   Each Engine Boss is responsible for accurately and properly completing all necessary District and incident related documents and submitting them upon return to the District.

Per Diem and Reimbursement Procedures for Wildland Assignments

Use of per diem must be pre-approved by the dispatch center placing the resource order. Per Diem is not automatically authorized. Per Diem is only authorized for specific circumstances:

1. Travel to and from the assignment, if meals are not provided.
2. Meals and lodging during the assignment only if it is not provided by the ordering agency and it is pre-authorized by the ordering agency.
3. If meals are provided at the incident, per diem is not authorized. The personnel must either eat the meals provided or purchase meals at their own expense.
4. Each individual will be provided reimbursement in accordance with the current Arizona Accounting Manual, State of Arizona Travel Policy. Meals are reimbursed on a per meal basis not the daily rate. Per meal rates are located on the last page of the Arizona Accounting Manual.
5. Each individual will fill out and submit their own reimbursement form.

All authorized per diem expenses must be thoroughly documented and all documentation turned in to the Administration.

1. Each person must have a separate receipt for each meal. Meals may not be “grouped” on one ticket. Each receipt must have the date, time, and amount clearly visible to include detail information on the meal. The receipt must have the name of the individual and the meal printed on the receipt. (e.g. breakfast, lunch..)
2. The amount requested for reimbursement may not exceed the predetermined limit for that meal in that jurisdiction (i.e. breakfast 16%, lunch 24%, and dinner 58%). An excess amount spent on one meal may not be carried over to another meal cost.
3. If Hotel/Motel accommodations are authorized, receipts must be obtained and show which personnel were assigned to the rooms, and the cost per person in each room. Hotel cost can be reimbursed at the approved Federal Rate rather that the Arizona rate at this time.

4. ANY EXPENSES INCURRED THAT ARE GREATER THAN THE APPROVED PER DIEM RATE WILL BE THE EMPLOYEE'S RESPONABLILITY.

Paid Time Off

In order to give employees responding to Wildland assignments an appropriate period in which to rest and recuperate before returning to regular shift, the following administrative leave policy will be used.

If the assignment is less than 14 days and more then 4, then personnel will be given Admin Leave as follows.

- If return to the district is before 1500 and the employee is on duty, the employee will receive Admin Leave until 2000. If the employee returns after 1500 they will receive Admin Leave for the rest of the shift.

If the assignment is 14 days or more the personnel will be given Admin Leave as follows.

- The remainder of the shift will be covered with Admin Leave. If any returning personnel are on-duty the following day they will be covered for 24hrs of Admin Leave.

- Time off for assignments less than 14 days can be revoked due to staffing issues by the shifts Battalion Chief.

A. Purpose

It is the goal of the Fry Fire District to provide a minimum of 3 SWAT Medics and 2 SWAT Medic alternates to the Cochise County Sheriff's Office SWAT Team. This is supported under the Fry Fire District and Cochise County Sheriff's Office Intergovernmental Agreement currently in force.

B. Scope

This policy applies to personnel assigned SWAT Medic duties both as Team Members and Alternates.

C. Qualifications

The following minimum qualifications are deemed necessary to insure the highest level of readiness to provide high quality emergency medical treatment and preventative medicine under austere conditions:

1. A minimum of 2 years as a practicing Arizona paramedic
2. Tier I Fitness Level Certification
3. Completion of the FFD Wildland pack test in less than 40 minutes
4. Successful completion of the CCSO SWAT Obstacle Course
5. Successful completion of the CCSO SWAT Challenge Course
6. Successful completion of a CCSO Basic Handgun Course
7. Minimum score of 230 on AZPOST certified daytime and nighttime qualification courses

Tactical EMS, ATLS, BTLS, PHTLS and / or military medic training is highly desirable.

Members and Alternates will be selected upon completion of a Qualifications Assessment Board composed of CCSO SWAT Operators and at least one currently serving SWAT Medic. Applicants may be ranked and a waiting list developed, however, selection by the Board shall be unanimous.

D. Policy

Member responsibilities include: providing tactical EMS support during a myriad of Cochise County Sheriff's Office missions including training evolutions, high-risk warrant service, narcotics interdiction operations and other operations requiring close medical support.

The Tactical Medic is required to carry an issued service weapon for self- defense purposes. The Tactical Medic shall be held to the standards set forth by the National Tactical Officers Association (NTOA) for TEMS providers.

Members shall develop a mission specific medical plan designed to identify and mitigate health risks in order to ensure mission success. This may require coordinating additional medical support with aeromedical services and / or local EMS providers, while making every effort to ensure mission security.

In accordance with the medical plan, Members shall provide a pre-operation briefing for SWAT Operators identifying recommended preventative measures, medical risks, and the casualty treatment and evacuation plan. Members shall provide medical care under said medical plan until turning patient care responsibilities over to another provider certified at the same or higher level.

Upon mission completion, Members shall evaluate SWAT Operator health and wellness and critique the effectiveness and efficiency of the medical plan in order to provide continued improvement in the level of care.

E. Member Responsibilities

Act as the patient liaison, and or patient advocate, and assume patient care for deputies or citizens who are injured or ill during a SWAT mission or training exercise. Transfer of patient care to a ground or helicopter transport unit will take place only if the receiving medical provider is of equal or greater certification, unless approval from the base hospital has been granted.

Monitor the medical effects of environmental conditions on individual and team performance, including considerations for sleep deprivation, nutritional status, and heat/cold exposure. The Medic shall stay in constant communication with the Incident Commander or Team Leader for any suspected or anticipated problems.

Conduct preliminary and ongoing medical threat assessments to determine the potential impact of medical / health factors on personnel and mission outcomes.

Maintain and regularly update important medical history and current medications of each team member. The confidentiality of this information is entrusted to the Tactical Medic and is intended to provide critical information during potentially life-saving treatment, when time is of the essence.

The role of the Tactical Medic is generally limited to medical and treatment duties during missions, however, Medics who are also Operators may operate as a member of the entry team and operate beyond the role of Tactical Medic. Other exceptions may include when the SWAT Operators are clearing a large building, such as a school or business, or with multiple story occupancies.

Notify the appropriate Emergency Department, place a medical helicopter on standby, and determine the best possible landing zone prior to the execution of a mission.

If appropriate, prior to the mission, notify the closest EMS provider to the mission location and if warranted, request a medic unit respond and stage in the area.

Document any severe injuries, in which the Tactical Medic accompanies the officer or citizen to the hospital, on an ePCR form at the Medic's earliest opportunity.

Provide a minimum of one (1) TEMS class each year.

Regularly attend CCSO SWAT Training and missions. Excessive absence may be grounds for dismissal from the Team.

F. Uniform/Equipment

Fry Fire District will provide Members with two (2) tactical uniforms in accordance with CCSO SWAT team standards. The cost of other, necessary equipment such as footwear, packs, hydration systems, eyewear, and holsters may be reimbursed by the Fry Fire District on a case-by-case basis. Other tactical equipment such as protective vests and helmets, will be issued by Cochise County Sheriff's Office. Medical supplies will be provided by the Fry Fire District. Refer to the approved clothing list.

Appendices

Refer to the Fry Fire District's Intranet page, Department Forms Section, for the following appendices. Hard copies of appendices will be kept with the four printed copies assigned to Stations 141, 142, 143 and Administrative Office.

A. Job Descriptions
B. Employee Evaluation Form
C. Fee Schedule
D. Disciplinary Form
E. Tactical Work Sheets
F. Hose Testing Procedures
G. Non-disposable Items List
H. CISM Procedures