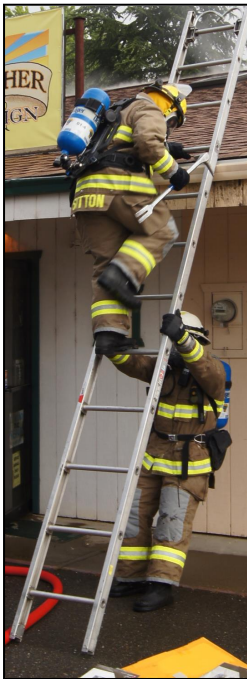


# Standard Operating Guidelines



January 1, 2017

681 Caves Highway  
Cave Junction, OR 97523  
phone: 541-592-2225  
fax: 541-592-6122  
[www.ivfire.com](http://www.ivfire.com)

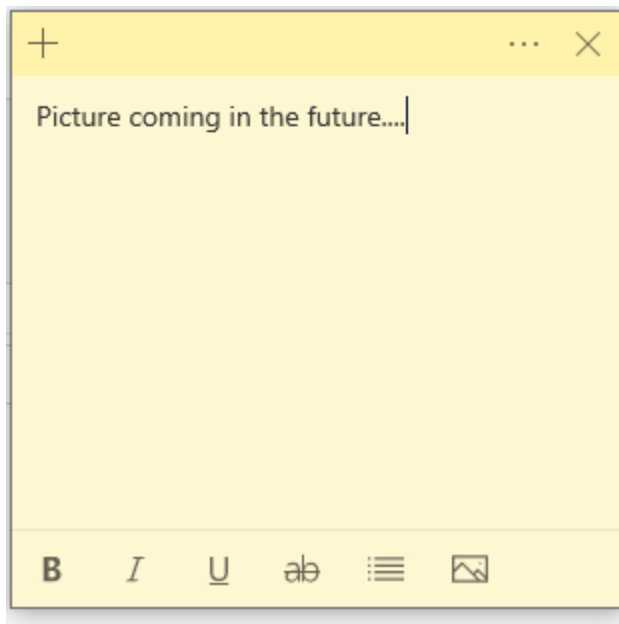
*Proudly Serving the Illinois Valley  
Since 1954*

**ILLINOIS VALLEY**  
***FIRE***  
**DISTRICT**

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SECTION 100

# ***ADMINISTRATION***





## **101-Standards of Appearance**

DEVELOPED BY: *Fire Chief Dennis Hoke*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

- 1. General.** Uniform and grooming standards are paramount to the professional image of the Fire District. All personnel are expected to be in uniform and to present a professional, clean, neat, and orderly appearance while on shift or standing by at the station, at District functions, trainings and emergency calls. Adherence to this SOG will be strictly enforced. All IVFD officers are expected to set the example for subordinates and to point out violations of appearance to offenders.
- 2. Uniform.**
  - 2(a).** Uniform Items with the approved District logos will be worn at all times while on shift or standing by at the station, at District functions, trainings and emergency calls. The only exception to this is while actively participating in physical fitness. Uniform items with approved District logos may not be worn outside of official District duties and functions.
  - 2(b). Cleaning:** Uniform items will be kept neat, clean and serviceable. IAW NFPA 1581, Standard on Fire District Infection Control Program, para 8.4.4.1 and 8.4.5.2, cleaning of contaminated work uniforms shall not be done at home. Members are provided and hereby directed to use the washer and dryer located at Stations 1-4 for cleaning of contaminated work station uniforms.
  - 2(c).** No uniform, insignia, equipment or other item shall be worn or used that is not issued or authorized by the District, unless specific permission is granted through the chain of command. Only uniform clothing and items purchased from or through the District's contracted uniform source(s) will be worn.
  - 2(d).** Uniform shirt may be removed providing the issued District t-shirt is the undergarment while in quarters, participating in work details or training. T-shirts and other shirts will be kept tucked in the pants at all times.
  - 2(e). IVFD badge, Patches, & Insignia's:** Uniforms, accessories and insignia will be in the possession of and maintained by IVFD personnel. Most personnel will not utilize these modes on a daily basis. It is MANDATORY that all personnel have them for wear as required.
    - 2(e)(1). Sleeve Braids**

Worn on the Blazer and Jacket on both sleeves according to rank.

<b>2(e)(1)A.</b>	<u>Wonder Gold 1/2 inch Metallic :</u>
Fire Chief	5 Braids

Deputy Fire Chief	4 Braids
Division Chief	3-Braids
Battalion Chief	2-Braids

- 2(e)(1)B.** ½-inch Silver:
- |            |          |
|------------|----------|
| Captain    | 2–Braids |
| Lieutenant | 1–Braid  |

**2(e)(2).** ***Maltese Cross***  
Worn on the left sleeve of Blazer and Jacket, 1 per 5 years of Fire Service

**2(e)(2)A.** Wonder Gold Metallic:  
Chief Officers

**2(e)(2)B.** Silver:  
Captain  
Lieutenant

**2(e)(3).** ***Name Tag***  
Metal, ½"x2-1/2"x1/16". 2 Lines. 1<sup>st</sup> Line: First name, Last Name. 2<sup>nd</sup> line: Rank. EMTs, Intermediates, and Paramedics with Star of life etched to the left of the name. Etching will be black on the name tag; colored emblems are not permitted.

**2(e)(3)A.** Gold:  
Chief Officers

**2(e)(3)B.** Silver:  
Captain , Lieutenant, Firefighter and Support personnel

**2(e)(4).** ***Length of Service Pin*** (5 yr, 10 yr, etc.) may be worn centered above the name tag on Class A or Class B uniform.

**2(e)(5).** ***IVFD patch*** will be worn on the left sleeve, centered, 1 inch from the sleeve seam. Patches will be issued by the District.

**2(e)(6).** ***State of Oregon EMS certification patch*** will be worn on the right sleeve centered, 1 inch from the sleeve seam.

**2(f).** Fire Chief can authorize wear of business attire.

**2(g).** Long-sleeved t-shirts may be worn with short-sleeved uniform shirts provided, they are navy blue and in good condition. No other undergarment (i.e., thermal underwear) is authorized.

**2(h).** **Modes of Dress:**

**2(h)(1).** ***Dress Mode (Class "A") Uniform Requirements***-Chief Officers and Officers.

**2(h)(1)A.** Shirts: Long sleeve, White, with military creases and badge tab.

**2(h)(1)B.** Trousers: Black, to match the blazer.

**2(h)(1)C.** Blazer: Black, Double-Breasted with FD gold (chiefs) / silver (company officers) buttons.

**2(h)(1)D.** Hat: White top (chief officers), navy top (company officers), with black visor, Bell Crown.

**2(h)(1)D(i).** Fire Chief may have flame visor scramble.

**2(h)(1)D(ii).** Hat Insignia.

Fire Chief	5 Crossed Trumpets, Gold
Deputy Chief	4 Crossed Trumpets, Gold
Division Chief	3 Crossed Trumpets, Gold
Battalion Chief	2 Crossed Trumpets, Gold
Captain	2 Standing Trumpets, Silver
Lieutenant	1 Standing Trumpet, Silver

**2(h)(1)E.** Tie: Black.

**2(h)(1)F.** Belt: 1 ½ width smooth design or basket weave. Gold Buckle-Chief Officers Silver Buckle-all others. Velcro fastened belts are optional.

**2(h)(1)G.** Shoes: Black Dress.

**2(h)(1)H.** Gloves: White.

**2(h)(2).** *Work Mode (Class "B")*

**2(h)(2)A.** NFPA dual- or tri-certified safety wear is preferred.

**2(h)(2)B.** Shirt: Navy short- or long-sleeve (tie optional with long-sleeve), with military creases and badge tab.

**2(h)(2)C.** Trousers: Navy uniform pants, May wear EMS (cargo pocket) style pants.

**2(h)(2)D.** Belt: Black, smooth design or basket weave.

**2(h)(2)E.** Boots: Black (NFPA/ANSI-approved preferred), minimum 6" upper.

**2(h)(2)F.** Jacket: District-issued jacket.

**2(h)(2)G.** Ball Cap: Navy, embellished with approved IVFD Logo.

**2(h)(2)H.** T-Shirt: Navy, embellished with approved IVFD Logo. EMS qualification may be added at the member's expense. Letters will be 3/8-inch silkscreened or embroidered. Only block lettering will be used, i.e., Paramedic, EMT-Intermediate, EMT-Advanced, EMT, EMR on the right sleeve 1- inch above the bottom of the sleeve.

**2(h)(2)I.** Coveralls: NFPA Approved, Navy Blue, as needed, or required.

**2(h)(3). *Wildland Work Mode (Class "C")***

**2(h)(3)A. Pants.**

**2(h)(3)A(i).** Green or navy blue NFPA-approved wildland pants

**2(h)(3)A(ii).** Yellow wildland over-pants will be worn over any non-compliant pants.

**2(h)(3)B. Shirt.**

IVFD uniform shirt or IVFD t-shirt with approved NFPA overshirt/turnout gear.

**2(h)(3)C. Boots.**

Black, military-style lace-up, all leather, slip resistant lug sole, minimum eight inches high. Approved safety or wildland boots are preferred.

**2(h)(4). *Optional Uniform Items***

**2(h)(4)A. Job shirt:** Navy; embellished with approved IVFD logo, name and rank.

**2(h)(4)B. Ball Cap:** Navy; embellished with approved IVFD logo.

**2(h)(4)C. Stocking Cap:** Navy; blank or embellished with approved IVFD logo.

**2(h)(4)D. Polo:** Navy; embellished with approved IVFD logo, name and rank.


**2(h)(4)E. Coveralls:** District-issued NFPA compliant coveralls may be worn for training or other duties where damage the work mode uniform is possible.

**3. Grooming.**

**3(a).** Hair will be cleaned, well groomed and safe. Any hairstyle considered unsafe shall be trimmed accordingly or bound to eliminate the hazard. Any hairstyle or color that distracts from the uniform appearance of the members will not be allowed.

**3(b).** Facial hair shall not be allowed at the points where the SCBA face piece is designed to seal with the face. Any facial hair considered unsafe shall be trimmed accordingly to eliminate the hazard.

**3(c).** Sideburns and mustaches will be trimmed and well groomed.

**3(d).** All personnel will be clean, and free of offensive body odors. Personnel will shower if remaining in the station after heavy physical activity such as a fire response or physical fitness. 



DEVELOPED BY: *Harry Rich & David White*DATE: *January 1, 2017*APPROVED BY: *Fire Chief Dennis Hoke*SUPERSEDES: *April 10, 2014***THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

1. **General.** The computer system is a tool for assisting in the conduct of the District business. All programs, documents, and data generated, processed, and / or stored on the System are District property. Users should exercise due care to maintain the integrity of the System.
2. **Scope.** This policy shall govern all members' use of the Illinois Valley Rural Fire Protection District, hereinafter referred to as "District," owned computer system, (hereinafter "System"). Covered areas include network security, the use of computer software and hardware, Internet access and electronic mail (email) use.
3. **Network Security.** Members are provided with a password to access the computer network. All users are responsible for network activity that happens under their password. Users should exercise reasonable care not to lose or share their password. Under no circumstances shall a user be permitted to bypass network security measures.
4. **Software/Hardware.**
  - 4(a). All computer software and hardware owned by the District are the sole property of the Fire District. At all Fire District locations.
  - 4(b). Users shall not install or download any software or program onto the System, without proper authorization. Software installations can introduce unforeseen problems ("bugs") into the System and should be done by authorized personnel only.
  - 4(c). Users shall not install new hardware or modify existing hardware without proper authorization from the District's Systems Administrator.
  - 4(d). Users shall not attempt to modify the computer operating software or applications installed on the System, without proper authorization. This includes the use of registry editors, disk management software, or other 3<sup>rd</sup> party utilities. Users should not experiment with their PC operating systems including the use of "tips and tricks" information commonly found in magazines, user groups, etc.
  - 4(e). Members should request software / hardware additions or upgrades through the District's Systems Administrator.
  - 4(f). All programs, documents, and data generated belong to the District, unless otherwise specified through licensing agreements. All software and hardware shall be used only within the parameters of applicable licensing agreements. Violation of licensing agreements may subject the District and the violator to civil damages and/or criminal prosecution.

## **5. Internet Access.**

- 5(a).** The Internet can provide a wealth of information to users at the simple click of a button. Members are encouraged to explore and use the Internet in the conduct of District business. Users should be aware that there is a wide variety of information on the Internet. Some people may find information or images on the Internet that they consider offensive. Individual users should be aware that the District has no control over and therefore cannot be responsible for the content of information available over the Internet. Users should educate themselves on proper Internet use so as to avoid offensive materials.
- 5(b).** Internet access is provided for use in conducting District business. All use should be appropriate. Inappropriate uses include but are not limited to:
  - 5(b)(1).** Use for private business ventures;
  - 5(b)(2).** Use that violates copyright laws;
  - 5(b)(3).** Use that violates the District's harassment policy;
  - 5(b)(4).** Dissemination of confidential or privileged information;
  - 5(b)(5).** Accessing personal Internet Service Provider accounts (with the exception of web-based email).
- 5(c).** Justifiable work or audit related visiting or viewing of offensive or vice related sites must have prior approval and notification of both the immediate supervisor and the System Administrator.
- 5(d).** The District has the ability to monitor Internet use and retains the right to track such usage. Such monitoring may include, but is not limited to, viewing the cache files, bookmark lists, or history files that the Internet browser application creates on an individual workstation or the network server.
- 5(e).** Users should exercise reasonable cautions when downloading files from the Internet to avoid the introduction of a virus to the System.

## **6. E-Mail Use.**

- 6(a).** Email is a network based electronic communications tool and is provided to aid Members with Fire District business. All use should be appropriate.
- 6(b).** Examples of improper use include but are not limited to:
  - 6(b)(1).** Email is not to be for personal gain, private business, or political ventures.
  - 6(b)(2).** Members shall not solicit junk mail or subscribe to newsgroups or mailing lists that are unrelated to District business.
  - 6(b)(3).** Email shall not include communication(s) that constitutes harassment of any kind.
  - 6(b)(4).** Members shall not use email to send offensive or explicit messages.

**6(c). Privacy:**

- 6(c)(1).** Members should understand that email messages could be intercepted by District officials or even from outside sources. Even a message that has been deleted has the potential of being recovered. The District retains the right to view ALL correspondence that originates or received via the System.
- 6(c)(2).** There is no right to privacy on the System.
- 6(c)(3).** Because of the privacy of email cannot be guarded or guaranteed, Members should not send confidential or privileged information through email. If email must be used, it would be more appropriate to send a password-protected document as an attachment. Otherwise, workers should simply find another way to communicate.

**6(d). Public Records and Retention:**

All email should be stored according to public records guidelines. Generally speaking, routine correspondence does not need to be archived. Other correspondence may need to be saved. This can be done by saving the email document to disk or printing a paper copy. If you have doubts about the retention of any email, print a copy for filing. Contact supervisors for specific information about retention requirements should questions arise.

**6(e). Etiquette:**

- 6(e)(1).** The District is perceived, and consequently judged, through the communication of its Members. Therefore, all email correspondence should be appropriate, professional, courteous, and consistent with existing District policies.
- 6(e)(2).** Use good judgment when it comes to expressing humor or anger or other emotions, which can be easily misunderstood. People will sometimes say things over email that they would never say in person. Be careful with word choices, and avoid sarcasm in particular. Remember that the messages can be printed or forwarded. Do not say things you will regret later.


**7. Personal Use.**

- 7(a).** There is no right to privacy for any record or communications, whether personal or not, on the System.
- 7(b).** Personal communications to bulletin boards, newsgroups, or chat rooms is prohibited.
- 7(c).** Personally owned computer users while on District properties are subject to the same policies if connected to any District System i.e. Internet or Intranet.
- 7(d).** The District does not prohibit personal use of the System (i.e., sending a personal email, accessing site on the Internet, typing a letter, etc.) provided that the use is

infrequent and brief. The District believes that personal use of the System for these purposes is less disruptive than requiring Members to take formal breaks or leave work provided that use is brief, infrequent, and in compliance with the following guidelines and understandings:

- 7(d)(1).** Members shall not publish personal websites. All District website content shall be approved by the Chief or his/her designee.
- 7(d)(2).** Members may not use the System for engaging in profit making ventures or for personal business.
- 7(d)(3).** Members may not access sites that contain pornographic or offensive materials.
- 7(d)(4).** Personal uses shall be infrequent and brief.
- 7(d)(5).** Members should recognize that such personal use of the System is a privilege that can be removed at the District's discretion.
- 7(d)(6).** Personal use that results in any fee or charge to the District is prohibited unless authorized by the Chief or his / her designee.

**7(e).** Members are encouraged to limit personal use of the System and apply good judgment and common sense. Members are specifically warned that, in addition to any potential violation of this policy, routine use of the District in order to avoid a financial detriment (including purchase of a computer or subscription to an Internet Service Provider) may constitute an ethics violation and subject an individual to penalties provided under State or Federal laws.

**8. Violations.** Computer Use Policy violations may result in loss of privileges and / or discipline up to and including Termination or possible criminal prosecution. Suspected violations should be reported to any supervisor immediately. 

**Illinois Valley Fire District**

Computer Use Policy

I have read, understand and received a copy of the Districts Computer Use policies.

As a District Member or user I will adhere to the provisions of this policy.

Acknowledgement:           DATE: \_\_\_\_\_

Members ( Users ) Name ( Print ): \_\_\_\_\_

Members ( Users ) Signature: \_\_\_\_\_

This signed copy shall be placed in the members personnel file.

# 103-Physical Agility Testing

DEVELOPED BY: *Div. Chief Kamron Ismaili*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

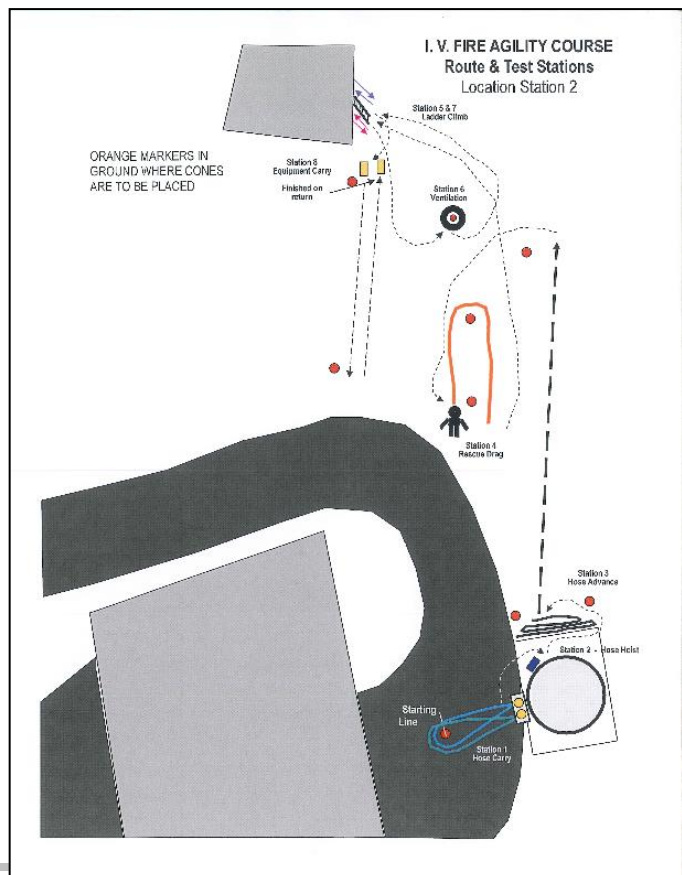
SUPERSEDES: *April 10, 2014*

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

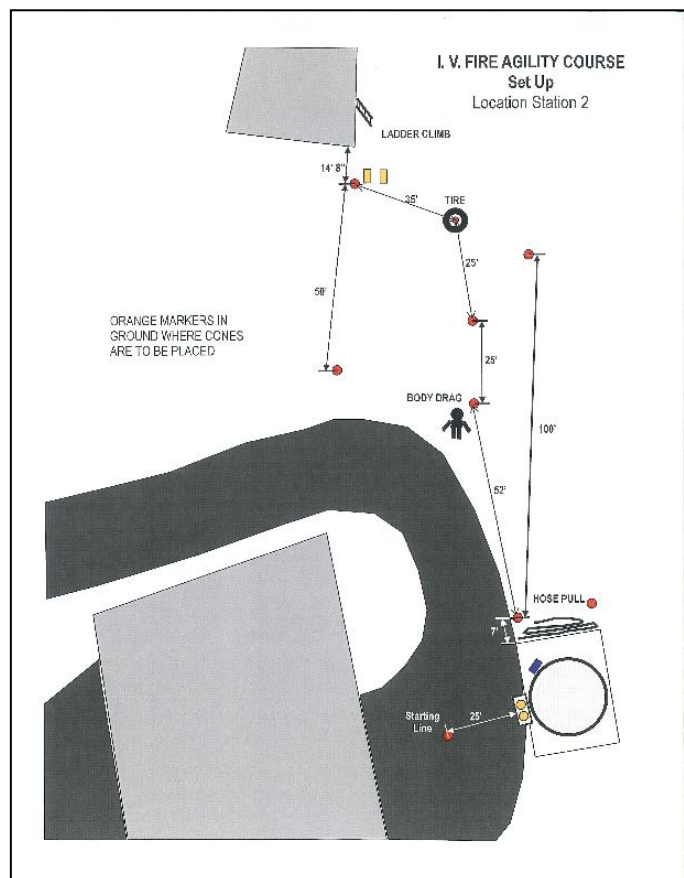
- 1. Purpose.** The Physical Agility Test (PAT) is designed to ensure that members are physically able to perform the job of firefighter for the Illinois Valley Fire District.
- 2. Scope**
  - 2(a).** Fire District personnel are required to complete the PAT as a pre-hire qualification and annually thereafter. This includes Firefighters, Company Officers, Chief Officers, and Fire Marshals.
  - 2(b).** Staff Officers whose primary duties are administrative in nature and have a medical exemption, are not required to complete the PAT.
  - 2(c).** Support personnel are not required to complete the PAT. This includes the Executive Administrator and District Secretary.
- 3. Preparations.**
  - 3(a).** A medical crew shall be standing by on location during the PAT.
  - 3(b).** Rehab personnel shall be present to monitor participant's vitals, provide hydration and rehab needs.
  - 3(c).** All pre-hire personnel shall complete a medical waiver prior to participation.
  - 3(d).** The participant shall bring their issued turnout coat, bunkers, structure boots, wildland gloves (leather), structure helmet. A self-contained breathing apparatus (without the mask) will be provided at the test site.
  - 3(e).** The following equipment will be needed for the individual test stations:
    - 3(e)(1).** Two rolled 50-foot section of 2½ inch diameter hose with a folding table.
    - 3(e)(2).** A 40 pound weight (3 inch rolled hose) connected by 5/8 inch rope and 2 pulleys.
    - 3(e)(3).** A charged (100 lbs or 1 cubic ft of sand) 50 foot 1¾ inch hose line with a nozzle attached and secured in the off position.
    - 3(e)(4).** A 120-pound dummy with a strap or harness attached.
    - 3(e)(5).** A 14-foot aluminum roof ladder in a securely supported vertical position and a multi-story structure.
    - 3(e)(6).** A Fire District sledge hammer and a target such as a truck tire.

- 3(e)(7).** Two rolled 50-foot section of 2½ inch hose with handles.
- 3(f).** Each station shall be properly prepared and ready for the participant prior to beginning the test.
- 3(g).** The starting point (and ending point if applicable) for each station shall be pointed out to the participant prior to beginning the test.
- 4. Test.** The PAT consists of eight (8) stations. All participating members are required to finish the entire test in sequence and within the predetermined time. Completion of the PAT is mandatory for candidates seeking to be a firefighter with the Illinois Valley Fire District. The proctor will be the timekeeper, unless one is appointed by the proctor. The proctor will be accountable for the participant's time and welfare. This will include positive encouragement, injury prevention, and hydration if necessary. The following is a description of the physical agility test, which is a simulation of a firefighter's job. This test is subject to change by the Fire Chief.
- 5. Overall Instructions.**
- 5(a).** The participant shall be given the overall instructions and the instructions for each station prior to beginning the test. (Instructions for all or any single station may be read again but time does not stop.)
- 5(b).** The participant shall wear turnout coat, bunkers, boots, wildland gloves (leather), structure helmet, and a self-contained breathing apparatus (without the mask) to start and during the entire test.
- 5(c).** Time will begin at the starting of the first station and shall stop when the participant completes the last station and clap their hands. (The participant may pause during the test but time will continue to expire.)
- 5(d).** The participant may not run, jog, skip, hop, or slide during the test.
- 5(e).** The participant may ask that instructions for all or any single station be read again but time will continue to expire if the test has already begun.
- 5(f).** **The participants must complete the entire test course in five (5) minutes or less.**

**6. Test Stations.**



- 6(a). Hose Carry:** The participant, given a rolled 50-foot section of 2½ inch hose on a folding table, shall carry the hose section a distance of 25-feet around a cone and place it back on the table (50 ft total). Participants are then required to pick up a second section of 2½ inch hose and carry it 25-feet around a cone and place it back on the table (50 ft total).
- 6(b). Hose Hoist:** The participant, given a 40-pound weight (3 inch rolled hose) connected by 5/8 inch rope and 2 pulleys, shall hoist the weight, using a hand over hand motion, up to the top the wall and bring it back down in a controlled manner. If the participant slides the rope through their hands they will repeat the station. There will be an assistant to take up the rope slack.
- 6(c). Hose Advance:** The participant, given a charged (100 lbs) 50-foot 1¾ inch hose line, shall pick up the nozzle, advance the hose line for a distance of 100 feet and place the nozzle on the ground.
- 6(d). Rescue Drag:** The participant, given a 120-pound dummy on a level surface, shall drag the dummy 25 feet down clearing around the cone and back (total of 50-foot). The entire dummy must clear the original cone to move on.
- 6(e). Ladder Climb:** The participant, given a 14-foot roof ladder placed in a securely supported vertical position against the building, are instructed to climb ladder, place both feet on the eighth rung (painted rung), and descend.
- 6(f). Ventilation Exercise:** Given a Fire District sledge hammer and standing on level ground with a target (truck tire) placed on the ground, the participant must strike the target with the hammer 20 times (10 left handed & 10 right handed). The hammer must be brought completely over the shoulder to simulate a chopping motion as if cutting a ventilation hole. If the hammer does not clear the shoulder the evaluator will instruct the participant to repeat the strike.



**6(g). Ladder Climb:** The participant, given a 14-foot roof ladder placed in a securely supported vertical position against the building, are instructed to climb ladder, place both feet on the eighth rung (painted rung), and descend.

**6(h). Equipment Carry:** The participant, given 2 rolled 50-foot sections of 2½ inch hose with handles, shall carry the hose sections by the handles a distance of 50-feet and place them on the ground. Participants are then required to turn around, pick up the hose sections again and carry them back to their original location (total of 100 feet). When the participant reaches the original location they shall place the hose sections on the ground and clap their hands to stop their test time.





DEVELOPED BY: Div. Chief Kamron Ismaili  
APPROVED BY: Fire Chief Dennis Hoke

DATE: January 1, 2017  
SUPERSEDES: April 10, 2014


**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**


1. **General.** This SOG outlines specific details and guidance for a procedure for an appropriate level of participation for ride along personnel.
2. **Purpose.** To allow selected individuals the opportunity to observe Illinois Valley Fire District in action, observe Fire District operations and the chance to evaluate and/or determine career interest.
3. **Procedure.**

**3(a).** Any person wishing to ride-a-long with the Illinois Valley Fire District must be at least 18 years of age, or at least 16 and in a formal school program which requires the experience. Riders age 18 and above must complete and sign a “Waiver of Claim From Damages” form. If the rider is under the age of 18, a parent or legal guardian must sign a “Waiver of Claim From Damages.” This form must be filled out in advance of the observation. A new form must be completed each time an individual participates as a ride-a-long. All potential riders must provide a copy of a photo ID attached to the form.

**3(b).** Medical or physical conditions, not previously identified in the application process, which might affect the observer’s ability to ride-a-longs, such as illness, injury, etc., should be brought to the attention of the IVFD staff immediately for a decision on whether or not the observer is allowed to ride.

**3(c).** Ride-a-longs may be conducted only between the hours of 07:00 and 17:00, Monday through Thursday.(see #6)

	<p><b>Illinois Valley Fire District</b></p> <p><u>Waiver of Claim for Damages</u></p>
<p>I _____ ( Name of Responsible Party ) understand that the Illinois Valley Fire District " Department" has a policy whereby persons not a Member of the Fire District are prohibited from riding in or upon District vehicles or fire apparatus or from making observations within restricted access areas at the scene of fires or other emergencies. I further understand the risk of injury inherent in participating in the aforementioned activities but nevertheless agree that in consideration of the District's granting permission to participate in the activities, hereby, I the undersigned, Wave all rights or claims for personal injuries and / or property damage that I, or my heirs, executors or administrators may have against the Illinois Valley Fire District, its officers, employees, volunteers or agents which may arise from the participation in the activities outlined and checked below.</p>	
<p>Permitted Activities - Approval Required</p> <p><input type="checkbox"/> In or adjacent to quarters (Fire Stations)</p> <p><input type="checkbox"/> Observation at the scene of fires or other emergencies</p> <p><input type="checkbox"/> Riding on District apparatus (This includes all emergency and non-emergency vehicles, responding to or from an emergency incident.</p> <p><input type="checkbox"/> Participating in training activities.      <input type="checkbox"/> Participating in Athletic Activities</p> <p>It is understood that permission to participate in the above checked activities may be revoked at any time at the discretion of Fire District Management or their designees.</p>	
<p>Dates this permission is valid for; _____ To: _____</p>	
<p>Today's Date: _____</p>	<p>_____ Name of Participant</p>
<p>_____ Name of Requestor / Responsible Party</p>	<p>_____ Signature of Requestor / Responsible Party</p>
<p>_____ Fire Chief or Designee Signature</p>	

- 3(d).** Ride-a-long personnel shall primarily be considered observers but may be used, however, to do support-level activities at the discretion of the officer-in-charge.
- 3(e).** Ride-a-long personnel must ride with a staff member or a qualified company officer.
- 3(f).** Ride-a-long personnel may respond on IVFD apparatus to incidents at the discretion of the Officer in Charge (OIC).
- 3(g).** IVFD firefighters shall receive priority for riding positions on apparatus ahead of ride-a-long personnel.
- 4.** Ride-a-long personnel attire will consist of dark-colored (navy or black), neat and clean slacks (no blue jeans), a light-colored shirt, and appropriate footwear (black, boots or shoes).
- 5.** At the Chief's discretion, ride-a-long personnel may be permitted to wear spare IVFD personal protective equipment under exceptional circumstances.
- 6.** These procedures may be deviated from on a case-by-case basis upon consideration of the Chief.
- 7.** Any on-going variation of the procedures, including special programs such as Cadet programs, juvenile mentoring, high school shadow programs, etc., will be evaluated on a case-by-case basis by the Chief, who will consult with the program leader and potential affected Captain/Battalion Chief. 

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UPDATED BY: *Operations Chief Kamron Ismaili*

DATE: *April 1, 2020*


APPROVED BY: *Fire Chief John Holmes*

SUPERSEDES: *January 1, 2017*

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** This SOG outlines specific details and guidance for driving privately owned vehicle (POV) to emergencies.
2. **Policies and Responsibilities.** The Operations Chief and Incident Commanders will ensure compliance with the SOG.
3. **Personal Use of POV's by Career Staff.**
  - 3(a). The following personnel are authorized to respond to the scene in the their POV's
    - 3(a)(1). Fire Chief, Deputy Chief, Division Chiefs, Career Shift Staff
    - 3(b). Emergency warning devices, installed in POV's, must be in accordance with ORS 818.250 and approved by the authority having jurisdiction. Cost of the warning devices is a personal expense.
    - 3(c). At no time will warning devices be used for any other purpose except for response to emergencies.
    - 3(d). Use of a POV to emergency scenes is the sole responsibility of the owner and must maintain insurance as required by state law. Operation of the POV and emergency warning devices are not a liability of the Fire District.
4. **Personal Use of POV's By District Members.**
  - 4(a). Members are **NOT** authorized to respond to emergency scenes with the following exceptions:
    - 4(a)(1). If they come upon an emergency scene in transit.
    - 4(a)(2). They have to pass the emergency to respond to the station and the member has appropriate PPE.
    - 4(a)(3). Prompt intervention may save a life i.e. CPR in progress.
    - 4(a)(4). There is no other means to arrive at the scene i.e. not cleared on available apparatus, requested by Command or Duty officer. Apparatus includes Engines, Water Tenders, Rescues, SUV's, Box Vans, 6X6, Brush Trucks, Pickup Trucks, Air Trailer, Mass Casualty Trailer, etc.
5. Members are not authorized to drive POV's with emergency warning devices/lights activated.

- 6. On scene Parking.** POV's will be parked well out of the scene area to allow for emergency vehicles to easily arrive and leave the scene. 

# 106-Incident Documentation

DEVELOPED BY: *Div. Chief Kamron Ismaili*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG outlines specific details and guidance for Incident Documentation.
- 2. Purpose.** To establish requirements for the preparation of reports for incidents to which Illinois Valley Fire District responds. It was instituted to:
  - 2(a).** Create a permanent record of each incident to which the District responds.
  - 2(b).** Develop a database for the analysis of the community's needs.
  - 2(c).** Provide uniform data to the State Fire Marshal concerning the District's emergency response activity.
- 3. Policy.**
  - 3(a).** An incident report shall be completed for each incident to which the District is dispatched. The report shall be accurate and thorough and shall contain sufficient information to allow the reader to re-create an accurate portrayal of the facts and events surrounding a given incident.
  - 3(b).** Blank incident report forms shall be carried on all first-out apparatus so that information may be gathered at the incident scene.
  - 3(c).** The incident report will be completed by the incident commander.
  - 3(d).** The report will be entered into the Oregon Fire & EMS Bridge incident reporting system. PCRs will be turned into the Administrator in a confidential envelope, and will be filed appropriately.
  - 3(e).** Reports shall be entered no later than:

PCR .....	24 Hours
Incidents resulting in fatality (not of natural causes) .....	48 Hours
All other incidents .....	72 Hours





# 107-Post-Incident Analysis

DEVELOPED BY: Fire Chief Dennis Hoke

DATE: January 1, 2017

APPROVED BY: Fire Chief Dennis Hoke

SUPERSEDES: April 10, 2014

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **Purpose.** To review actions on an incident and develop recommended improvement plans if needed.
2. **Responsibility.** The Incident Commander will ensure an informal after-action review and, if appropriate, a formal post incident analysis is conducted after every call.
3. **General.**
  - 3(a). Post incident analysis is divided into the following categories

<b>INFORMAL</b> After-Action Review	Crew	Conducted on site, prior to departing the scene
	Multi-Company	Conducted on site, prior to departing the scene
<b>FORMAL</b> Post Incident Analysis	Departmental	Scheduled at a later date with the response crews.
	Multi-Agency	Scheduled at a later date with the response agencies who were on scene.

- 3(b). All formal post incident analyses will conclude with a written report documenting any strengths, weakness and recommend improvement areas. This report will forward to the Fire Chief.
- 3(c). Any safety issue identified during any post incident analysis (near miss etc.) will be documented and forward to the Safety Officer for action.
4. **Format for Formal Post Incident Analysis.**
  - 4(a). Critique Presentation Format – Structural Fires:
    - 4(a)(1). Critique should be limited to a maximum of 1 to 1-1/2 hours in duration if possible.
    - 4(a)(2). Conflict should be moderated by the Critique Officer so that the critique remains a productive learning experience.
    - 4(a)(3). **Introduction**
      - 4(a)(3)A. General introduction on the incident
      - 4(a)(3)B. Unique circumstances/problems, etc.
      - 4(a)(3)C. Review Tactical Preplan information

- 4(a)(4). *Building Structure/Site Layout***
  - 4(a)(4)A.** Review type of structure, and post-incident structure analysis, or incident site layout.
- 4(a)(5). *Fire Code History***
  - 4(a)(5)A.** Review code requirements, deficiencies etc., as applicable.
  - 4(a)(5)B.** Review file history on building alterations, inspections, etc.
- 4(a)(6). *Dispatch and Response***
  - 4(a)(6)A.** Play tapes of reporting, dispatch, on scene reports
  - 4(a)(6)B.** Analyze dispatch, on scene reports
  - 4(a)(6)C.** Was dispatch appropriate for nature of reports?
- 4(a)(7). *Site Operations***
  - 4(a)(7)A.** Analyze structural integrity of building based fire conditions on arrival, at 10 minutes, at 20 minutes, at 30 minutes
  - 4(a)(7)B.** Review/analyze size-up decisions by Command
  - 4(a)(7)C.** Review/analyze strategy/action plan
  - 4(a)(7)D.** Review/analyze offensive/defensive decisions by Command
  - 4(a)(7)E.** Review risk analysis applied to the incident
  - 4(a)(7)F.** Review/analyze Division/Group operations
  - 4(a)(7)G.** Review/apparatus positioning
  - 4(a)(7)H.** Review attack line selection/positioning, etc.
  - 4(a)(7)I.** Review ventilation operations
  - 4(a)(7)J.** Review loss control operations
  - 4(a)(7)K.** Review night time and interior lighting operations
- 4(a)(8). *Rescue Division/Group***
  - 4(a)(8)A.** Review/analyze Division/Group activities
  - 4(a)(8)B.** Review apparatus positioning
  - 4(a)(8)C.** Review hoseline selection
  - 4(a)(8)D.** Review search plan
  - 4(a)(8)E.** Review rescue plan
  - 4(a)(8)F.** Discuss problems encountered
- 4(a)(9). *Staging***
  - 4(a)(9)A.** Early Level II



**4(a)(9)B.** Location adequacy

**4(a)(9)C.** Communications

**4(a)(9)D.** Site Access

**4(a)(10). *Communications***

**4(a)(10)A.** Review dispatch and deployment functions during incident

**4(a)(10)B.** Review/analyze the communication process

**4(a)(10)C.** Did Command receive adequate, accurate and timely information?

**4(a)(10)D.** Did Command effectively communicate his/her plan, objectives and other information to Division/Groups/companies?

**4(a)(10)E.** Did Division/Groups effectively communicate plans, objectives and other information to companies?

**4(a)(11). *Support Functions***

**4(a)(11)A.** Review rehab operations

**4(a)(11)B.** Review equipment/apparatus failures, repairs

**4(a)(11)C.** Review water supply

**4(a)(12). *Safety Division/Group***

**4(a)(12)A.** Discuss safety aspects of incident

**4(a)(12)B.** Review injuries, causes, etc.

**4(a)(12)C.** Review corrective actions

**4(a)(13). *Accountability***

**4(a)(13)A.** Discuss fireground accountability

**4(a)(13)B.** Determine if accountability was accurate

**4(a)(13)C.** Were accountability locations easily identified

**4(a)(13)D.** Have Accountability officers describe accountability operations, problems

**4(a)(13)E.** Discuss, Review Accountability Division/Group operations

**4(a)(13)F.** Accountability Benchmarks

**4(a)(14). *Investigations***

**4(a)(14)A.** Review cause, point of origin, fire spread

**4(a)(14)B.** Update on investigation

**4(b). Critique Presentation format – Major Medical:**

- 4(b)(1).** Critique should be limited to a maximum of 1 to 1-1/2 hours in duration if possible.
- 4(b)(2).** Conflict should be moderated by the Critique Officer so that the critique remains a productive learning experience.
- 4(b)(3). *Introduction***
  - 4(b)(3)A.** General Introduction
  - 4(b)(3)B.** Unique circumstances, problems, etc.
- 4(b)(4). *Scene Operations***
  - 4(b)(4)A.** Unique Problems
  - 4(b)(4)B.** Situation on arrival, 10 minutes, 20 minutes, 30 minutes
  - 4(b)(4)C.** Size-up
    - 4(b)(4)C(i).** Early call for assistance
    - 4(b)(4)C(ii).** Updates/progress reports
    - 4(b)(4)C(iii).** Action plan updates/progress reports
  - 4(b)(4)D.** Plan of action/strategy
  - 4(b)(4)E.** Command Operations
  - 4(b)(4)F.** Division/Group Operations
    - 4(b)(4)F(i).** Scene safety, extrication, treatment, transportation, staging, occupant services, AR vans
- 4(b)(5). *Scene arrangement/layout***
  - 4(b)(5)A.** Division/Groups, apparatus positions, lighting, rescue access, loading points, obstacles, barriers H. Outside Agencies
  - 4(b)(5)B.** Private Ambulance
  - 4(b)(5)C.** Hospitals
  - 4(b)(5)D.** Police
  - 4(b)(5)E.** City Transit
  - 4(b)(5)F.** Medical Examiner
  - 4(b)(5)G.** Airport

- 4(b)(6). *Communications***
  - 4(b)(6)A.** Dispatch, On-scene reports
  - 4(b)(6)B.** Dispatch and Deployment Operations
    - 4(b)(6)B(i).** Notifying hospitals, outside agencies
    - 4(b)(6)B(ii).** Progress Reports
    - 4(b)(6)B(iii).** Problems encountered
  - 4(b)(6)C.** Transportation Division/Group Communications/Coordination
- 4(b)(7). *Support Functions***
  - 4(b)(7)A.** Safety Division/Group
  - 4(b)(7)B.** Rehab Division/Group
  - 4(b)(7)C.** Resource Management - Equipment/Supplies
- 4(b)(8). *Staging Operations***
  - 4(b)(8)A.** Early Level II?
  - 4(b)(8)B.** Rescues
  - 4(b)(8)C.** Fire Apparatus
  - 4(b)(8)D.** Other agencies
- 4(b)(9). *Triage/Patient Outcomes***
  - 4(b)(9)A.** Accuracy of Triage Decisions
  - 4(b)(9)B.** Appropriate Treatment & Packaging
- 4(b)(10). *Conclusion***
  - 4(b)(10)A.** Patient Follow-ups/Outcome
  - 4(b)(10)B.** District Medical Physician - Review/Input
  - 4(b)(10)C.** Lessons Learned
  - 4(b)(10)D.** At-A-boys

## Formal Report Format.

### POST INCIDENT ANALYSIS SUMMARY

ADDRESS OF INCIDENT  
NUMBER OF ALARMS  
DATE  
INCIDENT NUMBER AND TIME

#### RESPONSE

Time - type of alarm - companies dispatched (list time, alarms, companies)

#### UNIQUE PROBLEMS

(List any unique problems)

#### ON-SCENE ACTIONS

Describe in brief summary of 2-3 paragraphs, the actions, tactics and plan of on-scene companies and Command.

#### LESSONS LEARNED

List lessons learned. Reference Major Deficiencies where appropriate. Emphasize the positive. Present negatives in a positive manner.

#### INCIDENT ORGANIZATION CHART

Provide a Command organizational chart.

#### FIRE GROUND DRAWING

Attach an 8 x 11 drawing of the fire ground reflecting apparatus positioning, and hose line placement.



# 108-Critical Incident Stress Mgmt.

DEVELOPED BY: *Fire Chief Dennis Hoke*DATE: *January 1, 2017*APPROVED BY: *Fire Chief Dennis Hoke*SUPERSEDES: *April 10, 2014*


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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** This SOG outlines specific details and guidance for crisis intervention services that are available to assist IVFD members in dealing with normal reactions to abnormal events.
2. **Policies and Responsibilities.** The Incident Commander will evaluate incidents and members' reaction to provide for the mental health of each member. The Incident Commander will contact Emergency Communications of Southern Oregon (ECSO) for a call out of the Southern Oregon Critical Incident Response Team (SOCIRT) (541) 776-7206.
3. **Definitions.**
  - 3(a). **Critical Incident Stress Management (CISM):** An integrated, comprehensive, multi-component crisis intervention program that consists of two primary forms of intervention.
    - 3(a)(1). **Defusing:** Small group intervention that should take place immediately following an event, but no later than the end of that shift. This usually takes 2-3 hours.
    - 3(a)(2). **Debriefing:** A comprehensive structured group intervention that should take place within 3-10 days following a critical incident. This usually takes 2-3 hours.
  - 3(b). **Acute Critical Stress:** Extreme reactions to abnormal events characterized by physical, emotional, cognitive and behavioral changes. This is an incident specific stress.
  - 3(c). **Critical Incident Stress:** Any situation that causes strong emotional reactions with potential to interfere with the ability to carry out the job.
4. **Considerations.**
  - 4(a). Any individual may request crisis intervention services. If any member perceives that another individual is exhibiting signs or symptoms of stress following a critical incident, a CISM Team Member should be contacted to assess the situation one on one, and evaluate the potential need for further intervention.
  - 4(b). Depending on the severity, crews may need immediate relief from duty.
  - 4(c). Attendance at an intervention (defusing/ debriefing) is voluntary. However, it is strongly recommended and supported by the District.
  - 4(d). Outside agency personnel involved in the incident should be invited to attend the intervention. (defusing/ debriefing)

- 4(e).** District personnel attending interventions should remain out of service until the intervention is completed.
- 4(f).** A location should be chosen for the defusing/ debriefing that is free of distractions and represents a neutral environment.
- 4(g).** Debriefings are not for critiquing operations of performance.
- 4(h).** No media coverage of the defusing/ debriefing is allowed.

**5. CISM Team Utilization.**

- 5(a).** The reasons to contact SOCIRT may include but it not limited to, the following:
  - 5(a)(1).** Death or serious injury to a District member
  - 5(a)(2).** Mass Casualty Incidents.
  - 5(a)(3).** Serious injury or death to civilians from an emergency incident.
  - 5(a)(4).** Death or violence to a child or children.
  - 5(a)(5).** Loss of life after extended rescue operations.
  - 5(a)(6).** Incidents with extremely unusual circumstances.
  - 5(a)(7).** At any time a District member requests assistance.
- 5(b).** The SOCIRT on call assessor will evaluate the situation; decide what form of intervention is needed, then make the proper arrangements
- 5(c).** District Chaplains will be notified and used whenever possible; Dispatch will be able to contact the On-Call Chaplain upon request. 

## 109-*Personnel Injury or Fatality*


DEVELOPED BY: *Div. Chief Robin Paulson*DATE: *January 1, 2017*APPROVED BY: *Fire Chief Dennis Hoke*SUPERSEDES: *April 10, 2014*

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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

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1. **General.** This SOG is to provide guidance and direction with specific details and requirements in the case of an injury or death while participating in District activities.
2. **Process & Procedure.** Regardless of the extent of the injury, the following procedures must be followed. Immediately or as soon as physically possible - all injuries or accidents (including "near miss" accidents) must be reported to Incident Command and/or your Immediate Supervisor.
  - 2(a). **Non-Fatal Injury:** Take immediate action to minimize any further injury. Then report the incident to your Supervisor and/or the Incident Command.
    - 2(a)(1). Within 24 hours of the accident; the Incident Packet of forms need to be completed, signed and returned to the Division Chief, Administration.
      - Worker's Comp Form # 801
      - Incident Report Form (SDAO)
      - Employee's Report
      - Accident Witness statement
      - Supervisor's Accident Form
    - 2(a)(2). Completed forms will be forwarded to SDAO insurance company as well as, documented on OSHA required forms. Additionally, copies of the finished forms will be given to the Investigating Officer for an internal review. Said Officer will review the incident, make recommendations, re-educate and/or discipline those in involved.
    - 2(a)(3). NOTE: By Completing and signing these forms, one is filing a legal claim for Worker's Compensation benefits.
  - 2(b). **Near Miss Situations:** "Near Miss" situations will be documented in the incident report, and will be brought to the attention of the Operations Chief. Operations Chief will review the report, gather additional information and determine the necessary follow-up; i.e. change in policy, re-educate and inform, and/or discipline action. Said report to be documented along with the direction of the follow-up.
  - 2(c). **Fatal Injury / Death of member:**
    - 2(c)(1). The Fire District member who first receives notice of the death of an active or retired member is to immediately notify the Fire Chief or Duty Officer and provide as much of the following information as possible: name of deceased member, date, time, place and cause of death.

- 2(c)(2).** The names of the members who have died or have been killed in the line of duty shall not be released to the news media pending notification of next of kin.
- 2(c)(3).** The Fire Chief, or his designee, shall make notification of next of kin in person of any member killed in the line of duty or who may die while on duty, in person.
- 2(c)(4).** For on duty deaths, or those killed in the Line of Duty, the Supervisor is responsible to complete the SDAO worker's comp form # 801 to the best of their knowledge. **Completed form # 801 must be turned into the Executive Administrator's office within 8 hours.** Executive Administrator is required by OSHA to submit the form # 801 to OSHA and SDAO within 8 hours of the death.
- 2(c)(5).** Whenever the District becomes aware of the off-duty death of one of its members, whether said member is active or retired, the Fire Chief, or his designee, shall make contact with the next of kin and offer such assistance as may be both possible and appropriate according to the family's needs.
- 2(c)(6).** For either "Serious Injuries" or "Death" of a District member, refer to their personal file for the documents that were included in their initial membership paperwork. This "Beneficiary" form and "Confidential" Member's Request form, provides information and direction that the Fire District member desired to happen on their behalf - should such a situation occur. The Fire Chief and District will do everything possible to honor their requests. 



# 110-Chaplain Program

DEVELOPED BY: *Fire Chief Dennis Hoke*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

## 1. General.

**1(a).** The Illinois Valley Fire District Chaplain program supports a variety of needs that may impact the members of the District, as well as the citizens it serves. The Chaplain is a member of the Rouge Valley Chaplain's Association (RVCA) and follows the procedures of the RVCA. While participating in Illinois Valley Fire activities the Chaplain will report to the Captain of Support Services and or the Incident Commander. The Chaplain may serve as the initial support liaison and the point of contact for other community and/or professional support as needed or desired.

**1(b).** The Chaplain shall serve independently, non-denominationally and without compromise of personally held beliefs and convictions. The Chaplain shall not take the place of the family minister, priest, or rabbi. Special sacraments, etc., shall be referred to a member of the clergy who subscribes to the tenets of requested services and/or religious faith of the person/family being served.

## 2. Responsibility. Duties of the Chaplain shall include, but not be limited to:

**2(a).** Responding, as available, to incidents identified by the Incident Commander as needing transitional intervention for the customer. Examples may include death of a patient when the immediate family has no local support system or a traumatic incident that severely impacts the customers directly involved in the event.

**2(b).** Responding to line of duty serious injury or death of a Fire District member.


**2(c).** Defusing employees after job related emotionally traumatic events.

**2(d).** Participating in debriefings of employees after job related emotionally traumatic events.

**2(e).** Providing initial counseling, at employees request, for other areas that may affect work performance (a first line of defense toward transitioning employees needing counseling to appropriate areas for longer term support services.).

## 3. Procedure.

**3(a).** Requests for the Chaplain shall be initiated by the Incident Commander through Grants Pass Public Safety Dispatch. Dispatch will page the Chaplain with a phone number to contact the Incident Commander for an incident briefing.

- 3(b).** The Chaplain shall wear District-issued safety clothing while on scene of an emergency as appropriate i.e. safety vest. Chaplains should not be in the hazard zone.
- 3(c).** The Chaplain will wear Illinois Valley Fire District uniform (blue polo or blue button up shirt) with identification on the right chest as Chaplain. EMS levels will not be annotated on the Chaplain uniform.
- 3(d).** The Incident Commander, or his designee, shall remain on-scene until the Chaplain arrives, whenever possible.
- 3(e).** The Incident Commander, or his designee, shall brief the Chaplain by phone or in person.
- 3(f).** For those incidents or events that involve citizen contact, the incident Commander, or his designee, shall introduce the Chaplain.
- 3(g).** After the incident/event is complete, the Chaplain will give the Incident Commander a short briefing on the status of his interaction.
- 3(h).** The Incident Commander will document the incident/event, including alarm number, duration and significant remarks.
- 3(i).** The Chaplain will maintain documentation of his activities for statistical purposes. Clergy confidentiality shall be maintained according to law and practice.
- 3(j).** Serious consideration to activate a Chaplain should be given by the IC for the following calls:
  - 3(j)(1).** MVC with serious injuries or death
  - 3(j)(2).** Infant Deaths
  - 3(j)(3).** Distraught family members following a death of a family member or other significant event.
  - 3(j)(4).** School Incidents/Shootings
  - 3(j)(5).** Traumatic Events
  - 3(j)(6).** Structure fires
  - 3(j)(7).** Any other traumatic incident that has the potential to negatively affect emergency personnel. 

DEVELOPED BY: *Fire Chief Dennis Hoke*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** Members of the Illinois Valley Fire District often perform in a manner that deserves recognition. A recognition/awards program is established to recognize deserving members. Awards are normally presented at the Annual Awards Banquet, but may be presented at any time with the approval of the Fire Chief.
2. **Scope.** The following are the award categories:
  - 2(a). **Medal of Valor**
  - 2(b). **Medal of Bravery**
  - 2(c). **Chief's Award**
  - 2(d). **Fire Officer of the Year**
  - 2(e). **Firefighter of the Year**
  - 2(f). **Support Member of the Year**
  - 2(g). **Rookie of the Year**
  - 2(h). **Cert Member of the Year**
  - 2(i). **Life-Saving Award**
  - 2(j). **Unit Citation**
  - 2(k). **Individual Citation**
  - 2(l). **Length of Service Award**
3. **Procedures.**
  - 3(a). Annual awards will be determined by an awards committee made by the Fire Chief. A nominee cannot serve on the awards committee. Committee members will solicit input from District membership. Any nominations from District Members will be reviewed by the committee. The Chiefs award is solely determined by the Fire Chief and may not be awarded annually.
  - 3(b). **Nominations:**
    - 3(b)(1). Any member of the District can nominate another current member for an award at any time. Awards will be presented at the Districts Awards Banquet.

- 3(b)(2).** To nominate a member for an award, provide a letter or an email to the Fire Chief or Deputy Chief with the member's name, detailed reason why the member should be considered for an award, and a specified award category.

**4. Criteria.**

**4(a). Medal of Valor:**

This award shall be presented by the Fire Chief to employees who have, under especially hazardous conditions, courageously risked their own life to attempt to save another. The intent of this is to award the truly outstanding performances under times of duress and shall be considered for emergencies only. Employees receiving this award shall be nominated for the International Association of Fire Chiefs' Benjamin Franklin Fire Service Award.

**4(b). Medal of Bravery:**

This award shall be second only to the Medal of Valor and will be presented to a member of the District for an act which exhibited disregard for personal safety in an effort to save another. This generally will be considered for members acting above and beyond the call of duty and within safe operating policies and procedures of the Fire District.

**4(c). Chief's Award:**

This award is intended for special recognition to any career or volunteer member of the District that has distinguished themselves for special recognition by the Fire Chief. This award is only given when determined by the Fire Chief.

**4(d). Fire Officer of the Year:**

This award is intended for a Fire Officer (Lt., Capt, Batt. Chief, or Div. Chief) who, over the course of the year, has continually put forth an effort of the highest degree. This may involve fire suppression, emergency medical service, fire prevention, training, administrative or support work, or any combination of the above. Further, it may involve an individual event or a collection of exceptional performances. Any current member of the District may nominate anyone for whatever reasons he/she feels are appropriate. The award will be presented by the Fire Chief at the Annual Awards Banquet or another appropriate event.

**4(e). Firefighter of the Year:**

This award is intended for the District member who, over the course of his/her career, has distinguished him/herself by putting forth an effort of the highest degree. Any current member of the District may nominate anyone for whatever reasons he/she feels are appropriate.

**4(f). Support Member of the Year:**

This award is intended for the District Support member who, over the course of his/her career, has distinguished him/herself by putting forth an effort of the highest degree. Any current member of the District may nominate anyone for whatever reasons he/she feels are appropriate.

**4(g). Rookie of the Year:**

This award shall be given to the recruit firefighter or support member who best exemplifies the conduct required of the Illinois Valley Fire District and continually demonstrates readiness, performance, and excellence in completing the recruit-training program. The recruit displays maturity and leadership potential before fellow recruits and, through dedication and commitment to duty, makes a significant contribution to advancing the goals of the District. This award is for members who have been with the District for at least 6 months and within their first year of service.

**4(h). Life-Saving Award:**

To be awarded to an individual for the saving of a human life. Intended for an individual directly responsible for the saving of a human life and shall be issued to employees of the District for the saving of a life through various actions such as the application of prehospital emergency medical care or other public safety measures. This award may be presented in conjunction with other District awards of recognition.

**4(i). Unit Citation:**

To be awarded to a group or station for exemplary service during a rescue, public event, or other significant level of service to the community. This award may include other agencies.

**4(j). Individual Citation:**

To be awarded to an individual for exemplary service during a rescue, public event, or other significant level of service to the community. This award may be given to members of other agencies.

**4(k). Length of Service Award:**

To be awarded to a District member who has reached 5, 10, 15, 20, 25, 30, or 35 years of service to the District

**4(l). Other Awards such as Letter of Appreciations will be awarded as needed. **




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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** Promotional opportunities are an important part in a member's tenure within the Fire District. Having the opportunity to demonstrate capability and readiness to advance to a more responsible position within the organization and achieving a promotional goal is rewarding.
- 2. Scope.** This process will be used to promote Lieutenants, Captains, and Battalion Chiefs. Division Chiefs and Deputy Chief selection process will be determined by the Fire Chief and announced during the recruitment process. The Fire Chief promotion/section is determined by the Fire District Board.
- 3. Procedures.**
  - 3(a).** A notice of a vacant officer position will be announced at least two weeks in advance of the testing process. The announcement will be emailed to all members and posted at all stations.
  - 3(b).** Applicants must have been a member of the Fire District for a minimum of three years to be considered for any officer's position. This requirement may be waived by the Fire Chief under special circumstances.
  - 3(c).** Applicants will submit a letter of interest and proof of minimum qualifications.
- 4. Minimum requirements.**
  - 4(a).** Graduation from High School or GED. A College degree is preferred
  - 4(b).** State of Oregon Firefighter I certification. Firefighter II or Fire Officer I is preferred.
  - 4(c).** Current EMR or EMT certification.
  - 4(d).** Must have passed the District's physical agility test within the last year.
- 5. Testing Process.**
  - 5(a).** A combination of the below testing elements will be used to fairly evaluate each candidate.

<b>5(a)(1).</b> Written Exam Score	weight 25%
<b>5(a)(2).</b> Tactical Exercise	weight 25%
<b>5(a)(3).</b> Oral Presentation or Conflict resolution role play	weight 25%
<b>5(a)(4).</b> Review Board	weight 25%

- 5(b). Written Exam:** A 25 question written exam will be administered based on NFPA Fire Officer I criteria, IVFD Personnel Manual and Standard Operating Guidelines.
  - 5(c). Tactical Exercise:** A simulated building fire will be presented to the candidates. They will assume the role of the first arriving fire officer and will be graded on how they effectively develop a tactical solution to the incident.
  - 5(d). Oral Presentation:** Candidates will be given 20 minutes to prepare a 5-10 minute training session on a topic to be determined at the test site. Appropriate materials for the presentation will be provided. The intent is to simulate crew training in a small group.
  - 5(e). Conflict Resolution:** A role play scenario will be presented to the candidates and they have to determine a course of action to defuse the situation and prevent reoccurrence.
  - 5(f).** The selection committee will determine which assessment (oral presentation or conflict resolution) will be used. All candidates will be graded using the same assessment.
  - 5(g). Review Panel:** All candidates will sit before a review panel. The panel will be made up of three senior fire officers. Questions asked by the panel will be open type questions that are opinion based. All candidates will have the same questions. The review panel will also discuss past performance and will review personnel records.
- 6. Other information.**
- 6(a).** Dress for all testing phases will be class B uniforms.
  - 6(b).** Candidates must be present and on time for each phase and remain for the entire process. Failure to complete any of the testing process will make the candidate ineligible for promotion.
  - 6(c).** The final selection announcement will be made by the Fire Chief.
- 7. Study Material.** The following is the minimum list of study material for the promotional process:
- 7(a).** IVFD Personnel Manual
  - 7(b).** IVFD SOG's
  - 7(c).** IFSTA Essentials 6<sup>th</sup> Edition
  - 7(d).** IFSTA Fire and Emergency Services Company Officer 4<sup>th</sup> Edition
  - 7(e).** NIMS ICS 100, 200 and 700
  - 7(f).** NFPA Fire Officer 1 



SECTION 200

# OPERATIONS







# 201-Initial Response

DEVELOPED BY: Div Chief Kamron Ismaili  
 APPROVED BY: Fire Chief Dennis Hoke

DATE: January 1, 2017  
 SUPERSEDES: April 10, 2014

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

- 1. Personnel & Apparatus.** The initial responses to an alarm will include the following personnel and apparatus. If further resources are needed, the Duty Officer or Incident Commander will tone it out.

Illinois Valley Fire District Initial Response				
ALARM TYPE	PPE	PERSONNEL		APPARATUS
	Prior to Response	Staffed Shift	Un-Staffed Shift	
<b>EMERGENT (Code 3)</b>	<b>Minimum</b>	<b>Minimum</b>	<b>Minimum</b>	<b>Minimum</b>
Structure Fire, Electrical Fire, Visible Smoke From a Structure, Flue Fire, Fire Alarm	Turnouts	All Personnel	All Personnel	2 Engines / 4 Water Tenders* / Air Trailer <small>*If Within 1,000 ft. of hydrant, then 1 Water Tender</small>
Grass/Brush/Wildland Fire	Wildland	All Personnel	All Personnel	4 Engines / 4 Water Tenders / 2 Brush Trucks
Large Vehicle Fire	Turnouts	All Personnel	All Personnel	1 Engine / 1 Rescue / 1 Water Tender* <small>*If within 1,000 ft. of hydrant, then No Water Tender</small>
Small Vehicle Fire	Turnouts	All Personnel	All Personnel	1 Engine / 1 Rescue
Power Line (Fire or Major Hazard)	Turnouts	Shift Crew	Closest Station	1 Engine
Trash/Dumpster Fire	Turnouts	Shift Crew	Closest Station	1 Engine
Indoor Smoke Investigation, Smell of Electrical, CO Alarm	Turnouts	Shift Crew	Closest Station	1 Engine
Vehicle Accident (TA1, 1R, 1P, 1C, 2)	Turnouts	All Personnel	All Personnel	1 Engine / 1 Rescue
Vehicle Gas / Fuel Spill	Turnouts	Shift Crew	Closest Station	1 Engine
EMS (Medical Nature Code 1, 3)	Duty Gear	Shift Crew	Closest Station	1 Rescue
<b>TECHNICAL RESCUES (All will include special operations personnel)</b>				
High / Low Angle	Duty Gear	All Personnel	All Personnel	1 Engine / 1 Brush Truck / 2 Rescues
Water Emergency	Duty Gear	All Personnel	All Personnel	1 Engine / 1 Brush Truck / 2 Rescues
Structural Collapse	Turnouts	All Personnel	All Personnel	2 Engines / 2 Rescues
Trench Collapse	Turnouts	All Personnel	All Personnel	2 Engines / 2 Rescues
Confined Space	Turnouts	All Personnel	All Personnel	2 Engines / 2 Rescues
Search & Rescue	DG / WL /Other	All Personnel	All Personnel	2 Rescues / 6x6 (When Requested)
<b>NON EMERGENT (Code 1)</b>				
Open Burn, Smell of Smoke/Trash	TOs/Wildland	Shift Crew	Closest Station	1 Engine or 1 Brush Truck
Outdoor Smoke Investigation	TOs/Wildland	Shift Crew	Closest Station	1 Engine or 1 Brush Truck
Power Line (No Fire, No Apparent Hazard)	Turnouts	Shift Crew	Closest Station	1 Engine
Road Hazard	Turnouts	Shift Crew	Closest Station	1 Rescue
Vehicle Accident (TA0)	Turnouts	Shift Crew	Closest Station	1 Rescue
Assist the Public (Depends on type)	DG/TOs/WL	Shift Crew	Closest Station	1 Rescue (Depends on type of ATP)
Lift Assist	Duty Gear	Shift Crew	Closest Station	1 Rescue

Illinois Valley Fire District Initial Response				
ALARM TYPE	PPE	PERSONNEL		APPARATUS
	<i>Prior to Response</i>	<i>Staffed Shift</i>	<i>Un-Staffed Shift</i>	
EMS (Code 0)	Duty Gear	Shift Crew	Closest Station	1 Rescue

## 7. Response Policy.

**7(a). Apparatus:** Apparatus outside of initial response may be used by personnel for transport to the scene. If there is no apparatus available, in which to respond or there is no **QUALIFIED** driver for the available apparatus (see definition), then personnel are allowed to respond POV.

**7(b). Medical Staging:** Stage at a location away from the scene on all intentional overdoses and suicide attempts.

**7(c). Response PPE:** (Also see PPE SOG)

**7(c)(1). Turnouts.** Structure Gear; Helmet, Coat, Pants, Boots, Gloves.

**7(c)(2). Wildland.** Wildland Gear; Helmet, Coat, Pants, Boots, Gloves.

**7(c)(3). Duty Gear.** IVFD shirt, Navy Blue Pants, Leather Boot.

**7(c)(4). Search & Rescue (Including 6X6).** see PPE SOG.

**7(d). Definition:**

**7(d)(1). All Personnel.** This means; All Available Personnel (on shift, at work, at home, or anywhere), are to respond to the emergency and assist.

**7(d)(2). Apparatus.** This includes Engines, Water Tenders, Rescues, SUV's, Box Vans, 6X6, Brush Trucks, Pickup Trucks, Air Trailer, Mass Casualty Trailer, etc.

**7(e). Qualified Driver:** See Driver SOG.

**7(f). POV:** See POV SOG.

**7(g). Duty Officer:** See Duty Officer SOG.

**7(h). Assaults:** See Hostile Event SOG.

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

## 1. Definitions.

- 1(a). Extrication:** The removal or disentanglement of metal, machinery or other material from around a person or animal by the use of tools or special equipment.
- 1(a). Rescue:** A rescue is a situation where a victim is trapped, stranded, floundering, or has been submerged for a short period of time (usually less than thirty (30) minutes).
- 1(b). Recovery:** A recovery is a situation where a victim has been submerged for such a long period of time that the victim is most probably dead, and the goal of the operation is to recover the body.
- 1(c). Water Incidents:** Water is swimming pools more than three (3) feet deep, lakes, ponds, rivers, streams, creeks, low head dams, and water treatment facilities.
- 1(d). Low-High Rope Rescue:** Rescue events that require a rope and/or rope systems to lower and raise emergency personnel or patients.
- 1(e). Confined Space:** A Confined Space is one which has all of the following characteristics:
- Is large enough for a District member to bodily enter and perform assigned task
  - Has limited or restricted means for entry or exit
  - Is not designed for continuous employee occupancy
- 1(f). Technical Rescue Team (TRT):** is a specialized trained rescue team capable of safely performing high angle rope rescue and confined space entry.

## 2. Vehicle Incidents.

- 2(a).** The first arriving apparatus will position the unit in a manner as to create a safety zone between oncoming traffic and the work area.
- 2(b).** All personnel will wear the traffic safety vests in and around road areas.
- 2(c).** Full personal protective equipment (PPE) will be worn while working in and around vehicles involved in a crash; i.e., structural turnouts, helmet, boots, gloves, etc.
- 2(d).** If heavy extrication is needed, a charged hose line and dry chemical extinguisher shall be deployed and manned. Tools are to be placed on a tarp outside of the hazard zone and arranged in ready for use order.

## 3. Water Rescue.

Water rescue events can require a large number of trained personnel to safely perform. The

Illinois Valley Fire District recognizes that at any given time there may not be a sufficient response of qualified water rescue personnel to perform all water rescue events. The extent and capabilities of a water rescue team's success will be dependent on the situation found and available resources. The Illinois Valley Fire District will request additional resources from Josephine County i.e. TRT, and Search and Rescue when the incident needs are greater than local resources.

**4. Rope Rescue.**

The Illinois Valley Fire District will perform low angle rope rescue when personnel trained in such methods are available and will request additional resources through mutual aid when the incident needs are greater than local available resources can provide.

**5. Animal Rescue.**

The Illinois Valley Fire District doesn't routinely respond to animal rescue situations, however, from time to time special situations arise that is determined to be in the best interest of our constituents and the District to make an attempt to rescue an animal(s) from a given situation. In such cases, the District will do so as long as the safety of its member's are not jeopardizes in the process.


**6. Confined Space Events.**

The Illinois Valley Fire District does not have sufficient expertise, training or equipment to effectively and safely perform a confined space rescue. However, its members will make every effort possible to save a viable life without jeopardizing the lives of its personnel.

**6(a).** Prior to any rescue attempt explosive limits and oxygen levels will be monitored.

**6(b).** It is the policy of the Illinois Valley Fire District to call for the City of Grants Pass Technical Rescue Team (TRT) to perform any needed confine space entry or rescue.

**7. Selection Process.**

The Illinois Valley Fire District is limited to the number of special rescue team members based on the amount of safety equipment and funding available to maintain those members. The selection of team members will be at the discretion of the Fire Chief and/or Training Officer, and will be based on each candidate's abilities and longevity with the District. 

## 203-Incident Command System

DEVELOPED BY: *Fire Chief Dennis Hoke*  
APPROVED BY: *Fire Chief Dennis Hoke*

DATE: *January 1, 2017*  
SUPERSEDES: *April 10, 2014*

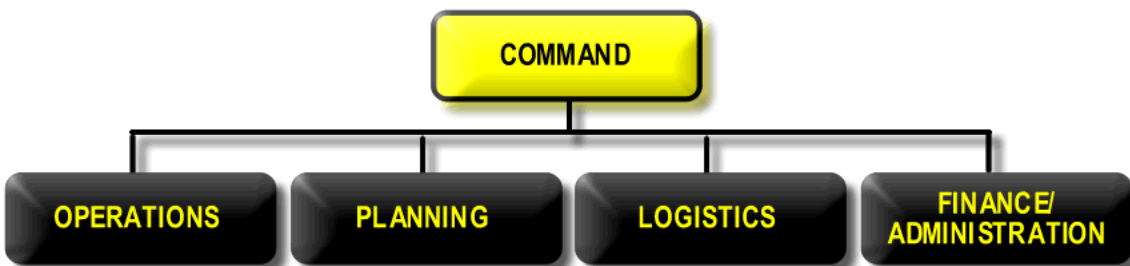
THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** This SOG outlines specific details and guidance to effectively manage Fire District units, personnel, and resources at emergency incidents in a controlled and safe manner, utilizing a Unified Command Structure. This guideline was developed using the procedures set forth by the National Incident Management System (NIMS).
2. **Policies and Responsibilities.** The Incident Commander will ensure all personnel adhere to the guidelines. The Incident Command System will be used on every response.
3. **Terminology.**
  - 3(a). **Incident command System (ICS):** a standard, on-scene, all-hazard incident management system. ICS allows users to adopt an integrated organizational structure to match the needs of single or multiple incidents.
  - 3(b). **Incident commander (IC):** Person who assumes overall command of all operations at an incident. The I.C. will be a professional manager directing all fire ground operations.
  - 3(c). **Command:** The radio designation for the IC to be used throughout the incident in place of the respective radio call number, regardless if command transfers from one individual to another.
  - 3(d). **Command Post (CP):** A stationary position designated by the Incident Commander where coordination and control of manpower and equipment takes place. The CP will be given a geographical location.
  - 3(e). **Incident Command Aide:** Person used to assist the IC at the command post.
  - 3(f). **Unified Command:** A unified team effort which allows all agencies with responsibilities for an incident, to manage the incident by a common set of strategies and objectives.
  - 3(g). **Incident Action Plan (IAP):** Contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period. Section Chief: The head of each of the sections will be called Chief. Branches: An organizational level between Divisions/Groups and the IC, Operations or Logistics. At large scale or complex incidents the number of divisions and or groups may create a significant span-of-control problem. When this occurs, consideration should be given to the implementation of branches.
  - 3(h). **Divisions:** Responsible for operations in a specified geographical area of an incident.

- 3(i). Groups:** Responsible for a specified functional assignment.
- 3(j). Single Resources:** Engine, Truck, Rescue and other types of companies with an apparatus, assembled for an assignment and having a crew leader. Designation for the Single Resource will be task specific I.E. Fire Attack, Search & Rescue, Ventilation, Salvage, Overhaul, RIT, etc.
- 3(k). Branch/ Division/Group Officers:** Assigned by the IC to manage specific geographical areas of the incident or specific fire ground functions.
- 3(l). Level I Staging:** Units staged in their direction of travel, uncommitted, approximately one or two blocks from the scene with an identified water supply.
- 3(m). Level II Staging:** A formal staging area, designated by command, where companies report.
- 3(n). Administrative Chief:** The Chief of the District and Deputy Chief.

**4. ICS Functional Areas.**

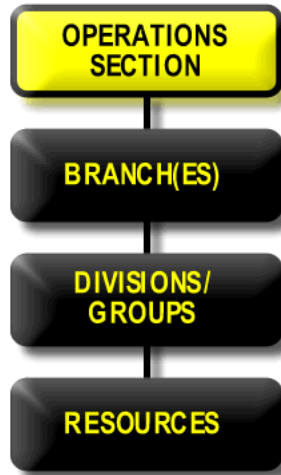
- 4(a). Incident Commander:** The Incident Commander (IC) is the individual who is in charge of and has ultimate responsibility for the overall management of emergency scene activities. Responsibilities of the IC include:
  - 4(a)(1).** Assess incident priorities
  - 4(a)(2).** Determine incident goals and objectives
  - 4(a)(3).** Develop and revise Incident Action Plan (IAP)
  - 4(a)(4).** Develops appropriate ICS
  - 4(a)(5).** Assess resource needs and utilization
  - 4(a)(6).** Coordinates overall activities
  - 4(a)(7).** Serves as the ultimate Incident Safety Officer
  - 4(a)(8).** Coordinates with outside agencies
  - 4(a)(9).** Authorizes the release of information
  - 4(a)(10).** Assures all section Chiefs and Command Staff wear the appropriate identifying command vests.



**INCIDENT COMMAND SYSTEM: COMMAND STAFF & GENERAL STAFF**

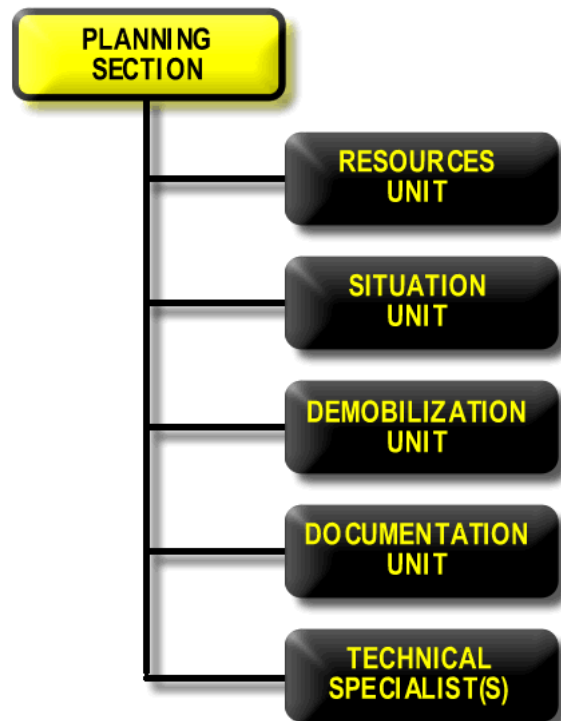


**4(b). Operations Section:** The Operations Section is responsible for the direction and coordination of all tactical operations at an incident. For most events, the IC serves the role of the Operations Chief. The Operations Section may be implemented with a complex incident having major demands in one or more of the remaining functional areas.

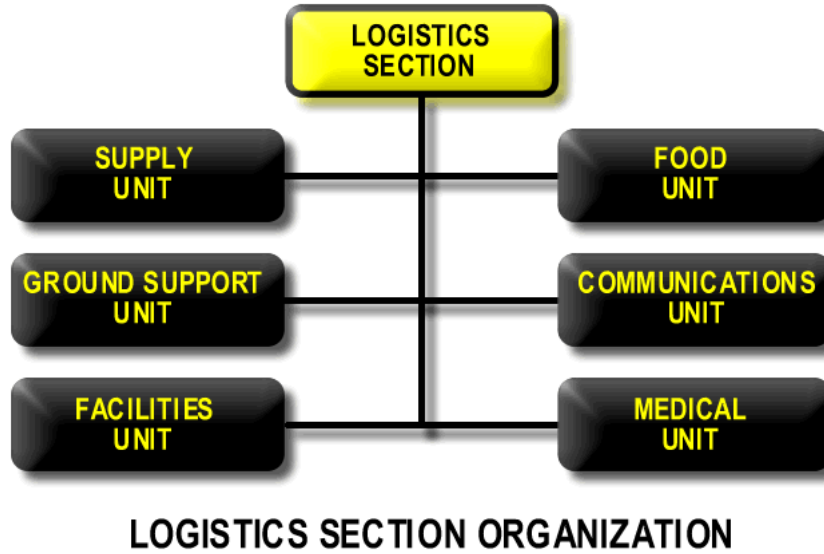


### MAJOR ORGANIZATIONAL ELEMENTS OF OPERATIONS SECTION

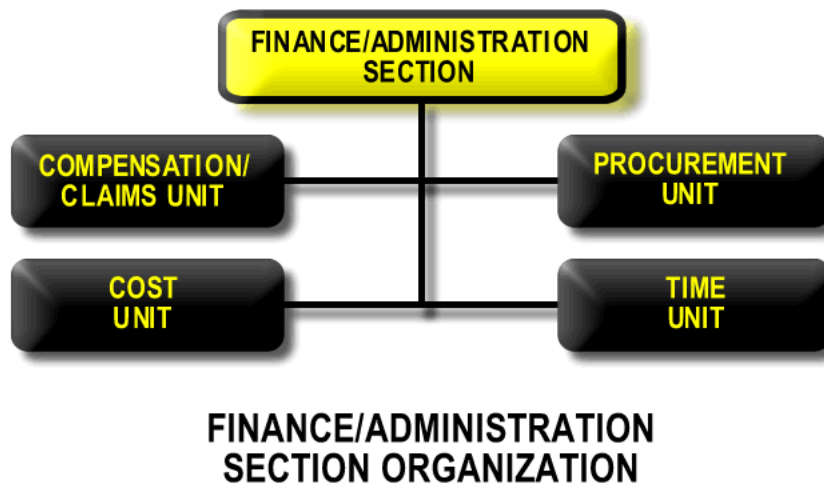
**4(c). Planning Section:** The Planning Section is responsible for gathering, assimilating, analyzing, and processing information about the incident status and resources. The Planning Section Chief goal is to plan ahead of current events and to identify the need for resources before they are needed.



**4(d). Logistics Section:** The Logistics Section is the support mechanism for the organization. The Logistics Section Chief provides facilities, services materials and support systems to all organizational components involved in the incident.



**4(e). Finance/Administration Section:** The Finance/Administration Section Chief is responsible for tracking all incident costs and evaluating the financial considerations of the incident, and provides guidance to the IC on financial issues.



**4(f).** **Command Staff:** Command Staff positions are established to assume responsibility for key activities that are not a part of the line organization.

**4(f)(1).** ***Four Specific Staff Positions Exist***

**4(f)(1)A.** Incident Safety Officer

**4(f)(1)B.** Information Officer

**4(f)(1)C.** Liaison Officer

**4(f)(1)D.** Incident Command Aide

**4(f)(2).** Additional positions might be required depending upon the nature and location of the incident or requirements established by the IC.

**4(f)(3).** ***Safety Officer***

**4(f)(3)A.** The Safety Officer's (SO) function is to manage the safety of all personnel and to relieve the IC of direct involvement in this responsibility. The safety officer should remain mobile and continually evaluate the incident condition. The SO should not only identify problems and potential problems, but should make suggestions to minimize them. The SO has the authority to bypass the chain of command when it is necessary to correct unsafe acts immediately. The IC should always be informed of these corrective actions.

**4(f)(3)B.** It shall not be the responsibility of the SO to redirect strategic or tactical operations unless an immediate life safety concern is noted.

**4(f)(3)C.** A single SO would be designated in a Unified Command structure.

**4(f)(3)D.** The SO also is responsible for assessing responder rehabilitation needs.

**4(f)(4).** ***Public Information Officer (P.I.O.)***

**4(f)(4)A.** The Public Information Officer's function is to interface with the media and other appropriate agencies. The Information Officer normally will be the point of contact for the media and governmental agencies desiring information. Only one Information Officer would be designated for a single or Unified Command structure. Assistants may be assigned from other involved agencies or departments.

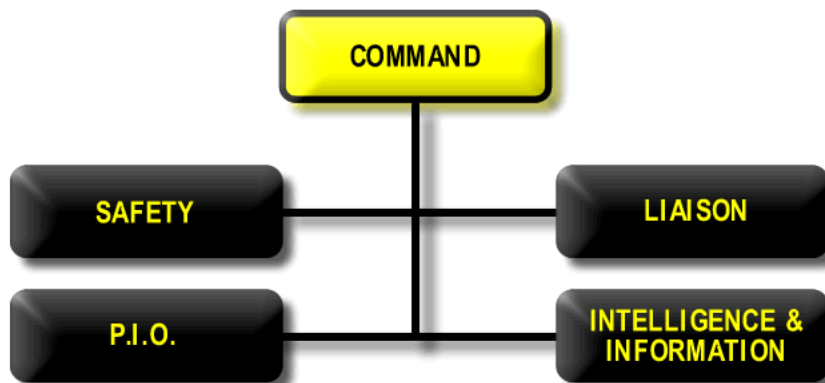
**4(f)(4)B.** Provide a "Media Area" away from the CP where all the media representatives are directed to report.

**4(f)(4)C.** Frequent briefings are important in order to maintain control of media representatives, satisfy their need for information, and maintain our need for good, effective public relations.

**4(f)(5).** ***Liaison Officer***-The Liaison Officer's function is to be a point of contact for representatives from other agencies. In a single command structure, assisting agency representatives would coordinate through the Liaison Officer. Under a Unified Command structure, representatives from agencies not involved in the Unified Command would coordinate through the Liaison Officer.

**4(f)(6).** ***Incident Command Aide*** - An Incident Commander Aide may be established by the Incident Commander. It will be the responsibility of the Incident Commander Aide to report to the Command Post (CP) and assist the Incident Commander as directed.

**4(f)(7).** ***Intelligence & Information***- May be activated for security threat and information gathering for terrorist and National security events. Shares intelligence and data that may affect the outcome of the incident. May also be activated for weather information, geospatial data, toxic contaminates, utilities and public works data coming from a variety of sources.



## 5. Procedures.

### 5(a). Establishing Command:

**5(a)(1).** The first arriving member at the scene shall assume "Command," establish a command post, and remain in command until relieved by a higher ranking or designated officer or until the incident is terminated: **Note: This does not restrict any company from making an attack without an established water supply and passing command on to the next arriving unit.**

**5(a)(2). *Initial responsibilities of Command may include:***

**5(a)(2)A.** Establish command and transmit a size-up. Example: 8901 on scene, have fire showing from the roof of a two-story residence, (member name/identifier) assuming Command.

**5(a)(2)B.** Conduct a 360-degree walk-around.

**5(a)(2)C.** Evaluate and manage the risk to personnel

**5(a)(2)D.** Establish the overall incident strategy and associated tactics

**5(a)(2)E.** Assign resources specific tasks

**5(a)(2)F.** Maintain overall command

**5(a)(3). *Additional responsibilities may include:***

**5(a)(3)A.** Assign Divisions/Groups as needed to maintain effective span of control.

**5(a)(3)B.** Collect and record information concerning responding and staged companies including personnel from support agencies.

**5(a)(3)C.** Locate a Level II staging area.

**5(a)(3)D.** Review plan of action and revise if necessary.

**5(a)(3)E.** Request and assign additional units as necessary.

**5(a)(3)F.** Terminate the emergency and return companies to service.

**5(a)(4). *Three Modes of Operational Command:***

**5(a)(4)A.** Investigation Mode: Fire apparatus arrives on location. The first arriving unit establishes command and proceeds to investigate the situation.

**5(a)(4)B.** Offensive Mode: First arriving unit on location establishes command. That unit begins an offensive attack with or without an established water supply. The first arriving unit maintains command until transferred.

**5(a)(4)C.** Defensive Mode: First arriving unit on location establishes command. That unit begins a Defensive attack with or without an established water supply. The first arriving unit maintains command until transferred.

**5(b). *Command Positioning:***

**5(b)(1).** The Incident Commander must remain at the Command Post and manage the incident from that position.

**5(b)(2).** The IC should utilize the command worksheet at all ICS incidents.

**5(c). *Transfer of Command:***

- 5(c)(1). The first arriving member to arrive on the scene will assume and retain Command unless relieved by a higher-ranking officer.
- 5(c)(2). Transfer of Command is preferably accomplished by face-to-face contact. Command may be transferred in this manner as many times as needed.

**5(d). Staging:**

- 5(d)(1). The objective of staging is to maintain control and coordination at the Incident by holding companies uncommitted until they receive specific assignments.
- 5(d)(2). **Level I Staging:**
  - 5(d)(2)A. Units will park in their direction of travel one or two blocks from the scene until assigned by command.
  - 5(d)(2)B. All units will automatically go to Level 1 Staging until assigned by Command.
  - 5(d)(2)C. Command must be kept advised of all resources on the scene. When Level I Staging on a multiple alarm fire, units shall report their company designation and location to Command.

**5(d)(3). Level II Staging:**

- 5(d)(3)A. This level of staging will apply to large, complex incidents requiring an on-scene reserve of companies and involves formal staging in an area designated by Command. When Command formally announces "Level II Staging" and the location, all companies that have not been given an assignment will report to the staging area.
- 5(d)(3)B. Command Staff officers and support assistance such as arson, utility representatives, rehab. etc., will report directly to the Command Post. Ambulances will report to the staging area.
- 5(d)(3)C. Command may designate a staging officer to coordinate and manage the staging area. The radio designation for the staging officer will be "Staging". This officer will conduct all communication between Staging and Command. All companies will respond to the designated staging area and report in person to the staging officer.
- 5(d)(3)D. When requested by Command, the staging officer will verbally assign companies to report to specific sectors. The staging officer will then advise Command of the specific units assigned.

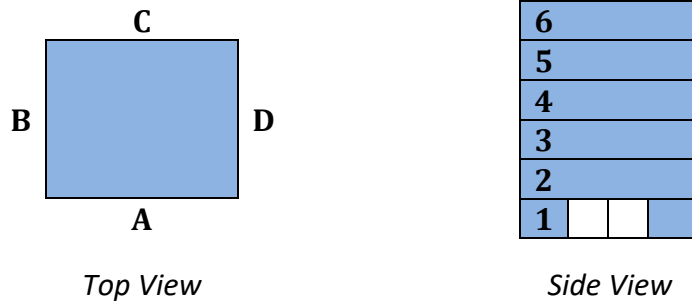
**5(d)(4). The staging officer's responsibilities may include:**

- 5(d)(4)A. Coordinate with the police department to control access into the staging area

- 5(d)(4)B. Maintain a log of available companies in the staging area.
- 5(d)(4)C. Keep command advised periodically of the number of companies still available in staging.

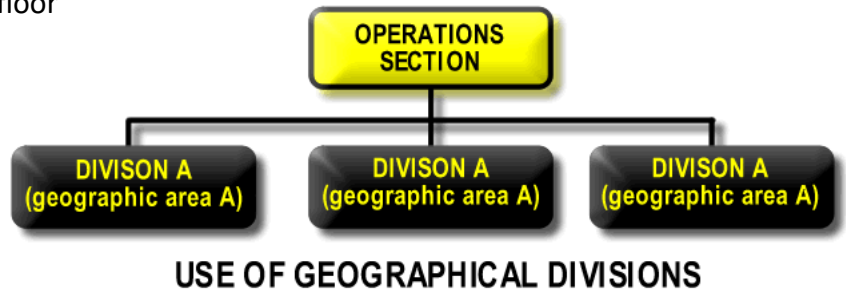
**6. Divisions/Groups.**

- 6(a). Reduces the span of control by dividing the incident into more management segments and are usually composed of two or more single resource teams.
- 6(b). For Geographical Division purposes, structures may be lettered clockwise, starting from the designated front of the building. Example:



6(c). **Divisions:** may be (but are not limited to):

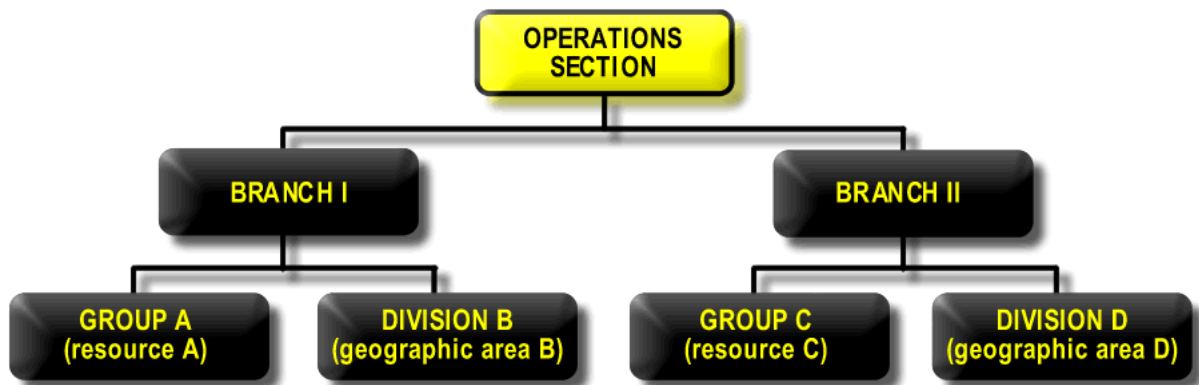
- 6(c)(1). One side of a building (Division A, Division B, Division C, Division D)
- 6(c)(2). One floor of a building (Division 1, Division 2, Division 3, etc.)
- 6(c)(3). A portion of one floor
- 6(c)(4). The total interior
- 6(c)(5). A geographical area



6(d). **Groups:** may be (but are not limited to):

- 6(d)(1). Search & Rescue
- 6(d)(2). Fire Attack
- 6(d)(3). Salvage
- 6(d)(4). Overhaul
- 6(d)(5). Ventilation
- 6(d)(6). RIT





## DIVISIONS AND GROUPS

### 6(e). Division/Group Officers:

- 6(e)(1). Assigned by Command and will use a “division/group designation” in radio communications.
- 6(e)(2). Will be in command and control of all companies assigned to them.
- 6(e)(3). Will keep Command informed of their working conditions
- 6(e)(4). Will request additional resources as needed from **Command** only.
- 6(e)(5). Will have overall responsibility for safety and accountability of all members assigned to them.
- 6(e)(6). Will monitor the activities of the members assigned in order that they are sent to rehab when it is necessary.
- 6(e)(7). Will inform Command of any companies ready for reassignment.
- 6(e)(8). All communication from the divisions/groups will be through their officer.

### 7. Single Resources.

Individual teams of two or more personnel assigned a specific task.

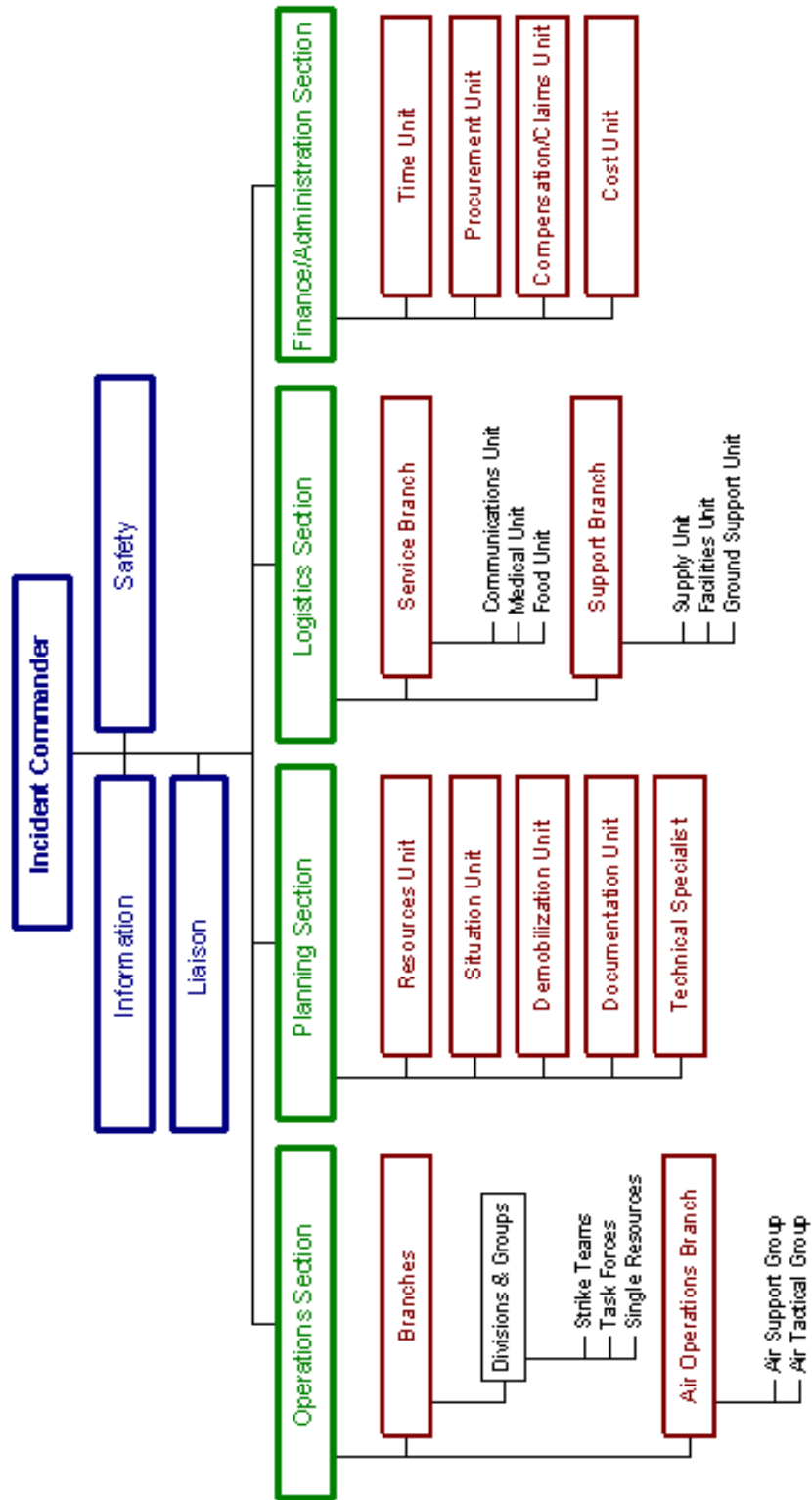
7(a). These single resources will be designated according to their specific task and a number based on the number of teams assigned that similar functions such as attack team 1, attack team 2, search team 1, search team 2, search team 3, and vent team

#### 7(b). Communications:

Communication is essential. The single resource team officer should advise the I.C. of their location within a structure, their progress or lack of progress, and interior conditions. This communication should take place at regular intervals.



# Large Scale Incident Command Chart





**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. Purpose.** To establish guidelines for the efficient and safe response to emergency incidents. To insure that no public or private property is damaged or destroyed, nor cause any injuries or deaths to the public or Fire District personnel while fire apparatus is in motion.
- 2. Trainee Drivers.** In order to operate IVFD apparatus, Trainee drivers must meet all of the following criteria:
  - 2(a).** Be a member of Illinois Valley Fire District (IVFD).
  - 2(b).** Possesses a valid Oregon driver's license.
  - 2(c).** Be at least 18 years of age.
  - 2(d).** Complete pre-driving requirements:
    - 2(d)(1).** Display the knowledge proficiency of the equipment on the apparatus.
      - 2(d)(1)A.** Using the master equipment list of each apparatus, find 20 items on the apparatus. (70% passing grade)
    - 2(d)(2).** Display the knowledge proficiency of how to operate all of the equipment on the apparatus.
      - 2(d)(2)A.** Start and/or operate all mechanical equipment. Chain saw, Generator, Air bags, Holmatro power unit, etc... (Pass / Fail)
    - 2(d)(3).** Complete the IVFD driving academy. (70% passing grade)
    - 2(d)(4).** Display the knowledge proficiency of the road system of station one and their given station area.
      - 2(d)(4)A.** Given maps and street names, take written exams. (70% passing grade)
    - 2(d)(5).** Complete the driving cone course. (Pass / Fail)
    - 2(d)(6).** Complete a minimum of ten (10) hours of drivers training. If the driver is not ready for final evaluation, driver must complete additional hours. Driver must be accompanied by, and under the direct supervision of, a certified driver for that apparatus. Drivers training may commence after 2(d)(2).
    - 2(d)(7).** Complete a driver's final evaluation for each apparatus. If driver fails, repeat step 2(d)(6).
      - 2(d)(7)A.** Use evaluation form for apparatus type. (Pass / Fail)
- 3. Certified Drivers.** In order to operate IVFD apparatus without supervision, individuals must meet all of the following criteria:

- 3(a).** Be a member of Illinois Valley Fire District (IVFD).
  - 3(b).** Possesses a valid Oregon driver's license.
  - 3(c).** Be at least 18 years of age.
  - 3(d).** Successfully completed the IVFD driver training program, or recognized equivalent course. All personnel need to be cleared to drive a particular apparatus. This includes Engines, Water Tenders, Rescues, SUV's, Box Vans, 6X6, Brush Trucks, Pickup Trucks, Air Trailer, Mass Casualty Trailer, etc.
  - 3(e).** Display the knowledge proficiency of the road systems of all station areas.
    - 3(e)(1).** Within one year of the successful completion of the driving academy.
    - 3(e)(2).** Given maps and street names, take written exams. (70% passing grade)
  - 3(f).** Shall maintain their apparatus operation hours (See section 11)
- 4. Responsibilities.** This shall apply to all personnel while driving Fire District apparatus, and/or other vehicles on Fire District business.
- 4(a).** It shall be the responsibility of the driver of the vehicle to ensure that these guidelines are followed.
  - 4(b).** Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the apparatus at all times.
  - 4(c).** The driver will ensure all apparatus compartment doors are securely closed.
  - 4(d).** Ensure that all members have boarded and are seated.
  - 4(e).** Ensure all personnel are seat belted in proper locations.
  - 4(f).** Ensure apparatus bay door is raised fully and enough clearance is available to clear apparatus height.
  - 4(g).** Ensuring that he/she knows where they are going and the best route of travel.
  - 4(h).** Test brakes before entering street.
- 5. Vehicle Officer in Charge/Crew Leader's Responsibilities.**
- 5(a).** Ensuring that the driver is fulfilling his/her responsibilities as listed above.
  - 5(b).** Assisting the driver with watching for traffic at intersections.
  - 5(c).** Assisting the driver with travel directions.
- 6. Backing.**
- 6(a). Before Backing:**
    - 6(a)(1).** The driver shall ensure the intended path is clear of hazards or obstructions and warning lights are activated.
    - 6(a)(2).** All passenger personnel in the apparatus shall dismount and assist in the backing of the apparatus.

**6(a)(3).** The driver shall sound the horn two times to signal backward movement of the apparatus.

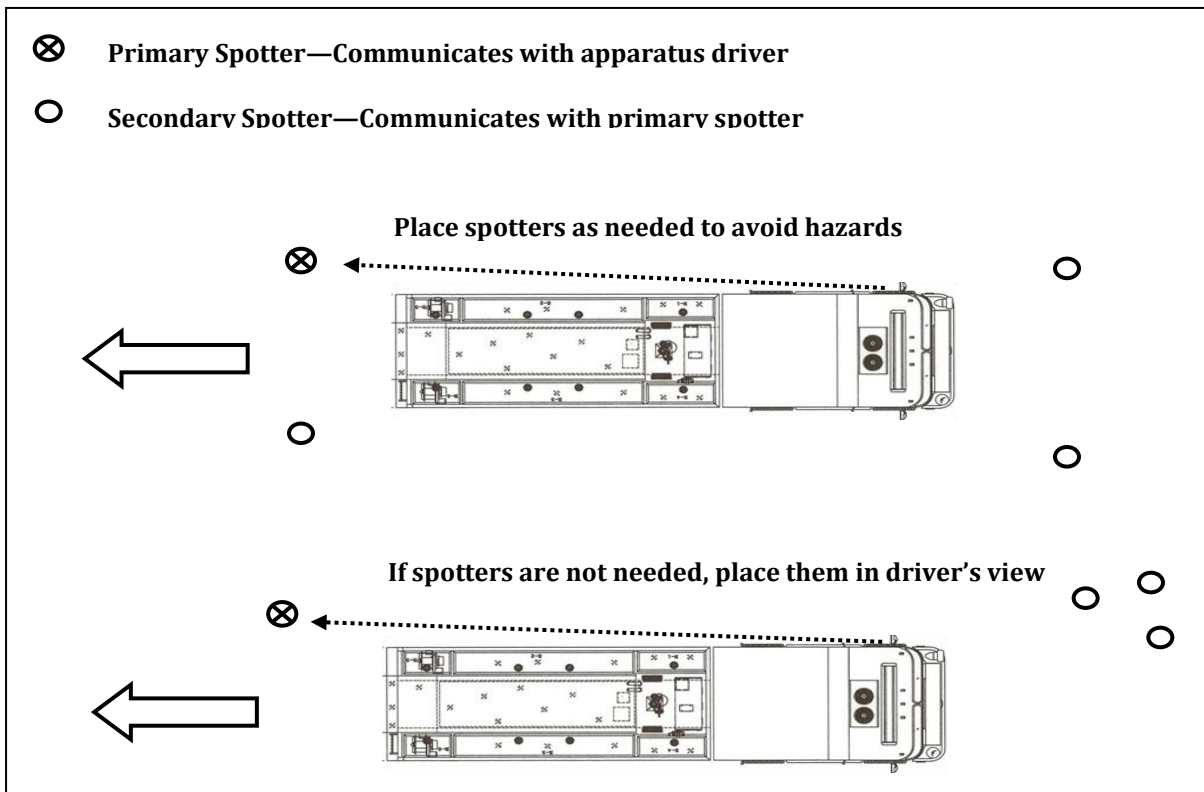
**6(b). Spotter(s):** One or more spotters shall be used as guides in all situations where the driver does not have a clear vision of the path of travel. Spotters are responsible for guiding the driver and ensuring that any potential hazards are avoided. In no case are cameras or safety devices a substitute for a spotter.

**6(b)(1). Placement:**

**6(b)(1)A.** When backing, the primary spotter shall be on the ground, to the rear of the vehicle, and shall remain visible to the driver at all times.

**6(b)(1)B.** When available, two spotters should be assigned when backing large or heavy apparatus—one covering each side of the vehicle.

**6(b)(1)C.** When available, a third spotter can be used to monitor traffic or, especially in the case of high profile apparatus, watch the front of the vehicle for overhead obstructions.



**6(b)(2). Radios:**

**6(b)(2)A.** Portable radios are required for spotters' safety.

**6(b)(2)B.** Spotters and Driver shall be tuned to TAC 6. If TAC 6 is assigned to a call, switch to TAC 4.

**6(b)(3).** **Signals:** Standard signals shall be used to communicate with the driver during the maneuver; hand signals and voice signals transmitted over a portable radio shall be used for this purpose.

**6(b)(3)A. Hand Signals**

**6(b)(3)A(i). Straight Back:** One hand above the head with palm toward face, waving back. Other hand at your side. (Left or right hand optional)

**6(b)(3)A(ii). Turn:** Both arms pointing the same direction with fingers extended. (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing apparatus. The driver's intentions must be verbally communicated to the spotter.)

**6(b)(3)A(iii). Stop:** Both arms crossed with hands in fist. Be sure to yell the stop order loud enough that the driver can hear the warning.

## SPOTTER BACKING HAND SIGNALS



**Spotter Motion for "Right Turn"**



**Spotter Motion for "Left Turn"**



**Spotter Motion for "Straight Back"**



**Spotter Motion for "Stop"**

- 6(c). **Night Backing:** Signals will be the same. The spotter will ensure that the spotlights on rear of apparatus are turned on before allowing apparatus to be backed. A flashlight may be carried, but at no time will it be directed toward the mirror.
- 6(d). **Spotter Not Visible:** If the driver loses sight of the spotter(s) at any time, the driver shall immediately stop the apparatus.
- 6(e). **No Spotter Available:** If it is essential to back or otherwise maneuver a vehicle with limited visibility and no spotter is available, the driver shall stop, dismount, and visually perform a 360-degree check around the vehicle. The driver shall then back or otherwise maneuver the apparatus at slow speed and with extreme caution, prepared to stop immediately if necessary.

**7. Code 1 Driving.**

- 7(a). Normal city and or highway driving.
- 7(b). All emergency lights and siren are NOT activated.
- 7(c). Apparatus headlights should be on, 24 hours a day.
- 7(d). Posted speed limit should be obeyed.
- 7(e). All traffic laws, and posted traffic control signs should be obeyed.
- 7(f). Accelerate and decelerate slowly.

**8. Code 2 Driving.**

- 8(a). At night when there is no one on the streets.
  - 8(a)(1). Except when proceeding past a stop light or stop sign.
- 8(b). At speeds above 50 mph (Sound is traveling slower than the apparatus).
- 8(c). Use your best judgment.
- 8(d). All other rules of code 3 apply.

**9. Code 3 Driving.**

- 9(a). **Driving Laws:** State and local laws provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve the driver of an emergency vehicle from the responsibility of due regard for the safety of others on the road.
- 9(b). **Lights and Sirens:** All audible and visible warning devices shall be in operation. Vehicle headlights should be activated.
- 9(c). **Speed:**
  - 9(c)(1). ***Good weather and/or road conditions.***
    - 9(c)(1)A. 10 MPH over the speed limit in any city limits.



**9(c)(1)B.** With “Due Regard” outside city limits.

**9(c)(2).** *Bad weather and/or road conditions.* With “Due Regard”.

**9(d). Controlled Intersections:** When approaching a controlled intersection (i.e. stop sign, traffic light):

**9(d)(1).** All vehicles shall come to a complete stop at intersections where they are facing a red light or stop sign. The driver shall ensure that all other vehicles have come to a complete stop before proceeding through.

**9(d)(2).** Where they have the right of way, they shall reduce speed; ensure that all other vehicles have come to a complete stop before proceeding through the intersection.

**9(d)(3).** The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.

**9(e). School Zones:**

**9(e)(1).** Observe the posted speed limit for school zones when children are present or when speed-warning lights are flashing.


**9(e)(2).** Fire apparatus, both emergency and non-emergency traffic shall **STOP** for school buses loading or unloading as indicated by their flashing **YELLOW**, **RED** lights or **STOP SIGN**.

**9(f). First Unit on Scene:**

**9(f)(1).** The scene should be sized up and reported to dispatch prior to disembarking the apparatus.

**9(f)(2).** If the situation is not urgent, other responding units should be advised to continue to the scene code 1 or cancel and return to their respective stations.

**10. IVFD Apparatus Accidents.** All members involved in an accident shall remain on the scene of the accident. Immediately notify the proper authorities and the Duty Officer. This applies to all accidents, including those occurring during an emergency response.

**11. Driving Status Maintenance.** Drivers must complete a minimum of twelve (12) hours of apparatus operation quarterly (every 3 months). Driver must maintain their driving log and submit it to the admin annually. If the driver fails to complete the hours, they shall be suspended from all driving. To re-instate driving privileges, driver must complete a minimum of ten (10) hours of drivers training under the direct supervision of a certified driver. Driver must complete a driver’s final evaluation. 



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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. Purpose.** To assure that the mental and physical condition of personnel is safe and functional at the scene of emergencies or training exercises.
- 2. Scope.** This guideline will be followed by all members of the Illinois Valley Fire District. The Incident Commander has full control of the scene and may deviate from this guideline.
- 3. Procedure.** This procedure shall apply to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exists. Any activity/incident that is large in size, long in duration and/or labor intensive that will rapidly deplete the energy and strength of personnel therefore merits consideration for rehabilitation.

**3(a). Establishment of Rehab:**

- 3(a)(1). Individual responsibility.** While every effort will be made to provide rehab as outlined in this guideline, it is the responsibility of the individual to be self sufficient with food and fluids for up to 6 hours in the event that there are inadequate resources available to establish rehab.
- 3(a)(2). Initial/Crew Rehab – Level 1.** In cases where Incident Command , Safety Officer , Company Officer and/or Training Officer deem modified Rehab appropriate, the officer in charge shall be responsible to provide physical assessments, fluid and nutrition replacement, as appropriate
- 3(a)(3). Full/Extended Rehab – Level 2.** The Rehab Group will be established when conditions indicate that rest and rehabilitation is needed for personnel operating at an emergency scene or training exercise. The following list is a guideline and provides examples of where it is a goal for Rehab to be established.
  - 3(a)(3)A.** Working fires where personnel are expected to use two or more SCBA bottles
  - 3(a)(3)B.** Extended Technical Rescue
  - 3(a)(3)C.** Haz-Mat Incident when Encapsulating Suits are worn
  - 3(a)(3)D.** Extended wildland incidents
  - 3(a)(3)E.** Any event lasting more than 1 hour with a Heat Stress Index above 90° F or Wind-chill index below 10° F
  - 3(a)(3)F.** Training burns and extended training exercises

**3(a)(3)G.** As requested by Incident Command and or Safety Officer

**3(b). Site Selection and Set Up:**

**3(b)(1).** *Location.* The Incident Commander will normally designate the location for rehab that includes the following characteristics:

**3(b)(1)A.** The site should be sufficiently far away from the effects of the operation that members can safely remove their (PPE) and (SCBA) and can be afforded mental rest from the stress and pressure of the emergency operation or training evolution.

**3(b)(1)B.** Provide suitable protection from the prevailing environmental conditions as follows:

**3(b)(1)B(i).** During hot weather, it should be in a cool, shaded area.

**3(b)(1)B(ii).** During cold weather, it should be in a warm, dry area.

**3(b)(1)B(iii).** Enable personnel to be free of smoke, and exhaust fumes from apparatus, vehicles or equipment.

**3(b)(1)B(iv).** Large enough to accommodate multiple crews based on the size of the incident.

**3(b)(1)B(v).** Easily accessible by EMS units.

**3(b)(1)B(vi).** Allow prompt re-entry back into the emergency operation or staging area.

**3(b)(2).** *Divisional Rehab.* Extended incidents, such as larger Wildland and Commercial fires, can utilize “**Divisional Rehab**” to provide basic rehab services. The Division Supervisor would establish a safe rest area and rotate crews out of the work area frequently. The Division Supervisor should request additional crew(s) and rehab supplies for their division. This method does not replace level 2 rehab; however it can provide an effective and efficient method of managing resources in a larger extended incident. Eventually, the crews should be sent for full rehab, including medical monitoring.

**3(b)(3).** *Informal Rehab.* When formal rehab is not possible consider positioning supplies of fluids and/or energy bars in accessible locations around the fireground.

**3(c). Staffing:**

**3(c)(1).** The Incident Commander shall identify a Rehab Group Supervisor.

**3(c)(2).** Basic Life support (BLS) should be minimum level of care, however Advanced life support (ALS) personnel should be considered preferable.

**3(d). Assignment to Rehab:**

- 3(d)(1).** Members assigned to rehabilitation should add/remove clothing to regain normal body temperature, drink fluids (water and sport drinks), eat food, and rest.
- 3(d)(2).** All members entering and leaving rehabilitation should be assigned by the IC and should be tracked through the personnel accountability system.
- 3(d)(3).** All members involved in strenuous physical activity (i.e., structure fire, vehicle fire, heavy extrication, agility testing, etc.) shall rotate through Rehab.

**3(e). Medical Evaluation and Treatment:**

- 3(e)(1).** Upon admittance to rehabilitation, members should be evaluated for the following: heart rate, SPO<sub>2</sub>, COHb (if Pulse CO-Oximeter is available) and mental status. Members may be evaluated for blood pressure and core temperature as well.
- 3(e)(2).** Medical treatment for individuals, whose vital signs and/ or symptoms indicate potential problems, will be based on current Josephine County protocols as appropriate.
- 3(e)(3).** In the event that an individual is transferred to the Medical Unit, and/or transported, the Incident Commander shall be notified.
- 3(e)(4).** Members in rehab should be re evaluated after 20 minutes
- 3(e)(5).** All medical evaluations shall be completed by the Rehab Officer or their designee and recorded on the Medical Evaluation Form for Rehabilitation.

**3(f). Hydration:**

- 3(f)(1).** Hydration is a critical factor in the prevention of heat injury. Water must be replaced during exercise periods and at emergency incidents. Caffeine and carbonated beverages should be avoided.
- 3(f)(2).** Members should have a minimum fluid intake of 2 oz to 4 oz approximately every 20 minutes. Sports drinks are recommended during long duration events. It should be noted that rehydration requirements vary widely among individuals.

**3(g). Nourishment:**

- 3(g)(1).** Nourishment shall be provided at the scene of an extended incident.
- 3(g)(2).** Energy bars that contain 40/30/30 (carbohydrates, protein, and fat) should be nourishment of choice in addition to fresh fruit. Energy bars coming close to this standard include: Zone Perfect, Cliff, Balance, Powerbar, and Premier. Other energy bars may also come close to this standard and may be used.

**3(h). Rest and Recovery:**

**3(h)(1).** In all cases, the objective evaluation of an individual's fatigue level shall be the criteria for rehab time.

**3(h)(2).** Rest shall not be less than 20 minutes and/ or as determined by the Rehab Group supervisor.

**3(i). Demobilization of Crews:**

**3(i)(1).** The Rehab Group Supervisor shall be responsible for evaluating personnel for physical and mental response readiness.

**3(i)(2).** Emergency response units shall not be put back in service until they have fully decontaminated themselves and their apparatus and equipment.

**3(i)(3).** The company officer for each crew shall evaluate their personnel for response readiness before clearing back into service or release without proper rest and recovery.

**3(i)(4).** If an individual is found to be not fit for duty or too fatigued to be safely released from duty, the direct supervisor will be notified.

## Heat Index

How to read the chart: Find the temperature on the left hand side, then move to the right until you find the column for the approximate relative humidity. That number will be the temperature that it will "feel" like. For example, a temperature of 95°F and relative humidity of 50% will "feel" like 107°. Add up to 15° if in the direct sun.

<b>Heat Index Chart</b>															
Temperature (°F) vs. Relative Humidity															
	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%
115	111	115	120	127	135	143	151								
110	105	108	112	117	123	130	137	143	151						
105	100	102	105	109	113	118	123	129	135	142	149				
100	95	97	99	101	104	107	110	115	120	126	132	136	144		
95	90	91	93	94	96	98	101	104	107	110	114	119	124	130	136
90	85	86	87	88	90	91	93	95	96	98	100	102	106	109	113
85	80	81	82	83	84	85	86	87	88	89	90	91	93	95	97
80	75	76	77	77	78	79	79	80	81	81	82	83	85	86	86
75	70	71	72	72	73	73	74	74	75	75	76	76	77	77	78
<b>Heat Index/Heat Disorders</b>															
Heat Index	Possible heat disorders for people in higher risk groups														
<b>130 or higher</b>	Heatstroke/sunstroke highly likely with continued exposure.														
<b>105-130</b>	Sunstroke, heat cramps or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity.														
<b>90-105</b>	Sunstroke, heat cramps and heat exhaustion possible with prolonged exposure and/or physical activity.														
<b>80-90</b>	Fatigue possible with prolonged exposure and/or physical activity.														
Source: <a href="http://www.nws.noaa.gov">National Weather Service</a>															

## Illinois Valley Fire District Emergency Incident Rehabilitation Report

Incident:								Date: / /			
NAME	Times In/Out	# of Bottles	Time of Vitals	B/P	Pulse	Resp	Temp	Skin	Int Taken By	Complaints Conditions	Transport?

Division Chief Ismaili 4/2/2014

Page 1

### EVALUATION GUIDELINES

In order to return to staging for re-assignment these conditions must be met:

- Heart rate > 60 and < 100
- Normal mental status
- Oxygen Saturation > 95%
- COHb < 10% (if Pulse CO-Oximeter is available)

The following may also be considered

- Systolic Blood Pressure > 100 and < 160; Diastolic Blood Pressure > 60 and < 100; Temperature < 100
- **Active cooling should be performed if body temperature is 101 or greater.**

>A medical unit shall be assigned to anyone with these findings: Chest Pain; Shortness of Breath; Altered Mental Status; Irregular Pulse; Injury





DEVELOPED BY: *Deputy Chief Jeff Gavlik*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG addresses procedures to be taken by District personnel on mutual/auto aid responses.
- 2. Mutual Aid.** When requested by other members of the Jackson/Josephine Co. Mutual Aid Agreement.
- 3. Automatic Aid.** The Illinois Valley Fire District will automatically be dispatched to:
  - 3(a).** All fires and traffic crashes north from mile post 17 of Redwood Hwy to the bottom of Hayes Hill. First arriving agency takes command. Second arriving agency will take care of traffic control or other duties as directed by IC.
  - 3(b).** All traffic crashes south on Redwood Hwy from the Oregon / California border to the rest area south of Collier tunnel.
- 4. Response.**
  - 4(a). Personnel:** All out of District responses for mutual / auto aid fires will be performed by firefighter and higher ranks.
  - 4(b). Code:** All responses will be code 3 unless directed otherwise by 911 dispatch or the duty officer. (Exception: water tenders are always code 1 response unless directed otherwise by the duty officer or IC.)
  - 4(c). Radio Frequency:** The incident response frequency will be determined by 911 dispatch. All IVFD units will initially contact dispatch to go en-route on IV Repeater and then say "switching to (assigned frequency)." The responding units will then make the switch and again state that they are responding on the assigned frequency.
- 5. Task Force / Strike Team Activation Process.** (Local Rogue Valley Activation)
  - 5(a). The request for RV1:** Once JoCo 911 receives the required information about an incident, they will contact the RMFD Duty Officer (default for RV1 Leader) via phone. Based on information obtained, the RV1 Leader will provide specific information to be included in the multi-agency tone out. In some cases, the tone out may be postponed until the RV1 Leader has made phone contact with the IC in Jackson County to gather pertinent information.
  - 5(b). Tone Out:** All activations will be toned out (Alert, Standby or Respond). The tone out will be simulcast to 7300, 7500 & 8900. JoCo 911 will re-contact ECSO to have 7400 & 8500 toned with the same information provided by the RV1 Leader.

**5(c). Communications Link and Accountability:** Immediately following the tone out that JoCo 911 & ECSO performs, all 5 agencies will need to switch to RMFD Repeater and contact "RV1" by radio. The RV1 Leader will be asking for accountability information (unit # and staffing level). The Leader may also give updated information and instructions to units at that time. For an ALERT, units are not committed, but will still need to monitor RMFD frequency for updates.

**5(d). Travel Frequency Use:**

**5(d)(1).** If the request is standby or respond, with marshalling or code 1 response, the RV1 Leader will attempt to get all 5 engines grouped together (possibly at RRFD) and assign a travel frequency (typically TAC 6). We may have to meet 8500 at the scene.

**5(d)(2).** If it is a CODE 3 response, all RV1 units will remain on RMFD Repeater unless otherwise directed. RMFD Repeater is the best way for RV1 units to stay in contact given their vast distances apart. Units may need to relay through Dispatch at times. 8500 and 8900 will usually be the farthest away from the leader.

**5(e). Response Expectations:** All RV1 agencies must be familiar with the RVFCA Local MOB Plan. The following are a few reminders of expectations:

**5(e)(1).** The list for RV1 shows specific units by ID# and Type. However, if a specific unit is not available it can substituted with a like unit. Structural Strike Team (SST) has been requested for a wildland/interface incident, RMFD may opt to send 7511 due to mobility. 7501 will continue to respond on RV1 SST during structural fire incidents.

**5(e)(2).** Please make every effort to send at least 3 firefighters per engine, but no less than 2. However, do not create any unreasonable delays waiting for call-back.


**5(e)(3).** When traveling on the freeway, or when traffic precludes the advantage of Code 3 response, RV1 apparatus drop to Code 1, or as directed by the RV1 Leader.

**5(e)(4).** Response mode for RV1 Tenders, if requested, will always be Code 1.

**5(e)(5).** All engines on RV1 need to be equipped with food (MRE) and water for all persons on-board for the first operational period (24 hrs).

**5(e)(6).** Many RV1 members receive the RVFCA notification page indicating an incident is escalating in Jackson County. Please do not call Dispatch or the RV1 Leader. Wait for the tone-out. Agencies that choose to call in staffing early is optional.

**5(e)(7).** As a member agency of RV1, please take the time to review this process and pass it along to your SRB's and engine officers. These activations are usually accompanied by an elevated excitement level in firefighters, and

the best way to make the process clean and less chaotic is to keep it simple and to the point. 



## **207-Haz-Mat Response**

DEVELOPED BY: *Div. Chief Kris Sherman*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. Purpose.** To ensure safe responses to incidents involving the release or potential release of any hazardous material.
- 2. Objective.** Protecting nearby persons, property, or the environment from the effects of the release of hazardous materials by containing the release of hazardous materials from a safe distance, in order to:
  - 2(a).** Keep hazardous materials from spreading
  - 2(b).** Prevent exposures.
- 3. Activation of Haz-Mat Response.**
  - 3(a). Direct Report:** Any member receiving a direct report should obtain as much information as possible and notify dispatch, so the appropriate response can be dispatched.
  - 3(b). Discovery On-Scene:** Incident Command (IC) shall notify dispatch of any hazardous materials involved in a working incident so the appropriate additional response can be dispatched.
  - 3(c). 911 Dispatch:**
- 4. Apparatus Response.**
  - 4(a). Reduced Response:**

**Closest Engine • additional apparatus as needed:**

    - 4(a)(1).** Natural/LP gas odors - outside a building
    - 4(a)(2).** Gasoline spills No fire - Outside less than 20 gallons
    - 4(a)(3).** Fuel Oil/Petroleum Spill- Outside less than 55 gallons
    - 4(a)(4).** Unknown odor outside a building
    - 4(a)(5).** Carbon Monoxide Alarm
  - 4(b). Full Response:**

**Closest Engine • Rescue • 1 Ambulance • additional apparatus as needed:**

    - 4(b)(1).** Natural/LP gas leak - inside or outside
    - 4(b)(2).** Natural/LP gas Fire - inside or outside
    - 4(b)(3).** Gasoline spill - outside over 20 gallons

- 4(b)(4). Gasoline spill- inside a building
- 4(b)(5). Fuel Oil/Petroleum spill- outside over 55 gallons
- 4(b)(6). Unknown odor - inside a building
- 4(b)(7). Chemical Release - any Chemical not listed above
- 4(b)(8). Chemical Release - fixed facility moving off site
- 4(b)(9). Confined space/below grade rescue
- 4(b)(10). Any fire involving hazardous chemicals

**5. PPE.**

**5(a). Protective Clothing:** All members responding to an incident involving the release of or potential release of hazardous chemicals, shall don and wear full protective clothing that has been issued to them.

- 5(a)(1). Helmet
- 5(a)(2). Hood
- 5(a)(3). Bunker Coat
- 5(a)(4). Bunker Pants
- 5(a)(5). Gloves
- 5(a)(6). Boots

**5(b). SCBA:** Any member responding to an incident presenting an inhalation or potential for inhalation hazard, shall wear S.C.B.A. until such time as the IC determines, through the use of appropriate air monitoring equipment, that a lower level of respiratory protection will not result in hazardous exposure.

**5(c).** Access to the Hot Zone shall be limited to those personnel who are wearing appropriate Protective Gear.

**6. Arriving Units.**

**6(a).** The first arriving Fire District apparatus/personnel shall stop at least 200feet prior to the reported incident address. Unless specifically directed to by the I.C. All other units should stage.

**6(b).** No Fire District personnel shall approach closer to the scene until an evaluation determines that the approach is safe to make.

**6(c).** No Fire District personnel will enter any vapor cloud, spilled or pooled material, enclosed/confined space or otherwise contaminated area until the chemical and its hazards have been identified and it can be shown the proper protective clothing is available and in use.

**6(d). Size Up / Incident Level:** The IC shall evaluate the situation with guidance references, levels of response, and determine the incident level. The level shall be reported to all members and dispatch who shall make the appropriate notifications.

**7. Site Management.** As soon as practical the IC shall establish control zones designated as follows to provide for personnel safety.

**7(a). Hot Zone:**

**7(a)(1). Definition:** The areas of product release where chemical is present or suspected of being present.

**7(a)(2).** This zone may initially be established visually by the first arriving apparatus. The zone may be redefined using metering, monitoring or Site Specific Pre-Plans.

**7(a)(3).** Initially, any visible vapor cloud, spilled or pooled material, enclosed or confined spaces, shall be considered as the Hot Zone .

**7(b). Warm Zone:**

**7(b)(1). Definition:** The area outside the Hot zone. This area is not considered contaminated. However, it provides a buffer zone around the hot zone should a wind shift occur.

**7(b)(2).** The decontamination zone should be located in this area. Only those personnel wearing full structural fire fighters protective clothing and S.C.B.A. may operate in this area.

**7(c). Cold Zone:**

**7(c)(1). Definition:** The outer most area at the scene. This area is considered as non-contaminated.

**7(c)(2).** The command post, staging area, rehab, EMS treatment area, and other support functions should be located in this area.

**7(d).** If the I.C. determines that additional resources/personnel will be required, a staging area should be designated.

**8. Product Identification/Risk Assessment.**

**8(a).** The I.C. shall use all available means to identify the chemical involved before allowing personnel to work in areas where contamination could occur.

**8(b).** The I.C. should consider the following information to assist in identification:

**8(b)(1).** Occupancy/Location

**8(b)(2).** Container Shapes

**8(b)(3).** Markings/Colors

**8(b)(4).** Placards/Labels

**8(b)(5).** Shipping Papers/MSDS's

**8(b)(6).** Metering/Monitoring

**8(c).** The IC shall determine the physical and health hazards of the chemicals involved and determine the appropriate level of protective clothing and respiratory protection.

**9. Product Control.**

**9(a). Teams:**

**9(a)(1).** Any activity required to control the product/situation or to perform a rescue shall be conducted using the buddy system. All teams shall consist of a minimum of two (2) members.

**9(a)(2).** When any team is involved in any activity in a hazardous area, a back-up team of at least two (2) members shall stand-by to provide for rescue should the initial team experience problems.

**9(b).** Members shall attempt to confine chemicals to the smallest area possible using defensive techniques. Defensive techniques include:

**9(b)(1).** Diking

**9(b)(2).** Damming

**9(b)(3).** Diversion

**9(b)(4).** Vapor Suppression

**9(b)(5).** Vapor Dispersion

**9(c).** With the exception of Incidental spills of gasoline or fuel or incidental releases of natural/LP gas, members of the District shall not attempt any aggressive actions or make a close approach to a leaking container for the purpose of plugging or stopping the leak.

**9(d).** Spills beyond the resources and training of the District: Assistance from the regional Haz/Mat team will be requested.

**9(e).** In cases where aggressive action is required in order to perform a rescue, the IC shall utilize all appropriate action (i.e. mechanical ventilation, fog streams, etc.) to reduce the concentration of the hazardous atmosphere. The IC shall provide for constant air monitoring during the operations.

**9(f).** The IC should ensure that the control method used is compatible with the chemical released:

**9(f)(1).** Water reactivity

**9(f)(2).** Appropriate foam selection

**9(f)(3).** Compatibility of diking material

**10. Clean-Up.** The District is not responsible for clean-up activities at the scene of a hazardous chemical release. Clean up activities are the responsibility of the parties causing the spill



and the property owner, and shall be accomplished by a licensed clean-up contractor under the guidance of E.P.A. The E.P.A. shall make all notifications for clean-up.

**11. Decontamination.**

**11(a).** Basic decontamination procedure should be instituted anytime there is a potential for exposure to a hazardous atmosphere or there are victims who may have been exposed.

**11(b).** No member of the District shall leave the scene if a chemical release without proper decontamination if there is the possibility that there was exposure to chemical products.

**11(c).** Contaminated victims should not be released for ambulance transport until appropriate decontamination has been performed.


**11(d).** The IC shall appoint a "DECON" officer to supervise the set-up and operation of the decontamination line.

**12. Termination Activity.** Following the emergency phase of a hazardous chemical emergency/release, the IC shall ensure that the following activities are completed:

**12(a). On-Scene Debriefing:**

**12(a)(1).** All responders shall be advised of the chemicals involved and symptoms of exposure

**12(a)(2).** Any damaged equipment shall be documented.

**12(b). Medical Monitoring:** Any personnel with the possible or actual chemical exposure should have their medical condition evaluated. 



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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG outlines specific details and guidance for Fire District shift program.
- 2. Shift Responsibilities.**
  - 2(a). Shift Requirement:** Each firefighter and medical support member is required to participate in a mandatory minimum of two 12-hour shifts per month. If there is a last-minute emergency and the member has to leave or cannot show up for shift, the duty officer will make arrangements. Emergencies include: sick child, parent in the hospital, called in to work, etc. (shifts are a requirement).
  - 2(b). Scheduling:** The dates, times, locations and priorities of District shift operations will be determined by the Operations Division Chief or designee. A crew will be scheduled for each shift. A minimum crew will consist of one member. Fridays, Saturdays, Sundays, and holidays will have 24-hour staffing (two 12 hour shifts). Shift crews are scheduled monthly.
  - 2(c). Scheduling Request:** Individual shift schedule requests will requested on the "Shift Availability Roster" which will be collected by the 21st of each month. It is each member's responsibility to advise the scheduling coordinator of their monthly shift preferences on the "Shift Availability Roster". If the requests are not submitted, the coordinator will assign shifts.
  - 2(d). Supervision:** The duty officer is the shift supervisor. The crew will check in with the duty officer at the beginning of their shift.
  - 2(e). Shift Lead:** Each shift will be assigned a shift leader (a senior member). This will be indicated on the schedule with a "1" next to the members name on the monthly shift calendar. The shift leader is in charge and will set the pace of the shift. The shift leader is responsible for achieving shift goals; truck checks, daily chores, weekly cleaning, training, etc... If there are any problems, the shift leader will report it to the duty officer.
  - 2(f). Absences:**
    - 2(f)(1).** Crew members are allowed to trade shifts, with approval of shift scheduling coordinator or Operations Chief. Operators shall not trade with non-operators.
    - 2(f)(2).** If a crewmember is not going to be available for a shift, they need to make a good faith effort to find their own replacement. If they are unsuccessful, they are to notify the duty officer or operations chief prior to shift.

- 2(f)(3). If a crewmember does not show up for their scheduled shift, the duty officer will tone out for additional staffing. "Attention 8900, any personnel available for shift, call the duty officer."
- 2(f)(4). If a crewmember has left the shift early and there is an alarm, the duty officer will ask dispatch to re-tone for staffing.
- 2(f)(5). If a member has missed a mandatory shift, they must make up that mandatory shift.
- 2(f)(6). If a crewmember does not contact the Duty Officer, Shift Coordinator, or Operations Chief prior to absence, disciplinary action will be taken.

### 3. Shift Duties.

#### 3(a). Alarms:

- 3(a)(1). See Initial Response SOG.

#### 3(b). Reports:

- 3(b)(1). See Incident Documentation SOG.

#### 3(c). Apparatus Maintenance:

- 3(c)(1). **Truck Checks.** Each shift crew is to conduct a complete apparatus check on 8931 and a second apparatus; consult the shift log to determine which other apparatus needs to be checked on your shift. Completed apparatus check sheets are to be placed in the outbox in the crew kitchen by the end of the shift. Contact the duty officer regarding urgent needs for supplies or repairs.

- 3(c)(2). **After-Run Checks.** After every call, each responding apparatus is to be cleaned, restored and checked according to the after-run check sheet. Completed after-run check sheets are to be placed in the outbox in the crew kitchen by the end of the shift. Contact the duty officer regarding urgent needs for supplies or repairs.

- 3(c)(3). **Truck Washes.** All apparatus are to be washed and wiped down when needed. At a minimum, each apparatus is to be washed and wiped down weekly.

- 3(d). **Station Maintenance:** A schedule for station maintenance duties will be posted. Crews are responsible for completing the duties scheduled for their shift. Clean up after yourselves. (See attachment "A")

- 3(e). **Training:** The crew will perform training activities on shift and record it in the log book. There is no minimum or maximum training time limit.

- 3(f). **Record Keeping:** The crew will record ALL shift activities in the shift log book.

### 4. Rules.

#### 4(a). Visitors:

- 4(a)(1). Visiting hours are 0800-2200.
- 4(a)(2). Visitors must remain in the downstairs common areas; visitors are not allowed upstairs.
- 4(a)(3). Non-members may not use the workout equipment.

**4(b). Appearance/Hygiene:**

**4(b)(1). *Apparel***

- 4(b)(1)A. During Shift Activities. Clean and neat duty uniform apparel is mandatory. Duty uniform will consist of a IVFD Tee/polo shirt, navy blue pants, and all leather rubber lug sole boots. Duty ball caps or knit caps are optional.
- 4(b)(1)B. While Working Out. Clean and modest workout apparel is required. No tight, revealing, see-through or otherwise inappropriate or offensive apparel is allowed. Modesty is required.
- 4(b)(1)C. After Lights Out. Sleeping attire, when in common areas, will be clean and consist of at least a baggy tee shirt and long baggy shorts or sweats. No tight, revealing, see-through or otherwise inappropriate or offensive apparel is allowed. Modesty is required.

- 4(b)(2). ***Personal Hygiene***. You are expected to show up for duty with a clean (shaved) and neat appearance, free of dirt and odors. If you get dirty on shift, you are expected to shower and change into clean clothes. Members will maintain a clean, neat, and professional appearance while on duty at all times.

**4(c). Use of Apparatus:**

- 4(c)(1). A crew may drive 8931 to the store to pickup supplies or groceries; and to a restaurant to eat or pick up an order to go.
- 4(c)(2). The crew will travel as a team.
- 4(c)(3). Notify dispatch when the apparatus goes in service, or in quarters.
- 4(c)(4). Keep trips to a minimum.

**4(d). Use of the Facilities:**

**4(d)(1). *Workout Room***

- 4(d)(1)A. Clean up after yourself. Leave it better than you found it. Do not leave clothes, trash or personal items for others to deal with.
- 4(d)(1)B. Use of the workout room is allowed between 0600 and 2200 hours.


- 4(d)(1)C. Rules for appropriate workout attire can be found under Appearance/Hygiene.
- 4(d)(1)D. Non-members may not use the workout equipment.
- 4(d)(1)E. Respect other people's property and space.
- 4(d)(1)F. Workout room needs to be cleaned and equipment restored after each use.
- 4(d)(2). **Computer/Internet/TV**
  - 4(d)(2)A. Clean up after yourself. Leave it better than you found it.
  - 4(d)(2)B. Quiet time is between 2200 and 0600 hours. Keep all activities to a minimal volume.
  - 4(d)(2)C. The computer use policy will be enforced. View appropriate content on TVs and computers.
- 4(d)(3). **Kitchen/Crew Area**
  - 4(d)(3)A. Clean up after yourself. Leave it better than you found it. Do not leave dirty dishes, trash or personal items for others to deal with.
  - 4(d)(3)B. Respect other people's property and space.
- 4(d)(4). **Sleeping Quarters**
  - 4(d)(4)A. Clean up after yourself. Leave it better than you found it. Do not leave clothes, trash or personal items for others to deal with.
  - 4(d)(4)B. Respect other people's property and space.
  - 4(d)(4)C. Bring your own clean bedding (sleeping bag preferred).
  - 4(d)(4)D. Prepare the room for the next person by cleaning, dusting and vacuuming thoroughly before you leave.
  - 4(d)(4)E. Only one member per sleeping quarters--no wives, husbands, significant others or friends allowed ever.
- 4(d)(5). **Bathrooms>Showers**
  - 4(d)(5)A. Clean up after yourself. Do not leave puddles, hair, dirt, trash, or a dirty toilet behind. Leave it better than you found it. Do not leave clothes, wet towels or personal items for others to deal with.
  - 4(d)(5)B. Respect other people's property and space.
  - 4(d)(5)C. Bring your own toiletries and take them back to your sleeping quarters when you leave the bathroom/shower.

**4(d)(5)D.** Wipe down shower, sink, and toilet after each use.

**4(d)(6).** *Laundry*

**4(d)(6)A.** Clean up after yourself. Leave it better than you found it.

**4(d)(6)B.** Do not leave your laundry for others to deal with. If you are not going to be available to deal with your laundry, make arrangements for someone to do so.

**4(d)(6)C.** Respect other people's property. If you need to use the laundry facilities and someone has not retrieved their laundry, attempt to locate the person. Do not pile laundry on the washer and drier--it is not a storage area. 

# Attachment "A"

Date \_\_\_/\_\_\_/\_\_\_

## IV FIRE STATION ONE DAILY HOUSEHOLD TASKS

Initial

- Empty all trash receptacles
- Vacuum all common areas
- Sweep and mop all floors including stairs
- Vacuum rooms, dust, and make your bed
- Wipe down toilets, showers and sinks
- Put clean dishes away
- Wipe off counter tops
- Put weights away

“Note: Every individual is responsible for the washing, drying and storing of their dishes after each use.

**NO EXCEPTIONS”**

Shift Lead \_\_\_\_\_  
Signature



# **IV FIRE STATION ONE**

## **WEEKLY HOUSEHOLD TASKS**

The following chore activity shall be done on a daily basis. It shall be the responsibility of both the AMR CREWS as well as the IV FIRE SHIFT CREWS.

Day 1 (Red) – Truck check 8931, 8901 (IVFD)

Wash off front and rear apron

Pick up trash from outside

Clean halls and stairs (sweep and mop, wipe down walls)

Day 2(Orange) – Truck check 8931, 8941 (IVFD)

Clean out refrigerator (discard expired food, wipe down fridge, shelves, top of fridge, and seals)

Clean kitchen (wash dishes, put dishes away, wipe off counters including behind and under items, clean microwave, clean stove, mop and restock paper products)

Day 3 (Yellow) – Truck check 8931, 8971 and trailer (IVFD)

Clean weight room (vacuum, dust, wipe down equipment , wipe down walls, and clean blinds)

Clean day rooms (vacuum, wipe down walls, vacuum furniture, dust off surfaces, clean blinds)

Day 4(Green) – Truck check 8931, 8967, 8977 (IVFD)

Sweep and mop apparatus bay

Clean Dorm rooms (sweep, wash comforter, wipe down walls, dust, clean blinds, and Lysol mattresses)

Day 5 (Blue) – Truck check 8931, 8961 (IVFD)

Clean Restrooms (toilets, showers, walls, mop floors, sink, mirror, wash linen, put linen away neatly, and restock paper products)

The 31st of each month will catch up day - Clean anything that needs cleaning.

# 2017 Calendar Weekly Cleaning Dates

January	February	March	April	May	June	July	August	September	October	November	December
1 Su <small>New Year's Day</small>	1 We	1 We	1 Sa	1 Mo	1 Th	1 Sa	1 Tu	1 Fr	1 Su	1 We	1 Fr
2 Mo	2 Th	2 Th	2 Su	2 Tu	2 Fr	2 Su	2 We	2 Sa	2 Mo	2 Th	2 Sa
3 Tu	3 Fr	3 Fr	3 Mo	3 We	3 Sa	3 Mo <small>Indep. Day (observed)</small>	3 Th	3 Su	3 Tu	3 Fr	3 Su
4 We	4 Sa	4 Sa	4 Tu	4 Th	4 Su	4 Tu <small>Indep. dance Day</small>	4 Fr	4 Mo	4 We	4 Sa	4 Mo
5 Th	5 Su	5 Su	5 We	5 Fr	5 Mo	5 We	5 Sa	5 Tu	5 Th	5 Su	5 Tu
6 Fr	6 Mo	6 Mo	6 Th	6 Sa	6 Tu	6 Th	6 Su	6 We	6 Fr	6 Mo	6 We
7 Sa	7 Tu	7 Tu	7 Fr	7 Su	7 We	7 Fr	7 Mo <small>Labor Day</small>	7 Th	7 Sa	7 Tu	7 Th
8 Su	8 We	8 We	8 Sa	8 Mo	8 Th	8 Sa	8 Tu	8 Fr	8 Su	8 We	8 Fr
9 Mo	9 Th	9 Th	9 Su	9 Tu	9 Fr	9 Su	9 We	9 Sa	9 Mo	9 Th	9 Sa
10 Tu	10 Fr	10 Fr	10 Mo	10 We	10 Sa	10 Mo	10 Th	10 Su	10 Tu	10 Fr <small>Thanksgiving</small>	10 Su
11 We	11 Sa	11 Sa	11 Tu	11 Th	11 Su	11 Tu	11 Fr	11 Mo	11 We	11 Sa <small>Thanksgiving</small>	11 Mo
12 Th	12 Su	12 Su	12 We	12 Fr	12 Mo	12 We	12 Sa	12 Tu	12 Th <small>Columbus Day</small>	12 Su	12 Tu
13 Fr	13 Mo	13 Mo	13 Th	13 Sa	13 Tu	13 Th	13 Su	13 We	13 Fr	13 Mo	13 We
14 Sa	14 Tu	14 Tu	14 Fr	14 Su	14 We	14 Fr	14 Mo	14 Th	14 Sa	14 Tu	14 Th
15 Su	15 We	15 We	15 Sa	15 Mo	15 Th	15 Sa	15 Tu	15 Fr	15 Su	15 We	15 Fr
16 Mo	16 Th <small>Presidents Day</small>	16 Th	16 Su	16 Tu	16 Fr	16 Su	16 We	16 Sa	16 Mo	16 Th	16 Sa
17 Tu	17 Fr	17 Fr	17 Mo	17 We	17 Sa	17 Mo	17 Th	17 Su	17 Tu	17 Fr	17 Su
18 We	18 Sa	18 Sa	18 Tu	18 Th	18 Su	18 Tu	18 Fr	18 Mo	18 We	18 Sa	18 Mo
19 Th <small>Martin L. King Day</small>	19 Su	19 Su	19 We	19 Fr	19 Mo	19 We	19 Sa	19 Tu	19 Th	19 Su	19 Tu
20 Fr	20 Mo	20 Mo	20 Th	20 Sa	20 Tu	20 Th	20 Su	20 We	20 Fr	20 Mo	20 We
21 Sa	21 Tu	21 Tu	21 Fr	21 Su	21 We	21 Fr	21 Mo	21 Th	21 Sa	21 Tu	21 Th
22 Su	22 We	22 We	22 Sa	22 Mo	22 Th	22 Sa	22 Tu	22 Fr	22 Su	22 We	22 Fr
23 Mo	23 Th	23 Th	23 Su	23 Tu	23 Fr	23 Su	23 We	23 Sa	23 Mo	23 Th	23 Sa
24 Tu	24 Fr	24 Fr	24 Mo	24 We	24 Sa	24 Mo	24 Th	24 Su	24 Tu	24 Fr	24 Su
25 We	25 Sa	25 Sa	25 Tu	25 Th <small>Memorial Day</small>	25 Su	25 Tu	25 Fr	25 Mo	25 We	25 Sa	25 Mo <small>Christmas Day</small>
26 Th	26 Su	26 Su	26 We	26 Fr	26 Mo	26 We	26 Sa	26 Tu	26 Th	26 Su <small>Thanksgiving</small>	26 Tu
27 Fr	27 Mo	27 Mo	27 Th	27 Sa	27 Tu	27 Th	27 Su	27 We	27 Fr	27 Mo	27 We
28 Sa	28 Tu	28 Tu	28 Fr	28 Su	28 We	28 Fr	28 Mo	28 Th	28 Sa	28 Tu	28 Th
29 Su	29 We	29 We	29 Sa	29 Mo	29 Th	29 Sa	29 Tu	29 Fr	29 Su	29 We	29 Fr
30 Mo	30 Th	30 Th	30 Su	30 Tu	30 Fr	30 Su	30 We	30 Sa	30 Mo	30 Th	30 Sa
31 Tu	31 Fr	31 Fr	31 Mo	31 We	31 Th	31 Mo	31 Th	31 Su	31 Tu	31 Fr	31 Su
Color Code	Day 1		Day 2		Day 3		Day 4		Day 5		

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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

**1. General.** This SOG outlines specific details and guidance for the Duty Officer Program.

**2. Definitions.**

**2(a). Duty Officer:** an approved Member/Officer who has met the qualifications set forth by this guideline and has been approved by the Command Staff. The duty officer is a Member/Officer representing the Illinois Valley Fire District and supervising the shift program during their assigned duty shift.

**2(b). Duty Officer Log:** a log will be maintained in Fire Bridge by the duty officers containing pertinent fact about their shift and shift crew.

**2(c). Duty Officer Log:** an approved list of members who have been approved by the Command Staff to participate in the program.

**2(d). Duty Officer Schedule:** a running schedule that may be modified as necessary to assure an approved member is scheduled. This schedule is dynamic and flexible.

**2(e). Duty Shift:** daily from 07:00 - 07:00.

**2(f). Emergency Responses:** all responses that occur during a Duty Shift.

**2(g). Program Coordinator:** individual assigned by the Command Staff to oversee and manage the Duty Officer program.

**2(h). Shift Supervisor:** The Duty Officer will supervise the IVFD shift program.

**2(i). Supervise:** The Duty Officer will supervise IVFD Members and assigned tasks during all emergent and non-emergent incidents.

**3. Qualifications.**

**3(a).** Active IVFD member for a minimum of three years.

**3(b).** Held the position of Lieutenant or higher in the IVFD within the previous five years or has at least three years of fire service management experience.

**3(c).** Must have NIMS requirements set forth by the IVFD (IS-100, 200, 300, 400, 700, 701, 704, 800).

**3(d).** All qualifications can be altered at the discretion of the Chief.

**4. Program Coordinator Responsibilities.**

**4(a).** Assures an approved Officer is available for each Duty Shift from the Duty Officer roster.

**4(b).** Coordinates with Duty Officers to develop the rotation.

- 4(c). Develop and maintain a monthly Duty Officer schedule .
- 4(d). Modify existing monthly schedule upon agreement between the scheduled Duty Officer and Program Coordinator.
- 4(e). Maintain accurate records.
- 4(f). Schedule will be completed prior to the beginning of the month.
- 4(g). Shall post the monthly duty officer calendar at each station; send electronic copies sent to all personnel and the dispatch center.

**5. Duty Officer Vehicle Responsibilities.**

- 5(a). Utilize an IVFD vehicle during each Duty Shift. Use assigned staff vehicle or the pre-designated staff vehicle assigned to station one.
- 5(b). Will complete an apparatus check of the provided IVFD vehicle prior to shift to ensure operational readiness. Contact the program coordinator if any problems are found.
- 5(c). Should be locked and secure at all time the vehicle is unattended. Exception: when at an active incident.
- 5(d). Will be fueled prior to ½ tank.
- 5(e). Should be washed and maintained by the Duty Officers.
- 5(f). Must be returned to Station one no later than 09:00 after a Duty Shift.
  - 5(f)(1). Coordinate with the oncoming Duty Officer, if the vehicle cannot be returned in the early morning hours (prior to 09:00).
- 5(g). May be used for LIMITED personal use. Use common sense. Spouses are authorized to ride in the vehicle. Be smart where and how you drive it. **Always** consider public perception and the perceived personal use of taxpayer vehicles.

**6. Procedure.**

- 6(a). There shall be one (1) Duty Officer for the District.
- 6(b). **IVFD Command Authority:** Authorized to act as the Fire District's command authority when other higher-ranking officers are off duty, or unavailable.
- 6(c). **Shift Supervisor:**
  - 6(c)(1). As the shift supervisor, the duty officer shall supervise and communicate with the on-duty shift personnel and assist with any needs that they may have throughout the Duty shift.
  - 6(c)(2). If a shift personnel does not show up for their scheduled shift, the Duty Officer will tone out for additional staffing. "Attention 8900, any personnel available for shift, call the duty officer." (specify home or cell number) - (to tone from mobile radio, press mono and key the mic).
  - 6(c)(3). Weekend D.O. will conduct station checks at all stations.

**6(c)(4).** Facility inspection will be completed and documented on the first weekend of the month.

**6(d). Responses:**

**6(d)(1).** Shall coordinate the first responding units and/or personnel as the situation and needs require.

**6(d)(2).** Shall tone for additional units as needed.

**6(d)(3).** Establish command of all incidents unless command is already established.

**6(d)(4).** Shall have the discretion regarding whether to respond to low priority runs, or monitor the incident via radio. Low priority runs are: any power lines down (no fire), smoke scare/odor, unauthorized burning, controlled burning, carbon monoxide detector sounding etc. If the duty officer is not responding, he should call "On the air". The incident commander of an incident may request the duty officer to respond to the scene if deemed appropriate.

**6(d)(5).** Establish a qualified replacement to assume the duty, if responding to a mutual aid incident out of the District.

**6(d)(6).** Shall designate the appropriate response, should a call get toned out with the incorrect nature code,

**6(d)(7).** Complete report and record-keeping requirements for all incidents.


**6(e). Duty Officer Log:** Report all non-incident duty shift activities or events of significance in the duty officer log. Shall log in all personnel on duty (DO included).

**6(f). Accidents, Injuries, Exposures, and Other Significant Happenings:**

**6(f)(1).** Assure that a first report of apparatus accident, injury, exposure or other appropriate paperwork is filled out.

**6(f)(2).** Determines if the injured/exposed member needs follow-up care at a facility. The Chief or Deputy Chief shall be notified immediately on serious incidents.

**6(f)(3).** Assure that any damaged equipment or apparatus are repaired; either replaced, or placed out of service, and that the appropriate paperwork is filled out for the incident. The Duty Officer shall notify the Chief or Deputy Chief as needed.

**6(f)(4).** The Duty Officer will report all vehicle accidents to the Fire Chief, Deputy Chief and Operations Chief for post-accident drug and alcohol testing. The Duty Officer will ensure the driver of the apparatus involved does not drive until the test is complete. 



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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** It is the policy of the Illinois Valley Fire District to account for the location and safety of all personnel within the emergency incident perimeter.
- 2. Responsibility.** The Div. Chief of Operations is responsible to ensure all firefighters understand how to use the firefighter accountability system and ensure all assigned personnel are issued a Passport accountability tags before being assigned to an emergency vehicle.
  - 2(a).** Newly assigned members will be instructed on the accountability system by the Training Officer.
  - 2(b).** All members operating at an emergency incident are responsible to actively participate in the personnel accountability system. Crew chiefs will account for personnel operating in their specific area of responsibility. The Incident Commander (IC) shall maintain an awareness of the location and function of all companies or units at the incident site and will be responsible for overall personnel accountability for the incident.
- 3. Procedure.**
  - 3(a). Passport Accountability System:** Illinois Valley Fire District uses the Passport Accountability System (PAS) to identify individual members of a crew or unit and their assignment, and to account for the assignment of crews, or units at an emergency incident.
    - 3(a)(1).** The Passport System is also used to account for multiple alarm companies, mutual aid companies, and resource or support departments.
    - 3(a)(2).** Incident Commander (IC) and company officers must use the PAS to account for those divisions, groups, and units within their direct span of control.
    - 3(a)(3).** IC, company officers, and fire fighters will maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.
    - 3(a)(4).** All officers and fire fighters are accountable for the safety of themselves and other members of their crews or unit. Unit members will maintain a constant awareness of the position and function of all members with them.

- 3(a)(5).** Unit members must always be in contact with each other through one of the following methods:
  - 3(a)(5)A.** Voice (not by radio).
  - 3(a)(5)B.** Visual.
  - 3(a)(5)C.** Touch.
  - 3(a)(5)D.** Radio or phone contact is permissible for apparatus operators, command, and company officers; and only in situations where the location of such personnel is constant, and is known by the remainder of the unit.
- 3(a)(6).** If a member is in trouble, the other member(s) of the unit shall take appropriate steps to:
  - 3(a)(6)A.** Provide direct help.
  - 3(a)(6)B.** Call for help.
  - 3(a)(6)C.** Go get help.
- 3(a)(7).** Members or units will stay together as units when in the emergency incident perimeter, and as otherwise directed by command until the incident termination.

#### **4. Maintenance of Passports.**

**4(a). Responsibility:** Company officers are responsible for supervising the maintenance and proper placement of name tags and passports.

- 4(a)(1).** Prior to responding on a District apparatus, the member will place their name tag on the main and backup passport tag.
- 4(a)(2).** Company officers are responsible for members under their direct control. When a crew is split away from the company officer to a different officer, that officer becomes accountable for that crew.
- 4(a)(3).** Materials and supplies for the ongoing support of the PAS (e.g. spare tags, Velcro) will be maintained by the Div Chief of Logistics or a designee.  
Materials: The PAS, name tags, control tags, status boards, and make-up kits.

#### **4(b). Implementation:**

- 4(b)(1).** Passports are a three-part card that contains the following information:
  - 4(b)(1)A.** The top portion contains Fire District name and company designator (e.g. Engine, Rescue, Tender).
  - 4(b)(1)B.** The middle portion is Velcro to hold the member's name tags, officer at top, followed by driver, and remaining fire fighters. If



a driver is to be left with the apparatus at an incident, his name tag will be placed upside down.

**4(b)(1)C.** The bottom portion is for recording notes such as time of arrival, assignment, or location.

**4(b)(2).** *Passport Color Codes*

**4(b)(2)A. White** main, normally used by everyone at the incident.

**4(b)(2)B. Red** reserved for use if main or back-up is lost or damaged.

**4(b)(3).** There shall be 2 Passports (one main and a back-up) provided for each apparatus or unit.

**4(b)(3)A.** The main passport is white, Velcro-backed, pre-printed with unit ID, flexible, and shall be carried by the officer(s) until used as a passport on entrance and assignment into an emergency incident perimeter.

**4(b)(3)B.** The back-up passport is an exact duplicate of the main passport except that it is green, and is used as follows:

**4(b)(3)B(i).** For the identification of crew members when the main passport is unavailable.

**4(b)(3)B(ii).** Back-up passports are attached to the crew chiefs door.

**4(c). Name Tags:** All members will maintain a minimum of 4-white with black lettering Velcro name tags. Other requirements are as follows:

**4(c)(1).** The four black name tags are for attaching to the main and back-up passports when reporting for duty, and are stored on the underside of the member's helmet.

**4(c)(2).** Name tags must be attached to the main and back-up passports prior to responding on an apparatus.

**4(c)(3).** Company officer or unit leader name tags are the 1st name tags on the Passport, followed by the driver, and fire fighters (If a driver is to remain with vehicle at incident, his name will be upside down).

**4(c)(4).** When member responds to the emergency incident via a personal vehicle, they will report to IC for assignment. They will place one tag with the assignment apparatus and one with the assigned officer (Division or Group Supervisor).

**4(d). Status Boards:** These are plastic engraved boards with Velcro on both sides and space for command to make notes, such as time of arrival, assignment, or sector.

**4(d)(1).** The front side of the status board collects passports from company officers as they are assigned. Two or more may be utilized for large incidents by IC and group and/or division officers.

**4(d)(2).** One status board with grease pencil will be kept on each primary apparatus and vehicle.

**4(e). Make-Up Kits:** These will be kept on each command vehicle. They will be used to make up crews, and expand the accountability system to include any outside agency or resource that may be at the incident..

**5. Point of Use Accountability.**

**5(a).** Upon arrival, the company officer will have the main passport (attached to his coat) for accountability of the crew.

**5(b).** As additional companies arrive, a division or group supervisor will be designated by IC and the passport will be maintained by the supervisor.

**5(c).** IC will track units on scene using the command board.

**5(d).** When a crew moves from one division/group to another, the supervisor will return the passport to the crew. The supervisor will notify command that the crew is being transferred to another division or group. Upon arriving at the new assignment, the crew will provide the new supervisor with their passport.

**5(e).** The IC will maintain the accountability tags for the Command and General Staff positions.

**6. Personnel Accountability Report (PAR).**

**6(a).** Dispatch will notify command of a PAR every 20 minutes on every call.

**6(a)(1).** A PAR may also be initiated when a catastrophic change has occurred; there is a change from offensive to defensive operations; the safety officer directs; or when IC deems it necessary to account for members.

**6(a)(2).** After 2 minutes, command will contact each division and group supervisor starting with units in the IDLH and request a PAR. Command will check off the individual units on the command board.


**6(a)(3).** At the end of the PAR, if all units are accounted for, dispatch will be notified "PAR is complete." If a unit is missing, the unit will be called directly by IC for status. If the unit still cannot be located, the RIT team will be sent to the last known location and a search will be conducted. Command will dispatch a runner to obtain the backup passport from the missing unit rig.

**6(a)(4).** If an active search for fire fighters is in progress, fire ground radio ops will move to another channel. The original radio channel will be used for search only.

**6(b). Roll Call:** IC and company officers must conduct a roll call using the PAS as follows:

- 6(b)(1).** When a division, group, or unit is relieved of an assignment and transferred to a different sector, IC's will confirm that company officers have conducted a roll call.
- 6(b)(2).** When the IC has reason to believe that a fire fighter or group is missing or trapped, the IC must start a rescue effort as soon as possible at the last known location. IC will then conduct a roll call of the emergency incident to confirm the status of the missing personnel.
- 6(b)(3).** Before there is a change from an offensive to defensive fire ground strategy.
- 6(b)(4).** When there is a catastrophic change in the incident such as a building collapse, explosion, back draft, sudden flooding, or release of vapor clouds.
- 6(b)(5).** When the IC, safety officer, or company officer determines that a need for a roll call exists.

## **7. Wildland Incidents.**

- 7(a).** The Illinois Valley Fire District recognizes that the Passport system does not work as well in the early stages of a fast moving wildfire incident. Passports will end up staying on the incoming units due to the methods of entry into the scene. When a Division Supervisor has been assigned they should collect the passports as soon as practical. Task force / Strike team leaders will collect all passports from their units and maintain accountability for their units until asked to turn over responsibility to the Division Supervisor.
- 7(b).** During an expanding incident, T-Cards s will be established to assist the IC in tracking resource assignments. The cards will show resources for both ODF and structural agencies. This system will provide the IC with the ability to track resources and establish accountability.
- 7(c).** The T-Card shall initially show the unit number on the top so it is visible to all. Engine T-Cards shall indicate if they are a Wildland engine or a Structural Engine so it is visible at a glance. As support in the command post grows, the following information shall be added to the lower portion.
  - 7(c)(1).** Number of personnel on that resource.
  - 7(c)(2).** Task Force / Strike teams show the TF/ST leader name, each unit's number of personnel on each unit.
  - 7(c)(3).** Other useful information may include the amount of water a tender has, if the wildland engine is a 4x4 and size of its tank, etc. 



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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG outlines specific details and guidance for Calling a Mayday and Mayday Management.
- 2. Purpose.** Effective, timely, and safe rescue of one or more missing or downed firefighters at an incident scene.
- 3. Safety.** The best way to stay safe on the Fireground:
  - 3(a).** Be well-trained
  - 3(b).** Wear proper PPE
  - 3(c).** Remain situationally aware
  - 3(d).** Remain with your crew--do not freelance.
- 4. Calling A Mayday.** Should the unthinkable occur and you become lost, trapped or disoriented on the Fireground, it is important to remain calm and take decisive action by initiating a Mayday and providing for self rescue.

**Stay calm. Use your training. Communicate. NEVER GIVE UP**

**4(a). When to call a Mayday:**

- 4(a)(1).** Fall through the roof or floor
- 4(a)(2).** Caught in a flashover
- 4(a)(3).** Tangled, pinned or stuck - and - air pressure is below 50% - or - you are unable to self-extricate in 30 seconds
- 4(a)(4).** Zero visibility, no contact with hose or a lifeline and you don't know where the exit is
- 4(a)(5).** Primary exit is blocked and you are not at a secondary exit in 30 seconds
- 4(a)(6).** Low air alarm is sounding and you are not out of the building in 30 seconds
- 4(a)(7).** Attempting to leave building but cannot find the exit in 30 seconds
- 4(a)(8).** Separated from crew and unable to find the exit or a crew in 30 seconds
- 4(a)(9).** Equipment failure that places you in an untenable situation
- 4(a)(10).** Unable to communicate with Firefighter or crew, or witness to an significant event Call a mayday for the FF or crew

**4(b). Initiate a Mayday:**

**4(b)(1).** Announce *“Mayday, Mayday, Mayday”* over the operational frequency

**4(b)(2).** Command responds to a MAYDAY  
*“Emergency Traffic, Clear the Air, We have a MAYDAY”*  
*“Firefighter with the Mayday go ahead”*

**4(b)(3).** The Firefighter Provides the following information in a UCAN report:

**U**nit – Your last name, company, and last known location

**C**ondition – Problem that created the Mayday

**A**ctions – What is being done to survive?

**N**eeds - What are your immediate needs?

**4(b)(4).** If Command does not respond to your Mayday

**4(b)(4)A.** consider switching frequencies and broadcast your Mayday

**4(b)(4)B.** **Use the Firefighter Down button on your portable radio –**  
Your portable radio will send an emergency signal on the currently assigned frequency.

**5. Firefighter Missing.**

**5(a). Command Announces:**

*“Emergency Traffic, Clear the Air, We have a MAYDAY”*

*“Who, what unit, and last known location of missing Firefighter”*

**5(b). The FF missing responds:**

FF provides a status report indicating they are in a safe position.

**5(c). The FF missing does NOT respond:**

Command initiates the Management of the MAYDAY procedures.

**6. Mayday Management.**

**6(a). Discipline:** The safety of personnel operating on scene and a successful outcome for the firefighter with the Mayday depend on our ability to maintain discipline.

Command must effectively display their presence and crews must coordinate their change in assignment with their supervisor. Self-Deployment may cause a waste of resources at best, and additional injury or loss of life at worst.

**6(b). Risk/Benefit:** Command must consider the risk / benefit to this operation.

**6(b)(1).** If the Firefighter can be made safe and placed on air, then Rescue crews can have all the time they need.

**6(b)(2).** If the Firefighter is trapped and not in a safe area, Command must make a decision that reduces the risk to the greater number of personnel.

**6(b)(3).** If the Firefighter is not savable we should not risk additional personnel.

## 7. Initial Actions.

### 7(a). Mayday:

7(a)(1). Command responds to a MAYDAY.  
COMMAND: ***"Emergency Traffic, Clear the Air, We have a MAYDAY"***  
COMMAND: ***"Firefighter with the Mayday go ahead"***

7(a)(2). FF calling the Mayday provides a UCAN

Unit

Condition

Actions

Needs

### 7(b). Firefighter Missing:

7(b)(1). Command announces who, what unit, and last known location

7(b)(2). Command Activates Rescue Plan

7(c). **Roll Call:** The IC shall consider conducting a roll call to determine if any other Firefighters are missing or in trouble. The benefit of conducting a roll call shall be weighed against the risk of the roll call disrupting FF rescue operations and communication.

7(d). **FF Down Activation Button:** The person pressing the button may not be the one who initiated the MayDay – Continue to assume each signal is an emergency.

7(d)(1). Firefighter activates the FF down button on their portable radio

7(d)(2). Dispatcher acknowledges the alert by immediately:

7(d)(2)A. Attempting to contact the portable radio that initiated the signal

7(d)(2)B. Notify command

## Transitioning to a Firefighter Rescue Strategy.

### 7(e). Command:

7(e)(1). Communicate with downed FF until Rescue Group Sup takes over

7(e)(2). Designate a Rescue Group Sup – assign current RIT crews to this group

7(e)(3). Hold your critical positions to provide safety from the fire

7(e)(4). Reassign available operational crews to the Rescue Group.

7(e)(5). Broadcast the change in strategy to a "Firefighter Rescue Strategy"

7(e)(6). Secure a new Rapid Intervention Team

7(e)(7). Consider calling for additional alarms, on scene SCBA refilling, and additional staff

7(e)(8). Consider tactical frequencies for Rescue, Fire, etc...

**7(e)(9).** Expand your Incident Command Team to include an incident information officer and a person to make contact with family members of firefighters.

**7(f). Rescue Group Supervisor:**

**7(f)(1).** Take over communication with downed FF from Command

**7(f)(2).** Gather intelligence on the Firefighters situation

**7(f)(3).** Establish rescue plan that meets these goals

**7(f)(3)A.** Locate the Firefighter

**7(f)(3)B.** Provide for air and fire protection

**7(f)(3)C.** Extract the Firefighter

**7(f)(4).** Manage the safety and accountability of all crews assigned to you

**7(f)(5).** Organize to manage Search, Air Support, Extraction, and Medical

**7(f)(6).** Request additional resources as needed

**7(g). Crews Assigned to Rescue Group:**


**7(g)(1).** Current Rapid Intervention Teams - Drop the RIT designator

**7(g)(2).** Reassigned crews must confirm your assignment with Rescue and report your air status.

**8. Transitioning Back to a Normal Strategy.**

**8(a).** After the FF rescue is complete, request a roll call from crews on scene. Command shall determine when the “Mayday” is over. This should be broadcast to all incident personnel and your dispatch center.

**8(b).** A new assessment of the building condition should be made and a new strategy should be adopted. Available crews shall be reassigned to fire suppression activities based on the new strategy.

**8(c).** Firefighters directly involved in the rescue effort should be rehabbed and provided with a debriefing appropriate for the situation. 



## 212-Rapid Intervention Team (RIT)

DEVELOPED BY: Div. Chief Kamron Ismaili

DATE: January 1, 2017

APPROVED BY: Fire Chief Dennis Hoke

SUPERSEDES: April 10, 2014

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** This SOG outlines specific requirements and operation of an Initial Rapid Intervention Team (IRIT) and Rapid Intervention Team (RIT).
2. **Purpose.** The Fire District responds to incidents that present the potential for high risk to firefighter safety. This policy identifies a guideline for the safe and effective operation of IRIT and RIT.
3. **Definitions.**
  - 3(a). **Immediately Dangerous to Life or Health (IDLH):** An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
  - 3(b). **Initial Rapid Intervention Team (IRIT):** A temporary team of at least two firefighters, fully equipped and trained, on standby outside the structure to provide assistance or rapid rescue, if needed. An IRIT is only intended as a temporary, stand-by crew and is not intended for long term assignment where a formal Rapid Intervention Team should be assigned.
  - 3(c). **Imminent Life Threatening Situation:** A situation in which immediate action is required to prevent the loss of life or serious injury before the team of four (4) firefighters is assembled or an IRIT has been established.
  - 3(d). **Rapid Intervention Team (RIT):** A team of at least two (2) firefighters (3 preferred) on standby outside the structure to provide assistance or rapid rescue, if needed. (A RIT is intended to replace the IRIT after the first few minutes of the incident.)
  - 3(e). **Level 1PPE:** District issue fire fighting boots, bunker pants, coat, hood, helmet, gloves, and SCBA.
4. **Initial Rapid Intervention Team (IRIT) Procedure.**
  - 4(a). **Requirements:**
    - 4(a)(1). IRIT will be used for initial fire ground operations
    - 4(a)(2). A team of at least four firefighters must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage.
    - 4(a)(3). At least two firefighters to enter the IDLH atmosphere and remain in visual or voice (not radio) contact with each other.

- 4(a)(4).** The first outside firefighter must actively monitor the status of the inside firefighters and not be assigned other duties.
- 4(a)(5).** The second outside firefighter may be assigned to an additional role, including, but not limited to: Apparatus Operator, Incident Commander, so long as this individual is able to perform assistance or rescue activities without jeopardizing safety or health of anyone at the scene.

**4(b). Exception IRIT:**

- 4(b)(1).** Except in an imminent life-threatening when situation when immediate action could prevent the loss of life or serious injury before a team of four firefighters are assembled. In this case the company will operate in the Rescue Mode. Fire Fighters/ Officers should use sound judgment and consider all factors such as stage of the fire, IDLH environment, and obvious clues to determine the possibility of a rescue.
- 4(b)(2).** Evidence that victims are in a structure will be as follows:
  - 4(b)(2)A.** Reports from bystanders
  - 4(b)(2)B.** Visual contact
  - 4(b)(2)C.** Sounds from victims within the IDLH atmosphere
  - 4(b)(2)D.** Direct communication with the victims via 911 Dispatch Center or other means.
  - 4(b)(2)E.** On scene facts suggest a victim may be inside.

**Rapid Intervention Team (RIT) Procedure.**

**4(c). Establishment of RIT:**

- 4(c)(1).** The Incident Commander (IC) shall establish a RIT at any incident where personnel are required to operate in an IDLH and other incidents that present a high risk.
- 4(c)(2).** The RIT shall either replace or include the personnel from the Initial Rapid Intervention Team (if previously established).
- 4(c)(3).** The number, size and location of RIT teams at the scene should be flexible based on the incident's size and complexity. After evaluating the scene the IC shall provide one or more RIT teams based on the risk presented.
- 4(c)(4).** RIT works at the crew or group level and reports to the Operations Section Chief (IC if Operations is not staffed).
- 4(c)(5).** A crew of 2 can be used if Command has another source for the potential Rescue Group Supervisor. A crew of three or more is optimal to provide the option of assigning the Captain to the Rescue Group Supervisor if activated.

**4(d). Radio Frequency and Designation:**

- 4(d)(1). Mayday radio frequency will be the primary channel, unless otherwise designated by the Incident Commander at the briefing.
- 4(d)(2). All other radio frequencies will be determined by the Incident Commander at the briefing
- 4(d)(3). The radio designation for the RIT prior to deployment will be "RIT."
- 4(d)(4). If additional RIT are assigned Command should consider designating one RIT leader
- 4(d)(5). With multiple RITs, consider identifying them by their geographical area. "Charlie RIT", "Floor 2 RIT", etc ...

**4(e). Reporting to the Incident Commander:** The RIT officer will meet face-to-face with the Incident Commander to receive a briefing on the incident. The briefing should include the following information:

- 4(e)(1). What is the Incident Action Plan
- 4(e)(2). Obtain / create a preplan of the building
- 4(e)(3). Significant events that have occurred
- 4(e)(4). How long crews have been operating in SCBA
- 4(e)(5). Location( s) of crews
- 4(e)(6). Other resources responding
- 4(e)(7). Discuss the communication plan in the event of a MayDay
- 4(e)(8). Review the actions you intend to take outside the hot zone (see below)

**4(f). Scene Size Up:** The RIT is expected to perform an initial and on-going size up. RIT size up should be based on firefighter survival; on what may cause firefighters to be trapped, lost or become missing inside the structure, and how RIT can facilitate their escape or rescue. Structure size up should include:

- 4(f)(1). Complete 360 degree walk around when possible
- 4(f)(2). Identifying hazards that will block or slow firefighter building evacuation
- 4(f)(3). Building construction, size, and occupancy
- 4(f)(4). Placement of windows and doors
- 4(f)(5). Placement of high security devices such as burglar bars

**4(g). The RIT Firefighters Begin Staging Equipment:**

- 4(g)(1). Layout RIT Tarp where it provides access to tools but not in the way

- 4(g)(2).** Gather the following equipment, place on tarp
  - 4(g)(2)A.** RIT Pack
  - 4(g)(2)B.** Thermal Imaging Camera
  - 4(g)(2)C.** Search rope
  - 4(g)(2)D.** Irons
  - 4(g)(2)E.** **Additional equipment appropriate for the situation**


**4(h). Actions Prior to Deployment:**

**4(h)(1). *Make the scene operation safer* - "Soften the Structure"**

- 4(h)(1)A.** Force all exterior doors, leave closed so as not to interfere with PPV.
- 4(h)(1)B.** Remove all security bars from the exterior windows.
- 4(h)(1)C.** If a window is broken out - clean out the frame and the glass.
- 4(h)(1)D.** Ladder upper floors at sill - tie off at base if able.
- 4(h)(1)E.** Shut off all utilities to the structure if able to stay out of hot zone.
- 4(h)(1)F.** Position additional hose lines near potential access points.

**4(h)(2). *Additional Considerations***

- 4(h)(2)A.** Provide updates to the IC (or Ops) and Interior crews regarding the conditions of the fire, possible hazards and additional exit points.
- 4(h)(2)B.** Remain available for immediate response - The IC (or Ops) can use RIT personnel for activities such as recon, utilities, laddering, etc.
- 4(h)(2)C.** Closely monitor radio channels at all times for the activities and status of working companies.
- 4(h)(2)D.** Monitor crews in rehab - they can give you inside information about the building and the conditions inside.
- 4(h)(2)E.** Review accountability/status board at Command Post and maintain knowledge of all company locations.
- 4(h)(2)F.** RIT should not be on air unless they have been deployed or reassigned

**4(i). RIT Activation:** RIT shall be activated at any time a firefighter(s) is reported to be lost, trapped, or unaccounted for. The RIT shall deploy from the known or suspected last location of the firefighter(s) in distress with appropriate tools and equipment for the situation. The IC shall initiate actions consistent with Mayday SOG. 

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**


- 1. General.** This SOG outlines specific details and guidance for performing ventilation during fire operations
- 2. General Information on Ventilation.**
  - 2(a).** Ventilation shall be closely coordinated with offensive operations and shall be initiated as soon as possible.
  - 2(b).** Ventilation shall be used to:
    - 2(b)(1).** Channel heat, smoke, and flames from potential victims.
    - 2(b)(2).** To prevent backdraft or flashover.
    - 2(b)(3).** To remove heat and smoke from the building to reduce fire spread and further property damage.
    - 2(b)(4).** To allow the interior of the structure to be more tenable and safer for firefighting operations.
    - 2(b)(5).** To prevent further extension of fire into uninvolved areas (trench cut, etc.).
  - 2(c).** Do not direct a fire stream into any ventilation exit point.
- 3. Types of Ventilation.**
  - 3(a). Positive Pressure Ventilation (PPV):**
    - 3(a)(1).** Positive pressure fans shall be placed at the point of entry from the unburned side of the fire.
    - 3(a)(2).** Fans shall be positioned several feet back from the point of entry. This will create a pressure “cone” effect around the door.
    - 3(a)(3).** An exit point for the pressurized air shall be provided and should generally be at a window, door, or other opening in the fire area.
    - 3(a)(4).** As each area of the structure is cleared of smoke that area should be closed off and another exit point created for PPV to clear the structure systematically.
  - 3(b). Vertical (roof) Ventilation:**
    - 3(b)(1).** All roof ventilation cuts shall be a minimum of a 4’ X 4’ hole. If practicable, natural roof openings can be used.

- 3(b)(2).** Minimal personnel shall be placed on the roof; however, a minimum of 2 firefighters shall be used. All personnel shall exit the roof as soon as the task is accomplished.
- 3(b)(3).** A secondary means of egress shall be provided for personnel on the roof.
- 3(b)(4).** Lifelines, roof ladders, or other means to protect personnel from sliding or falling off the roof shall be used.
- 3(b)(5).** Sound the roof for structural integrity before stepping onto it.
- 3(b)(6).** All gas-powered saws shall be started on the ground and then shut off before climbing to the roof.
- 3(b)(7).** When possible, the ventilation hole shall be cut directly over the fire area.
- 3(b)(8).** Common tools used to perform roof ventilation include but not limited to saw, axe, and pike pole.
- 3(b)(9).** If fire impingement or exposed to super heated gasses are likely, a roof ventilation shall not be initiated in any building that is known to have truss construction as the roof members.

**3(c). Horizontal (natural) Ventilation:**

- 3(c)(1).** Every effort shall be made to open the window rather than breaking them, as long as this does not jeopardize or harm the operation. Top sections of the windows shall be opened to obtain the maximum effect. Screens shall also be removed to provide a smooth flow of air.
- 3(c)(2).** Horizontal entry point shall be from the windward side of the structure and the exit point shall be from a window or door in the involved room.
- 3(c)(3).** Horizontal ventilation shall be used on mobile homes, never vertical ventilation.

**3(d). Hydraulic Ventilation:**

- 3(d)(1).** Hydraulic ventilation shall be used in situations where other types of ventilation are not being used.
- 3(d)(2).** Hydraulic ventilation shall be performed by hose teams making an offensive attack on the fire.
- 3(d)(3).** Hydraulic ventilation shall be performed by setting a wide fog stream pattern that will cover the window or door opening from which the smoke will be pushed out.
- 3(d)(4).** The nozzle shall be at least two feet from the opening to perform correctly. 

## 214-Structural Firefighting

DEVELOPED BY: *Div. Chief Kamron Ismaili*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** This SOG outlines specific details and guidance for structural firefighting.
2. **Purpose.** To establish standard operational guidelines for structural firefighting operations. These procedures are designed to provide a framework for safe operations when dealing with structural fire incidents in common residential, multi-family, commercial, high-rise, and mercantile type buildings within Illinois Valley Fire District.
3. **Definitions.**
  - 3(a). **Commercial Building:** Buildings used for industrial, mercantile, storage or office use.
  - 3(b). **High-Rise Building:** Any building that is over four floors in height.
  - 3(c). **Incident Commander:** A firefighter/officer in control of all groups/divisions on an incident. (The Incident Commander may reassign control of any functional area to a subordinate officer based on the scope of the incident. Therefore, the reference to Incident Commander may be applicable to the Operations Officer, Interior Officer, EMS Officer, etc.)
  - 3(d). **Multi-Family Dwelling:** Residential building containing more than one family unit under one roof.
  - 3(e). **Obvious Rescue:** A building occupant that is visible to the fire/rescue personnel, and is in immediate danger of injury or death.
  - 3(f). **Officer In Charge (OIC):** Company Officer or highest-ranking individual in charge of a specific unit (engine, rescue, water tender, etc.), responding in the officer's seat of the apparatus.
  - 3(g). **Secondary Water Supply:** Water supply that has been established from a source other than the hydrant or static water supply utilized by the first arriving engine.
  - 3(h). **Single Family Dwelling:** Residential building containing one family unit under one roof.
4. **Procedures.** The following standard operating procedures have been established to provide a consistent and safe response and mitigation of structural fire emergencies. The following procedures shall be used for a street assignment consisting of two engines, four water tenders (over 1000 ft from a hydrant), the air trailer and the duty officer. Additional units may be added as the incident evolves or for special conditions.

**4(a). 1<sup>st</sup> Due Engine:**


- 4(a)(1).** Take steps to establish continuous water supply. This will normally be accomplished by use of a forward; straight lay from the closest appropriate hydrant or water supply point.
- 4(a)(2).** Apparatus shall normally be positioned on Side A but in a way that does not hinder the responding apparatus space to accomplish their responsibilities.
- 4(a)(3).** Unit officer in charge (OIC) shall complete an initial size-up to include a 360 of the structure and provide a brief radio return to include:
  - 4(a)(3)A.** Correct address (if other than dispatched).
  - 4(a)(3)B.** Dimensions of the structure.
  - 4(a)(3)C.** Number of floors.
  - 4(a)(3)D.** Type of occupancy.
  - 4(a)(3)E.** Type of construction.
  - 4(a)(3)F.** Conditions present/location of fire, if known.
- 4(a)(4).** Unit OIC shall ensure that the Incident Command System is established.
  - 4(a)(4)A.** The Unit OIC shall assume the role of Incident Commander.
  - 4(a)(4)B.** If the Unit OIC must remain with the crew to ensure the safe and effective operation of that crew, he/she shall call a “working command”. The officer on the 2nd due apparatus shall assume the role of Incident Commander.
  - 4(a)(4)C.** Shall determine whether the incident conditions warrant an offensive attack or a defensive attack.
  - 4(a)(4)D.** Make obvious rescues and ensure occupants are evaluated and given appropriate emergency medical care.
  - 4(a)(4)E.** Advance an attack hose line of sufficient GPM flow and length to the fire area capable of confining, controlling, and/or extinguishing the fire. Include the tools or equipment that are normally needed to complete this assignment.

The preferred advancement of the initial attack hose line in multi-family dwellings shall be via the stairs to protect the means of escape for building occupants.
  - 4(a)(4)F.** Conduct a primary search of the immediate fire area.

**4(b). 2<sup>nd</sup> Due Engine:**

- 4(b)(1).** Ensure adequate water supply to 1st due engine.



- 4(b)(2).** Ensure that a responding engine company covers sprinkler and/or standpipe connection(s) in multi-family dwellings, commercial buildings, and high-rise building.
- 4(b)(3).** Ensure that obvious rescues are being made and the occupants are evaluated and given appropriate emergency medical care.
- 4(b)(4).** Unless directed otherwise by the Incident Commander, advance an attack hose line of sufficient length to cover any location in dwelling. Include the tools and equipment that are normally needed to complete this assignment. This attack hose line normally serves as a backup of the initial attack hose line or is used to confine, control, and/or extinguish vertical or horizontal fire extension in the most probable or threatened area.
  - 4(b)(4)A.** It shall also be used to support the “2 in/2 out”, in accordance with IVFD 2 in/2 out policy, until reassigned or deployed by the Incident Commander.
- 4(b)(5).** Assume IC if 1st Due Engine is in working command mode.
- 4(b)(6).** Conduct a primary search of any interior area that the crew is assigned to.
- 4(b)(7).** Ensure a secondary search is conducted when the fire is controlled and ventilation has been started. 

## 215-Public Information Officer

DEVELOPED BY: *Fire Chief Dennis Hoke*

DATE: JANUARY 1, 2017

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: MARCH 10, 2015

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** The fire district recognizes the need to communicate openly with the general public and the media. The fire district will strive to provide correct and factual information to the public and news media in a timely and impartial manner.
2. **Purpose.** To establish a guideline for the fire district's flow of information between the district, the news media and the general public.
3. **Scope.** This action will cover the district's public information officer as well as all fire district personnel who operate at any fire district scene or event. Ability to deviate from the guideline lies with the fire chief or his appointed designee.
4. **Responsibilities of the Public Information Officer (PIO).**
  - 4(a). The PIO is responsible for coordinating the flow of information concerning district policies and operations and on specific statements concerning issues that could arise concerning the district.
  - 4(b). The PIO will act as the main source for media contacts. The Incident Commander may be responsible for the release of news information at the scene of an emergency. At no time will the emergency operation be compromised for the release of news information.
  - 4(c). In the event of an extremely newsworthy incident, the IC will determine the need for the PIO's response. When a response is needed, the IC will notify dispatch and have a PIO dispatched to the scene. Dispatch will notify the PIO and immediately advise him/her of the situation.
  - 4(d). A PIO will report to the scene of all major incidents to coordinate media information. MAJOR INCIDENTS shall be defined as:
    - 4(d)(1). Multi-alarm fire incidents involving industrial or commercial occupancies
    - 4(d)(2). Fire incidents involving fatalities or serious injuries
    - 4(d)(3). Any incident involving multiple fatalities or serious injuries
    - 4(d)(4). Hazardous materials emergencies or any other incident requiring major evacuations
    - 4(d)(5). Extended or complicated rescue operations
    - 4(d)(6). Any incident involving death or serious injury to Fire district personnel

**4(d)(7).** All serious accidents involving fire vehicles that result in injury or fatality to civilians or fire district personnel

**4(d)(8).** Serious aircraft or railroad accidents

**4(d)(9).** The PIO along with the Chief, and the Deputy Chief are to be notified of any working fires.

**4(e).** Upon arrival at the scene of a major incident, the PIO shall report to the command post to confer with the IC on the information to be released.

**4(f).** If requested by the media and with agreement of affected personnel, the PIO, via chain of command, may coordinate an interview with employees having first-hand knowledge of a particular fire/EMS related activity.

**4(g).** The PIO will obtain approval through the Fire Chief prior to release of information on: Internal Investigations, Personnel Matters and Citizen Complaints to fire personnel or media representatives.

## **5. Incident Command (IC).**

**5(a).** The IC shall be responsible for the management of public information on the fire ground.

**5(b).** Any major incident (as described above) likely to attract news media attention, shall be brought to the attention of the PIO by the IC.

**5(c).** The IC may establish a Joint Information Center (JIC) if the incident warrants. The PIO will provide frequent updates.

**5(d).** At multi-agency incidents, the agency having primary jurisdiction will be responsible for the coordination and release of information to the media.

**5(e).** Members of the media will often respond to a scene that normally would not require the presence of a PIO. In such cases, the IC should be prepared to provide a media briefing as soon as their command responsibilities permit.

## **6. Information Release Guidelines.**

**6(a).** Information released to the media should relate only to the facts of the incident.

**6(b).** No determination as to the cause of an incident shall be released. Questions relating to the cause shall be referred to the appropriate investigative agency (i.e. on scene Fire Investigators, Fire Marshal, and/or Law Enforcement).

**6(c).** Under NO circumstances shall the names of fatalities or injured persons be released unless authorized by the PIO or the appropriate investigative agency.


**6(d).** At no time shall Fire personnel information be provided to the news media. All requests for such information shall be immediately referred to the PIO via the chain of command.

**6(e).** When in the opinion of the IC an incident results in what may be a potentially controversial situation, the PIO will be notified immediately.

- 6(f).** When a representative of the news media request interviews or information from district personnel at any time other than that described in the above section, the request shall be referred to the PIO via the chain of command.
- 6(g).** Do not release the following information:
  - 6(g)(1).** The identity of the victim of a sex crime
  - 6(g)(2).** The identity of a juvenile suspect
  - 6(g)(3).** The identity or other identifying information (i.e. captain of football team, cheerleader) on an attempted suicide
  - 6(g)(4).** Information on an active fire investigation regarding cause
  - 6(g)(5).** Standard operating procedures written for emergency response or pre-fire action plans
  - 6(g)(6).** Information on suspects who have been interviewed but not charged
  - 6(g)(7).** Release of victim information on fire or medical emergencies
- 6(h).** The release of names and identifiable biographical information of victims, including minors, is not restricted. No information on the identity of any critically injured or deceased person shall be made prior to notification of next of kin (usually 24 hours from the time of death).
- 6(i).** Individually identifiable health information obtained by the fire district is confidential.
- 6(j).** The release of names of deceased persons shall be handled by the primary responder.

## **7. Media Relations.**

- 7(a).** It is very important that the PIO or his designee very early on make arrangements to guide the media to vantage points to safely get coverage without interfering with emergency operations. Failure to do this will result in free-lancing by the Media. In large scale operations it may require that a Media Sector be set up in Staging or other location where transportation to the incident site can be arranged by the PIO. (Consider the use of a City Bus.)
- 7(b).** At the scene of any event of public interest, representatives of the news media will be permitted to conduct interviews, take photographs, and otherwise perform their assigned tasks, provided that their actions are not in violation of the guidelines established in the SOG, and provided such activity does not interfere with fire district operations.
- 7(c).** Photographs and video tapes, may be taken from any area where the news media have been given access to by the IC or PIO. Areas of access for news representatives on the scene of an incident will include:
  - 7(c)(1).** Any areas open to the public.

- 7(c)(2).** Any designated area set aside for news media briefings
- 7(c)(3).** Any areas to which the news media representatives are provided guided access to by the PIO, IC or his/her designee
- 7(d).** News media representatives shall be permitted to interview victims of an incident who have consented to such interviews providing:
  - 7(d)(1).** The victim is not undergoing medical attention
  - 7(d)(2).** The victim appears to be able to make sound decisions, is not visibly upset, severely injured or emotionally distraught
  - 7(d)(3).** Investigative personnel have completed their interviews
  - 7(d)(4).** If the victim desires not to be interviewed, the media representatives will be so advised 





# 216- Ready Reserve Water Tender Operator

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DEVELOPED BY: *Div. Chief Kamron Ismaili*

DATE: *January 1, 2016*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *November10, 2016*

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **Purpose.** To establish guidelines for the efficient and safe response of the Ready Reserve Water Tender Operator to emergency incidents.
2. **Scope.** The Ready Reserve Water Tender Operator position is a non-firefighter support position. They do not pull shifts. They will be activated by special tone out by the Incident Commander or the Duty Officer. The Chief may direct other means of activation (Pre designated assignments).

**2(a). Responsibilities:**

- 2(a)(1). The operator is responsible for but not limited to driving water tenders, operating water tender pumps, setting up empty portable tanks, and to supply water to fire apparatus.
- 2(a)(2). Provides additional water supply to suppress fires of all types including but not limited to structure, wildland, and vehicle fires.
- 2(a)(3). The operator will operate engines at the scene when the engine operator is assigned other tasks.
- 2(a)(4). They are not authorized to engage in fire suppression operations.
- 2(a)(5). The operator will comply with the Driving SOG.

**2(b). Response PPE:**

- 2(b)(1). **Structure Fires:** Wildland Helmet, Wildland Coat, Duty/ Wildland Pants, All Leather Boots, Wildland Gloves.
- 2(b)(2). **Wildland:** Wildland Helmet, Wildland Coat, Wildland Pants, All Leather Boots, Wildland Gloves.


# ***EMERGENCY MEDICAL SERVICES***





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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG addresses procedures to be taken by District personnel for providing Emergency Medical Care throughout the Fire District.
- 2. Purpose.** To provide guidance to Illinois Valley Fire District EMS certified personnel when initiating medical patient care during the scope of their duties.
- 3. Protocols.** All medical trained personnel will provide medical service and treatment based on the Josephine County EMS Treatment Protocols signed by the District's supervising physician.
- 4. Certification.**
  - 4(a).** It is the responsibility of every medically certified member to attend all necessary continuing education class and practical opportunities to maintain their certification level.
  - 4(b).** All continuing education requirements must be met no later than the month prior to the month of expiration during the recertifying year to be eligible for having their recertification fees covered by the District. Anyone beyond that time will be responsible for their own recertification costs and associated late fees.
- 5. Approach to Patient Care.** It is the goal of the Illinois Valley Fire District to provide the best service possible and in the most efficient manner possible. As such, it is recommended when multiple responders are on scene to use the "Pit Crew" approach to patient care. This is where each member is assigned a given task prior to making patient contact. I.e. crew member #1 is taking vitals, crew member # 2 takes a patient history, etc. If another member shows up to assist at a later time then the lead tech will assign them a task to perform. 



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DEVELOPED BY: Deputy Chief Jeff Gavlik  
APPROVED BY: Fire Chief Dennis Hoke

DATE: January 1, 2017  
SUPERSEDES: April 10, 2014

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** This SOG outlines specific details and guidance for Infectious Diseases (Bloodborne Pathogens) and Exposure Control.
2. **Purpose.** To establish a procedure, for all District personnel, to deal with the potential exposure to blood borne pathogens or communicable diseases. Since medical history and examination cannot identify patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients, especially those that the risk of blood exposure is increased and the infectious status of the patient is unknown.
3. **Scope.** This policy applies to all District personnel that could be involved in any incident dealing with patient handling in any manner, cleaning of equipment used in patient care, or any other incident or circumstances where a District member could come into contact with bodily fluids. Each District member shall be familiar with this policy and shall have required annual refresher training. Training will be made available to District personnel on an annual basis or when significant new information becomes available.
4. **Definitions.**
  - 4(a). **Blood:** refers to human blood and components and products made or derived from human blood.
  - 4(b). **Bloodborne Pathogens:** means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to:
    - 4(b)(1). **HBV**--Hepatitis B Virus.
    - 4(b)(2). **HCV**--Hepatitis C Virus
    - 4(b)(3). **HIV**--Human Immunodeficiency Virus
  - 4(c). **Engineering Controls:** are used to prevent or minimize personal exposure. For example, sharps disposal containers, safer medical devices with engineered sharps injury protection such as self-sheathing needles and needleless systems that isolate or remove the bloodborne pathogens hazard from the workplace.
  - 4(d). **Occupational Exposure:** means reasonably anticipated skin, eye, mucous membrane, or parenteral (piercing) contact with blood or other potentially infectious materials that may result from the performance of a District member's duties. "Exposure" does

not include incidental exposures which may take place on the job, which are neither reasonably nor routinely expected, and which the District member is not required to incur in the normal course of their duties.

- 4(e). Exposure Incident:** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material resulting from the performance of a District member's duties.
- 4(f). Other Potentially Infectious Material includes:**
- 4(f)(1).** The following human body fluids: semen, vaginal secretions, amniotic fluid, cerebrospinal fluid, peritoneal fluid, pleural fluid, pericardial fluid, synovial fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
  - 4(f)(2).** Any unfixed tissue or organ, other than intact skin, from a living or dead human;
  - 4(f)(3).** Cell, tissue and organ cultures unless well characterized and certified as free of HIV and HBV; media or other solutions derived from these cultures that may contain HIV or HBV;
  - 4(f)(4).** Blood, organs, or other tissues from experimental animals infected with HIV or HBV or other pathogens.
  - 4(f)(5).** The following are **NOT** considered potentially infectious unless they contain blood: feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus. The risk for transmission of HBV, HCV, and HIV infection from these fluids and materials is extremely low.
- 4(g). Parenteral:** means exposure occurring as a result of piercing mucous membrane or the skin barrier, such as exposure through subcutaneous, intramuscular, intravenous, or arterial routes resulting from needle sticks, bites, cuts, and abrasions.
- 4(h). Regulated Waste:** includes any of the following: (1) liquid or semi-liquid blood or other potentially infectious material; (2) contaminated items that would release blood or other potentially infectious material in a liquid or semi-liquid state if compressed; (3) items which are caked with dried blood or other potentially infectious material and which are capable of releasing these materials during handling; (4) contaminated sharps; (5) pathological and microbiological waste that contains blood.
- 4(i). Universal Precautions:** means a method of infection control that treats all human blood and other potentially infectious material as capable of transmitting HIV, HBV, and other bloodborne pathogens.
- 4(j). Work Practices:** means controls that reduce the likelihood of exposure to bloodborne pathogens by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

## 5. Universal Precautions.

- 5(a).** Universal precautions are recommended by the Center for Disease Control as a means of protection for Health care providers. Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and use of gloves to prevent gross microbial contamination of hands.
- 5(b).** Hand washing facilities may not always be readily available. In such cases, an appropriate antiseptic hand cleaner in conjunction with clean towels or antiseptic towelettes may be used and hand washing should be done as soon as possible. Universal precautions apply to blood and other body fluid containing visible blood.
- 5(c).** Blood is the single most important source of HIV, hepatitis B virus and other blood pathogens. Universal precautions also apply to tissues, semen, vaginal secretions and the following fluids: cerebral spinal, synovial (*joints*), pleural (*chest*), peritoneal (*abdominal*), pericardial (*heart*), and amniotic (*fluid around an unborn infant*). Universal precautions do not apply to feces, nasal secretions, sputum, saliva, sweat, tears, urine, and vomitus, unless they contain visible blood.
- 5(d).** Universal precautions should be the minimum precautions for all procedures in an emergency or major traumatic injury. Routine use of appropriate barrier precautions such as gloves and surgical mask should be worn as needed and protective eyewear with face shield should be worn if splashing/spraying of blood or body fluid is likely. Appropriate protective barriers shall be used to prevent exposure to blood, body fluids containing visible blood and other fluid to which universal precautions apply. From the exposure determination, the appropriate protective equipment such as, but not limited to gloves; gowns; face shields or mask and eye protection; mouthpieces; resuscitation bag masks; pocket masks or other devices should be used.
- 5(e).** If a District member temporarily and briefly declines to use personal protective equipment under rare situations, it must be the District member's judgment in that instance that its use would prevent or delay the delivery of health care, which could cause a negative outcome.
- 5(f). Universal Precaution Procedures:**
- 5(f)(1). *Personal Protective Equipment***
- 5(f)(1)A.** The Fire District daily duty uniform is not considered personal protective equipment.
- 5(f)(1)B. Medical Gloves**
- 5(f)(1)B(i).** Will be worn when contact with blood and/or body fluids, mucous membranes, or non-intact skin of any patient is anticipated.
- 5(f)(1)B(ii).** Will be worn when handling items or surfaces soaked with blood or body fluids.

**5(f)(1)B(iii).** Will be worn when cleaning equipment used in-patient handling.

**5(f)(1)B(iv).** Should be changed between patients.

**5(f)(1)B(v).** Should be changed as promptly as possible, if tearing or puncture occurs.

**5(f)(1)B(vi).** Hand washing should be done after removal of gloves.

**5(f)(1)B(vii).** Should be discarded in a red Biohazard container.

**5(f)(1)C.** Masks & Protective Eyewear Should be worn when the possibility of splashes or sprays of blood or body fluids are likely to occur.

**5(f)(1)D.** Cover Gowns or Aprons Should be worn when the possibility of a splash or spray of blood or body fluid may occur.

**6. Cleaning and Decontamination of Equipment.** Chemical germicides that are registered with the U.S. Environmental Protection Agency as "sterile" may be used either for sterilization or high-level disinfections. Medical devices that require sterilization or disinfections should be thoroughly cleaned before being exposed to the germicide and the manufacturers' instructions for use of the germicide should be followed. In addition to commercially available chemical germicides, a solution of sodium hypochlorite (house bleach) prepared daily can be used at a mixture of 1:10 dilution of water and bleach.

**6(a).** Visible materials should be removed with a germicide, then decontaminate with fresh germicidal chemical after cleaning.

**6(b).** Gloves should be worn during cleaning and decontamination procedures.

**7. Engineering & Work Practice Controls.**

**7(a).** Established to minimize or eliminate exposure.

**7(b).** Review and revise, if necessary, on annual basis.

**7(c). Hand Washing:**

**7(c)(1).** All personnel who perform a task where there is a risk of exposure to blood or body fluid shall wash their hands as soon as it is feasible, after removing personal protective equipment used while performing the task.

**7(c)(2).** When it is not feasible to wash hands, District members shall use the antiseptic, waterless hand cleaning products provided. The District members shall wash hands with soap and water at the earliest practical opportunity after using the antiseptic, waterless hand cleaning products, after performing an exposure prone task.

**7(d). Handling of Contaminated Sharps:**

- 7(d)(1).** Needles or any other type of sharp shall not be bent, sheared or recapped. Exception: the one handed scoop (Zorro) method may be used when recapping the needle of a syringe used to administer incremental doses of a medication to the same patient.
- 7(d)(2).** It is the policy of the Illinois Valley Fire District that only retractable lancets (for glucose testing) be utilized in all operations.
- 7(d)(3).** All sharps shall be placed in an appropriate sharps container provided in all work areas where there is a risk of exposure to bloodborne pathogens.
- 7(d)(4).** All sharps containers shall be:
  - 7(d)(4)A.** approved by the EMS Division
  - 7(d)(4)B.** puncture resistant
  - 7(d)(4)C.** labeled or color coded red as a biological waste
  - 7(d)(4)D.** leak proof on sides and bottom
  - 7(d)(4)E.** kept in all patient/work areas
  - 7(d)(4)F.** a portable, single use container shall be carried into any scene where invasive care may be provided and properly disposed of after the call
  - 7(d)(4)G.** disposed of according to local, state and federal regulations
  - 7(d)(4)H.** maintained in an upright position at all times
  - 7(d)(4)I.** replaced when they reach  $\frac{3}{4}$  full

**7(e). Handling of Contaminated Medical Waste:**

- 7(e)(1).** Contaminated waste shall be placed in containers, which are closeable, leak proof, red color and labeled biohazard with the approved biohazard legend. If a container develops a leak, the container should be placed in another container which meets the same criteria as described above, and sealed.
- 7(e)(2).** Contaminated waste will be disposed of through Southern Oregon Sanitation.

**7(f). Laundry:**

- 7(f)(1).** Company Officers should assure that any durable garment worn by the District member, during the course of their duties, that becomes contaminated will be either (a) disposed of and replaced, (b) appropriately cleaned or (c) laundered at the expense of the Fire District. Durable garments include District issued duty uniforms, including fire/brush gear worn on medical-type calls.

- 7(f)(2).** If a District member's garments become contaminated, District member will report the contamination to an Officer and then remove themselves from the scene and decontaminate. If circumstances do not allow for immediate decontamination, District member will decontaminate as soon as possible either at the fire station or medical facility. This also includes any personal clothing that is worn while responding to an alarm off duty. District member must be relieved from duty immediately at the end of the incident in order to shower / clean up and to change into a clean uniform.
- 7(f)(3).** Home laundering of a contaminated uniform is not permitted. The Fire District cannot guarantee that proper handling or laundering procedures are being followed in such a case. This could lead to migration of contaminants to the home.
- 7(f)(4).** All contaminated articles of clothing will be removed and placed into a large red biohazard bag and sealed. After contaminated clothing has been placed in the biobag and sealed, the Company Officer or Duty Officer will need to be notified and grant permission for the uniforms to be transported by District vehicle (not personal vehicle) to the local cleaners. This shall be done at no additional cost to the District member.
- 7(f)(5).** Fire gear that becomes contaminated during medical-type calls must be laundered immediately upon completion of the call. Affected personnel must inspect the gear to check for fluid penetration through the inner lining of the gear. If fluid has penetrated the liner, the gear must be placed out of service due to material defect. If the liner remains intact without fluid penetration, the liner is to be removed from the exterior portion of the gear and the waterproof side of the liner can be decontaminated with the use of germicide. The exterior portion of the fire gear can now be laundered following the same guidelines stipulated in Para. 7(d)(4).
- 7(f)(6).** Fire gear that becomes soiled during working fires should be rinsed off either on scene or at the station using domestic water supply; after which it may be placed in apparatus bay to air dry.
- 7(f)(7).** Boots and leather goods may be brush-scrubbed with germicide and hot water to remove contaminants. If leather products cannot be decontaminated properly, they are to be disposed of and replaced.
- 7(f)(8).** If a District member uniform becomes contaminated, or if the District member has otherwise become exposed, an Infectious Disease Incident Report must be completed immediately. Please refer to the "Exposure Reporting and Follow-Up" Section for further guidelines.
- 7(f)(9).** NOTE: District members should have at least two pairs of duty pants and shirts while on shift in the event their uniform becomes contaminated.

## **8. Vaccination.**



- 8(a).** The Hepatitis B Vaccine Series shall be made available, at no charge, to all District members whose duties place them at risk of an exposure to bloodborne pathogens. If the District member declines the vaccination series they must sign a declination form, which will be placed in the District member's medical file.
- 8(b).** The vaccination series shall be made available to them at any point in the future if they decide they want to be vaccinated by notifying Human Resources.
- 8(c).** The vaccine shall be made available to the District member within 90 days of assignment.
- 8(d).** The vaccine shall be administered by a health care professional in accordance with local medical regulations.
- 8(e).** If a District member is allergic to the vaccine or any of its components, it shall not be administered.
- 8(f).** Blood titers will not be routinely performed unless medically indicated.
- 8(g).** It is the Fire District's responsibility to properly notify series participants of the vaccine and titer schedule.
- 8(h).** It is the District member's responsibility to attend his/her scheduled appointment to receive each vaccine in the series, and to acquire the post-screening titer when he/she is due. Failure to follow these guidelines may result in inaccurate immunity levels.

## **9. Significant Exposure.**

- 9(a). Definition:** "Significant exposure" means sustained a contact, which carries a potential for transmission of HIV or other communicable disease/illness, by one or more of the following:
  - 9(a)(1).** Transmission of blood, semen or other body fluid into a body orifice.
  - 9(a)(2).** Exchange of blood during the accidental or intentional infliction of a penetrating wound, including a needle puncture.
  - 9(a)(3).** Blood or other body fluid exchange into an eye, an open wound, an oozing lesion, or where a significant breakdown in the epidermal barrier has occurred.
  - 9(a)(4).** Exposure to saliva as the result of a bite during the course of which the skin is broken.
- 9(b). Exposure Reporting:** In the case of a significant exposure to BLOOD or BODY FLUIDS, the District member shall upon recognizing the hazard, follow the below procedures:
  - 9(b)(1).** A significant exposure should be reported immediately after it occurred, or as soon as possible within 24 hours of the incident.
  - 9(b)(2).** An officer or senior firefighter in charge of the incident shall be notified, who in turn shall notify the next highest ranking officer of the situation.

- 9(b)(3).** A Significant Exposure Report Form should be filled out as soon as possible so medical care can be initiated immediately.
- 9(b)(4).** If at the scene, the District member(s) shall initiate action by notifying the ambulance staff to notify the receiving physician at the hospital to initiate blood testing procedures of the patient for a significant exposure. The District member(s) shall consider themselves and equipment out of service until decontamination is completed.
- 9(b)(5).** If at the station, the District member(s) should notify the officer in charge of the situation; they along with the equipment shall be out of service until decontamination of both is completed.
- 9(b)(6).** If at the hospital, the District member(s) should notify the emergency room staff as soon as possible to initiate blood testing procedures of the patient for a significant exposure and notify the officer in charge, so that District member(s) are logged as "out of service" until decontamination is completed.

**10. Exposure Reporting & Follow Up.**

**10(a). Exposure Determination:** In all exposure cases, the infection control officer must be notified and will determine if a medical evaluation is required. The member has the right to decline a post-exposure evaluation, and submit a written statement as such.

**10(b).** In all exposure cases, the exposed member must contact Admin. Staff and complete the member Packet for Accident or Incident.

**10(b)(1). *Illinois Valley Fire District Infectious Disease Exposure Sheet.*** This form is to be used if the source of the exposure is a patient transported to a receiving facility, or an exposure from an unknown source (e.g., needle stick).

**10(b)(1)A.** The following information is to be included in the forms:

**10(b)(1)A(i).** Route of exposure

**10(b)(1)A(ii).** Circumstances surrounding exposure

**10(b)(1)A(iii).** Action taken to exposed area

**10(b)(1)A(iv).** Personal Protective Equipment used

**10(b)(1)A(v).** Source individual

10(b)(1)A(v)a Attempts may be made by the Infection Control staff from the receiving facility to obtain source individual testing.

10(b)(1)A(v)b Source individuals are not required to consent to blood testing.

10(b)(1)A(v)c If source individual's HIV and HBV status are known, testing is not required.

10(b)(1)A(v)d If source individual consents to blood testing, any associated expense will be paid for by Illinois Valley Fire District.

**10(b)(1)A(vi).** If the District member consents to baseline blood collection by the Occupational Health facility, but refuses testing, the blood specimens will be stored for 90 days should the District member change his/her mind.

**10(b)(1)B. Post-Exposure Follow Up and Evaluation**

**10(b)(1)B(i).** Treatment, prophylaxis, and counseling will be made available according to the current recommendations by the Centers for Disease Control. It should be noted, however, that in some cases, exposures are handled individually depending on the type of exposure and source individual.

**10(b)(1)B(ii).** Such treatment shall be handled by a licensed health care professional (Occupational Health facility).

**10(b)(1)B(iii).** All treatment and follow up will be at no cost to the District member.

**10(b)(2). *Hazardous Materials Exposure Report Form.*** This form is to be used if the source of the exposure occurs due to a Hazardous Material(s).

**10(b)(2)A. The following information is to be included in the forms:**

**10(b)(2)A(i).** Incident Type

**10(b)(2)A(ii).** Length of exposure by fire/staging activity

**10(b)(2)A(iii).** Smoke/chemical/other exposure type

**10(b)(2)A(iv).** Signs and Symptoms

**10(b)(2)A(v).** Medical Diagnosis

**10(b)(2)A(vi).** Special Equipment Use and Level

**10(b)(2)A(vii).** Names of others with you at the time of exposure

**10(b)(3). Supplemental Forms:** When applicable the following forms will accompany the Infectious Disease or Hazardous Materials Exposure Form.

**10(b)(3)A. Occupational Health Declination Form.** This form is submitted in cases which the exposed District member declines any procedures beyond the Exposure Form reporting mechanism. This includes an immediate medical evaluation including medical counseling and follow-up treatment.

**10(c). Non-Industrial Illnesses:** If any field personnel have the following, he or she is not to participate in District activities until receiving medical clearance from a medical physician.

**10(c)(1).** Conjunctivitis (pink eye)

**10(c)(2).** Shingles

**10(c)(3).** Childhood Diseases (Varicella, mumps, measles, Rubella)

**10(c)(4).** Active Tuberculosis

**10(c)(5).** Neisseria Meningitis

**10(c)(6).** Pertussis

**10(d). Common Colds/Flu:** are not considered highly contagious unless high grade fevers are present, in which case, the affected District member should make the consideration to call in sick. In addition, if common infection control is utilized, these viruses are less likely to be spread to others. Consistent washing of hands, disinfecting counters and shared equipment will prevent opportunistic illnesses.

## **11. Annual Refresher Training.**

**11(a). Mandatory OSHA Refresher Training:** All Personnel included under the Exposure Control Plan are to receive annually:

**11(b).** Training pertinent to exposures in the following areas will be offered, and attendance will be mandatory for all personnel:


**11(b)(1).** Bloodborne Pathogens

**11(b)(2).** Airborne Pathogens

**11(b)(3).** Hazardous Communication

**11(b)(4).** Hearing Protection

**11(b)(5).** Respiratory Protection

**11(c).** Training will take place every 12 months. Personnel who do not attend training may receive disciplinary action, and will be placed on unpaid suspension until they can demonstrate compliance. 

## 303-Controlled Substances

DEVELOPED BY: *Fire Chief Dennis Hoke*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG establishes guidelines for inventory control, storage, and access of controlled substances to ensure compliance with all Federal, State, Local, and Medical Director regulations concerning Controlled Substances.
- 2. Procedures.**
  - 2(a).** All drugs considered to be a Controlled Substance under Federal Law will remain in a locked vehicle cabinet or safe at all times when not being used to treat a patient; this includes Morphine, Fentanyl, and Midazolam (Versed).
  - 2(b).** The Medical Director will certify the storage containers for adequacy and audit the controlled substance program annually.
  - 2(c).** Controlled Substance Log must be completed monthly or upon drug usage by an Emergency Medical Technician-Intermediate/Paramedic (EMT-I/P). The log will be kept with the medication.
  - 2(d).** A quarterly inventory will be done by a disinterested party.
  - 2(e).** Both EMT-I/Ps will confirm the numbered seal is in place and unbroken on the drug kits located on ALS response apparatus, and the safe located in IT room.
- 3. Controlled Substance Use.**
  - 3(a).** Use of controlled substances will be in accordance with the Josephine County Treatment Protocols for EMT-I/P.
  - 3(b).** Any controlled substance administered to a patient will be documented on the Patient Care Report (PCR). The name of the medication, time of administration, dose, and route of administration will be documented.
  - 3(c).** When a controlled substance is utilized to treat a patient, it must be replaced as soon as possible. Any remaining amount of the drug must be wasted in front of the person replacing or another IVFD District member or AMR employee. This will be documented on the PCR.
  - 3(d).** Deviations of the protocols for medication administration will be reported to the Fire Chief or Deputy Chief and the Medical Director.
- 4. Discrepancies.**
  - 4(a).** The Fire Chief or Deputy Chief will be notified immediately of any discrepancies.

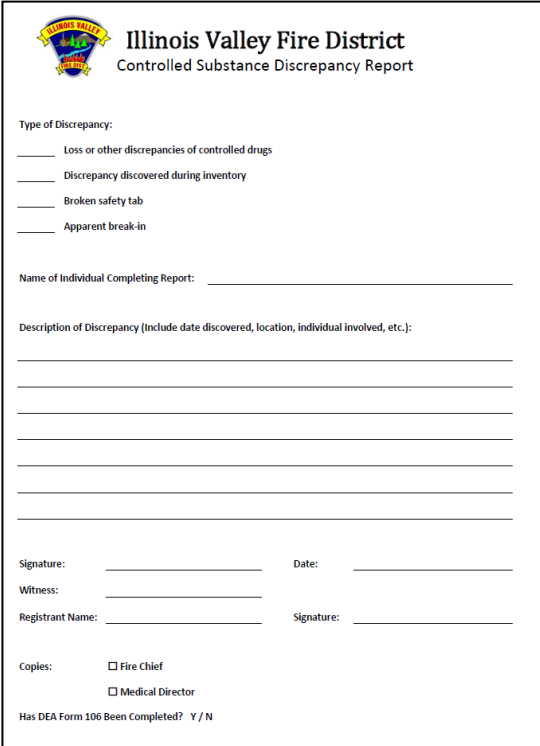
4(b). If breakage occurs, or a container appears to have been tampered with, or damaged, the Fire Chief or Deputy Chief must be notified immediately. A Controlled Substance Discrepancy form must be completed and given to the Fire Chief or Deputy Chief. If any Controlled Substance is misplaced (for example: left at a scene where a patient was being treated), the Fire Chief or Deputy Chief must immediately be notified. Exhaustive measures must be implemented to recover the Controlled Substance. If Controlled Substances are unable to be found and recovered, a written report must be accomplished and the log updated.


**5. Accountability.**

5(a). The EMT-I/P is held accountable for controlled substance medications within his/her control. All required paperwork and forms must be completed.

5(b). Failure to follow any portion of this SOG can be grounds for disciplinary action, including termination and criminal prosecution.

**Sample Forms**



 **Illinois Valley Fire District**  
Controlled Substance Discrepancy Report

Type of Discrepancy:

- Loss or other discrepancies of controlled drugs
- Discrepancy discovered during inventory
- Broken safety tab
- Apparent break-in

Name of Individual Completing Report: \_\_\_\_\_

Description of Discrepancy (Include date discovered, location, individual involved, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

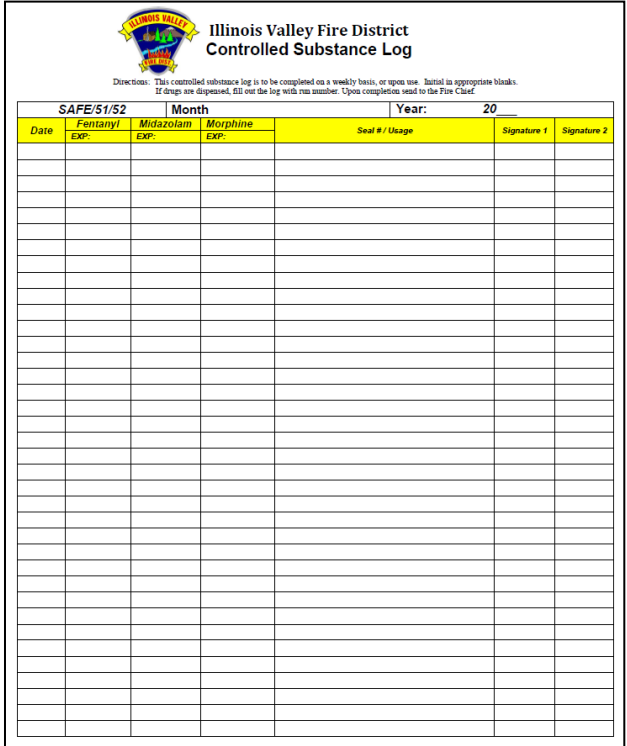
Signature: \_\_\_\_\_ Date: \_\_\_\_\_


Witness: \_\_\_\_\_

Registrant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Copies:  Fire Chief  
 Medical Director

Has DEA Form 106 Been Completed? Y/N



 **Illinois Valley Fire District**  
Controlled Substance Log

Directions: This controlled substance log is to be completed on a weekly basis, or upon use. Initial in appropriate blanks. If drugs are dispensed, fill out the log with rx number. Upon completion send to the Fire Chief.

SAFE/51/52			Month			Year: 20__	
Date	Fentanyl EXP:	Midazolam EXP:	Morphine EXP:	Seal # / Usage	Signature 1	Signature 2	



SECTION 400

**TRAINING**








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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG outlines specific details and guidance for how the District Training Program is administered.
- 2. Training Drills.**
  - 2(a).** It is the intent of the Illinois Valley Fire District to provide regulated and structured training drills to meet necessary state and federal guidelines and the maintenance of certifications.
  - 2(b).** Weekly drills will be performed on Tuesday nights from 1900 to 2100 hours with quarterly Saturday drills from 0800 to 1200 hours respectfully. Times are for planning purposes only and are subject to change as subject matter dictates.
  - 2(c).** Monthly drills are assigned to all shift personnel to be performed during their scheduled shifts so as to provide the weekly drills to focus on the group dynamics level of training.
- 3. Training Officer Responsibilities.**
  - 3(a).** The Training Officer maintains all training records and certifications, establishes the training schedule and ensures that instructors are assigned to each class topic.
  - 3(b).** The Training Officer is also responsible for ensuring that District personnel receive the necessary annual mandated training to satisfy both state and federal mandates. This will include both DPSST fire standards and DHS of the State of Oregon standards for EMS certifications.
  - 3(c).** The Training Officer will delegate instructor responsibilities to a number of District and non-District members and personally instruct no less than 20 percent of yearly scheduled trainings.
  - 3(d).** The Training Officer will critique other instructors to provide feedback and recommend improvements in order to maintain instruction quality.

**4. Yearly Training Plan**

Illinois Valley Fire District Yearly Training Plan			
Jan - Mar	Apr - June	July - Sept	Oct - Dec
<b>Fire Rescue Services</b>			
Structure Fires	Safety & Survival/ Wildland	Special Operations	Pumper Operations
Residential/Commercial/ RIT/Mayday	Self Rescue FF Rescue Wildland Review	Extrication/ Rope/Water	Operations Hydraulics
<b>Officer Development</b>			
Incident Management			Supervision/Leadership/ Admin
<b>Mandated Training</b>			
<b>Feb</b> - Task Performances <b>Mar</b> - Driving Evaluation	<b>May</b> - Physical Agility	<b>Aug</b> - SCBA/HEPA Mask Fit Testing <b>Sept</b> - Driving Evaluation	<b>Oct</b> - HazMat <b>Nov</b> - Bloodborne Pathogenes

- 5. Qualified Instructors.** Qualified instructors are Officers, Firefighters and specialized personnel that are trained at the level of instruction or thru life experiences are considered to be knowledgeable experts in their instructional field.
- 6. Certifications.** It is the intent of the Illinois Valley Fire District to certify its members at the state level thru the Department of Public Safety Standards and Training (DPSST) for structural certifications. 

## **402-Firefighter 1 Requirements**

DEVELOPED BY: *Div. Chief Kamron Ismaili*


DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

### **1. Requirements.**

- 1(a).** Complete a District application and possess a valid Oregon driver's license.
- 1(b).** Pass a criminal / driving background check.
- 1(c).** Pass a physical fitness agility test.
- 1(d).** Provide documentation of completion of the NIMS IS-700, IS-100, & IS-200 courses.
- 1(e).** Provide documentation of CPR Certification.
- 1(f).** Successfully complete the Firefighter 1 Academy.
- 1(g).** Task out for the DPSST certification within 6 months of academy completion.
- 1(h).** Tasking for firefighter - Demonstrate the oral comprehension and the ability to perform all firefighter skills / tasks.
- 1(i).** Tasks will be evaluated by the training officer or designee.
- 1(j).** Firefighters will have a 1 year probationary period starting after the completion of the Firefighting I Academy. 



# 403-Driver/Operator Certification

DEVELOPED BY: *Div. Chief Kamron Ismaili*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

1. **General.** This SOG outlines specific details and guidance for Fire District Emergency Vehicle Operator/Driver certification.
2. **Scope.** Driver/Operators must be certified separately for each type of apparatus they operate (i.e., tender, engine, rescue, brush truck).
3. **Certification Requirements.** In order to drive/operate a type of apparatus without supervision, individuals must meet all of the following criteria for that type of apparatus:
  - 3(a). **IVFD Emergency Vehicle Class:** Must pass.
  - 3(b). **IVFD Emergency Vehicle Cone Test:** Must pass.
  - 3(c). **IVFD Emergency Vehicle Road Test:** Must pass.
  - 3(d). **IVFD Emergency Vehicle Driving/Operating Training Hours:** Must successfully complete approximately ten hours of driving/operating time.
  - 3(e). **IVFD Emergency Vehicle Final Clearance:** Must pass.
4. **Record Keeping Requirements.** All training records will be kept in the member's official training folder.

**4(a). Driver's Training/Evaluation Form:**

Training Officer will setup and maintain a separate form for each apparatus type on which the member seeks clearance. The form will be maintained in the member's official training file.

**Illinois Valley Rural Fire Protection District  
Drivers Training/Evaluations**

Name \_\_\_\_\_ Date Opened \_\_\_\_/\_\_\_\_/\_\_\_\_

Driving Academy \_\_\_\_\_ Completed

Individual Drivers Training Log \_\_\_\_\_ Completed

Drivers Cone Test \_\_\_\_\_ Completed

Road Driving Evaluation \_\_\_\_\_ Completed

Pumper Engine Evaluation 8901  8902  8903  8904  8905  8906

Rescue Driver Evaluation 8931  8932  8933

Water Tender Evaluation 8941  8942  8943  8944  8945  8946

Brush Truck Evaluation 8961  8962  8965  8966  8967

Support Apparatus Evaluation 8971  8976  8977  8978  Air Trailer

**4(b). IVFD Emergency Vehicle Class:** Member will sign roster for each class attended. Instructor will submit copy of rosters and final exam results to Training Officer.

**4(c). IVFD Emergency Vehicle Cone Test:** Evaluator will complete the cone test evaluation sheet and submit it to the Training Officer.

**Illinois Valley Fire District  
Drivers Cone Test Evaluation Form**

Name \_\_\_\_\_ Apparatus \_\_\_\_\_

**Confined Space Turnaround Exercise:**

Made forward and backward movements smooth and without stopping except to change direction

Did not hit any cones (If the cone is rubbed w/o falling over or being crushed, it is ok)

Used a backup person for safety purposes only, not for guidance

Performed the evolution safely

**Alley Dock:**

Driver passed the dock and stopped once

Backed in without stopping

Did not hit any cones (If the cone is rubbed w/o falling over or being crushed, it is ok)

Stopped smoothly

Used a backup person for safety purposes only, not for guidance

Performed the evolution safely

**Serpentine:**

Made forward and backward movements smooth and without stopping except to change direction

Did not hit any cones

Performed the evolution safely

**Diminishing Clearance:**

Did not hit any cones (If the cone is rubbed w/o falling over or being crushed, it is ok)

Did not stop during exercise

Stopped at finish line within eighteen inches of stop line

Performed the evolution safely

Evaluator \_\_\_\_\_ Rank \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**May be recorded as needed**

**Critical Fail** - 1. Driving in an unsafe manner 2. Causing a traffic crash

Pass \_\_\_\_ Fail \_\_\_\_

**4(d). IVFD Emergency Vehicle Road Test:** Evaluator will complete the driving task performance evaluation form and submit it to the Training Officer.

**Illinois Valley Fire District  
Road Driving Evaluation**

Name \_\_\_\_\_ Apparatus \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**1. Vehicle Check**

Driver assures that compartment doors are closed

Driver checks and adjusts mirrors

Driver assures that all occupants are seat belted

Driver places vehicle in motion smoothly

Following the test, driver parks vehicle with parking brake set & wheel chock in place

Driver takes necessary measures to restore vehicle to a response-ready status

**2. Observation of Driving Laws**

Driver uses the proper lane when driving

Driver stops completely at stop signlights, stops behind crosswalk

Driver uses directional signals appropriately

Driver looks left and right at all intersections

Driver obeys speed laws

Driver drives with due regard for other drivers, gives right-of-way appropriately

**3. Vehicle Handling**

Driver places vehicle in motion without lugging, racing, or stalling engine

Driver maintains awareness of size, weight, and position of vehicle at all times

Driver shifts gears smoothly without grinding gears

Driver shifts to proper gear for prevailing conditions

Driver has proper placement of both hands on the steering wheel

Driver ascends and descends hills in proper gear, at proper speed

Driver corners without swinging too wide or cutting corners

Driver demonstrates adequate vehicle control

Driver uses mirrors to judge vehicle position

Driver backs apparatus up smoothly without hesitation and uses a spotter

**4. Driving Attitude**

Driver focuses attention on driving and traffic conditions

Driver observes surroundings, watches movement of other vehicles

Driver participates in steady traffic flow without being too aggressive

Driver is courteous to other drivers and to pedestrians

**5. General**

Drivers treatment of apparatus - no unnecessary abuse

Driver's ability to stop the apparatus smoothly

Drivers exhibition of responsibility and concern for safety of apparatus and personnel while driving

Driver was alert and attentive

Evaluator \_\_\_\_\_

Print \_\_\_\_\_ Signature \_\_\_\_\_

**Critical Fail** - 1. Driving in an unsafe manner 2. Causing a traffic crash

Total out of 20 \_\_\_\_\_ 90% Pass \_\_\_\_ Fail \_\_\_\_

**4(e). IVFD Emergency Vehicle****Driving/Operating Training Hours:**

Successful completion of this requirement will be determined by the senior station officer. The member will keep track of their hours on the individual driver's training log. Senior station officer will sign off on the log when training hours are successfully completed, and submit the completed log to the Training Officer.

**Illinois Valley Fire District**  
**Individual Drivers Training Log**

Name \_\_\_\_\_ Station \_\_\_\_\_

Start Date \_\_\_ / \_\_\_ / \_\_\_ End Date \_\_\_ / \_\_\_ / \_\_\_

Date	Unit #	Time In - Service	Time In - Quarters	Total # of Hrs	Instructor	Initial
___ / ___ / ___		:	:			
___ / ___ / ___		:	:			
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The driver is competent and ready for evaluation. Total # of Hours \_\_\_\_\_

Officer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

**4(f). Emergency Vehicle Final Clearance:**

The evaluator will complete a driver's clearance task performance evaluation sheet for *each type of apparatus* and submit it to the Training Officer.

**Illinois Valley Rural Fire Protection District**  
**Driver Clearance Task Performances**

***Brush Truck***

Name \_\_\_\_\_ Apparatus \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

**Task # 1 Vehicle Operation:** Pass  Fail

- Properly demonstrate the safe and smooth operation of vehicle on road surfaces.
- Efficiently demonstrate proper backing and maneuvering techniques.
- Demonstrate proper vehicle placement at a simulated "fire incident scene".

**Task # 2 Communications:** Pass  Fail

- Demonstrate ability to establish the Incident Command System. (i.e. taking command, scene size-up, etc.)
- Demonstrate proper use and knowledge of unit radios and identifiers.

**Task # 3 Safety:** Pass  Fail

- Identify at least five potential firefighter safety concerns upon arriving on scene and verbalize how you would deal with these concerns. (i.e. power lines, flammable liquids or gas, toxic smoke, vehicles, placement, civilians, overhead obstructions, sharp objects, holes etc...)

**Task # 4 Equipment:** Pass  Fail

- Locate and demonstrate the proper use of the chainsaw.
- Demonstrate knowledge of the stored location and use of at least five pieces of equipment selected by evaluator.

**Task # 5 Pump Operation:** Pass  Fail

- Demonstrate the ability to properly pump water at the correct pressures to a hand line.
- Demonstrate the ability to properly and efficiently draft from a water source.

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluators Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_







**SECTION 500**

***PREVENTION***





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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG outlines specific details and guidance for Fire Inspections and Re-Inspections.
- 2. Purpose.** This standard operating guideline is intended to establish a procedure for pursuing an active and effective fire Inspection program to promote fire prevention, support fire suppression and to provide for the public safety of our community. All Fire and Life Safety Code violations shall be re-inspected by this District.
- 3. Code Enforcement.** The Illinois Valley Rural Fire Protection District is authorized to enforce laws and rules pertaining to fire and life safety in accordance with the Oregon Revised Statutes, Chapters 476, 478, 479, 480, and Oregon Fire Code (OFC). Entry and inspecting of the building(s) or premises are made in accordance with ORS 476.070/170. Failure to correct the following fire safety deficiencies may result in legal action as defined under ORS 479.170, 476.990, & 478.990. As provided by IVFD Ordinance 10-01 and Resolution 13-13 Fees will be assessed.
- 4.** If at any time serious fire or life safety issues are found, Illinois Valley Fire District personnel shall notify the Duty Officer, Prevention Chief or any Chief Officer immediately.
- 5. Procedure:**
  - 5(a). Preliminary:** The Fire Inspector is authorized to enter and examine any building, structure, vehicle or premises in accordance with Section 104.3 of the OFC for purposes of enforcing the fire and life safety codes of the jurisdiction of the Illinois Valley Fire District. If entry or permission to conduct an inspection is refused by the property owner, business owner, or representative, a warrant shall be obtained.
  - 5(b). Inspections:** The Fire Inspector is authorized to conduct such inspections as are deemed necessary to determine the extent of compliance with the provisions of the adopted fire and life safety codes and to approve reports of inspection by approved agencies or individuals. All reports of such inspections shall be prepared and submitted in writing for review and approval. Inspection reports shall be certified and issued by the Fire Inspector, Fire Marshal, or Fire Prevention Division Chief. The Fire Inspector is authorized to engage such expert opinion as deemed necessary to report upon unusual, detailed or complex technical issues subject to the approval of the governing body.
  - 5(c). Re-Inspections and Testing:** Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with the Fire and Life Safety Codes of the Illinois Valley Fire District. The

work or installation shall then be resubmitted to the Fire Inspector for inspection and testing.

**5(c)(1).** *Re-Inspections Policy.* The policy of the Illinois Valley Fire District shall be to re-inspect all violations of the Fire and Life Safety Codes whenever or wherever any device, equipment, system, condition, arrangement, level of protection, or other required feature is inspected and/or tested and determined to be in non-compliance with these codes and applicable referenced standards.

**5(c)(2).** For occupancies not inspected annually, the first re-inspection shall be made within 60 days of issuance of the initial fire inspection report. The second re-inspection shall be made within 30 days of issuance of the fire inspection report for the first re-inspection.

**5(c)(3).** Serious Life Safety Violations not corrected within 2 re-inspections will be referred for fines per the Illinois Valley Fire District Ordinance

**5(d). Inspection Priorities:**

**5(d)(1).** Educational Facilities: Annually in August

**5(d)(2).** Institutional Facilities – Hospitals, Nursing Homes, Hospices, Continuing Care Retirement Facilities, and other Health Care Facilities: Annually

**5(d)(3).** Day-Care Facilities: Annually

**5(d)(4).** Assembly Occupancies: Annually

**5(d)(5).** Operational Permits: Annually

**5(d)(6).** Mercantile/Business: 2 Years

**5(d)(7).** Apartment Buildings: 3 Years

**5(e).** Inspections shall be logged using the District’s record management system (RMS). Any violations noted, and corrective actions required, shall be entered into the data base. The violation notice shall be mailed via mail.

**5(f). Fire Company Inspection Program:**

**5(f)(1).** The purpose of the program is to increase the current level of service and accomplish inspections of commercial occupancies. This program is limited to “light hazard” commercial businesses classified in the Oregon Fire Code as “B” (Business) and “M” (Mercantile) occupancies. All inspection personnel will be trained at Oregon Company Inspector level.

**5(f)(2).** By conducting Fire Safety Inspections, personnel are able to note and inform business owners of glaring fire hazards and safety issues. Fire crews will also take this opportunity to become familiar with the business’s physical layout (pre-plan) - a great benefit if a real emergency were to occur.

**6. Complaints and Referrals of Fire Code Violations.** Citizen complaints of potential fire code violations, referrals of suspected fire code violations by other agencies or departments, and referrals of fire code violations observed by Fire District personnel during emergency responses and other activities, need to be investigated in a timely manner outside of the routine inspection schedule.

**6(a). Timeframe:** Complaints and referrals of fire code violations shall be investigated as soon as possible after receipt. Reported violations that are considered significant fire and/or life risks shall be investigated no later than 24 hours following receipt.

**6(b). Procedure:**

**6(b)(1).** Fire District personnel noting or receiving a fire code violation complaint or referral shall record the following:

**6(b)(1)A.** Date

**6(b)(1)B.** Time

**6(b)(1)C.** Property address

**6(b)(1)D.** Name of complainant or referring party (Note: Complainants may be kept anonymous)

**6(b)(1)E.** Address of complainant or referring party (if not anonymous)

**6(b)(1)F.** Telephone number of complainant or referring party (if not anonymous)

**6(b)(1)G.** All pertinent information about the reported violation

**6(b)(2).** All complaints and referrals of fire code violations shall be forwarded to the Fire Prevention Division. Complaints and referrals that do not require immediate attention can be routed through normal interoffice correspondence. For complaints or referrals that appear to be serious in nature and/or require immediate action, contact Fire Prevention Division personnel immediately.


**6(b)(3).** All referrals and complaints will be the responsibility of the Fire Prevention Division.

**6(b)(4).** Complaints and referrals are logged using the Fire Program (Fire Bridge).

**6(b)(5).** If access for an inspection is needed, contact the property owner or representative to advise them of the complaint and need to investigate. Permission to enter the premises and conduct the inspection shall be obtained from the property owner or representative. If entry or permission to conduct an inspection is refused, a warrant shall be obtained.

**6(b)(6).** Inspections may be limited to the specific area(s) of the reported violation(s), as identified in the complaint or referral. If multiple violations throughout a building are reported, a full inspection may be warranted.

**6(b)(7).** Inspections are logged using Fire Program (Fire Bridge). Any violations noted, and corrective actions required, shall be entered. The violation notice shall be mailed via regular mail. The building owner, business owner or representative of shall be notified regarding any violations that require immediate attention.

**7. Fire Permits.** All burning shall require a permit. Any violations of the burning regulations may result in a fine (see section 3 Code Enforcement). 

## 502- Administrative Citations

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DEVELOPED BY: *Div. Chief Kamron Ismaili*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *December 1, 2016*

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **Purpose.** To establish guidelines for administrative citations. This SOG outlines specific details and guidance for the administrative citation process.
2. **Applicability.** This SOG provides for administrative citations, which are in addition to all other legal remedies, civil, which the District may pursue to address a violation of this code. This SOG is authorized under ORS 478.910 thru 478.965.
3. **Definitions.**
  - 3(a). For the purposes of this ordinance:
  - 3(b). "District" means Illinois Valley Fire District (IVFD)
  - 3(c). "Code" means the IVFD Ordinance, Resolution or Oregon Fire Code (OFC).
  - 3(d). "Enforcement officer" means an employee of the IVFD with the authority to enforce a provision of this code.
  - 3(e). "Board officer" means the board officer appointed.
4. **Code violation.** Fire code inspection violations citations, violations of the District's burning regulations or any permit violation citations shall comply with the procedures of this SOG.
5. **Administrative citation.**
  - 5(a). **Authority:** Whenever an enforcement officer determines that a violation of the code has occurred, the enforcement officer has the authority to issue an administrative citation to the person responsible for the violation.
  - 5(b). **Contents of Citation:** Each administrative citation shall contain the following information:
    - 5(b)(1). The date of the violation.
    - 5(b)(2). The address or a definite description of the location where the violation occurred.
    - 5(b)(3). The code violated and a description of the violation.
    - 5(b)(4). The amount of the fine for the code violation.
    - 5(b)(5). A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid.

- 5(b)(6).** An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation.
  - 5(b)(7).** A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing from to contest the administrative citation may be obtained.
  - 5(b)(8).** The name and signature of the citing enforcement officer.
  - 5(c). Delivery of Citation:** The administrative citation shall be delivered personally or sent by first class mail or certified mail to the person responsible for the violation.
  - 5(d). Dismissal of Citation:** At any time before a hearing, if the Chief or the Fire Marshal determines that there was no violation as charged in the administrative citation or that the citation should be dismissed in the interest of justice, the Chief or Fire Marshal shall dismiss the administrative citation, cancel a hearing, and refund any administrative citation fine.
- 6. Amount of fine.**
- 6(a). Maximum Amount of Fine:** The maximum amount of the fine imposed for each code violation is defined under the fee schedule in Resolution 13-13.
  - 6(b). Additional Amounts:** Administrative costs, interest, late payment charges, costs of compliance re-inspections, and collection costs are in addition to the fine. These may include:
    - 6(b)(1).** Administrative costs: based on time spent by code enforcement staff, supervisors and IVFD attorney's office, at the full cost hourly rate of each employee, including salary, benefits and overhead.
    - 6(b)(2).** Late payment charges: due at the rate of 10 percent per month.
    - 6(b)(3).** Compliance re-inspections: based on staff time at the full cost hourly rate.
    - 6(b)(4).** Collection costs: actual collection costs.
  - 6(c). Discretion of Board of Appeals:** Factors in Establishing Fine. In determining the amount of the fine and additional amounts, Board of Appeals has the discretion to set the fine lower than the maximum amount, or to reduce the additional costs, based on any or all of the following factors:
    - 6(c)(1).** The seriousness of the violation;
    - 6(c)(2).** The frequency, recurrence and number of violations, related or unrelated, by the same violator;
    - 6(c)(3).** The duration of the violation;
    - 6(c)(4).** The good faith efforts of the violator to come into compliance;
    - 6(c)(5).** The economic impact of the fine on the violator;



- 6(c)(6). The impact of the violation on the community; and
- 6(c)(7). Such other factors as justice requires.

**7. Payment of the fine.**

- 7(a). **Due Date:** The fine shall be paid to the District within 30 days from the date of the administrative citation.
- 7(b). **Deposit Required:** If the person cited is unable to make full payment, a deposit is required. The person cited shall set a payment schedule with the District.
- 7(c). **Imposition of Fines:** The District may suspend the imposition of fines for any period of time during which the violator has filed for necessary permits.
- 7(d). **Further Violations Not Excused:** Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the code violation.

**8. Appeal request.**

- 8(a). **Appeal Request:** A person who receives an administrative citation may contest the citation on the basis that there was no violation of the code or that he or she is not the responsible party. To contest the citation, the person shall submit a request for appeal to the District within 10 working days from the date of the administrative citation. The request form may be obtained on line at [www.ivfire.com](http://www.ivfire.com) under the prevention section or from the administrative office of the Fire District. The completed form shall be submitted to the Fire District at 681 Caves Highway, Cave Junction, Oregon 97523.
- 8(b). **Notice of Appeal:** The person requesting the appeal shall be notified of the time and place set for the appeal at least ten (10) working days before the date of the appeal.
- 8(c). **Additional Reports:** If the enforcement officer submits an additional written report concerning the administrative citation to the board members for consideration at the appeal, then a copy of this report also shall be provided to the person requesting the appeal at least five (5) working days before the date of the appeal.

**9. Board of Appeals Officers.**

- 9(a). The Fire District Board of Directors shall be the Board of Appeals Officers for the administrative citation appeal.
- 9(b). There shall be three or more officers present at the appeal.

**10. Board of Appeals Procedure.**

- 10(a). **Setting the Appeal.** An appeal before the Board of Appeals shall be set for a date that is not less than 15 days or more than 60 days from the date that the request for appeal is filed. The person requesting the appeal shall be notified of the time and place set for the appeal as soon as it is set, and at least ten (10) days before the appeal. If the enforcement officer submits a written report concerning the citation to the Board of Appeals Officers for consideration at the appeal, then a copy of the

report shall be served on the person requesting the appeal at least five (5) days before the appeal.

**10(b). Failure to Appear:** The failure of the person requesting the appeal to appear at the hearing shall constitute a failure to exhaust his or her administrative remedies.

**10(c). At the Appeal:** The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents. At the appeal, the party contesting the citation shall be given the opportunity to testify and to present evidence concerning the citation.

**10(d). Continuances:** The Board Officers may continue the appeal and may request additional information from the enforcement officer or the person receiving the citation before issuing the decision.

#### **11. Board of Appeals Decision.**

**11(a). Decision:** After considering the testimony and evidence presented at the appeal, the Board Officers shall issue a written decision to uphold, dismiss or modify the administrative citation. The Board Officers shall state the reasons for the decision. The decision of the Board of Appeals is final, and may not be appealed.

#### **12. Payment.**

**12(a). Fine Payment:** If the citation is upheld, then person cited shall make full payment at the time of the appeal decision.

**12(b). Deposit Required:** If the person cited is unable to make full payment, a deposit is required within ten (10) days of the final decision. The person cited shall set a payment schedule with the District.

**12(c). Late payment charges:** A person who fails to pay the District the fine imposed under this ordinance on or before the date that fine is due is also liable for the payment of the applicable late payment charges.

#### **13. Recovery of administrative citation fines and costs.**

**13(a). Costs of Securing Payment:** A person who fails to pay any fine or other charge owed to the District under this chapter is liable in any action brought by the District for all costs incurred in securing payment of the delinquent amount, including but not limited to administrative costs and attorney's fees. Such collection costs are in addition to any fines, interest, and late charges.


**13(b). Other Costs:** In addition to the administrative citation fine, the District may collect its administrative costs, interest, late payment charges, costs of compliance re-inspections, and collection costs.

**13(c). Collection:** The District may collect any past due administrative citation fine and other costs and charges by any available legal means.

#### **14. Notices.**

**14(a). Method of Service:** The administrative citation and all notices required to be given by this ordinance shall be served on the responsible party either by personal service, by first class mail, or by certified mail, return receipt requested.

**14(b). Real Property:** When real property is involved in the violation, the original notice, the administrative citation and all notices required to be given by this ordinance shall be served on the responsible party and, if different, to the property owner at the address as shown on the last equalized county assessment roll. If personal service or service by mail on the property owner is unsuccessful, a copy of each notice and the citation shall be conspicuously posted at the property which is the subject of the violation. The District may, at its discretion, also serve notice on a tenant, a mortgagor or any other person having an interest in the property.

**14(c). Failure to Receive Notice:** The failure of a person to receive a required notice shall not affect the validity of any proceedings taken under this ordinance. 



SECTION 600

***LOGISTICS***





DEVELOPED BY: *Div. Chief Kris Sherman*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** Guidelines for maintaining facilities, equipment, and apparatus.
2. **Scope.** To provide the Illinois Valley Fire District with a systematic and orderly process in which to handle daily maintenance and emergency repairs that must be performed in the station and on apparatus and other equipment.
3. **Station / Vehicle Cleaning.**
  - 3(a). **Stations:** Stations shall be kept clean and orderly at all times. The stations shall be cleaned on a monthly basis or more frequently if required. Cleaning shall include floors, walls, ceilings, windows, and the immediate area surrounding each station. While on "stand-by", firefighters shall make sure the station is clean, including the apparatus floor.
  - 3(b). **Vehicles:** Cleanliness is a habit and has a direct impact on morale and vehicle life expectancy as well as District pride and public perception. Generally, every time a vehicle is used it should be washed and cleaned. While on stand-by, firefighters are to inspect vehicles in the station and wash them if they are dusty or dirty. Each time a vehicle returns, all firefighters are to assist in washing the vehicle (unless directed otherwise by the officer). It is the driver/operator's responsibility to inspect the vehicle, inventory and all operational equipment before entering comments into the logbook.
4. **Self-Contained Breathing Apparatus.** Records shall be kept on every SCBA pack, tank, and mask. All SCBAs shall be tested yearly or as required by the manufacturer. A thorough inspection of SCBA pack, tank, and mask will be conducted every four weeks. Anytime a firefighter uses an SCBA in any manner, the SCBA unit shall be returned to a "ready state" by that firefighter.
5. **Monthly Apparatus Checks.**
  - 5(a). Fire District vehicles shall be inspected a minimum of once monthly by station personnel. Station Officers are responsible for ensuring the inspections are performed properly and paperwork is turned in to the Administration office monthly. Inventories shall be thoroughly checked, all fluid levels inspected and all equipment operated. A vehicle inspection report form shall be completed and placed in the station out basket. Any deficiencies shall be noted on the vehicle inspection report sheet. It is a critical component of the firefighter job description to ensure our apparatus is in a "ready" state!

**5(b).** It is the driver/operator's responsibility to check the vehicle after each incident or use of the vehicle, and fill out an After Run Sheet and place it in the out box. The driver will be held accountable for lost or damaged equipment.

**6. Ladders.**

**6(a).** Each year all ground ladders shall be tested by a certified testing company, ladders are to be tested per NFPA 1932.

**6(b).** Ladders are to be inspected and cleaned after each use. 



**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG outlines specific details, guidance and requirements for Supplying and Purchasing items for or on behalf of the Fire District.
- 2. Responsibility.**
  - 2(a). Authority to Purchase:** Administrative Purchases will be done by the Executive Administrator or the Logistics Officer, or those given a specific authorization from the Executive Administrator or Logistics Officer, for a "one-time" purchase.
  - 2(b). Executive Staff:** Are staff members that the Board has authorized to have the ability to purchase products, supplies, etc. on behalf of the District. For the purpose of internal controls and spending compliance - purchases made by the Executive Staff are to be in Budget compliance and have the "good of the District."
- 3. Process & Procedure.**
  - 3(a). First Step:** Familiarize yourself with the specific line item on the Adopted Budget of which said purchase is categorized. *All Purchases are Subject to Budget Compliance.*
  - 3(b). Routine Purchases:** Routine purchases are purchases that can be classified as regular, daily needs in order to maintain an **uninterrupted flow** of operations. Examples would be: Pacific Power, telephones, paper products, etc. These purchases are either through a sole vendor, or an established vendor. Said purchases or supplies, may be done without prior authorization, by the Executive Administrator or Logistics Officer. Fuel purchases may be done by an individual acting on behalf of the District - purchasing in compliance with proper fuel log documentations at pre-authorized vendors (with the exception of those traveling outside the District). Annually, if possible, the supplies and costs of using these vendors - need to be reviewed and determined to still be the most cost effective way of providing these needs and/or products.
  - 3(c). Non-Routine Purchaes:**
    - 3(c)(1).** *Purchases Under \$100* require verbal authorization from the Finance Officer; or a direct order from the Fire Chief or Deputy Chief. *(They will answer to the Division Chief, Administration later).* Receipts from these purchases will be signed by the person making the purchase and given to the Executive Administrator for documentation.
    - 3(c)(2).** *Purchases Over \$100* require submittal of a completed "Record of Approval & Charge" form. (Copy of the form is attached hereto as Exhibit A).

- 3(c)(2)A.** This form must be completed and submitted to Executive Administrator for Budget approval.
- 3(c)(2)B.** Upon approval, the Executive Administrator will send the form to either the Fire Chief or the Deputy for their approval.
- 3(c)(2)C.** After both departments have authorized the purchase, the signed form will then be returned to either the person who generated the initial request - giving them the authority to make the approved purchase - Or to the Logistics Officer to make the purchase on behalf of the District. Items that should be directed to the Logistics Officer would include - but not limited to bulk items, PPE, major purchases, etc.
- 3(c)(2)D.** After the supplies or product has been ordered - the form will be returned to the Executive Administrator - with RECEIPT attached to the authorized form for appropriate documentation.

**3(d). Contract Purchases:** Purchases that are over the \$5,000 threshold, will be subject to the Contract Board and the regulations imposed by their authority, and the Adopted Procurement Policy.

- 4. Review.** All purchases and supplies are driven by the Budget Status and the "good" of the District overall. Specifically, approved line-items on the budget do NOT automatically provide the authority for purchases, regardless of the cost of the item or product. There may be unforeseen situations - that require the planned purchase to be cancelled, postponed or minimized. The final decision is determined by the Fire Chief or Deputy, working in harmony with the Executive Administrator, keeping the Goals and Mission of the District in perspective.

Exhibit A



**RECORD OF APPROVAL & CHARGE TO**

- DISTRICT CREDIT CARD, OR
- VENDOR ACCOUNT *Check One*

**REQUEST FOR APPROVAL**

Submitted By: \_\_\_\_\_

Description of Item(s) to Be Purchased: \_\_\_\_\_

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

Justification: \_\_\_\_\_

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

**Purchase will be used for** (check one):

- Prevention;
- Parts for vehicle/apparatus # \_\_\_\_\_;
- Administrative;  IT Department;  Training/Education;
- Office Supplies;  Other (describe) \_\_\_\_\_

**Cost Comparison:** At least 2 vendors must be contacted for lowest cost.

Vendor: \_\_\_\_\_ Cost: \_\_\_\_\_

Vendor: \_\_\_\_\_ Cost: \_\_\_\_\_

*Check the one to be used for this purchase*

**Reviewed by Executive Administrator:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Approved by Fire Chief or Deputy Chief:**

\_\_\_\_\_ Date: \_\_\_\_\_

**PURCHASE SUMMARY**

Date: \_\_\_\_\_ Amt.: \_\_\_\_\_

Cardholder: \_\_\_\_\_

**Attach Receipt Here**  
(or Staple Large Receipt Behind This Page)  
**APPROVAL IS REQUIRED PRIOR TO PURCHASE**





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DEVELOPED BY: *Div. Chief Kris Sherman*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

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THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** This document establishes policy and inspection procedures for District protective clothing. It will be the responsibility of each member to inspect their protective clothing at the start of each tour of duty, and after each use to insure that all items are serviceable and accounted for. Personal Protective Equipment (PPE) will be utilized as outlined.
2. **Policies and Responsibilities.** The Logistics Chief is responsible for issuing new District members proper PPE. This action may be delegated to the Station Officer. Each member will be issued needed PPE after processing. Gear, depending on need, may include:
  - 2(a). **Structural Turnouts:**
    - 2(a)(1). Jacket, Bunker, Gloves, Hood, Boots, Helmet, Helmet Light.
  - 2(b). **Wildland Equipment:**
    - 2(b)(1). Jacket / Shirt, Pants Y/G, Gloves, Helmet, Goggles.
  - 2(c). **Communication Equipment:**
    - 2(c)(1). Radio & Charger, Microphone, Harness.
  - 2(d). **Dress/Duty Uniform Equipment:**
    - 2(d)(1). Short Sleeve Shirt, Pants, Belt, Badge, Jacket & Liner, Jobs Shirt, Polo Shirt, Tee Shirts, Cap
  - 2(e). **Miscellaneous Equipment:**
    - 2(e)(1). Gear Bag, ID Card, Passport Tags, Jump Suit.
3. **Inspection.** A formal inspection of PPE will be conducted twice a year and when the cleaning takes place. The PPE inspection sheet will be turned into the Logistics Officer. All firefighters will inspect their PPE at the start of each shift and after each use for serviceability, accountability, and cleanliness. Fire fighter protective clothing will be inspected (in accordance with) manufacturer's instructions. PPE found unserviceable will be reported to the Logistics Chief for replacement or repair.
4. **Replacement.** Anytime an item is determined to be unserviceable, it will be immediately replaced. The individual firefighter is responsible for notifying the Logistics Chief of unserviceable equipment.

- 5. Use of Protective Clothing.** The following procedures apply to the use of protective clothing:
- 5(a).** Protective clothing is to be used only in the performance of emergency functions or training. Structural and or proximity PPE will not be worn in the living areas of ANY fire station.
  - 5(b).** PPE will only be utilized for the purpose it was intended for i.e., protection from fire and hazardous environment, and not used for station and/or vehicle maintenance.
  - 5(c).** Appropriate PPE for the incident will be worn by members operating in the hazardous area.
    - 5(c)(1).** **Structure Fires:** Structure Helmet, Turnout Coat, Bunker Pants, Structure Boots, Structure Gloves.
    - 5(c)(2).** **Vehicle Fires:** Structure Helmet, Turnout Coat, Bunker Pants, Structure Boots, Structure Gloves.
    - 5(c)(3).** **Wildland Fires:** Wildland Helmet, Wildland Coat, Wildland Pants, Wildland All Leather Boots, Wildland Gloves.
    - 5(c)(4).** **Vehicle Accidents:** Structure Helmet, Turnout Coat, Bunker Pants, Structure Boots, Gloves (Structure, Leather, or Extrication) and Eye Protection. Hi visibility vests are to be worn when the incident has been stabilized. Hearing Protection is Available.
    - 5(c)(5).** **Medical Emergencies:** IVFD Shirt, Navy Blue Pants, Medical Gloves, and All Leather Boots. Eye Protection is Available.
    - 5(c)(6).** **Support Functions:** IVFD Shirt, Navy Blue Pants, Leather Gloves (If Needed), and All Leather Boots.
    - 5(c)(7).** **Special Operations:**
      - 5(c)(7)A. Search Operations.**
        - 5(c)(7)A(i). URBAN** - IVFD Shirt, Reflective Vest, Navy Blue Pants, Leather Gloves (If Needed), and All Leather Boots.
        - 5(c)(7)A(ii). WILDLAND** - Wildland Helmet, Wildland Coat, Navy Blue Pants, All Leather Boots, Leather Gloves.
        - 5(c)(7)A(iii). NEAR THE WATER** – Wildland Helmet, Wildland Coat, Navy Blue Pants, All Leather Boots, Leather Gloves, Personal Floatation Device.
        - 5(c)(7)A(iv). IN THE WATER** – SRT Gear.
      - 5(c)(7)B. Water Emergencies**

**5(c)(7)B(i). NEAR THE WATER** – Wildland Helmet, Wildland Coat, Navy Blue Pants, All Leather Boots, Leather Gloves, Personal Floatation Device.

**5(c)(7)B(ii). IN THE WATER** – SRT Gear.

**5(c)(7)C. Hi/Low Angle Rescues.** Helmet, Wildland Coat, Navy Blue Pants, All Leather Boots, Leather Gloves, Climbing Gear.

**5(c)(7)D. 6x6 (Rescue or Search).** Wildland Helmet, Wildland Coat, Navy Blue Pants, All Leather Boots, Leather Gloves.


**6. Cleaning of PPE.**

**6(a). Washing Machine:** Cleaning will be performed at stations one, two, or three.

**6(b). Documentation:** The members shall document the cleaning on a cleaning log. The station Officer/Senior Firefighter of that station shall turn in log monthly. Logistics Chief will maintain logs.

**6(c). Maintenance:** Cleaning will be performed on a semi-annual basis.

**6(d). Fire/Extrication:** Cleaning will be performed anytime after a fire, extrication, or extended use where the products of exertion soil the garment.

**6(e). Body Fluids:** Cleaning will be performed anytime after contact with body fluids. Contaminated items are to be laundered as soon as possible after contact. 





## **604-Radio Procedures**

DEVELOPED BY: *Div. Chief Kris Sherman*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This document details policy and procedures governing the use of District communication equipment.
- 2. Policies.**
  - 2(a).** Members are issued District radios for the purpose of communicating with each other and Dispatch during incident responses, trainings and other District activities.
  - 2(b).** It is the responsibility of the individual member to take proper care of their radio and to ensure it is always charged for immediate use.
  - 2(c).** It is the responsibility of the individual member to advise the Division Chief of Logistics if there is a problem with their radio.
  - 2(d).** Individuals who come across an incident while traveling may use their radio to advise Dispatch of the emergency.
  - 2(e).** Members who, through their negligence, allow a District-issued radio or pager to become damaged or lost, shall be held responsible for the monetary replacement of the device.
- 3. Communication Procedures.**
  - 3(a).** When driving station apparatus it is the responsibility of all personnel to remain in radio contact with Dispatch. Therefore, they should notify Dispatch when they change location or status.
  - 3(b). Restricted Activities:**
    - 3(b)(1).** The radio system is designed for emergency communications and those activities that support the accomplishment of the department's mission. Therefore, a number of subjects are inappropriate when using the system. Common sense and good judgment should always be the user's guide when deciding the appropriateness of a message.
    - 3(b)(2).** Personnel who use a two-way radio should realize that the radio does not afford the user the same level of privacy as when making a telephone call.
    - 3(b)(3).** The following items are inappropriate and should never be broadcast over a two-way radio:
      - 3(b)(3)A.** Any term that would be offensive to someone of another race or gender.

- 3(b)(3)B.** Profanity.
- 3(b)(3)C.** Any discussion of an athletic event or political contest.
- 3(b)(3)D.** The name of a deceased civilian or firefighter before the proper notification of family members.
- 3(b)(3)E.** Business of a personal nature.

**3(c). Channel/Frequency Assignments:**

- 3(c)(1).** All incidents shall be dispatched on the primary channel. Routine, non-emergency traffic will be conducted on this channel unless otherwise instructed by Dispatch. Therefore, all members should monitor this channel at all times.
- 3(c)(2).** Emergency operations should be conducted on the primary channel, unless otherwise ordered by the Incident Commander.
- 3(c)(3).** At large-scale incidents, the incident commander may assign a separate frequency/channel to staging, water supply, and other support operations.
- 3(c)(4).** Frequency/channel Tac 6 has been designated as the alternate tactical channel. Units shall also use this channel for direct communication on the scene (i.e. traffic control, backing on the scene or the station etc...).

**3(d). Terminology:**

- 3(d)(1).** Use plain speech or clear text when transmitting over a two-way radio. The District does not use any system of 10/12 codes or CB lingo.
- 3(d)(2).** A distinctive vocabulary of words, phrases, and terms has been developed for use in radio conversations. These terms simplify and clarify radio conversation as well as contribute to brevity. (See Section 6, part C, below.)
- 3(d)(3).** The District also uses the 24-four hour clock rather than the traditional 12-hour clock. The 24- hour clock is often referred to as the military clock. All references to time used in two-way radio communications will be expressed in the 24-hour format. For example, 9: 00 A.M. is expressed as 09:00 hrs (pronounced zero nine hundred hours). 9:00 P.M. is expressed as 21:00 hrs (twenty-one hundred hours).

**3(e). Sending/Receiving Messages:**

- 3(e)(1).** *Practices.* To ensure that a radio message will be clear and understandable, the user of a two-way radio should observe the following practices:
  - 3(e)(1)A.** Always speak in a conversational tone and at a moderate speed.

- 3(e)(1)B.** Speak directly into the microphone. While speaking, keep your lips within an inch to two inches of the microphone.
- 3(e)(1)C.** Listen before transmitting to make certain the channel is clear, and organize your thoughts before transmitting.
- 3(e)(1)D.** Know what you're going say prior to transmitting it.
- 3(e)(1)E.** On repeated channels; depress the mic button for one second, transmit your message, then wait one second, and release the mic button.
- 3(e)(1)F.** Remain calm. Always speak distinctly and clearly, pronouncing each word carefully.
- 3(e)(1)G.** Phrase your message naturally, not word for word.
- 3(e)(1)H.** Keep all transmissions brief and to the point. Avoid long-winded descriptions and unnecessary repetition. Accuracy, brevity, and speed are all important, however, they should be considered in that order.
- 3(e)(1)I.** Use ordinary conversational strength. If surrounding noise interferes, speak louder, but do not shout.
- 3(e)(1)J.** The speaker as necessary should repeat figures, difficult words, and important messages. The repeated portion should be preceded by the phrase "I repeat."

**3(e)(2).** *Message Format*

- 3(e)(2)A.** Give the unit, function, or assigned ID number to whom the message is being directed, as well as your unit, function, or assigned ID number. Use the analogy "Hey you this is me". Example: "Command from 8901."
- 3(e)(2)B.** Wait for the unit being called to acknowledge, and then keep the message brief and to the point. Example: "Command from 8901". "8901 go ahead". "The primary search is complete. We have an All clear."
- 3(e)(2)C.** Use procedural words and phrases whenever possible.
- 3(e)(2)D.** Use phonetic spelling when using words or terms that might be difficult to understand or may be spelled a variety of ways.
- 3(e)(2)E.** All emergency radio traffic will be closed end communication. When assigned a task via the radio, the receiver will briefly re-transmit the information for example
  - 3(e)(2)E(i).** "8901 from Command"
  - 3(e)(2)E(ii).** "8901 go ahead"

**3(e)(2)E(iii).** "8901 Conduct a primary search on the first floor, report to 8954 Division 1 Sup"

**3(e)(2)E(iv).** "8901 copies, conduct a primary search on the first floor, report to 8954 Division 1 Sup"

**3(e)(3). *Clear Text Words And Phrases Defined***

**3(e)(3)A.** Affirmative - yes

**3(e)(3)B.** Call by phone or landline - use a telephone or cellular phone

**3(e)(3)C.** Copy - understood (Do not use for important messages or during emergencies) See 1j and 2e

**3(e)(3)D.** Clear of scene - assignment is completed, units are leaving the scene

**3(e)(3)E.** Disregard - cancel last request or radio traffic

**3(e)(3)F.** Emergency - term used to gain control of radio channel to report an emergency. All radio users will refrain from using the channel until cleared by Dispatch

**3(e)(3)G.** Emergency traffic only - radio users will confine radio transmissions to an emergency in progress or a new incident. Radio traffic that includes status information (e.g., response, conditions, location, availability) will be authorized during this period. (See emergency communication and RIT SOG's)

**3(e)(3)H.** En-route - responding to destination

**3(e)(3)I.** In quarters - indicates a unit is in station

**3(e)(3)J.** In service - on the radio, available for a call

**3(e)(3)K.** Knock down - fire is under control or flames are out

**3(e)(3)L.** Negative - no

**3(e)(3)M.** On the scene - has arrived at the scene of an incident


**3(e)(3)N.** Out of service - indicates that a unit is unavailable to respond to a call

**3(e)(3)O.** Report - provide a status on the progress of an incident

**3(e)(3)P.** Resume normal traffic - radio channel is cleared for normal traffic

**3(e)(3)Q.** Respond, responding - indicates a unit should proceed to or is proceeding to an incident

**3(e)(3)R.** Return, returning - indicates a unit should proceed to or is proceeding back to the station

- 3(e)(3)S.** Stand by - stop transmitting or hold your position
- 3(e)(3)T.** Under control- incident is under control
- 3(e)(3)U.** Unreadable - radio signal is unclear. In most cases try to add the specific trouble (e.g., background noise, static, etc.) 

# Glossary

The Fire District in both written and oral communications commonly uses the following terms:

1. **Academy:** A facility used to train recruits to be firefighters. May also refer to a facility or complex where in-service training is conducted.
2. **Affirmative:** Yes.
3. **Aid station:** A designated location at an incident where EMS personnel treat the sick and injured. The person in charge of an aid station will normally be a paramedic and will coordinate activities with the command post. The aid station may also be divided into sectors such as Triage, Treatment, and Transportation.
4. **Alarm:** An incident or event that requires a response by one or more fire companies or medical units.
5. **All Clear:** A phrase used on completion of the primary search of a fire building indicating to all personnel that the search has been completed and that no victims were found.
6. **Assignment:** A predetermined designation of the units to respond to a given type of incident; the entire complement of apparatus assigned to any given incident; the assignment of any given unit.
7. **Assignment completed:** Notice to the IC that a new assignment is needed.
8. **Automatic Aid:** A programmed plan that responds the closest available company to an incident even though the closest company may be from a different political jurisdiction.
9. **Available/Available on scene:** Notification to dispatch that a unit is available for deployment.
10. **In Quarters:** A term used to indicate that a company is back in its assigned quarters.
11. **Base Station:** A fixed two-way radio station located either in the Dispatch office or the watch office of a fire station.
12. **Call:** An alarm for a fire or emergency.
13. **Call by phone or landline:** use a telephone or cellular phone
14. **Call-out:** Person being notified to report to an incident site to be responsible for the property.
15. **Can Handle:** A message from a unit at the scene of an incident indicating that no further assistance will be required.
16. **Catch A Hydrant:** An order to a responding engine company to perform a forward lay of a supply line.
17. **Charge:** To turn on the water and fill a hose with water and pressure.
18. **Clear of the Scene:** Assignment is completed, units are leaving the scene.
19. **Code 1:** Responding with no lights or siren.
20. **Code 3:** Responding with lights and siren.
21. **Code 4:** Situation is stable.
22. **Code 13:** Need law ASAP, imminent life danger and cannot explain on the radio.
23. **Command:** The radio identifier for the officer in charge of an incident. Also known as the incident commander or IC.
24. **Command Post:** A designated location at an incident where the primary command functions are executed. The incident commander, support personnel and representatives from other agencies as required, will staff the command post.

25. Controlled burn: Planned burning, allowed only by permit, conducted to remove fuel, abate a hazard, or clear a building site prior to construction.
26. Copy: Understood (Do not use for important messages or during emergencies)Parrot the message.
27. Critique: A formal process following an incident and conducted by the personnel who responded so as to analyze their actions, correct deficiencies, and identify those tasks that were performed correctly.
28. Detail: The assignment of one or more personnel to temporary duty with another company or work group.
29. Detection: The act or system of discovering or locating fires.
30. Dispatch: (1) To order a fire company or medic unit to respond to a certain location, incident, or event. (2) The radio identifier for the department's emergency communications center.
31. Disregard: Cancel last request or radio traffic. An order to one or more responding units that their services are not needed and that they should return to service.
32. District: A designated geographic area of service delivery normally covered by a single fire station. It may also refer to the entire area covered by a single fire department regardless of the number of stations.
33. Drill: A training session.
34. Duty Officer: an approved Member/Officer who has met the qualifications set forth by this guideline and has been approved by the Command Staff. Authorized to act as the Fire District's command authority when other higher-ranking officers are off duty, or unavailable.
35. EDP: Emotionally Disturbed Person. A term used by dispatch to describe a possible mentally disturbed person.
36. Elapsed time: The time used to complete any assignment.
37. Emergency: A radio term used to clear the radio of all radio traffic. A specific message or set of instructions should follow the term emergency. Term used to gain control of radio channel to report an emergency. All radio users will refrain from using the channel until cleared by Dispatch.
38. Emergency Traffic: The act of clearing a radio channel of all nonessential communications.
39. Emergency traffic only: radio users will confine radio transmissions to an emergency in progress or a new incident. Radio traffic that includes status information (e.g., response, conditions, location, availability) will be authorized during this period. (See emergency communication and RIT SOG's)
40. En route: Indicates that an apparatus or other unit is responding to an incident.
41. ETOH: The term used for someone who is intoxicated. ETOH is an acronym for ethyl alcohol. Ethyl alcohol is also referred to as ethanol. Ethyl alcohol is the type of alcohol found in all alcoholic beverages.
42. ETA: Estimated time of arrival.
43. Exposure: A building, vehicle, or other property that is endangered by fire in an adjacent building, a vehicle, or property.
44. False Alarm: An alarm for which no fire or emergency existed or for which fire department response was unnecessary.
45. Fire danger: A term indicating the risk of a fire.
46. Fire ground: The operational area at a fire.
47. First due: The first company rated on an alarm assignment for a given location that is nearest in response time and travel distance.
48. First in: The first company or unit to arrive at an incident.
49. Fully Involved: A size-up report that indicates that the entire area of a building is so involved with heat, smoke, and flame that immediate access to the interior isn't possible until some measure of control has been achieved with hose streams.
50. Hazard: Any condition that poses a threat to property or that might result in injury or death.

51. Haz Mat: A term pertaining to hazardous materials.
52. HBD: Has Been Drinking. A term used by dispatch to describe a possible intoxicated person.
53. In Quarters: Indicates a unit is in station.
54. In service: (1) A report indicating that an apparatus is fully functional and available to respond to an assignment. (2) A radio message indicating that an apparatus has completed its previous assignment and is available for the next call. (3) A radio message indicating that a company or medic unit has left its quarters and will be monitoring the radio for any assignments.
55. Incident: A fire, medical call, or other emergency that requires one or more fire companies or medical units to be dispatched to render aid. See also Alarm.
56. Incident command system: A systematic plan for conducting operations during an incident. See SOG ???, Incident Command System.
57. Incendiary: A fire believed to have been deliberately set.
58. Incipient: A fire of minor consequence or in initial stages.
59. Initial alarm: The first notification received by the department indicating that a fire or emergency exists.
60. Investigation: (1) Sending an individual, company, or unit to check for smoke, heat, steam, another indication of fire. (2) The act of determining the cause and origin of a fire. (3) The act of determining whether or not a complaint received by the department concerning the actions of one or more of its employees was proper and within the scope of his duty.
61. Journal: A daybook or record book maintained by a captain of all activities, alarms, visitors, etc.
62. Knock Down: Fire is under control or flames are out.
63. Location: A specifically designated place to which fire apparatus or medical units are dispatched in answer to an alarm or request for assistance.
64. Log: A chronological record of events, such as the Dispatch Log, Incident Log, Shift Log, or Duty Officer Log.
65. Malicious false alarm: A false alarm of fire deliberately sounded to inconvenience the fire department and to cause a disturbance or excitement rather than one sounded by accident or error.
66. Message: A radio communication consisting of a contact call, response, text, and acknowledgment
67. Move up: The movement of fire companies from their assigned stations to cover vacated stations so as to give coverage to districts stripped of normal protection.
68. Mutual aid: Two-way assistance by fire departments of two or more communities freely given under prearranged plans or contracts so that each will aid the other in time of emergency and also provide for joint or cooperative response to alarms near jurisdictional boundaries.
69. MVA: Abbreviation for Motor Vehicle Accident.
70. Negative: No
71. Nothing showing- A report given by the first-arriving unit at an incident indicating to Dispatch and other responding companies that no smoke, fire, or other emergency situation is apparent.
72. OIC (Officer in Charge): Ranking officer on duty or on scene.
73. On scene: has arrived at the scene of an incident.
74. Operator: A fire alarm operator, dispatcher, or tele-communicator.
75. Out of service: A report indicating that an apparatus or ambulance is not available to respond to an alarm. This report should be accompanied by a message indicating the estimated length of time that the unit will be unavailable.
76. Over the air: Via radio transmission.



77. Overcome: The state of a person being incapacitated by heat, smoke, or toxic gases so as to be rendered helpless and possibly unconscious.
78. Overhaul: the practice of searching a fire scene to detect hidden fires or smoldering areas that may rekindle and to also safeguard signs of arson.
79. Parroting: The act of repeating the orders back over the radio.
80. Patient: Someone who is sick or injured and requires the assistance of the department. A patient may also be referred to as a victim, citizen, customer, individual, person, man, woman, or child. A patient should never be referred to as a subject, perpetrator, or suspect!
81. Patrol: To travel a specified route to prevent or correct conditions that might create a hazard.
82. Permit: Official permission given in writing to allow a special activity.
83. Probationary firefighter: see recruit
84. Progress report: A periodic radio report required from an incident commander to update Dispatch on the status of an incident.
85. Quarters: The fire station to which a given company or unit is assigned.
86. Rear: The side of a building or incident directly opposite the main street front or command position.
87. Recall: To call off-duty personnel back to their stations or to a major incident.
88. Recall crew: A company of recalled firefighters.
89. Receiver: A mobile or base radio unit that allows a person to hear a radio message on a specific channel or frequency.
90. Recruit: (1) A new employee during the first 12 months of his employment. Also known as rookie. (2) The act of encouraging people to apply for employment with the department.
91. Rehab: This term can refer to either the actual rehab vehicle or to a designated location at an incident.
  - a. The purpose of rehab is to provide rest, refreshments, and medical evaluation to working personnel.
92. Rekindle: An instance where, due to re-ignition, the department is called back to a location where the fire was thought to have been extinguished.
93. Relieved: (1) Used to describe a fire company that is dismissed from further duty at the scene of an emergency. (2) Used to describe the routine act of changing shifts. (3) Used to describe the temporary dismissal of an individual by an OIC due to a pending disciplinary action.
94. Repeater: A radio that receives a signal from another radio and rebroadcasts the signal with greater signal strength.
95. Report: Provide a status on the progress of an incident.
96. Reserve: Apparatus or ambulance units not on frontline duty but available in case a frontline unit is undergoing repairs. It is also available to be staffed by off duty personnel when necessary.
97. Respond: To answer an alarm in accordance with a prearranged assignment or on the instruction of the Dispatch operator. To proceed to the scene of an incident or other event.
98. Responding: A term indicating that orders to proceed to an alarm have been received and the apparatus or medical unit is on its way.
99. Response: The act of responding to an alarm. Also, the entire complement of personnel and apparatus assigned to an alarm.
100. Response time: An interval of time measured from the receipt of a request for emergency service until the first unit or apparatus arrives at the scene of an incident.
101. Resume Normal Traffic: radio channel is cleared for normal traffic.

- 102.Return: Indicates a unit should proceed back to the station
- 103.Returning: Indicates a unit is proceeding back to the station
- 104.Rig: A fire apparatus.
- 105.Riser: A vertical water pipe used to carry water for fire protection to elevations above grade, such as a standpipe or sprinkler riser.
- 106.Roster: A list of fire department personnel and their duty assignments. Also, a list of apparatus and motor vehicles owned by the department.
- 107.Run: A fire or medical alarm.
- 108.Run card/sheet: The card filled out by Dispatch for each incident dispatched. Also known as the Alarm and Fire Record Card.
- 109.Running card: A card showing fire company assignments for a given location, including multiple-alarm assignments.
- 110.Salvage: the protection of buildings and their contents from unnecessary damage due to water, smoke, heat, and other elements.
- 111.Sector, A specific task assignment (e.g., Staging), a geographic area (e.g., north sector), or an operational area (e.g. interior sector) of an incident that is designated and assigned by the incident commander. This is a command and control function. Sector commanders should coordinate their activities with the incident commander and use their assignment as their radio identifier. During high-rise operations, the sector designation corresponds to the floor of the building.
- 112.Shift: A working tour e.g., 12 or 24 hours on. Also refers to a group of workers on a given shift. See also Platoon.
- 113.Signal: A radio message referring to the strength of a radio transmission and the listener's ability to hear and understand the message.
- 114.Staff Rig: (1) An SUV/Utility type vehicle. (2) The official automobile assigned to a chief officer.
- 115.Staging: A designated location(s) at an incident where apparatus, equipment, and personnel are assembled for deployment. The person in charge of a staging sector will coordinate his activities with the incident commander and will use the term Staging as his radio identifier. When more than one staging area or sector is used at an incident, a geographic identifier will be used, such as Forward Staging.
- 116.Stand by: Stop transmitting or hold your position/location.
- 117.Station: A building or quarters that houses on-duty personnel, apparatus, and medic units.
- 118.Street Index: A complete listing of all streets, roads, and highways located within the district's response area. The Street Index is organized alphabetically and numerically by block number. In addition, the index lists cross streets and major landmarks.
- 119.Support: In incident command, those logistical functions that aid the resolution of the incident.
- 120.Suppression: The total work of extinguishing a fire, beginning with its discovery.
- 121.Territory: A geographic area served by a single fire station or the entire area served by a department. See also District.
- 122.Tied Up: A fire company or medical unit engaged for a period of time and unable to respond to incidents.
- 123.Time of arrival: The time as indicated on the radio log that the first unit arrived at an incident. Also, the time that other responding companies arrived.
- 124.Tones: Department/District specific audible alarm sent by dispatch.
- 125.Transmitter: A mobile or base radio that allows voice messages to be sent by way of a given frequency.

126. Turnout time: The interval of time as measured from the receipt of an alarm until a fire company or medical unit reports en route or notifies Dispatch that it is responding.
127. Two-way radio: A mobile or base radio unit that allows both the transmission and receipt of audio messages.
128. Under control: An incident is under control. A fire is sufficiently surrounded and quenched so that it no longer threatens destruction of additional property.
129. Unreadable: Radio signal is unclear. In most cases try to add the specific trouble (e.g., background noise, static, etc.)
130. Wash down: The cleansing or removal of gasoline, diesel fuel, or other petroleum products from a roadway following a motor vehicle accident. Originally meant to wash the product down into a ditch or storm sewer. Now the product has to be collected due to environmental regulations.
131. Water supply: In incident command, the officer assigned to provide an adequate supply of water to meet the fire flow demand at a given incident.
132. Wildland fire: A fire involving natural groundcover such as grass, brush, and trees.
133. Working fire: A fire that requires firefighting activity on the part of most or all of the personnel assigned to the alarm.





**SECTION 700**

***SAFETY***





DEVELOPED BY: Div. Chief Kris Sherman

DATE: January 1, 2017

APPROVED BY: Fire Chief Dennis Hoke

SUPERSEDES: April 10, 2014

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This guideline establishes the Illinois Valley Fire District personal operational methods for isolating a machine, device, or process from the release of hazardous energy to prevent unexpected release of stored energy during rescue operations. Adherence to these guidelines will prevent accidents due to unintentional machine or equipment start-ups or the unexpected release of stored energy. Stored energy includes electrical, compressed air, hydraulic, steam, and movable liquids or finely divided solids.
- 2. Policies and Responsibilities.** This guideline applies to all emergency incidents where as a person(s) is trapped, pinned or caught in a device with moving parts or is within a confined space. Lockout/Tagout devices are required during confined space or machinery rescue operations. It is the responsibility of all personnel to become familiar with the methods described in this guideline.
- 3. Operational Guidance.**
  - 3(a). OSHA Requirements:**
    - 3(a)(1).** This guideline will serves as the Illinois Valley Fire District's written program of operations for the control of hazardous energy.
    - 3(a)(2).** OSHA makes specific requirements of emergency responder entities.
      - 3(a)(2)A.** Steps are identified for shutting down and securing equipment using the proper sequence.
      - 3(a)(2)B.** Steps are identified for applying lockout/tagout devices.
      - 3(a)(2)C.** Responder personnel need to understand the significance of a lockout device and/or "Do Not Operate" tag.*(do we have tags?)*
        - 3(a)(2)C(i).** The presence of a lockout device and/or "Do Not Operate" tag signifies that a piece of machinery, product line or process is out of service.
        - 3(a)(2)C(ii).** Under normal circumstances; only the person that applied the device can remove that device.
      - 3(a)(2)D.** Trained personnel should be trained to shut down and secure the equipment.
        - 3(a)(2)D(i).** Since it is impossible for IVFD Fire personnel to possess the knowledge required to secure every piece of equipment or process found in our

jurisdiction, every effort shall be made to have a qualified machine/process technician respond to the scene.

**3(a)(2)D(ii).** The absence of the machine/process technician shall not normally delay the extrication operation.

**3(b). Lockout/Tagout:**

**3(b)(1).** All energy sources shall be brought to a zero mechanical state prior to the initiating rescue operations.

**3(b)(2).** Lockout/Tagout options should include a device that prevents activation and the application of “Do Not Operate” tag.

**3(b)(2)A.** Physical devices and lockout tags may include locks, chains, and specially manufactured devices.

**3(b)(2)B.** Activating the “Emergency Mechanical Off” (EMO), opening the electrical circuit by switching the power off, removing power by tripping circuit breakers, or by pulling electrical cords.

**3(b)(2)C.** Blanking and blinding.

**3(b)(2)D.** Double block and bleed.

**3(b)(2)E.** Disconnecting mechanical linkages.


**3(b)(2)F.** Removing drive belts, chains, and drive shafts.

**3(b)(2)G.** Misaligning or removing sections of pipe, line or duct.

**3(b)(2)H.** Removing valve handles.

**3(b)(2)I.** Chaining round-handled valve stems in the closed position and locking the chain with a padlock.

**3(b)(2)J.** Draining any product stored in the storage vessel/tank.

**3(b)(3).** If an energy source cannot be properly secured, a firefighter with a radio shall be assigned to guard the point of activation to assure that no one inadvertently releases the energy source during the extrication. 



## **702-Hearing Conservation**

DEVELOPED BY: *Div. Chief Kamron Ismaili*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. Purpose.** This policy is designed to formalize a process for personnel to protect their sense of hearing in an environment that can produce loud noises. Hearing loss from noise exposure is addressed in this document. Other forms of hearing loss can result from illness, use of medications, individual medical history and exposure to chemicals to name a few, which are not addressed by this policy.
- 2. Scope.** This policy pertains to all District personnel who may be subject to loud noises during the normal course of duty.
- 3. General Considerations.**
  - 3(a).** The District uses a variety of vehicles, power equipment, and tools that can produce high decibel levels that are found to be potentially injurious to the auditory sense of the operator and persons in the vicinity of the equipment. All personnel are recommended to wear hearing protection under these conditions.
  - 3(b).** Standards and other recommended sources have identified processes and means to reduce the potential for auditory damage to workers. Hearing loss is a preventable disease and individuals must comply with this SOG to receive the benefits of the preventative measures.
- 4. Exposure.**
  - 4(a).** An exposure to high noise levels can occur in the course of working around fire, EMS, rescue, and other fire agency operations.
  - 4(b).** Three major factors are to be considered when evaluating sound and noise levels:
    - 4(b)(1).** Intensity: the loudness/softness of the sound.
    - 4(b)(2).** Frequency: measured in decibels (dB) with zero being the weakest sound that a person can hear and 140 being the threshold of pain. A 6 dB increase will double the intensity of the sound, i.e. 66 dB is twice as intense as a 60 dB.
    - 4(b)(3).** Duration: the sound exposure over time.
  - 4(c).** A combination of noise intensity dB, and the time of exposure, will change as the noise intensity increases, and require the use of hearing protection. A Permissible Exposure Limit (PEL) for a sound level of 105 dB is one hour. An emergency response with siren in an open fire engine cab or jump seat can have a 116 dB, which is

permissible for 0.25 hours. Seating positions on a fire engine can have different dB levels.

- 5. Identification of Work Situations.** The following situations represent geographical and movable work locations and include but are not limited to:
  - 5(a).** Riding on fire apparatus with and without siren use.
  - 5(b).** Working around aircraft such as an airport, helipad, and LZ.
  - 5(c).** Training activities, weekly equipment check, and other activities in which extrication equipment, pumps, and other equipment is operating.
  - 5(d).** Working around non Fire District power equipment such as construction tools and equipment.
  - 5(e).** Power equipment, operated during weekly inspection or test/repairs, shall be operated outside of the apparatus bays.
  - 5(f).** Vehicles, operated during daily inspections, after repairs/maintenance, and other activities shall be operated outside of the apparatus bays to the extent possible.
- 6. Identification of Equipment.** Hearing protection is provided and shall be worn when operating equipment creating an 85 dB level or greater unless wearing such equipment poses a potential injury to the District member. Identified equipment that produces an 85 dB includes but is not limited to the items below:
  - 6(a).** Extrication equipment (Generators)
  - 6(b).** Gasoline powered saws
  - 6(c).** Apparatus fire pumps
  - 6(d).** Power tools
  - 6(e).** Using hand tools such as hammers, axes, etc where repeated striking is required and the sound provides a loud report.
  - 6(f).** Fire station SCBA compressor.
  - 6(g).** Vehicle back-up alarms.
- 7. Exception.** Wearing hearing protection during emergency operations may not be practical and is not required under this section. When practical, personnel operating at emergency scenes should consider wearing hearing protection in an effort to prevent possible hearing loss due to loud noises generated at an emergency incident.
- 8. General Prevention Guidelines.** Preventative measures are cited but are not limited to:
  - 8(a).** Purchasing fire apparatus with sound attenuating insulation built in.
  - 8(b).** Selecting equipment purchases based upon noise issues.
  - 8(c).** Requiring the air horns, siren speakers, and similar warning devices be mounted under or recessed into the bumper and not attached to the passenger cab.

- 8(d).** Providing hearing protection devices for personnel potentially exposed to noise environments.
- 8(e).** Designing facilities such that sound-attenuating insulation is built in and powered equipment is located in sound isolated areas.
- 8(f).** Power equipment and vehicles are to be run outside of the fire station to the extent possible unless all persons in the work area are wearing hearing protection.
- 8(g).** Responses with sirens and air horns should be accomplished with the windows rolled up.

**9. Hearing Protection.**

**9(a).** The District provides hearing protection (ear muffs and disposable ear plugs) in work areas that are likely to produce noise levels that exceed 85 decibels. These areas include:

- 9(a)(1).** The SCBA compressor area when the unit is operating.
- 9(a)(2).** Apparatus Bay when apparatus are running for not able to be moved outside due to a maintenance issue, testing, etc.
- 9(a)(3).** Apparatus Bays when power equipment is being operated.
- 9(a)(4).** Near fire apparatus outside when operating at high idle.
- 9(a)(5).** The Maintenance Bay when vehicle or equipment maintenance is being conducted (operating equipment) or the station air compressor is operating.


**9(b). Personal Hearing Protection:**

- 9(b)(1).** Personal Hearing Protection in the form of earplugs is available to all personnel.
  - 9(b)(1)A.** Disposable ear plugs receptacles are maintained by door entering the bay from the front hallway and in the Maintenance Bay.
  - 9(b)(1)B.** Disposable ear plugs are kept on all apparatus in the glove box or tool box.
  - 9(b)(1)C.** "Ear Muff" hearing protection is provided at the SCBA compressor and Maintenance Bay. Ear muffs are also provided on apparatus that carry power saws.
- 9(b)(2).** Personal Hearing Protection in the form of earplugs shall be worn by personnel when the wearing of ear muffs is not practical.
- 9(b)(3).** Personal Hearing Protection such as earplugs shall be worn by personnel in situations that are likely to cause noise levels exceeding 85 decibels not otherwise identified in this policy.

**9(b)(4).** Sound levels of selected IVFD equipment

EQUIPMENT	SOUND LEVEL	REFERENCE
<b>Stihl Chainsaw</b>	102 dB	online resource
<b>Holmatro Power Unit</b>	85 dB	online resource
<b>PPV Fan</b>	89 dB	online resource
<b>Milwaukee Sawzall</b>	103 dB	online resource

How can you tell if you are listening to dangerous noise levels?

- 9(c).** You must raise your voice to be heard.
- 9(d).** You can't hear someone 3 feet away from you.
- 9(e).** Speech around you sounds muffled or dull after you leave the noisy area.
- 9(f).** You have pain or ringing in your ears after exposure to noise. 

# 703-Helicopter Landing

DEVELOPED BY: Deputy Chief Jeff Gavlik

DATE: January 1, 2017

APPROVED BY: Fire Chief Dennis Hoke

SUPERSEDES: April 10, 2014

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **General.** This SOG addresses procedures to be taken by District personnel when using utilizing medical helicopters.
2. **Purpose.** To provide guidance to Illinois Valley Fire District personnel when initiating medical patient transport by helicopter.
3. **Protective Equipment.**
  - 3(a). Appropriate PPE for aiding in loading a patient shall be structural turnouts, helmet, boots, and medical gloves.
  - 3(b). It is recommended to have a structural engine on standby at the LZ location for landing emergencies.

**4. Landing Zone Selection.**

- 4(a). The Illinois Valley Fire District uses pre-determined landing zone locations for most of its LZ sites.
- 4(b). Other locations during day time operations can be selected by providing 911 Dispatch with either a GPS coordinate, street address or road intersection.
- 4(c). Ultimately the pilot will decide if an alternate location is preferred based on access, hazards or weather issues.

5. **Night Landings.** Only pre-approved landing sites will be used during night time landing operations. Specific steps to take

HELICOPTER LANDING ZONES (GPS)					
LOCATION (Alphabetical)	Mercy WP#	LAT. (Min.Min)	LONG. (Min.Min)	NIGHT LANDING	Mercy ETA (Min)
Airport, Illinois Valley	A 074	42 06.26	123 41.00	Yes	22
Barns Way & Caves Hwy		42 09.51	123 33.99		19
Bridge View Church @ Dick Grge & Hollnd Lp	A 100	42 07.48	123 34.70	Yes	18
Briggs Valley Rd & Onion Mtn Rd ( Four Corners )		42 22.13	123 38.81		18
Cave Junction / Junction Inn Parking Lot	A 006	42 09.80	123 38.88	Yes	20
Caves Hwy & Barns Way		42 09.51	123 33.99		19
Caves Hwy & Holland Loop		42 09.39	123 32.36		16
Crooks Creek & Deer Creek		42 16.81	123 32.35		17
Deer Creek & Crooks Creek		42 16.81	123 32.35		17
Dick George Rd & Takilma Rd		42 06.89	123 36.65		20
Dick George Rd @ 3614		42 05.78	123 35.87		20
Evergreen School Field		42 10.26	123 39.19		20
Fort Hay, Selma	A 243	42 18.63	123 36.59	Yes	23
Happy Camp Rd @ Snow Park	A 092	42 00.46	123 33.00	Yes	19
Hayes Hill Summit @ Hwy 199	A 065	42 19.95	123 35.13	Yes	17
Holland Loop & Caves Hwy		42 09.39	123 32.36		16
Holland Store	A 077	42 07.64	123 32.32	Yes	18
IV Station 4 @ Holland Loop Rd	A 102	42 07.51	123 34.33	Yes	18
Illinois Valley Airport	A 074	42 06.26	123 41.00	Yes	22
Illinois Valley High School	A 094	42 10.12	123 38.03	Yes	20
Illinos River Rd @ Six Mile Camp Ground (NFS-4103)		42 17.82	123 43.98		20
Illinos River Rd @ Swinging Bridge (NFS-4103)		42 18.51	123 46.48		22
Jubilee Park	A 195	42 09.80	123 38.56	Yes	20
Junction Inn Parking Lot	A 006	42 09.80	123 38.88	Yes	20
Lake Selmac, Boy Scout Area	A 069	42 15.44	123 34.23	Yes	18
McCaleb Ranch		42 18.51	123 46.48		22
O'Brien		42 04.05	123 42.13		23
Onion Mtn Rd & Briggs Valley Rd ( Four Corners )		42 22.13	123 38.81		18
Oregon Caves Parking Lot	A 103	42 05.98	123 24.61	Yes	17
Oregon Caves / Forest Service Rd / LZ	A 107	42 06.23	123 23.54	Yes	17
Rays Market, Selma	A 066	42 16.81	123 36.90	Yes	19
Rockydale Rd & Still Water Rd		42 05.19	123 37.43		19
Selma @ Station 2	A 066	42 16.63	123 36.98	Yes	18
Selma Church Lot	A 066	42 16.90	123 36.85	Yes	19
Selma, Fort Hay	A 243	42 18.63	123 36.59	Yes	23
Six Mile Camp Ground @ Illinos River Rd (NFS-4103)		42 17.82	123 43.98		20
Snow Park @ Happy Camp Rd	A 092	42 00.46	123 33.00	Yes	19
Sparky Way & Tycer Crossing	A 101	42 09.02	123 34.94	Yes	17
Still Water Rd & Rockydale Rd		42 05.19	123 37.43		19
Sun Star Meadow		41 59.40	123 36.17		22
Swinging Bridge @ Illinos River Rd (NFS-4103)		42 18.51	123 46.48		22
Takilma Rd & Dick George Rd		42 06.89	123 36.65		20
Takilma Rd & Waldo Rd ( Four Corners )	A 097	42 03.82	123 36.78	Yes	21

Div Chief Ismaili 6/25/2013

for night landing is as follows:

- 5(a). Turn off all code lights
- 5(b). The headlights of one vehicle will face into the wind to illuminate the proposed landing area until the helicopter makes its approach, then turn lights off
- 5(c). If you turn scene lights on to aid loading the patient, turn off all lights prior to helicopter lift off

## 6. Loading Onto Helicopter.

- 6(a). Two additional personnel are required to assist with loading.
- 6(b). Additional personnel will be directed by the flight team.
- 6(c). Personnel will line up as directed by the flight team.
- 6(d). The additional assistants will be directed back out the same path they came to the aircraft.
- 6(e). No loose articles of clothing, especially ball caps, should be worn while operating under the turning rotor blades.

## 7. Landing Zone Info.

- 7(a). At night: only designated landing zones
- 7(b). WIRES, WIRES, WIRES
- 7(c). All lights off while landing except shine one set of vehicle lights into wind to illuminate landing area
- 7(d). NIGHT: Width + Length = 300 FT with Width no less than 75 FT
- 7(e). Alert Helicopter to: Wires & Wind
- 7(f). Surface Should Be Firm, Flat with <10 Degrees Of Slope
- 7(g). Keep People and Animals Away



DEVELOPED BY: *Fire Chief Dennis Hoke*DATE: *January 1, 2017*APPROVED BY: *Fire Chief Dennis Hoke*SUPERSEDES: *April 10, 2014***THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** The safety of the first responders is always the first concern when responding to violent situations. Due care and caution shall be utilized when interacting with violent or potential violent patients and bystanders.
- 2. Policies & Responsibilities.** The Incident Commander is responsible for the safety of the responders and will determine if the situation is safe to proceed. At any time the situation deteriorates and the responders are at risk, they will immediately withdraw. All IVFD members will conduct themselves in a manner that does not escalate violent or potentially violent situations.
- 3. Procedures.** Law enforcement (LE) response in Josephine County is at best delayed or nonexistent. The Duty Officer/Incident Commander will make a risk analysis decision based on the call nature type and additional dispatch information. If at all possible wait for law enforcement to clear the scene. The following guidelines will facilitate the decision process.
  - 3(a).** If Law enforcement is responding and has an ETA of 15 minutes or less, units will stage near but out of view of the incident location until LE clears the scene.
  - 3(b).** If law enforcement is greater than 15 minutes, stage in quarters.
  - 3(c).** Accidental or self-inflicted shooting, stabbings and overdoses. The IC/DO will evaluate the dispatch information and determine if it is safe for the responders. The DO will talk to the reporting party and obtain where the weapon is. The DO will have all occupants leave the location of the incident and remain outside. Post an IVFD member to insure occupants do not enter.
  - 3(d).** The DO/IC will advise AMR that the scene is secure and they can respond to the scene. In accordance with AMR policy dated April 9, 2013, they have the choice not to respond but stage. We can bring the patient to the ambulance staging area.
  - 3(e).** At no time will the safety of the responders be placed in high risk situations such as assaults where the assailant is on scene, non-accidental shootings or stabbings.
  - 3(f).** All emergencies can potentially turn violent. All responders on scene will:
    - 3(f)(1).** Always plan your escape route.
    - 3(f)(2).** Never stand between the patient and the door
    - 3(f)(3).** Do not place yourself in front of the patient.
    - 3(f)(4).** Always be polite and do not escalate the situation

- 3(f)(5).** Designate one crew member to maintain situational awareness
- 3(f)(6).** If you have to restrain a patient, it is preferred to have a minimum of four members on scene to control each limb.
- 3(f)(7).** Personnel have the authority to physically defend themselves or other personnel if needed, but only as a last resort and only until the avenue of escape is present.
- 3(f)(8).** Oleoresin Capsicum (OC) spray have been placed on 8931, 8901-03 and staff vehicles. Training will be conducted annually. The use of OC spray is a last line of defense. All efforts will be made to de-escalate the incident if at all possible. If OC spray is used, personnel will immediately remove themselves from harm's way. Law enforcement will be requested. The Duty Officer and the Fire Chief will be notified.
- 3(f)(9).** If patient treatment is underway when a scene destabilizes personnel may, if practical and safe to do so, move the patient away from the scene to continue care.


**4. If violence is directed towards IVFD or AMR members.**

- 4(a).** If possible immediately withdraw from the area where the violence is occurring
- 4(b).** If withdrawal is not possible, activate the emergency button on one or more portable radios
- 4(c).** If radio traffic would potentially draw attention or escalate the violence, members should use any method to request assistance.
- 4(d).** The radio code word for dispatch that you need immediate assistance but are under duress is CODE 13. (see Emergency Communication SOG)

**5. Use of OC Spray.**

- 5(a).** Oleoresin Capsicum, OC, Spray will be carried by at least one member on EMS calls. OC is considered "Greater Controlling Force" and can be used to stop the threat of assaultive behavior. Using OC is a last resort tactic for first responders. Responders should withdraw if at all possible.
- 5(b).** OC Spray is considered an "Intermediate Force" option and may be used to control subjects exhibiting active resistance or assaultive behavior. When confronted with the threat of injury or assault, the first responder may use OC as a force option to reduce or eliminate the threat. OC should be sprayed directly onto the subject's face. The optimum distance to spray a subject is from 4 to 10 feet. OC should not be sprayed into a subject's eyes from a distance of less than 2 feet. From that distance, the pressurized spray can cause damage to eye tissue.
- 5(c).** When threatened with injury by an animal, first responders may use OC as a defense.
- 5(d).** Generally, OC will cause some level of pain and should distract and/or temporarily incapacitate the subject. First responders should be mindful that OC may not be as effective on subjects who are under the influence of alcohol, drugs, anger or mental illness.



- 5(e).** Exposure to excessive heat may cause the pressurized canister to explode. Do not leave the canister in direct sunlight or store the container in temperatures in excess of 120 degrees. OC will not be carried while on fire calls or under turnouts.
- 5(f).** Any use, accidental or intentional, of OC on a person shall be reported to the duty officer and Fire Chief **immediately**. 



## 705- Emergency Communication

DEVELOPED BY: Div. Chief Kamron Ismaili

DATE: January 1, 2017

APPROVED BY: Fire Chief Dennis Hoke

SUPERSEDES: April 10, 2014

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

1. **Purpose.** To establish standard practices for communicating imminent hazards and threats to personnel operating at emergency incidents.
2. **Common Terminology.**
  - 2(a). **Abandon:** The term “abandon” is used to direct companies or crews operating in the hazard zone to immediately exit via escape routes to a safe place. Companies or crews abandoning the hazard zone will take only the tools, equipment and hose lines necessary to permit their emergency egress.
  - 2(b). **Emergency Traffic:** The phrase “emergency traffic” is used in radio communications to indicate a critical, life safety related message. Emergency traffic communications have priority over all other radio communications with the exception of a Mayday message. When a person has declared “Emergency Traffic,” that person shall use clear text to identify the type of emergency, change in conditions, or tactical operations. The member who has declared the “emergency traffic” shall conclude the condition by transmitting “all clear, resume radio traffic” to end the emergency situation or to re-open the radio channels for communication after announcing the emergency message.
  - 2(c). **Evacuate:** The term evacuate will be limited to removal of civilians who are exposed, or potentially exposed, to hazards presented by the incident.
  - 2(d). **Mayday:** “Mayday, Mayday, Mayday” is the signal phrase used in radio communications to indicate a missing, trapped, or injured firefighter in need of immediate assistance. Mayday messages have absolute priority over all other radio communications.
  - 2(e). **Safety Zone:** An area of safe refuge located outside the hazard zone.
  - 2(f). **Withdraw:** The term withdraw is used to order the controlled tactical movement from current operating positions to a safer location. Personnel withdrawing from an operating position will remove tools, equipment and hose lines.
  - 2(g). **PAR:** A Personnel Accountability Report is a report designed to provide the incident commander with information concerning the identity of individual members of a company or team and their assignments and to account for the assignment of companies.
  - 2(h). **Cease Operations – All Quiet:** This order is given by the incident commander. The order is typically used during search and rescue operations when listening for

personal alert safety system devices or while listening equipment is used by technical search and rescue crews. This order may be preceded by emergency traffic.

- 2(i). Code 13:** Code term used when a First Responder's life is in imminent danger from a hostile person (ie: taken hostage), when clear text or attempt to abandon the area is not an option. Code 13 is a non-questioned request for immediate response from closest available Law Enforcement unit/agency.

### **3. Procedure.**

- 3(a).** Any member with an "emergency traffic" or "mayday" message will transmit that message on the Operations channel.
- 3(b).** A First Responder that transmits a "Code 13" should attempt to provide a relative UCAN report as soon as reasonably possible. Dispatch Centers and respective agency supervisors will treat all Code 13 announcements as a worse-case situation, and facilitate the deployment of appropriate Law Enforcement resources, even if information is limited.

### **4. Emergency Traffic.**

- 4(a).** The signal phrase "emergency traffic" is used to request priority access for communications critical to life safety. Situations in which emergency traffic communications are indicated include (but are not limited to):
- 4(a)(1).** Abandoning the hazard zone.
  - 4(a)(2).** Reporting extreme safety hazards such as imminent structural collapse.
  - 4(a)(3).** Changing strategy from offensive to defensive.
  - 4(a)(4).** Requesting additional resources in a critical situation.
- 4(b).** Emergency traffic has priority over all other radio communications (with the exception of a "mayday" message). All other radio traffic must cease and personnel must monitor the emergency traffic message.


### **5. Abandoning the Hazard Zone.**

- 5(a).** Rapidly developing hazardous conditions may require Command to order all companies and crews operating in the hazard zone to abandon that area of operation and immediately exit to a safe area. In a wildland / urban interface incident or other incident with a variable perimeter, safety zones must be defined by proclamation (ie., the safety zone is located at...). In structure fires, safety zones are pre-defined at the corners of the structure and outside collapse zone (others may be defined by proclamation).
- 5(b).** Communicating the order to abandon the hazard zone is accomplished through both emergency traffic radio communication and an audible signal. An order to abandon the hazard zone deviates from the standard radio communications model as it is broadcast to all companies and crews (rather than specifically directed). The unit

requesting all units to abandon the hazard zone will request dispatch to send the abandon tones along with the specific message.

- 5(c).** Upon receipt of an order to abandon the hazard zone, all apparatus close to the hazard zone will sound their air horn with one long continuous blast lasting for approximately ten (10) seconds. The audible signal provides a backup to radio communications.
- 5(d).** Following the order to abandon the hazard zone, Command must account for all resources operating at the incident by initiating a personnel accountability report (PAR).

## **6. Mayday.**

- 6(a).** The signal word “mayday” is used to clearly communicate that a firefighter is missing, trapped, or injured and in need of assistance. This word is used to differentiate this type of emergency from others that may be communicated using the “emergency traffic” signal phrase.
- 6(b).** Firefighters will transmit a “mayday” three times on the tactical channel.
  - 6(b)(1).** If unable to contact command on the tactical channel, and you are able to scroll your radio to the command frequency (or another monitored frequency), then attempt on this frequency.
  - 6(b)(2).** If unable to manipulate your radio, or if no reply, depress the emergency button on your radio. 



DEVELOPED BY: *Div. Chief Kris Sherman*


DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*

SUPERSEDES: *April 10, 2014*

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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. Scope.** All IVFD apparatus, equipment, supplies and personnel shall be properly protected from damage, injury or theft.
- 2. Purpose.** To keep IVFD property and apparatus in a ready state of response and from being damaged or stolen.
- 3. Exterior Doors.** All personnel exterior doors are to be in the locked position at all times. Exterior doors that require quick access are locked with a punch-pad type of locking mechanism. Annually or more frequently as required, the lock combination will be changed. Firefighters will be notified by email or weekly updates when the lock will be changed and how they may find out what the new combination is. Firefighters are not to disseminate the lock combination to any unauthorized individuals for any reason.
- 4. Overhead Bay Doors.** Whenever a Fire District member is NOT in the bays, the doors shall be closed. When fire apparatus is responding on emergency calls members should make every effort to ensure that the overhead doors begin closing before leaving the apron.
- 5. Administration Office.** Administration office doors are to remain in the unlocked position during the course of normal business hours; however, they may be locked if front desk is unstaffed.
  - 5(a).** Administration personnel will follow the closing check list at the end of the day when the last person leaves. If a staff person is in the office after business hours, the checklist will be followed prior to leaving.
- 6. Apparatus.** All apparatus in station bays are to remain response-ready. Any apparatus left unattended outside must have the keys removed. If any apparatus will be left outside overnight, all doors and compartments must be locked (if compartments aren't lockable, equipment must be removed and placed in the station out of the way), and station officer notified. 





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**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** This SOG outlines specific details and guidance for Chainsaw safety and operation.
- 2. Purpose.**
  - 2(a).** To familiarize all District personnel with the chainsaws to be used in the District.
  - 2(b).** To provide information to all personnel as to the proper application and use of chainsaws.
- 3. Guidelines**
  - 3(a).** The Illinois Valley Fire District shall provide training to personnel in the proper use of chainsaws and to have safety as a priority.
  - 3(b).** All personnel shall receive chainsaw training in proper operation and safety.
  - 3(c).** The chainsaws shall be started weekly during routine equipment checks. The saws will be run for 3 to 5 minutes to normal operating temperature (not at idle) before shutting off.
  - 3(d).** Saw fuel and chain lubricating oil reservoir shall be checked weekly and after each use. This is to include both the fuel can and the saw itself. In the event fuel and oil is needed it shall be added.
- 4. Responsibility.**
  - 4(a).** **The Division Chief of Logistics:** shall have overall responsibility for the maintenance and serviceability of Fire District power tools.
  - 4(b).** **Company Officers:** are responsible for supervising the maintenance and inspection of Fire District chainsaws.
  - 4(c).** **Fire Apparatus Operators:** are responsible for the proper cleaning, inspection and maintenance of the chainsaws after use.
  - 4(d).** **All Members:** are responsible for reporting damaged or defective equipment to their direct supervisor or the Maintenance Chief.
- 5. PPE for Operating a Chainsaw During Field Use.**
  - 5(a).** **Helmet:** The District issued helmets shall be worn to protect from falling branches, limbs, debris and anything the saw may kick up towards your head.
  - 5(b).** **Ear Protection:** Suitable hearing protection, either earmuffs or earplugs, shall be utilized when running the saw.

- 5(c). **Eye Protection:** Eye protection shall be utilized when running saw to protect eyes from burning embers, branches, saw dust, bar oil, leaves/needles etc.
- 5(d). **Long Sleeve Shirt:** When using saws you must protect your arms from debris; this can be accomplished with your Nomex shirt or bunker coat.
- 5(e). **Gloves:** Gloves shall be worn at all times, when running the saw or sharpening the teeth to protect hands from cuts and scrapes.
- 5(f). **Use of Chaps:**
  - 5(f)(1). Will be used during chain saw operations (except during structural operations).
- 5(g). **Boots:** You must wear footwear designed to prevent injury due to falling or rolling objects and objects piercing the soles. Heavy-duty leather, 8-inch-high laced boots with nonskid soles are required for chain saw use.
- 5(h). **Chaps:** Protect the operator from saw cuts to the legs. Chaps have a nylon shell covering multiple layers of loose Kevlar fiber. The chaps should be kept clean and must not be stored in compartments with gas and oil. When chaps become saturated with oil, bar oil, and gas they should be replaced due to the flammability during a wildland fire.

## 6. Operating a Chainsaw.

### 6(a). Preparation:

- 6(a)(1). Engage the chain brake by pushing the hand guard towards the bar nose. (You will hear a click when the brake engages.)
- 6(a)(2). Adjust Controls:
  - 6(a)(2)A. If the engine is cold: press down safety throttle lock and move the master control lever to cold start.
  - 6(a)(2)B. If engine is warm: press down safety throttle lock and move the master control lever to warm start.

### 6(b). Starting:

- 6(b)(1). Place saw on ground, with your hand on the front handle. Put your foot into the rear handle and press down.
- 6(b)(2). Pull the starter grip slowly with your hand until you feel the starter engage, then give the grip a brisk strong pull. Do not let the starter grip snap back.
- 6(b)(3). **Important:** If starting in Cold Start position, move master control lever to Warm Start as soon as engine begins to fire and then continue cranking until engine runs.

**6(c). Engine Running:**

**6(c)(1).** Immediately flip the throttle trigger so that the master control lever moves to run position and engine settles down to idle speed. *Warning:* the clutch can be damaged if the engine is not immediately returned to idle speed.

**6(c)(2).** Disengage the chain brake before starting, i.e. pull the hand guard back towards the front handle.

**6(d). Stopping the Engine:** Move the master control lever to *stop*.

**6(e). Safety Precautions:**

**6(e)(1).** Make sure that the area in which you are cutting is free from obstructions.


**6(e)(2).** Cut at high engine speeds.

**6(e)(3).** Do not over reach.

**6(e)(4).** Do not operate a chain saw when you are fatigued.

**6(e)(5).** Use both hands to run the saw.

**7. Carrying a Chainsaw.** When carrying your saw by hand, the engine must be stopped and the saw must be in the proper position with blade towards rear.

**8. Avoid Kickback.** Do not let the tip of the bar touch anything while the engine is running. At cutting speed the chain is moving at a high rate of speed. Should the tip contact anything while the chain is moving, the tip will be pushed upward with considerable force. This is known as kickback. Avoid it! 



# **708-Hose Loads, Maintenance & Testing**

DEVELOPED BY: *Div. Chief Kris Sherman*

DATE: *January 1, 2017*

APPROVED BY: *Fire Chief Dennis Hoke*


SUPERSEDES: *April 10, 2014*

THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL

- 1. General.** The following policy is intended to standardize the hose loads, maintenance and testing on all apparatus in the Fire District. There will be some instances where a particular hose load cannot be applied. If there are any questions as to which load to use, or regarding specific maintenance and/or testing procedures, contact your station officer.
- 2. Hose Loads.**
  - 2(a).** Cross-lays 1-½ and 1-¾ inch lines will be loaded in a triple lay configuration.
  - 2(b).** Hose beds 2 ½ and 3-inch non pre-connected lines will be a flat, forward lay configuration and set in such a way so the couplings will not need to flip when laid.
  - 2(c).** Hand lines of 2 ½ inch pre-connect will be loaded in a flat lay configuration.
  - 2(d).** The apparatus is to remain stationary when loading hose in the bed.
- 3. Hose Maintenance.** All fire hose shall be maintained in accordance with NFPA Standard 1962 and the following policies:
  - 3(a).** All hose will be clean before loading on the apparatus. In cases where it is not practical to clean the hose before loading it on scene, it shall be removed from the apparatus and cleaned upon return to the station.
  - 3(b).** All hose left out to dry will not be left in the weather or on the floor longer than necessary. It should be rolled or loaded as soon as possible.
  - 3(c).** When loading hose, gaskets shall be checked and replaced as necessary.
- 4. Hose Testing.**
  - 4(a). Preparation:** Protective clothing for hose testing shall include leather gloves, a fire helmet, and eye protection.
    - 4(a)(1).** All hose that is to be tested shall be connected to the hose tester. Hose that must be connected to an engine for hose testing shall be connected on the side opposite of the pump panel to reduce the exposure of the apparatus operator to charged lines.
    - 4(a)(2).** Connect a number of hose sections into test lengths of not more than 300 feet each. Each hose shall be connected to an outlet on the hose tester or pumper.

- 4(a)(3). Any hose being tested using a fire service pumper shall be secured to an anchor using a rope or nylon hose strap.
- 4(a)(4). A blind cap with a relief valve or fire service nozzle shall be attached to the end of each length to be tested.

**4(b). Conducting the Test:**

- 4(b)(1). Fill each hose line with water. Open the nozzles and relief valves of all lines. The nozzles and valves should be held above the level of the discharge to allow all air from the hose to escape.
- 4(b)(2). Close all nozzles and relief valves and check the hose for leakage at the couplings. Tighten all couplings that are leaking. If excessive leakage occurs, the hose section involved shall be deemed to have failed the test.
- 4(b)(3). With a black marker, mark the point at which the hose and the coupling meet. Remove all kinks and twists from the hose. Check for further leaks and tighten couplings as needed. Remove all personnel to at least 100 feet from the test area, wherever possible.
- 4(b)(4). Increase the pressure in the lines to the required test pressure as specified in NFPA Standard 1962 – Standard for the Use, Care, and Testing of Fire Hose. 

## **709-Respiratory Protection**

DEVELOPED BY: Div. Chief Kamron Ismaili

DATE: January 1, 2017

APPROVED BY: Fire Chief Dennis Hoke

SUPERSEDES: April 10, 2014

**THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. Policy.** It is the policy of the Illinois Valley Fire District (IVFD) that all personnel expected to respond and function in areas of atmospheric contamination shall wear self-contained breathing apparatus (SCBA) or a Respirator.
  - 1(a).** All personnel shall have a current physical on file.
  - 1(b).** All fire fighting personnel shall be fit tested yearly.
  - 1(c).** All personnel shall be trained on the use and care of SCBA. They shall have a minimum of two training drills on SCBA during the calendar year.
  - 1(d).** All Fire District officers shall strictly enforce the provisions of this policy. Violations shall be corrected at the time of occurrence whenever possible.
  - 1(e).** For the purposes of this policy, "Fire under control" is intended to identify the point at which active fire is extinguished and the overhaul phase begins.
- 2. SCBA Use.**
  - 2(a).** SCBA will be donned while apparatus is in route to any reported fire or alarm (when applicable). Companies arriving at any fire call should be fully geared up and ready to work.
  - 2(b).** The use of breathing apparatus means that all personnel have face pieces in place, breathing air from supply provided.
  - 2(c).** Utilize electric fans, if available, after extinguishment to assist in the removal of toxicants.
  - 2(d).** If a member is in close proximity to an atmosphere that contains products of combustion (i.e. near the structure), they will be in a SCBA or take a position that is up wind or make an *effort* to increase their distance from the hazardous atmosphere.
  - 2(e).** Self-contained breathing apparatus shall be worn by all personnel operating:
    - 2(e)(1).** In a contaminated atmosphere;
    - 2(e)(2).** In an atmosphere which may suddenly become contaminated;
    - 2(e)(3).** In an atmosphere which is oxygen deficient;
    - 2(e)(4).** In an atmosphere which is suspected of being contaminated or oxygen deficient. This shall include all personnel operating:
      - 2(e)(4)A.** In an active fire area;

- 2(e)(4)B.** Directly above an active fire area;
- 2(e)(4)C.** In a potential explosion or fire area, including gas leaks and fuel spills;
- 2(e)(4)D.** Where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fires;
- 2(e)(4)E.** Where invisible contaminants are suspected to be present (i.e. carbon monoxide during overhaul);
- 2(e)(4)F.** Where toxic products are present, suspected to be present, or may be released without warning;
- 2(e)(5).** In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. If an SCBA is found to be inoperable, it shall be taken out of service, tagged, reported and replaced immediately.

**2(f). Removal of SCBA:**


- 2(f)(1).** Premature removal of SCBA must be avoided at all times. This is particularly significant during overhaul when smoldering may produce increased quantities of carbon monoxide and other toxic products. In these cases SCBA must be used or the atmosphere must be changed.
- 2(f)(2).** Monitoring of carbon monoxide levels will no longer be utilized as a benchmark for the removal of the SCBA or the presence of toxins in the atmosphere within one hour after fire is under control.
- 2(f)(3).** One hour after the fire is under control of a structure fire, the Incident Commander will evaluate the atmosphere to determine if the continued use of SCBAs is warranted. If there is any doubt about respiratory safety, SCBA use shall be maintained.
- 2(f)(4).** Prior to removal, the atmosphere shall be tested by the use of the gas detectors. Fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.
- 2(f)(5).** After removal, the atmosphere shall be continued to be monitored by the use of the gas detectors.

**3. Respirator Use.**

- 3(a).** Air Purifying Respirators (APR) and the N95 filtration masks provide particulate protection only and are not considered adequate respiratory protection from the products of combustion under this policy.
- 3(b).** A respirator shall be worn by all personnel operating in an atmosphere where invisible contaminants are suspected to be present (i.e. carbon monoxide during overhaul and fire investigation).




**3(c).** Prior to removal, the area shall be thoroughly ventilated. The atmosphere shall be tested by the use of the gas detectors.

**3(d).** After removal, the atmosphere shall be continued to be monitored by the use of the gas detectors. 



**710-Hazard Communication Program**DEVELOPED BY: *Div. Chief Kamron Ismaili*DATE: *January 1, 2017*APPROVED BY: *Fire Chief Dennis Hoke*SUPERSEDES: *April 10, 2014***THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. Purpose.** To notify personnel of hazardous substances stored in fire stations and on other Fire District property so that protective measures can be taken.
- 2. Scope.** All IVFD Personnel
- 3. Policy.** In order to comply with the Oregon Occupational Safety and Health Standard on Hazard Communication, the following written Hazard Communication Program has been established. This written program is to be maintained in the SOG Manual and accessible to all personnel.
- 4. Container Labeling.**
  - 4(a).** The Logistics Officer will verify that all containers received for use will:
    - 4(a)(1).** Be clearly labeled as to the contents.
    - 4(a)(2).** Note the appropriate hazard warning.
    - 4(a)(3).** List the name and address of the manufacturer.
  - 4(b).** Company officers at each fire station will insure that all containers are labeled to reflect the contents of the container. For help with labeling, contact Logistics Officer.
- 5. Materials Safety Data Sheets (MSDS).** Copies of the MSDSs for all hazardous chemicals to which District members may be exposed at Fire District buildings will be included in this manual. The Logistics Officer will have the master MSDSs in his office. MSDSs will be available to all District members at their work area for review during each work shift. If MSDSs are not available or new chemicals do not have MSDSs, call the Logistics Officer immediately.
- 6. District Member Training and Information.** Prior to starting work, each new District member will attend a safety and health orientation to receive information and training. New firefighters and other Fire District members who may be exposed to hazardous materials used on-site will receive this training from the Training Officer. Current District members will receive the orientation, using this procedure as a guideline from their company officers.
  - 6(a).** A. Training will cover the following items:
    - 6(a)(1).** An overview of the requirements contained in the Hazard Communication Standards, Section 1910.1200 (See Appendix A at the back of this operating procedure.)
    - 6(a)(2).** Chemicals present in fire stations and in Logistics.

- 6(a)(3).** Location and availability of the written hazard communication program. This procedure is in the SOG Manual.
  - 6(a)(4).** Physical and health effects of the hazardous chemicals that are on the site.
  - 6(a)(5).** Methods and observation techniques used to determine the presence and release of hazardous chemicals in the work area.
  - 6(a)(6).** How to lessen or prevent exposure to these hazardous chemicals through use of control and work practices, and personnel protective equipment.
  - 6(a)(7).** Steps the District has taken to lessen or prevent exposure to these chemicals.
  - 6(a)(8).** Emergency procedures to follow if someone is exposed to these chemicals.
  - 6(a)(9).** How to read labels and review MSDSs to obtain appropriate hazard information.
- 6(b).** District members will sign a District Training Roster to verify that he or she attended the training, reviewed the guidelines, and understands the information.
- 6(c).** Prior to a new hazardous chemical being introduced into any Fire District building, each affected District member will be given information as outlined above. The Logistics Officer is responsible for ensuring that MSDSs on new chemicals are available.
- 7. List of Hazardous Chemicals.** In Appendix B of this SOG, a list of known hazardous materials used by members of the Illinois Valley Fire District at fire stations that are in sufficient quantity to qualify under this program. Information on each chemical can be obtained by reviewing the Material Safety Data Sheets located in Logistics and in the policies and procedures manual.
- 8. Hazardous Non-Routine Tasks.** Occasionally, District members are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected District member will be given information by his or her supervisor about hazardous chemicals to which he or she may be exposed. This information will include:
  - 8(a).** Specific chemical hazards.
  - 8(b).** Protective/Safety measures the District member can take.
  - 8(c).** Measures that the Fire District has taken to lessen the hazards including ventilation, respirators, presence of another District member and emergency procedures.
- 9. Informing Contractors.** It is the responsibility of the Logistics Officer to provide contractors with the following information:
  - 9(a).** MSDSs for hazardous chemicals to which their District members may be exposed while on the job site.
  - 9(b).** Precautions the District members should take to lessen the possibility of exposure by using appropriate protective measures.
  - 9(c).** The labeling system used in the workplace. 

**Section 800**

***CERT***



**801-Community Emerg. Response Team**DEVELOPED BY: *Div. Chief Kris Sherman*DATE: *January 1, 2017*APPROVED BY: *Fire Chief Dennis Hoke*SUPERSEDES: *December 1, 2016***THIS STANDARD OPERATING GUIDE (SOG) ESTABLISHES GUIDANCE & PROCEDURES TO BE FOLLOWED BY IVFD PERSONNEL**

- 1. General.** The IVFD CERT program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills.
  - 1(a).** Using the training learned in the classroom and during exercises, CERT members can be called upon to assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.
  - 1(b).** CERT members are also capable of supporting emergency response agencies by taking a more active role in emergency preparedness projects in their community.
  - 1(c).** CERT Personnel may be authorized to enter into restricted areas during a disaster upon activation and presentation of their IVFD CERT identification card.
    - 1(c)(1).** Entry into such an area will be for official reasons and should be with the approval of IVFD CERT Coordinator or their designee.
    - 1(c)(2).** A CERT identification card should not be used to enter into zones if there are not requirements indicated for the services of the CERT member or team.
- 2. Policies and Responsibilities.** Activated CERT members can be utilized to assist with basic scene or support functions including:
  - 2(a).** Basic First Aid
  - 2(b).** Triage of Victims
  - 2(c).** Extinguishment of small incipient phase fires utilizing makeshift aids or fire extinguishers.
    - 2(c)(1).** NOTE: No interior firefighting is allowed and CERT members will not be in a position where smoke inhalation or heat endangers their safety.
  - 2(d).** Light search and rescue to include cribbing/leveraging and removal of patients from danger.
  - 2(e).** Setting up treatment, rehab, or similar sectors
  - 2(f).** Maintaining accountability for fellow CERT members
  - 2(g).** Supervising CERT sectors or groups
  - 2(h).** Evacuation notifications in assigned neighborhoods or areas
  - 2(i).** Traffic control as assigned by Incident Command (Only ODOT trained members)

- 2(j). Crowd control for major incidents
- 2(k). Set up and staff emergency assembly points and/or shelters
- 2(l). Provide support at an incident site and at Emergency Operations Center
- 2(m). Any other operation required to remedy a given scenario that does not directly endanger the CERT members or move outside their scope of practice.
  - 2(m)(1). NOTE: Many members of CERT have skills beyond what is taught through the CERT program (e.g., physicians and other health professions, heavy equipment operators, etc. While these skills may be helpful during an emergency or disaster, they are outside the CERT scope of practice as a CERT member.
  - 2(m)(2). \*Exception: If the IC/EM requests the CERT team member to use his/her skills, then the member may do the job that is requested by the IC/EM.

### 3. CERT Membership.

#### 3(a). Qualifications:

- 3(a)(1). The potential member shall be at least 18 years or older.
- 3(a)(2). To become a member of our CERT team the individual must:
  - 3(a)(2)A. Complete a CERT application
  - 3(a)(2)B. Complete information packet
  - 3(a)(2)C. Complete ICS 100, 200, and 700 online classes
  - 3(a)(2)D. Complete online Safe Personnel courses as requested
  - 3(a)(2)E. Pass a background check
  - 3(a)(2)F. Memorandum of Understanding
  - 3(a)(2)G. Legal Status of CERT participants
  - 3(a)(2)H. Role of CERT member form
- 3(a)(3). The potential member shall attend CERT trainings and continued team trainings as determined by team.

4. **Commitment.** Once a member of CERT the individual will be accountable for assignments or training in which he/she chooses to assist. The member will be allowed to participate up to the level of their proficiency or as directed. However, in order to be considered “active”, that person will need to attend minimum refresher sessions. In addition, other responsibilities of CERT members are to keep contact information or leave of absence information current with the individual’s CERT Coordinator.

5. **Courses and Additional Training.** All potential CERT members shall complete a minimum of 8 modules of Basic CERT training. At the conclusion of the Basic CERT training program each member will receive a certificate of completion, their IVFD photo identification and their CERT equipment/supply bag. Training opportunities, practice exercises, as well as refresher

opportunities will be conducted during the calendar year. Refresher Medical First Aid/CPR course will be offered for all members of IVFD. Additionally, periodic reviews of the on-line courses covering Incident Management will be conducted. Completion of training in traffic control by a representative from ODOT is required for all CERT members assigned to traffic control duties.

6. **Driver Certification.** Any CERT member who wants to drive the CERT vehicle (8979) must complete the driver certification class, pass the driving course test, pass the DMV check, and be drug free. A periodic drug test is conducted.
7. **CERT Duties and Physical Requirements.** All CERT members deployed to an incident will be assigned specific tasks by CERT Command or Incident Command. Depending on that task, a minimum level of physical capability must be demonstrated.

**7(a). Traffic Control:**

- 7(a)(1). Ability to easily lift and properly place and move traffic cones.
- 7(a)(2). Ability to lift and deploy roadway alert flagging.
- 7(a)(3). Ability to stand and walk short distances to direct traffic and properly use traffic control signs.

**7(b). Evacuation Notification:**

- 7(b)(1). Ability to deploy into and out of 8979 or other vehicles.
- 7(b)(2). Walk distances to notify the public of evacuation notices.

**7(c). Basic Search and Rescue:**

- 7(c)(1). Ability to walk over distances of flat or uneven rough terrain.
- 7(c)(2). Ability to carry a fanny pack or backpack weighing 10-15 pounds during a search and rescue operation.
- 7(c)(3). Good vision and hearing for building searches.
- 7(c)(4). Ability to climb stairs, move debris, and use cribbing techniques to remove debris from victim.

**7(d). Basic Medical:**

- 7(d)(1). Ability to physically set up and take down canopies and tables.
- 7(d)(2). Ability to perform basic triage; including kneeling and standing to evaluate victims to perform basic first aid.
- 7(d)(3). Ability to position victims for evacuation using a blanket, backboard, or chair.
- 7(d)(4). Ability to assist in an evacuation.

**7(e). Assist with Rehabilitation:**

- 7(e)(1). Ability to lift a case of water or Gatorade.



- 7(e)(2).** Ability to carry supplies to firefighters at an incident.
- 7(e)(3).** Ability to change out and carry SCBA bottles to and from the scene and back to the air trailer.
- 7(e)(4).** Ability to stand while taking firefighter's vitals.

**7(f). Neighborhood, Structure, or Bridge Damage Assessment:**

- 7(f)(1).** Ability to walk over distances of flat or uneven rough terrain.
- 7(f)(2).** Ability to carry a fanny pack or backpack weighing 10-15 pounds with needed equipment to safely approach a structure or bridge for assessment.

**7(g). Incident Information Booth Staffing:**

- 7(g)(1).** Ability to physically set up and take down canopies, tables, and chairs.
- 7(g)(2).** Ability to write legibly on public information boards.

**8. Meetings.** The CERT meeting time, location, and frequency have been established as the second and fourth Tuesday of each month at 5:30 p.m. In addition, CERT members also attend the combined IVFD Association and medical training meeting held on the first Tuesday of each month at 6:00 p.m. Members must attend 12 of the 24 CERT meetings and 6 of the 12 Association/Medical meetings in order to maintain their membership in the IVFD CERT program.

**9. Equipment and Dress Code.** Each CERT member is issued equipment that he/she is responsible for.

**9(a).** This equipment must be properly maintained and readily available for response to a situation.

**9(b).** This equipment includes:

- 9(b)(1).** Go Bag, Safety Vest
- 9(b)(2).** Helmet Light
- 9(b)(3).** Eye Protection
- 9(b)(4).** Gloves
- 9(b)(5).** Yellow Fire Shirt
- 9(b)(6).** Helmet
- 9(b)(7).** Dust Mask
- 9(b)(8).** ID Badge

**9(c).** Team members will respond with full equipment, supplies and appropriate clothing for the weather conditions and the activity.

- 9(c)(1).** Appropriate clothing consists of long dark blue pants, a long – sleeved shirt, and sturdy boots.

**9(c)(2).** Additional dress items may include an extra pair of socks, an extra shirt or sweater and rain pants.

**9(c)(3).** Suggested individual supplies for carrying in a fanny pack or in a go-bag may include snack bars, a supply of water, insect repellent, and sunscreen.

**9(d).** For all training events and meetings CERT members will wear a uniform consistent with IVFD policy. This consists of dark blue pants and one of the following shirts: blue polo shirt, blue t-shirt with IVFD logo, the lime green CERT t-shirt or a dark blue shirt.

**9(e).** The CERT coordinator will inventory each member's equipment bag twice a year and the results reported to the Logistics Division Chief. If equipment is missing or damaged the CERT coordinator will address the issue with the member.

**9(f).** If the member leaves the team the equipment, ID badge and uniforms will be returned to the CERT coordinator immediately. Unreturned equipment will be replaced at the previous member's expense.

**10. Mobilization/Activation Response.** Activation of the CERT unit may only be made by prior standing order (First Responder CERT unit) or by request of IVFD command. At **no** other time may any CERT unit self activate. Should a member take action at an emergency he/she can respond as a private citizen, not as a CERT member.

**10(a). First responder Activation for Traffic Control:**

**10(a)(1).** If a CERT member has volunteered to be part of the First Responder Program he/she will be assigned a duty day or days during the week for which they will provide response to the IVFD. The duty day starts at 7:00 a.m. and runs until 7:00 a.m. the following day, a 24 hour period.

First responders will automatically respond on their assigned duty day to the following calls from a dispatched tone-out: downed power lines, structure fires, wild land fires, traffic accidents (TA-1, TA-2) and TA-0 when requested by command.

First responders will report to Station 1 for deployment in 8979 unless otherwise instructed by either the duty driver for that day or by command.

**10(b). General CERT Activation:**

**10(b)(1).** CERT members receive a general activation instruction via the "GroupMe" app on their individual cell phones from Command Staff. The message will contain the type of emergency or incident, and the location. All responding CERT members will assemble at Station 1 (unless otherwise instructed) and deploy with 8979 or in personal vehicle car pools, as directed by Command. CERT members are asked to go to the incident in as few vehicles as possible. Upon arrival, the vehicle(s) should be parked in a location so as not to interfere with scene operations.

Any CERT member may be removed from a scene for any reason by the Incident Commander.

In the event that there is media on scene, CERT members will refer any questions from the media to the Public Information Officer or Incident Commander.

The team should remain on site until the scenario is resolved or until another team is present to relieve them. At that time, the Incident Commander will notify the CERT Coordinator that all CERT teams are eligible to be deactivated.

**11. Safety Policies.** If a disaster occurs such as an earthquake, tornado, plane crash, etc., members should ensure that their families are safe. Then they should contact their CERT Coordinator for additional instructions and direction using either their cell phone or mobile radio. Members should not attempt to contact the police or fire department directly for activation or instruction unless a life-threatening emergency exists. It should be the responsibility of each individual team member to know the contact information of the CERT Coordinator and Assistant.

If unable to contact the CERT Coordinator or Assistant due to downed phone lines, power outages, etc., a member may report to the pre-designated assembly points for the area. Do this only when it is safe to do so. Members are not encouraged to leave a place of safety during an event. Each CERT member should have two safe assembly areas where they can meet other team members. If one assembly location is obstructed or unsafe, the members can proceed to the alternative place.

**12. Cancellation and Debriefing.** When an alert, mobilization, or deployment order has been issued and subsequent information indicates CERT assistance is not required, Incident Command will issue a notice of cancellation through mobile radio or the "GroupMe" app. At the conclusion of the incident or when relieved by another team, CERT members shall meet at the designated area to review their involvement in the incident. If any counseling is required, arrangements will be made to provide that counseling.

**13. Other.**

**13(a). Leave of Absence:**

**13(a)(1).** If an active CERT member is leaving the area for an extended amount of time (more than 3 weeks) or if family/life commitments require the individual to withdraw from CERT, he/she will be granted a Leave of Absence for up to six (6) months upon the approval of the CERT coordinator or Logistics Chief. Equipment and supplies will be required to be returned during the leave of absence. Once the reason for the absence no longer exists, the team member may be reactivated upon the CERT Coordinator's or Logistics Chief's discretion. No CERT member should take a leave of absence without first notifying their CERT Coordinator and Logistics Chief so that it is known which members of the CERT unit are available if activation is needed.

**13(b). Inactivation or Reactivation:**

**13(b)(1).** All member inactivation or reactivation can be decided upon at the CERT Coordinator's or Logistics Chief's discretion. A cause for a member to be considered inactive could be, but is not limited to: returning to seasonal residence or failure to abide by any regulation the Logistics Chief or CERT Coordinator has deemed necessary.

**13(c). Self Deployment/Freelancing:**

**13(c)(1).** Team members are not allowed to self-deploy to an incident. Deployment will be done as a team. If a member self-deploys, he/she will forfeit all protection from liability provided by the CERT program and agency having the hazard. Furthermore, the individual will be removed from the CERT program immediately.

**13(d). Weapons:**

**13(d)(1).** CERT members are not permitted to carry or possess any firearm weapons while undertaking activities as a CERT member.

**14. Communications.**

**14(a). Available Communications:** The following equipment and communication system resources are capable of being used for CERT communications are: In-house portable radios and Cell phones.

**14(b). Communications Terminology:** Using common terminology and terms when communicating is essential for a common system. This system would use clear text and common language in both communications and call signs in order to:

**14(b)(1).** Function according to Incident Command Standards.

**14(b)(2).** Facilitate communication of information at an incident scene.

**14(b)(3).** Ease identification of different responsibilities.

**14(b)(4).** Identify units by function and/or geographic assignment.

**14(b)(5).** Identify all units in clear text.

**14(c). The following rules of communication will apply to CERT team operations:**

**14(c)(1).** The use of "10" codes will not be used.

**14(c)(2).** Plain text will be used at all times.

**14(c)(3).** Conversations should be clear, concise, and short to minimize tying up the talk group or channel.

**14(c)(4).** It is important when initiating a conversation on a radio system to first identify the unit being called, and then the unit who is calling. ("Hey You, It's Me".) The person initiating a conversation is responsible for announcing "clear" when he/she is through communicating on the radio. This will let others know that the conversation is completed

- 14(c)(5).** When an emergency or something is unsafe or may harm CERT team members, the team member will either:
  - 14(c)(5)A.** Blow a whistle 3 long times to sound an alarm for members to evacuate and report for accountability.
  - 14(c)(5)B.** Contact Command and state name, specific location and relay the dangers.
- 14(c)(6).** If violence is directed towards CERT members:
  - 14(c)(6)A.** If possible, immediately leave your equipment and withdraw from the area where the violence is occurring.
  - 14(c)(6)B.** If radio traffic would potentially draw attention or escalate the violence, members should use any other method to request assistance.
  - 14(c)(6)C.** The radio code word for dispatch that you need immediate assistance, but are under duress, is CODE 13.
    - 14(c)(6)C(i).** **CODE 13:** Code term used when a First Responder's Life is in imminent danger from a hostile person (ie: taken hostage), when clear text or attempt to abandon the area is not an option. Code 13 is a non-questioned request for immediate response from closest available Law Enforcement unit/agency.

**15. Grounds for Removal.** All CERT members are subject to dismissal from the program for any reason as deemed appropriate by the CERT Coordinator, Logistics Chief, or Fire Chief. Some examples of actions that could result in removal from the CERT program are:

- 15(a).** Self deployment to an incident or scene.
- 15(b).** Unauthorized use of CERT signage or logos.
- 15(c).** Unprofessional or aggressive behavior toward other CERT members, residents, first responders, or other authorities.
- 15(d).** Failure to follow the direction of authorities.
- 15(e).** Being found guilty of crime by a judge or jury or violations of IVFD or CERT SOG's or policies.
- 15(f).** A dismissed CERT member can appeal the decision to the IVFD Staff. After a member has been removed, he or she must return all equipment, ID badge, and uniforms provided by the CERT program immediately. This person will be charged for all non-returned items.

## Appendix A. Hazard Communication Standard Section 29CFR1910.1200

### §1910.1200 Hazard communication.

(a) *Purpose.* (1) The purpose of this section is to ensure that the hazards of all chemicals produced or imported are classified, and that information concerning the classified hazards is transmitted to employers and employees. The requirements of this section are intended to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS), Revision 3. The transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, safety data sheets and employee training.

(2) This occupational safety and health standard is intended to address comprehensively the issue of classifying the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, and to preempt any legislative or regulatory enactments of a state, or political subdivision of a state, pertaining to this subject. Classifying the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees, may include, for example, but is not limited to, provisions for: developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of safety data sheets to employees and downstream employers; and development and implementation of employee training programs regarding hazards of chemicals and protective measures. Under section 18 of the Act, no state or political subdivision of a state may adopt or enforce any requirement relating to the issue addressed by this Federal standard, except pursuant to a Federally-approved state plan.

(b) *Scope and application.* (1) This section requires chemical manufacturers or importers to classify the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training. In addition, this section requires distributors to transmit the required information to employers. (Employers who do not produce or import chemicals need only focus on those parts of this rule that deal with establishing a workplace program and communicating information to their workers.)

(2) This section applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

(3) This section applies to laboratories only as follows:

(i) Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

(ii) Employers shall maintain any safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible during each workshift to laboratory employees when they are in their work areas;

(iii) Employers shall ensure that laboratory employees are provided information and training in accordance with paragraph (h) of this section, except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section; and,

(iv) Laboratory employers that ship hazardous chemicals are considered to be either a chemical manufacturer or a distributor under this rule, and thus must ensure that any containers of hazardous chemicals leaving the laboratory are labeled in accordance with paragraph (f) of this section, and that a safety data sheet is provided to distributors and other employers in accordance with paragraphs (g)(6) and (g)(7) of this section.

(4) In work operations where employees only handle chemicals in sealed containers which are not opened under normal conditions of use (such as are found in marine cargo handling, warehousing, or retail sales), this section applies to these operations only as follows:

(i) Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

(ii) Employers shall maintain copies of any safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals, shall obtain a safety data sheet as soon as possible for sealed containers of hazardous chemicals received without a safety data sheet if an employee requests the safety data sheet, and shall ensure that the safety data sheets are readily accessible during each work shift to employees when they are in their work area(s); and,

(iii) Employers shall ensure that employees are provided with information and training in accordance with paragraph (h) of this section (except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section), to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

(5) This section does not require labeling of the following chemicals:

(i) Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

(ii) Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 2601 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency.

(iii) Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (e.g. flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 *et seq.*), and regulations issued under those Acts, when they are subject to the labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;

(iv) Any distilled spirits (beverage alcohols), wine, or malt beverage intended for nonindustrial use, as such terms are defined in the Federal Alcohol Administration Act (27 U.S.C. 201 *et seq.*) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, Firearms and Explosives;

(v) Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission; and,

(vi) Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 *et seq.*) and the labeling regulations issued under that Act by the Department of Agriculture.

(6) This section does not apply to: (i) Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 *et seq.*), when subject to regulations issued under that Act by the Environmental Protection Agency;

(ii) Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. 9601 *et seq.*) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with Environmental Protection Agency regulations.

(iii) Tobacco or tobacco products;

(iv) Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);

(v) Articles (as that term is defined in paragraph (c) of this section);

(vi) Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;

(vii) Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*), when it is in solid, final form for direct administration to the patient (e.g., tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (e.g., over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (e.g., first aid supplies);

(viii) Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;

(ix) Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;

(x) Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;

(xi) Ionizing and nonionizing radiation; and,

(xii) Biological hazards.

(c) *Definitions.* *Article* means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very

small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.

*Assistant Secretary* means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

*Chemical* means any substance, or mixture of substances.

*Chemical manufacturer* means an employer with a workplace where chemical(s) are produced for use or distribution.

*Chemical name* means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

*Classification* means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

*Commercial account* means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

*Common name* means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

*Container* means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

*Designated representative* means any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

*Director* means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

*Distributor* means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

*Employee* means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

*Employer* means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

*Exposure* or *exposed* means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption).

*Foreseeable emergency* means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

*Hazard category* means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

*Hazard class* means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

*Hazard not otherwise classified (HNOC)* means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

*Hazard statement* means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

*Hazardous chemical* means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

*Health hazard* means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200—Health Hazard Criteria.

*Immediate use* means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

*Importer* means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

*Label* means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

*Label elements* means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

*Mixture* means a combination or a solution composed of two or more substances in which they do not react.

*Physical hazard* means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200—Physical Hazard Criteria.

*Pictogram* means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

*Precautionary statement* means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

*Produce* means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

*Product identifier* means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

*Pyrophoric gas* means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

*Responsible party* means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

*Safety data sheet (SDS)* means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

*Signal word* means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

*Simple asphyxiant* means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

*Specific chemical identity* means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

*Substance* means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

*Trade secret* means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix E to §1910.1200—Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.

*Use* means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

*Work area* means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

*Workplace* means an establishment, job site, or project, at one geographical location containing one or more work areas.

(d) *Hazard classification.* (1) Chemical manufacturers and importers shall evaluate chemicals produced in their workplaces or imported by them to classify the chemicals in accordance with this section. For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and, where appropriate, the category of

each class that apply to the chemical being classified. Employers are not required to classify chemicals unless they choose not to rely on the classification performed by the chemical manufacturer or importer for the chemical to satisfy this requirement.

(2) Chemical manufacturers, importers or employers classifying chemicals shall identify and consider the full range of available scientific literature and other evidence concerning the potential hazards. There is no requirement to test the chemical to determine how to classify its hazards. Appendix A to §1910.1200 shall be consulted for classification of health hazards, and Appendix B to §1910.1200 shall be consulted for the classification of physical hazards.

(3) *Mixtures.* (i) Chemical manufacturers, importers, or employers evaluating chemicals shall follow the procedures described in Appendices A and B to §1910.1200 to classify the hazards of the chemicals, including determinations regarding when mixtures of the classified chemicals are covered by this section.

(ii) When classifying mixtures they produce or import, chemical manufacturers and importers of mixtures may rely on the information provided on the current safety data sheets of the individual ingredients, except where the chemical manufacturer or importer knows, or in the exercise of reasonable diligence should know, that the safety data sheet misstates or omits information required by this section.

(e) *Written hazard communication program.* (1) Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

(i) A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and,

(ii) The methods the employer will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.

(2) *Multi-employer workplaces.* Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented under this paragraph (e) include the following:

(i) The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s) employees may be exposed to while working;

(ii) The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,

(iii) The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

(3) The employer may rely on an existing hazard communication program to comply with these requirements, provided that it meets the criteria established in this paragraph (e).

(4) The employer shall make the written hazard communication program available, upon request, to

employees, their designated representatives, the Assistant Secretary and the Director, in accordance with the requirements of 29 CFR 1910.20 (e).

(5) Where employees must travel between workplaces during a workshift, *i.e.*, their work is carried out at more than one geographical location, the written hazard communication program may be kept at the primary workplace facility.

(f) *Labels and other forms of warning—*(1) *Labels on shipped containers.* The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked. Hazards not otherwise classified do not have to be addressed on the container. Where the chemical manufacturer or importer is required to label, tag or mark the following information shall be provided:

(i) Product identifier;

(ii) Signal word;

(iii) Hazard statement(s);

(iv) Pictogram(s);

(v) Precautionary statement(s); and,

(vi) Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

(2) The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(i) through (v) of this section is in accordance with Appendix C to §1910.1200, for each hazard class and associated hazard category for the hazardous chemical, prominently displayed, and in English (other languages may also be included if appropriate).

(3) The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(ii) through (iv) of this section is located together on the label, tag, or mark.

(4) *Solid materials.* (i) For solid metal (such as a steel beam or a metal casting), solid wood, or plastic items that are not exempted as articles due to their downstream use, or shipments of whole grain, the required label may be transmitted to the customer at the time of the initial shipment, and need not be included with subsequent shipments to the same employer unless the information on the label changes;

(ii) The label may be transmitted with the initial shipment itself, or with the safety data sheet that is to be provided prior to or at the time of the first shipment; and,

(iii) This exception to requiring labels on every container of hazardous chemicals is only for the solid material itself, and does not apply to hazardous chemicals used in conjunction with, or known to be present with, the material and to which employees handling the items in transit may be exposed (for example, cutting fluids or pesticides in grains).

(5) Chemical manufacturers, importers, or distributors shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked in accordance with this section in a manner which does not conflict with the requirements of the Hazardous Materials Transportation Act (49 U.S.C. 1801 *et seq.*) and regulations issued under that Act by the Department of Transportation.

(6) *Workplace labeling.* Except as provided in paragraphs (f)(7) and (f)(8) of this section, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either:

(i) The information specified under paragraphs (f)(1)(i) through (v) of this section for labels on shipped containers; or,

(ii) Product identifier and words, pictures, symbols, or combination thereof, which provide at least general

information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

(7) The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by paragraph (f)(6) of this section to be on a label. The employer shall ensure the written materials are readily accessible to the employees in their work area throughout each work shift.

(8) The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. For purposes of this section, drugs which are dispensed by a pharmacy to a health care provider for direct administration to a patient are exempted from labeling.

(9) The employer shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

(10) The employer shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.

(11) Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within six months of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

(g) *Safety data sheets.* (1) Chemical manufacturers and importers shall obtain or develop a safety data sheet for each hazardous chemical they produce or import. Employers shall have a safety data sheet in the workplace for each hazardous chemical which they use.

(2) The chemical manufacturer or importer preparing the safety data sheet shall ensure that it is in English (although the employer may maintain copies in other languages as well), and includes at least the following section numbers and headings, and associated information under each heading, in the order listed (See Appendix D to §1910.1200—Safety Data Sheets, for the specific content of each section of the safety data sheet):

(i) Section 1, Identification;

(ii) Section 2, Hazard(s) identification;

(iii) Section 3, Composition/information on ingredients;

(iv) Section 4, First-aid measures;

(v) Section 5, Fire-fighting measures;

(vi) Section 6, Accidental release measures;

(vii) Section 7, Handling and storage;

(viii) Section 8, Exposure controls/personal protection;

(ix) Section 9, Physical and chemical properties;

(x) Section 10, Stability and reactivity;

(xi) Section 11, Toxicological information;



- (xii) Section 12, Ecological information;
- (xiii) Section 13, Disposal considerations;
- (xiv) Section 14, Transport information;
- (xv) Section 15, Regulatory information; and
- (xvi) Section 16, Other information, including date of preparation or last revision.

Note 1 to paragraph (g)(2): To be consistent with the GHS, an SDS must also include the headings in paragraphs (g)(2)(xii) through (g)(2)(xv) in order.

Note 2 to paragraph (g)(2): OSHA will not be enforcing information requirements in sections 12 through 15, as these areas are not under its jurisdiction.

(3) If no relevant information is found for any sub-heading within a section on the safety data sheet, the chemical manufacturer, importer or employer preparing the safety data sheet shall mark it to indicate that no applicable information was found.

(4) Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the chemical manufacturer, importer or employer may prepare one safety data sheet to apply to all of these similar mixtures.

(5) The chemical manufacturer, importer or employer preparing the safety data sheet shall ensure that the information provided accurately reflects the scientific evidence used in making the hazard classification. If the chemical manufacturer, importer or employer preparing the safety data sheet becomes newly aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the chemical is not currently being produced or imported, the chemical manufacturer or importer shall add the information to the safety data sheet before the chemical is introduced into the workplace again.

(6)(i) Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate safety data sheet with their initial shipment, and with the first shipment after a safety data sheet is updated;

(ii) The chemical manufacturer or importer shall either provide safety data sheets with the shipped containers or send them to the distributor or employer prior to or at the time of the shipment;

(iii) If the safety data sheet is not provided with a shipment that has been labeled as a hazardous chemical, the distributor or employer shall obtain one from the chemical manufacturer or importer as soon as possible; and,

(iv) The chemical manufacturer or importer shall also provide distributors or employers with a safety data sheet upon request.

(7)(i) Distributors shall ensure that material data sheets, and updated information, are provided to other distributors and employers with their initial shipment and with the first shipment after a safety data sheet is updated;

(ii) The distributor shall either provide safety data sheets with the shipped containers, or send them to the other distributor or employer prior to or at the time of the shipment;

(iii) Retail distributors selling hazardous chemicals to employers having a commercial account shall provide a safety data sheet to such employers upon request, and shall post a sign or otherwise inform them that a material safety data sheet is available;

(iv) Wholesale distributors selling hazardous chemicals to employers over-the-counter may also provide safety data sheets upon the request of the employer at the time of the over-the-counter purchase, and shall post a sign or

otherwise inform such employers that a material safety data sheet is available;

(v) If an employer without a commercial account purchases a hazardous chemical from a retail distributor not required to have safety data sheets on file (i.e., the retail distributor does not have commercial accounts and does not use the materials), the retail distributor shall provide the employer, upon request, with the name, address, and telephone number of the chemical manufacturer, importer, or distributor from which a safety data sheet can be obtained;

(vi) Wholesale distributors shall also provide safety data sheets to employers or other distributors upon request; and,

(vii) Chemical manufacturers, importers, and distributors need not provide safety data sheets to retail distributors that have informed them that the retail distributor does not sell the product to commercial accounts or open the sealed container to use it in their own workplaces.

(8) The employer shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)

(9) Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

(10) Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the employer shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).

(11) Safety data sheets shall also be made readily available, upon request, to designated representatives, the Assistant Secretary, and the Director, in accordance with the requirements of §1910.1020(e).

(h) *Employee information and training.* (1) Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

(2) *Information.* Employees shall be informed of:

(i) The requirements of this section;

(ii) Any operations in their work area where hazardous chemicals are present; and,

(iii) The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.

(3) *Training.* Employee training shall include at least:

(i) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);

(ii) The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;

(iii) The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,

(iv) The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

(i) *Trade secrets.* (1) The chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name, other specific identification of a hazardous chemical, or the exact percentage (concentration) of the substance in a mixture, from the safety data sheet, provided that:

(i) The claim that the information withheld is a trade secret can be supported;

(ii) Information contained in the safety data sheet concerning the properties and effects of the hazardous chemical is disclosed;

(iii) The safety data sheet indicates that the specific chemical identity and/or percentage of composition is being withheld as a trade secret; and,

(iv) The specific chemical identity and percentage is made available to health professionals, employees, and designated representatives in accordance with the applicable provisions of this paragraph (i).

(2) Where a treating physician or nurse determines that a medical emergency exists and the specific chemical identity and/or specific percentage of composition of a hazardous chemical is necessary for emergency or first-aid treatment, the chemical manufacturer, importer, or employer shall immediately disclose the specific chemical identity or percentage composition of a trade secret chemical to that treating physician or nurse, regardless of the existence of a written statement of need or a confidentiality agreement. The chemical manufacturer, importer, or employer may require a written statement of need and confidentiality agreement, in accordance with the provisions of paragraphs (i)(3) and (4) of this section, as soon as circumstances permit.

(3) In non-emergency situations, a chemical manufacturer, importer, or employer shall, upon request, disclose a specific chemical identity or percentage composition, otherwise permitted to be withheld under paragraph (i)(1) of this section, to a health professional (i.e. physician, industrial hygienist, toxicologist, epidemiologist, or occupational health nurse) providing medical or other occupational health services to exposed employee(s), and to employees or designated representatives, if:

(i) The request is in writing;

(ii) The request describes with reasonable detail one or more of the following occupational health needs for the information:

(A) To assess the hazards of the chemicals to which employees will be exposed;

(B) To conduct or assess sampling of the workplace atmosphere to determine employee exposure levels;

(C) To conduct pre-assignment or periodic medical surveillance of exposed employees;

(D) To provide medical treatment to exposed employees;

(E) To select or assess appropriate personal protective equipment for exposed employees;

(F) To design or assess engineering controls or other protective measures for exposed employees; and,  
(G) To conduct studies to determine the health effects of exposure.

(iii) The request explains in detail why the disclosure of the specific chemical identity or percentage composition is essential and that, in lieu thereof, the disclosure of the following information to the health professional, employee, or designated representative, would not satisfy the purposes described in paragraph (i)(3)(ii) of this section:

(A) The properties and effects of the chemical;

(B) Measures for controlling workers' exposure to the chemical;

(C) Methods of monitoring and analyzing worker exposure to the chemical; and,

(D) Methods of diagnosing and treating harmful exposures to the chemical;

(iv) The request includes a description of the procedures to be used to maintain the confidentiality of the disclosed information; and,

(v) The health professional, and the employer or contractor of the services of the health professional (i.e. downstream employer, labor organization, or individual employee), employee, or designated representative, agree in a written confidentiality agreement that the health professional, employee, or designated representative, will not use the trade secret information for any purpose other than the health need(s) asserted and agree not to release the information under any circumstances other than to OSHA, as provided in paragraph (i)(6) of this section, except as authorized by the terms of the agreement or by the chemical manufacturer, importer, or employer.

(4) The confidentiality agreement authorized by paragraph (i)(3)(iv) of this section:

(i) May restrict the use of the information to the health purposes indicated in the written statement of need;

(ii) May provide for appropriate legal remedies in the event of a breach of the agreement, including stipulation of a reasonable pre-estimate of likely damages; and,

(iii) May not include requirements for the posting of a penalty bond.

(5) Nothing in this standard is meant to preclude the parties from pursuing non-contractual remedies to the extent permitted by law.

(6) If the health professional, employee, or designated representative receiving the trade secret information decides that there is a need to disclose it to OSHA, the chemical manufacturer, importer, or employer who provided the information shall be informed by the health professional, employee, or designated representative prior to, or at the same time as, such disclosure.

(7) If the chemical manufacturer, importer, or employer denies a written request for disclosure of a specific chemical identity or percentage composition, the denial must:

(i) Be provided to the health professional, employee, or designated representative, within thirty days of the request;

(ii) Be in writing;

(iii) Include evidence to support the claim that the specific chemical identity or percent of composition is a trade secret;

(iv) State the specific reasons why the request is being denied; and,

(v) Explain in detail how alternative information may satisfy the specific medical or occupational health need without revealing the trade secret.

(8) The health professional, employee, or designated representative whose request for information is denied under paragraph (i)(3) of this section may refer the request and the written denial of the request to OSHA for consideration.

(9) When a health professional, employee, or designated representative refers the denial to OSHA under paragraph (i)(8) of this section, OSHA shall consider the evidence to determine if:

(i) The chemical manufacturer, importer, or employer has supported the claim that the specific chemical identity or percentage composition is a trade secret;

(ii) The health professional, employee, or designated representative has supported the claim that there is a medical or occupational health need for the information; and,

(iii) The health professional, employee or designated representative has demonstrated adequate means to protect the confidentiality.

(10)(i) If OSHA determines that the specific chemical identity or percentage composition requested under paragraph (i)(3) of this section is not a "bona fide" trade secret, or that it is a trade secret, but the requesting health professional, employee, or designated representative has a legitimate medical or occupational health need for the information, has executed a written confidentiality agreement, and has shown adequate means to protect the confidentiality of the information, the chemical manufacturer, importer, or employer will be subject to citation by OSHA.

(ii) If a chemical manufacturer, importer, or employer demonstrates to OSHA that the execution of a confidentiality agreement would not provide sufficient protection against the potential harm from the unauthorized disclosure of a trade secret, the Assistant Secretary may issue such orders or impose such additional limitations or conditions upon the disclosure of

the requested chemical information as may be appropriate to assure that the occupational health services are provided without an undue risk of harm to the chemical manufacturer, importer, or employer.

(11) If a citation for a failure to release trade secret information is contested by the chemical manufacturer, importer, or employer, the matter will be adjudicated before the Occupational Safety and Health Review Commission in accordance with the Act's enforcement scheme and the applicable Commission rules of procedure. In accordance with the Commission rules, when a chemical manufacturer, importer, or employer continues to withhold the information during the contest, the Administrative Law Judge may review the citation and supporting documentation "in camera" or issue appropriate orders to protect the confidentiality of such matters.

(12) Notwithstanding the existence of a trade secret claim, a chemical manufacturer, importer, or employer shall, upon request, disclose to the Assistant Secretary any information which this section requires the chemical manufacturer, importer, or employer to make available. Where there is a trade secret claim, such claim shall be made no later than at the time the information is provided to the Assistant Secretary so that suitable determinations of trade secret status can be made and the necessary protections can be implemented.

(13) Nothing in this paragraph shall be construed as requiring the disclosure under any circumstances of process information which is a trade secret.

(j) *Effective dates.* (1) Employers shall train employees regarding the new label elements and safety data sheets format by December 1, 2013.

(2) Chemical manufacturers, importers, distributors, and employers shall be in compliance with all modified provisions of this section no later than June 1, 2015, except:

(i) After December 1, 2015, the distributor shall not ship containers labeled by the chemical manufacturer or importer unless the label has been modified to comply with paragraph (f)(1) of this section.

(ii) All employers shall, as necessary, update any alternative workplace labeling used under paragraph (f)(6) of this section, update the hazard communication program required by paragraph (h)(1), and provide any additional employee training in accordance with paragraph (h)(3) for newly identified physical or health hazards no later than June 1, 2016.

(3) Chemical manufacturers, importers, distributors, and employers may comply with either §1910.1200 revised as of October 1, 2011, or the current version of this standard, or both during the transition period.

## Appendix B. Qualifying Hazardous Materials at Fire Stations:

<i>ABT Burn Spray</i>	<i>Gasoline (all grades)</i>
<i>Amdro Ant Killer</i>	<i>Gasoline, Premium Unleaded</i>
<i>Ammonia Inhalant</i>	<i>Grease, Lubricating (Shell Alvania)</i>
<i>Anti Freeze</i>	<i>Grease, Petroleum</i>
<i>Aspirin</i>	<i>Grease, Lubricating</i>
<i>Bleach, Chlorine</i>	<i>GULF Automatic Transmission Fluid Type F</i>
<i>Brake Fluid</i>	<i>Hard Surface Protectants</i>
<i>Brasso</i>	<i>Isopropyl Alcohol</i>
<i>Burn Ointment/Burn Compound</i>	<i>Ivory Bar Soap</i>
<i>Car Silin Reconditioner</i>	<i>Lead/Acid Storage Battery</i>
<i>Carbon Dioxide</i>	<i>Lubricating Oil (CITCO All Season Motor Oil SAE 10w-40)</i>
<i>Citrisol</i>	<i>Master Windshiled Washer Concentrate</i>
<i>Cleaner, Glass (spray)</i>	<i>Medicated Ointment-12</i>
<i>Cleaner, Aermicidal</i>	<i>Oil, Cyclo Break-Away (rust penetrant)</i>
<i>Cleanser, Powdered</i>	<i>Oil, Motor 2 cycle (QUAKER STATE)</i>
<i>Contact Cement</i>	<i>Oil, Motor 10W40 (SHELL)</i>
<i>Cream, Insect Bite</i>	<i>Oxygen</i>
<i>Cream, Poison Ivey</i>	<i>Phosphate Ester</i>
<i>Diazinon 4-E</i>	<i>Povidone Iodine Antiseptic Swab</i>
<i>Diesel Fuel</i>	<i>S. O. S. Steel Wool Soap Pads</i>
<i>Exterm</i>	<i>Tank Saver, KJ</i>
<i>Fire Control Agent</i>	<i>White Out</i>

