

Blackman Fire District Policy Manual

Revised 2025-01-01

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Administrative Policy

Introduction

This manual establishes standard fire department specific policies. These policies are meant to provide guidance when dealing with fire department-specific issues and situations, and to help ensure department activities are consistent, effective, efficient and safe.

The Blackman Fire District Corporation shall provide for the safety, health and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures.

All fire department personnel shall follow these policies and accompanying procedures to the best of their ability.

All members will understand and follow these policies and procedures. Officers of the department are responsible to ensure their subordinates understand and follow these policies and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.

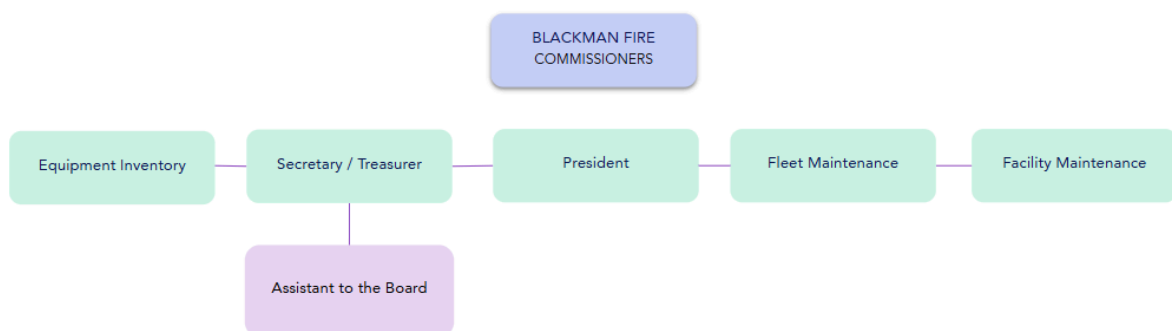
Mission Statement

The mission of the Blackman Fire District is to minimize loss of life, property and the environment from fires, natural disasters, life threatening situations, and to assist other emergency agencies.

Administrative Chain of Command

Blackman Fire District Corporation Organizational chart

■ Assistants ■ Commissioners ■ Board Name ■ Dutes



Equal Opportunity, Discrimination, and Harassment

The Fire Department will maintain a policy of non-discrimination with regard to all personnel and applicants for employment and membership. Fire Department prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability or any other basis prohibited by applicable federal, state or local laws. All aspects of employment and membership within the Fire Department will be governed on the basis of merit, competence, and qualifications. All members and applicants are guaranteed equal opportunities.

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization. The Fire Department does not now, nor will ever endorse or condone any form of discrimination or harassment by any members.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's **race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.**

DEFINITION: In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to • The

repeated making of unsolicited, inappropriate gestures or comments; • The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, sex, age, disability, etc.) exists whenever

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

RECOGNIZING HARASSMENT

Discrimination or harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be fellow co-workers, Officers, Chiefs, and others.

Some examples:

Verbal:

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal:

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory

cartoons or drawings..

COMPLAINT PROCEDURES

Any member or employee who believes he or she is being discriminated against or harassed, or any member or employee, who becomes aware of discrimination or harassment, should promptly notify his or her Officer or the Fire Chief. If the individual believes that the Officer is the harasser, another Officer or the Fire Chief should be notified. If the individual is uncomfortable discussing discrimination or harassment with his or her Officer or the Fire Chief, the individual should contact their governing board.

Upon notification of a discrimination or harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with members or employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

RETALIATION

Retaliation of any kind against any member or employee bringing a complaint or assisting in the investigation of a complaint is prohibited. Such members or employees may not be adversely affected in any manner related to their employment.

DISCIPLINARY ACTION

The Fire Department views discrimination, harassment, and retaliation to be among the most serious breaches of workplace behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

FALSE COMPLAINTS

Any complaint made by a member or employee of the Fire Department regarding discrimination or harassment in the workplace which is conclusively proved to be false, shall result in discipline. This discipline may include dismissal from employment. This section is not intended to discourage members or employees from making complaints regarding discrimination or harassment. However, false complaints adversely impact the workplace of the accused, even when disproved, and will not be tolerated.

Job Descriptions

Commissioner

Commissioners provide administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision and coordination with the Fire Chief. Responsibilities include reviewing the general operations of the department to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing and implementing policies and procedures, and providing policy guidance. In addition, Commissioners are responsible for managing department finances, facility and fleet maintenance, asset and equipment inventory for the protection of life and property in the district.

- **Qualifications:** Must, at a minimum, have an Oath of Office and a background check on file.

Chief

The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality.

- **Qualifications:** Must, at a minimum, complete a Chief level course, a Leadership course, a Fire Officer Course, have a current and valid Volunteer Firefighter Certificate of Completion issued by the Division of State Fire Marshal under s. 633.408, be certified in Wildland Operations, Emergency Medical Responder operations, must pass a medical evaluation annually (paid for by the department) and have a clear background check on file.

Deputy/Assistant Chief

Under direction of the Fire Chief, the Assistant Chief plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Assistant Chief may also perform the same duties as a firefighter.

- **Qualifications:** Must, at a minimum, complete a Chief level course, a Leadership course, a Fire Officer Course, have a current and valid Volunteer Firefighter Certificate of Completion issued by the Division of State Fire Marshal under s. 633.408, be certified in Wildland Operations, Emergency Medical Responder operations, must pass a medical evaluation annually (paid for by the department) and have a clear background check on file.

Captain

Under direction of the Assistant Chief, plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression company; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs training, recruitment, fire inspection, and prevention programs; and performs related work as assigned. A Captain may also perform the same duties as a Firefighter.

- **Qualifications:** Must, at a minimum, complete a Leadership course, a Fire Officer Course, have a current and valid Volunteer Firefighter Certificate of Completion issued by the Division of State Fire Marshal under s. 633.408, be certified in Wildland Operations, Emergency Medical Responder operations, must pass a medical evaluation annually (paid for by the department) and have a clear background check on file.

Lieutenant

Under direction of the a Chief or Fire Captain, deploys, supervises and reviews the work of Firefighters, takes command of fires and other emergency incidents within the municipality unless relieved by a Captain or Chief, performs the full range of emergency response duties as a member of a response team; coordinates and participates in non-emergency inspection, training, maintenance and related activities; assists Fire Captains in providing administrative support for specified departmental programs; and performs related work as assigned. A Lieutenant may also perform the same duties as a firefighter.

- **Qualifications:** Must, at a minimum, complete a Fire Officer Course, have a current and valid Volunteer Firefighter Certificate of Completion issued by the Division of State Fire Marshal under s. 633.408, be certified in Wildland Operations, Emergency Medical Responder operations, must pass a medical evaluation annually (paid for by the department) and have a clear background check on file.

Volunteer Firefighter

Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents.

- **Qualifications:** Must have, at a minimum, a current and valid Volunteer Firefighter Certificate of Completion issued by the Division of State Fire Marshal under s. 633.408, be certified in Wildland Operations, Emergency Medical Responder operations, must pass a medical evaluation annually (paid for by the department) and have a clear background check on file.

Support Staff - CERT Member

Under direction of a Firefighter, Lieutenant, Captain, or Chief, provides indirect services as a member of a support team in response to fire, rescue, hazmat and other incidents. The Support Staff has not completed entry level firefighter coursework and may not be permitted to participate in structural firefighting activities which require the individual to enter or be in close proximity to the hot zone of a building, enclosed structure, vehicle or vessel.

- **Qualifications:** Must have, at a minimum, a current and valid Community Emergency Response Team Basic Training Course Certification and a clear background check.

Support Staff - Volunteer

Under direction of a Firefighter, Lieutenant, Captain, or Chief, provides indirect services as a member of a support team in response to fire, rescue, hazmat and other incidents. The Support Staff has not completed entry level firefighter coursework and may not be permitted to participate in structural firefighting activities which require the individual to enter or be in close proximity to the hot zone of a building, enclosed structure, vehicle or vessel.

- **Qualifications:** Clear background check.

Probationary Period

All new recruits of the Blackman Fire District are subject to a minimum of 30 days probationary period. Each probationary member will be required to successfully complete a background check to be voted in as a Support Staff member. Probationary members are also required to attend in-house training sessions during their 30 day probationary period.

Orientation

All new members voted in by the fire board who are seeking a Volunteer Firefighter certification shall undergo an orientation program as set forth by the Training Division. The main intent of the probationary period is for a new member to learn the safe operational procedures of the Fire Department, as well as the location/operation of the small equipment used by the Fire Department, and to gain entry level training provided within the probationary period.

The orientation program shall cover the following topics:

Accountability	Extrication	Rapid Intervention Teams
Apparatus	Fire Scene Operations	Recordkeeping
Auto Accident Operations	Firefighter Survival	Rescue Operations
Bloodborne Pathogens	Hazmat Ops & Identification	Safety Equipment
Chain of Command	Helicopter Operations	SCBA Fit Test
Communications	Incident Command	Search and Rescue
Community Involvement	Mutual Aid Operations	Self-Contained Breathing Apparatus (SCBA)
Driver Training	Protective Clothing	Written Policies

Training

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

Training:

- A. Prepares a firefighter to safely perform his or her duties.
- B. Prepares a firefighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
- C. Prepares a new firefighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
- D. Gives a firefighter whose duties include structural firefighting training consistent with established fire ground operating procedures.
- E. Prepares a firefighter for special hazards to which he or she may be exposed during fires and other emergencies
- F. Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly

Any training of fire fighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions.

No new firefighter may be permitted to participate in structural firefighting activities or training which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed required training.

To maintain active status as a firefighter with the Fire Department, all members must attend training session(s) each month. Failure to do so may result in the member being placed on probation, at which time active status may only be regained after approval of the Chief or the Training Officer. If after three months of probationary status a member does not satisfactorily meet training requirements, the member's status with the department should be terminated.

A member whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Chief or Training Officer.

A member whose status is changed from active to probationary status will receive a written notification from the Chief or Training Officer. At this time a meeting will be scheduled with that member and the Chief or his/her designee, to discuss requirements and actions needed to regain active status.

Exceptions and petitions for minimum training requirements may be made to the Chief. Under special circumstances the Chief may alter department minimum training requirements. Training must meet the minimum requirements set forth by the Fire Department Safety and Health Standards.

Certification/Recertification

The purpose of certification/recertification is to ensure that all State required certification and training records are current and maintained on file with Blackman Fire District.

The following certifications, if applicable to the volunteer, must be current and on file with Blackman Fire District. Failure to maintain any required certification card or license can result in immediate suspension from emergency response until such time as the documents can be produced.

- BLS Card (CPR)
- State/National Registry EMT and/or Paramedic certification card.
- ACLS card (Paramedic).
- Valid Florida driver's license.
- Emergency Vehicle Operators Course (EVOC) certification (16 hour).
- PALS (Paramedic)
- PHTLS/ITLS (Paramedic)
- EMR
- Firefighter I/II
- Swift water
- Instructor series
- Inspector series
- FEMA required courses

It is the member's responsibility to provide the Admin Officer with copies of any new certification or recertification.

It is the responsibility of each member to maintain current certification, as applicable to his/her position. Each member will also insure that said certification is on file with Blackman Fire District.

The Admin Officer is responsible for maintaining the member training files and performing monthly inspections of those files.

Workplace Health and Safety

Purpose

In accordance with Florida Statute 633.522(3)(c)2, The safety committee or safety coordinator is to investigate all workplace accidents, safety-related incidents, illnesses, and deaths. For the purposes of this document, the term incident is used for both an “accident” and “incident”.

Scope

The safety committee function is to identify causation and future preventative measures in terms of procedures, equipment, training, or culture. Assignment of blame or disciplinary action is outside the scope of the committee’s responsibilities and the committee should not investigate until such issues are resolved through normal department channels.

Training

It is imperative for the success of this component of the safety committee’s responsibilities that committee members and department personnel receive the necessary training to fully understand the contents of this document.

It is the policy of the Fire Department to provide the highest level of safety and health for all members. The Department shall make every reasonable effort to provide a safe and healthy work environment, with the goal of the prevention and reduction of accidents, injuries and occupational illnesses.

Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

Health and Safety Officer

- A. A Health and Safety Officer shall be appointed, and will be responsible for managing the Departments safety program and shall report to the Fire Chief or his designee.
- B. The Health and Safety Officer duties shall include, but not be limited to:
 - 1. Chair the Safety Committee by preparing meeting agendas and notices;
 - 2. Act as the Incident Safety Officer at incidents, if needed;
 - 3. Provide input on equipment and protective clothing safety;
 - 4. Manage the safety inspection program;
 - 5. Assist with the investigation of all accidents, injuries and exposures;
 - 6. Maintain accident, injury and exposure statistics;
 - 7. Make recommendations to reduce or eliminate accidents, injuries or exposures;
 - 8. Provide safety education to all Department members.
- C. The Health and Safety Officer qualifications;
 - 1. The Health and Safety Officer will have and maintain knowledge of current applicable laws, codes and standards regulating occupational safety and health to the fire service;
 - 2. The Health and Safety Officer will have and maintain knowledge of occupational safety and health hazards involved in emergency operations;
 - 3. The Health and Safety Officer will have and maintain knowledge of current principles and techniques of safety management;
 - 4. The Health and Safety Officer will have and maintain knowledge of current health maintenance and physical fitness issues that affect the fire service members;
- D. The Health and Safety Officer will have the responsibility to identify and cause correction of safety and health hazards.
- E. The Health and Safety Officer will have the authority to cause immediate correction of situations that create an imminent hazard to members.
- F. Where no imminent hazards are identified, the Health and Safety Officer shall develop actions to correct the situation within the administrative process of the Department. The Health and Safety Officer shall have the authority to bring notice of such hazards to whomever has the ability to cause correction.
- G. Functions of the Health and Safety Office will include, but not be limited to:
 - 1. Development, implementation, and management of a written risk management plan;
 - 2. Development, review and revision of rules, regulations and standard operating procedures pertaining to the Department occupational safety and health program and that ensure compliance to acceptable standards;
 - 3. Ensure training in safety procedures relating to all Department operations and functions is provided to all members;

4. Manage an accident prevention program;
5. Review specifications for new apparatus, equipment, protective clothing and protective equipment for compliance with applicable safety standards;
6. Submit recommendations on occupational safety and health to the Fire Chief or his designee;
7. Ensure that the Departments infection control program meets or exceeds the requirements of 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens
8. Establish a critical incident stress management program.

Incident Safety Officer

- A. An Incident Safety Officer should meet the following requirements:
 1. Will have the knowledge, skill and ability to manage incident scene safety;
 2. Will have and maintain a knowledge of safety and health hazards involved in emergency operations;
 3. Will have and maintain a knowledge of building construction;
 4. Will have and maintain a knowledge of the Departments Personnel Accountability System;
 5. Will have and maintain knowledge of incident scene rehabilitation.
- B. The Incident Safety Officer will have the authority at an emergency incident where activities are judged by the Officer to be unsafe or to involve an imminent hazard, have the authority to alter, suspend, or terminate those activities. The Incident Safety Officer will immediately inform the Incident Commander of any actions taken to correct imminent hazards at the emergency scene.
- C. At an emergency incident where an Incident Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Incident Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.
- D. Functions of the Incident Safety Officer will include, but not be limited to:
 1. Be integrated with the incident management system as a command staff member
 2. Shall monitor conditions, activities and operations to determine whether they fall within the criteria as defined in the Departments risk management plan
 3. Will ensure that the Incident Commander establishes an incident scene rehabilitation tactical level management unit during emergency operations
 4. Will monitor the scene and report the status of conditions, hazards and risks to the Incident Commander
 5. Will ensure that the Departments Personnel Accountability System is being utilized
 6. Will obtain the incident action plan from the Incident Commander and will provide the Incident Commander with a risk assessment of incident scene operations
 7. Ensure that established safety zones, collapse zones hot zone and other designated hazard areas are communicated to all members present on scene
 8. Will evaluate motor vehicle scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards
 9. Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication
 10. Survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters
 11. Shall ensure that a Rapid Intervention Team is available and ready for deployment
 12. Where a fire has involved a building or buildings, shall advise the Incident Commander of hazards, potential collapse and any fire extension in such building(s)
 13. Will evaluate visible smoke and fire conditions and advise the Incident Commander, tactical level management unit officers and company officers on the potential for flashover, backdraft, blow-up or other fire event that could pose a threat to operating teams
 14. Monitor accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations
 15. Assist with safety management of Hazardous Materials events

Health and Safety Committee

- A. The Health and Safety Committee will provide policy guidance pertaining to health and safety issues.
- B. Reports shall be submitted monthly to the Health and Safety Committee on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.

- C. The Health and Safety Committee will also act as a fact-finding and review entity with the authority to cause immediate corrective action when any hazardous condition or practice is detected or reported.
- D. The Health and Safety Committee will:
 - 1. Meet at least quarterly to review safety issues and concerns;
 - 2. Review effectiveness of safety activities;
 - 3. Develop and implement safety procedures;
 - 4. Make a written record of its meetings available to all firefighters in the fire department.
- E. The Health and Safety Committee may include:
 - 1. Fire Chief
 - 2. Assistant Fire Chief
 - 3. Department Training Officer
 - 4. Health and Safety Officer
 - 5. Incident Safety Officers
 - 6. Firefighters
 - 7. Commissioners

Facility Events and Safety

The purpose of this facility safety guideline is to ensure safe conditions for fire department personnel and visiting members of the community.

Fire personnel will conduct themselves in a professional and ethical manner and maintain a presence with visiting community members around equipment and other areas within the fire station in order to maintain a safe environment. Fire personnel will assist in answering questions community members have about the fire service and tours of the facility will be made available upon request.

Injury and Illness Reporting and Investigation

If any member suffers an injury or illness, as a result of his or her duties while serving as a member of the Fire Department, his/her medical expenses may be covered by the provisions of the Worker's Compensation Act. An injured or ill member must immediately notify his/her Commanding officer or Fire Chief of the injury/illness and incident and complete appropriate paperwork.

Conducting the investigation

The investigation is the responsibility of the safety committee / safety coordinator. The composition and assignment of the investigative team is also the responsibility of the committee / coordinator with administrative approval for budgetary impact. As a rule, more than five members become cumbersome. With regard to inquiries, one member is sufficient. The most difficult challenge for the investigator(s) is approaching without pre-judgment and bias which can cloud findings or cause true root causes to be overlooked or ignored.

Physical and Mental Capabilities

Any firefighter with heart disease, epilepsy, or emphysema, etc. shall make this information known to the Chief and will not be expected to perform tasks that may potentially harm them.

Any firefighter that is claustrophobic, has a fear of heights or small spaces, etc. shall make this information known to the Chief and will not be expected to perform tasks that they do not feel safe doing.

Post Incident Review

This procedure provides guidelines for conducting post incident reviews. Participants will benefit most when a post incident review is conducted at the incident scene. Information will be fresh in everyone's mind and the scene may help to reinforce learning. The Chief or Company Officer can conduct a review after any incident.

Several areas will be identified for discussion in each review.

- Response times
- RIC response
- Safety
- Firefighting
- Rescue
- Property Conservation
- Loss Control
- Other customer service issues

The After Action Review form has been developed to assist the Chief or Company officer in being thorough and consistent in the review. The form should be completed by the Chief or Company Officer and forwarded to the Safety Committee for review, reporting, and training.

The purpose of the safety component of this review is to emphasize firefighter safety by reinforcing safety behaviors, assess the current level of safety (measure how we're doing), and identify areas where safety improvement can be made.

The focus of the review should be on the overall operation, firefighter safety and survival, and customer service. Reinforce all safety behaviors. In doing so, remember that individual successes should not outweigh the safety of the overall operation or crews.

The Post Incident Review should be concluded on a positive note. In areas such as safety, the review may assist in focusing on areas a company may need to improve.

Cancer Prevention Best Practices

BEST PRACTICES FOR PREVENTING CANCER FIREFIGHTER

1. Full protective equipment (PPE) must be worn throughout the entire incident, including SCBA during salvage and overhaul.
2. A second hood should be provided to all entry-certified personnel in the department.
3. Following exit from the IDLH, and while still on air, you should begin immediate gross decon of PPE using soap water and a brush, if weather conditions allow. PPE should then be placed into a sealed plastic bag and placed in an exterior compartment of the rig, or if responding in POVs, placed in a large storage tote, thus keeping the off-gassing PPE away from passengers and self.
4. After completion of gross decon procedures as discussed above, and while still on scene, the exposed areas of the body (neck, face, arms and hands) should be wiped off immediately using wipes, which must be carried on all apparatus. Use the wipes to remove as much soot as possible from head, neck, jaw, throat, underarms and hands immediately.
5. Change your clothes and wash them after exposure to products of combustion or other contaminants. Do this as soon as possible and/or isolate in a trash bag until washing is available.
6. Shower as soon as possible after being exposed to products of combustion or other contaminants. "Shower within the Hour"
7. PPE, especially turnout pants, must be prohibited in areas outside the apparatus floor (i.e. kitchen, sleeping areas, etc.) and never in the household.
8. Wipes, or soap and water, should also be used to decontaminate and clean apparatus seats, SCBA and interior crew area regularly, especially after incidents where personnel were exposed to products of combustion.
9. Get an annual physical, as early detection is the key to survival. The NVFC outlines several options at www.nvfc.org. "A Healthcare Provider's Guide to Firefighter Physicals" can be downloaded from www.iafc.org/healthRoadmap.
10. Tobacco products of any variety, including dip and e-cigarettes should never be used at anytime on or off duty.
11. Fully document ALL fire or chemical exposures on incident reports and personal exposure reports.

Employee Code of Conduct

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

Personal Appearance and Grooming

The purpose of this policy is to outline expected personal appearance and dress code while representing the Blackman Fire District.

This policy is to be followed by all members of this department. Authority to deviate from this policy/procedure rests with the Chief or designee who will be responsible for the results of any deviation. While this policy does not cover all potential appearance and grooming issues, any extreme clothes, hairstyles, facial hair or jewelry are not permitted. Personnel are encouraged to use discretion in maintaining the professional image of the Department.

Hair standards:

Based on the use of a protective hood. Both males and females must conceal all hair within a protective hood and still maintain proper fit of headgear and self-contained breathing apparatus face piece. Hair length must not interfere with providing emergency medical services. Caution must be taken to prevent a member's hair from becoming contaminated by a patient's bodily fluids or from contaminating a patient's injuries.

- **Hair Standard:** Hair is to be neatly groomed and clean. It shall be cut, styled, and worn in a conservative manner. Hair may be in a bun, ponytail or braided to accomplish the above criteria. The bulk or length of hair shall not interfere with the proper wearing of any department headgear or equipment.
- **Facial Hair:** No person shall report for work or be on duty with facial hair of sufficient length to potentially interfere with an individual's ability to maintain a safe mask seal with/while wearing a self-contained breathing apparatus.
- **Beards, Goatees, Sideburns and Mustaches:** Beards and goatees will adhere to the Centers for Disease Control Infographic below.

Facial Hairstyles and Filtering Facepiece Respirators



Compliance:

The Fire Department reserves the right to remove volunteers from a call for poor hygiene. This includes strong body or breath odors. This policy does not cover all potential appearance and grooming issues. The Fire Chief or his/her designee will make the final determination on all appearance and grooming matters. Volunteers are encouraged to maintain the professional image of the Blackman Fire District. Failure to comply with this policy may result in disciplinary action up to and including termination.

Uniforms:

All clothing shall be neat and not translucent. Undergarments are to be worn and not exposed or visible through clothing. No sandals or open toe shoes will be allowed. Socks and hosiery, along with closed toed shoes, per OSHA guidelines must be able to provide protection from potential needle sticks, splashing blood or potentially infectious material. Appropriate clothing shall be worn while on call or duty and follow this policy for appearance while at the station. Exceptions to be approved by the Fire Chief or designee.

Cooperation and Customer Service

The purpose of cooperation and customer service is to ensure good rapport and cooperation with other agencies in a professional manner.

In those cases where a conflict has surfaced and further communication will not solve the problem, it will be necessary to document the incident and forward it to your Lieutenant. Follow up after the incident in a controlled environment will help clarify all sides of the problem and prevent reoccurrence.

Each member is expected to develop his/her communication skills to their fullest. Good communication skills will usually prevent personality clashes and the possibility of a misunderstanding.

Alcohol and Controlled Substance Misuse

The Fire Department believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department.

The Fire Department maintains a zero tolerance policy regarding the use of alcohol and/or drugs that may alter your mental or physical abilities to function in an operational capacity. It is the policy of the department that no member shall respond to or sign-in for incident responses or perform any functions for the Fire department when the member uses or is under the influence of any controlled substance or alcohol that causes an incapacity to perform duties.

Definition of Fire Department Functions

For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:

- driving and/or operating Department apparatus, vehicles, or equipment
- responding to or performing fireground, training, or roof operations
- traffic control operations
- incident command or fireground sector command
- mandatory/non-mandatory drills and testing
- participation in fire department training activities
- participation in any other activity where the member is serving as a representative of the department, either officially or unofficially

Prohibited Conduct

No member shall participate in or perform any functions for or on behalf of the Fire Department after having consumed any alcoholic beverage within the previous eight hour period or while under the influence of alcohol.

No member shall participate in or perform any functions for or on behalf of the Fire Department when that member uses any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform safety-sensitive functions.

Members shall report any use of prescribed medication that could adversely affect the ability to perform fire department functions to a Chief Officer or other officer of the fire department.

Testing Requirements: In order to ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the Fire Department, the Fire Department intends to test all members for the presence of alcohol and/or controlled substances, as a condition of membership in the Department.

The Fire Department may require the collection and testing of samples for the following purposes:

- Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call
- Investigation of a fireground or training accident
- When there is a reasonable suspicion of alcohol and/or controlled substance use

Tobacco Use Policy

In accordance with Florida State Statute and Florida Administrative Code, the Blackman Fire District will be designated as a tobacco free station as defined below:

633.504 Definitions.—As used in this part, the term:

(1) “Firefighter employee” means a firefighter, volunteer firefighter, or individual providing support services who is engaged in any employment, public or private, under any appointment or contract of hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, responding to or assisting with fire or medical emergencies, regardless of whether on duty, except those appointed under s. [590.02](#)(1)(d).

(2) “Firefighter employer” means the state and all political subdivisions of this state, all public and quasi-public corporations in this state, and a person carrying on any employment for this state, political subdivisions of this state, and public and quasi-public corporations in this state which employs firefighter employees, except those appointed under s. [590.02](#)(1)(d).

(3) “Firefighter employment” or “employment” means any service performed by a firefighter employee for the firefighter employer.

(4) “Firefighter place of employment” or “place of employment” means the physical location at which the firefighter employee is employed or deployed.

Fla. Admin. Code R. 69A-62.024

(6) A firefighter employer shall designate firefighter employee places of employment as tobacco free. Tobacco use shall be prohibited at all firefighter employee places of employment. This prohibition includes any building or area owned, operated, occupied, or used by a fire department on a routine basis and includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes.

Computer Usage

The purpose of computer usage procedures is to ensure proper computer use and guidelines to ensure appropriate care.

Station computer usage is for online training and fire department business only, unless instructed otherwise. No personal profiles will be saved on the computer with the exception of command staff for administrative purposes. Computer usage IS monitored. NO pornographic sites or pictures are to be searched on the station computer.

Social Media

Recent current events have shown the ease at which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us as the fire service may bring tremendous personal pain, anguish, and disgust to those not closely involved with our profession. In order to avoid serious damage to our reputations and to protect the privacy of those we serve:

- Personnel may photograph, document, or record emergency scenes utilizing personally owned or department owned devices with proper authorization from the Fire Chief or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video or other records of the incident, that are collected by any member of the department in this manner, are and shall remain property of the department. No authorization is given by the department to release digital pictures, video or other records of the incident. The Fire Department will provide press releases that may be shared by personnel and members of the department.
- Such electronic media and/or other documentation shall be for internal, investigative or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief or their designee. The Fire Investigator is authorized to transmit this type of information outside the department in association with ongoing fire investigations as may be necessary as part of the fire investigation process.
- Fire department operations allow members access to situations, investigations and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with HIPAA and other regulations so as not to jeopardize patient confidentiality; fire, accident or crime scene investigations; or shine an unprofessional light on the department.

Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department.

Weapons Policy

In order to protect Fire Department members from workplace violence, this policy is designed to implement and administer reasonable measures to ensure that the fire station remains a safe workplace. The purpose of this policy is to assure member safety and the public's safety in the Fire Station and on the scene of all Department incidents or events.

The Blackman Fire District prohibits and will not tolerate illegal weapons in the Fire Station, apparatus, drill sites, or on the property of any department sponsored or sanctioned events. This policy applies to all members, family members, and visitors, as well as all clients and contractors. The only exceptions to this policy are those that adhere to Constitutional Carry Laws in Florida which allow citizens to carry concealed weapons legally. Member's must always be in control of their weapon. If unable to have the weapon on you due to the type of 911 response or special circumstance the weapon must be safely stowed in the cab of an apparatus or POV in a locked box or compartment of a vehicle.

A member who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to insure that he/she is not in violation of this policy. Members will be held responsible for making sure that any potentially covered item you possess is not prohibited by this policy. Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department. This policy shall not be construed to create any duty of obligation on the part of the Department to take any actions beyond those required of an employer by existing law.

Disciplinary Process

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

Where violations are reoccurring, the standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted:

- Warning Notice (verbal)
- Written Warning
- Suspense and Final Notice
- Removal from the department.

There will be three (3) classes of discipline. They are as follows:

- Class I: Immediate discharge.
- Class II: Written warning, suspension, termination
- Class III: Oral warning, written warning, suspension, termination

Examples of Class I causes:

- Use or under the influence of drugs or alcohol while on duty.
- Theft of department property or another employee's property.
- Intentional destruction of department property.
- Falsifying reports.
- Gross insubordination such as refusal to work, threatening, abusing or striking a superior.
- Striking or assaulting a firefighter or bystander
- Lying or willfully omitting critical information on an application.

Examples of Class II causes:

- Reckless driving of department vehicles.
- Disobeying traffic laws when responding to the call.
- Negligent or careless use of department equipment.
- Failure to comply with published departmental or municipal rules or regulations.
- Fighting.

Examples of Class III causes:

- Foul and/or abusive language.
- Inefficient, incompetent or negligent performance of work.
- Failure to follow sign out procedures.
- Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the member, with a copy being kept in their personnel file.

Financial Policy

Purpose:

The purpose of this Financial Policy is to establish guidelines, procedures, and controls for the management and reimbursement of business revenues and expenses incurred by the department and authorized individuals on behalf of Blackman Fire District Corporation. This Policy aims to ensure prudent financial management, compliance with tax regulations, 2 CFR 200 Uniform Administrative Guidance and consistency in expense reporting.

Scope:

This Policy applies to all personnel, contractors, vendors, and authorized individuals who incur business related expenses while conducting activities on behalf of Blackman Fire District Corporation. It covers all line items in the adopted budget as expenses, including but not limited to travel, meals, entertainment, supplies, and miscellaneous business expenses.

Impact Fee Policy

In accordance with:

FLORIDA STATUTE 163.31801

CHAPTER 2007-289 House Bill No. 1099

Purpose

Impact fees are collected for new construction to pay for the cost of new facilities and equipment, the need for which is in whole or in part the result of new construction.

When paid

Impact fees are typically paid when a building permit is issued, but may be paid before for certain land uses. Payment will be made to the Blackman Fire District so that a receipt can be provided to the permitting office as required for the permit.

How calculated

Impact fees are calculated per square footage of the total covered area of the dwelling unit type. Total covered area is used and not living area due to the potential of fires occurring from items housed on porches and in garages. Grills housed under porches and hazardous materials usually stored within garages may cause fires that will ignite the roofing system of the entire structure.

How used

Impact fees are segregated from general funds and used solely for allowable purposes. The Blackman Fire District earmarks impact fee funds for acquiring/constructing new facilities, or improving current capital facilities. As used in this subsection, "new facilities" means land, buildings, and capital equipment, including, but not limited to, fire and emergency vehicles, radio-telemetry equipment, and other firefighting or rescue equipment.

Legal requirements

Impact fees must meet the dual rational nexus test to be legal, meaning they must have a reasonable connection.

Exemptions

Special districts may waive or provide exceptions for impact fees on affordable housing.

Credits

Impact fee credits can be transferred toward future developments on parcels within the fire district. Impact fees will be charged for the difference between the amount of impact fees (at current rates) for the size of the previously existing home and the amount of the impact fees for the size of the new home. If a property owner replaces an existing home, the following conditions apply:

- Old home that has never paid impact fees replaced with a new home, the new home will pay the impact fees at the new square footage as required.
- Old home that has already paid impact fees replaced with a new home at or under the square footage of the original dwelling, no new impact fees will be required due to the transferability of the original impact fees.
- Old home that has already paid impact fees replaced with a new home above the square footage of the original dwelling, new impact fees will be required for the difference in square footage.

Procurement Policy

Purpose:

The purpose of this policy is to establish a process whereby items for purchase are approved at the administrative level. Procurement procedures will follow the Uniform Administrative Guidance 2 CFR 200.

Methods of Competition to be Used for Non-Bid Procurements:

The methods of procurement to be used are as follows:

\$0 - \$300	No verbal/written quotes needed
\$301 - \$3,500	Three (3) verbal or written quotes needed
\$3,501+	Minimum of three (3) official quotes needed

If less than three (3) quotes/bids are available the reason shall be documented before the Purchase Order is approved.

Procurements:

1. All purchases must be approved by the Commissioner over that department, if the need is an emergency or the approval may be by majority vote of the board. The determination will be made at the time of the request based on the cost involved.
 - a. A department purchase request must be submitted prior to the purchase of any items.
 - b. All department purchase requests must be completed by the individual intending to make the purchase and must include the store and estimated cost of the item.
 - c. Purchases must be planned to be made at locations where the station has an account whenever possible. Some vendors have supplied the station with a charge account and that should be utilized whenever possible.
 - d. All approved purchases must be accompanied by the station's tax exempt number, if needed. A copy of the tax exempt number will be provided by the Fire Chief or Assistant Fire Chief at the time the request is approved.

Exception:

1. Items approved by the board as a standard billing item.
2. Items for vehicle maintenance authorized by the Fire Chief during routine maintenance nights.
3. Before purchasing any items for normal station use, it must be verified that the station does not have a supply or stock of said items.
4. Fire Department purchase requests must be authorized by the Fire Chief before being sent to administration for final approval.
5. Following purchase, the store receipt copy must be returned to the Fire Department Treasurer within one (1) week of purchase for proper processing or within (1) week after returning from any out of town training. Any variance to the request must be noted on the request with justification for purchasing something other than the requested items.

Reimbursement Policy

Purpose:

To explain District policy on travel expenditures

Scope:

This Policy applies to all Directors and members and any person being sponsored by the District.

Policy:

The Blackman Fire District recognizes the necessity for its board members and employees to travel to conduct business, training, or attend meetings. This document is intended to clarify the District's responsibilities and to provide guidelines to its members and Directors.

1. The Fire Chief shall pre-approve any travel or expense related to Fire Department Member travel whenever possible.
2. The request should be made in writing, dated and signed or via email by the parties making such a request.
3. Under normal conditions those expenses should be budgeted.
4. For non-budgeted travel the Fire Chief or his/her designee shall have the authority to approve or deny any request made.
5. Each request should include cost of transportation, hotel, meals, vehicle rental, parking and incidentals.
6. If the person wants to travel by his/her personal vehicle they must receive pre-approval by the Fire Chief. Any personal vehicle used for such travel shall be legally registered and insured by its owner.
7. If the distance travel is greater than 700 miles round trip, it is expected that the employee will travel by air. However if the employee wants to use her/his own vehicle they may do so with the approval of the Fire Chief. Such vehicles must be legally registered and insured. Unless other arrangements are made the employee will only receive payment for expenses equal to the lesser cost for traveling.
8. For meetings that begin before 9 am the District will allow the employee to travel the night before if the distance is greater than 100 miles.
9. If there are any questions about what expenses are covered the traveling member must get approval from the Fire Chief prior to incurring the expense.
10. Reimbursement for traveling by personal vehicle and Per Diem will be at the standard GSA rates for the area. This per diem shall not include the purchase of alcoholic beverages or tobacco.
11. Employees will have a choice to either be paid up front the per diem rate prior to leaving or be paid back for actual expenditures based on receipts up to the per diem rate.

Grants Management Policy

Purpose

To establish operational guidelines for Grants Administration in accordance with 2 CFR 200 Uniform Administrative Guidance.

Scope

It is the policy of this agency to use awarded grant funds to assist in financially supporting programs and/or equipment needed to fulfill the overall department goals and objectives.

Policy

A. General

1. The grants administrator function involves locating and applying for relevant grant funding to support the fire department personnel, equipment and/or programs, as well as the subsequent administration of awarded funds. The latter requires regular contact with grantor agency advisors and local project directors and/or supervisors to ensure grant compliance.
2. The grants administrator position is a function of the Administrative Division.
3. The grants administrator position shall be staffed by a member or members who are responsible for performing the grants administration function and shall report directly to the Secretary/Treasurer of the board.
4. The grants administrator shall assume primary responsibility for the pursuit of, application for and overall maintenance of private, local, state or federal grants funding.
5. Members who desire the grants administrator to search for and/or pursue possible grant funding, shall submit a request via email, including their knowledge of any specific grant, through their chain of command to the grants administrator, requesting he/she research prospective grants applicable to the member's request.

B. Duties

The grants administrator shall assume primary responsibility for the following functions:

1. Searching for pertinent grant funding; both proactively and/or at the request of department staff. Proactive searching shall include research via the Internet, periodicals, contacting federal and local agencies, contacting private organizations with an interest in community affairs and public safety, etc. to identify additional potential funding sources/programs.
2. Contacting potential funding sources and reviewing the stipulations of the grant program the department wishes to implement and other requirements such as matching funds required by the Board.
3. Ensuring compliance with current standards and any changes required to department policy as a result of the desired grant program's stipulations.
4. Preparing and submitting completed applications for new or renewal grant funding.
5. Conducting a review and evaluation of the funding source's response to the grant application, whether the award was made or denied.

6. Coordinating the approval and award of the grant with the affected unit(s), if applicable.
7. Providing assistance in the grant start up with the designated Project Director, and performing administrative tasks associated with the project.
8. Ensuring project personnel complete and submit regular programmatic reports in a timely manner.
9. Maintaining records/files of current and archived grant-funded programs, equipment and personnel.
10. Ensuring each grant-funded program is in compliance with guidelines established in the grant by the grantor agency.
11. When necessary, assisting project personnel in coordinating the application for grant modifications.
12. Tracking the project/program status and coordinate reporting and tracking requirements to include fiscal claims, final year close out, auditing trail, and continued funding.
13. Bringing potential grants and/or funding sources, to the attention of members and/or units that could potentially benefit from the additional funding.
14. Maintaining a master contact list of grantor agency advisors and local Project Directors and/or field personnel.

C. Grant Applications

1. Applications for grant funding will be completed and submitted by the grants administrator with the approval of the Board.
2. Upon discovery of a potential funding source, the grants administrator will submit an agenda item for the next board meeting for review. The agenda item will contain the following information:
 - a. A concise description of the program, grant stipulations, and personnel or equipment for which grant funding is being sought.
 - b. A budget outline.
 - c. Grant application deadline.
 - d. A copy of any contracts required by the grantor organization.
3. Upon approval from the Board to apply for the desired grant, the grants administrator will:
 - a. Obtain the necessary information from the personnel who will utilize the grant.
 - b. Complete the grantor agency's application.
4. Upon completion, the grants administrator will submit the application packet.
5. If the application deadline for a specific grant program necessitates a quick application submission, the grants administrator shall hand deliver the required documents to the person required to sign in the steps outlined above.

6. Each grant program and grantor agency has specific and unique guidelines that must be adhered to in order to ensure acceptance of an application. Department members will make themselves available to the grants administrator for assistance with any grant related issues.

D. Grant Records

1. All written records pertaining to state and federal grant programs must be kept on file for five (5) fiscal years after the grant's closing date or as required by Florida's Public Records laws and/or the grant.
2. The grants administrator will maintain these files, which contain original documents, support materials, correspondence, etc.
3. The grants administrator is directly responsible for the security of these files and its contents.
4. State and federal grants are considered public record and requests for access to or copies of these records should be handled in accordance with records policy.
5. When circumstances mandate, archive files may be submitted to Records. However, proper policy and procedures must be followed to ensure the integrity of the file contents. If possible, grant files should be destroyed in accordance with Florida's Public Records laws and/or the grant requirements.
6. Current and archived electronic files stored on the grants administrator's computer hard and/or network drive(s), including grant forms, emails, point papers, award summaries, cover letters, etc; are also public record.

E. Grant Reports

Reporting requirements vary with each agency and/or program. As a general rule, most grantor agencies require both fiscal and programmatic reports at varying intervals during the course of a funding period. Specific reporting details, including the reporting method, can be found in the compliance section of each grant.

1. The grants administrator is ultimately responsible for ensuring all required programmatic reports are completed and submitted correctly and in a timely manner. However, this normally requires the direct input and cooperation of local project directors and/or others involved in the grant-funded project.
2. Hard and/or digital copies of all mandated reports are kept on file in the grants administrator's work area or department network drive.
3. When a grant is awarded, the grants administrator will ensure local project directors and/or pertinent supervisors are provided with compliance information that, among other things, outlines grant details, reporting requirements, budgetary restraints, etc.
4. The grants administrator has primary responsibility for completing and submitting required fiscal reports on grant programs.

F. Compliance

As a general rule, every grant program will inherently have mandatory compliance guidelines. They are normally located in the "Acceptance and Agreement" section of the grant.

1. The grants administrator is responsible for notifying all affected parties of and to maintain compliance (both fiscal and programmatic) during the funding period.

2. Fiscal compliance is monitored by the grants administrator and the Secretary/Treasurer of the Board, via regular contact with project directors and their personnel.
3. When a grant is initially awarded, the grants administrator creates and maintains a compliance file, which typically contains a copy of the award letter, an award summary and a compliance checklist. Subsequently, the local project directors or a designee are provided with their own copy of a compliance file for reference.
4. Special conditions, programmatic and/or fiscal, stipulated by a grantor agency are normally outlined in the "Acceptance and Agreement" section of the grant contract. An example of a "special condition" would be requiring written permission from the grantor department prior to reimbursement for training/travel. The Compliance File Checklist, included in each grant compliance folder, includes an area to note any special conditions mandated by the contract.

G. Grant Modifications

Policy and procedure regarding any programmatic or fiscal modifications to an existing grant varies with each grantor department. It is normally outlined in the "Agreement and Acceptance" section of the grant.

1. All inquiries about and requests for grant modifications should be addressed with the grants administrator. Compliance stipulations may mandate supervisory approval and a written request prior to any changes.
2. In the case of requests for fiscal/budget modifications, the grants administrator will work with the Board. Again, supervisory approval and a written request may be mandated by compliance guidelines.

H. Contact List

The grants administrator maintains contact information of grantor agency advisors and local project directors and/or field contacts in each grant file.

Performance Measures

Performance measures can be used to learn, improve, and optimize fire department operations. Performance measures can also be used to establish benchmarks for a department's performance, provide comparative metrics for other departments and identify and promote best practices.

Goals

Performance measures are necessary to (1) allow departments to determine a baseline performance level according to the indicators; (2) establish goals based on current performance; (3) determine the gap between desired goals and current performance levels (i.e., where we are v. where we want to be); (4) track progress toward achieving goals; (5) benchmark and compare performance between departments; (6) identify problems and causes; and, (7) plan for the future. Once fire departments can be measured according to the same indicators, standards based on best practices can be more easily established.

Fire Suppression and EMR Performance Measures

Performance measures will include the following areas:

- Alarm Processing
 - The time interval from when the alarm is acknowledged at the communication center until response information begins to be transmitted via voice or electronic means to emergency response facilities (ERFs) and emergency response units (ERUs).
 - Communication and dispatch components play a role in the efficiency and overall system deployment and response. Therefore, the communications component must be measured to assess the quality of its individual operations.
 - Established Standard is NFPA 1221 & NFPA 1710
 - Data Source will be Dispatch Log, recorded communication archives, Dispatch administrator.
- Response Time
 - The time interval from the receipt of the alarm at the dispatching agency to when the first emergency response unit is initiating action or intervening to control the incident.
 - This measurement is indicative of the system's capability to adequately staff, locate, and deploy response resources. This measure is also an indication of crew training and skills proficiency for initial actions.
 - Established Standard is NFPA 1710
 - Data Source will be Dispatch logs, response Unit Station log, Computerized/ Recorded Communications Archive, Call documentation reports.

Other performance areas will be monitored for performance goals as needed.

Facility and Equipment Policy

Apparatus and Equipment Maintenance

Purpose

This guideline applies to Maintenance of Fire Apparatus and equipment. It was written to establish a uniform policy for annual service testing.

Scope:

The scope relates to all Blackman Fire District Personnel.

Objective

All apparatus shall be inspected and tested as required by NFPA 1915, Standard on Use, Maintenance and Service Fire Apparatus.

This standard establishes a schedule for the inspection and maintenance of all apparatus and equipment owned or operated by the department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.

- A. Apparatus and equipment shall be:
 - 1. Maintained, inspected and tested as required by NFPA 1915.
 - 2. Must be in a constant state of readiness.
 - 3. Refueled whenever the fuel level drops below a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
 - 4. Keep clean at all times.
- B. All maintenance, both preventative and repair, shall be recorded in the appropriate vehicle logbook.
- C. After each use
 - 1. Every vehicle used shall be inspected. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
 - 2. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items that are corrected shall be noted in the comments section of the vehicle logbook.
 - 3. Defects that cannot immediately be corrected shall be noted in the vehicle logbook and reported to the Chief or Officer in Charge.
 - 4. If a defect requires that a vehicle be placed out of service, the person doing the inspection shall notify the Chief or Officer in Charge.
- D. Weekly Inspections.
 - 1. All apparatus and equipment used shall be inspected. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
 - 2. Refueled whenever the fuel level drops below a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
 - 3. All engine-powered equipment shall be run for a minimum of five minutes. Their fuel tanks shall be refilled whenever the level drops below of a tank. The oil will be checked and oil shall be added if necessary.

Truck Checks

The purpose of Truck Checks is to ensure all apparatus are in proper working order.

Truck checks must be completed and documented using the checklist by the driver/operator or designee.

1. Truck checks must be completed Thursday evenings at 1900 prior to the night's training.
2. If the driver/operator is unable to make the training they will appoint a designee to fill in for them.
3. If any mechanical issues are noted they are to be reported in Emergency Reporting directly and/or written on the white board in the meeting room or bay.
4. If any other discrepancies are noted they are to be fixed immediately.
 - a. Issues that are unable to be immediately fixed are to be reported to the appropriate member.
5. Apparatus with fuel levels at or below $\frac{3}{4}$ of a tank are to be fueled as soon as possible.
 - a. This includes all fuel containers and equipment on the apparatus.
6. All equipment on trucks is to be run and fluid levels checked.
7. All engine fluid levels must be checked and fixed immediately if any discrepancies are found.

It is the responsibility of all Driver/Operators or their designees to find and fix all discrepancies.

Hose and Ladder Testing

A. Ladder Testing

Purpose

This guideline applies to Department Ground Ladder Testing. It was written to establish a uniform policy for annual service testing.

1. All new ladders purchased shall be constructed and designed in accordance with NFPA 1931 Standard on Design of and Design Verification Tests for Fire Department Ground Ladders.
2. All ladders shall be inspected and tested as required by NFPA 1932 Standard on Use, Maintenance and Service Testing on Fire Department Ground Ladders. Annual service testing of ground ladders shall be in accordance with NFPA 1932 Standard on Use, Maintenance and Service.

B. Hose Testing

Purpose

This policy applies to Department Hose/Appliance Testing/Purchasing. It was written to establish a uniform policy for purchasing hose and recording water flow.

1. All new hose purchased shall be constructed and designed in accordance with NFPA 1961 Standard on Fire Hose.
2. Each new section of fire hose shall have an acceptance test conducted prior to placing the hose into service. This acceptance test shall comply with NFPA 1962 Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.
3. Annual service testing of all fire hose and appliances shall be in accordance with NFPA 1962.
4. All 1.75-inch, 2.5-inch, and 3-inch hoses shall be tested at 250 psi for five (5) minutes.
5. All 5-inch shall be tested at 200 psi for five (5) minutes.
6. All appliances and nozzles will be tested at 250 psi for five (5) minutes.

Hydrant Testing

Purpose

This guideline applies to Department Hydrant Testing. It was promulgated to establish a uniform policy for recording water flow.

Scope:

The scope relates to all Blackman Fire District Personnel

Objective:

All hydrants shall be tested in accordance with NFPA 291 Recommended Practice of Fire Flow Testing and Marketing of Hydrants. Fire flow tests are conducted on water distribution systems to determine the rate of flow and capacity of water available at mains at various locations for fire-fighting purposes. Additional benefit is derived from fire flow tests by the indication of possible deficiencies (such as tuberculation of piping or closed valves or both) which could be corrected to ensure adequate fire flows as needed.

Tests should be made during a period of ordinary demand. The procedure consists of recording a-static reading, discharging water and measuring the rate of flow (pitot pressure) from the system at a given location. The observed pressure drops (residual) in the mains will be recorded.

The water system that services the Blackman Fire District (U.S. Water System) shall perform annual testing and provide the test results to the fire department. Only isolated testing is to be performed by the fire department.

1. After the location where the test is to be run has been determined, a group of test hydrants in the vicinity is selected. Once selected, due consideration should be given to potential interference with traffic flow patterns, damage to surroundings (e.g., roadways, sidewalks, landscapes, vehicles, and pedestrians), and potential flooding problems both local and remote from the test site. One hydrant, designated the residual hydrant, is chosen to be the hydrant where a-static pressure will be read with the other hydrants in the group closed. This is also the hydrant where the residual pressure will be read with the other hydrants flowing. The hydrant flowing water will be where the pitot reading is taken. This hydrant is chosen so it will be located between the hydrant to be flowed and the large mains that constitute the immediate sources of water supply in the area.
2. The number of hydrants to be used in any test depends upon the strength of the distribution system in the vicinity of the test location. To obtain satisfactory test results of theoretical calculation of expected flows or rated capacities, sufficient discharge should be achieved to cause a drop in pressure at the residual hydrant of at least 25 percent, or to flow the total demand necessary for fire-fighting purposes. If the mains are small and the system weak, only use one of the 2.5" discharges.
3. A 50- or 60-psi (3.5 or 4.0 bar) gauge tapped into a hydrant cap should be used to test Pitot pressure or take a residual reading. If a tapped gauge is not available, use a Pitot tube to measure the hydrants and flow rate.

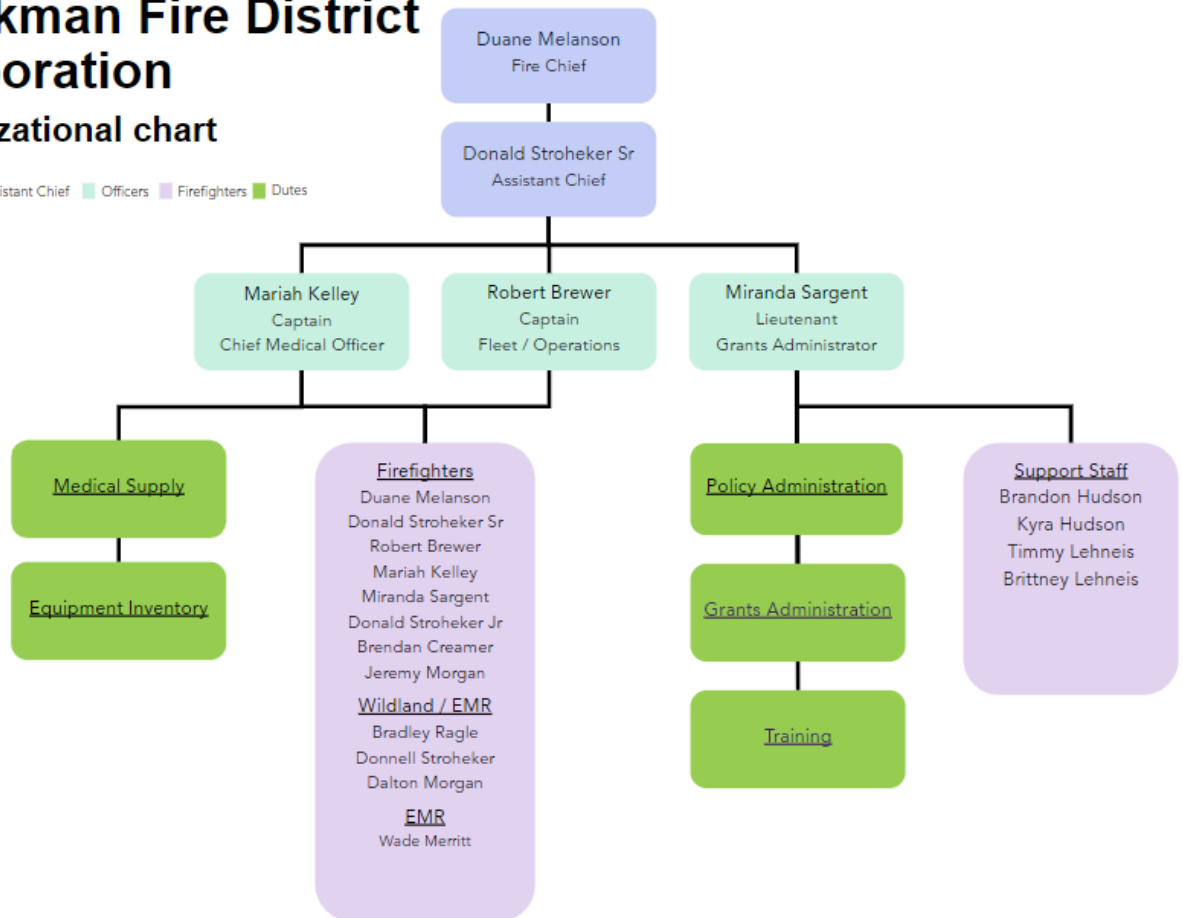
Standard Operating Guidelines (SOGs)

Operations Chain of Command

Blackman Fire District Corporation

Organizational chart

■ Fire Chief & Assistant Chief ■ Officers ■ Firefighters ■ Dutes



Driving Requirements

State and local laws may provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding to emergencies. However, neither state or local laws nor these guidelines are intended to absolve an emergency vehicle driver of the responsibility of due regard for the safety of others on the road.

Fire apparatus may only be operated by individuals meeting all of the following requirements:

- A. Members of Blackman Fire District or neighboring fire districts.
- B. Members who have a valid driver's license.
- C. Members who have successfully completed training for operation of the apparatus based on NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications (Trainee drivers may operate apparatus when under the supervision of a qualified driver.)
- D. Members over the age of 18 who have held a valid Driver's License for at least 2 years..
- E. Members who have satisfied their probationary period.

Fire Apparatus may only be used by individuals to respond to emergencies and carry out fire department business. Apparatus may not be used to transport patients or civilians that are not official members of the department unless listed as an exception below. Acceptable activities for using fire department apparatus include:

- A. Emergency Response Activities.
- B. Fueling Apparatus.
- C. Delivering or picking up Fire Department related items.
- D. At no time shall a member transport children or family members in fire department apparatus. Exceptions for transporting non-members are:
 - a. Parade events where non-members may be allowed to ride in the parade route.
 - b. Individuals involved in a stranded or lost person call that need transport back to their vehicle.
 - c. Firefighter assistance where members from other departments assist our district in response but need to drive our apparatus or ride with other personnel..

Before entering a fire station:

- A. A Spotter should always be used when backing, if available.
- B. Consideration must be taken for the possibility of pedestrians within the fire station.

Before exiting from a fire station:

- A. The driver will ensure all apparatus compartment doors are securely closed.
- B. All personnel are seat belted in proper locations.
- C. Ensure the apparatus bay door is raised fully and enough clearance is available to clear apparatus height.
- D. Test brakes before entering the street.

Safe Driving:

- A. All audible and visible warning devices shall be in operation when responding to an emergency incident.
- B. The driver shall maintain a speed that is safe under the prevailing conditions.
- C. When approaching a controlled intersection (i.e. stop sign, traffic light):
 - a. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear.
 - b. 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.

- D. School zone related driving:
 - a. Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing.
 - b. Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by the buses flashing lights and/or stop sign.
- E. Upon first unit's arrival on an emergency scene:
 - a. The scene should be evaluated.
 - b. If the situation is not urgent, other responding units should be advised to continue to the scene in "non-emergency mode" or disregard and return to their respective stations.
- F. Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.
- G. Any member of the Fire Department who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.

Backing:

When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided.

The spotter shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing the apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately. Vehicle mounted cameras or other devices are not a substitute for a spotter.

In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

Mandatory Seat Belts

The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.

All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited.

Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.

First Due Apparatus

Methods for incident response will follow the First Due Apparatus guideline below:

Medical Calls

1. Attack 70, Command 70, Command 71, QR 70, or POV
2. Engine 70
3. Pumper 70

All apparatus are equipped with a medical bag, oxygen tank, cervical collars, and an AED.

Motor Vehicle Accidents

1. Attack 70, Command 70, Command 71, or QR 70
2. Engine 70
3. Pumper 70

First line apparatus is equipped with extrication tools.

Fire Responses (structural, brush, or motor vehicle)

1. Engine 70
2. Pumper 70
3. Command 70, Command 71, or QR 70
4. Attack 70

Special Circumstances:

For any scene with air transport requested, at least one apparatus with water must be on the scene. (I.E., Attack 70, Engine 70, or Pumper 70.)

POV response is acceptable if the appropriate apparatus is en route, if you have to pass the scene to respond to the station, or if manpower is requested.

For personnel that are not EVOC certified:

Report to the station and notify responding Command Staff for further direction. If the needed apparatus is located at the station, have the appropriate bay door open and the apparatus running while waiting.

For EVOC certified responders:

If you are responding to the station and another responder is en route, wait for this responder if they can be at the station in a reasonable amount of time and another apparatus is not needed on the scene. If two EVOC certified responders are en route to the station during a fire response, the Engine and the Pumper should be taken to the scene.

Incident Command System

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters. This will facilitate an organized and orderly tactical operation and a more effective effort. All members involved in emergency operations will be trained to the appropriate level in the National Incident Management System (NIMS.) Those who function in command staff positions shall train further to the advanced ICS levels.

The Incident Commander (IC) is responsible for managing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander.

The IC is responsible for all aspects for the response, including developing incident objectives and managing all incident operations both written and verbal. The IC sets priorities and defines the ICS organization for the particular response. Even if other positions are not assigned, the IC will always be designated.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC.

Responsibilities of Command

- A. Stabilize the incident and provide for life safety
- B. Conservation of property
- C. Conservation of environment
- D. Remove endangered occupants and treat injured
- E. Assure the safety and welfare of department personnel

Function of Command

- A. Assume Command
- B. Size up the incident
- C. Evaluate Conditions
- D. Develop a plan
- E. Assign units
- F. Provide continuing command
- G. Request additional units
- H. Disregard and return units to service
- I. Terminate Command

Assuming Command

The first department member or unit to arrive on the scene of an incident shall establish command of the incident. **THE INITIAL INCIDENT COMMANDER SHALL REMAIN IN COMMAND UNTIL COMMAND IS TRANSFERRED OR THE INCIDENT/COMMAND IS TERMINATED.**

Scene Size Up and Initial Report

The member or unit establishing command initiates the command process with an initial radio report. The initial radio report shall contain the following:

- A. Identify unit arriving on the scene
- B. Give a brief description of the incident
 - 1. Speak clearly
 - 2. Use common language
- C. State any safety concerns
- D. Establish and name command based on location

Transfer of Command

- A. The first arriving Unit on the scene will establish and CONTINUE COMMAND until transferred within the following guidelines:
 - 1. A face-to-face briefing between command, and the officer command is being transferred to, must be completed.
 - 2. The officer command is being transferred accepts the responsibilities of command.
 - 3. Under NO circumstances will command be transferred to a unit that is not on scene.

4. Once the officer that command is being transferred to has been briefed, Incident Command will advise dispatch that the officer taking command has been briefed and is now in command of the Incident.
- B. The arrival of a ranking officer on the incident scene does not mean “command” has automatically been transferred. Command is only transferred when the transfer of command process has been completed. In cases where an individual is effectively commanding the incident and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue an active command role. If upon arrival a Higher Ranking Officer declares the command to be ineffective they can assume command as long as it is communicated to all involved in the incident. All officers will exercise their command prerogative in a supportive manner that will ensure a smooth transition and the effective ongoing function of command.

Mutual Aid

The purpose of mutual aid is to provide procedures for responding to emergency calls outside of Blackman Fire District.

When a unit is dispatched to a location which is found to be outside the limits of the district, members will disregard district boundaries and provide whatever emergency care is required according to our current protocols.

Mutual Aid responses may sometimes include out of county districts.

It is the responsibility of the Blackman Fire Department to respond, when called upon to do so, to emergency calls in county districts.

Communications

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes. Okaloosa County currently runs on a radio system that has both repeated and non-repeated channels. Okaloosa County Fire Dispatch is located at

General Communication Guidelines

- A. Any time you go in route, arrive on scene, or clear a call you must advise dispatch.
- B. (Example: County Dispatch, is en route to .")
- C. Be sure the receiver is ready to receive the transmission, make sure the message is acknowledged once the message has been sent. A brief repeat of the message is far better than just a "COPY". Repeating briefly what has been said lets the sender know the message has been received correctly.
- D. Know what you are going to say before transmitting. Choose terms that communicate the desired message clearly without wasting air time. Per NIMS all radio traffic is to be done in a "common English" fashion, and try to control your emotions to prevent garbled transmissions.
- E. Orders given over the radio should tell you what to do, not necessarily how to do it.
- F. **DO NOT** interfere with other transmissions unless you have Emergency Traffic.

Plain Talk Radio Procedures

The purpose of plain talk radio procedures is to provide common radio language text permitting brief, concise radio transmissions, thus eliminating any confusion.

Below is a list of common phrases used in transmitting a radio message:

Procedure - Phrase Meaning

ADVISE - Give message

AFFIRMATIVE - Yes

AVAILABLE - Unit available for a call

CANCEL PER _____ - EMS, law enforcement, etc.

10-24 - Crew is in trouble, dispatch law enforcement.

CLEAR FROM _____ - Left from, leaving from

CHANNEL CLEAR TO _____ - One unit wants to talk to another.

COPY - Understood

CORRECTION - Error was made (correct version is ...)

DISREGARD - Ignore

ENROUTE - unit is driving to the dispatched location

IN SERVICE - Unit advising dispatch information received and responding

NEGATIVE - No

ON SCENE - Unit arrived at the call

PX - Phone

PRIORITY - Emergency traffic, clear channel to unit

RADIO CHECK - Followed by 5, 4, 3, 2, 1

REPEAT - Say last transmission over

RESPONDING - Responding to a call

STANDBY - Do not transmit until told to do so

Response Modes:

Alpha (emergency, non-critical) - Responding with lights and sirens at a standard rate of speed.

Bravo (emergency, non-critical) - Responding with lights and sirens at a slightly increased rate of speed.

Charlie (emergency, non-critical) - Responding lights and sirens at an increased rate of speed.

Delta (patient's condition is critical) - Responding lights and sirens at an elevated rate of speed.

Echo - Scene is unsafe, unit must stage

It is the responsibility of all Blackman Fire Department personnel to exercise professionalism when communicating by radio, allowing for transmissions to be short and concise.

Accountability

The purpose of this guideline is to provide for the tracking and inventory of all members operating at an emergency incident or event. It is the responsibility of all fire chiefs and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

Incident Commander

The incident commander shall be responsible for overall personnel accountability for the incident.

The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident.

The incident commander shall initiate an accountability system at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)

The incident commander shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.

Where an accountability officer has been appointed, it shall be the responsibility of the accountability officer to ensure the accountability of all personnel and to initiate the accountability system. The accountability officer shall be responsible for collecting the firefighter accountability tags, and logging the appropriate names of personnel on the accountability board.

An accountability system shall be initiated at all incidents. Each firefighter shall be provided with a firefighter accountability tag. Each position on all apparatus shall be equipped with a firefighter accountability tag board. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and place it on the appropriate position board.

Each apparatus shall be equipped with a firefighter accountability tag collection point. At emergency incidents, which have advanced beyond the incipient stage, it shall be the responsibility, as time allows, of the unit officer to collect the firefighter accountability tags from the boards and place them at the accountability tag collection point.

Personnel Accountability Report (PAR)

It is recommended that the officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations. A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to insure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the incident commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

Safety Officer

On any working incident a safety officer is appointed. Any member can be assigned as an Incident Safety Officer. Incident Safety Officers can also be assigned by the Incident Commander. A "Working Incident" is anything other than a simple emergency medical service call. Any incident with multiple companies or personnel.

Protective Clothing

It is the policy of the Fire Department to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department shall meet or exceed the requirements of NFPA 1971- Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and department specifications in effect at the time of purchase. Each individual is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy or guidelines.

Protective clothing shall not be modified in any manner without written approval from the Department and manufacturer. Only personal protective clothing or equipment issued by the fire department is authorized for use. Personal items such as hand lights, wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

Personnel shall not remove their protective clothing until such time that their company officer or the Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer.

Training:

All personnel shall have a working knowledge of their assigned Personal Protective Equipment (PPE). Personnel shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.

Storage of PPE:

Protective clothing and equipment shall be stored in a designated location at the fire station. Protective clothing shall not be worn or stored in the living or office areas of the fire station. This includes the kitchen, dayroom, bunkroom, washrooms, or other areas.

Cleaning, Maintenance, and Inspection:

It is the responsibility of the company officer to ensure that their assigned personnel maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products, chemicals or bloodborne pathogens contamination. The equipment manufacturer's instructions must be followed when cleaning gear.

Washing of turnouts is to be done at a station equipped with a turnout gear washer. Turnout gear shall not be washed at home, at a Laundromat or dry cleaned. Turnout gear with bloodborne contamination may be first sprayed/rinsed with an approved product to help in removal of any stains, and then washed in a turnout gear washer.

For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual shall notify their Company Officer. Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced.

The following personal protective equipment assessment was completed and certified by _____.

Level 1 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles, firefighting gloves, and SCBA.

Level 2 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses and helmet shield, and firefighting gloves.

Level 3 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses with helmet shield, and firefighting gloves or approved extrication gloves.

Level 4 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, and helmet with chinstrap fastened.

Task	Required PPE
CO	1
EMS Assists	4 + Body Substance Isolation
HAZMAT (Fuel, LP, Ammonia, etc.)	1
High Dust (Hay, Grain, Woodworking)	1
Hose Test	4
Hybrid Vehicle Operations	3 + High Voltage Gloves
Ladder Operations, Fire	1 + Ladder Belt
Ladder Operations, Rescue	2 + Ladder Belt
Landing Zone	2
Pump Operations/Drivers	4 + Safety Vest
Saw Operations	2
Smoke/Gas Environment	1
Structure Fire, Attack/Back Up	1
Structure Fire, Support	2
Structure Fire, Ventilation	1
Technical Rescues	2
Traffic Control	4 + Traffic Safety Vest, Class III
Training	Set by Training Officer
Vehicle Fire	1
Vehicle Rescue with Tools	3
Wildland Fire	2

Traffic safety vests shall be stored on each vehicle/apparatus so that they are readily accessible by personnel. The vest shall be worn whenever personnel are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

- A. When SCBA is worn
- B. When wearing hazardous materials personal protective equipment
- C. When wearing technical rescue personal protective equipment

Exposure Control

This policy applies to all personnel within the Blackman Fire District, who are involved in fire fighting, hazardous material incident control, rescue, or emergency medical services which involve occupational exposure to blood or other potentially infectious materials.

The Department recognizes the potential for transmission of certain bloodborne infections to firefighters through contact with blood and body fluids and requires that specific precautions to minimize the risk of exposures. Universal precautions as defined below will be used where there is potential exposure to blood or body fluids to protect firefighters, patients, and citizens against the spread of infectious diseases.

This plan will be reviewed annually beginning in January of each year and as needed to reflect changes in procedures, policies or work rules.

The Blackman Fire District recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of operations including emergency response, training and while in the station.

It is the Department's policy to:

- A. Provide services to all persons requiring them without regard to known or suspected diseases in any patient.
- B. Regard all patient contacts as potentially infectious and to take universal precautions at all times.
- C. Provide Department personnel with the necessary training, immunizations and protective equipment to reduce the risk to firefighters and members of the public.
- D. Recognize the need for infection controls in the workplace.
- E. Prohibit discrimination of any Department member based on infection with HIV or HBV virus.
- F. Regard all Department personnel medical information as confidential.

DEFINITIONS:

Blood: Human blood, human blood components and products made from human blood.

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item.

Contaminated Laundry: Laundry which has been soiled with blood or other potentially infectious materials or that may contain sharps.

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls: Controls (e.g., sharps disposal containers, self sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident - A specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infectious materials that results from the performance of duties.

HBV: Hepatitis B Virus

HIV: Human Immunodeficiency Virus

Occupational Exposure: Reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.

Other Potentially Infectious Materials (OPIM):

- A. The following human fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid

that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids.

- B. Any unfixed tissue or organ (other than intact skin) from humans (living and dead).
- C. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucous membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.

Personal Protective Equipment: Specialized clothing or equipment worn for protection against a communicable disease. . Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Source Individual: An individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

Sterile: The use of a physical or chemical procedure to destroy all microorganisms including highly resistant bacteria.

Universal precautions: An approach to infection control which calls for all human blood and certain body fluids to be treated as if they are known to be infectious for HIV, HBV and other pathogens.

Workplace Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

OCCUPATIONAL EXPOSURE CONTROL PLAN

Exposure Determination

All personnel within the Fire Department, who are involved in fire fighting, hazardous material incident control, rescue, or emergency medical services may be exposed to blood and other potentially infectious materials. Positions include:

Probationary Firefighter
Entry Level Firefighter
Firefighter I
Firefighter II
Lieutenant
Captain
Assistant Chief
Chief
Safety Officer

Methods of Compliance

- A. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.
- B. Work Practices
 - 1. Impervious gloves will be worn for all patient/victim contact. Gloves will be worn for touching blood and body fluids, mucous membranes or non-intact skin of all patients, for handling items soiled with blood or body fluids, and for performing all cleaning of soiled surfaces. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious materials.
 - 2. All firefighters will wash hands and exposed skin with soap and water when feasible, or flush mucous membranes with water as soon as practical following contact with potentially infectious materials.
 - 3. Hands must be washed for a minimum of 15 seconds after doffing gloves, before eating or preparing food, and after contact with body fluids, mucous membranes or broken skin.
 - 4. When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest

possible time.

5. Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.
 6. Immediately after use, sharp items such as needles and lancets shall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand. Whenever possible, firefighters will leave handling and disposal of sharps to EMS. When firefighters must dispose of sharps or contaminated broken glassware, all handling will be with tongs or forceps. Also glass can be cleaned up with a brush and dustpan.
 7. All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.
 8. Infectious waste, any disposable item which comes in contact with body fluids, shall be handled with gloves and shall be placed in an impermeable red bag.
 9. No potentially infectious waste will be left at the scene of an incident.
 10. A needlestick/sharps injury log shall be maintained and shall include the following information for each incident:
 - Period of time the log covers
 - Date of the incident
 - Date the incident is entered into the log
 - Type and brand of sharp involved
 - Department or area of incident
 - Description of the incident
 11. The log(s) shall be retained for five years after the end of the log year. Appendix F contains a sample Sharps Injury Log.
- C. Personal Protective Equipment (PPE)
1. When PPE is removed it shall be decontaminated or disposed of in an appropriate container.
 2. Personnel in contact with patients/victims will have examination gloves and goggles with them at all times. These are available on each engine and ladder truck.
 3. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised
 4. Never wash or decontaminate disposable gloves for reuse

Respiratory Protection

This program provides procedures and protocols designed to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres, which are potentially harmful to health.

RESPONSIBILITIES:

Program Administrator:

The Fire Department shall serve as Program Administrator. This person has the training and experience to administer or oversee the respiratory program including evaluating its effectiveness.

- A. Determines the need for respiratory protection.
- B. Establishes and maintains a Respiratory Protection Program in compliance with all requirements of Fire Department Safety and Health Standards.
- C. Provides all employees in the program with respirators appropriate to the purpose intended.
- D. Selects a physician or licensed health care professional to administer the medical evaluation program, as well as coordinating the medical evaluation program.
- E. Fit tests applicable to firefighters.
- F. Responsible for breathing air quality.
- G. Responsible for the information requirements of this program and ensuring that members are trained in the care and maintenance for the respirator.
- H. Ensures that repairs are conducted according to the manufacturer's specifications.
- I. Responsible for the record keeping requirements of this program.
- J. May designate other members to carry out specific functions.

Fire Department Members:

- A. Wear assigned respirator(s) when and where required and in the manner in which they were trained.
- B. Care for, maintain and clean their respirators following the manufacturer's procedures and store them in a clean and sanitary location.
- C. Inform their officer if the respirator no longer fits well, and request a new one that fits properly.
- D. Inform their officer or the Program Administrator of any respiratory hazards that are not addressed in the workplace and of any other concerns regarding the program.
- E. Each member is responsible for the cleanliness and operational readiness of their issued respirators/facepiece.

SELECTION OF RESPIRATORS

Fire Department members who respond to and function in toxic atmospheres shall be equipped with Self-Contained Breathing Apparatus (SCBA) and trained in its proper use and care. These respirators shall be used in accordance with the manufacturer's recommendations and appropriate governing performance testing guidelines.

Until an atmosphere has been found not to be so, it shall be considered IDLH (Immediately Dangerous to Life and Health). Where an atmosphere has potential to become IDLH it shall be entered under the assumption that it is ALREADY IDLH.

The Fire Department provides the following respirators for use in IDLH atmospheres:

Respirators for IDLH (Immediately Dangerous to Life and Health) Atmospheres): SCBA shall be used by all personnel operating:

- A. In a contaminated atmosphere
- B. In an atmosphere which may suddenly become contaminated
- C. In an atmosphere which is oxygen deficient
- D. In an atmosphere which is suspected of being contaminated or oxygen deficient

This includes all personnel operating:

- A. In an enclosed, active fire area
- B. In a potential explosion or fire area, including enclosed gas leaks and fuel spills
- C. Where products of combustion are visible in the atmosphere and fire department personnel are exposed or potentially exposed to these products of combustion, including vehicle fires and

- dumpster fires
- D. Where invisible contaminants are suspected to be present at levels above OSHA PELs (permissible exposure limits) (i.e. Carbon Monoxide during overhaul)
- E. Where toxic products are present, suspected to be present, or may be released without warning (including Hazardous Material incidents (HazMat))
- F. In any confined space which has not been tested to establish respiratory safety

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. In these circumstances, the SCBA may be worn with the face piece removed. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required.

Examples include but not limited to:

- A. Atmospheres that have been reported to have a smoke or CO detector sounding but there are no signs of elements present or occupants feeling ill. Members shall investigate and if monitoring proves existence, members shall fully don SCBA face piece.
- B. Atmospheres, scenes, or conditions that are potentially dynamic, changing and/or unknown.

Premature removal of SCBA must be avoided. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases SCBA must be used or the atmosphere must be changed.

In fire situations, the decision to remove SCBA shall be made by based on an evaluation and monitoring of atmospheric conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.

If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing.

If a firefighter detects a vapor or gas breakthrough, changes in breathing resistance or leakage of the face piece the firefighter will notify his partner and Officer or the Incident Commander and leave the area immediately.

Respirators for atmospheres that are not IDLH:

For protection against particulates, the Fire Department will provide one of the following:

PROCEDURES FOR RESPIRATORS FOR USE IN FIREFIGHTING

Procedures for IDLH (Immediately Dangerous to Life and Health) Atmospheres

(2 In/ 2 Out):

The following are not meant to preclude an Incident Commander from starting suppression (not entering) or rescue operations (entering) in a structural incident. The requirement intends that the Rapid Intervention Team (RIT) be established as soon as practical to ensure safety of firefighters, yet not detract from the responsibility to provide rescue and suppression to citizens.

Rapid Intervention Team (RIT):

- A. A rapid intervention team (RIT) shall consist of at least two members and shall be available for rescue of a department member or a team if the need arises. A RIT shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA and any specialized rescue equipment that might be needed given the specifics of the operation under way.
- B. The composition and structure of a RIT shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The Incident Commander shall evaluate the situation and the risks to operating teams and shall provide one or more RITs commensurate with the needs of the situation.
- C. In the early stages of the incident, which includes the deployment of a fire department's initial attack assignment, the RIT shall be of either one of the following:
 - 1. On-scene members designated and dedicated as rapid intervention team(s).
 - 2. On-scene members perform other functions but are ready to re-deploy to perform rapid intervention team functions. The assignment of any personnel shall not be permitted as members of the rapid intervention team if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.

- D. While working in IDLH atmospheres, during interior firefighting operations in fires that have progressed beyond the incipient stage, or hazmat operations, employees entering will work in teams having a minimum of two (2) persons who remain in visual or voice contact at all times.
- E. Two firefighters shall be located outside the IDLH atmosphere as the RIT. Visual, voice, radio, or signal line communication will be maintained between the firefighters in the IDLH atmosphere and the firefighters located outside the IDLH atmosphere (RIT).
- F. The firefighters located outside the IDLH atmosphere as the RIT shall be trained and equipped to provide an effective emergency rescue of the firefighters inside the IDLH.
- G. The Incident Commander is to be notified before the RIT located outside the IDLH atmosphere enters the IDLH atmosphere to provide an emergency rescue. The Incident Commander must immediately provide additional assistance, if necessary.
- H. Once notified, the RIT provides necessary assistance appropriate to the situation.

NOTE: Nothing in this rule is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled, however, such action is not to be considered a standard of operation.

GENERAL USE PROCEDURES:

- A. Employees will use their respirators under conditions specified by this program, and in accordance with training and the respirator manufacturer's recommendations they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.
- B. All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check as specified by the manufacturer or as listed in Appendix B-1 of the OSHA Respiratory Protection Standard.
- C. Employees may possess mustaches or other facial hair provided that it does not interfere with the facepiece seal or valve function. Employees are not permitted to wear tight fitting respirators if they have any condition such as facial scars or missing teeth or dentures that prevent them from achieving a good facepiece seal. Employees are not permitted to wear tight-fitting respirators if they have facial hair that comes between the sealing surface of the facepiece and their face. These restrictions shall apply regardless of the specific fit test measurement that can be obtained under test conditions.
- D. If a firefighter wears eyeglasses, the firefighter shall use frames that do not pass through the seal area of the face piece.
- E. Employees are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.

FIT TESTING PROCEDURE

- A. All employees wearing respirators must be fit tested with the same make, model, style, and size of respirator that they will use on the job. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees.
- B. Fit tests will be conducted on all employees who use respirators following their successful completion of an initial medical evaluation as a new employee, at least annually thereafter, or whenever the employer observes or receives a report of changes in the employee's physical condition that could affect respirator fit. Fit testing may also be repeated if the employee states that the fit of the respirator is unacceptable.

Some factors that may affect mask fit are:

- Significant weight change.
- Significant facial scarring in the area of the facepiece seal.
- Significant dental changes.
- Reconstructive or cosmetic facial surgery.
- Any other condition that would interfere with mask fit.

Fit tests will be administered using an OSHA accepted qualitative or quantitative test. The protocol used will be stated on the fit test record for each employee.

MEDICAL EVALUATION OF FIREFIGHTERS REQUIRED TO USE RESPIRATORS Using a respirator may place physiological burdens on firefighting personnel that vary with the type of work in which the respirator is used and the medical status of the employee. All new employees must undergo a medical evaluation prior to being fit tested or required to use a respirator. Medical evaluations shall be

administered to employees of the fire department by the following Physician or other Licensed Health Care Professional (PLHCP):

The Department shall identify a Physician or other Licensed Health Care Professional (PLHCP) to administer a medical questionnaire to each employee who uses SCBA or other types of respirators. The questionnaire shall be administered confidentially during the employee's normal work hours. The questionnaire will determine the need for a follow-up physical examination. The department shall use the following PLHCP to administer the questionnaire:

Medical questionnaires shall be administered and successfully completed prior to a fit test for all firefighters required to use SCBA or other types of respirators.

The department will be using the following PLHCP for follow-up medical examinations, if needed: The employee shall have the opportunity to discuss the questionnaire and examination results with the Physician or other Licensed Health Care Professional (PLHCP) if so requested.

After an employee has received clearance and begun to wear the respirator, additional medical evaluations will be provided under the following circumstances:

- A. Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
- B. The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
- C. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
- D. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

The program administrator, employee and physician will arrange an appropriate time for the examination. The medical consultation and examination with the PLHCP will be at the department's expense.

CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, DISCARDING, AND MAINTAINING RESPIRATORS

Cleaning:

The Fire Department shall provide personnel with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:

- A. Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected per the manufacturer's instructions as often as necessary to be maintained in a sanitary condition.
- B. Respirators issued to more than one firefighter shall be cleaned and disinfected per the manufacturer's instructions after each use and the respirator cleanliness shall be insured before being worn by different individuals.
- C. Respirators used in fit testing and training shall be cleaned and disinfected after each fit test use.
- D. The face piece shall be placed in a clean, dry container in a manner that prevents deformation of the face seal, other damage or contamination. The face piece will be stored with the head harness to the back, not over the lens – this will help prevent deformation of the face piece seal.

The Program Administrator or his/her designee will ensure an adequate supply of appropriate cleaning and disinfection materials at each station. If supplies are low, employees should contact their officer, who will notify the Program Administrator or designee.

Cleaning Procedures:

Operational Recommendations:

In order to decrease the possibility of contaminant entry into cleaned and stored respirators, it is recommended that face piece protective covers be in place to limit contamination of dust and particles. The manufacturer's recommendations for covered storage will be followed.

Cleaning Recommendations:

Cleaning is recommended after each usage where contaminants may come in contact with any part of the unit.

Gross contamination should be washed off as soon as practical at the scene or station. Prepare a cleaning solution as described per manufacturer's instructions.

The cleaning solution should be effective against a number of gram positive and negative bacteria, fungi and viruses including HIV-1 and influenza.

Cleaning Procedure {Insert your manufacturer's instructions}:

Lung Demand Valve (LDV) and Face piece

1. Close cylinder valve
2. Remove pressure on entire system
3. Thoroughly rinse face piece and SCBA under clean running tap water to remove debris
4. Place face piece in cleaning solution and agitate solution. Use a circular motion.
5. Place face piece into a container of clean tap water and agitate
6. Finally rinse face piece under running clean tap water
7. Apply air pressure to remove interior liquids
8. Wipe out any excess rinse water with a clean, dry, towel. Allow to dry.
9. **DO NOT USE THE FIREHOUSE AIR COMPRESSOR TO DRY ANY PART OF THE SCBA! THE LUBRICATING OIL THAT MAY BE CONTAINED IN THE AIR STREAM MAY BE HAZARDOUS AND COULD DAMAGE THE RUBBER COMPONENTS**
10. Inspect SCBA and regulator for cleanliness and damage
11. Leak test SCBA.
12. Return to operation.

Harness Assembly and Air Cylinders

1. Wipe off dirt and grime with a lathered mild soap solution. Rinse thoroughly. Take care not to get water into the regulator.
2. Let harness air dry.
3. Inspect the harness for loose or missing buckles and fittings. Look for worn belts and connections. Check cylinder latching strap for proper operation.
4. Wipe off dirt and grime from air cylinders with a lathered mild soap solution. Rinse thoroughly.
5. Make sure each cylinder has a protective thread cap over the threads.
6. Check cylinders for deep scratches, gouges, and damaged threads. Check the gauge and cylinder hand wheel. **NOTE: Cylinder valves shall only be tightened hand tight. Do not forcefully tighten the cylinder valve. Damage to the nylon valve seat will result.**

Cases

1. Remove any loose dirt or debris
2. Sponge out with sanitizer/cleaner solution.
3. Rinse with water

Unit Inspection

1. Leak test SCBA
2. Return to operation

If anything questionable arises, or obvious repairs are needed, place the unit out of service. Mark unit with a repair tag and forward to . Please refer all repairs to the responsible repair person as soon as possible.

Maintenance:

Respirators are to be properly maintained at all times in order that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use.

No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be performed by the manufacturer or a person certified by the manufacturer.

Air cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Fire department personnel shall determine that the regulator and warning devices function properly daily.

For fire department respirators, fire department personnel shall:

- A. Inspect and certify that the respirator is ready for use by documenting the date the inspection was performed (at least monthly), the name (or a signature) of the person who made the inspection,

the findings, required remedial action, and a serial number or any other means of identifying the inspected respirator.

- B. Provide this information on inspection forms, specifically, weekly and after use inspection forms. This information shall be maintained in each station until replaced following a subsequent certification.
- C. Inspection records shall be forwarded to the department designees responsible for record keeping.

Fire department personnel shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are repaired, adjusted, or discarded in accordance with the following procedures:

- A. Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the manufacturer's NIOSH approved parts designed for the respirator.
- B. Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
- C. SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a Department technician trained by the manufacturer or vendor supplying the equipment to the fire department.
- D. All SCBA requiring repairs, or SCBA that fail inspections shall be tagged with a red out-of-service tag indicating the following:
 - 1. Date
 - 2. Station location
 - 3. SCBA unit identification
 - 4. Name of person(s) reporting the problem
 - 5. Brief description of the problem
- E. The SCBA unit with the red tag affixed will be forwarded for repair by the manufacturer or a Department technician trained by the manufacturer.

INSPECTIONS

Each PASS (Personal Alert Safety System) must be tested weekly and prior to use.

Each SCBA is required to be inspected and tested at least monthly and prior to use. All air cylinders carried on the apparatus and spares in each station will be inspected for any damage, cleanliness and proper fills.

The following checklist will be used when inspecting respirators:

Face piece:

Cracks, tears, or holes
Facemask Distortion
Cracked or loose lenses/face shield

Head straps:

Breaks or tears
Broken buckles

Valves:

Residue or dirt
Cracks or tears in valve material

Filters/Cartridges:

Approval designation
Gaskets
Cracks or dents in housing
Proper cartridge for hazard

Air Supply Systems:

Breathing air quality/grade
Condition of supply hoses
Hose connections
Cylinders
Settings on regulators and valves

The following functional tests are to be completed on each SCBA to ensure proper operation:

- A. Pressure Gauge
- B. PASS test
- C. Leak Test
- D. Warning bell test
- E. Face piece Connection

Cylinder Pressure Gauge and Sentinel Reading Comparison

The purpose of this test is to compare the cylinder pressure gauge and the Sentinel pressure reading to

make sure they read within +/- 10%.

Procedure:

1. Open the cylinder valve and note the pressure reading on the cylinder pressure gauge.
2. Compare the shoulder gauge pressure reading to the cylinder gauge reading. The two values must be within +/- 10% of the full scale

QUALITY AND QUANTITY OF BREATHING AIR

Breathing air in the SCBA cylinders shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum quality of Grade D. Private vendors supplying the department with compressed breathing air shall provide a copy of the most recent inspection and certification.

The purity of the air from the Fire Department's compressor shall be checked by a competent laboratory quarterly.

The department shall assure that sufficient quantities of compressed air are available to refill SCBA for each incident. This shall be accomplished through the use of mobile air supplies or mutual aid from other fire departments.

Air cylinders for SCBA shall be filled only by trained personnel.

Compressed oxygen shall not be used in open-circuit SCBA.

Standards for breathing air and hazards associated include:

- Oxygen content of 19.5-23.5%.
- Hydrocarbons (condensed) content of 5 milligrams per cubic meter of air or less;
- Carbon monoxide (CO) content of 10 ppm or less;
- Carbon dioxide content of 1,000 ppm or less;
- Lack of a noticeable odor.

The fire department shall insure that cylinders used to supply breathing air to respirators meet the following requirements:

- Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178) test requirements of five years for composite cylinders supplied to MSA and five years for steel or aluminum cylinders.
- Note: composite cylinders have a maximum use life of 15 years.
- The moisture content in the cylinder does not exceed a dew point of -50 degrees F. (- 45.6 degrees C.) at one (1) atmospheric pressure, and a water vapor level of less than 25 ppm

RESPIRATORY HAZARDS AND TRAINING ON RESPIRATORY USE

The Fire Department is required to provide training to those who use respirators. The training must be comprehensive, understandable, occur annually, or more often if necessary. Documentation of this training shall occur.

The Fire Department shall ensure that each firefighter can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators;
- The general requirements of this program.

The training shall be conducted in a manner that is understandable to the firefighter.

Retraining shall be administered annually, **or** when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;
- Inadequacies in the firefighter's knowledge or use of the respirator indicate that the firefighter has not retained the requisite understanding or skill;
- Any other situations arise in which retraining appears necessary to ensure safe respirator use.

PROCEDURES FOR EVALUATING THE RESPIRATOR PROGRAM

Each year the Program Administrator shall initiate a review of the procedures contained in this program. All employees who wear, service, or supervise employees wearing respirators shall periodically be asked to provide information on:

- Adequacy of the respirator(s) being used.
- Accidents or incidents in which the respirator failed to provide adequate protection.
- Adequacy of training and maintenance on respirator use.

The Program Administrator shall recommend changes in the program and its implementation based on this information.

RECORD KEEPING

The Department is required to keep the following records to assure compliance with this written program:

- Medical evaluation records
- Fit testing records

Medical records shall be maintained for a member's entire career plus thirty years.

Fit test records shall be kept until the next fit test is administered.

The Department will also maintain records of employee training (e.g., date, attendees, trainer(s), subject matter).

Medical Bag Supply List

The purpose of the medical bag supply list is to ensure proper medical bag supply.

Medical bags on all apparatus must contain at a minimum this par level. If any discrepancies are noted, you must resupply and the list in the supply room should reflect the number of supplies taken. The check list is located on the door of the breaker box in front of the supply cabinets. A text message must be sent to the Medical Officer about the supplies used to restock. Let the Medical Officer know if you notice we are low on any supplies while restocking.

Med bags on all apparatus are set up exactly the same, please ensure they stay this way.

<u>SUPPLIES</u>	<u>PAR</u>
Adult BVM	1
Adult Nasal Cannula	4
Adult Non-Rebreather Mask	4
OPA	full set
NPA	full set
Pediatric BVM	1
Pediatric Nasal Cannula	1
Pediatric Non-Rebreather Mask	1
Infant BVM	1
Infant Non-Rebreather Mask	1
OB kit	1
Cold packs	3
Hot packs	3
BP cuff	all sizes
Pulse Ox	1
stethoscope	1
Shears	1
Abdominal pads	4
ace wraps	2
gauze wraps	6
triangle bandage	2
tape 1 inch	1
tape 2 inch	1
4x4's	be reasonable
sterile multi trauma dressing	1
sterile 4x4's	4
sam splint's	2
oxygen bottle	1
regulator	1
oxygen key	1
burn sheet	1
petrolatum gauze	4
Adult C-Collar	4
Pediatric C-Collar	4
Tourniquet	1

Emergency Vehicle Operations

The purpose of emergency vehicle operations is to provide guidelines for all members when operating a fire department vehicle.

When operating a fire department vehicle in emergency mode, you must use both visual and audible warning devices. You should only exceed the posted speed limits within the constraints of safe operation. Speed is largely dictated as road conditions warrant, i.e., rain, traffic congestions, visibility, hazards, etc. School zone limits must be obeyed as posted. A complete stop must be made at all red lights and stop signs. Proceed with caution through open intersections with a green light. Passing should be done on the left of the vehicle being passed. If a vehicle fails to yield and you must pass on the right, you must use extreme caution.

Seat belts are required any time the vehicle is in motion. This includes all occupants riding in the vehicle. Avoid backing the unit when possible. Where backing must be done, a spotter should be utilized, when available. In addition, a spotter should be used any time there is questionable side, front or height clearances. If none are available, the driver should place the vehicle in park, get out and observe the clearance around all sides before backing. A spotter should be positioned so the driver has clear visibility of the spotter's hand signals. Anytime the driver loses sight of the spotter, the vehicle must be stopped until the spotter is visible again. Backing must be done slowly and cautiously.

Once on scene, vehicles must be parked so that safe and efficient patient care can be delivered. Traffic flow must not be interrupted unless absolutely necessary.

Emergency POV Operations

The purpose of emergency personal vehicle operations is to provide guidelines for all members when operating their personally owned vehicle.

When operating a POV vehicle in emergency mode, you must use visual warning devices. A red-light card must always be on the member while operating in emergency mode. For all other questions refer to F.S. 316.2398. You should only exceed the posted speed limits within the constraints of safe operation. Speed is largely dictated as road conditions warrant, i.e., rain, traffic congestions, visibility, hazards, etc. School zone limits must be obeyed as posted. A complete stop must be made at all red lights and stop signs. Proceed with caution through open intersections with a green light. Passing should be done on the left of the vehicle being passed. If a vehicle fails to yield and you must pass on the right, you must use extreme caution.

Seat belts are required any time the vehicle is in motion. This includes all occupants riding in the vehicle. Get out and observe the clearance around all sides before backing. Once on scene, vehicles must be parked so that safe and efficient patient care can be delivered. Traffic flow must not be interrupted unless absolutely necessary.

If you are pulled over or if any other changes to your driving record occur, you must report any incident to a commanding officer.

Pre-Incident Planning and Site Plans

Purpose

The purpose of this policy is to provide for uniform development and maintenance of pre-incident plans. Pre-incident plans, or preplans, are an essential part of the department's mission and assist in minimizing the loss of life and property by having a comprehensive plan for identified structures. This procedure standardizes the requirements for building identification, outlines occupancy specific requirements, describes the methodology used to create preplans across the organization, and defines the components of each preplan. Furthermore, it ensures compliance with both National Fire Protection Association (NFPA) Standards for Pre-Incident Planning, and Insurance Services Office (ISO) best practices.

Administration

Preplan information is extremely important to first responders as it can contain vital information about a structure and potential hazards. Uniformity in data entry and presentation will enhance situational awareness. Site and facility information can be updated as frequently as needed.

The First Due Size Up (FDSU) application is the single platform used for both incident routing and preplanning functions. All Fire and Rescue Department (FRD) preplans are stored as icons, files, and contact information on the FDSU app; therefore, paper hardcopies of preplans are not required.

BFDC volunteers have access to this software on their personal devices, FDSU website, and other devices. For troubleshooting assistance members can email blackmanfire70@gmail.com.











Anyone not affiliated with the Blackman Fire District requesting FDSU app access will require the approval of the Fire Chief.

Preplan Procedures

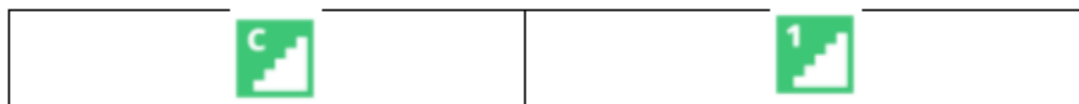
At a minimum, all buildings identified as significant in some way by the Fire Department shall require a preplan. Members will add building information to the building's address and icons over their corresponding location on the building in map view within the FDSU app.

Icons

Members shall place the following icons, at a minimum, when identified within a building. When adding icons, ensure location and description text is included to review information on the Dashboard. Once icons are added, select "Publish Preplan." Members can review the tutorial video, Adding Side A and Knox Box, on the FDSU page.

Side Alpha		Fire Alarm Panel	
FDC		Knox Box	
Stairwell		Main Gas Shutoff	
Elevator		Main Electric Shutoff	
Trash Chute		No Fire Pump	

1. **Stairwells:** All stairwells shall be depicted with the stairwell icon. If the stairwell is numbered or lettered, the associated stairway number/letter icon shall be used instead of the generic icon above. Stairwells with roof access shall have “Roof Access” noted within the description field of that icon.



2. **Elevators:** All elevators shall be depicted with the elevator icon. If the elevator car is numbered, the associated car number icon shall be used instead of the generic icon above. Blind shaft elevators shall have “Blind Shaft” noted within the description field of that icon.

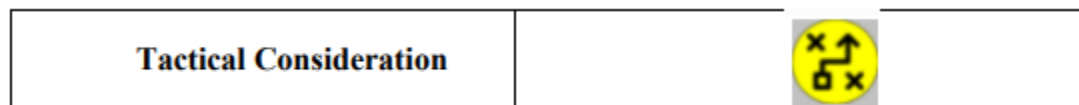


3. **Building Sides:** Side Bravo, Side Charlie, and Side Delta icons shall be added to buildings that are asymmetric in shape, or when building sides could cause confusion, to define all sides.

During suppression incident response, the first due engine officer shall make a declaration via radio for all responding units to review building side labeling within the FDSU app for buildings that are asymmetric in shape, so all sides are clearly defined and understood.



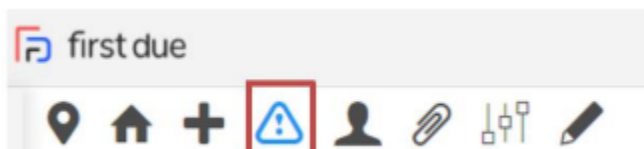
4. **Tactical Considerations:** When specific strategy and tactics are required for an address, the Tactical Consideration icon shall be placed over the building. Company and command officers adding this icon shall describe the specific strategy and/or tactics necessary (e.g., “Bowstring truss roof – consider defensive strategy”). During suppression incident response, the first due engine officer shall advise the responding battalion chief of the strategy and tactics listed for consideration. Tactical Consideration



5. **Additional Icons:** Employees will find more unique icons within the FDSU app. They should be mindful that adding too many icons over a building can cause confusion.

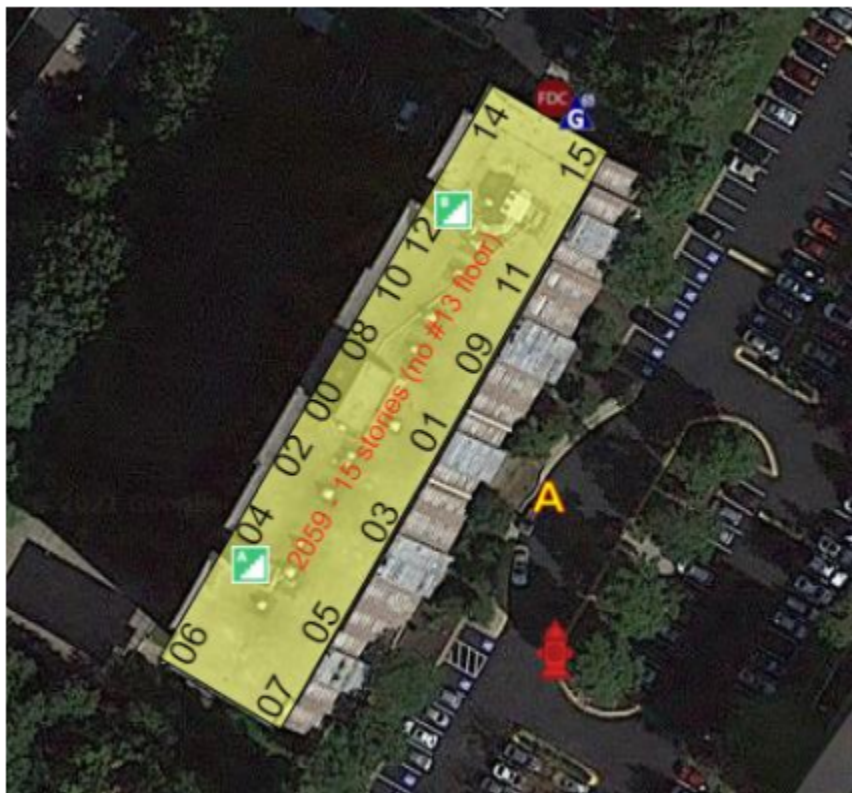
C. **Hazardous Materials:** When hazardous materials are located near or stored within a building, product information shall be notated within the FDSU app. For the affected address, personnel shall select ‘Edit Preplan’ and then select the items outlined below. At a minimum, they shall include the following information for each product found:

1. Chemical Name
2. Quantity
3. Location



When hazardous materials information is added to an address, a HazMat Icon will appear on the map as an unmapped icon. Employees shall then drag the icon over the product's location within the building to alert others to the information. Employees can then access United States Department of Transportation Emergency Response Guidebook (ERG) information directly from the Dashboard.

D. Residential Mid and High-Rise Buildings: Employees shall outline all residential mid-rise and high-rise buildings with color shading and note the building address numeric and the number of floors within the shaded area over the building to assist with accurate on-scene reporting. When similar floor layouts above the ground floor are present, employees shall add the last two digits of the apartment numbers over their corresponding location on the building for accurate orientation. Employees can review the tutorial video, Adding Colored Polygons and Text, on the FRD's FDSU SharePoint page for assistance.



E. Water Supply Considerations: For addresses with a unique water supply consideration (e.g., rural setting, heavy fire loads, unique situations, etc.), employees shall add the “Water Supply” icon over each building. Specific water supply information and tactics, to include but not limited to, relay, water shuttle, direct tank fill, fill/dump site locations, and the need to acquire water from hydrants supplied by the largest water mains, shall be added as text to this icon (e.g., short driveway scenario, first engine lays out from driveway, second engine will...). All units responding to these addresses will have access to the same water supply information. Employees can review the tutorial video, Water Supply, on the FRD's FDSU SharePoint page for assistance.

During suppression incident response, the first due engine officer shall make a declaration via radio for responding units to review the water supply information listed within the FDSU app in addition to communicating the entire plan by voice.

Water Supply Icon	 Water Supply
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F. **Building Floorplan Diagram:** If available, employees shall request a floorplan diagram from the building owner and upload it to its corresponding address in the FDSU app. Company and command officers can then review these diagrams on the Dashboard.

G. **Building Contact Information:** When employees learn the name and contact information of an onsite building representative, they should add this information into the FDSU app. They should notate the month and year that the information was added.

Preplan Use and Review

A. Employees shall review building preplan information during each incident response to begin size up and to become apprised of the structure, determine unit positioning, and understand any hazards present.

B. When water supply is established and a command aide is assigned at the incident command post, the command aide and/or Water Supply Group Supervisor shall review hydrant and water main sizes within the FDSU app to estimate the volume of water available at the incident. They shall keep the incident commander apprised of water supply information.

Each water main is color coded and weighted based on the diameter of the main. This information is used to determine the diameter and number of directions from which a hydrant can receive its water supply.

Water Main Size	Color	Example
6" or less	Red	
8" to 14"	Green	
16" or greater	Blue	

C. All participating Northern Virginia Fire Departments have viewing rights for each other's preplans within the FDSU app. Respective jurisdictions only can add or edit preplan information for buildings within their borders.



D. Prior to forcing entry into a building in the non-emergent setting, employees shall review preplan information within the FDSU app to identify if entry codes or building contact information is included for ease of entry.

Preplan Maintenance and Updates

A. Fire Station Leadership Teams shall ensure each preplan is reviewed yearly and make changes when appropriate to ensure all preplans are accurate. Changes can also be done in real time.

B. Preplans will be reviewed at each station inspection.

C. If employees locate a fire hydrant that is not depicted as an icon within the FDSU app, or when they discover an out-of-service hydrant, they shall immediately add either hydrant icon below over its physical location on the map. These icons shall be attached to the closest address. Then, email Fire.FDSU@fairfaxcounty.gov and advise the location of the affected hydrant. FRD's FDSU admin staff shall ensure accurate hydrant information is maintained. Hydrant Note Icon Out-Of-Service Hydrant Icon

Hydrant Note Icon	
Out-Of-Service Hydrant Icon	

D. The FDSU app interfaces with Google and other data sources to display address and routing with proprietary information not owned by the FRD. When employees find address errors, wrong pin locations, missing roads, or wrong information, they shall immediately notify Google directly from a desktop computer.

1. Go to maps.google.com
2. Search for the address
3. Click "send feedback" in the bottom right of the map
4. Choose one of the five options:
 - a. Wrong pin location or address
 - b. Missing place
 - c. Missing road
 - d. Wrong information
 - e. Your opinions about Maps
5. Follow additional prompts
6. Click the blue Submit button
7. Notify the respective email group

E. Every address within the FDSU app is denoted by a green circle address icon. When employees find that this icon is not directly over the corresponding structure, they shall immediately notify FRD's FDSU admin staff. FRD's FDSU admin staff shall ensure the green circle address icon is correctly placed over the corresponding building.

Incident Based Staging Levels

Staging--Basic Operational Approach

The objective of Staging procedures is to provide a standard system of initial placement for responding apparatus, personnel, and equipment prior to assignment at tactical incidents.

Effective utilization of these procedures will:

- Prevent excessive apparatus congestion at the scene.
- Allow time for Command to evaluate conditions prior to assigning personnel.
- Place apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by Command.
- Reduces radio traffic during the critical initial stages of the incident.
- Allow Command to formulate and implement a plan without undue confusion and pressure.
- Provides a resource pool from which Command may assign units and resources at his/her leisure.

The first chief officer will go directly to the scene and assume Command, all other chief officers should report to Command. All communications involving staging will be between Staging and Command.

For Structure Fires and Hazardous Materials Incidents

The first arriving engine will respond directly to the scene and initiate appropriate operations. When the pumper arrives on scene, it will stage for water supply.

For Wildfire Incidents

The first arriving brush unit will respond directly to the scene and initiate appropriate operations. When the engine and pumper arrives on scene, they will stage for extinguishment and water supply operations.

For Traffic Accidents and Vehicle Fires

The first arriving rescue unit will respond directly to the scene and initiate appropriate operations. When the engine arrives, they will position themselves to support rescue efforts and protective operations for traffic control purposes.

For Response to Medical Emergencies

The first arriving BLS unit will go directly to the scene and place their apparatus in a location that will provide maximum access for medical/Rescue support and not impede the movement of arriving ALS units and indicate their action by radio.

Incident Staging

The Staging Area should be some distance away from the Command Post and the emergency scene to reduce site congestion, but close enough for prompt response to the incident site.

Command may designate a Staging Area and Staging Officer who will be responsible for the activities outlined in this procedure. In the absence of such an assignment, the first fire department officer to arrive at the Staging Area will automatically become the Staging Officer and will notify Command on arrival.

Inclement Weather Operations

The purpose of inclement weather operations is to ensure that apparatus are properly maintained and operated during periods of inclement weather.

At temperatures below 20 degrees, diesel fuel may thicken enough to clog the fuel filter. This is usually caused by the naturally occurring paraffin in diesel fuel solidifying as it gets colder. The engine is equipped with a fuel filter/heater/water separator to help prevent fuel filter clogging. However, if the engine starts but stalls out after a short time and will not restart; the fuel filter may be clogged. The engine block heater is used to warm the engine, which improves starting, provides for faster engine warm-up, and results in quicker response from the heater-defroster system. A three-prong outlet is located on the driver side of the truck. Whenever temperatures drop below freezing (32 degrees F), use the power cord to plug into the outlet. The pumps on the apparatus will be emptied to prevent freezing.

During high wind producing storms such as tropical storms and hurricanes or any weather system producing sustained winds of 50 miles per hour, all operations will be suspended until sustained winds reach safe operating speeds. Coordination with local Fire chief's, EMS command staff, and the EOC to determine required response procedures as the storm event progresses.

It is the responsibility of all Blackman Fire Department personnel to ensure that apparatus are maintained and ready for immediate response during cold weather conditions and are operated safely during high winds.

Inaccessible Scenes

The purpose of discussing inaccessible scenes is to provide procedures if personnel are unable to reach the patient due to scene inaccessibility.

1. Specialized vehicles available: When roads are impassable by conventional vehicles, the Department has 4-wheel drive vehicles that can be used to attempt access.
2. EMS Scenes: When an apparatus or med unit is unable to reach a scene, equipment needed may be transferred to one of the Department's 4-wheel drive vehicles in order to reach the scene to provide initial care.
 - a. If no other means are available, the patient may be transported by the alternate vehicle to the medic unit for transport to a hospital.
 - b. If weather permits, a helicopter may be used for transport.
 - c. If EMS cannot access the scene, The crew should be picked up and transported into the scene by fire department personnel. The ambulance should avoid attempting access on grounds where the possibility exists of the unit getting stuck.

It is the responsibility of all members to ensure that safe methods are utilized to access emergency scenes.

Helicopter Transportation

The purpose of helicopter transportation is to provide procedures for EMS crewmembers when requesting patient transport by helicopter.

1. When a determination of need for a helicopter is made, dispatch will be notified of the need and will make the contacts necessary to provide such transport.
 - a. Information to dispatch will include the scene location or designated landing site (if other than the emergency scene), using street or facility locations.
 - b. It is the responsibility of Fire Department personnel to provide landing zone information and EMS personnel are responsible for giving patient information to helicopter personnel. If EMS personnel are not available for communications due to critical patient care, they will advise the Communications Center to relay basic information to the helicopter.
 - c. The EMS Commander, if on scene, or paramedic in charge will provide radio communications between the scene and the helicopter regarding patient information. This will prevent confusion and avoid the possibility of conflicting instructions or information.
2. Landing the helicopter:
 - a. Careful consideration will be given to the selection of the landing site, with regard to the size, landing surface and any obstacles such as power lines, trees, etc.
 - b. Lights, including flashlights, will NOT be shone upward at the helicopter as either a signaling device or a landing marker. All vehicle white, emergency lighting and scene lights will be turned off at the landing zone.
 - c. Ideal Landing Zone:
 - 1) A landing zone (LZ) should encompass an area of 100'x100', free of cross wires and trees.
 - 2) The responsibility for the helicopter-landing zone rests with the pilot. The landing zone may be changed at his/her discretion.
 - 3) A water carrying apparatus will be on scene at each landing zone.
 - d. Helicopter Safety:
 - 1) NEVER approach the helicopter unless motioned to do so by a crewmember.
 - 2) ONLY approach the helicopter when accompanied by the flight crew. Stay in view of the crew at all times.
 - 3) Keep spectators away at all times.
 - 4) The helicopter crew will secure all equipment and doors.
 - 5) The flight crew is responsible for determining if help is needed in loading the helicopter and how many personnel are required.
 - 6) Remove sheets from the stretcher prior to loading or unloading patient, and remove or secure loose articles of clothing, i.e., hats, jackets.
 - 7) Keep the landing area clear of debris and loose objects.
 - 8) NEVER approach or leave uphill from the aircraft when working near uneven terrain, i.e., interstate medians and shoulders.
 - 9) Do not put hands and arms overhead when near aircraft. Place IV's on the patient stretcher when loading.
 - 10) Protect your eyes and the patient's eyes during aircraft arrival and departure.
 - 11) NEVER throw objects in the vicinity of the helicopter.
 - 12) NEVER run near the helicopter.
3. Night Operations:
 - a. NEVER shine lights toward the aircraft while in flight or on the ground.
 - b. Shut down white strobes at the scene to protect night vision of crewmembers upon arrival of the aircraft.
 - c. Do not use traffic flares to mark landing zones.
4. Loading the Patient: EMS personnel will assist helicopter personnel in loading the patient into the helicopter or specifically designated individuals who will assist with loading. Personnel, EMS or

otherwise, who have not been specifically designated to assist with loading, will not go near the helicopter.

5. Procedures for Standby: Any EMT, Paramedic or ALS crewmember, acting as liaison to the paramedic, may notify the Communications Center to place helicopter service on standby.
6. Activation Procedures: The EMS Shift Commander or crew will notify the Communications Center to dispatch the appropriate helicopter service. Following this, the crew will continue providing treatment and/or transportation to the landing zone.

It is the responsibility of all Blackman Fire Department Personnel to ensure that safety is paramount regarding the landing and patient loading of the helicopter.

Crime Scene Operations

The purpose of crime scene operations is to provide procedures for Blackman Fire District members responding to crime scenes.

The policy for Crime Scene Operations is:

1. Any location at which evidence of a crime or suspected crime is found, including, but not limited to; homicide, suicide, rape, pedestrian struck or other MVA involving serious injury or death, assault, or discovery of drug paraphernalia, shall be considered a crime scene. Any location at which a DOA is found is to be considered a crime scene until otherwise designated by proper authority.
2. Once a presumptive diagnosis of death is made, It is the role of the Medical Examiner's Office to determine the cause and time of death. Every effort will be made not to disturb physical evidence at a crime scene, especially in the case of DOA where there is not a critical time factor, and extra care can be taken to perform required tasks.
3. All fire department personnel are expected to utilize good judgment in the recognition of, and subsequent operation at any crime or suspected crime scene.
4. After evaluating the scene for personal hazards and the presence of a proper authority, the rendering of immediate patient care is the primary responsibility of fire department personnel.
 - a. Patient care shall not be compromised, in order, to protect the crime scene or any evidence. However, patient care shall be rendered without undue disturbance of the scene.
 - b. If proper authority is not present, at a suspected crime scene, fire department personnel will notify the Dispatcher to have law enforcement respond to the scene.
5. All fire department personnel when operating at actual or suspected crime scenes shall:
 - a. Consider the entire location (e.g., house, apartment, park, roadway, etc.) as being involved in the crime scene.
 - b. Upon entering or leaving the scene, use a single path of travel, if possible, and have all personnel entering or leaving the scene utilize the same path.
 - c. Limit the number of personnel from entering the scene to those needed to evaluate, treat and/or remove the patient(s). All nonessential personnel are to remain outside the crime scene area until their services are needed.
 - d. In absence of law enforcement at the scene, attempt to limit access to the scene by bystanders, family members and witnesses. Fire department personnel shall not restrain, eject, or otherwise physically restrict the movements of anyone at the scene, but should bear in mind that allowing unnecessary persons into the scene may impede the investigation of the crime.
 - e. Fire department personnel will only pronounce a DOA when it appears obvious, and injuries are non-life sustaining.
 - f. After establishing a presumptive diagnosis of death, refrain from otherwise moving or disturbing any dead body. In addition, no obviously dead victim of a hanging shall be cut down, nor any bound body untied following determination of death.
 - g. Refrain from covering any corpse, except if in public view.
 - h. Refrain from eating, smoking, or drinking at the scene.
 - i. Refrain from using the telephone at the scene for anything but extreme emergencies.
 - j. Refrain from using the sink, toilet, or any other conveniences at the scene.
 - k. Remove nothing from the scene and refrain from handling any object or entering any area of the scene more than is absolutely necessary in order to evaluate, treat and/or remove patients, as such actions may impede the investigation of the crime.
 - l. Cooperate with requests made by law enforcement, if possible, concerning the disposition of the patient(s) and/or dead body/bodies, as long as such requests are in accordance with fire department procedures.

- m. Communicate any information or observations pertinent to the investigation of the scene to the proper authority at the scene when requested to do so.
- n. Restrict comments and/or opinions to known facts when communicating with other authorities. No statements shall be disseminated to the media, civilians, or other agencies as this may also impede the investigation.
- o. Complete all written records pertaining to the call accurately, using specific language to indicate the position in which the patient was found, the presence of visible wounds and other pertinent data (e.g. presence of rigor mortis and/or extreme dependent lividity). Bear in mind, run reports are legal documents, subject to court subpoena, and must be complete and accurate.

The primary responsibility of fire department personnel at the scene of a crime is the provision of emergency medical care to those persons who may require such care; however, fire department personnel should be aware of the responsibilities of other agencies, which may be operating at the crime scene. The actions and observations of fire personnel at a crime scene are frequently an important part of court testimony, requiring accurate documentation at the time of the event.

Lock Out/Tag Out

This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

Situations requiring device lock-out:

- A. When a device or piece of equipment is not operating in its designed capacity and could injure any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
- B. When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
- C. When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

Emergency Incident Procedure:

This requires that designated fire department personnel (company officers, chiefs, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel install lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment that is located on . The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- A. All energy sources to the machinery or equipment have been de-energized.
- B. The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources.
- C. Verify that all energy sources have been secured.
- D. The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.
- E. Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

Non-Emergency/Service/Maintenance Procedure:

- A. Notify all affected personnel that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- B. The authorized person shall refer to the manufacturer's procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- C. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- D. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- E. Lock out the energy isolating device(s) with assigned individual lock(s).
- F. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- G. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or

other normal operating control(s) or by testing to make certain the equipment will not operate.

- H. **Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.**
- I. The machine or equipment is now locked out.

Restoring Equipment to Service:

- A. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- B. Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- C. Verify that the controls are in neutral.
- D. Remove the lockout devices and reenergize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal. E. Notify affected personnel that the operation is completed and the machine or equipment is ready for use.

Keeping Equipment Out of Service:

If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

Authority

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event that this individual has left the immediate area, the Officer in Charge may authorize the removal of the locking device or tag, however only before:

- A. Making a valid attempt to contact the individual who originally locked out the device.
- B. If that person cannot be reached, the Officer in Charge must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.

In the event that a lockout, tag-out situation occurs during normal operations (not at the scene of an emergency), the Chief of the Department or Safety Officer will fill the Officer in Charge's role described above.

Training:

Employees not authorized to perform LOTO procedures are referred to as "affected" employees. All affected employees shall be instructed in the purpose and use of the LOTO procedure. Instruction for affected employees will also include the prohibition of:

- Attempts to restart or re-energize machines or equipment that have been locked/tagged out by an authorized employee
- The use or removal of LOTO equipment by non-authorized employees

Hazard Communication (Right to Know)

The purpose of this policy is to improve the level of information provided to staff regarding the chemicals that they may encounter during the course of their duties. Additionally, this written guideline will help ensure that the Fire Department is in compliance with applicable laws and regulations.

RESPONSIBILITIES

The individual assigned to ensure compliance is . This person responsible for the program shall be known as the "Program Administrator". The Program Administrator is responsible for:

- Administering and managing the hazard communications program.
- Assisting personnel in implementing the program
- Maintaining the master list of SDS's
- Training all personnel on the hazardous communication policy
- Ensuring compliance with rules and regulations.

CHEMICAL INVENTORY

The Program Administrator will maintain a list of the hazardous chemicals known to be present within the station. All personnel are responsible for reporting any new hazardous materials that are accompanied by a Safety Data Sheet (SDS) to the Program Administrator. A chemical inventory log will be kept and will include the locations of all chemicals. The chemical inventory log and each SDS will be kept in the SDS binder located .

LABELS

Hazardous chemical containers in the station will be labeled, tagged, or marked with the identity of the hazardous chemical and the appropriate hazard warning. Primary chemical container **labels will not be defaced or removed**. Any label that becomes illegible shall be replaced with the information listed above. Primary containers must include the manufacturer name.

SAFETY DATA SHEETS

Fire Department will rely on the manufacturer evaluation of their chemical products. Safety Data Sheets will be maintained and available for any staff member to review.

STAFF MEMBER TRAINING:

Personnel will be provided with information and training on hazardous chemicals located in the fire station at the time of their initial assignment and whenever a new hazard is introduced. That information and training will include areas and operations where hazardous chemicals may be present and the location and availability of the SDS binder. Additional areas of training will include the following:

- A. Methods and observations that may be used to detect the presence or release of a hazardous chemical.
- B. Physical and health hazards of the chemicals on site or used at the station
- C. Measures personnel can take to protect themselves from these hazards, including specific procedures that have been implemented to protect staff members from exposure, including work practices, emergency procedures, and personal protective equipment
- D. The details of the hazard communication policy, including an explanation of the labeling system, the SDS's, and how to obtain and use appropriate hazard information.

Structure Fires

Arrival On Scene

- A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
- B. The Officer will complete a 360 degree viewing of the structure to determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources
- C. The Officer will ensure that a proper communication system has been coordinated for fireground activities

Scene Safety

- A. There shall be at least 2 personnel on any interior attack hose-line.
- B. There shall be at least 2 personnel on any interior search and rescue.
- C. There should be a "R.I.T." in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation.
- D. Personnel must be authorized and properly trained before participating in any interior structural fire attack or search and rescue operations.

Incident Actions

Rescue

- A. Human life is the most important consideration at a fire or other emergency.
- B. Rescue of humans override all other strategic considerations at a fire.
- C. The primary functions of an adequately staffed truck (if available) shall be rescue.
- D. A primary and secondary search shall be conducted at all structure fires. During search all rooms should be marked by some means to indicate that the particular room has been searched.

Exposure Protection

- A. Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
- B. The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

Confinement

- A. The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- B. Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- C. The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may be situations when both approaches could be used, but a defensive attack should not be used when crews are operating on the interior.
- D. All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
- E. Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up and fire attacks operate fire streams into such areas.

Extinguishment

- A. In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- B. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

Overhaul

- A. The purpose of overhaul is to make sure the fire is completely out.
- B. Overhaul operations must be properly coordinated with fire investigation efforts.
- C. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- D. During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- E. Personnel should not remove their breathing apparatus until the area is completely cleared of

toxic gases.

- F. When available, a fresh crew should perform overhaul.
- G. Particular attention should be given to hidden areas during overhaul.
- H. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.

Ventilation

- A. Based upon the situation, ventilation may need to occur anytime during the operation.
- B. Ventilation shall be employed to:
 - 1. Channel heat, smoke and flames from potential victims.
 - 2. To prevent backdraft and flashover.
 - 3. To remove heat and smoke from the building so to reduce property damage.
 - 4. To allow the interior of the structure to be more tenable and safer for fire fighting operations.

Salvage

- A. Salvage may need to begin at various points during a fire operation.
- B. Salvage is those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- C. Salvage should include:
 - 1. The use of salvage covers.
 - 2. Removing water from the structure.
 - 3. Removing furniture and personal belongings to a safe location.
 - 4. Debris removal.
 - 5. Removal of valuables from debris.
 - 6. Covering openings to keep weather out and to secure the building.
- D. All members are expected to perform in a manner that continually reduces loss during fire operations.

Utility Control

- A. Utilities should be shut down and brought under control to insure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- B. At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
- C. If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers.
- D. If necessary, shut down gas lines at the meter and have the Gas Department notified. Meters that have been shut off by fire department personnel should be properly locked.
- E. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

Vehicle Fires

Arrival on Scene

- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during fire suppression activities
- B. The driver operator will engage the pump and stand by the pump panel for further instructions
- C. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan

Scene Safety

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
- B. See HAZMAT procedures for vehicle fires involving Hazardous Materials
- C. Traffic Hazards

Incident Actions

- A. The attack team will pull the hose line instructed by the Officer
- B. Additional firefighters will do as instructed by the officer
- C. The driver/operator will charge the hose line when directed and continue to monitor the pump operations
- D. The attack team will approach the vehicle slowly from the side extinguishing the fire as they approach. Caution should be taken as the team approached for exploding bumpers, fuel tanks, tires, etc.
- E. When the fire is under control the engine compartment and trunk of the vehicle on fire will be opened and cooled. The vehicle's battery cables should be disconnected or cut when possible.

Vehicle Accidents

Arrival on Scene

- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during rescue and operation activities
- B. The Officer will provide a scene size-up, assume command, determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- C. The Officer will request additional resources as needed (EMS, MedFlight)

Scene Safety

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
- B. Provide High Visibility PPE and other safety measures for Traffic Hazards

Incident Actions

Command will assign teams as needed for:

- Fire and Hazard Control
- Extrication
- Patient Care
- Landing Zone
- Traffic Control

Wildland Fires

Arrival on Scene

- A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
- B. The Officer will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning, and exposures
- C. The Officer will request additional resources as needed
- D. The Driver/Operator will park the apparatus in a safe, accessible location pointing away from the fire with the windows closed and the keys in the ignition
- E. Consider evacuations of citizens

Scene Safety

- A. All personnel should know the location and direction of the fire travel
- B. Escape Plans shall be known to all fire personnel
- C. Be cautious for Spot fires
- D. Be cautious for Flare-ups
- E. Be aware of wind direction and velocity
- F. Be aware of topography
- G. Monitor crews for exhaustion
- H. Be aware of down wires, electric fences, etc.
- I. Be aware of equipment and personnel working above or around teams

Incident Actions

- A. Base all actions and strategy on current and expected fire behavior
- B. Establish staging area for additional arriving apparatus and personnel
- C. Life safety and structural protection take priority over extinguishment of forest, brush, or ground cover
- D. If offensive attack is indicated, the head of the fire is to be attacked first. If that is not possible, the flanks should be attacked while working toward the head of the fire.
- E. If the fire is large and fast moving, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by creating a fire line a distance ahead of the fire to halt the progress of the fire.
- F. Different methods of attack may be used simultaneously according to the situation
- G. Teams assigned to structural protection must keep hose lines flexible enough to be able to quickly break away in the event of being over run
- H. Collaborate with the DNR, County Officials, and specialists/technicians as needed
- I. Communications and accountability of all incident personnel shall be maintained at all times.

Hazardous Materials

The Blackman Fire District functions at the OPERATIONS level. At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the awareness level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

Examples of activities and functions appropriate at the **AWARENESS** level include:

- Recognition of a Hazmat incident
- Recognition of hazards
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

Arrival on Scene

- A. The Emergency Response Guidebook (ERG) shall be used to identify containers, chemicals involved, staging, and isolation zones.
- B. All units shall stage a safe distance away from the incident in accordance to ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
- C. The first arriving officer should establish command and complete an initial size-up
- D. Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. Note: In some situations, sheltering-in-place may be the most viable option.
- E. All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
- F. Obtain Safety Data Sheets and any chemical information available. This may include a, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- G. Make contact with any company representatives and notify the appropriate agencies including a Florida Level I HAZMAT Technician team if necessary.
- H. Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.

Scene Safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the hazardous area

Incident Actions

- A. All incident actions shall not exceed the scope of the hazardous materials operations level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- B. An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
- C. Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
- D. Remove all ignition sources if materials are combustible or flammable in nature.
- E. Collaborate with the DNR, EPA, Okaloosa County Officials, company representatives, specialists/technicians, and the HAZMAT team as needed.
- F. Communications and accountability of all incident personnel shall be maintained at all times.

Reports and Documentation

- A. The release of information regarding the incident shall be controlled by the OIC and the designated Public Information Officer. Only the OIC, County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- B. The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.
- C. A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- D. A record of all other agencies and their corresponding personnel who responded shall also be kept.
- E. A record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports.

Clean-Up

Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

Confined Space Rescue

Definitions

Confined space: A confined space is any area or vessel, which meets all 3 of the following:

1. Is large enough and so configured that an employee can enter and perform work
2. Has limited means of entry or exit
3. Is not designed for continuous occupancy

Permit required confined space: A permit required confined space is defined as a confined space which has one or more of the following:

1. Contains or has a potential to contain a hazardous atmosphere
2. Contains a material with potential for engulfment
3. Is so structured that an entrant could become trapped or asphyxiated
4. Contains any other recognized serious safety or health hazard – i.e. moving parts, noise

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Confined space rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. Examples of possible confined spaces includes tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.

The Blackman Fire District functions at the AWARENESS level. Therefore it is the policy of Blackman Fire District that personnel SHALL NOT enter into a confined space. Entry is considered to have occurred as soon as any part of an entrant's body breaks the plane of an opening into the space.

Examples of activities and functions appropriate at the **AWARENESS** level include:

- Recognition of a confined space incident
- Recognition of confined space hazards
- Performing a **non-entry** retrieval
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

Arrival On Scene

- A. The first-in unit should position the apparatus appropriately
- B. The first arriving officer should establish command and complete an initial size-up including:
 1. Secure any witnesses
 2. Obtain the confined space entry permit and any other available information
 3. Location, number, condition of victims, and length of time in confined space
 4. Utility and other scene hazards – i.e. hazardous materials, low oxygen levels
 5. Type of work being performed in the confined space
 6. Type of PPE being used by victim(s)
 7. Determination of rescue or recovery mode
 8. Determination of additional resources needed

Scene Safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the confined space
- C. Confirm or implement lock out/tag out

Incident Actions

- A. If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area
- B. Attempt to establish contact with victim(s)
- C. Establish atmospheric monitoring
- D. Establish ventilation of confined space after atmospheric monitoring
- E. If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space
- F. Establish staging area for additional arriving apparatus and personnel

Trench Rescue

Definitions

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Trench: An excavation in which the depth is greater than the width and is less than 15 feet wide.

Trench rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources.

The Fire Department functions at the AWARENESS level. Therefore it is the policy of the Fire Department that personnel SHALL NOT enter into an unsafe trench or excavation.

Examples of activities and functions appropriate at this level include:

- Recognition of a trench collapse incident
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control

Arrival on Scene

- A. The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 150' from the location.
- B. The first arriving officer should establish command and complete an initial size-up including:
 1. Secure any witnesses
 2. Location, number, condition of victims and how long buried
 3. Depth of trench
 4. Utility and other scene hazards
 5. Determination of rescue or recovery mode
 6. Determination of additional resources needed

Scene safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
Hot – 0-100' from trench Warm – 100-500' from trench Cold – 500' and further from trench
- B. Secure and/or shut down machinery and traffic within 300' of trench
- C. Implement lock out/tag out
- D. Place ground pads within 4 feet of trench

Incident Actions

- A. If victim is partially buried, lower lifeline and instruct victim to tie around themselves
- B. If indicated, lower ladder into trench - for victim self-rescue only
- C. If victim is buried, mark last known location using dry chemical extinguisher
- D. Establish atmospheric monitoring
- E. Establish ventilation of trench (if necessary)
- F. Relocate any soil piles to be a minimum of 2 feet from trench
- G. Establish staging area for additional arriving apparatus and personnel

MAYDAY

The nature of fire fighting places the firefighter at risk for becoming lost, trapped or imperiled with equipment malfunctions. The toxic environment where work is performed provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the affected firefighter(s), the Incident Commander and the Rapid Intervention Team. The purpose of this procedure is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander. Specific procedures provided in this document include how to activate the Rapid Intervention Team (RIT) and remove those in danger to a safe location in a quick and efficient manner.

Definition:

The term Mayday will be designated solely for when a firefighter is in immediate distress. Specific examples include when a firefighter or firefighters become trapped, lost, disoriented or experience equipment malfunctions.

Procedures:

The number one basic self survival responsibility is to avoid getting into situations where a firefighter or fire company gets trapped, lost or low/out of air.

The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBAs providing a limited supply of air.

- A. All companies entering the hazard zone shall have at least one portable radio and rescue tools. If it is possible, all members on the team should have individual portable radios.
- B. Minimum entry crew size is two members. These members must remain intact and together.
- C. Crews must also be working on a specific assignment and be working under the direct supervision of a Division Officer or Command.
- D. Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.

Emergency Procedures:

When a firefighter(s) becomes lost, trapped or experiences an equipment malfunction, the following procedures must be followed.

- A. Call For Help Immediately – Report on a portable radio “Mayday – Mayday – Mayday”. Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.
- B. Lost/trapped firefighter(s) should give Command information: LUNAR
 - L = Location (as accurately as possible)
 - U = Unit ID i.e. Eng. 3930)
 - N = Name (names of lost or trapped crew members)
 - A = Assignment (assignment crew was working on or assigned to prior to trouble)
 - R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s).
- C. **THE TERM “MAYDAY” WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS. THE TERM “EMERGENCY TRAFFIC” WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.**
- D. **If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also notify dispatch of the change in fire ground channels, and have dispatch announce this change.**
- E. Radio Channels –
 - 1. Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.
 - 2. After a Mayday is broadcast, the stricken firefighter(s), the Rapid Intervention Team, and the Safety Officer will stay on the designated channel, until resolution of the incident is achieved.

3. All communications will be directed to the RIT officer. All non-affected companies shall switch to another channel as assigned by the IC and the communications center.
 4. All companies shall continue to operate in their originally assigned Division/Group.
- F. Activate PASS Device – As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications it may be turned off temporarily. Once messages are completed, the device must again be manually activated.
 - G. Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction
 - H. Follow Hose or Lifeline Out - Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the outside. The RIT team may follow the hose line into the structure to locate distressed firefighters. Where life line ropes are in use, follow the life line to the outside.
 - I. Searching For an Exit – A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, firefighters should next attempt to reach an exterior wall. Once at an exterior wall the firefighter can try to locate windows, doors, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large areas if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breaching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.
 - J. Retreat to a Safe Refuge – Where a firefighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the RIT team must then be notified of this location as soon as possible.
 - K. Stay Calm and Conserve Air – A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply.
 - L. Horizontal Position – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.
 - M. Flashlight / Tapping Noise – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see the light and locate the downed firefighter. If able, the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).
 - N. Company or Division / Group Officers – Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use Mayday to notify all personnel operating on the scene. When possible the officer's report should include who is missing, their last known location, and the actions being taken. Fire fighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going fire suppression and ventilation must continue to afford the victims increased opportunity for survival.
 - O. Personal Accountability Report – Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional personnel are safe and accounted for. With the exception of the RIT and Safety Officer, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication's center, as to not interfere with direct communication between RIT and affected crew(s).

Rehab

The Incident Commander (IC) at an emergency incident or training activity shall be responsible to consider the circumstances of each event and make adequate and early provisions to provide for the rest and rehabilitation of personnel.

Division Officers shall maintain an awareness of personnel operating within their span of control and ensure adequate steps are taken to provide for each person's health and safety. This includes ensuring that appropriate re-hydration and rest for their personnel is accomplished.

Each individual is additionally responsible for his/her preparedness prior to an incident, including sufficient rest prior to reporting for duty, re-hydration during warm weather, proper nutrition, proper dress and ensuring their PPE is in good working order.

During any emergency incident or training activity, all personnel are to advise their supervisor when they believe their level of fatigue or exposure to heat/cold is approaching a level that could affect themselves, their company, or the operation they are involved in. Officers shall assess their crew at least every 45 minutes. All individuals shall remain aware of the health and safety of others within their company.

Establishment of Rehab

The IC shall establish rehab when conditions indicate that rest and rehabilitation is needed for personnel working at an incident or training activity. Climactic or environmental conditions that indicate the need to establish rehab are a heat stress index above 90 degrees Fahrenheit or wind-chill index below 10 degrees Fahrenheit. Additional factors that should be considered in the need to establish rehab include:

- Time – including extended use of PPE and exposure to weather conditions
- Complexity – including crime scenes, specials teams incidents
- Intensity – mental and/or physical stress at incidents such as major extrications, interior search and rescue, etc.

The Rehab Manager shall function within the incident command system and report to the Incident Commander (IC) or the Incident Safety Officer (if established).

Staffing of Rehab

Rehab shall be staffed by a minimum of one (1) BLS ambulance and crew. The minimum level of available care shall be BLS and the IC shall designate an EMT or Paramedic as Rehab Manager.

For incidents that escalate to a higher alarm, an Officer should be assigned to the Rehab Group if possible.

- A. Rehab shall be staffed with one (1) EMT or Paramedic for every 10 persons who are being concurrently rehabbed
- B. Rehab shall maintain one (1) BLS or ALS ambulance for every 15 persons who are being concurrently rehabbed

When a formal rehab group is being established, the use of designated rehab teams and resources should be notified as early as possible to allow for travel and setup time.

Site location and characteristics

The IC will normally designate the location for rehab. If a specific location has not been designated, the Rehab Manager shall select an appropriate location. Multiple rehab locations may be necessary if the incident is large or divided. In the event there is more than one location, it shall be given a geographic designation consistent with the location at the incident.

Rehab should be in a location that will provide physical rest by allowing personnel to recuperate from the demands and hazards of the emergency incident or training activity. Specific criteria for selecting a rehab location include:

- Be far enough away from the scene that personnel may safely remove PPE and have their vital signs checked while receiving fluids and rest
- Provide suitable protection from the prevailing weather conditions. During hot weather it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
- Large enough to handle the needs of the incident
- Easily accessible by ambulance

- Enable personnel to be free from exhaust of apparatus, vehicles or equipment
- Allow for prompt re-assignment by the Rehab Manager as determined by the IC.
- Should be marked using scene tape and signs and provide a single entry/exit point.

Rehab efforts should include the following:

- Relief from weather conditions
- Rest and recovery
- Active and/or passive cooling or warming as needed
- Rehydration
- Calorie and electrolyte replacement for longer duration incidents
- Medical monitoring
- Accountability

Rehab period

- All personnel involved in emergency operations should be routinely evaluated in rehab. The following criteria should be used as a general guideline:
 - After the use of two 30 minute SCBA cylinders
 - After use of a single 45 or 60 minute SCBA cylinder
 - After 40 minutes of intense work without SCBA

*However, extreme weather or strenuous working conditions may decrease the intervals.
- Members entering rehab shall rest for a minimum of 10 minutes. Members shall rest for a minimum of 20 minutes if meeting the above listed criteria. Personnel requiring rest periods of greater than 30 minutes should be closely monitored for medical conditions. Those who exhibit problems with the baseline medical assessment after 30 minutes should be treated following EMS protocols and may require transport to the hospital.
- Personnel requiring more than one hour of rest shall be released from duty and transported to the hospital

Hydration

- Personnel should rehydrate with at least 16 ounces of water during each SCBA cylinder change
- For scheduled events, personnel should pre-hydrate with at least 16 ounces of water within two hours of the event
- During heat stress, personnel should attempt to replace at least one (1) quart of water per hour. Plain water or commercially prepared beverages which replenish electrolytes are the preferred beverages for rehydration during rehab. Caffeinated beverages such as coffee or tea to aid warming during cold weather may be consumed, but these should be used sparingly and are not to be considered as rehydration.

Medical evaluation

- EMS personnel assigned to rehab shall have the authority to use their professional judgment to keep members in rehab or to transport them for further medical evaluation or treatment. EMS personnel shall be alert for the following:
 - Complaints of chest pain, dizziness, shortness of breath, weakness, nausea, or headache
 - General complaints such as cramps, aches, and pains
 - Symptoms of heat or cold related stress
 - Changes in gait, speech, or behavior
 - Changes in alertness and orientation to person, place, time
 - Vital signs considered abnormal based on local EMS protocols
- Personnel who are symptomatic or with abnormal findings shall receive additional monitoring during rehabilitation

Accountability

- Teams shall report to rehab using the department's accountability system. Assignment to rehab is to be considered an order similar to any other incident scene assignment.
- Personnel assigned to rehab shall enter and exit the rehab area as a company. The team designation, number of personnel, and the times of entry/exit shall be documented by the Rehab Manager.
- Teams shall not leave the rehab area unless released by the Rehab Officer and shall then report to staging, Operations, or the IC

Serious injuries

If one or more of team members suffer a serious or fatal injury during an incident, all members of the team shall be removed from service as soon as possible. Critical Incident Stress Debriefing or other mental health services shall be made available.

Documentation

- A. Any non-emergent injuries (sprain, strain, laceration etc.) treated in rehab other than fluids, food, and/or rest shall be documented on an appropriate rehab form. The employee will fill out a fire department injury report upon returning to quarters.
- B. All rehab evaluations shall be documented on an appropriate rehab form
- C. Any/all rehab reports involving mutual aid or automatic aid personnel shall be made available to their respective departments

Rapid Intervention Team

Definitions

Rapid Intervention Team (RIT): A specifically designated team assigned to provide personnel for the rescue of members operating at emergency incidents if the need arises.

Qualified Firefighter : Any individual possessing a minimum of a Florida State Firefighter One Certification or equivalent and has completed the training requirements as established by the Department.

Establishing RIT

- A. A Rapid Intervention Team (a minimum of 2 qualified firefighters) will be established when operations are being performed in an IDLH atmosphere as soon as is practicable.
 - B. The establishment of a RIT is the responsibility of the Incident Commander and preferably will consist of more than the minimum of two members. The decision will be based on the following:
 - 1. Incident type.
 - 2. Building construction.
 - 3. Size of building.
 - 4. Number of personnel operating within the IDLH atmosphere.
- *Note: These are not meant to be limiting factors when establishing the RIT.
- C. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of Rapid Intervention Teams so that the rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
 - D. Due to the highly stressful and sometimes technical nature of incidents involving the rescue of emergency personnel, it is preferable that the RIT members be some of the more experienced and highly trained members.
 - E. The incident commander will appoint a team leader after establishing the RIT. The Rapid Intervention Team leader reports directly to the Incident Commander throughout the incident, until deployed.

RIT Responsibilities

- A. Immediately after being established the RIT leader will perform their incident evaluation/size-up. The purpose of this is to assess the following:
 - 1. Construction type of the building.
 - 2. Building size (large structures may require more than one RIT).
 - 3. Structural integrity.
 - 4. Access/egress points.

Upon completion of their evaluation, the RIT leader may make recommendations to the incident commander concerning deployment of the RIT (i.e. laddering the building, the need of more than one team, etc.)

- i.
- B. Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:
 - 1. A complete SCBA (regulator, face piece, air cylinder and frame).
 - 2. Lifeline
 - 3. Forcible entry, cutting and breaking tools.
 - 4. Appropriate lighting.
 - 5. Portable radio.
 - 6. Small hand tools (pliers, wire cutters...)

*Note: these are only suggestions for the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.

- C. When deployed, the members of the RIT are to operate as a unit and report directly to the team leader. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.
 - i.
- D. At no time during the incident should members of the RIT be assigned other fire ground tasks, unless the members can either be replaced or the alternate task does not interfere with

deployment of the team. This is particularly important, as the task of the RIT is critical.

- E. Throughout the rescue effort the RIT will provide updates to the Incident Commander.
- F. As appropriate, the Incident Commander shall assign personnel to assist the RIT with the rescue effort. The Incident Commander shall also provide personnel to establish a second RIT when the original RIT has been deployed as, unfortunately, these members may also find themselves in need of being rescued.

Acknowledgement

By signing this form, I acknowledge that I have received and reviewed the Blackman Fire District Administrative Policy and Standard Operating Guidelines (SOGs.)

I understand that I am responsible for reading these documents and familiarizing myself with their contents. I also understand that the policies contained in these documents apply to me and that it is my responsibility to comply with the policies and any revisions made to them.

I understand that the Fire Department Administrative Policies and SOG's adopted supersedes all prior handbooks or personnel policies on the subjects contained in it.

Print Name _____

Sign Name _____

Date _____