



**NORTH-WEST FIRE PROTECTION  
DISTRICT**

**STANDARD OPERATING  
PROCEDURES**

# Standard Operating Procedures Index

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## Introduction

These Standard Operating Procedures ("SOPS") have been developed to implement the rules established by the Board of Directors ("Board") of the North-West Fire Protection District ("Fire Department") and to further the efficient and effective administration and operation of the Fire Department. Unless expressly defined in these SOPs, all words have the meaning defined in the Member Handbook. If there is a conflict between an SOP and the Member Handbook, follow the Member Handbook. These SOPs supersede all SOPs in effect before August 1, 2010. All SOPs in effect before August 1, 2010 are void and of no further effect.



<b>General Order</b> <b>North-West Fire Protection District</b>		Number 100
		Page 1 of 4
Subject:  <b>ADMINISTRATION</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Mike Roll Fire Chief	Approved:	

**100.1. POLICY**

The Fire Department is to be managed using a rational system of administration, written instructions, records, reports, delegated responsibilities and scheduling to guide members and provide for decision making.

**100.2. COMMAND OF THE FIRE DEPARTMENT**

The Fire Chief is in command of the Fire Department at all times. The Fire Chief reports to the Fire Department Board. If the Fire Chief is absent from the Fire Department, the Assistant Chief or on-duty Shift Commander has the authority of the Fire Chief.

**100.3. CHAIN-OF-COMMAND**

A Shift Commander is in-charge of each Fire Department shift. Under the supervision of the Fire Chief, the on-duty Shift Commander is in charge of the fire station and all Fire Department operations. Command staff is to be consistent, firm and professional in maintaining discipline and good order. In the absence of the Shift Commander, the senior fire fighter designated by the Fire Chief is in charge.

The ranking firefighter is in charge of the fire truck and crew as to specific operations, as directed by the Shift Commander.

**100.4. WRITTEN INSTRUCTIONS**

**General Orders Manual.** From time to time the Fire Chief may issue general orders regarding Fire Department practices and procedures, which further implement the Member Handbook and these SOPS. Draft general orders are posted for review and input by all members. Approved general orders are issued and maintained in a General Orders Manual located in the Fire Chief’s office.

All members must be familiar with the various general orders and use them for the proper operation and discipline of the Fire Department.

**Memoranda.** Memoranda are used to issue temporary instructions or relay information within the Fire Department. Any member of Chief Staff may issue memoranda as needed for the proper operation of the Fire Department.

**Read File.** The read file is to foster communications within the Fire Department. Notices, meeting minutes, draft and approved general orders, and other information related to the official business of the Fire Department is to be posted on the read file. Any member of Chief Staff may post information. Currently this file is the bulletin board in the hallway at headquarters.

**All employees must review the read file every duty day.** Volunteers and Active Retirees must read file at least once every two weeks. All members are accountable for information on the read file.

The Shift Commander on duty each Sunday must review the read file and remove out-of-date information.

#### **100.5. RECORDS AND REPORTS.**

**Daily Log.** The daily log is a written record of Fire Department activities and includes a list of personnel on-duty and on leave, training, inspection, maintenance and alarm notations. The Shift Commander must make sure the daily log is accurate and complete. All employees must review the daily log at the beginning of each duty day. Members are encouraged to report any anomalies that occur during a tour in this log, such as door malfunctions, emergency lights that do not work all the time *etc.*

**Planning Calendar.** The planning calendar is used to forecast the Fire Department activities.

**Incident Reports.** Incident reports are the complete record of each emergency response or call for service. Fire investigation reports are included as part of the incident report. The incident commander must make sure that the incident report is accurate and complete.

**Property Files.** Property files contain a record of all inspections, preplans, hazardous materials reports and related information on each property by street address.

**Tools File.** The tools file is used to keep instruction manuals, specifications, parts lists, warranty information and related materials on the various tools and equipment used by the Fire Department.

**Training Files.** Training files include records of all in-service training, drills and special courses completed by Fire Department members.

**Personnel and Confidential Files.** As discussed in the Member Handbook, the Fire Department maintains a personnel file and a separate confidential file for each Fire Department member, which are kept at headquarters. The personnel file continues general employment/volunteer information, such as employment/volunteer applications, change in position information, commendations, counseling, personnel status forms and related personnel matters of Fire Department members. The separate confidential file

contains such confidential information as I-9 forms, medical information, etc. Personnel files and confidential files are confidential and access to these records is restricted.

All documents and information related to a member's employment or volunteer service must be placed in their personnel or confidential files; supervisors are not permitted to maintain separate "work files" on Fire Department members.

**Shift Files.** Each Shift Commander must keep the files necessary for assigned work programs, including hose records, ladder records and SCBA records.

**Monthly and Annual Reports.** A monthly and annual report of all Fire Department activities is submitted to the Board.

**Records Retention & Destruction.** The Fire Department has a Records Retention & Destruction Schedule that has been approved by the Colorado State Archivist. All Fire department records shall be maintain and destroyed in accordance with the Schedule.

## **100.6 WORK PROGRAMS**

The Fire Chief assigns areas of responsibility and work programs to the Shift Commanders. Shift Commanders assign primary and secondary responsibilities for work programs to shift members. Work program responsibilities, include meeting goals and objectives, budgeting, purchasing and coordinating with other agencies.

## **100.7. ANNUAL SCHEDULE**

The Fire Chief posts an annual schedule of monthly events to make sure all necessary work is completed on a regular basis.

## **100.8. SAFETY PROGRAM**

**Policy.** The Fire Department goal is to avoid all job-related accidents, injuries, illnesses and fatalities. The Fire Chief is responsible for the safe operation of the Fire Department. The Fire Chief will designate a Safety Officer to oversee and advise regarding safety matters. All members must promptly report safety hazards or concerns to the Safety Officer. The Fire Department safety program is based on NFPA 1500, *Fire Department Occupational Safety and Health Program, as may be amended from time to time.*

### **General Safety Rules.**

- Line-members are responsible for their own safety and the safety of other line-members.
- Line-members must comply with all Fire Department safety rules and procedures relevant to the Fire Department.
- Line-members must work in teams of at least two at all times. During initial operations, the pump operator and incident commander are a team.
- Line-members must use structural firefighter protective clothing when operating at fire incidents, including building, vehicle and dumpster fires. Wildland firefighter protective clothing is to be used for grass and field fires, technical rescue and medical emergency incidents.

- SCBA/PASS is to be used in dangerous atmospheres or in atmospheres that may become dangerous. Unknown atmospheres are to be considered as dangerous and SCBA is to be used.
- Line-members must wear helmets and gloves when working in non-emergency situations with charged hose lines, ladders or power tools. Line-members must use eye and ear protection when operating power tools.
- Line-members must wear helmets and safety vests or fire coats when working in streets or roadways.
- Line-members must wear ear protection when working near the SCBA air compressor and other loud noise sources.





<b>General Order</b> <b>North-West Fire Protection District</b>		Number 101
		Page 1 of 2
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>MISSION, GOALS AND OBJECTIVES</b>		
Issued by: Mike Roll Fire Chief	Approved:	

### 101.1. POLICY

To provide the Fire Department with guiding Mission, Goals, and Objectives.

### 101.2. MISSION

To protect the lives and economic well being of the people from the effects of fires, accidents and related emergencies.

### 101.3. GOALS

- **Emergency Medical Service:** To provide basic life support medical care to the victims of accident or sudden illness.
- **Fire Prevention:** To enforce the applicable fire code to reduce life and property loss risk.
- **Firefighting:** To effectively rescue persons trapped by fire and extinguish fires that do occur.
- **Technical Rescue:** To rescue persons trapped by vehicle crash, cave-in, building collapse and machinery entanglement or trapped in confined spaces or at high angles.
- **Hazardous Materials:** To control emergencies caused by the accidental release of hazardous materials.
- **Disaster Preparedness:** To respond to natural or technological disasters as part of a coordinated public safety effort.
- **Public Education:** To mitigate emergencies before they occur utilizing a fire prevention, wildland mitigation program.

### 101.4. OBJECTIVES

- To inspect and pre-plan all commercial buildings in the Fire Department annually
- To respond to routine 9-1-1 calls for service with three firefighters staffing an engine.
- To respond to major emergencies with 16 firefighters staffing five trucks.
- To confine 90 percent of building fires to the room of origin.
- To prevent fire deaths within the Fire Department's service area.
- To extricate trapped victims within 15 minutes of arrival.
- To limit the spread of a hazardous materials release to the area of involvement on arrival.

- To prevent all firefighter injuries.

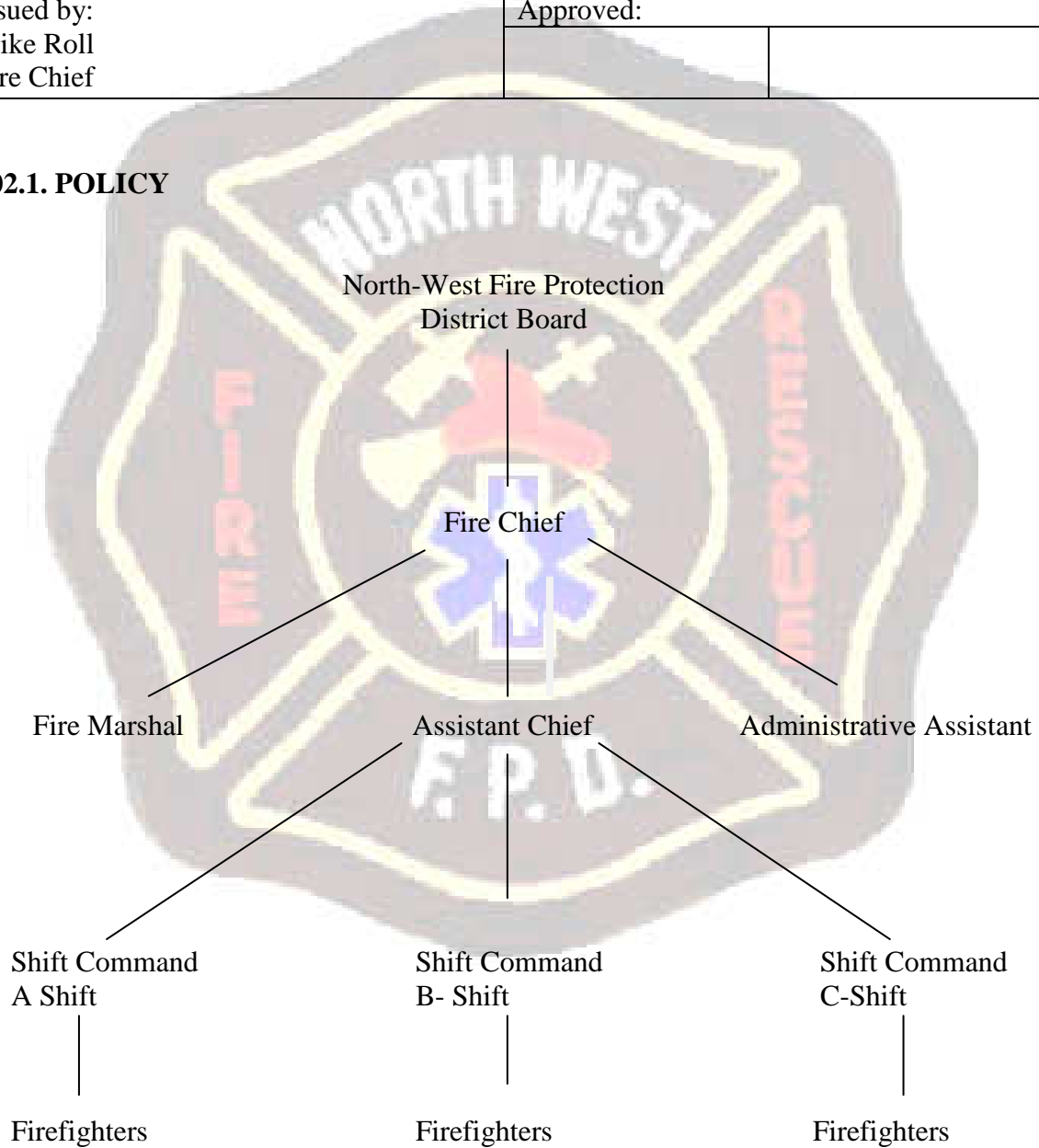
### 101.5. MISSION VALUES

Pessimistic Operations  
Integrity  
Compassion  
Trust



<b>General Order</b>		Number 102
<b>North-West Fire Protection District</b>		Page 1
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>ORGANIZATIONAL CHART</b>		
Issued by: Mike Roll Fire Chief	Approved:	

**102.1. POLICY**



<b>General Order</b> <b>North-West Fire Protection District</b>		Number 103
		Page 1 of 4
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>PERSONNEL STANDARDS</b>		
Issued by: Mike Roll Fire Chief	Approved:	

### 103.1. POLICY

The Fire Department personnel standards are to assist in maintaining an effective and disciplined fire/rescue force.

### 103.2. JOB/POSITION DESCRIPTIONS

Job/position descriptions describe the primary duties and responsibilities of each member of the Fire Department. A Job/Position Descriptions Manual containing copies of the current job/position descriptions for each paid and volunteer position within the Fire Department are kept in the Fire Chief's office.

### 103.3. RESPONSE TO EMERGENCIES

As a condition of employment/service, all line-members are subject to call for emergency duty at all times, unless they are unfit or out-of-town. Pagers and/or radios must be carried by line-members for emergency calls at all times. Line-members must maintain an operational telephone in their residence and must promptly report any changes in address or telephone number through the chain-of-command.

Upon receipt of an alarm, on-duty line-members must promptly report to the fire trucks and respond to the emergency. On-duty line-members must be enroute within 90 seconds of receipt of an alarm, except for wildfires, smoke reports or hazardous materials alarms. All non-emergency activities should be planned to support this guidance. Any activities that would prevent an enroute time greater than 90 seconds are discouraged.

Upon receipt of an all hands alarm, all available off-duty line-members must promptly report to the fire station, staff the available fire trucks and respond.

Workers' compensation insurance protection is provided to off-duty line-members responding to an emergency, beginning at the sounding of the alarm.

#### **103.4. PROFESSIONAL CONDUCT**

Every line-member must conduct himself/herself in a disciplined and professional manner. Line-members must not engage in conduct unbecoming a member of the Fire Department.

- Line-members must be honest in all words and actions.
- Line-members must perform the duties of the office and are to obey all laws, rules, orders, commands and instructions governing the Fire Department.
- Line-members must promptly report for duty at the designated time and place and must be mentally and physically fit to perform their duties.
- Line-members must show courtesy and respect to other line-members and the public at all times.
- Line-members must use safe practices and procedures at all times.
- Line-members must use pessimistic judgment in relation to emergency control operations. ( **Plan for worst case scenario**)
- Line-members must be clean and neat in appearance at all times while on-duty.
- Line-members must ensure the fire station and all fire trucks and equipment are kept clean, in good order and response ready at all times.
- Line-members must not engage in gambling in any form in or about the fire station while on duty.
- Line-members may have visitors with the approval of the Shift Commander. Visitors are not to interfere with assigned duties. Line-members are responsible for their visitor's behavior.
- Quiet hours are from 2200 hours to 0630 hours. There are to be no visitors, loud noise or other disturbance during this period. All line-members must be awake at 0730 hours to prepare for shift change.
- Line-members must not engage in horseplay, pranks or any other boisterous behavior.
- Line-members must obey all criminal laws of the United States of America and any state and local jurisdiction in which they are present. A conviction for the violation of any criminal law may be grounds for discipline up to and including termination.
- Line-members must not falsely report as ill or injured or to otherwise deceive or attempt to deceive any Fire Department official as to the condition of their health.
- Line-members must notify the Shift Commander before leaving their duty station or post for any reason, including illness or injury.
- Line-members must not recommend or suggest in any manner, except in personal affairs, the employment or use of a particular service or product, such as a fire extinguisher, fire alarm or fire sprinkler contractor, electrician, building contractor or similar service related to the official responsibilities of a line-member.
- Firefighters must utilize Fire Department equipment only for its intended purpose in the official business of the Fire Department, unless approved by a Shift Commander.

#### **103.5. FITNESS FOR DUTY**

Line-members are responsible for their personal fitness for duty. Line-members must not be on-duty if sickness or injury prevents them from doing their job safely. The Shift Commander may relieve any line-member not fit for duty.

## 103.6. RESIDENCY REQUIREMENT

Currently only the Fire Chief must live in within the Fire Department's jurisdiction.

## 103.7. LINE-EMPLOYEES

**Extra Duty Assignments.** If less than two line-employees are scheduled to be on-duty, or if a shift actually has less than two line-employees on-duty, the Shift Commander shall arrange for extra duty line-members. Whenever possible, volunteers or active retirees should be utilized. If there are insufficient volunteers or active retirees, the Shift Commander shall assign extra duty to line-employees who volunteer to work. If insufficient line-employees volunteer to work, the Shift Commander shall require line-employees to work extra duty based on the least seniority, subject to the following restrictions:

- a. Extra duty assignments must not to interfere with scheduled vacation leave that has been approved.
- b. Line-employees must not work for more than 72 straight hours.
- c. Whenever possible, extra duty shifts should be split to avoid excessive work hours and line-employee fatigue.
- d. All line-employees are expected to work a fair share of extra duty.

The Fire Chief may designate special extra duty assignments to line-employees based on the needs of the Fire Department.

**Professional Development Plan.** Within one year from the date of hire/promotion a line-employee must possess and thereafter maintain a State of Colorado Firefighter I Certification, a State of Colorado Driver/Operator Certificate, a State of Colorado EMT-B (Basic), a NWCG 130/190 certificate.

Although not currently a job requirement, during the second year of employment, line-employees are encouraged to obtain and maintain thereafter a State of Colorado Firefighter II Certification and State of Colorado Hazardous Materials – Technician Level Certification. Line-employees also are encouraged to seek state certification in other professional qualifications.

## 103.8. JOB INJURIES

On the job injuries are handled according to state law. The Fire Chief oversees the Fire Department's on the job injury program. See General Order 220, *Work Comp Management*, for further details.

### **Administrative Employees.**

Administrative employees must immediately report all on the job injuries to the Fire Chief and complete the *Preliminary Accident Report* and *Supervisor's Investigation Report* before the end of the shift on which the injury occurred. The Fire Chief or Designee shall



make appropriate arrangements for injured administrative employees to receive medical care. Minor injuries must be treated at the designated workers' compensation clinic. The authorized Fire Department medical provider must treat administrative employees who cannot remain at work due to an on the job injury. Administrative employees with minor injuries may decline medical care with the Fire Chief's approval.

### **Line-Members.**

The Shift Commanders are responsible for ensuring that on the job injuries are properly handled and reported in the Fire Department.

- a. Line-members must immediately report all on the job injuries to the Shift Commander. Off-duty line-members who determine they have an on the job injury must notify the on-duty Shift Commander.
- b. The Shift Commander shall make appropriate arrangements for injured line-members to receive medical care. Minor injuries must be treated at the designated workers' compensation clinic.
- c. The authorized Fire Department medical provider must treat line-members who cannot remain on-duty due to an on the job injury.
- d. Line-members with minor injuries may decline medical care with the Shift Commander's approval.
- e. Job-related injuries must be noted in the logbook. The Shift Commander must complete the *Preliminary Accident Report* and *Supervisor's Investigation Report* before being relieved from duty. These reports must be copied to the Fire Chief and forwarded to the Administrative Assistant no later than the next business day.
- f. The Fire Chief and Assistant Chief must be notified as soon as possible whenever any firefighter requires medical care. The Board President also must be notified of any serious injuries.

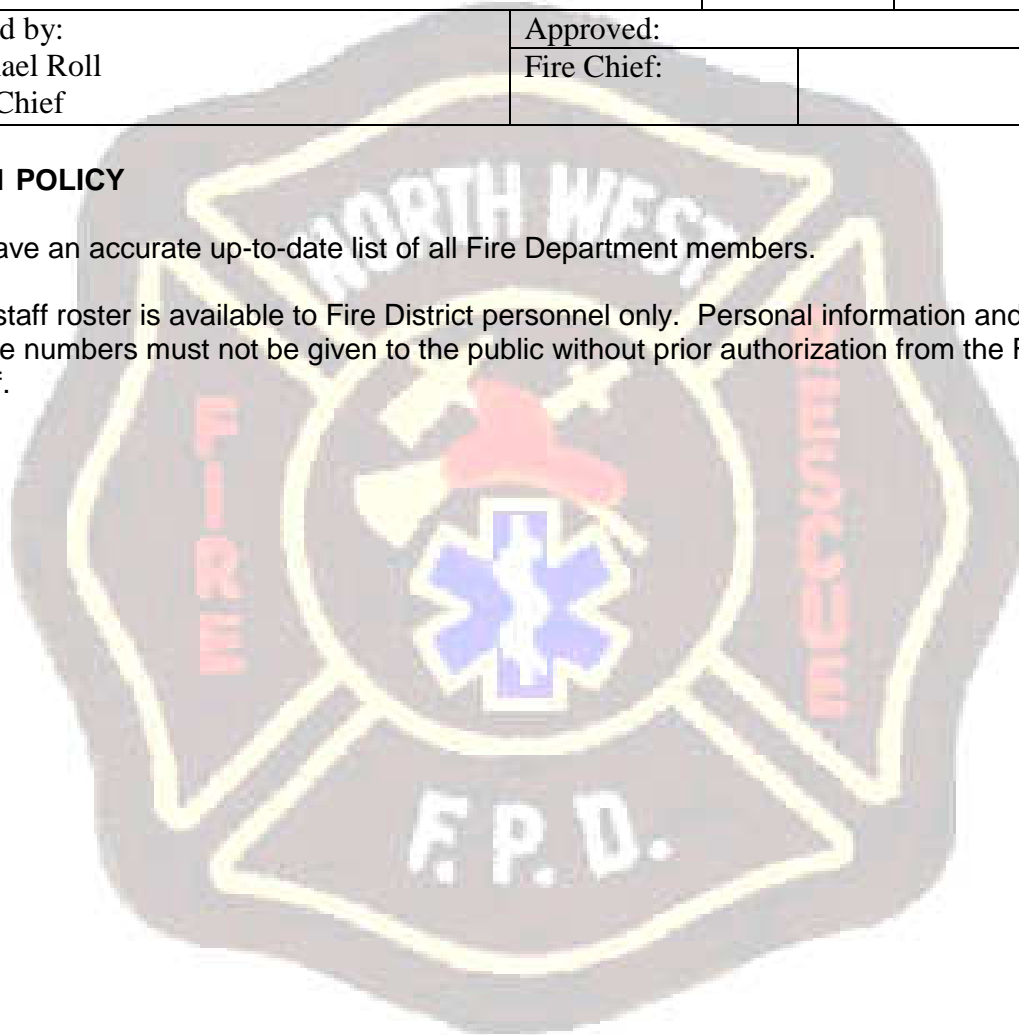
**Line of Duty Death or Life Threatening Injuries.** The line of duty death or life threatening injury of a line-member is to be handled as a criminal investigation. The police department, county sheriff or state patrol will be asked to take custody of protective clothing, breathing apparatus or other equipment that may be related to the death or injury and conduct interviews of all line-members and others involved. The Colorado Division of Fire Safety and Colorado Bureau of Investigation will be asked to assist with the investigation and to notify NIOSH, the NFPA and other interested organizations of the incident.

<b>General Order</b> <b>North-West Fire Protection District</b>		Number 104
		1 of 1
Subject: <b>STAFF ROSTER</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

**104.1 POLICY**

To have an accurate up-to-date list of all Fire Department members.

The staff roster is available to Fire District personnel only. Personal information and phone numbers must not be given to the public without prior authorization from the Fire Chief.





<b>General Order</b> <b>North-West Fire Protection District</b>		Number 105
		1 of 2
Subject:  <b>PROCESSING APPLICANTS TO THE VOLUNTEER FIREFIGHTER PROGRAM OR ACTIVE RETIREE PROGRAM</b>		Effective: <b>08/01/10</b>
Issued by: Michael Roll Fire Chief		Revised:
Approved: Fire Chief:		

### **105.1 POLICY**

This SOPs sets for the Fire Department's requirements for and expectations of individuals seeking to participate in the Fire Department's Volunteer Firefighter Program or Active Retiree Program.

### **105.2 APPLICATION TO THE FIRE DEPARTMENT**

Anyone interested in participating in the Fire Department's Volunteer Firefighter Program or Active Retiree Program must submit an application to the Fire Department. Applications can be picked up at Fire Station #2, 21455 Hwy 285, Fairplay, Colorado, from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. The completed application must be given to the Administrative Assistant, Assistant Chief or the Fire Chief at Fire Station #2.

The applicant must sign a waiver and consent form that authorizes the Fire Department to check any of the information contained in the application, such as employment/volunteer history, reference checks, or other information the Fire Department deems relevant.

Once the background check is completed, the Fire Department will notify the applicant if he/she will continue in the application process or if he/she is not eligible for consideration at this time.

### **105.3 OTHER FIRE DEPARTMENT AFFILIATION**

An applicant affiliated with another fire department or fire protection district either as an employee or volunteer must include with his/her application a letter from the Fire Chief of the fire department or fire protection district authorizing his/her participation in the Fire Department's Volunteer Firefighter Program or Active Retiree Program.

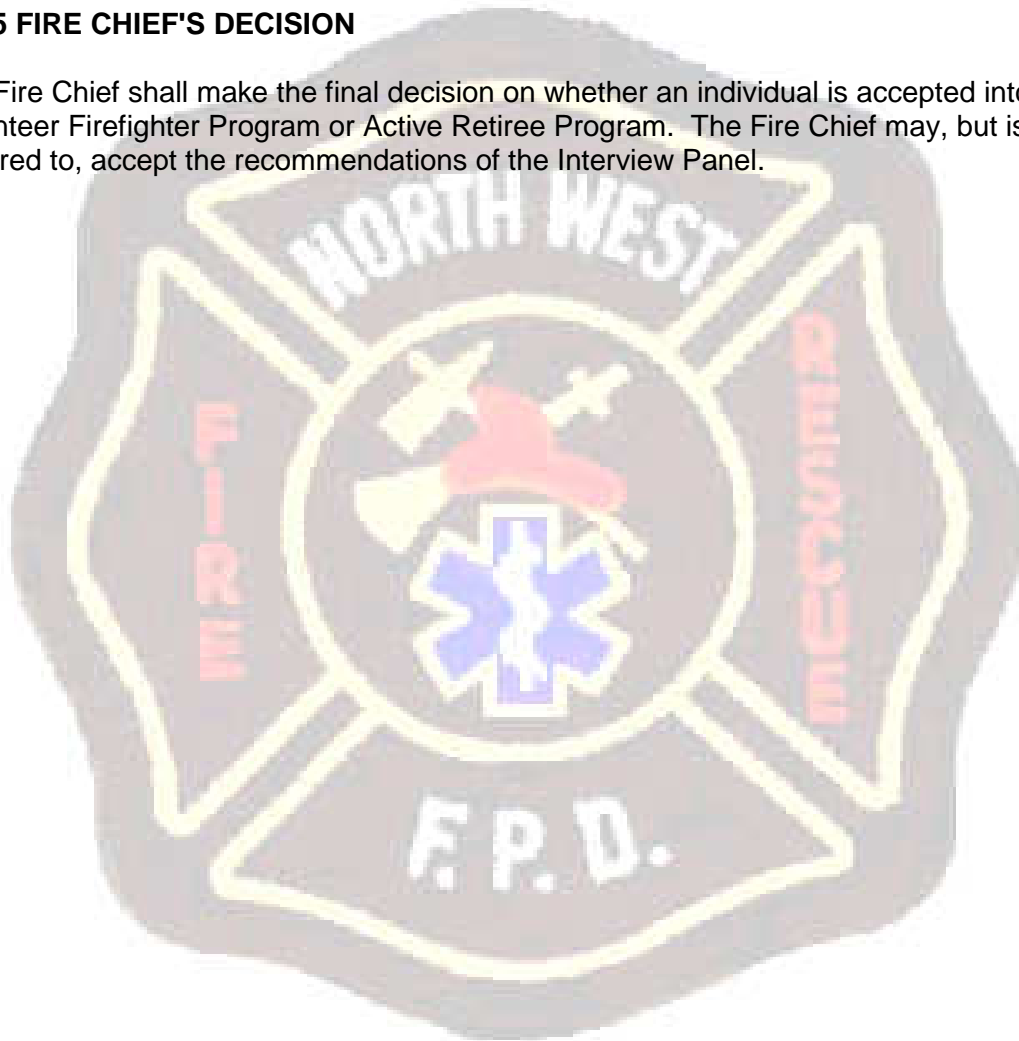
#### **105.4 INTERVIEWS**

Interviews will be scheduled with prospective volunteers or active retirees. The interview panel will consist of no less than two, and no more than five, current Fire Department members. The Chief will organize the interview panel as needed for interviews.

The interview panel will focus on the person, his/her integrity and character, and his/her knowledge of the Fire Department. The interview panel will rate the applicants interviewed and make recommendations to the Fire Chief.

#### **105.5 FIRE CHIEF'S DECISION**

The Fire Chief shall make the final decision on whether an individual is accepted into the Volunteer Firefighter Program or Active Retiree Program. The Fire Chief may, but is not required to, accept the recommendations of the Interview Panel.



<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 201
		1 of 2
Subject: <b>CODE OF CONDUCT</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 201.1 POLICY

All members, when representing the Fire Department, must to conduct themselves in a professional manner that serves the public interest, upholds the public trust, and upholds the Fire Department values. All members must relate to other members in a professional manner at all times.

#### A. All members must:

1. Perform their duties to the very best of their abilities and in a manner that is safe, efficient, cost effective, and meets the needs of the public.
2. Demonstrate integrity and honesty in the conduct of all Fire Department business.
3. Exhibit courtesy and respect to members of the public and other agencies.
4. Ensure all Fire Department resources, including funds, equipment, vehicles, and other property, are used in compliance with Fire Department policies.
5. At all times interact with the public and other organizations in a manner that presents a courteous, professional, and service-oriented image of the Fire Department.
6. Treat one another with courtesy and shall not engage in horseplay or disrespectful conduct while on duty.
7. Speak the truth at all times, whether or not under oath, in giving testimony, in connection with official orders and in connection with official duties.
8. Not make false reports concerning any Fire Department business or the personal character or conduct of any member.

#### B. Line-members must:

1. Give their name and rank whenever requested by the public.
2. Exhibit courtesy and respect to all officers and acting officers. While on duty and in an operational, professional and/or public situation, all officers should be referred to by their appropriate rank. Officers may be addressed informally in casual situations as approved by the officer.
3. Report for duty at the appointed time and place fully equipped, fit and able to perform assignments.

- C. Officers and supervisors must:
1. Set an example for members.
  2. Ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the Fire Department rules.
  3. Exhibit courtesy and respect to their subordinates and shall treat all members in a consistent and impartial manner.



<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 203
		1 of 2
Subject:  <b>GROOMING STANDARDS FOR UNIFORMED PERSONNEL</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 203.1. POLICY

It is the policy of the Fire Department to maintain a professional appearance of all uniformed personnel when on duty or performing other Fire Department activities. Additionally, grooming standards will comply with recognized industry standards and Fire Department policies to ensure line-member safety.

- A. Personal Appearance. When on duty or performing other Fire Department activities, uniformed personnel shall maintain a neat, clean, well-groomed personal appearance. All clothing must be of the proper fit and shall be neat, clean, and consistent with the Fire Department's uniform policy. Grooming shall not interfere with proper use of PPE.
- B. Hair.
  1. Hair must be neat, clean, and well-groomed.
  2. Hair shall remain above the eyebrows, so as to not impede vision.
  3. Hair shall not extend below the bottom of the collar. If the individual chooses to grow their hair long, for their safety and a professional appearance, it must be worn in a fashion that does not extend below the collar.
  4. Coloring of hair will be allowed that conforms to natural hair colors.
    - a.) **CAUTION:** Certain types of hair spray and gels have been identified as dangerous in the presence of extreme heat. Individuals should be aware of the contents of items they are using.
- C. Facial Hair. When on duty or performing other Fire Department activities, uniformed personnel shall be clean-shaven. Mustaches and sideburns must be neatly trimmed, clean, and present a well groomed, professional appearance that does not interfere or contact with the sealing surface of an SCBA mask. Beards are not permitted.
- D. Jewelry.
  1. Earrings shall be of the post type (*i.e.*, no dangling, hoop or clip-on type earrings) and shall be no larger than 1/8 inch in diameter.
  2. Any visible body piercing (excluding earrings, discussed above) is not permitted.

3. Necklaces may only be worn under the uniform, as not to be exposed.
- E. Officers and Supervisors may address any grooming issue that does not conform to a professional image and/or safety, and which is not specifically addressed in this SOP.



<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 205
		1 of 2
Subject:  <b>OBEDIENCE TO ORDERS</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 205.1. Policy

All Fire Department members must understand their status in the Chain of Command and understand their obligation to follow orders within the Chain of Command.

- A. No plea of ignorance of the Fire Department's rules shall be accepted as an excuse for any violation.
- B. Members shall promptly and willingly respond to orders of higher ranking officers (or acting officers) or supervisors. Refusal to obey an order shall constitute insubordination. Obvious disrespect for, or disruption of, a higher ranking officer's or supervisor's order likewise shall be deemed insubordination.
- C. If a member is unclear if a routine request is an order, it shall be assumed to be an order, or clarification may be requested. Any directive given during an emergency response and/or operation shall be considered an order.
- D. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a higher ranking officer or supervisor.
- E. Higher ranking officers (or acting officers) and supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited and shall result in corrective or disciplinary action.
- F. Every officer, whether on or off duty, is responsible for enforcing the Fire Department's rules. When the situation and timing allows, a member's immediate supervisor should be notified to address a violation. If the situation is grave (*i.e.*, a safety issue or threat to another individual) immediate action shall be taken to mitigate the situation. The member's immediate supervisor shall then be notified. Should an officer fail to report and/or attempt to mitigate a violation, that officer shall be subject to corrective or disciplinary action.
- G. Should a member receive an order that conflicts with a previous order, the member shall notify the officer or supervisor who issued the conflicting order and shall be governed by that officer's or supervisor's subsequent instructions. The officer or supervisor giving the conflicting order must notify the officer or supervisor giving the original order of the change.

- H. A member who is given an order he/she believes to be improper or contrary to a Fire Department rule or applicable law should respectfully decline to obey the order and shall state the reason for doing so. The member shall request that the officer or supervisor of the person issuing the order be contacted for instructions, if the person issuing the order does not rescind or alter the original order. A member who declines to obey an order that is determined to be in accordance with a Fire Department rule and applicable law shall be subject to corrective or disciplinary action.
- I. A member may appeal through the chain of command to the Fire Chief for relief from an order or instruction the member believes improper or contrary to a Fire Department rule or applicable law. The Fire Chief's decision on the appeals shall be the final decision of the Fire Department.





<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 207
		Page 1 of 4
Subject: <b>LINE OF DUTY DEATH</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

**Purpose:** The death of a line-member is a traumatic experience for all Fire Department members and for the fallen line-member's family members and relatives. Whether the death occurs in the line of duty or off-duty, it can be extremely stressful and bring up feelings of helplessness, anger, guilt and intense sadness.

Fortunately, line of duty deaths are not common occurrences; however, when they occur the ceremonies require significant planning and coordination. The purpose of this SOP is to establish a procedure that, in a time of need, will help guide Fire Department members through a very difficult process when many of them will be under considerable emotional stress.

**Definition:** The death of any Fire Department line-member while on-duty, or resulting from an occurrence while on-duty or while undergoing medical treatment for any injury resulting from such duty is considered a line of duty death. This also includes the death of a Fire Department line-member while traveling in connection with such duty or while engaged in fire fighting, EMS, wildland or hazardous material activities.

**Procedures:**

**I. EMERGENCY SCENE PROCEDURE**

- **On Scene Actions** – When serious injury has led or may lead to the death of a Fire Department line-member, the following actions must be taken. These items are the direct responsibility of the On-Scene Commander.
  - A. Secure the area where the incident has occurred and treat it as a “crime scene”. Prohibit overhaul and the removal of any hose lines or equipment.
  - B. Immediately report to the Fire Chief or Designee the information using proper chain of command. The Fire Chief or Designee will in turn notify the designated support personnel and the Board of Directors.
  - C. Utilize fire investigators and police personnel for scene security and investigations.
  - D. Have command staff (safety, liaison, PIO, officers) report to the command post for a briefing.
  - E. Ensure that no information concerning the injured or deceased line-member is transmitted “over the air” or released to the media or public.

- F. Ensure that all Fire Department members, including dispatch, PIO's and on-scene fire officers, release NO information concerning the incident without direct approval of the Fire Chief or Incident Commander.
- G. Call for additional units as needed to control the on-going emergency scene (fire, haz mat, etc...) while providing adequate personnel to address all aspects of the injured or deceased line-member. After appropriate interviews, the original crews should be removed from the scene and taken out of service.
- H. Procure and record all information concerning the incident and circumstances leading to the death.
  - a. Ensure that the injured or deceased line-member's actual blood alcohol and actual carbon monoxide level are tested and recorded before death or autopsy, as applicable.
- I. Obtain and/or secure all safety equipment and clothing of the injured or deceased line-member. These items include, but are not limited to:
  - a. Protective equipment
  - b. SCBA
  - c. Fire apparatus, appliances and tools
  - d. Phone and radio tapes, radio log, incident and casualty reports
- J. Notify members of the Safety Committee and other immediately relevant persons.
- K. After the immediate family has been contacted, designated Fire Department members shall begin the following:
  - a. Contact the National Fallen Firefighters Foundation (NFFF). The 24 hour hotline is 866-736-5868.
  - b. Contact the Public Safety Officer's Benefit Office at 866-744-6513 to obtain the necessary paperwork. Important Note: Benefits can be delayed or complicated by failure to provide toxicological evidence to support the cause of death or rule that intoxication is not involved. According to PSOB officials, autopsy reports are submitted in approximately half of the cases processed; however the overwhelming majority of those for which claims were denied involved cases where no autopsy was performed.
  - c. Obtain the original attendance record sheet if this event happened during or immediately following a scheduled training event
  - d. Contact FPPA at (303) 770-3772 and obtain the necessary paperwork
  - e. Notify the US Fire Administration at (301) 447-1272 and the National Fire Academy at (301) 447-1123. These agencies request notification so that flags can be lowered at the Fallen Fire Fighter's Memorial.
  - f. Notify any other insurance companies with coverage in effect.
- L. Contact Fire Department administration for personnel data concerning the injured or deceased line-member as necessary to perform the tasks outlined in the SOP.
- M. Ensure that "strong command" is used to control and organize the incident. Safety, security, accountability and adequate resources are the top priorities.
- N. The fire company personnel involved will be "out of service" and placed on emergency leave for the remainder of the shift and shall remain off-duty until stress debriefing or other remedial action(s), as determined by the Fire Chief or Designee, has been completed.

## II. NEXT OF KIN NOTIFICATION

- A. A Notification Officer may be designated by the Fire Chief whenever a line of duty death occurs.

- B. Official notification to the next of kin for a line of duty death must be made before any details of a death are released to the Fire Department members or the media.
- C. Fire Chief and/or Notification Officer Responsibilities
  1. Identify the line-member's next of kin to be notified.
  2. Notification shall be made in person.
  3. The Fire Chief and/or Notification Officer shall be in appropriate uniform, have an official Fire Department identification in their possession, and use a marked Fire Department vehicle.
  4. The Fire Chief and/or Notification Officer shall be prepared to assist the next of kin with the immediate emotional trauma associated with the notification.
  5. The Fire Chief and/or Notification Officer shall be prepared to stay with the next of kin until other family members or friend arrives, or as long as requested.

D. Additional information for the Fire Chief and/or Notification Officer

1. It is strongly recommended that the Fire Chief or Notification Officer invite a Chaplain and a close family friend to assist with this notification; however, the notification should not be delayed if a Chaplain or family friend is not readily accessible to accompany the Fire Chief and/or Notification Officer, as time is of the essence and it is important that the family learn of the death from a Fire Department representative first and not from the press or other sources.
2. Become familiar with the circumstances of the death and the personal data concerning the deceased line-member before making the notification.
3. The Fire Chief or Notification Officer may request a paramedic accompany him/her to the home in case medical assistance is needed.
4. If possible, avoid making a death notification on the doorstep. Ask to be admitted to the house. Answer all questions honestly. Avoid giving the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away".
5. Do not take any personal clothing, jewelry, billfold, purse, etc. of the deceased line-member to the notification.
6. In the event of multiple deaths, the Fire Chief and/or Notification Officer shall develop teams, which will include a Chief Officer, to make the death notifications to the families. It is essential that this effort be precisely coordinated.

### III. NOTIFICATION OF BOARD MEMBERS

Once the deceased line-member's next of kin have been notified, the members of the Fire Department Board of Directors shall be immediately notified and given the pertinent information. In-person notice to the Board members is preferred, but may be performed by telephone if in-person notification is not possible or would unreasonably delay notification of the Fire Department's members. Board members who are cannot be located or who are otherwise unable shall be notified as soon thereafter as reasonably practicable.

#### **IV. NOTIFICATION OF FIRE DEPARTMENT MEMBERS**

Once the deceased line-member's next of kin and the Board members have been notified, the Fire Chief or the Notification Officer will ensure that all Fire Department members are notified. A team of designated personnel will do this.

- A. All Chief Officers should be notified and given the pertinent information.
- B. All Fire Department members should be notified and given the pertinent information.
- C. If applicable, the Local IAFF Union President should be notified to assist with coordination of services.
- D. The PIO or designee will be notified and given the pertinent information and will begin coordinating the release of information to the press and media. (See below)
- E. The appropriate Chief Officers of surrounding Fire departments will be notified.
- F. The Fire Chief may authorize contacting a regional Critical Incident Stress Debriefing team.

#### **V. NOTIFICATION OF THE MEDIA**

The Public Information Officer (PIO) or designee will:

- 1. Collect all facts of the incident.
- 2. Collect all pertinent and personal information on the victim.
- 3. Prepare the news release in conjunction with the Fire Chief or Designee.
- 4. Under no circumstances should a press release be issued until the Fire Chief or Designee has given the proper authority.

**\*\*FOR FURTHER GUIDANCE ON FUNERAL/MEMORIAL SERVICE PLANNING SEE: "TAKING CARE OF OUR OWN – A RESOURCE GUIDE FOR LINE OF DUTY DEATH" presented by the late Rev. Conde Bliven, Chaplain, Elk Creek Fire Department.**

<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 211
		Page 1 of 2
Subject:  <b>PURCHASING</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Mike Roll Fire Chief	Approved:	

### 211.1 POLICY

The Fire Department financial management standards are to assist personnel in the proper procedures for purchases and or reimbursement for expenses. This general order is in addition to district finance rules and regulations, personnel manual and classification or any other generally known and accepted rules.

### 211.2 PURCHASING – GENERAL.

A line-employee will be assigned the duties of ordering, through the administrative assistant, most items commonly needed and used in and around the fire station. This assignment is currently the B-shift command responsibility. Members should submit requests for supplies to B-shift.

The purchasing shift commander will ensure supply orders are made accurately and timely to keep items needed for operations in stock. All items received should be put in the daily log so that an accounting of what has been received can be made.

Due to the specific nature of firefighting it will be necessary at times to order specialized firefighting equipment from fire service vendors. These orders should be made by line-members to limit mistakes in ordering. Certain companies may require a purchase order regardless of the purchase amount. It is important to follow vendor guidelines when necessary for proper shipment.

Whenever possible, you should purchase the least expensive item if it is of a suitable quality for emergency response work. It may be acceptable to purchase a more expensive item if it is determined that the quality of the item is better suited for Fire Department use.

All members must comply with the following general purchasing rules:

- A. Purchases up to five hundred dollars may be made by telephone or other means as necessary for expedient delivery. A receipt or bill must be submitted to the Administrative Assistant for payment.
- B. Purchases over five hundred dollars require the Fire Chief's prior written approval.



- C. Purchases over five thousand dollars require prior approval from the Fire Department Board of Directors.
- D. Any single item or multiple items that have a total amount exceeding twenty-five thousand dollars must be purchased using a *Solicitation for Bids* process.
- E. A receipt, invoice, purchase order or other documentation acceptable to the Fire department must be submitted to the Administrative Assistant for payment.

Failure to comply with the foregoing requirements may result in corrective or disciplinary action, up to and including termination.

A member must not receive gifts or compensation from a supplier for making a purchase. This rule does not apply to small advertising items such as pens or ball caps.

### **211.3 FUELING CARDS & CREDIT CARD**

All full time paid staff are issued a **Fueling** credit card to be used in place of the standard charge accounts at the designated fueling facility.

The Fire Chief and 2 shift commanders are issued a Fire Department credit card. The Fire Department credit card may be used to purchase items for the Fire Department and for Fire Department related expenses. The general purchasing rules stated in Section 211.2, above, apply and must be followed. Regardless of the purchase amount, a receipt, invoice or other documentation acceptable to the Fire department must be submitted to the Administrative Assistant for payment at the time of transaction or, in the case of travel expenses, upon return to the station. Failure to provide a acceptable documentation of the purchase or expense reimbursement, may result in your being required to reimburse the Fire Department and/or corrective or disciplinary action, up to and including termination.

### **211.4 EMERGENCY**

Notwithstanding limitation or restriction set forth in this SOP, in the event of an emergency or other exigency that requires prompt action requiring the purchase of goods or services from outside vendors, the Fire Chief, with the consent of the Board President, or the Vice-President in the absence of the President, may purchase goods or services that may mitigate damage or other adverse consequences caused by the emergency or exigency, or which otherwise is in the best interests of the public health, welfare, or safety. The Fire Chief shall report such action to the Board of Directors at the next regular or special meeting for review and ratification.

<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 213
		1 of 9
Subject: <b>COMPUTER POLICIES</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 213.1 Policy

**Definition.** Information Services refers to the Fire Chief or Designee

#### Software/Hardware Policy

##### Software

All software acquired for or on behalf of Fire Department or developed by Fire Department members or contract personnel on behalf of the Fire Department is and shall be deemed Fire Department property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

##### Purchasing

All purchases of Fire Department computer software shall be approved by Information Services to ensure that all applications conform to corporate software standards and are purchased at the best possible price. All requests for software must be submitted to Information Services for approval, which will then determine the software that best accommodates the desired request.

##### Licensing

Each Fire Department member or contract personnel is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he/she uses or seeks to use on Fire Department computers and network. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of the Fire Department's Software/Hardware Policy.

##### Software standards

The following list shows the standard suite of software installed on district computers (excluding test computers) that is fully supported by the Information Services department:

- Microsoft Windows 98, XP or Vista
- Microsoft Office 2000 or 2003 (Word, Excel, PowerPoint)
- Microsoft Internet Explorer 6.0 or higher
- Open Office

- Irfanview
- AVG Antivirus
- Spybot-S&D 1.5
- Windows Defender

Members needing software other than those programs listed above must request such software from Information Services. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

### **Hardware**

All hardware devices acquired for or on behalf of the Fire Department or developed by Fire Department members or contract personnel on behalf of the Fire Department are and shall be deemed Fire Department property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

### **Purchasing**

All purchases of Fire Department computer hardware devices shall be coordinated with Information Services to ensure that all equipment conforms to Fire Department hardware standards and is purchased at the best possible price. All requests for Fire Department computing hardware devices must be submitted to the Fire Chief for approval. The request must then be sent to Information Services, which will then determine standard software that best accommodates the desired request.

### **Hardware standards**

The following list shows the standard hardware configuration for company computers (excluding test computers) that are fully supported by Information Services:

- **Desktops**
  - Access to desktops will be provided to Fire Department employees who work primarily from the office.
  - These systems will contain the latest technology fiscally available to ensure that each employee is able to perform their job in the most efficient way possible. The system will include a monitor, mouse, keyboard, and any other peripherals deemed necessary to perform one's job.
  - All applicable cables and Surge suppressor/UPS.
- **Laptops**
  - Laptops will only be provided to Fire Department employees required to frequently work away from the office.
  - These systems will contain the latest technology fiscally available to ensure that each employee is able to perform their job in the most efficient way possible. The system will include a monitor, mouse, keyboard, and any other peripherals deemed necessary to perform one's job.
  - All applicable cables and Surge suppressor
- **Monitors**
  - Monitors will be provided for desktop systems.
  - 15-inch to 22-inch monitor, depending on job requirements
- **Printers**
  - Fire Department members will be given access to appropriate network laser printers. In some limited cases, Fire Department employees may be given local printers if deemed necessary by Information Services.
  - Fire Department members needing computer hardware other than what is stated above must request such hardware from Information Services. Each request will



be considered on a case-by-case basis in conjunction with the hardware-purchasing section of this policy.

### **Outside equipment**

No outside equipment may be plugged into the Fire Department's network without Information Services' permission. This applies to all Fire Department facilities.

Personal computers of members that comply with the following requirements can be connected to the Fire Department's network with prior permission from Information Services.

### **Personal computers requirements:**

Current antivirus software (updated within previous 7 days).

Current antispyware software (updated within previous 7 days).

Recent computer scans for virus and other threats (within previous 7 days).

No hacking or illegal software installed.

### **Violations and penalties**

Penalties for violating the Software/Hardware Policy will vary depending on the nature and severity of the specific violation. A Fire Department member who violates the Software/Hardware Policy may be subject to:

- (i) corrective or disciplinary action ,up to and including termination; and/or
- (ii) Civil or criminal prosecution under federal and/or state law.

### **Acceptable use policy**

#### **Introduction**

The Fire Department provides its members with Internet access and electronic communications services as required for the performance and fulfillment of job responsibilities. You must understand that this access is for the purpose of increasing productivity and not for non-business activities during office hours. You must also understand that any connection to the Internet offers an opportunity for unauthorized users to view or access Fire Department information. Therefore, it is important that all connections be secure, controlled, and monitored. To this end, you have no expectation of privacy while using Fire Department-owned or Fire Department-leased equipment. Information passing through or stored on Fire Department equipment can and may be monitored. You also should understand that the Fire Department maintains the right to monitor and review Internet use and e-mail communications sent or received by Fire Department members as it deems as necessary. Pursuant to C.R.S. § 24-72-203, you are advised that e-mails and text messages to/from you may be deemed public records and subject to disclosure under the Colorado Public (Open) Records Act.

#### **Permitted use**

The Fire Department Internet connection and e-mail system is primarily for business use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities. You may use the Fire Department's Internet services for personal improvement, outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not for personal financial gain.

You may send and receive e-mail attachments that do not exceed 2 MB in size, provided that all attachments are scanned before they are opened by the Fire Department's chosen antivirus software. You may send and receive short text messages with no enclosures for non-business purposes. The Fire Department requests that personal e-mail not be read in the office and that any personal e-mail you receive be forwarded to a non-business account to be viewed at your leisure.

### **Prohibited use**

You must not use the Fire Department's Internet or e-mail services to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including racial or pornographic material.
- Promoting discrimination against any group or class protected by applicable law.
- Threatening or violent behavior.
- Illegal activities.
- Gambling.
- Personal financial gain.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from the Fire Department's e-mail services or other Fire Department machines.
- Material protected under copyright laws.
- Dispersing confidential, secure, or private data without authorization to the public.
- Opening files received from the Internet without performing a virus scan.
- Tampering with your Fire Department issued account name or identification (handle) in order to misrepresent yourself and the Fire Department to others.

### **Responsibilities**

You are responsible for:

- Honoring acceptable use policies of networks accessed through the Fire Department's Internet and e-mail services.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Following copyright laws regarding protected commercial software or intellectual property.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of the Fire Department's network resources. This includes, but is not limited to, instant messaging, Internet radio, Internet based games, Internet chat rooms, and Internet blogs.
- Not overloading networks with excessive data or wasting the Fire Department's other technical resources.

### **Computer threats protection policy**

It is the responsibility of everyone who uses the Fire Department's computer network to take reasonable measures to protect that network from computer infections. This policy outlines how various threats can infect the Fire Department's network, how the Fire Department's Information Services tries to prevent and/or minimize infections, and how the Fire Department's network users should respond to a computer threat if they suspect one has infected the Fire Department's network.

### **How computer threats can infect the Fire Department's network**

There are many various types of computer threats: viruses, trojan horses, worms, spyware, rootkits, keyloggers, etc. Viruses actually hide themselves, often as macros, within other files, such as spreadsheets or Word documents. When an infected file is

opened from a computer connected to the Fire Department's network, the virus can spread throughout the network and may do damage. A trojan horse is an actual program file that, once executed, can damage the computer on which the file was run. A worm is also a program file that, when executed, can both spread throughout a network and do damage to the computer from which it was run. Spyware, rootkits, and keyloggers secretly gather information and send it to a remote computer.

Threats can enter the Fire Department's network in a variety of ways:

- E-mail—By far, most threats are sent as e-mail attachments. These attachments could be working documents or spreadsheets, or they could be merely threats disguised as pictures, jokes, etc. These attachments may have been knowingly sent by someone wanting to infect Fire Department's network or by someone who does not know the attachment contains a threat. However, once some threats are opened, they automatically e-mail themselves, and the sender may not know his or her computer is infected.
- Floppy disk, CD, DVD, Zip disk, flash drive, or other media - Threats can also spread via various types of storage media. As with e-mail attachments, threats can hide within a legitimate document or spreadsheet or simply be disguised as another type of file.
- Software downloaded from the Internet - Downloading software via the Internet can also be a source of infection. As with other types of transmissions, the virus could hide within a legitimate document, spreadsheet, or other type of file.
- Instant messaging attachments -more threats are taking advantage of instant messaging software. These attachments work the same as e-mail threats, but they are transmitted via instant messaging software.

### **How the Fire Department 's Information Services prevents and/or minimizes virus infections**

The Fire Department's Information Services fights viruses in several ways:

#### **Scanning Internet traffic**

All Internet traffic coming to and going from our network must pass through the Fire Department's firewalls and other network devices. Only specific types of network traffic are allowed beyond the organization's exterior firewalls. For example, internet traffic that originates outside of the network must pass through the firewall router before it is allowed to enter a computer. This device blocks suspicious traffic and attachments.

#### **Running antivirus software**

Current antivirus software is installed on all district computers. This software scans all data written to or read from a computer's hard drive. If it finds something suspicious, it isolates the dubious file on the computer and automatically notifies the user.

#### **Routinely updating virus definitions**

Every day, the antivirus scanning programs check the website for updated virus definitions. These definition files allow the software to detect new viruses. If a new virus definition file is available, the virus scanning software is automatically updated.

### **How to respond to and report a threat**

Even though all computers are scanned for threats, the possibility still exists that a new or well-hidden virus could find its way to a computer, and if not properly handled, it could infect the Fire Department 's network.

Information Services will attempt to notify all users of credible threats via e-mail or memos. Because this notification will automatically go to everyone in the organization, employees should not forward virus warning messages. On occasion, well-meaning people will distribute virus warnings that are actually virus hoaxes. These warnings are typically harmless; however, forwarding such messages unnecessarily increases network traffic.

As stated, it is the responsibility of all Fire Department network users to take reasonable steps to prevent virus and other threat outbreaks. Use the guidelines below to do your part:

- Do not open unexpected e-mail attachments, even from coworkers.
- Never open an e-mail or instant messaging attachment from an unknown or suspicious source.
- Never download freeware or shareware from the Internet without express permission of Information Services.
- If a file you receive contains macros that you are unsure about, disable the macros.

### **Notify Information Services of suspicious files**

If you receive a suspicious file or e-mail attachment, do not open it. Contact Information Services and inform them that you have received a suspicious file. Information Services will explain how to handle the file.

If the potentially infected file is on a disk that you have inserted into your computer, the antivirus software on your machine will ask you if you wish to scan the disk, format the disk, or eject the disk. Eject the disk and contact Information Services. They will instruct you on how to handle the disk.

After Information Services has neutralized the file, send a note to the person who sent/gave you the file notifying them that they sent/gave you a virus. If the file is an infected spreadsheet or document that is of critical importance to the Fire Department, Information Services will attempt to scan and clean the file. Information Services, however, makes no guarantees as to whether an infected file can be totally cleaned and will not allow the infected file to be used on Fire Department computers.

### **Remote Access Policy**

Participation in a remote access program is not possible for every employee. Remote access is meant to be an alternative method of meeting Fire Department needs. The Fire Department may refuse to extend remote access privileges to any employee or terminate a remote access arrangement at any time.

The Fire Department's policies for remote access are as follows:

### **Acceptable Use**

Hardware devices, software programs, and network systems purchased and provided by the Fire Department for remote access are to be used only for creating, researching, and processing Fire Department-related materials. By using the Fire Department's hardware,



software and network systems, you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Fire Department policies, as well as all applicable laws.

Your eligibility to remotely access the Fire Department's computer network will be determined by the Fire Chief.

### **Equipment & tools**

The Fire Department may provide tools and equipment for remotely accessing the computer network. This may include computer hardware, software, phone lines, e-mail, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment and software provided by the Fire Department for remotely accessing the Fire Department's computer network is limited to authorized persons and for purposes relating to Fire Department business. The Fire Department will provide for repairs to Fire Department equipment.

When you use your own equipment, you are responsible for all maintenance and repair of your equipment.

### **Use of personal computers and equipment**

There are literally thousands of possible interactions between the software needed by the remote user and the average mix of programs on most home computers. Troubleshooting software and hardware conflicts can take hours, and can result in a complete reinstall of operating systems and application software as the only remedy for problems. For that reason Information Services will only provide support for equipment and software provided by the Fire Department.

The Fire Department has no responsibility if the installation or use of any necessary software causes system lockups, crashes, or complete or partial data loss. You are solely responsible for backing up data on your personal machine before beginning any Fire Department work. At its discretion, the Fire Department may deny remote access for any member using a personal home computer that proves incapable for any reason, of not working correctly with the Fire Department-provided software, or being used in a production environment.

### **Violations and Penalties**

Penalties for violating the Remote Access Policy will vary depending on the nature and severity of the specific violation. A Fire Department member who violates the Remote Access Policy may be subject to:

- (i) corrective or disciplinary action, up to and including termination; and/or
- (ii) Civil or criminal prosecution under federal and/or state law.

### **Password policy**

#### **Purpose**

This policy outlines the handling, responsibilities, and scope of passwords for Information Services of the Fire Department. This policy acts as an extension of the Information Services security policy for the Fire Department.

## **Authority**

This policy has full support from the Fire Department. Information Services administers the policy, which applies to all Fire Department members and computer systems.

## **Mission**

Information Services objective is to enable Fire Department members to perform their tasks with technology that is in good operating condition while appropriately addressing Fire Department needs and keeping information secure within the network. Passwords are the entry point to the network. Protecting access to Fire Department resources is pivotal in ensuring that the systems remain secure. All members must be diligent in guarding access to Fire Department resources and protecting them from threats both inside and outside the Fire Department.

## **Password handling**

Passwords for all systems are subject to the following rules:

- Passwords are not to be your name, address, date of birth, username, nickname, or any term that could easily be guessed by someone who is familiar with you.
- Passwords are not displayed on your workspace.

## **Systems involved**

The Fire Department password policy will address passwords for the following network with their rules:

- Network and client operating system: Windows 98/XP/Vista username and password
- WWW accounts: Credentials to external Web resources (These passwords are rarely changed unless initiated by the user.)

## **Password composition**

- Network and operating system passwords must meet the following criteria:
- Password may not contain all or part of the user's account name.
- Password is at least four characters long.
- Password contains characters from two of the following four categories:
- English uppercase characters (A.. .Z)
- English lowercase characters (a.. .z)
- Base 10 digits (0...9)
- Non-alphanumeric (exclamation point [!], dollar sign [\$], pound sign [#], percent sign [], etc.)

## **Support**

All Fire Department must contact Information Services for support of the Password Policy. Information Services welcomes your questions and suggestions and strives to keep resources secure.

## **Continuance**

This policy is a living document and may be modified at any time by the Fire Chief or Information Services. This policy is designed to secure Fire Department resources. This enables the Fire Department to achieve its business objectives. Full cooperation with this policy is required to ensure so that all goals can be met in accordance with all Fire Department objectives.

**Acknowledgment of Policy**

This form is used to acknowledge receipt of and compliance with the Fire Department's Computer Policies SOP, as stated above.

**Procedure**

Complete the following steps:

1. Read the Computer policies SOP.
2. Sign and date this form in the spaces provided below.
3. Return this page only to the Fire Chief.

**Signature**

By signing below, I agree to the following terms:

- I have received and read a copy of the Computer Policies SOP and understand and agree to the same.
- I understand and agree that any software and hardware devices provided to me by the Fire Department remain the property of the Fire Department.
- I understand and agree that I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the Fire Department without permission of Information Services.
- I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software illegally.
- I understand and agree that if I leave the Fire Department for any reason, I shall immediately return to the Fire Department the original and copies of any and all software, computer materials, or computer equipment that I may have received from the Fire Department that is either in my possession or otherwise directly or indirectly under my control.
- I understand and agree I must make reasonable efforts to protect all Fire Department-provided software and hardware devices from theft and physical damage.

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Signature

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Member's Name

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Title/position

---

Date

---

<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 217
		1 of 2
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>SAFE HAVEN/ABANDONED INFANT</b>		
Issued by: Michael Roll Fire Chief	Approved:	
	Fire Chief:	

### 217.1. POLICY

The intent of this policy is to identify the Fire Department's obligations under Colorado law as a designated "safe haven" for abandoned infants and the procedures to be followed by Fire department members in compliance with the law.

### 217.2. SCOPE

**Safe Haven Law.** C.R.S. §19-3-304.5 provides that if a parent voluntarily delivers a child to a firefighter at a fire station, the firefighter shall, without a court order, take temporary physical custody of the child if:

- a. The child is seventy-two hours old or younger; **and**
- b. The parent does not express an intent to return for the child.

### 217.3. PROCEDURE

**Step #1:** Only a line-member is authorized to perform the procedures set forth in Steps #2 - #5 below. If an administrative employee or an auxiliary volunteer is approached by an individual who wants to drop off an infant, the administrative employee or auxiliary volunteer shall immediately notify the Officer On Duty, who shall assume responsibility for the matter from that point. Similarly, if an administrative employee or auxiliary volunteer sees an infant who appears to be abandoned on Fire Department Premises he/she must immediately notify the Officer On Duty, who shall assume responsibility for the matter from that point.

**Step #2:** The Officer On Duty or other line-member assigned to the matter shall determine whether the situation comes within the Safe Haven Law stated above. Specifically, he/she shall determine, to the extent reasonably practicable, whether the infant is seventy-two hours old or younger, whether the individual with the infant is the infant's parent and, if so, whether the parent has expressed an intention to return for the infant. The Safe Haven Law only applies to the parent of the infant and does not apply to other family members or third parties.



**Step #3:**

(a) If the Officer On Duty or other line-member determines the situation comes within the Safe Haven Law, or if the infant (regardless of age) has been left on the Fire department Premises and a parent or other individual is not present, he/she shall accept temporary custody of the infant.

(b) If the Officer On Duty or other line-member determines the situation does not fall within the Safe Have Law, he/she shall so advise the parent or other individual with the infant and recommend that the person seek the assistance of a Park County Human Services representative or a local law enforcement officer immediately.

**Step #4:**

(a) The Officer On Duty or other line-member shall, as soon as reasonably practicable under the circumstances (but in any event within 24 hours of the infant's abandonment), notify the Park County Human Services (Phone # 719-836-4139) and the Park County Sheriff's Office via Dispatch (Phone # 719-836-4121 x5) of the abandoned infant and make arrangements for the transfer of custody to one of those agencies as quickly as practicable. The Officer On Duty or other line-member also shall immediately notify the Fire Chief

(b) The Officer On Duty or other line-member (or a replacement line-member if a shift change occurs) shall remain in custody of the infant until custody is transferred to the Park County Human Services or the Park County Sheriff's Office

(c) The Officer On Duty or other line-member shall keep the infant safe and warm, and check for signs of abuse or neglect. He/she shall perform any act necessary, in accordance with generally accepted standards of professional practice, to protect, preserve, or aid the physical health or safety of the infant during the temporary custody. If the infant's health is questionable, he/she shall have dispatch send an ambulance to the fire station. The Officer On Duty may request a non-emergent ambulance to assist with assessing the infant's condition.

**Step #5:** Each Officer On Duty or line-member involved shall prepare a report of his/her involvement in the incident. The report(s) shall account for and describe all actions taken from the date and time the infant was brought onto, or found on, the Fire Department Premises through when custody was transferred to the Park County Human Services or the Park County Sheriff's Office.

**217.4 REQUIRED EQUIPMENT**

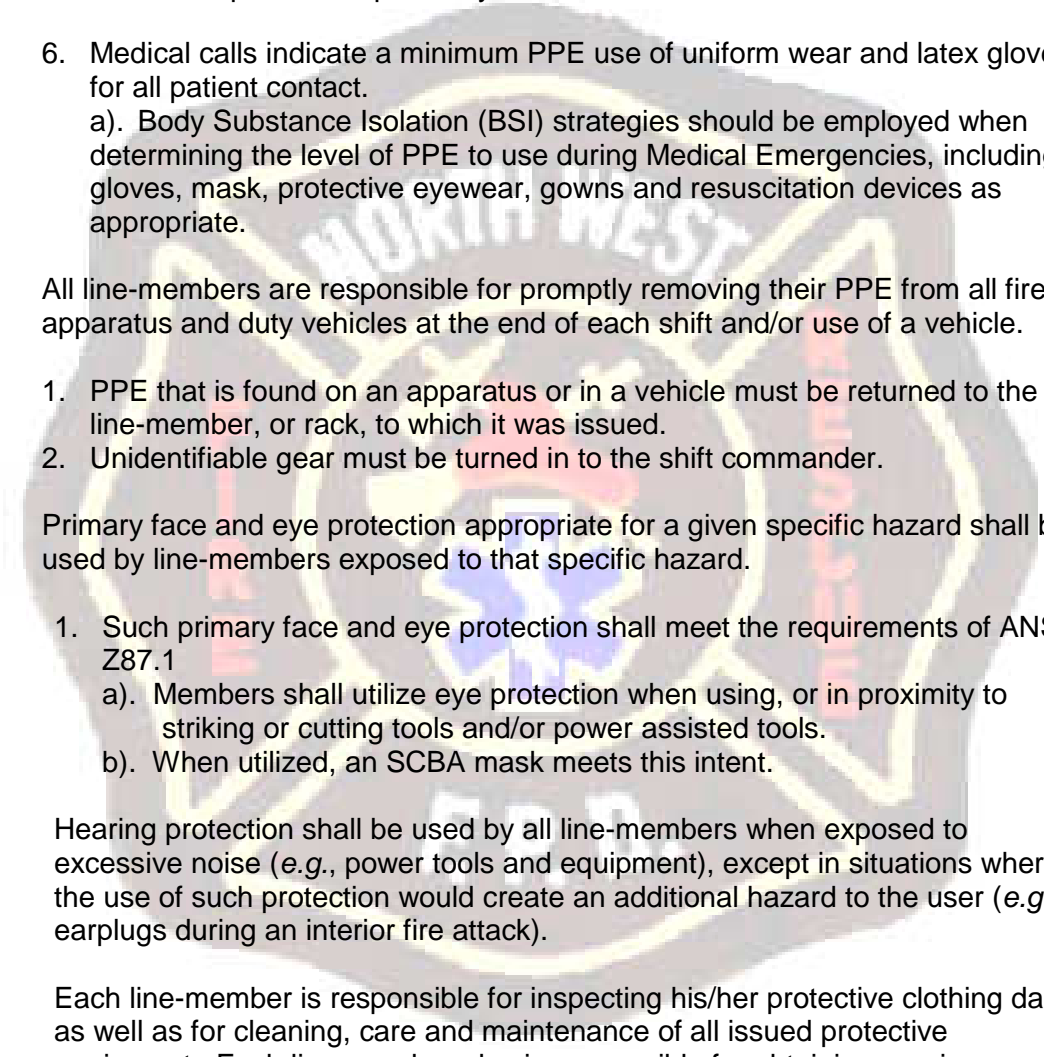
- A. The following items shall be kept, or be readily available, at the each fire station in good condition:
  - 1. Infant diapers.
  - 2. Infant clothing.
  - 3. Infant blanket.

<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 218
		1 of 3
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>PERSONAL PROTECTIVE EQUIPMENT</b>		
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 218.1. Policy

It is the policy of the Fire Department to attempt to reduce and/or prevent exposure, injury, and/or death by the use of Personal Protective Equipment (PPE).

- A. Issued and/or approved PPE, gear, eye and hearing protection shall be utilized in any situation where it is required or recommended by recognized standards or its prudent use will prevent and/or reduce the risk of exposure, injury, and/or death. All responses, overhaul operations, returning vehicles to service, trainings, maintenance, and daily activities, shall be included.
- B. All line-members shall be issued, and utilize, a set of bunker gear consisting of structural boots, pants, coat, gloves, hood, helmet, and safety glasses. You must maintain your gear with appropriate care. Appropriate measures shall be used to repair or replace damaged or missing gear as soon as possible. **At no time shall gear be taken from another line-member.**
  1. All appropriate, issued and/or approved PPE should accompany all line-members any time they are riding or responding on in-service fire apparatus, and/or are on duty and are in a staff vehicle. All appropriate bunker gear should be donned prior to boarding the apparatus for a response. Passenger restraint devices shall not be compromised, in a moving vehicle, for the sake of donning gear.
- C. If not specifically addressed in recognized standards or by the following situations, good judgment should be used to indicate when appropriate PPE will meet the intent of this SOP.
- D. **Minimum** required PPE for some selected situations (**Note:** any of the below situations in which line-members encounter or anticipate a hazardous atmosphere would dictate the use of SCBAs in addition to other required PPE):
  1. Structure Fires, Dumpster Fires, Fire Conditions, Smoke and/or Hazardous atmospheres indicate use of full bunker gear for all on scene line-members. Additionally, those in and around the condition should utilize SCBAs.

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2. Motor Vehicle Accidents or work on roadways or high traffic areas indicates the use of full bunker gear and approved reflective vests.
  3. Fire and Sprinkler Water Flow Alarms indicate the use of full bunker gear until know to be false.
  4. Hazardous Materials incidents indicate use of full bunker gear or appropriate level of hazardous material PPE.
  5. Valve Tamper and Supervisory Alarms indicate the use of uniform wear.
  6. Medical calls indicate a minimum PPE use of uniform wear and latex gloves for all patient contact.
    - a). Body Substance Isolation (BSI) strategies should be employed when determining the level of PPE to use during Medical Emergencies, including gloves, mask, protective eyewear, gowns and resuscitation devices as appropriate.
- E. All line-members are responsible for promptly removing their PPE from all fire apparatus and duty vehicles at the end of each shift and/or use of a vehicle.
1. PPE that is found on an apparatus or in a vehicle must be returned to the line-member, or rack, to which it was issued.
  2. Unidentifiable gear must be turned in to the shift commander.
- F. Primary face and eye protection appropriate for a given specific hazard shall be used by line-members exposed to that specific hazard.
1. Such primary face and eye protection shall meet the requirements of ANSI Z87.1
    - a). Members shall utilize eye protection when using, or in proximity to striking or cutting tools and/or power assisted tools.
    - b). When utilized, an SCBA mask meets this intent.
- G. Hearing protection shall be used by all line-members when exposed to excessive noise (e.g., power tools and equipment), except in situations where the use of such protection would create an additional hazard to the user (e.g., earplugs during an interior fire attack).
- H. Each line-member is responsible for inspecting his/her protective clothing daily, as well as for cleaning, care and maintenance of all issued protective equipment. Each line-member also is responsible for obtaining repairs or replacement items, when needed, by contacting the designated Quartermaster as soon as a problem arises.
- I. Formal PPE inspections will be administered on an annual basis by the designated Quartermaster. The inspection is intended to assure that all line-members are provided with a complete set of protective clothing and equipment, maintained in safe and functional condition.

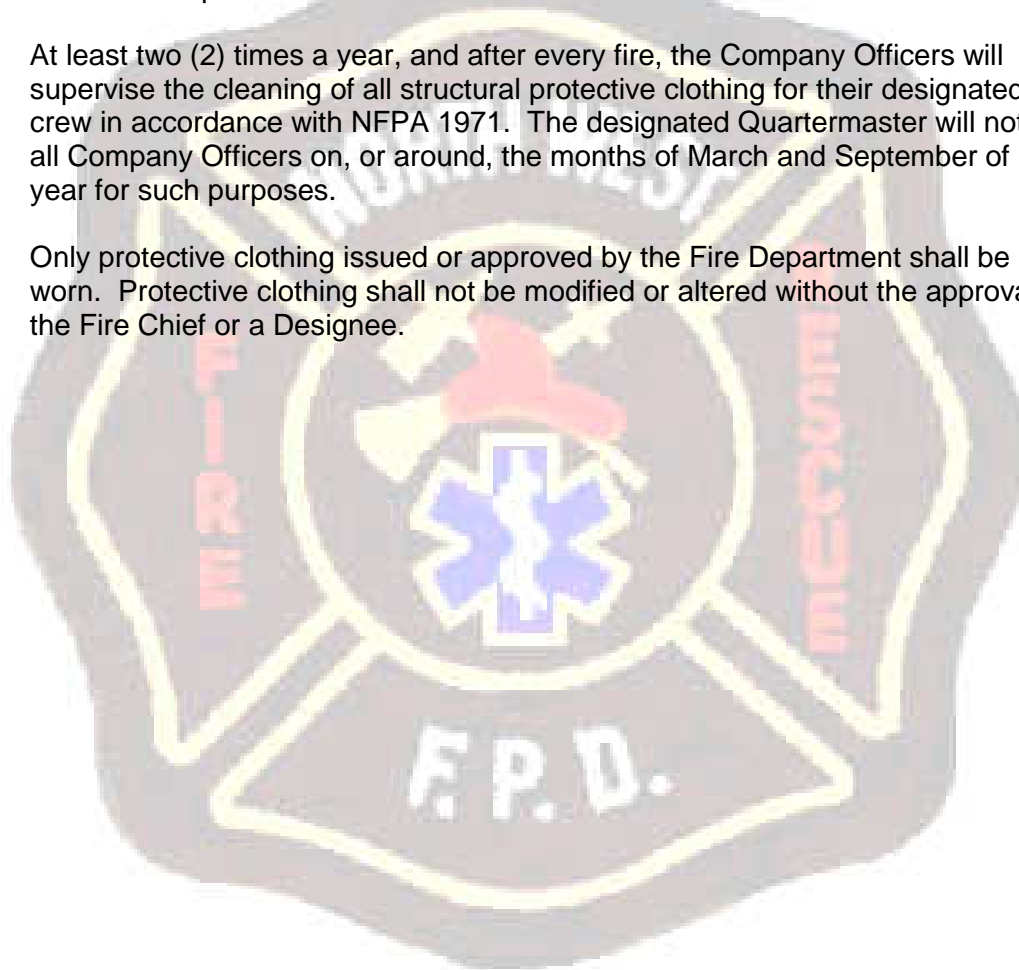
1. Inspection forms will use the following criteria to evaluate the condition of the protective equipment. NFPA 1971 shall be utilized as a reference if there are any questionable items.

**OK:** Indicating no repairs or replacement needed.

**FAIR:** Indicating item in acceptable condition, but replacement anticipated within the next calendar year.

**NEED:** Indicating immediate repairs or replacement needed.

2. The completed form shall be signed by the line-member and submitted to the designated Quartermaster in a timely manner for review.
  3. Protective clothing or equipment deemed incapable of providing adequate protection shall be replaced or repaired by the designated Quartermaster as soon as possible.
- J. At least two (2) times a year, and after every fire, the Company Officers will supervise the cleaning of all structural protective clothing for their designated crew in accordance with NFPA 1971. The designated Quartermaster will notify all Company Officers on, or around, the months of March and September of each year for such purposes.
- K. Only protective clothing issued or approved by the Fire Department shall be worn. Protective clothing shall not be modified or altered without the approval of the Fire Chief or a Designee.



<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 219
		1 of 2
Subject: <b>VEHICLE ACCIDENT REPORTING</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 219.1. Policy

This SOP is intended to provide a standard system for reporting **ALL** Fire Department vehicular accidents. This SOP also is intended to include any accident on private property and Fire Department facilities.

- A. Report of Departmental Vehicle Accident involving only Fire Department vehicles on Fire Department Premises (not involving private property) the procedure shall be:
1. Check for injuries and request ambulance service if necessary.
  2. Notify the Shift Supervisor. The Shift Supervisor will determine if law enforcement is necessary.
  3. Complete the Injury/Accident form and submit it to your supervisor within 24 hours or before the end of a 24-hour work shift.
  4. The driver of the apparatus may be required to submit to a drug and/or alcohol test if conditions warrant.
  5. The Fire Chief or Designee and/or the Safety Committee and/or Accident Review Board will review the accident for preventative, corrective or further action.
- B. Report of a Vehicle Accident involving a Fire Department vehicle with a private vehicle and/or private property that may or may not involve injuries or fatalities, the procedure shall be:
1. If the accident occurred during an emergency response, have dispatch send another unit in your place.
  2. Stop immediately and leave the vehicle in the crash position.
  3. Notify dispatch of the accident and request the appropriate law enforcement agency, ambulances, the Shift Supervisor, the Fire Chief or a Designee, and any other needed resources.
  4. Provide medical care and secure the area where the accident has occurred. Consider the possibility of the area being a "crime scene".
  5. Ensure scene safety and mark the scene using warning lights, flares and cones.
  6. Obtain names, addresses, and telephone numbers of witnesses.
  7. Ensure that on-scene photos are taken by an authorized Fire or Law Enforcement Agency.

8. DO NOT ADMIT FAULT OR LIABILITY BY THE FIRE DEPARTMENT. DO NOT DISCUSS THE ACCIDENT WITH ANYONE OTHER THAN LAW ENFORCEMENT, FIRE DEPARTMENT MEMBERS, OR THE FIRE DEPARTMENT'S INSURANCE AGENT.
9. The driver of the vehicle may be required to submit to a drug and/or alcohol test if conditions warrant.
10. Complete the Injury/Accident form and submit it to your supervisor within 24 hours or before the end of a 24-hour work shift.
11. The Fire Chief or a Designee and/or the Safety Committee and/or Accident Review Board will review the accident for preventative, corrective or further action.





<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 220
		1 of 2
Subject: <b>WORKERS COMP MANAGEMENT</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 220.1. POLICY

The Fire Department realizes that, despite best safety practices and efforts to prevent them, injuries and exposures to Fire Department members may occur. When a member reports an injury, illness or exposure, the following steps will be taken:

- A. If you suffer a work related injury, illness or exposure, you must submit a written report to your supervisor within four working days of the injury, illness or exposure. If you contract an occupational disease as a result of your work for the Fire Department, you must submit a written report of the occupational disease to your supervisor within 30 days after the first distinct manifestation of the occupational disease.
- B. The injured worker must complete and sign the *Report of Injury/Exposure* form and submit it to your supervisor or commanding officer, who will review the incident and forward the form to the Fire Department's claim representative.
- C. The Fire Department's claims representative will complete the *First Report of Injury* Form and submit it to Pinnacol Assurance (via fax, phone or *Pinnacol Online*, as shown on the form).
- D. The injured worker's supervisor or commanding officer will notify the Fire Department's Safety Officer/Coordinator immediately upon receiving notice of the injury, illness or exposure. The Safety Officer/Coordinator will conduct an accident investigation and complete a written report following the investigation.
- E. Medical treatment, if necessary, should be provided by Fire Department's Designated Medical Provider.
- F. The Fire Department's designated claims representative should provide written notice to the injured member with names and contact information for the Fire Department's claims representative, the Fire Department's Designated Medical Providers, and the Fire Department's insurance carrier.
- G. If the injury is life/limb threatening, or if the injured member has been exposed to blood or body fluids, urgent or emergency medical treatment, if necessary, should be provided by the Fire Department's Designated Medical Provider or at the nearest medical facility, in which case the injured member should then follow-up with the Fire Department's Designated Medical Provider.
- H. The Fire Department's designated claims representative will provide information to the Designated Medical Provider, as requested, including: duties/task of injured member, circumstances/nature of injury, and return-to-work options including modified duty tasks.

- I. The Fire Department's claims representative will monitor the injured member's work status and maintain communication with the injured member and Designated Medical Provider.
- J. The Fire Department's claims representative will notify the Pinnacle Assurance claims adjuster of the injured member's work status and if the Fire Department has any concerns regarding the claim.
- K. If the injured member has been released for modified duty by the Fire Department's Designated Medical Provider and the Fire Department has a modified duty position available for the injured member, the Fire Department's claims representative will provide the eligible injured member with a written Modified Duty Job Offer and Modified Duty Job Description/Task List.
- L. The Fire Department's claims representative will coordinate with Pinnacle Assurance's Return-to-Work Specialist to complete the Modified Duty Job Offer, Modified Duty Job Description/Task List, Letter to Treating Provider, and Return to Work Verification Statement, pursuant to Rule 6 of the Colorado Workers' Compensation Act, Rules of Procedure.
- M. The Fire Department's claims representative will notify the Pinnacle Assurance claims adjuster when the injured member has been cleared to return to full duty or released at Maximum Medical Improvement (MMI) by the Fire Department's Designated Medical Provider.

## **220.2. MODIFIED DUTY**

The Fire Department realizes that numerous injuries may require a rehabilitation phase where modified or light duty job status may play an important part in a member's recovery

To the extent the Fire Department has modified positions/duties available, all Fire Department members who have been injured in the performance of their duties with and for the Fire Department, and after having been treated for said injury(ies) by the Fire Department's Designated Medical Provider, shall be given every opportunity to return to work either in a modified/light duty status or in a nonrestricted/full duty status, in accordance with the written recommendations of the Fire Department's Designated Medical Provider and with the Fire Chief's approval.

No member, after being treated for a job related injury, will be allowed to return to his/her job assignment without the direct, written consent of the Fire Department's Designated Medical Provider.

The Fire Chief, after having conferred with the Fire Department's Designated Medical Provider and careful review of all recommendations from the Designated Medical Provider, will determine the work load and work environment for injured members returning to duty.

<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 221
		1 of 2
Subject: <b>PIO / MEDIA POLICY</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 221.1. POLICY

To provide prompt and accurate flow of information to the public through the media outlets available.

#### A Who can provide statements to the media?

1. Only designated PIO's or line-members holding the rank of Lieutenant or higher can make official statements to the media regarding calls, on-going projects, investigations, or any matters which directly reflect on the Fire Department.

#### B. What information can be provided to the media?

1. The Fire Department complies with all current and future statutes regarding the release of information. The following information will not be disclosed absent a legally sufficient subpoena or a legally-compliant written authorization and consent of the affected patient or individual:
  - a). Court Records
  - b). Child Abuse
  - c). Sealed criminal records
  - d). Patient medical information
  - e). Names of victims, patients, juveniles, or deceased persons.

Release of Fire Department records to the media or any other person or entity must comply with SOP 222 *Requests For Public Records And Assessing Charges For The Production Of Public Records*.

#### C. When information is to be released to the media

1. Information needs to be released to the media in a timely manner. Media will be notified of unusual incidents, fires, mass casualties, and any other incident at the discretion of the PIO, lieutenants or higher ranking officers, or Fire Chief. The information will be passed along in a fair and impartial manner to all media outlets and to any larger outlets as is appropriate.

**D. Media access to incident scenes:**

1. Media will be granted reasonable access to incident scenes as determined by the PIO or Incident Commander. Media representatives will be kept a safe distance from the scene and out of the way of operations, but consideration will be given for their needs (e.g., video, sound bites, and interviews).



<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 222
		1 of 2
Subject:  <b>REQUESTS FOR PUBLIC RECORDS AND ASSESSING CHARGES FOR THE PRODUCTION OF PUBLIC RECORDS</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

**222.1. POLICY**

To establish the procedures and fees for responding to requests to inspect or obtain copies of the Fire Department's public records consistent with the requirements of and authority granted by the Colorado Public (Open) Records Act, C.R.S. §24-72-205 ("Open Records Act"), and the Regulations promulgated by the Colorado Department of Public Health and Environment ("CDPHE Regulations").

The fees established by SOP for copies, printouts or photographs of medical records are reasonable, cost-based fees, as required by the regulations implementing the Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated by the US Department of Health and Human Services interpreting and implementing HIPAA, 45 CFR 164.524(c) ("**HIPAA**"), and in compliance with the requirements and restrictions of the Open Records Act and the CDPHE Regulations.

**222.2. PROCEDURE**

- A. The term "public records" shall have the same meaning as set forth in the Open Records Act.
- B. All requests for public records shall be in writing, and shall comply with the requirements of the Open Records Act, HIPAA and CDPHE Regulations.
- C. The Fire Department will comply with the requirements of HIPAA, the Open Records Act, CDPHE Regulations, and any other applicable federal and state laws, with respect to whether it must, may, or cannot produce documents, records or other information requested, and the fees it charges for producing public records.
- D. Where the fee for a certified copy or other copy, printout or photograph of a public record is specifically prescribed by a law, the specific fee shall be charged. If a fee is not specifically prescribed by another law, the Fire Department will furnish copies, printouts or photographs of a public record for a fee of 25¢ per standard page. The Fire Department shall charge a fee not to exceed the actual cost of providing a



copy, photograph or printout in a form other than a standard page. The Fire Department shall charge the actual costs it incurs in having the copies made off-site by an outside copying facility.

E. In accordance with the CDPHE Regulations, if the Fire Department produces copies, printouts or photographs of medical or mental health records pursuant to C.R.S. §24-72-204(3)(a)(I), the Fire Department shall charge the following fees:

1. 25¢ for the first 10 or fewer pages;
2. \$0.50 per page for pages 11-40;
3. \$0.33 per page for every additional page; and,
4. The per-page fee for records copied from microfilm shall be \$1.50 per page
5. Actual postage or shipping costs and applicable sales tax, if any, also may be charged. The Fire Department's custodian of records may present a justification to the Colorado Department of Public Health and Environment to charge additional sums for one or more specific classes of medical records or services, but will not charge such additional sums unless approved by the Fire Department Board and by the Colorado Department of Public Health and Environment.

F. If, in response to a specific request, the Fire Department's custodian of records performs a manipulation of data so as to generate a record in a form not used by the Fire Department, the person or entity making the request shall be charged an administrative fee of \$20 per hour; provided, however, that the fee shall not exceed the actual cost of manipulating the data and generating the record in accordance with the request. An individual or entity making a subsequent request for the same or similar records shall be charged the same fee.

G. If the public record is a result of computer output other than word processing, the fee for a copy, printout, or photograph of the public record shall be based on recovery of the actual incremental costs of providing the electronic services and products, together with a reasonable portion of the costs associated with building and maintaining the information system. The fee may be reduced or waived by the Fire Department's custodian of records if the electronic services and products are to be used for a public purpose, including public agency program support, nonprofit activities, journalism, and academic research. Fee reductions and waivers shall be uniformly applied among persons and entities that are similarly situated.



<b>Administrative Order</b> <b>North-West Fire Protection District</b>		Number 223
		1 of 3
Subject: <b>USEFUL PUBLIC SERVANTS</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 223.1 POLICY

Under certain circumstances, the Fire Department allows citizens to perform work as part of a useful public servant program through the courts. This can be advantageous to the Fire Department, as certain tasks or projects can be accomplished by these public servants at no cost to the Fire Department. The disadvantage is there can be a lessened security to the Fire Department and its members when these public servants are used.

### 223.2 PROCEDURE

- A. Citizens wishing to perform their community service hours at Fire Department must submit a formal written request to the Fire Chief. In this request will be a description of the crime and the disposition given by the courts.
- B. Approval will be at the sole discretion of the Fire Chief.**
- C. A public servant who has been approved by the Fire Chief may work as assigned at the station; provided, however, that if an emergency incident or other situation arises that would place the public servant alone at the station, he/she will be required to leave either until the call is terminated and crews are back in quarters or for the remainder of the day. If the public servant is required to leave for the remainder of the day, the public servant is responsible for rescheduling work hours.
- D. Public servant work hours must be scheduled only when command staff is doubled at the station - *i.e.*, both the Fire Chief and Asst. Chief or Captain will be present during the period scheduled.
- E. Prior to performing any work or activity on behalf of the Fire Department, a public servant must sign the attached Release of Liability form.**

## RELEASE OF LIABILITY

As a service to the community, the North-West Fire Protection District ("**Fire District**") allow citizens ("**Public Servant**") to perform community services on the Fire District's premises or on behalf of the Fire District as part of the Park County Court system useful public servant program. The District's allowing a Public Servant to perform community services on the Fire District's premises or on behalf of the Fire District is expressly conditioned upon receiving this signed Release of Liability before the Public Servant performs any activities on the Fire District's premises or on behalf the Fire District off the Fire District's premises.

**RELATIONSHIP:** THE UNDERSIGNED ACKNOWLEDGES THAT HE/SHE IS NOT AN EMPLOYEE, VOLUNTEER, AGENT, SERVANT OR INDEPENDENT CONTRACTOR OF THE FIRE DISTRICT, AND THAT THE UNDERSIGNED WILL NOT RECEIVE COMPENSATION OR BENEFITS IN ANY FORM FROM THE FIRE DISTRICT IN CONNECTION WITH, OR AS A RESULT OF, THE UNDERSIGNED'S PERFORMANCE OF ACTIVITIES ON THE FIRE DISTRICT'S PREMISES OR ON BEHALF THE FIRE DISTRICT OFF THE FIRE DISTRICT'S PREMISES. UNDERSIGNED ACKNOWLEDGES THAT HE/SHE IS NOT COVERED BY THE FIRE DISTRICT'S WORKER'S COMPENSATION INSURANCE.

**ASSUMPTION OF RISK:** The undersigned, individually and on behalf of his/her family members, heirs or assigns understands the Fire District is responsible for providing fire suppression, fire protection, emergency medical, rescue and hazardous materials services to the citizens and property within its jurisdiction ("**Emergency Services**"). The undersigned understands that providing Emergency Services is inherently dangerous and can result in severe permanent injury or death, and does hereby knowingly assume any and all risks associated with or arising from performing activities on the premises where the Fire District engages in Emergency Services.

**RELEASE OF LIABILITY:** In consideration for being permitted to performed community services on the Fire District's premises or on behalf the Fire District off the Fire District's premises, the undersigned, individually and on behalf of his/her family members, heirs and assigns, hereby releases, waives, and discharges the Fire District and its officers, directors, agents, employees, volunteers, agents and representatives, from any and all liability, causes of action under any theory of law, claims and demands, damages, costs, expenses and compensation, arising from or relating to any injury or damages to person or property incurred as a result of performing community services on the Fire District's premises or on behalf the Fire District off the Fire District's premises.

**INDEMNIFICATION:** In consideration for being permitted to perform community services on the Fire District's premises or on behalf the Fire District off the Fire District's premises, the undersigned agrees to indemnify, save and hold harmless the Fire District and its officers, directors, employees, volunteers, agents and representatives from and against any loss, liability, damage, claim, cost or expense, of any kind or nature whatsoever resulting from performing community services on the Fire District's premises or on behalf the Fire District off the Fire District's premises.

This Release of Liability is not intended to, and does not in any manner, limit the protections afforded the Fire District and its officers, directors, employees, volunteers

agents, and representatives under the Colorado Governmental Immunity Act, §24-10-101, C.R.S. et seq.

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Signature

Date

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Printed Name



<b>Training Safety &amp; Health North-West Fire Protection District</b>		Number 301
		1 of 2
Subject: <b>TRAINING</b>	Effective: <b>08/01/10</b>	Revised: <b>02/10/11</b>
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 301.1. POLICY

To establish the training requirements for Fire department members

### 301.2. LINE-MEMBERS

The Fire Department, through the Training Division, has defined the following training parameters for all line-members for all training seasons:

- A. A minimum of 48 hours per year of training are required, of which 12 hours must be accomplished within the Fire Department. Training within the Fire Department includes training offered by the Fire Department as scheduled training or drill exercises, including individual training when documented and recognized as viable training by an officer of the Training Division.
- B. The 36 hours required training that may be performed outside the Fire Department includes training at any other function that is documented and recognized by an officer of the Training Division or the line-member's supervisor.
- C. The line-employees must strive to maintain 20 hours per month in training.
- D. Training hours will not be counted if duplicated, such as training accomplished within the Fire Department that is duplicated by training at another function or venue.

### 301.3. SAFETY TRAINING FOR ALL MEMBERS

Safety training for ALL members through safety meetings, training classes, posters, and one-to-one discussions are some of the ways the Fire Department can communicate the importance of working safely to all members. Inspections of work areas, review and analysis of work-related injuries and illnesses, and government-mandated training are all resources for determining the type of training needed. Safety training for all Fire Department members should include:

- 1. New member orientation
- 2. Job-specific training
- 3. Hazard-specific training
- 4. Annual refreshers
- 5. Safety also should be included with regular staff meetings

All training should be documented and include the date, topics covered, and all attendees' signatures. Sign-in training sheets will be used to document training.

#### **301.4. OUTSIDE TRAINING**

Outside training must be scheduled through the training captain. If staff schedules training outside of the normal channels, they may be personally responsible for paying for the training and any associated costs.



<b>Training Safety &amp; Health</b> <b>North-West Fire Protection District</b>		Number 302
		Page 1 of 13
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>INFECTIOUS DISEASE PREVENTION PROGRAM</b>		
Issued by: Mike Roll Fire Chief	Approved:	

### 302.1. POLICY

The Fire Department's policy is to provide a comprehensive infectious disease prevention program that reduces the risk of transmission of infectious diseases during emergency incidents and in the work environment; to identify those tasks and corresponding job classifications where transmission of an infectious disease to the public, the member, or other Fire Department member poses an appreciable risk; and to identify appropriate response and reporting procedures where exposure or possible exposure occurs.

This SOP applies Fire Department members who, due to inherent conditions of providing emergency medical services, may be exposed to infectious diseases.

### 302.2 DEFINITIONS

1. Bloodborne Pathogens – Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis “B” Virus (HBV), Hepatitis “C” Virus (HCV), and human immunodeficiency virus (HIV).
2. Contaminated – Presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
3. Contaminated Sharps – Any contaminated object or tools that could penetrate the skin, including, but not limited to: needles, scalpels, and broken glass.
4. Decontamination – Use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens or communicable diseases on a surface or item such that it can no longer transmit infectious particles and the surface or item is rendered safe for handling, use and/or disposal.
5. Exposure Incident – Specific contact with blood, or other potentially infectious materials resulting from the performance of the member’s duties. Contact can be made through the eye(s), mouth or other mucous membrane, through non-intact skin, or other parenteral contact.



6. Hand Washing Facility - A facility providing an adequate supply of running water, soap, and single use towels.
7. Infectious Disease – For purposes of this SOP, “Infectious Disease” shall be those diseases set forth in federal regulations promulgated by the U.S. Department of Health and Human Services and Center for Disease Control and Prevention identifying potentially life-threatening infectious diseases to which emergency response employees as may be amended from time to time.
8. Occupational Exposure – Reasonably anticipated skin, eye, mucous membrane, or other parenteral contact with blood, or other potentially infectious materials that may result from the performance of a member’s duties.
9. Other Potentially Infectious Materials – Any human body fluids that are considered potentially infectious, including, but not limited to, semen, vaginal secretions, cerebrospinal fluids, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid contaminated with blood, and all fluids in situations where it is difficult or impossible to differentiate between body fluids.
10. Personal Protective Equipment (PPE) – Specialized clothing or equipment worn by a member for protection against known and unknown hazard(s).
11. Source Individual – An individual (either living or deceased) whose blood or other potentially infectious materials may be a source of an infectious disease or other potentially infectious materials during the performance of the member’s duties.
12. Universal Precautions – An all-encompassing approach to infectious disease control. All human blood and body fluids are treated as if known to be infectious for diseases transmitted via contact with same.
13. Designated Officer – In accordance with the Ryan White Comprehensive AIDS Resource Act of 1990, the Designated Officer for the Fire Department is the Fire Chief.

### **302.3 GENERAL**

The Fire Department recognizes that infectious diseases are an occupational health hazard for members who in the performance of their duties may: i.) be exposed to infectious disease from a patient; or ii.) operate in a position and/or environment where transmission of an infectious disease to the public or other Fire Department members poses an appreciable risk. The transmission of an infectious disease is possible during all aspects of an emergency response, including in-station operations. While each member is ultimately responsible for his/her own health, the Fire Department seeks to reduce the transmission of infectious disease during an emergency incident and in the work environment. The goal of this SOP is to provide all Fire Department members with the training, knowledge and PPE necessary to reduce the risk of exposure to infectious diseases.

It is the policy of Fire Department's policy to:

- a. Provide emergency medical services to the public without regard to known or suspected diagnoses of infectious disease in any patient.
- b. Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material (Full Body Substance Isolation).

- c. Provide members with the necessary training, immunizations, and PPE needed for protection from infectious diseases.
- d. Recognize the need for work restrictions based on infection control concerns.
- e. Prohibit discrimination of any patient for health reasons, including infection and/or serum conversion with HIV or HBV/HCV virus.
- f. To comply with all Federal and State laws relating to the generation, use, storage, transmission, or disclosure of medical information.

## 2. Exposure Prevention Reduction

The Fire Department offers the following in an effort to reduce the risk of transmission of, exposure to, and infection from infectious diseases:

- a. Education and training.
- b. Hepatitis vaccines will be offered to members with potential exposures.
- c. Tetanus vaccines will be offered to members with exposure risk.
- d. Annual TB screening.
- e. PPE will be provided in accordance with current standards for infectious disease protection.

## 3. Likelihood of Exposure

- a. The following tasks are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious materials:
  - Medical care of injured or ill patients.
  - Rescue of victims from hostile environments, including burning structures, vehicles, water contaminated atmospheres, or oxygen deficient atmospheres.
  - Extrication of persons entrapped in vehicles, machinery, *etc.*
  - Recovery and/or removal of deceased patients.
  - Response to Hazardous Materials Emergencies, both transportation and fixed-site, involving potentially infectious substances.
  - Cleaning of non-disposable equipment.
- b. The following job classifications are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious materials in the performance of their duties:
  - Firefighter-EMT
  - Emergency Medical Technician - Paramedic
  - Fire Department Officer, all ranks

## 4. Infectious Disease Prevention Roles and Responsibilities

- a. Fire Chief
  - Manage the Infectious Disease Prevention Program ("Program"), delegating responsibility and authority to appropriate officers and members as follows.
  - In addition to duties described in NFPA 1501-1987, the Fire Chief will function as the Infection Control Officer.

- Conduct on the spot inspections of on scene, and in station activities to ensure member compliance with the Program and this SOP.
  - Stop or alter any activity he/she observes and deems to pose a threat to the safety and health of a member, mutual aid responders, the public, *etc.*
  - Serve as the Fire Department's "Designated Officer" as required by the Ryan White Comprehensive AIDS Resource Act of 1990.
  - Develop criteria for purchase of the infection control equipment and PPE.
  - Ensure appropriate stocking levels of Infection Control equipment and PPE for each vehicle.
  - In cooperation with the Safety Committee, evaluate exposure reports, and determine if follow up action is appropriate.
  - Conduct surveys to ensure responder compliance with on-scene infection control procedures and in-station activities to ensure member compliance with the Program and this SOP.
  - Coordinate the Fire Department's immunization program, ensuring that appropriate records and documentation are maintained in each member's personnel file.
  - Ensure the Fire Department offers appropriate training concerning infection control procedures.
  - Maintain knowledge of new developments in the field of infection control and implementation changes to the Program and this SOP as appropriate.
  - Ensure all response units are equipped with adequate infection control equipment and PPE. Secure necessary supplies of PPE as needed.
- b. Shift Officers
- The Shift Officers will comply and enforce compliance with the Program and this SOP, monitor operations, correct unsafe behaviors, and refer members for remedial infection control training.
  - Lead by example. Always employ safe operating practices and appropriate PPE during routine in-station, non-emergency duties, and in emergency response.
  - Refer for medical evaluation any member suspected of exposure to an infectious disease.
- c. Members
- Every member:
- Is responsible for his/her personal safety and health.
  - Shall use Full Body Substance Isolation precautions in all instances of possible exposure.
  - Verbally report all suspected exposure incidents immediately to a Shift Officer, then immediately complete an Exposure Report Form. (Attached to this SOP)
  - Report any diagnosis of communicable disease to the Infection Control Officer.

## 5. Infection Control Training

- a. All members shall complete:
- i. Infection control training at the time of initial hire/appointment; and
  - ii. Annual infection control refresher training.
- b. Infection control training materials will be appropriate in content and vocabulary to the educational level, literacy, and language of the members being trained.
- c. Training shall comply with NFPA 1581 and OSHA 29 CFR 1910.1030.

- d. Instructors shall be knowledgeable of program elements particularly as they apply to emergency medical services provided by the Fire Department.
- e. Training records shall be maintained for a minimum of three years after the date on which the training occurs. Training records include:
- Dates(s) of the training session(s).
  - Course topic and content and outline.
  - Name(s) and qualifications of the Instructor(s).
  - Name(s), last four digits of the social security number and job title of attendees.

## 6. Infectious Disease Prevention in the Station Environment

- a. Storage, Decontamination, and Disposal Areas:
- i. All decontamination and disinfection of equipment will be conducted in the station bay.
  - ii. A container marked "**BIOHAZARD WASTE**" shall be maintained in each station bay for disposal of contaminated materials.
  - iii. Immediately upon determining a Biohazard Waste container is full, the Shift Officer shall arrange for proper disposal.
  - iv. At no time will any member use his/her personal vehicle for transporting Biohazard Waste. If necessary, Biohazard Waste may be transported via Ambulance or a Fire Department vehicle.
  - v. Under no circumstances will kitchens, bathrooms, or living areas be used for decontamination, or storage of patient care equipment or infectious waste.
- b. Soiled or Contaminated Laundry:
1. All linen used in conjunction with patient care is considered potentially contaminated.
  2. When possible all contaminated linen will be exchanged at the medical facility receiving the patient.
  3. For those occasions where contaminated linens or clothing cannot be exchanged at a medical facility, a soiled laundry area is maintained in a biohazard bag for delivery to the hospital.
  4. All personal clothing suspected of being contaminated with body fluids or other potentially infectious materials **MUST** be washed in-station.
  5. ***UNDER NO CIRCUMSTANCES WILL CLOTHES SUSPECTED OF BEING CONTAMINATED BE TAKEN HOME BY A MEMBER FOR WASHING.***
  6. Members shall ensure a back up uniform is available at the station during work hours in the event of contamination.
  7. Appropriate precautions shall be utilized when handling potentially contaminated linen.



8. At NO TIME will contaminated or suspected contaminated materials be washed with clean laundry.

## 7. Infection Control PPE

A. The Fire Department is responsible for the supply, repair, replacement and safe disposal of infection control PPE that is, or is suspected of being, contaminated.

B. The Fire Department will ensure an adequate stock of PPE is available and that supplies nearing expiration are used first.

C. Responders will utilize the following PPE as applicable:

### 1. Gloves

- Fire Department emergency response vehicles and stations are equipped with multiple sizes of gloves.
- Gloves shall be worn at all times when there is potential contact with blood or other body fluids, mucous membranes, open wounds or other potentially infectious materials, when performing skills that may result in an exposure incident, and/or when handling any contaminated, or potentially contaminated items.
- The Fire Department will only use/supply nitrile gloves. Latex gloves are prohibited in the Fire Department EMS system.
- Disposable gloves shall be replaced as soon as possible.
- If gloves become contaminated, remove same, and put on clean gloves.

### 2. Hand Washing

- Hand washing facilities are located at each medical facility.
- Antiseptic toiles or gel has been placed on each unit to use between hand washings.
- All members shall immediately wash their hands after removal of gloves or other PPE.

### 3. Eye Protection/Face Shield - Each emergency response vehicle is equipped with clear safety eyewear for each member. Protective eyewear is required to be worn:

- Anytime the member is assigned airway management responsibilities.
- Anytime body fluids are being released in a manner to cause an airborne hazard. (i.e., vomiting, arterial bleeding, gross bleeding, etc.)
- Anytime a potential exists for exposure through eye contact.

### 4. Body/Clothing Protection is required to be worn:

- Anytime body fluids may potentially be, or are being, released that may or will cause contamination of the body and/or clothing of the attendant.
- If a protective garment is penetrated, saturated, or otherwise loses its protective capability, the member will immediately remove the PPE as soon as possible and replace with clean PPE.

### 5. Respiratory Protection – N95 Respirators are provided in emergency response vehicles and are required when:

- Patients with a cough are considered infectious. Members shall utilize a N95 respirator when confronted with any patient suspected of tuberculosis or other potential respiratory exposure condition.

- Members shall utilize eye protection when confronted with any patient suspected of tuberculosis or other potential respiratory exposure condition.
- A N95 respirator is appropriate to be placed on a patient with a potential infection

## **8. Procedure For Members Who Have Been Exposed to a Infectious Disease:**

- a. A member who is exposed, or reasonably believes he/she may have been exposed, to an infectious disease shall immediately utilize cleansing solution to cleanse the potentially exposed area, or wash hands thoroughly at the medical facility.
- b. A member who is exposed, or reasonably believes he or she may have been exposed, to an infectious disease shall immediately report the exposure or possible exposure to the Shift Officer. The Shift Officer will immediately notify the Fire Chief. As soon as possible, the member shall complete an Exposure Report Form (attached) and forward it to the Shift Officer. The member also shall complete a "First Report of Injury" Form and forward it to the Shift Officer.
- c. When appropriate, the member shall stay at or be transported to the medical facility receiving the Source Individual. The member shall describe the exposure incident to the treating emergency department physician and the emergency department physician will determine the severity of the exposure and the need to test the Source Individual. The emergency department physician will coordinate the collection of blood from the Source Individual if it is deemed necessary. The emergency department physician should provide any treatment necessary and, if applicable, collect base line labs from the member. If the Source Individual is deceased or not transported, the member will be taken out of service and transported to the Fire Department's designated workers' compensation physician.
- d. If possible, the member will be returned to duty for the duration of his/her shift. If the member cannot return to duty, as outlined below, the Shift Officer will coordinate coverage for the remainder of the member's shift.
- e. If the Fire Chief has a reasonable belief, based on objective evidence, including but not limited to the reports of physicians or other medical authorities, that a member's medical condition will either pose a direct threat to the public, other Fire Department members, or to the member, or that the medical condition will impair the member's ability to perform the essential functions of his/her position, the Fire Chief may require the member to submit to further medical examination.
- f. If the Fire Chief learns of a member's exposure to a disease from a credible third-party, or observes symptoms giving rise to a reasonable belief that a member may have an infectious disease that impairs his/her ability to perform essential functions of the position or poses a direct threat to the public, another Fire Department member, or the member, the Fire Chief may require the member to submit to a medical examination.
- g. The medical examination shall be an individualized assessment of the member's present ability to perform the essential functions of the job without posing a direct threat to the public, other Fire Department members, or the member, with or without reasonable accommodation. The medical examination shall be based on a physician's reasonable medical judgment that relies on the most current medical knowledge and/or best objective evidence. The Fire Department will pay for all costs associated with the medical examination.



- h. A member identified as having, or possibly having, an infectious disease, and whose position may pose a direct threat to the public, another Fire Department member, or the member, may be placed on administrative leave by the Fire Chief until it is determined whether the member poses a direct threat to the public, other Fire Department members, or the member. If the member is an employee, the administrative leave will be with pay.
- i. A member's failure to submit to a medical examination necessary to ascertain whether the member is capable of performing the essential functions of his/her job, or whether he/she poses a direct threat to the public, other Fire Department members or the member, with or without reasonable accommodation, may result in corrective or disciplinary action, up to and including termination.
- j. Where a medical examination is required, the member shall report to a designated health care professional who has expertise in the member's specific medical condition, and who can provide medical information that will enable the Fire Chief to determine the impact of the medical condition on the member's ability to perform his/her job, and the threat to the public, other Fire Department members, or the member. If the Fire Department's designated health care professional believes the member poses a direct threat, but the member's personal health care professional disagrees, the Fire Chief will evaluate the conflicting medical information by considering, by way of example, the area of expertise of each health care professional, the kind of information each provided, and whether the information provided is consistent with the Fire Chief's own observations or knowledge about the member. The Fire Chief may seek the opinion of a third health care professional.
- k. Upon receipt of the health care professional's report, the Fire Chief will schedule a conference with the member and the District's health care professional to determine the member's ability to return to duty and what, if any, accommodations are required, and whether a reasonable accommodation can be made.
- l. If no reasonable accommodation can be made, the member will only be allowed to return to duty upon receipt of medical documentation that he/she poses no direct threat to the public, to other Fire Department members, or to himself/herself, and that no reasonable accommodation is required for him/her to perform the essential functions of the position (*i.e.*, that the medical condition has changed or has been resolved).
- m. All documentation provided to, or generated by, the Fire Department in accordance with this SOP shall be kept separate from the member's personnel file and maintained in a confidential medical file.
- n. No Fire Department member who has knowledge of or reasonable grounds to suspect that he/she is infected with an infectious disease shall willfully expose or infect any other person or knowingly perform any act or procedure that exposes or infects any other person.
- o. Under the direction of the Fire Chief, the Safety Committee will coordinate an investigation and forward any recommendations to the Fire Chief. The Fire Chief may implement recommendations made by the Safety Committee, as the Fire Chief deems appropriate.

**9. Notification by Medical Treatment Facility of Exposure to Patient with an Infectious Disease.**

- a. When notified by a medical facility of a Source Individual, the Designated Officer is responsible for gathering information regarding the exposure incident and notifying the emergency response providers involved in providing care to the Source Individual.
- b. When notified of an exposure incident, the Designated Officer will arrange for a medical evaluation of each member involved in the exposure incident. The Designated Officer shall provide the physician with all the specifics of the exposure incident and the contact name and phone number of the facility reporting the exposure incident.
- c. The physician shall provide the member and the Fire Department with a written follow-up as required by the Fire Department's worker's compensation insurance carrier.

## 10. Exposure Follow-Up

- a. The Safety Committee will file a written investigation report with the Fire Chief within 30 days of the Incident.
- b. The Safety Committee will review the incident to determine if proper use of universal precautions was in place and make recommendations, if any, to the Fire Chief for changes to policy and procedures to improve member protection and reduce the risk of re-occurrence if possible.

## 11. Infectious Waste Disposal

- a. Materials identified as contaminated/infectious waste will, whenever possible, be disposed of at the receiving Medical Facility. Such items include:
  - Items contaminated by body fluids
  - Dressing and bandaging materials
  - Bed Linens (disposable)
  - Bed Linens that cannot be cleaned by acceptable practice
  - Disposable PPE and/or clothing
  - Contaminated Sharps
- b. Ordinary trash not exposed to body fluids is NOT considered contaminated or infectious waste and shall be disposed of via ordinary trash receptacles.
- c. Examples of materials considered to be Biohazard Waste that must be properly disposed of are:
  - Any item that becomes contaminated with blood or body fluids as a result of an emergency operation, training session, etc.
  - Any item used and/or generated by the Fire Department at the scene of a residential, commercial or roadside emergency.
- d. The officer-in-charge or a crew member will assign a Fire Department member to secure all items identified as contaminated/infectious waste, including, but not limited to, bandaging and dressing wrappers, disposable gloves, and other items the public may view as contaminated/infectious waste.
- e. Procedure for Securing Contaminated/Infectious Waste Materials.
  1. The following contaminated items shall be placed in an approved "Sharps" container immediately after use:
    - IV Needle and contaminated catheter
    - IM/SQ Needles and barrels.

- Contaminated Luer-lock Adaptors and Multiple sample needles.
- Contaminated Blood sampling tubes.
- Pre-loaded syringe.
- Any other form of contaminated Sharp

2. Contaminated items to be placed in designated and labeled Infectious waste biohazard bags, "RED PLASTIC BAGS" for disposal, including:

- Contaminated/Infectious medical waste generated at the scene of a residential, commercial or roadside medical emergency
- Items contaminated by body fluids
- Dressing and bandaging materials.
- Bed Linens (disposable)
- Bed Linens that cannot be cleaned by acceptable practice.
- Disposable PPE and/or clothing.

f. Packing Contaminated/Infectious Waste Materials

1. Full "RED PLASTIC BAGS" containing Contaminated/Infectious materials shall be sealed and double bagged in those cases of potential leakage from the container.
2. Full "SHARPS" containers are to be properly sealed before disposal.

g. Disposal Procedure for Contaminated Waste

1. Immediately upon determining that a full container of Waste exists, the Shift Officer will arrange for disposal.
2. Once the container is full, the inner bag shall be double tied prior to the lid being sealed.

h. Standard Supplies for Hazard Protection

1. Sharps container for Ambulance.
2. "RED PLASTIC BAGS" for biohazard/medical waste trash receptacles.
3. "RED PLASTIC BAGS" shall ONLY be used for the disposal of Contaminated/Infectious medical waste.

## 12. Miscellaneous

a. Eating, drinking, smoking, the application of cosmetics, and handling of contact lenses is prohibited in areas where there is reasonable likelihood of an occupational exposure.

1. Eating, drinking, or transporting food or open drink items in the patient compartment of the ambulance is prohibited at all times.
2. Members riding in the front driver and passenger compartment may eat, drink, and transport food, provided the member has properly washed his/her hands post-patient handling, and before handling food or drink.
3. Members having treated and/or transported any patient who posed a reasonable threat of contamination will not eat, drink or carry food products until the member showers and dons clean clothing.

4. Food and/or drinks shall not be kept on shelves, cabinets, counter tops or bench tops or other areas where potentially contaminated/infectious materials are present.
5. All procedures involving blood or body fluids shall be performed in a manner that minimizes splashing, spraying, and splattering.
6. Use of the mouth to suction blood or other potential contaminated/ infectious materials is prohibited.
7. Specimens of blood or other potentially contaminated/infectious materials shall be placed in a zip lock type container that prevents leakage and is labeled as a biohazard.



**Appendix A**  
**Infectious Exposure Report Form**  
(Attach additional sheets as necessary)

**Exposed Member's Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Call No.:** \_\_\_\_\_ **Shift:** \_\_\_\_\_

**Name of Source:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suspected or Confirmed Infectious Disease:** \_\_\_\_\_

**Transported to:** \_\_\_\_\_ **Transported by:** \_\_\_\_\_

**Date of Exposure:** \_\_\_\_\_ **Time of Exposure:** \_\_\_\_\_

**Type of Incident (e.g., auto accident, trauma):** \_\_\_\_\_

**What were you exposed to?**

Blood    Tears    Feces    Urine    Saliva    Vomit    Sputum    Sweat

**Other: specify:** \_\_\_\_\_

**What part(s) of your body became exposed and how? Be specific:**

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

**Did you have any open cuts, sores, or rashes that became exposed?**    Yes    No

**Be specific:** \_\_\_\_\_

**How did exposure occur? Be specific:** \_\_\_\_\_

**What PPE was in use at the time of the exposure?** \_\_\_\_\_

**Did you seek medical attention?**    Yes    No

**If yes, where:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Shift Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Infectious Control Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Training Safety &amp; Health North-West Fire Protection District</b>		Number 303
		1 of 2
Subject: <b>EDUCATION/TRAINING APPROVALS</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 303.1. POLICY

It is the policy of the Fire Department to encourage and provide annual training to all Fire Department members. The Fire Department's education/training goal is to provide quality training to the largest number of members within budgetary limitations. It is the Fire Department's intent to reduce the amount of travel and other "outside" training expenses by utilizing "in-house" training whenever possible. Training opportunities, in addition to "in-house" training, will be approved and funded according to the following guidelines:

### 303.2. ELECTIVE TRAINING:

1. All members must complete a training request form and secure the approval of their immediate supervisor, or the Fire Chief in the case of administrative personnel. The request form will then be forwarded to the Training Division for approval and processing.
  - a). Approval will be based on the Fire Department's needs, staff development, and available funding.
  - b). Elective training needs are based on a "program training" philosophy, not individual allotments.
2. All members must be eligible for the requested training.
3. If elective training is approved, the District will pay for the tuition, cover the member's on-duty time (employees only) and provide a Fire Department vehicle, if available. Deviations will be evaluated on a case-by-case basis.

### 303.3. MANDATORY TRAINING:

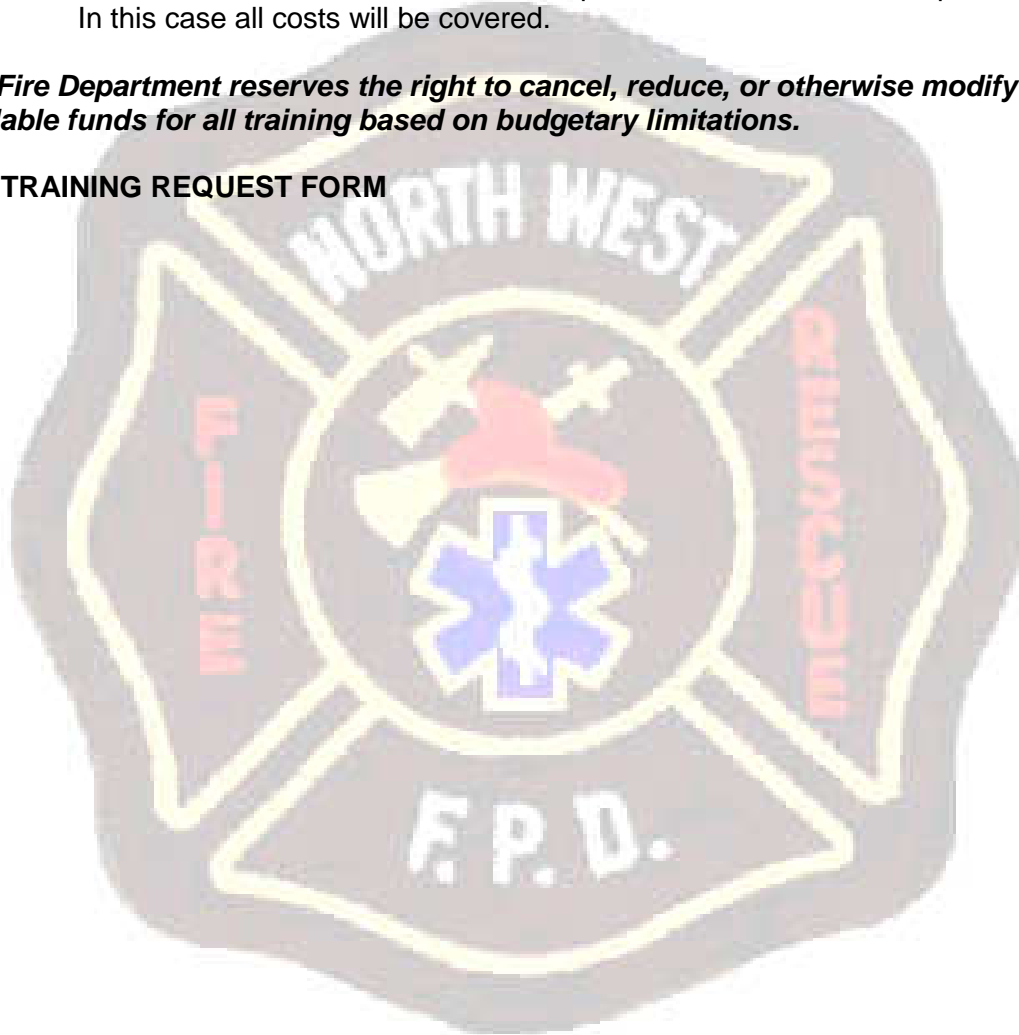
1. If a member is attending outside training at the direction of the Fire Department, all costs will be covered including overtime; depending on the member's normal duty schedule.
2. All members must complete a training request form and secure the approval and signature of their supervisor, or the Fire Chief in the case of Administrative personnel. The request form will then be forwarded to the Training Division for approval and processing.



3. Mandatory training for line-members currently consists of:
  - a). EVO—all line-members
  - b). FFI – State IFSAC certification
  - c). S-130/190 (Red Card FFII)—all line-members
  - d). Hazardous Material Operations Level—all line-members
  - e). FFII—Officers
  - f). EMT/Paramedic—Recertification requirements as needed
  
4. The Fire Department may require certain members to acquire other training and/or certifications to accommodate specific needs of the Fire Department. In this case all costs will be covered.

***The Fire Department reserves the right to cancel, reduce, or otherwise modify the available funds for all training based on budgetary limitations.***

**SEE TRAINING REQUEST FORM**



<b>Training Safety &amp; Health</b> <b>NORTH-WEST FIRE PROTECTION DISTRICT</b>		Number 304
		Page 1 of 2
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>FIRE STATION SAFETY</b>		
Issued by: Mike Roll Fire Chief	Approved:	

### 304.1. POLICY

The Fire Department's goal is to provide a safe fire station environment and lower the risk of personal injury/illness. A large percentage of personal injuries occur while participating in routine activities at or around the fire station. Most of these injuries could be prevented by observing proper safety practices and adopting a safety conscious attitude.

This SOP applies to all Fire Department members.

### 304.2 GENERAL FIRE STATION SAFETY

Many personnel injuries can be avoided through a policy of safety conscious station maintenance. Efforts should be made to keep apparatus floors free from slippery substances, sand/gravel and obstructions; water, oil, hydraulic fluid, sand, *etc.* must be cleaned up whenever accumulations appear, especially on the traffic areas around and between apparatus. In addition personnel should walk, not run, around or between apparatus. Station floors also must be free of slippery substances. Traffic route areas, hallways, stairs, *etc.* should be clear of unnecessary obstacles and obstructions.

### 304.3 Fire STATION MAINTENANCE

Miscellaneous station maintenance that requires the use of power tools must be performed while following the safety precautions listed below:

- a. Select the right tool and use it correctly.
- b. Secure objects you are working on in a vise (as applicable).
- c. Keep tools clean and in good condition.
- d. Keep tools in a safe place. Immediately return tools to a safe place following use.
- e. Use appropriate hand, eye and ear protection.
- f. Use appropriate fuel safety measures (control ignition sources).
- g. Remove or secure loose jewelry and/or clothing to avoid entanglement with equipment.
- h. Follow all manufacturer's safety guidelines

#### **304.4 FIRE STATION OPERATIONS**

- a. Avoid working/standing in proximity of swinging doors.
- b. Close doors, drawers, cabinets and compartments immediately after use.
- c. Start up and idle of fuel powered equipment should be done outdoors or adjacent to an open door when possible.
- d. Vehicle idle inside bay shall not exceed 2 minutes and exhaust fans shall be turned on.
- e. Prior to tours, group(s) shall be advised of procedures/ precautions to take in the event of a fire station response.

#### **304.5 LIFTING**

Utilize the following lifting techniques when lifting moderate to heavy objects:

- a. Use your legs to lift - bend your knees.
- b. Keep your back straight (and your head up).
- c. Do not twist your body while lifting - reposition your feet to avoid twisting.
- d. To lift heavy objects, get your body as close to the object as possible.
- e. Use a spotter to assist with doors, stairs or obstacles when carrying heavy or awkward objects.
- f. Do not attempt to lift or carry more than you can easily handle; if necessary get help.
- g. Heavy objects should ideally be started at approximately waist level when possible.

#### **304.6 GROUNDS MAINTENANCE**

Safety precautions shall be observed when using power lawn equipment: mowers, trimmers, *etc.*

- a. The blade guard on power trimmers shall be serviceable and in the proper position for the intended use before operating.
- b. Safety goggles are available and shall be utilized to provide eye protection from rocks, twigs, and other propelled objects when operating mowers, trimmers, *etc.*
- c. Gloves may be necessary to provide adequate hand protection. If gloves are needed, they must be worn.
- d. Do not use defective equipment, such as power equipment with broken guards without the proper safety protection, *etc.* Repair or replace before use. Altering safety devices is prohibited. If inoperable or not repairable, appropriate documentation and notification should be performed and the device shall be removed from service.

<b>Community Risk North-West Fire Protection District</b>		Number 401
		Page 1 of 5
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>FIRE CODE ENFORCEMENT</b>		
Issued by: Mike Roll Fire Chief	Approved: Fire Chief	

**401.1. POLICY**

The best method for protecting life and property is to identify and correct fire and safety hazards before an emergency occurs. State law requires the Fire Department to enforce the Fire Code adopted by a town with the corporate boundaries of the town and the Fire Code adopted by the County in unincorporated areas. The Fire Code currently adopted by Park County and the towns within the Fire Department's jurisdiction is the International Fire Code, 2006 Edition and its references ("Fire Code"). Wherever possible, line-members are to work for voluntary Fire Code compliance through the education and cooperation of the property owner or operator.

The Fire Chief will designate a shift commander or Fire Marshal to coordinate the Fire Code enforcement program.

This SOP applies only to those commercial buildings facilities and properties within the Fire Department's jurisdiction. The Fire Department generally does not have the authority to enforce Fire Code requirements in private dwellings, and state or federal government properties. The Fire Department can enforce the Fire Code adopted by the State Division of Fire Safety in public schools. The Fire Code currently adopted by the Division of Fire Safety is the International Fire Code, 2006 Edition and its references.

**401.2. PROPERTY FILES**

The Fire Department maintains a file on each property by street address. This file shall contain fire inspection reports, pre-emergency plans, Fire Code enforcement actions, and related property information.

The white original of all Fire Department inspection forms is to be retained in the property file. The yellow copy is to be forwarded to the property owner or operator. The pink copy is to be used by the assigned inspector as a work copy. Each shift is to maintain a work file of all incomplete fire inspections.

**401.3. PLANS REVIEW, NEW CONSTRUCTION AND OCCUPANT LOADS**

**Scope.** New buildings are to be constructed or renovations made to existing buildings in compliance with the Fire Code. This review and inspection is to include compliance with

Fire Code requirements for fire hydrants, Fire Department access, emergency exits, fire extinguishers, fire sprinkler systems, fire standpipe systems, fire alarm systems, key vaults, hazardous materials storage, and the fire resistance of construction features and furnishings.

**Responsibility.** With the cooperation of Town of Fairplay, Town of Alma and Park County Building Department, site and building plans review and inspection of new construction for Fire Code enforcement is delegated to the Fire Department. The government partners are to provide all needed support to the building official in performing this work. To avoid confusion, Fire Department members must only deal with contractors or building operators in coordination with the proper building official regarding plans review.

**Occupant Loads.** The building official and Fire Department inspectors are to establish or revise all occupant loads in buildings.

Absent unusual circumstances, plans review should be completed within 5 days of receipt to the Fire Department. The Fire Chief will designate the members to perform plans review. All plan reviews will be based upon the applicable Fire Code and any other corresponding codes or standards referenced in the Fire Code or which the Fire Chief determines are applicable.

Building plans for review should be submitted to the Fire Department and those copies remain at the Fire Department until such time as deemed necessary to enforce the Fire Code. If there is a substantial change to the initial building plans, amended plans would must be RESUBMITTED to the Fire Department for approval.

When a plan review is completed, a written inspection letter or notice will be sent to submitter, stating any requirements the Fire Department is requesting based upon the review. A copy of all notices will be kept in a property file with the address of the job.

#### **401.4. IN-SERVICE FIRE INSPECTIONS**

**Scope.** In-service fire inspections are to maintain proper fire and life safety conditions in existing public and commercial properties. These inspections also are to include pre-emergency planning. The Fire Department's goal is to inspect all properties once each year. One and two family dwellings and the inside of individual apartments are not routinely inspected as part of the in-service inspection program. In-service fire inspections of state and federal properties are advisory only and are to be conducted with permission.

**Significant Impact.** The enforcement of a Fire Code in existing buildings requires line-members to balance the rights of property owner or operator with the Fire Department's duty to protect lives and property. Line-members must first identify a fire hazard and then determine Fire Code requirements that will have a *significant impact* in reducing this hazard. It is not the intent of the Fire Code to enforce every requirement in every case. Whenever practical, line-member should identify options to the property owner or operator for correcting Fire Code violations.



**Priority.** The priority of in-service fire inspections is to ensure that emergency exits are properly maintained in order for building users and line-members to readily escape in the event of a fire, explosion, hostile situation or other emergency.

**Responsibility.** The Fire Department's service area will be equally divided into three fire inspection districts - one for each shift. The assigned shift commander must ensure that each building in his district is inspected during the year.

### **Operations.**

- Line-members must be courteous, respectful and professional when conducting fire inspections. Line-members shall not perform any personal business during an inspection, shall avoid arguing, making excuses or speaking badly about others, and shall not to accept any gifts or gratuities.
- Line-members must contact property owners or operators and make appointments for in-service fire inspections. Business cards shall be used for this purpose.
- The property owner or operator or his/her representative must give permission for the inspection and accompany the line-members during the inspection. Be sure to thank the property owner or operator for his/her cooperation.
- Do not hurry the inspection. Be sure that the inspection covers all inside and outside areas of the property.
- Fire hazards are to be noted and reviewed with the property owner or operator or his/her representative using the Fire Department's *Fire Inspection Report*. The Fire Department's *Pre-Emergency Plan* form must be used to document property information for fire and emergency control.
- The initial inspection should be of a code consultation nature, with the intent to assist the property owner or operator in correcting fire hazards. Re-inspections are to be scheduled as needed to assist with compliance.
- Completed pre-emergency plans must be copied to both engines and the Fire Chief's vehicle for incident command use and to the Read File for the information of all line-members.
- Only pre-emergency plans should be completed for those properties where a fire inspection is not appropriate.
- If the property owner or operator fails to cooperate in correcting fire hazards, a Fire Department *Order to Comply with the Fire Code* shall be issued by the shift commander.
- The Fire Department *Order to Comply with the Fire Code* should be served directly to the property owner or operator or may be left with a responsible employee of the property owner or operator. If needed, the order may be posted on the main door to



the property or may be mailed by certified mail to the property owner or operator's legal address.

- If compliance still cannot be obtained, a Fire Department *Summons and Complaint* shall be issued by the shift commander and the matter referred to the town or county attorney, and town or county court. The white copy of the *Summons and Complaint* shall be forwarded to the court. The shift commander shall appear in court as needed to prosecute the matter.
- Line-members must stay response ready while conducting fire inspections and work in teams of at least two.

**Complaints.** Complaints regarding fire hazards must be forwarded to the shift commander who shall assign the complaint to the proper shift. Absent unusual circumstances, complaints should be investigated within two duty days.

**Property Owner or Operator Certifications.** Property owners or operators may be required to certify in writing that they have inspected all smoke detectors, fire extinguishers or fire escapes inside individual dwelling units and that they are in working order. The shift commander in other appropriate situations may require property owner or operator certifications.

**Hostile Property Owners or Operators.** Line-members who encounter uncooperative or hostile property owners or operators must maintain an attitude of courtesy and respect. They shall discontinue the inspection and refer the matter to the Fire Marshal for formal enforcement procedures.

**Unsafe Buildings.** Buildings that are unsafe due to inadequate exits, electrical hazards, structural deficiencies or other hazards shall be referred to the building official of the Authority Having Jurisdiction for correction. The fire inspection is not to be completed until the building official reports that these unsafe conditions have been corrected.

#### **401.5. KEY BOXES**

An approved key box with two sets of building access keys shall be installed at the main entrance to all buildings equipped with an automatic fire alarm system, automatic fire sprinkler system or serving multiple tenants accessed through a common secured entryway. Only the approved Fire Department standard key box shall be used.

#### **401.6. FIRE ALARM SYSTEM MALFUNCTIONS**

The shift commander shall order a fire alarm system out of service if it repeatedly malfunctions. A written order to have the fire alarm system repaired within a reasonable time shall be given to the property owner or operator. The property owner or operator shall be required to notify the shift commander when the system is repaired. The written order shall include a "fire watch" requirement if the property is a school, hospital, dormitory, nursing home or other high life hazard property. After the initial notification,

fire alarm malfunction is the responsibility of the shift commander assigned to that fire inspection area.

#### **401.7. HAZARDOUS MATERIALS MANAGEMENT PLAN**

**Requirement.** Line-members must require a hazardous materials management plan at properties using or storing hazardous materials in quantities that require right-to-know reports or as established by the Fire Chief. These plans are to include an inventory, site plan, material safety data sheets, emergency contact information and a designated emergency clean-up contractor. This plan is not required for the use and storage of heating and cooking fuels. The property owner or operator shall be required to keep the hazardous materials management plan current.

**On-Site Information Box.** The hazardous materials management plan shall be maintained on-site in a location readily accessible to line-members. The plan shall be stored in a weatherproof box painted bright yellow and labeled HAZMAT PLAN or similar wording. A rural mailbox or similar container is acceptable. The container may be locked for security provided that line-members can easily gain access.

#### **401.8. RESIDENTIAL FIRE SAFETY SURVEYS**

When requested by the residents, line-members shall perform fire safety surveys of private homes and apartments. Residential fire safety surveys are courtesy inspections only and are not for Fire Code enforcement unless extremely dangerous conditions are discovered. Extremely dangerous conditions are conditions that threaten adjacent properties.

These home surveys are primarily for public education. Line-members are to check for and review the following with the residents: working smoke detectors, home fire escape plan, fire extinguishers, proper handling and disposal of smoking materials, safe electrical wiring, appliances and equipment, safe heating and cooking equipment, flues and chimneys and the safe storage of flammable liquids.

#### **401.9. APPEALS**

Property owners or operators who believe that the Fire Code is being unfairly applied may appeal to the Fire Chief. If the Fire Chief cannot resolve the matter, the Fire Chief may assist the property owner or operator in making a formal presentation to the Appeals Board established under the Fire Code.

<b>Community Risk North-West Fire Protection District</b>		Number 402
		1 of 3
Subject: <b>FIRE INVESTIGATION</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

#### 402.1. Policy

Under Colorado law, the Fire Department's Fire Chief is required to investigate, or cause to be investigated, the cause, origin and circumstances of every fire in the Fire Department's jurisdiction by which property is destroyed or damaged and, so far as possible, to determine if the fire was the result of carelessness or design. Further, accurate listings of causes are fundamental to the protection of lives and property from the threat of hostile fire or explosions. It is through an efficient and accurate determination of the cause and responsibility that future fire incidents can be avoided.

- A. An investigator will be dispatched by Alarm or called by the officer in charge and will respond to the scene of all fires.
  1. Known juvenile firesetters who have caused minor fires by playing with fire, matches, *etc.*, shall be referred to the Youth Firesetter Program. Referrals can be made by contacting a fire investigator or the fire chief.
- B. When a fire investigator is on the scene or responding, companies shall delay non-essential overhaul and secure the fire scene until a fire investigator arrives. Salvage and all unnecessary interim activities that may alter or contaminate the fire scene, or that may interfere with a subsequent origin and cause investigation, must be discontinued until authorized to continue by the responding fire investigator.
  1. Command shall assign personnel to protect the fire scene and maintain custody of the scene until the arrival of a fire investigator, especially when delay in response to the scene by an investigator has been indicated.
- C. Federal and state law allows a fire investigator to enter private property without a search warrant for purposes of conducting an investigation into the cause and origin of a fire, provided that such entry is made as soon as or shortly after the Fire Department has stabilized the fire to a point where the fire investigator can perform the investigation safely. In general, the fire investigator must remain on the premises until the investigation is completed; although evacuating the premises for a few hours to let smoke, steam, *etc.* to clear and/or daylight to arrive is permitted, longer absences may require the fire investigator to obtain the property owner's consent to re-enter the property or to obtain a search warrant.
- D. After achieving fire control, Command may release companies not required to complete investigation and overhaul. In some cases involving lengthy investigation

periods, companies may return to quarters and return later to the scene to complete overhaul activities when requested by the investigator.

1. Command shall turn over jurisdiction of the fire area to the investigator as soon as possible after the fire is stabilized. The investigator retains jurisdiction until the investigator releases it back to Command or other authorized personnel. The investigator may inform Command that the investigator intends to maintain custody of the scene for further investigation.
  2. The investigator shall request from Command any personnel or equipment necessary for the investigation. Command shall make every attempt to meet such requests, to the extent possible under the prevailing circumstances.
- E. All personnel shall cooperate with the fire investigator. Protection of the fire scene and preservation of physical evidence must be a primary concern once life safety is secured and fire control is achieved. An attempt to identify the victim and any witnesses who are at the fire scene must be made as soon as possible, and shall not be delayed until the investigator is actually on the scene. Obtaining the identification of witnesses is critical to the conduct of the subsequent investigative process. If police officers are at the scene, the Command may request them to obtain such information and identification for fire investigators, but if police officers are unable to comply with the request (as the result of other circumstances which may take precedence) Command retains this responsibility.
- F. Destruction of Evidence: It is incorrect to believe that evidence is completely destroyed by fire. This misconception is the reason many incendiary fires have never been brought to the attention of the courts.
1. Evidence is not destroyed in fires except in very rare cases. The form, shape, color, size, and weight may be altered, but evidence can still be identified upon trained examination. It is critically important to preserve the evidence by not moving fire debris unnecessarily.
  2. The fire department must protect the fire scene from unnecessary damage during firefighting operations. Special care must be exercised during extinguishment to avoid washing out evidence through misuse of fire streams. Overhaul presents the greatest potential for damage to evidence, which may be used by the fire investigator and law enforcement in subsequent court cases and prosecution. Salvage operations should be minimal until the investigation can be completed, and should be confined to diminishing eventual loss. Companies assigned to salvage and overhaul should incorporate scene security and evidence preservation into their plan to stop the loss.
  3. The fire scene is the investigator's laboratory. The fire investigator must search it carefully, and thoroughly, photograph the scene in place, diagram all evidence placements, and collect and preserve all evidence.
  4. The fire scene must be guarded. Evidence cannot be used in court unless the fire investigator can establish chain of custody by proving who found the evidence, where it was found and prove that evidence was not tampered with while in official custody. To ensure that the chain of custody remains unbroken, the scene must be posted, and custody must be maintained until the scene is released. No unauthorized persons may enter the scene. The Fire Department has the legal authority to close the scene entirely, even to the

property owner or to other interested persons. It is vital that the Fire Department prevent personnel from unnecessarily walking through a fire area, walking on, obscuring evidence, or picking up or moving evidence. This shall include both Fire Department members and media. If it is essential that evidence be moved, or if necessary firefighting operations may damage evidence, the evidence must be covered or its location marked before moving it carefully to a secure location.

- G. Local law enforcement is responsible for investigating all non-arson crimes discovered at fire scenes and Fire Department members must report such crimes to law enforcement and cooperate with law enforcement officers and detectives. Law enforcement and the Fire Department's fire investigators will conduct joint investigation of fire deaths or life-threatening injuries at fire scenes:
1. Fire Department fire investigators determine the fire origin & cause and arson crime only;
  2. Law enforcement is responsible for identification and removal of all bodies from fire scene;
  3. Law enforcement determines the cause and manner of deaths in cooperation with the Park County Coroner's Office.

**References:**

NFPA 921  
NFPA 1033





<b>Community Risk North-West Fire Protection District</b>		Number 404
		1 of 1
Subject: <b>KNOX BOX ACCESS</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

#### 404.1. Policy

To facilitate rapid access with minimal damage to occupancies during emergency situations, and for access to and resetting of fire protection systems, the Fire Department utilizes the Knox Box Security Key System. Key boxes for housing the Knox Box master key (Knox key) will be located in selected response apparatus and vehicles.

- A. Fire Department officers will be issued a code for accessing the key boxes on the apparatus.
- B. It is imperative that the security of Knox Box Security Key System not be compromised. Officers shall keep account of the access code. Knox keys shall remain secure in the vehicle's key box at all times when not being directly utilized. When released, Knox keys shall always remain in possession of the Officer.
- C. Malfunctioning Knox boxes and reset switches shall be referred to the Fire Marshal. Malfunctioning vehicle key boxes shall be reported to the duty officer and a referral made to maintenance. Malfunctioning keys from a Knox box must be immediately replaced if available from the responsible party, or turned over to the Fire Marshal, with a referral, for replacement.



<b>Community Risk North-West Fire Protection District</b>		Number 405
		1 of 1
Subject: <b>FIRE WATCH</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 405.1. Policy

To standardize the Fire Department's policy to issue a Fire Watch in any structure in which the fire protection system has been rendered partially or completely inoperable, including monitored fire alarm systems and sprinkler systems. The Fire Watch will remain in effect until the system is restored to normal operation.

- A. A Fire Watch may be issued by any officer while performing his/her duties on an emergency alarm inspection.
- B. A Fire Watch should be issued when a fire protection system cannot be reset or returned to service. If a malfunctioning zone or a single malfunctioning head can be taken off line, leaving the majority of the system reset and in service, a Fire Watch may not be necessary, at the discretion of the officer.
- C. Proper procedures shall be followed for issuing Fire Watch:
  1. Determine if the system is out of service.
  2. Notify the responsible party of the issuance of Fire Watch.
  3. Have the responsible party read and sign the Fire Watch paperwork.
  4. Have the responsible party call the monitoring company to take the system off-line.
  5. Notify Fairplay dispatch of the Fire Watch.
- D. The Shift Officer and the Fire Marshal shall be notified, through pass on procedures, of the issuance of a Fire Watch.
- E. A Fire Watch shall remain in effect until the Fire Department is notified that the fire protection system is in proper operating condition.

<b>Operations</b> <b>North-West Fire Protection District</b>		Number 500
		Page 1 of 8
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>FIREFIGHTING OPERATIONS</b>		
Issued by: Mike Roll Fire Chief	Approved:	

### 500.1. POLICY

The Fire Department is to use an aggressive fire attack whenever possible for maximum life and property protection.

### 500.2. STANDARD RESPONSE

The standard response to a reported building fire shall be at least sixteen firefighters staffing five fire trucks. The standard response to vehicle, grass and dumpster fires, gas leaks, fire alarms, and similar incidents shall be the on-duty crew and any available volunteers who want to respond.

### 500.3. STRATEGIES

The basic firefighting strategies by priority: **size-up, rescue, exposures, confine, extinguish, overhaul (RECEO)**.

### 500.4. SIZE-UP

The first arriving crew shall conduct a size-up. A serious fire is to be assumed in progress unless actual inspection determines otherwise. A concealed fire is to be expected if nothing is showing on arrival. Help must be called on size-up if there is any doubt that the responding force can control the fire.

### 500.5. PERSONAL PROTECTIVE EQUIPMENT

- All firefighters must use full firefighting PPE with SCBA /PASS for building, vehicle and dumpster firefighting.
- Firefighters must not breathe smoke.
- The pump operator and working FDIC must wear SCBA/PASS for potential firefighter rescue operations until RIT is established.

- Firefighters must use wildland firefighting PPE or building fire PPE for grass fires. For prolonged operations firefighters with building fire PPE may remove liners.
- The FDIC working in a command post is not required to wear firefighting PPE.

## **500.6. INVESTIGATIONS**

With nothing showing on arrival, the first crew on scene shall conduct an investigation. This crew must be in full building fire PPE with SCBA/PASS and shall advance an AFFF fire extinguisher, forcible entry tools and box light. The second and later arriving fire trucks are to stage on available hydrants and call for orders from the FDIC. Two fire trucks are to stage together on hydrants where a long hose lay is required.

## **500.7. FORCIBLE ENTRY**

Entry must be made quickly into locked structures with any evidence of fire. Exposed buildings, walls and ceilings are to be opened without delay to check for fire spread. The FDIC must make sure that Knox key boxes are used if provided.

## **500.8. WATER SUPPLY**

On the signs or signal of a working fire, the responding fire truck must establish a water supply. The signal to charge hydrant lines is three short air horn blasts.

**Water Tender Service.** With smoke showing or other indication of a working fire in an area without fire hydrant protection, the tender driver must establish a water supply for the attack engine using the drop tank and water shuttle procedures. The Incident Commander may direct that nurse tender procedures be established if it appears the incident can be controlled without the need for large amounts of water. Additional mutual aid tenders are to be called if needed to assist with water shuttles.

## **500.9. ATTACK LINES**

1<sup>3</sup>/<sub>4</sub>-inch hand lines are to be used for vehicle and dumpster fires, and building fires limited to one or two rooms. One or more 2<sup>1</sup>/<sub>2</sub>-inch hand lines are to be used to knock down larger fires.

Master stream devices are to be used for large area fires and exposure protection. Master stream devices, including the ladder pipe, are to be operated at building corners to cover two sides and be protected from collapse dangers.

Pump operators are to provide standard pump pressures:

100 psi EP	150 psi EP	200 psi EP
Relay pumping	Hand lines	Foam lines
Forestry hose	Master streams	Extended lines
	Ladder pipe	
	Cellar/piercing nozzles	
	Fire department connections	

Standard pump pressures for hand lines, master streams, and special nozzles are set for 200 foot long hose lines from the pump to the device.

Standard pump pressures for extended lines are set for 350 foot long hose lines from the pump to the device.

#### 500.10. OFFENSIVE ATTACK

An interior offensive attack through the main entrance is the primary attack to protect lives and property.

On-Duty Crew	Fire Truck #1 Fire Truck #2	<b>Attack Sector:</b> First attack line supported by water supply, tools, lights, ventilation.
Recall Crews	#3	<b>Exposure Sector:</b> Second attack line, check fire extension.
	#4	<b>Rescue Sector:</b> Third attack line, ventilation, entry, search
	#5	<b>RIT Sector:</b> fireground support, prepare for rescue

**Ladder 42 shall be the first recall unit or the second overall unit to respond to all reported structure fires within the hydranted areas. This allows for a timely arrival and placement of the aerial apparatus. The unit should be manned by a minimum of 3 personnel trained in the operation of this aerial apparatus.**

Each hose team must have forcible entry tools, a radio and box light. Hose teams are to knockdown the fire, start hydraulic ventilation and search for victims and fire spread, opening ceilings and walls as needed.

The on-duty force of two firefighters with a fire truck is expected to offensively control up to 1,500 square feet of fire area with a single 1¾- inch attack line.

#### **500.11. DEFENSIVE ATTACK**

An exterior, defensive attack is to be made when:

- Fewer than four firefighters are on-scene.
- The building is unsafe to enter.
- The building is of little value.
- The building cannot be adequately ventilated.

A defensive attack is to be used when the fire has involved trussed roof or floor assemblies. Firefighters are not to work on or under trusses involved in fire.

The on-duty force of two firefighters is expected to put two master streams or other fire streams in service to prevent the fire spread from the building of origin.

#### **500.12 RESCUE**

In the event that persons are trapped in a building or other structure on fire, the FDIC is to mount a strong fire attack as the best way to save lives. The FDIC is to make sure that all buildings are properly searched to make sure that there are no fire victims.

#### **500.13. UTILITIES CONTROL**

The first pump operator is to make sure that gas and electric service is shut-off to the fire area.

#### **500.14. FIRE DEPARTMENT CONNECTIONS**

The first pump operator is to make sure that FDCs are pumped at working fires. If needed, he is to have later arriving fire trucks lay supply lines into FDCs.

#### **500.15. BACKDRAFT CONDITIONS**

An exterior, indirect attack is to be made to rapidly cool a fire area in backdraft conditions.

## **500.16. VENTILATION**

The FDIC is to make sure that horizontal ventilation is established whenever smoke under pressure is present at a building fire. A ventilation opening is to be made in front of the fire attack. Positive pressure ventilation is to be used whenever practical.

In general, vertical ventilation is not to be done for safety reasons. The FDIC is to direct the use of piercing nozzles or other indirect attack options into roof or attic spaces to control fire spread. Top floor horizontal ventilation supported by positive pressure fans may be conducted when the structure is heavily involved in fire.

## **500.17. FIRE WATCH**

A fire watch is to be posted when adequate overhaul is not possible or when heavy or concealed fire damage has occurred. The fire watch shall continue until there is no possibility of rekindle. The fire watch crew is to be at least two firefighters and one fire truck. In fires with less damage, the shift commander is to have a fire truck crew check the building at 1, 2 and 3 hours after the fire.

## **500.18. AUTOMATIC FIRE ALARMS**

Automatic fire alarms should be considered as reports of incipient building fires until a thorough investigation is made. The FDIC is to make sure that a complete perimeter check is made and that attic and cockloft spaces, sprinkler valves and the roof are inspected. Key vaults are to be used to gain access to locked buildings. If the building does not have a key vault, the FDIC is to request a key holder to respond.

If access cannot be gained to a locked building and there is no evidence of fire, one fire truck crew is to standby for an additional 15 minutes to watch for signs of developing fire. At the end of this period they are to make a second perimeter check and return to service.

Entry is to be forced if a smoke detector alarm can be heard sounding in a locked dwelling.

Firefighters are not to reset automatic fire alarms. The fire alarm system is to be silenced and the building operator instructed to have the system serviced.



## **500.19. VEHICLE AND DUMPSTER FIRES**

Vehicle and dumpster fires are to be considered very hazardous. Full building fire PPE and SCBA/PASS must be used. At least a 1¾-inch hose line must be used for working fires. The FDIC is to make sure that the fire has not extended into exposures.

## **500.20. FOAM FIREFIGHTING**

The standard foam used by the Fire Department is to be 1% - 3% alcohol resistant AFFF. The standard portable eductor is rated at 125 gpm. Each 125 gpm foam line can extinguish up to 1,200 square feet of burning fuel respectively. Two or more foam lines are to be teamed to extinguish larger fires.

- AFFF is to be used at 1%/3% for hydrocarbon fires at 3%/6% on alcohol fires.
- At least 5 cans of foam concentrate, a 10-minute supply, are to be on hand to support each foam line.
- AFFF may be used at 1% or less to extinguish Class A fires.
- Class A foams are to be used as needed to extinguish Class A fires including grass and hay fires.

## **500.21. GRASS AND FIELD FIRES**

Grass fire control operations are to encircle the fire perimeter completely and render the fuel inside the perimeter harmless. The FDIC is to protect exposed buildings and valuable farmland or rangeland from spreading fire. A direct attack on the fire perimeter from the flanks moving toward the head is the preferred method of operation. Two trucks operating in tandem is the primary method of grass fire attack; the first truck to knock down the fire and the second truck is to follow to extinguish spot fires. Class A foam is to be used when needed to increase the effectiveness of water.

Whenever practical, the county road and bridge department should be called to use road equipment to cut fire lines around large grass or field fires. The landowner may use a tractor for this purpose; however, the use of private tractors and water tankers, or civilians in any capacity, to assist with firefighting is not permitted unless directly ordered into service by the FDIC.

## **500.22. FIRE FOLLOW-UP**

The FDIC is to leave a written fire inspection report with the property operator giving instructions for post fire inspections or repairs. These instructions include servicing fire extinguishers used to control the fire, fire alarm systems, fire watches, repairs to mechanical equipment, *etc.*

The FDIC is to notify the building official of fire damage to structures. The gas and electric utility providers are to be notified of fires that involve their equipment. The Red Cross is to be called for families that need after-fire assistance.

### **500.23. AIR ATTACK**

Air attack may be ordered through the sheriff or his designee. The first load of retardant is free and the county would pay for additional drops. A SEAT is expected to bill at approximately 1200 dollars per hour.

Air attack considerations include: call for air attack early if it is needed, winds are not to exceed 25 mph, air attack is to be in daylight, notify pilots of hazards such as power lines, towers, trees or other aircraft.

The pilot is the sole judge of safe conditions for air attack operations. The FDIC is to rely on the pilot's judgment to determine the proper attack.

All radio communications are to be between the FDIC and the pilot on FERN. This channel is to be exclusively used for air/ground communications.

Normally the pilot will reload at his assigned airfield. If necessary, he may land at another approved airstrip. The FDIC is to assign a fire truck to reload the air tanker at any alternate airstrip.

<b>Operations</b> <b>North-West Fire Protection District</b>		Number 501
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Subject: <b>RUNNING ORDERS &amp; ASSIGNMENTS</b>	Effective: <b>08/01/10</b>	Revised:
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 501.1. POLICY

The Fire Department's intent is to provide for an efficient and effective fire attack at any structure fire within the Fire Department's boundaries. The SOP should be followed when possible; however, it is understood that adjustments may need to be made as personnel and apparatus availability may change day to day.

### 501.2. PROCEDURE

#### Hydranted Area

- Engine 42 – crew up to 5 (initial attack)
- Engine 41 – crew up to 5 (water supply, RIT, attack)
- Ladder 42 – crew up to 4 (forcible entry, S & R, defensive)
- Engine 43 – crew up to 2 (water supply, attack)
- Tactical Tender 42 – crew up to 2 (attack)

All other apparatus are to be used to bring personnel, but may not be used in operations unless the Fire Department needs brush units to support wildland urban interface issues.

#### Non-Hydranted Area

- Engine 42 – crew up to 5 (initial attack)
- Engine 41 – crew up to 5 (water supply, RIT, attack)
- Tactical Tender 42 – crew up to 2 (water supply)
- Tender 43 – crew up to 2 (water supply)
- Engine 43 – crew up to 2 (water supply or attack)
- Pump 42 – crew up to 2 (water supply)
- Ladder 42 – crew up to 4 (attack, S & R)

All other apparatus are to be used to bring personnel, but may not be used in operations unless the Fire Department needs brush units to support wildland urban interface issues.

<b>Operations</b> <b>North-West Fire Protection District</b>		Number 502
		Page 1 of 4
Subject: <b>OPERATING APPARATUS AND VEHICLES IN EMERGENT AND NON-EMERGENT SITUATIONS</b>		Effective: <b>08/01/10</b>
Issued by: Mike Roll Fire Chief		Revised:
Approved:		

### 502.1. POLICY

This SOP sets forth the Fire Department's procedures for appropriately mounting, driving, and staging Fire Department apparatus when responding to emergency incidents, and operating apparatus and vehicles in non-emergent situations.

This SOP applies to all Fire Department members.

### 502.2 SAFE DRIVING

All members are responsible for operating Fire Department apparatus and vehicles in a safe manner at all times. Safe driving practices shall be strictly adhered to and enforced.

### 502.3 NON-EMERGENCY OPERATING PROCEDURES

Every Fire Department apparatus or vehicle operated in a non-emergent situation, *including returning from an emergency*, shall be operated in strict compliance with all applicable traffic laws and regulations. In addition to obeying all applicable traffic laws and regulations, every driver shall:

1. Before attempting to operate any Fire Department apparatus or vehicle, advise the officer in charge of any medications the member has taken that could impair the member's ability to operate the apparatus or vehicle;
2. Ensure that all Fire Department personnel and other individuals are in place with seat belts fastened, and, with respect to apparatus, receive a signal that everyone is ready to proceed before moving an apparatus;
3. Operate an apparatus or vehicle in a safe and courteous manner;
4. Operate apparatus or vehicle with the headlights on when needed;
5. Check around the outside of the entire apparatus before moving it;
6. Use turn signals, or hand signals where appropriate, before making any turn;
7. On apparatus, do not exceed speed of 25 mph when snow chains are in use;
8. Park only in designated areas to avoid creating traffic congestion. An emergency apparatus may only be parked in a fire lane and driveway when

responding to an emergency at the occupancy, or when the emergency apparatus has a mechanical failure. Emergency apparatus and other vehicles shall be parked or stopped in a location that minimizes the danger to personnel, and, to the extent possible, does not create a traffic hazard or blind spots;

9. Avoid parking emergency apparatus in a location that requires the apparatus to be backed-up. Back-up an emergency apparatus only after the spotter is positioned at the rear of the emergency apparatus to provide backing directions. The spotter must remain in visual contact with the driver at all times, and shall not re-enter the emergency apparatus until it has come to a complete stop; and,
10. Place a wheel chock in proper position after dismounting from the cab, except when parking in the apparatus bay.

#### **502.4 EMERGENCY RESPONSE PROCEDURES**

All Fire Department apparatus and vehicles responding to an emergency must be operated in accordance with Colorado Revised Statutes § 42-4-108 and applicable law. The driver of an apparatus or vehicle in response to an emergency shall at all times drive with caution and due regard for the safety of all persons. The following general principles apply when driving an emergency apparatus or vehicle:

- a. Only use lights and sirens when responding to a true emergency;
- b. Follow the Fire Department's standard protocols for leaving the fire station, including having all personnel on board, seated and belts on, and assuring fire station doors are fully open;
- c. Drive defensively and professionally at reasonable speeds;
- d. Know where you are going;
- e. Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner; and,
- f. Safe arrival shall always take priority over speed of response.
- g. The driver of an emergency apparatus or vehicle, when responding to an emergency call *but not when returning from an emergency call or in any other non-emergent circumstance*, may perform certain exceptions to State traffic laws, in accordance with the following rules:
  1. Parking.
    - i. A driver may park an emergency apparatus or vehicle in a location that would otherwise be prohibited by State law, but only when the emergency apparatus or vehicle's emergency lights are being used (unless using the emergency lights would cause an obstruction of the normal flow of traffic). If it is not necessary to park an apparatus or vehicle in or near traffic lanes, the apparatus or vehicle should be pulled off the road to parking lots, curbs, etc.; and,
    - ii. When stopped at the scene of an incident, an emergency apparatus or vehicle should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle



mounted floodlights and any other lighting available shall be used to illuminate the scene.

2. Warning Lights and Sirens.

- i. When responding to an emergency, warning lights shall be on and sirens shall be sounded to warn any nearby drivers of other vehicles; and,
- ii. The use of sirens and warning lights does not automatically give the right-of-way to the emergency apparatus or vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the apparatus' presence. Drivers of emergency apparatus and vehicles must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others;

3. Exceeding Posted Speed Limits.

- i. Emergency apparatus and vehicles are authorized to exceed posted speed limits only when responding with lights and sirens and under favorable conditions. This applies only with light traffic, good roads, good visibility and dry pavement. Under these conditions a maximum of 10 mph over the posted speed limit is authorized;
- ii. In unfavorable conditions, the speed of the emergency apparatus or vehicle should be relative to the conditions;
- iii. When an emergency apparatus or vehicle must travel in center or oncoming traffic lanes, the maximum permissible speed shall be 20 mph; and,
- iv. The driver of an emergency apparatus or vehicle shall obey all posted speed limits in school zones.

4. Intersections.

- i. Intersections present a significant danger to Fire Department apparatus/vehicles and other drivers. When approaching and crossing an intersection with the right-of-way, drivers shall not exceed the posted speed limit;
- ii. When the driver of an emergency apparatus or vehicle must use center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign), the driver must come to a complete stop before proceeding through the intersection, even when the emergency apparatus or vehicle has a green traffic light;
- iii. When approaching a red light or stop sign the emergency apparatus or vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way. Eye contact should be established with drivers of other vehicles of oncoming traffic; and,
- iv. The driver of an emergency apparatus or vehicle also shall come to a complete stop before proceeding through an intersection when directed by a law enforcement officer; at blind intersections; when the driver cannot account for all lanes of traffic in an intersection; and, when other intersection hazards are present.



5. The driver of an emergency apparatus or vehicle shall come to a complete stop for a school bus that is in the process of loading or unloading students and the bus has its stop sign displayed. The emergency apparatus or vehicle shall proceed only after the safe loading or discharge of the passengers;
6. Members shall only ride in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any emergency apparatus or vehicle at any time;
7. During an emergency response, Fire Department emergency apparatus or vehicle should avoid passing other emergency vehicles;
- h. The unique hazards of driving on, or adjacent to, the fire ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.



<b>Operations</b> <b>North-West Fire Protection District</b>		Number 503
		1 of 7
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>INCIDENT COMMAND SYSTEM</b>		
Issued by: Michael Roll Fire Chief	Approved:	
	Fire Chief:	

### 503.1. Policy

The intent of this SOP is to institute an incident command system that provides operational coordination and effectiveness during emergency operations. This system shall identify and address safety and health objectives.

**The Fire Department has adopted the National Incident Management System (NIMS) as the model for all Incident Command Procedures.**

### 503.2. SYSTEM STRUCTURE

#### 1. IMPLEMENTATION

- a). The Incident Command System (ICS) shall be used at all emergency incidents.
- b). The ICS shall be applied to all drills, training exercises and situations that have hazards similar to those found at actual emergencies.

#### 2. INCIDENT TACTICAL PRIORITIES

- a). The Incident Commander shall be responsible for the incident's tactical priorities.

The Tactical Priorities are:

- (1) Provide for safety, accountability, and welfare of personnel throughout incident.
- (2) Life safety of endangered occupants and treatment of the injured.
- (3) Incident stabilization.
- (4) Protection of the environment.
- (5) Property conservation.

#### 3. SIZE-UP

- a). The first arriving unit at an incident shall communicate a size-up to the dispatcher and other initially responding units.
- b). The five W's of a size-up:
  - (1) What do you have?
    - Brief description of the incident situation, (building size and construction, occupancy, Haz Mat spill, multiple vehicle collision, etc.)

(2) What is it doing?

- Conditions found, (working fire, location of fire, Haz Mat release, multiple patients, *etc.*)

(3) What are you doing?

- Brief description of initial action plan and strategy, such as:
  - ▶ **INVESTIGATING**—nothing showing and no assistance needed at this time. Command may be passed to 2<sup>nd</sup> arriving unit if initial arriving officer is occupied with the investigation or has communication difficulties.
  - ▶ **FAST ATTACK**—critical offensive attack to quickly stabilize a situation. Fast attack is used when the initial arriving officer feels he/she can positively affect the outcome of the incident by committing his/her crew. When going fast attack, the company officer may be committed to task function and may not be able to effectively command the incident. Command will then pass to the 2<sup>nd</sup> arriving unit.
  - ▶ **COMMAND MODE**—large incidents where the initial arriving crew cannot quickly affect the outcome of the incident, or where occupancies require a strong, established command, from the onset. Command will be established outside in an area that aids in the direction of fire ground activities or in a pre-established command center as in the case of some target hazards.

(4) What do I need?

- Status of personnel or equipment needed at the scene, ("O.K.", "on scene", "need 2<sup>nd</sup> Alarm", "Tender Assignment", "send rehab", *etc.*)
- Any obvious safety concerns (icy roads, trees down, downed power lines, *etc.*) should also be relayed to dispatch and any other responding units.
- Size-up should be an ongoing process throughout the entire incident.
- Additional information that should be considered during size-ups are:
  - ▶ Building contents, location of incident, weather impact, probable fire behavior, exposures, preplans, resources (mutual aid and domestic), environment, best access, *etc.*

(5) Who is Command?

- Command will normally be known by geographical location, such as the name of the building or location. (*e.g.*, High School Command, Highway 285 Command, *etc.*) When there is the potential for multiple highway incidents, a mile marker may be used.

#### 4. GOALS AND OBJECTIVES

- a). Goals shall be developed on the basis of the incident's tactical priorities and information obtained during the size-up

- b). Objectives shall be planned to achieve the desired goal(s).
- c). Objectives should be specific but flexible enough to deal with a rapidly changing situation.

## 5. ESTABLISHING COMMAND

- a). Command shall be established at all incidents. (see fast attack mode)
- b). The ranking member of the first arriving unit shall assume command of the incident.
- c). The Incident Commander (IC) shall assume command over the radio so the dispatcher and any other responding units are aware that a command has been established. (e.g., "Engine-42 on scene", "Engine-42 establishing Highway 285 command", etc.).
- d). At the earliest opportunity, the IC shall call the dispatch center with further size-ups and requests for more personnel or equipment if needed.
- e). The amount of resources (manpower, apparatus, etc.) needed at an incident shall dictate the extent that the system is implemented.
- f). At small incidents or during the initial stages of larger incidents, the IC may be mobile until the resources needed arrive on scene.
- g). The first-in apparatus shall serve as the Command Post and Communications Group for a mobile command, unless otherwise designated.
- h). When necessary, a formal command post (ICP) shall be established in a consistent and prominent location away from tactical operations.
- i). The IC shall notify the dispatcher when the **COMMAND MODE** is initiated. The IC also shall notify dispatch of the location and apparatus used as the ICP.

## 6. TRANSFER OF COMMAND

- a). Any transfer of IC shall include an oral report of:
  - (1) The current incident situation.
  - (2) The action plan in effect.
  - (3) Successful or unsuccessful tactics.
  - (4) The status of resources committed to the incident.
  - (5) Any unusual safety concerns.
- b). Transfer of command should be performed face to face whenever possible.
- c). A higher-ranking officer arriving on scene shall contact the IC and determine in what capacity that officer will serve (Command, Group Officer or Observer).
- d). The transferring of IC shall be communicated to all appropriate resources.
- e). Command should be transferred to an officer of equal or higher rank, but can be transferred to an officer of lower rank or senior firefighter after the incident has stabilized.
- f). The IC may transfer command to law enforcement prior to departing from a motor vehicle accident if circumstances dictate.

## 7. INTERAGENCY COORDINATION

- a). The ICP shall be under the direction of the IC, unless the IC elects to establish a unified command with personnel from other agencies.

- b). When the incident is under the command authority of the Fire Department, the IC should provide a liaison to coordinate the efforts of all other cooperating agencies.

## **8. COMMAND STRUCTURE**

- a). The IC shall decide which levels and elements of the ICS are to be used and shall develop a command structure by assigning supervisory responsibilities at each incident.
- b). The command structure shall depend on the size and complexity of the incident. **(see NIMS document)**
- c). The command structure at every incident shall maintain an effective span of control at each level of the organization.

## **9. TRAINING AND QUALIFICATIONS**

- a). The IC shall make assignments based on the availability and qualifications of the personnel.
- b). Positions that require specific expertise shall be filled by qualified personnel to the best of the Fire Department's ability.

### **503.3. ICS FUNCTIONS / ROLES AND RESPONSIBILITIES**

#### **1. INCIDENT COMMANDER**

- a). The IC shall be responsible for establishing a command structure that meets the needs of the incident, for:
  - (1) Determining the strategy to be employed.
  - (2) Summoning and assigning resources to deal with the incident.
  - (3) Evaluating progress and changing the strategy as appropriate.
  - (4) Communicating and interpreting progress reports from assigned personnel.
  - (5) Bringing the incident to termination.
- b). The IC shall determine the overall strategy for the incident and shall communicate this strategy to all supervisory levels of the ICS. Any change in the strategy shall be communicated to all supervisory personnel.
- c). The IC shall be responsible for the coordination and direction of all activities and the health and safety of all personnel involved with the incident.
- d). When an incident increases in size and complexity, the IC shall expand the command structure to maintain an effective span of control at all levels.
- e). The IC shall make assignments and provide direction to manage the activities of all personnel and other resources at the scene.
- f). The IC shall use standardized terminology and predefined job descriptions when making supervisory assignments.
- g). The IC shall make assignments to create an organizational structure based on the needs of the incident.
- h). The assignment of duties and responsibilities to individuals also shall include the authority necessary to fulfill the assignments.
- i). As an incident escalates, or at large scale incidents, the IC may activate the Incident Management Team (IMT), which will dispatch various command level personnel from throughout the county to help manage



the incident. IMT members may fill the roles of Section Chiefs or Branch Managers at these larger scale incidents.

## 2. **COMMAND STAFF**

- a). The IC shall be responsible for three staff functions until the span of control is exceeded
  - (1) A Safety Officer (**SO**), Liaison Officer (**LNO**), and a Public Information Officer (**PIO**), shall then be appointed by the IC to support the staff functions.
- b). The **Safety Officer** shall be responsible for the management of the safety of all personnel at the incident. The Safety Officer shall inform the IC of all present and potential hazards and shall suggest actions to prevent or minimize the risks. The Safety Officer shall have the authority to bypass the chain of command to correct unsafe acts or situations that pose imminent danger. The IC shall be notified of any corrective action implemented by the Safety Officer.
- c). The **Liaison Officer** shall coordinate the management of assisting agencies. For effective coordination, the Liaison Officer shall contact agency representatives that have the decision-making authority of their agency. The Liaison Officer shall have authority over, communicate with, and be responsible for, the coordination of and the safety of all assisting agencies.
- d). The **Public Information Officer** shall meet with the media and provide them with accurate and consistent information that has been approved for release by the Incident Commander. When necessary, a press area shall be established. This area shall be away from the ICP and all incident activities. Media personnel shall be informed of the location of the press area and the importance for them to report there and stay there.

## 3. **OPERATIONS FUNCTION**

- a). The operations function shall refer to the tactical components of the ICS that are directly involved in rescue, fire suppression, and other activities that are within the Fire Department's primary mission.
- b). The Operations Officer (**Operations Section Chief**) shall support the overall plan, as directed by the IC, and work toward accomplishing the tactical objectives.
- c). Operations Officers shall be responsible for supervising the activities of all resources under their span of control and for coordination with higher levels of the command structure and other supervisors at the same level.
- d). The safety and health of all personnel shall be the primary concern.

## 4. **COMMUNICATIONS**

- a). All communications shall be clear and concise. Once the messenger and receiver have made contact:
  - (1) The messenger shall transmit the message.
  - (2) The receiver shall acknowledge and repeat the basic content of the message.
  - (3) The messenger shall then confirm or correct the repeated message.



- b). The IC shall utilize BENCHMARK TERMS and communicate to dispatch that the benchmark has been achieved.
  - (1) **PRIMARY COMPLETE**—The incident commander will notify dispatch when he feels rescue is no longer a consideration.
  - (2) **FIRE UNDER CONTROL**—When the fire is under control, IC will notify dispatch.
  - (3) **FIRE OUT**—The fire is now completely extinguished
  - (4) **CLEAR TO REMOVE SCBA**—Until the air quality of the fire ground is tested, all personnel in an area with a potentially hazardous atmosphere must be in SCBA and turnouts. The IC will make this determination and see that all personnel are notified. When possible, a gas detector should be used to aid in making this decision (CO should be less than 50 PPM).
- c). Fire ground communications between dispatch and command, and between command and other divisions, normally will be on the operations channel assigned by dispatch.
- d). During larger incidents, tactical channels may be used as approved by command.
- e). **“Mayday”** is the emergency code word meaning that all radio traffic is to be used if someone is in distress and needs immediate assistance. **(see SOP # 509)**
- f). All traffic between the scene and dispatch should be through the IC.
- g). The primary and fire ground frequencies should both be monitored at all times during an emergency by the incident commander, primary apparatus operator (and/or accountability officer), and if possible, dispatch.

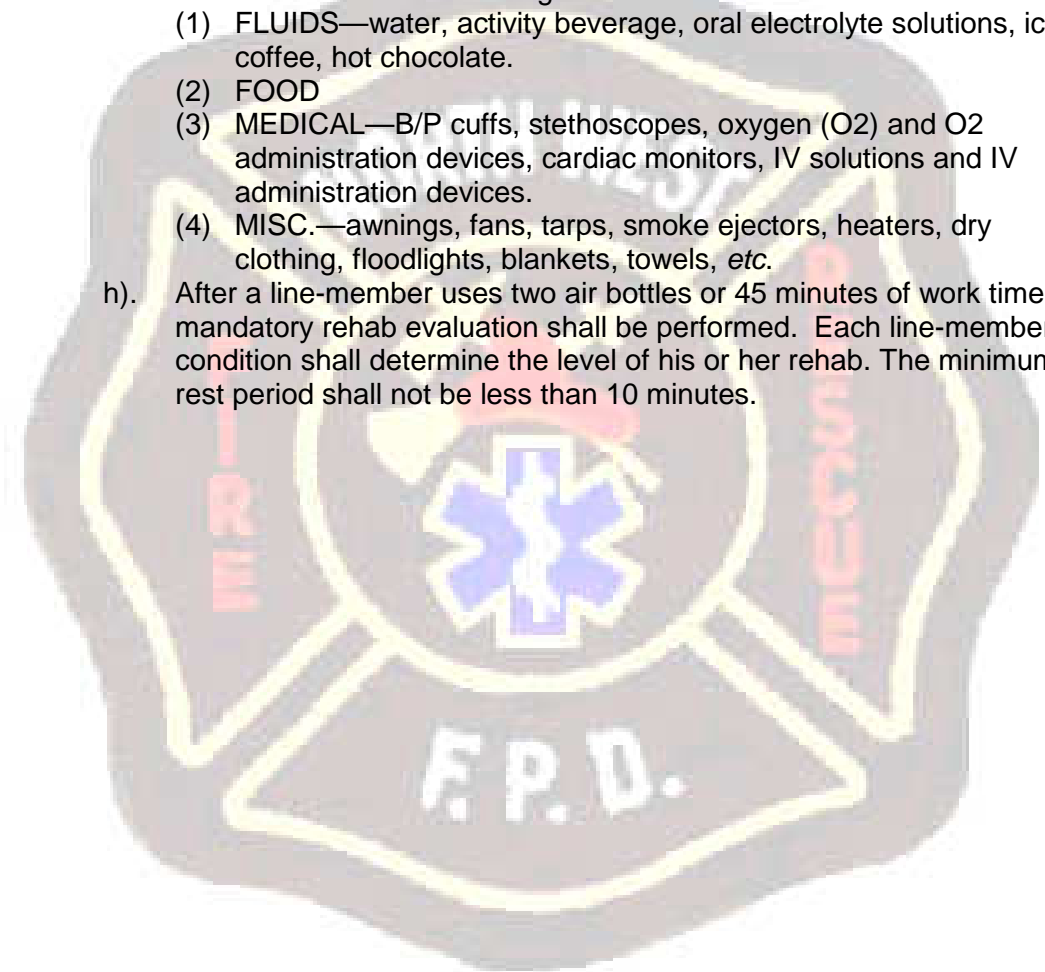
## 5. PERSONNEL ACCOUNTABILITY

The IC, Safety Officer, or Accountability Officer should insure all incoming automatic or mutual aid units and personnel are accounted for at all times.

## 6. REST AND REHABILITATION

- a). The IC, Safety Officer, or designee shall make provisions for the mental and physical condition of personnel operating at an incident scene or training session.
- b). Provisions shall be made when strenuous physical/mental conditions or exposure to extreme heat or cold exists.
- c). When conditions indicate the need for the rest and rehabilitation of personnel, the IC shall establish a Rehab Group. Should the IC be unable to monitor the Rehab Group, a Rehab Group Officer should be appointed.
- d). The IC should designate the location of the Rehab Group. If the IC does not designate a location, the Rehab Group shall select an appropriate location.
- e). Whenever possible, the Rehab Group shall be staffed by two personnel, one of which should be an EMT. Medical personnel shall be responsible for the evaluation, on scene treatment, and documentation of each individual's physical/mental condition. Assigned medical personnel are committed to the group and should call for other medical units to transport injured fire personnel.

- f). The selected Rehab location should:
  - (1) Be far enough away from the scene so members may safely remove their turnout gear and SCBA.
  - (2) Provide suitable protection from environmental conditions (e.g., during hot weather R&R should be in a cool, shaded area and in cold weather R&R should be in a warm, dry area).
  - (3) Be easily accessible by EMS units
  - (4) Allow prompt reentry back into the incident operation after rehabilitation.
- g). The IC or Group Officer shall secure the resources necessary to supply the Rehab needs. The list of Rehab needs should include and not be limited to the following items:
  - (1) FLUIDS—water, activity beverage, oral electrolyte solutions, ice, coffee, hot chocolate.
  - (2) FOOD
  - (3) MEDICAL—B/P cuffs, stethoscopes, oxygen (O<sub>2</sub>) and O<sub>2</sub> administration devices, cardiac monitors, IV solutions and IV administration devices.
  - (4) MISC.—awnings, fans, tarps, smoke ejectors, heaters, dry clothing, floodlights, blankets, towels, *etc.*
- h). After a line-member uses two air bottles or 45 minutes of work time, a mandatory rehab evaluation shall be performed. Each line-member's condition shall determine the level of his or her rehab. The minimum rest period shall not be less than 10 minutes.



<b>Operations</b> <b>North-West Fire Protection District</b>		Number 507
		1 of 4
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>COMMUNICATIONS</b>		
Issued by: Michael Roll Fire Chief	Approved:	
	Fire Chief:	

### 507.1. POLICY

To provide general guidelines for communications within the Incident Management System that will maximize effective (not excessive) communication during emergency operations.

### 507.2. HAND SIGNALS

- a) Stop – Crossed arms in the air indicating the sender is signaling for an activity to stop.
- b) Hydrant Operations
  1. Open hydrant - Pump operator waves one hand in a circular motion above the head.
  2. Close hydrant - Pump operator motions by utilizing the hand across the neck motion.
- c) Aerial Operations – When the signaler wants one of the operations listed below to stop they use a closed fist to signify stop.
  1. Ladder Up – Closed fist with thumb pointing upwards.
  2. Ladder Down – Closed fist with thumb pointing down.
  3. Swing Left - Arm outstretched to the left.
  4. Swing Right – Arm outstretched to the right.
  5. Extend Ladder – Hands together, closed fist, with thumbs pointing outward.
  6. Retract Ladder – Hands together, closed fist, with thumbs pointing inward.

### 507.3. AUDIBLE

- a) One short blast of the apparatus air horn should be used to signal that the apparatus will be backing up.
- b) The siren shall be used along with radio communications to evacuate a structure. Command will order all attended apparatus on scene to **“initiate the emergency evacuation signal”**. All attended units will sound their air horns with one consecutive air horn blast until the air is exhausted. This shall be followed with the activation of the sirens for 30 seconds.

### 507.4. GENERAL RADIO PROCEDURES

- a) All radio communications shall be clear and concise. Speak clearly at a practiced rate -- not too fast, not too slow. Control your emotions and excitement deliberately. If you do not consciously control your voice, it will become garbled under stress.
- b) The user should key the radio a couple of seconds before speaking to make sure of a connection to the repeaters.
- c) Prioritize your messages. Do not use up valuable airtime with unimportant messages and insignificant details. Let critical messages go first. Maintain an awareness of the overall situation and your role in it.
- d) Do not interrupt conversations unless you have Emergency Traffic. Listen before transmitting and wait until a message transaction has been completed.
- e) Pause between consecutive messages. This will make it clear when one message has been completed and another started. It will give other units a chance to get on the air with important messages. Consider ending the first message with the word "Break" to indicate the completion of one message and another will be starting.
- f) When a message is received, the receiving party is to give a brief outline of what is received.
- g) Upon learning of imminent danger to line-members operating in the hazard zone or that an immediate evacuation of the building or area is needed, the Emergency Evacuation procedure shall be initiated.
  - a. Make the announcement "**Break for Emergency Traffic**" over the fire ground radio frequency. All personnel should clear the radio frequency and await the message.
- h) The Dispatch Frequency on all Fire Department radios will be LG Beaver Ridge. This frequency should be used for routine communications between dispatch and duty crews and during the initial notification or until assigned an operations frequency.
- i) The North-West Fire, FERN, or other assigned Operations Frequency should be used (when assigned by the dispatcher) after the initial dispatch for all radio communications between command and dispatch or command and all units operating at the emergency unless another frequency is designated.
- j) The North-West Fire or FERN frequencies can be used as fire ground frequencies if needed.
- k) If desired, a standard time notification (10 – 15 minute ticker) should be requested by command from dispatch to help track elapsed time on the fire ground.

## 507.5. INCIDENT BENCHMARKS

**"Benchmarks"** - A term used to describe an objective for a tactical priority. An example would be that the primary search has been completed. Several benchmark TERMS are included in tactical operations. These include: primary complete, fire under control, fire out, and clear to remove SCBA.

**“Mayday”** is the code word meaning that all radio traffic is to cease except for the person calling Mayday and the IC. The term is to be used if someone is in distress and needs immediate assistance. Mayday is to be repeated 3 times by the person in need. See SOP 509 for more details.

**“Emergency Traffic”** is a code word that means important information is about to be given over the radio and all personnel should listen closely. The term is not at the same level of urgency as a Mayday, but may contain information that is vital to the safety of personnel. Examples may be: evacuation of a fire building due to worsening conditions; or, the injury of a member that does not require the same urgency and action as a mayday. See SOP 509.C for more details.

**“Personnel Accountability Report” (PAR)** involves a roll call of personnel assigned. This report can be initiated by Incident Command or crew, and announces that ALL crew members are accounted for at the time (Site & Safe Report – location & # of crew members). This report can be used at “benchmark” times, emergency traffic (MAYDAY), when a crew has completed a task and is changing locations or at the end of a Conditions, Actions & Needs (CAN) report.

**“Conditions, Actions & Needs Report” (CAN)** - A report requested by the Incident Commander (I.C.) or initiated by a working crew that describes Conditions, Actions and Needs of the current situation. The CAN report should include current location of crew and crew PAR or safety report know as Site & Safe Report.

**“All Clear (AC)”**. On fire calls, an All Clear indicates the fire building and all exposures have been searched and all civilians evacuated. In the case of a building that is well involved in fire, the All Clear may be delayed and not come until the fire is out.

**“Command Terminated” (CT)**. There is no longer a single person in charge of the incident. Communications can be held with anyone still on the scene.

**“Primary All Clear” (PAC)**. Primary search has been completed.

**“Secondary All Clear” (SAC)**. A more comprehensive search of the building has been completed.

**“Knock Down” (UC)**. The fire has been contained and will not extend. It does not mean the fire is out.

**“Utilities Secured” (US)**. Gas & Electric have been shut off to the occupancy.

**“Fire Out”**. No fire conditions exist and no possibility of rekindle.

**“Ventilation Complete” (VC)**. The task of ventilation has been completed and is working.

All traffic between the scene and dispatch should be cleared through the IC.



The primary and fire ground frequencies should both be monitored at all times during an emergency by the incident commander, primary apparatus operator (and/or accountability officer), and if possible, dispatch.

When there is no clear rule governing a situation, let common sense prevail.

#### **507.6. RADIO USE**

Whenever using the radio, be sure to say the designation or unit you are calling first, followed by your designation or unit. For example when you want to call dispatch, "Fairplay, Engine 42" or if you are trying to reach a specific individual, "417, 401".

Once the radio link has been established, begin sending your message. Use proper English (not 10 code) and speak clearly and concisely.

When you are receiving a message, be sure to wait until the sender has finished, then briefly repeat the message and acknowledge that you copy.





<b>Operations</b> <b>North-West Fire Protection District</b>		Number 508
		Page 1 of 7
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>EMERGENCY DISPATCH COMMUNICATIONS</b>		
Issued by: Mike Roll Fire Chief	Approved:	

### 508.1. POLICY

The Fire Department requires reliable dispatch and radio communications for the prompt delivery of emergency services. This communications system must alert and coordinate the response of many firefighters who are distracted by other tasks and background noise. 9-1-1 public safety dispatchers must have a standard procedure to follow to properly manage fire alarm communications that recognizes their many other duties.

The 9-1-1 public safety dispatchers are to provide fire alarm communications including:

- Management of 9-1-1 fire/rescue calls and other fire alarms.
- Dispatch of Fire Department crews.
- Recording of essential times.
- Supporting communications for incident command.
- Relaying response readiness information.

Dispatchers are to be pessimistic in decision-making. It is better to overreact than to not send a sufficient emergency force in a timely manner.

### 508.2. SERVICE LEVEL

The on-duty firefighting force is expected to handle one or two duty alarms, depending on severity. Off-duty and volunteer firefighters are needed to respond to second alarms or concurrent duty alarms.

**Duty alarms** are those that can be safely managed by the on-duty crew and include:

- Fires in grass, trash or vehicles where buildings are not involved.
- Automatic fire alarms with no report of smoke or fire.
- Gas odors or leaks.
- Small spills of gasoline or diesel fuel.
- Medical emergencies and vehicle crashes.
- Fires reported out.

**Second Alarms** require both the on-duty crew and off-duty and volunteer firefighters for an adequate response and include:

- Any reports of fire or smoke in a building.
- Explosions, cave-ins or building collapses.
- Aircraft accidents.
- Natural disasters.
- Hazardous materials incidents.
- Any other emergency at the dispatcher's discretion.

### **508.3. DISPATCH CIRCUITS**

**Primary:** The primary dispatch circuit is the Fire Department radio system. The dispatch base radio is located in the fire station with a repeater located on Sacramento tower.

**Secondary:** Fire units may use the police, ambulance or sheriff radio channels for emergency contact with dispatchers. In the event of Fire Department radio system failure, dispatchers are to use the portable radio in the dispatch office to establish back-up dispatch communications. This system will have limited range, especially with portable radios.

**Tertiary:** The telephone line between the fire station and the dispatch office and cellular phones are to be used in the event of total radio failure. If there is a total communications failure, all firefighters are to report to the fire station for face-to-face dispatch.

**If the dispatch center is out of service due to fire, hostile situation or other similar event, the fire station base radio and may be used for emergency communications.**

### **508.4. DISPATCH MODEL**

Two fire alarm radio page models are to be used:

- **Duty alarm** to alert the on-duty firefighters and the fire chief.
- **Second alarm** to alert off-duty career and volunteer firefighters.

The tone is the same and should be announced as second alarm to indicate severity.

To alert firefighters to an alarm sound the alarm page(s), and announce the nature and location two times to assure understanding.

Example:

<b>Duty Alarms:</b>	<b>Page Tone</b>	<b>Second Alarms:</b>	<b>Page Tone</b>
			Second alarm for all
	<i>400 from Comm</i>		<i>Avail NW ff</i>
	<i>Vehicle fire</i>		<i>Building fire</i>
	<i>123 Park Street</i>		<i>123 Park Street</i>
	<i>Vehicle fire</i>		<i>Building fire</i>
	<i>123 Park Street</i>		<i>123 Park Street</i>

Additional information is to be relayed to responders after the dispatch message. Dispatchers are encouraged to simulcast EMS alarm information.

### **508.5. FAILURE TO RESPOND**

If there is no response to an alarm within three minutes, dispatchers are to rebroadcast the alarm on the primary circuit and the secondary circuit, and call the fire station by direct phone or out-of-quarters units by cell phone. If necessary due to radio failure or other unusual event, law enforcement officers are to be dispatched to alert firefighters.

### **508.6. ORDER MODEL**

Radio calls are to be acknowledged before the message is delivered. Radio messages are to be addressed to the receiver from the sender. Radio messages are to be repeated from the receiver back to the sender to assure understanding.

Example:	Dispatcher	<i>Engine 42 from Comm.</i>
	Engine 42	<i>Engine 42.</i>
	Dispatcher	<i>Engine 42, police on scene report fire showing.</i>
	Engine 42	<i>Engine 42, police report fire showing.</i>

### **508.7. INCIDENT COMMAND COMMUNICATIONS**

The Fire Department is the agency in charge of fires, fire hazard emergencies, rescue of persons from entrapment and hazardous materials accidents. The Fire Department supports the police and ambulance service for other emergencies. The Fire Department Officer In Charge is identified as *fire command*.

Each fire unit is to report responding and on-the-scene. The first unit is to establish *fire command*, give a situation report, and report under control. All communications with dispatch are to be directed through *fire command*. When all Fire Department service is complete the incident commander is to terminate *fire command*.

The incident commander is to use a command location identifier - *Park Street Fire Command*. This is to facilitate radio communications when two or more incidents are in progress. Do not use address NUMBERS unless it is mile markers.

All communications are to be in clear text - "building fire", "heart attack", "traffic crash", "responding", "on-scene", "investigating", "smoke showing", "fire showing", "under control", "available", *etc.*

#### **508.8. OFF-SHIFT RECALL**

An off-shift recall shall be made when the on-duty crew will be unavailable for 30 minutes or more. When requested by the incident commander, dispatchers are to recall volunteers using the second alarm as specified.

#### **508.9. BUILDING FIRES**

Fire alarm dispatching is time critical. Fires can advance from light smoke to explosive involvement in 3 minutes or less. Any reports of smoke in a building, odor of smoke, or related information are to be dispatched as a building fire. Reports of any fire in a building, regardless of reported size, are to be dispatched as a building fire.

#### **508.10. TIMES**

Dispatchers are to record the time of alarm, first unit on-scene, fire control and termination of command.

#### **508.11. WEATHER WARNINGS**

Dispatchers are to alert the Fire Department to all weather warnings using the duty or second alarm dispatch model.

#### **508.12. MAYDAY**

A Mayday radio signal indicates that a line-member is trapped or seriously injured. On the receipt of a Mayday signal dispatchers are to sound the general alarm and announce *Mayday at Park Street Fire Command*. Dispatchers are to notify the ambulance service and police units on-scene of this emergency in order for them to assist.

### **508.13. CENTRAL STATION TELEPHONE ALARMS**

Central alarm stations are to use (719) 836 4121 to report alarms to the dispatchers.

### **508.14. OFFICIAL ANNOUNCEMENTS**

Line-members are to make official or information pages using duty alarm format.

### **508.15. MUTUAL AID**

The incident commander is to specify mutual aid requests to the dispatchers. The Fire Department is to be promptly alerted to any requests for mutual aid from other jurisdictions using the duty alarm dispatch model. **The Shift Commander will direct dispatch to order a recall or second alarm to cover or to provide additional resources.**

### **508.16. ADMINISTRATIVE COMMUNICATIONS**

Administrative communications between the fire station and the dispatch office are to be conducted using the normal phone lines. If there is no answer, dispatch is to use the radio to ask for shift commander to call dispatch.

### **508.17. NON-ESSENTIAL RADIO MESSAGES**

Line-members must not transmit non-essential messages, such as in or out of quarters, out at the gas pumps, *etc.*

### **508.18. ALARMS RECEIVED AT THE FIRE STATION**

Line-members who receive a telephone or face-to-face report of an emergency must get all necessary information, begin response, and forward information by radio to dispatch. Telephone callers are to be instructed to call 9-1-1 to confirm the report directly to the dispatchers.

### **508.19. EMS RESPONSE**

In general, the Fire Department should be dispatched to all medical emergency calls.

### **508.20. QUESTIONS OR CONCERNS**

Any questions or concerns regarding dispatching and fire alarm communications are to be routed through the chain-of-command.

## **508.21. RESPONSE READINESS INFORMATION**

Dispatchers are to relay information regarding streets closed, fire hydrants out-of-service, controlled burns, water main breaks and like information to the on-duty line-members by radio using the duty alarm page. This information is to be acknowledged by the shift commander or other designated line-member.

## **508.22. CONCURRENT ALARMS**

Dispatchers are to broadcast concurrent duty alarms using the standard model. The on-duty shift commander is to monitor these alarms and release an available fire crew to respond. If no crew is available to handle these concurrent alarms, the shift commander is to instruct the dispatchers to sound a second alarm and recall one or both shifts to respond. If a recall has already been sounded, the recalled line-members will respond to concurrent alarms.

If a general alarm is received concurrent with another alarm, dispatchers are to handle this with the standard second alarm model. The incident commander may free fire crews to respond to this second emergency and/or may request a mutual aid response.

During a major emergency, the incident commander may request that a mutual aid fire department be dispatched to the Fire Department's fire station. This mutual aid fire department is to standby in the fire station and respond to other emergency alarms that may occur. A Fire Department Duty Officer may be assigned to provide address location with the mutual aid fire department.

## **508.23. RADIO PROCEDURE**

All apparatus responding on emergency calls, except for the on-duty crews, will respond giving the apparatus name/number and number of line-members on board. This will be by the use of times or location responding to and the number of line-members.

Example – Comm, Engine 41  
Engine 41 this is Comm  
Engine 41 responding to Park Circle on a structure fire  
with 4 on board.

## **507.8. RADIO OPERATIONS**

In order to minimize radio traffic for dispatch, do not report in to dispatch that you are enroute from your home. If you hear a vehicle going enroute from the station



you are going to, you can notify that apparatus of your ETA so it can wait or continue on.

As each apparatus leaves the station it must call enroute to dispatch. Once on scene, notify dispatch that you have arrived and give a brief description of the scene and establish command if necessary.

**Keep radio traffic to a minimum by using the radios for essential traffic only.**

<b>Operations</b> <b>North-West Fire Protection District</b>		Number 509
		1 of 3
Subject:	Effective: <b>08/01/10</b>	Revised:
<b>MAYDAY, EMERGENCY COMMUNICATIONS &amp; EVACUATION</b>		
Issued by: Michael Roll Fire Chief	Approved: Fire Chief:	

### 509.1. Policy

The SOP gives the Incident Commander and line-members general guidelines on how to conduct an emergency evacuation and what language to use that will be common to all personnel. The purpose is to identify procedures for the emergency evacuation signal, emergency communication, and to define terminology to be used to describe the emergency.

All line-members operating within the hazard zone should be equipped with a portable radio and be on the fire ground operations channel that is being used.

All line-members shall use the term "MAYDAY" three times to initiate radio traffic that communicates a fire fighter or crew is lost, injured, trapped or missing and needs IMMEDIATE assistance. All further radio traffic shall then be limited to the IC and member(s) calling MAYDAY.

"MAYDAY" transmissions have priority over "EMERGENCY" transmissions.

**Any officer hearing a "MAYDAY" signal and realizing that it is not being acknowledged by the Incident Commander shall acknowledge the signal, ascertain the nature of the MAYDAY, and promptly relay all information to the Incident Commander.**

All line-members shall use the term "EMERGENCY" to initiate radio traffic that communicates a serious fire ground situation that needs to be realized by everyone on scene.

### 509.2. Emergency Communications

"MAYDAY" and "EMERGENCY" transmissions must be used with discretion. They are intended for use in situations where immediate communication is necessary to protect life or prevent injury. Whenever the terms "MAYDAY" or "EMERGENCY" are transmitted, all radio communications on the frequency are to cease, except those between the line-member initiating the "MAYDAY" or "EMERGENCY" transmission and the Incident Commander. Normal radio use may be resumed upon completion of the emergency, unless the Incident Commander orders otherwise.

## “MAYDAY”:

This transmission is an indication that a life-threatening situation has developed. It should be used in the following situations:

1. Disoriented or lost line-member.
2. Trapped line-member.
3. A line-member is unconscious or suffers a life threatening injury.
4. A division leader, officer or team leader becomes aware that a member or team under their supervision is missing. (If the missing line-member is the officer or team leader, any team member shall transmit this message.)
5. A line-member is facing a life-threatening situation and needs IMMEDIATE assistance.

## “EMERGENCY”

This transmission is used to inform line-members of a serious change in the emergency incident conditions. It should be used in the following situations:

1. When evacuation of the structure or hazard zone is immediately necessary.
2. A line-member suffers an injury that is not immediately life-threatening but which requires medical attention and transport to the hospital.
3. Discovery of a structural problem indicating the danger of collapse.
4. Fire is discovered entering an exposure to a degree that any delay may considerably enlarge the fire problem.
5. Loss of water, which could endanger members.
6. Sudden changes in weather or wind that would seriously affect the incident.

## Emergency Evacuation Procedures

Upon learning of imminent danger to line-members operating in the hazard zone or that an immediate evacuation of the building or area is needed due to a serious life safety consideration, the Emergency Evacuation procedure shall be initiated.

1. Make the announcement “Break for Emergency Traffic” over the fireground radio frequency. All personnel should clear the radio frequency and await the message.
2. Command will order the immediate evacuation of the building or area on the fire ground radio frequency.
3. Command will order all attended apparatus on scene to initiate the “emergency evacuation signal”. All attended units will sound their air horns with one continuous air horn blast, until the air is exhausted. This is to be followed with the activation of the sirens for 30 seconds.
4. Command or the designee should key their radio microphone near the apparatus for a period of 15 seconds to broadcast the signal to line-members who may be unable to hear the apparatus. (Note: if done longer than 15 seconds, fire ground communications could be delayed)

5. Upon hearing the order or signal to evacuate, all personnel are to immediately evacuate the building or area and report to the apparatus you arrived with or designated area. Tools or equipment that might slow the evacuation should be left behind.
6. The order and evacuation signal will be followed by sufficient quiet time to allow incident command to conduct PAR (personnel accountability report). The company officers will be responsible for the crew PAR.

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Subject:	Effective <b>08/01/10</b>	Revised:
<b>HAZARDOUS MATERIALS</b>		
Issued by: Mike Roll Fire Chief	Approved:	
	Fire Chief	

### 511.1. POLICY

The Fire Department provides technician level hazardous materials emergency response in order to protect the community from the risks associated with the storage, use and transportation of hazardous materials.

### 511.2. RESPONSIBILITY

The appropriate Designated Emergency Response Authority ("DERA") should respond to all incidents within the Fire Department's jurisdiction. The Fire Department may be asked to assume command in its jurisdiction.

The sheriff is the DERA in the unincorporated county. For emergencies on county, state or federal highways outside of city or town limits, the Colorado State Patrol is the DERA.

The appropriate railroad company or the military are responsible for hazardous materials incidents involving their property or equipment. The Fire Department will provide initial response services until railroad or military staff can take control.

Hazardous materials incidents occurring on private property are to be controlled by the property operator. The Fire Department will take control if the property operator cannot safely or effectively manage the incident. In all cases, the Fire Department shall take control if the hazardous materials incident threatens adjacent life or property. This threat may include water or chemical run-off, underground water contamination, or vapors spread by wind.

The Fire Department is the lead first responder agency for hazardous materials emergencies due to its advanced training and unique capabilities. In all cases, Fire Department personnel must work in cooperation with other DERAs.

### 511.3. STRATEGIES

The standard hazardous materials emergency strategies by priority are: **size-up, isolation, identification, evacuation, control and termination.**

#### 511.4. INCIDENT COMMAND

Standard incident command procedures must be followed for all hazardous materials emergencies. The FDIC also serves as safety officer for small and routine incidents. For major hazardous materials incidents, the FDIC shall establish unified command with law enforcement, EMS and other responders. A safety officer shall be designated at major incidents.

#### 511.5. SMALL FUEL OR ANTIFREEZE SPILLS

If dispatch information reliably indicates a small (less than 5 gallons) spill of fuel or antifreeze, the standard response shall be one fire truck with at least two line-members. This force is expected to control and clean up the spill.

Line-members may use absorbent materials to clean-up small spills of fuels or common hazards on streets or private property. This contaminated absorbent shall be discarded after being allowed to air dry.

#### 511.6. ROUTINE SPILLS AND LEAKS

At least two fire trucks and four line-members shall respond to reports of large fuel spills (up to 100 gallons), gas leaks inside or outside of buildings, carbon monoxide alarms and small anhydrous ammonia leaks. This force is to size-up the incident, isolate the danger area and stop the spread of the spill or leak using defensive operations. ***Two-in/two out procedures shall be followed.***

**Fuel Spills.** Isolate the spill area, control ignition sources and prevent spread of the hazard. Check low areas for fuel vapor hazards. Prepare for fire control as indicated by the situation. Cover large spills with foam to prevent ignition if necessary. Clean-up fuel spills with absorbent material when needed. Whenever practical, the responsible party is to perform clean up and disposal tasks.

**Natural or LP Gas Leaks.** Line-members must remove persons from the danger area, control ignition sources and make preparations for fire control if the gas ignites.

If gas is escaping inside a structure the flow of gas is to be stopped at the closest available service valve. The building is to be ventilated as it is searched.

If natural gas is escaping from a street main, the site is to be isolated until the gas utility representative can control the gas flow. Only gas utility representatives are to operate street valves or turn gas service valves on. LP gas tank service valves are to be shut down if they can be approached without the danger of line-members being in the vapor cloud. Line-members may crimp or clamp leaking service pipes to stop or reduce gas flow if it can be done safely. Be sure to ground the leaking pipe to prevent static electricity from igniting the leak.



Natural gas is lighter than air and is expected to be heaviest in the upper areas of buildings. LP gas is heavier than air and will collect in low areas in buildings and outdoors.

**Anhydrous Ammonia Leaks.** Line-members must remove persons from danger and isolate the area. The control of routine leaks from tank valves is to be handled by the operator or responsible party. Line-members in full firefighting protective equipment with SCBA/PASS may close leaking valves if it can be done safely and quickly eliminate the leak.

**Carbon Monoxide Alarm Investigations.** Carbon monoxide alarms are designed to alert the occupants before the symptoms of carbon monoxide poisoning appear. If the building occupants are experiencing carbon monoxide poisoning symptoms they are to be removed to fresh air and provided emergency medical care.

If a carbon monoxide alarm is sounding, line-members must determine which fuel burning appliances were in operation and any unusual conditions that were experienced. The various fuel-burning appliances are to be operated and checked by meter for excessive carbon monoxide production. All chimneys and flue pipes are to be checked for leaks, damage, downdrafts or obstructions. The carbon monoxide alarm is to be checked for proper operation and proper location at least 15 feet away from fuel burning appliances.

If a carbon monoxide source can be determined, the occupant is to be advised not to use the appliance or equipment. If the source cannot be determined, the building is to be ventilated and the occupant advised to have all appliances checked by a qualified service technician.

### 511.7. LARGE HAZARDOUS MATERIALS ACCIDENTS

**Standard Assignments.** The standard response to a major hazardous materials incident is to be at least sixteen firefighters staffing five fire trucks.

On-Duty Crew	Fire Trucks #1 and #2	<b>Isolation Sector:</b> Isolate the area, identify the hazard and evacuate the area.
Recalled Crews	Fire Trucks #3 and #4	<b>Operations Sector:</b> Control the hazard and decontaminate as needed.
	Fire Truck #5	<b>Safety Sector.</b> Observe for safety hazards. Standby to aid or rescue firefighters in distress or respond to other emergency calls.

All other available line-members and fire trucks are to reinforce this response and handle other emergency calls.

**Response and Size-Up.** A large hazardous materials accident is a fuel spill that exceeds 100 gallons, a large gas leak from a street main or LP gas storage tank, the

spill or release of any quantity of a poisonous or toxic chemical, the contamination of one or more victims by a hazardous material and other complicated or dangerous situations.

For major emergencies, the on-duty force is to be limited to first responder operations including size-up, isolation, identification and evacuation. The response is to be expanded to the technician level on the arrival of the recalled line-member force for control and clean up. ***The Colorado State Patrol hazardous materials response team is to be called to back-up all technician level operations by the Fire Department.***

Initial fire truck positioning to reported major hazardous materials emergencies is to be up wind, up hill and up stream from the incident. Fire trucks are to stop at least 300 feet or one city block away and be pointing away from the incident to rapidly leave the area if required.

The *Emergency Response Guidebook* is to be used to guide initial size-up and decision-making.

**Isolation.** The area surrounding the emergency site is to be initially ***isolated for 300 feet*** or one city block in all directions. This distance is to be increased as needed when the material is identified and hazards are determined. Law enforcement officers are to be assigned to maintain this perimeter.

***Rescues are to be attempted if they can be safely accomplished with firefighting PPE.*** Contaminated victims and rescuers are to be rapidly decontaminated by wash down and wrapped in salvage covers to prevent contamination spread. The hospital is to be notified of contaminated victims.

Isolation procedures may include restricting access, damming, diking, dispersing vapors, applying foam and similar defensive actions to control the spread of the hazard. Firefighting PPE including SCBA/PASS is to be used during isolation procedures.

**Identification.** The FDIC is to properly identify the hazardous materials involved using at least three sources including on-site hazardous materials information, signs and placards, the Fire Department reference library and other sources. The container is to be identified to make sure that it is the proper container for the hazard. CHEMTREC is to be called on all major hazardous materials incidents.

A representative of the responsible party for the hazardous material is to be notified and instructed to report to the scene for control and clean-up matters.

**Evacuation.** The FDIC is to determine the proper evacuation distances based on the hazardous materials reference information. If the hazard cannot be reliably identified the area is to be evacuated as follows:

- ***Small containers*** up to 150 gallons; evacuate ***300 feet*** or one city block in all directions.
- ***Storage tank, tank car or tank truck;*** evacuate ***2,500 feet*** or 8 city blocks in all directions.

Evacuation is the responsibility of the law enforcement agency.

**Control.** A hot zone, warm zone and cold zone are to be marked and all access to the hazard location is to be controlled. No control actions are to be taken if the incident is stable or if there are no life or property exposures.

If the incident is spreading and exposures are present, the Fire Department is to make entry to the hot zone and take the necessary control actions if they can be safely accomplished.

***Two-in/two out procedures are to be followed.*** A safety sector, including the back-up entry team, is to be established before making entry to the hot zone. A pre-entry briefing is to be conducted for all teams to include the purpose of the entry, safety considerations and communications.

Personal protective equipment used by the entry and back-up teams is to be checked for damage and proper protection for the hazard. Breathing air supplies are to be monitored so that teams have adequate air for decontamination. As a rule of thumb, entry teams are to be limited to 10 minutes of work with a single air cylinder supply.

Crews working in chemical protective equipment or in other stressful tasks are to be rested on a regular basis and vital signs are to be monitored for safety.

All exposed line-members and victims are to be properly decontaminated. Decontamination crews are to use PPE equal to or at one level below the PPE required for safe entry. The Fire Department is to use disposable equipment whenever appropriate to minimize clean-up requirements. All other tools and equipment are to be decontaminated at the scene.

The National Response Center, U.S. Environmental Protection Agency, Colorado Department of Health and Environment and the Park County Health Department are to be notified of large hazardous materials incidents. The Colorado DOT, county road and bridge department and/or town public works crews are to be requested to respond to assist with control and protective actions as appropriate.

**Clean-Up.** The responsible party is to arrange for the proper clean-up of hazardous materials spills. If the responsible party cannot be identified, the FDIC is to arrange for clean-up. Proper clean-up is to be monitored and approved by the Designated Emergency Response Authority ("DERA"). The clean-up of Fire Department disposable equipment and decontamination waste is the responsibility of the clean-up contractor.

The Fire Department's clean-up orders are to be based on the legal authority contained in the fire code. Clean-up orders are to be written as fire inspection reports to the responsible party. Clean-up order shall require a written clean-up and site safety plan to be approved by the Fire Department before work begins and establish a deadline for completion of the clean-up work. A written statement certifying that the clean-up is complete is to be submitted by the clean-up contractor as proof that the work is finished. If the responsible party fails to complete the clean-up, the matter is to be handled as formal code enforcement using the *Order to Comply* and *Summons* procedures as needed.

### **511.8. TERMINATION**

All persons who may have been contaminated are to be informed of the hazardous materials involved, signs and symptoms of exposure and emergency action to be taken if they occur.

The FDIC is to be sure that accurate records are maintained to document the response to and control of the incident.

The FDIC is to conduct an after-action review of the emergency to identify proper actions and areas for improvement.

All line-members who make level A or level B entries into a hazardous environment or participate in decontamination operations are to document this work using the worker's compensation *Preliminary Accident Report*. This is to create a record if there are future complications.

### **511.9. LINE-MEMBER INJURIES**

Line-members who are exposed to hazardous materials without proper protection are to be considered as contaminated and injured. They are to be transported to the hospital for medical evaluation and care. All necessary worker's compensation reports and procedures are to be followed.

### **511.10. REIMBURSEMENT**

The responsible party must reimburse the Fire Department for all costs associated with the control of a hazardous materials emergency. The FDIC is to follow-up with the administrative assistant and Fire department's legal counsel, as necessary, to ensure accurate time and materials charges are developed, billed and collected.

If the responsible party cannot be identified, or if the Fire department is unable to collect reimbursement after proper efforts, the fire chief may apply to the Colorado Director of Public Safety for reimbursement.

<b>Operations</b> <b>North-West Fire Protection District</b>		Number 512
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Subject:	Effective: <b>08/01/10</b>	Revised:
<b>EMERGENCY MEDICAL SERVICES</b>		
Issued by: Mike Roll Fire Chief	Approved:	

### 512.1. Policy

The Fire Department provides first responder Basic Life Support (BLS) and Advanced Life Support (ALS) emergency medical care and technical rescue services. Technical rescue services include rescue from entrapment from an automobile accident, machinery entanglement, confined space, building collapse, high angle rescue and water rescue.

The emergency medical care provided by the Fire Department is intended to supplement the ambulance transport and emergency medical care provided by the South Park Ambulance District. South Park Ambulance District's services may include BLS or ALS level care and related ambulance transport. Responsibility for patient care is based on first arrival, level of medical training (certification) and must follow applicable state laws and the medical protocols. The Fire Department's medical services are provided under the direction and control of a physician advisor by contract.

The sheriff provides wildland search and rescue, and dive team, services. Law enforcement officers are responsible for scene security, traffic and access control, and criminal and accident investigations.

### 512.2. Standard Response

The standard response to a reported medical emergency is at least two line-members and one engine, as well as the dispatched ambulance service. The officer in charge may triage the dispatched call and initiate additional response resources.

Rescue response is to include at least two line-members, and one engine. Ambulance services should be dispatched as well. If command staff deems necessary, they may initiate a second alarm to save valuable time prior to their arrival on-scene.



### **512.3. Strategies**

The EMS/RESCUE strategies are to be prioritized by **size-up, hazard control, entry, emergency medical care to the level you are trained, extrication, packaging & removal and transport.**

### **512.4. Apparatus Positioning**

The process should allow the best access for rapid transport by the ambulance. If hazards are present, fire apparatus should be positioned at least 100 feet from the incident. Apparatus may be used in roads to shield staff from oncoming traffic.

If apparatus are used as shields, cones and other control devices should be deployed immediately to aid in controlling traffic around the incident.

### **512.5. Personal Protective Equipment**

Staff must use medical gloves, HEPA masks, helmets with face shields or goggles and either wildland gear with reflective striping or SPFC as needed to protect against body fluids and add to line-member visibility. Technical rescue operations require the use of appropriate PPE.

### **512.6. Hostile Situations**

Line-members are to stage away from any scenes deemed hostile until cleared by law enforcement. If a scene becomes hostile, line-members must remove themselves from the scene until controlled by law enforcement.

### **512.7. Crime Scene Preservation**

Line-members must be aware of possible crime scenes and that evidence may be at the medical incident. Protection of evidence is secondary to proper patient care; however, line-members must take actions to protect evidence whenever possible. Line-members are not to handle weapons, illegal drug paraphernalia, other contraband or other items at possible crime scenes. If the victim is obviously dead, the body is to not be disturbed. All unnecessary Fire Department members must be kept out of the scene. Keep walking to a single path when possible and make careful notes to the report to assist in the investigation.

### **512.8. Standard assignments**

The first engine on-scene is to handle all hazard control, gain access and provide emergency care.

## **512.9. Hazard Control**

Line-members are to take all actions required to protect the victim and the rescuers from traffic, weather extremes, electrocution, fire, hazardous materials, unstable vehicles or structures, toxic atmospheres and related hazards. These precautions include:

- ◆ Controlling access to the scene
- ◆ Maintaining at least 50 feet of clear work area around rescue incidents
- ◆ Securing a charged hoseline in all situations where a victim is trapped.
- ◆ Securing flammable liquid spills with foam
- ◆ Adequately lighting work area
- ◆ Using chocking, cribbing and shoring techniques to secure vehicles, trenches structures and machinery.
- ◆ Securing and locking out all power and fuel hazards
- ◆ Disarming and protecting all persons involved from an airbag deployment.

## **512.10. Gain Access**

Line-member should gain access using the most direct and safest route possible. As fire rescue has the primary responsibility for gaining access, forcibly entering using windows, doors or other pathways are expected.

## **512.11. Emergency Medical Care**

Line-members are responsible for providing medical care to patients. When extrication or other tasks must be performed simultaneously with patient care, the South Park Ambulance District personnel may be requested to assume patient care. Heavy wrecker and recovery services, as well as public works, gas, electric and telephone utility crews may be utilized.

*Line-members must ensure all victims are protected, to the extent reasonably practicable under the circumstances, during any extrication operations.*

## **512.12. Removal and Transfer**

Line-members are to assist with patient packaging. Removal from above or below grade is the responsibility of the Fire Department.

Patient transport will be performed by the South Park Ambulance District. Line-members may assist with patient care. Line-members are not to drive ambulances, unless doing so will allow for the highest trained personnel to provide patient care. Fire rescue vehicles may be used to transport victims

during a disaster situation when adequate numbers of ambulances are not available.

### **512.13. Triage**

Triage should be instituted where there are greater than four victims at an incident.

- **CODE GREEN** victims include all walking wounded
- **CODE YELLOW** victims include all victims with regular respirations under 30/minute, a radial pulse, 2 second or less capillary refill and appropriate level of consciousness.
- **CODE RED** victims include those with irregular respirations or respirations greater than 30/minute, no radial pulse, cap. refill greater than 2 seconds or altered level of consciousness.
- **CODE BLACK** victims are those in cardiac or respiratory arrest and not corrected by opening the airway.

### **512.14. Infection Control**

All medical incidents have the potential for exposures of responders to infectious diseases. The following infection control measures are to be taken:

- The city is to provide hepatitis-B immunizations for all line-members who request this protection.
- Line-members must use all appropriate PE during events or when cleaning contaminated equipment.
- Facemasks are to be used for protection from coughing victims or spraying blood. An oxygen or HEPA mask may be placed on coughing patient for protection.
- In trauma or childbirth events, wildland gear or SFPC are to be worn as protection.
- Line-members must thoroughly wash their hands after providing care and may use disposable cleaners in the field until hands can be washed.
- Any equipment that cannot be cleaned must be disposed of properly.
- Contaminated equipment must be washed using a 1:100 bleach and water solution. Washing should occur in the workroom sink or over a sanitary drain in the truck room.

Line-members who suffer a needle-stick or are directly exposed to any body fluids through body openings or open wounds must report to the hospital emergency room or clinic without delay for treatment. These incidents shall be treated as worker's compensation injuries.

### **512.15. Medical Clean-up**

Line-members should remove all contaminated materials from the incident whenever possible. Care should be taken so that families are not left to clean up blood or body fluid contaminated articles, and that these items or areas are not accessible to the public.

### **512.16. Restocking**

All disposable medical equipment that can be restocked from South Park Ambulance District should be restocked. Account for this restocking with ambulance personnel. Other items must be restocked from Fire Department supplies.

### **512.17. Reports**

All medical and rescue incidents must be documented using the Fire Reporting Program. This is a legal document and care should be taken to include: victim name, chief complaint and mechanisms of injury, address of incident, medical history, primary survey information, secondary survey information, medical care given including all procedures, (*i.e.* – oxygen therapy, i.v. therapy, immobilization, splinting, *etc.*) and victim disposition. Also any abnormalities in the call should be noted. (*i.e.*, delayed response, delayed ambulance arrival, disputes in treatment plans, or anything that could create a potential liability issue.)

### **512.18. Arrival of Law Enforcement**

If it is anticipated that, due to staffing or call volume issues, law enforcement will be delayed in responding to a medical or rescue incident, line-members should not enter the area, if in their opinion there could be a threat of harm to responders. If the addition of personnel would facilitate entry or add to safety of responders, the engine officer may initiate the response of the entire on-duty shift.

Where security of apparatus is a concern, the engine officer may initiate the response of a second unit to ensure the security of the apparatus.

<b>Operations</b> <b>North-West Fire Protection District</b>		Number 525
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Subject:	Effective: <b>08/01/10</b>	Revised:
<b>RAPID INTERVENTION TEAM</b>		
Issued by: Mike Roll Fire Chief	Approved:	

### 525.1. POLICY

#### LOST OR TRAPPED LINE-MEMBERS

The rescue of lost or trapped line-members in a burning building is especially time sensitive. There is a **very narrow “window of survivability”** for a line-member who is out of air supply or trapped by approaching fire. Individual line-members must not delay reporting to Command if they become lost, trapped or in need of assistance. Company officers also must not delay the reporting of lost line-members or of an incomplete accountability report. Command and sector officers must always assume that the missing line-member(s) is lost in the building until accounted for. Activation of the Rapid Intervention Team (RIT) will require a restructuring of the tactical considerations and plans during an incident.

#### 525.2. COMMUNICATION

Any line-member lost or trapped must use the radio message **“MAYDAY”** to indicate that he/she is in trouble and in need of rescue. *“MAYDAY” must be used solely for RIT emergencies.* This radio message is reserved for the communication of trapped line-members in need of assistance, if incident command cannot account for personnel operating in the hazard area, or if another line-member witnesses or has confirmed that a line-member is lost or in trouble.

Once a RIT has been called, the IC, RIT and the lost/injured line-members will stay on working radio channel (FERN) while all other operating units will switch to radio channel 1. This allows the RIT to communicate directly with the line-members in trouble.

#### 525.3. FORMATION OF RIT

A RIT should be established at all major incidents involving fire, rescue or hazardous materials. These teams should consist of at least 2 line-members who will stage with the proper tools in a location within the incident that allows for rapid deployment. The RIT may be utilized to support the attack (*i.e.*, ladder

placement, ventilation, pulling hose, *etc.*) as long as they remain ready to deploy should an incident emergency occur.

This is an extremely important fireground position and assignment should be given to personnel who are ready and able for that function. Command may assign more than two line-members if resources are available. Rotation of crews into and out of RIT is to be made by command with considerations of personnel rehabilitation, incident status and anticipated resource allocation.

The RIT is established by the first arriving crews by an initial attack of two line-members, with the hydrant person and the engineer assuming the RIT. The hydrant person should switch as soon as possible with the lieutenant working the initial attack. A later arriving unit will be assigned the RIT and it will remain their responsibility until reassigned by command and another crew assumes the RIT designation.

#### **525.4. RESPONSIBILITY OF RIT**

Once a RIT is assembled, it is the RIT's responsibility to ascertain the location of the various working groups and numbers within the groups at the incident. The RIT will remain ready for activation, but may perform other fireground duties while remaining prepared to respond, including laddering the building for egress, horizontal or PPV ventilation, monitoring the air for hazards, assisting in rehabilitation, *etc.*

The RIT also will stage with the necessary equipment to perform a rescue. Staging should include:

- ✓ Flashlights
- ✓ Door Wedges
- ✓ Bolt cutter
- ✓ Wire Cutter
- ✓ Folding Knife
- ✓ Phillips and Straight Head Screwdriver
- ✓ SCBA Bottle Minimum
- ✓ Spare SCBA (If Available.)
- ✓ Forcible entry tools

If an attack line is deemed necessary, the RIT will have it charged and staged for use.

Once a **MAYDAY** has been called, the RIT, with the necessary rescue tools, will commence rescue based on information of last known location, number unaccounted for, and conditions.

All working units will give an accountability report to IC. **DO NOT STOP SUPPRESSION EFFORTS UNLESS ORDERED BY IC.** Should a sector officer



be trapped or incapacitated, the RIT leader will assume responsibilities for the area in which the emergency exists.

The IC may need to redirect the suppression forces to place them between the trapped/lost line-members and the oncoming fire. The Incident Commander should call for additional mutual aid resources if an event requires the RIT to activate for rescue. **IN ANY CASE, THE IC MUST CHANGE PLANS TO A HIGH PRIORITY RESCUE EFFORT.**

The RIT may rotate as a relief unit when Command has determined that all crews are out of danger, all line-members are accounted for, or a hazardous atmosphere no longer exists.

### **525.5. OTHER CONSIDERATIONS**

Command must control the media throughout the incident. Information on the identities and conditions of lost line-members must be restricted until after the next of kin are notified. It is appropriate to limit media access to a distance that will prevent visual identification of any victims.

Notification of next of kin should be done as soon as possible by someone in person. This can be done by the Fire Department chaplain or a senior officer. Transportation for the family should be arranged if possible to assist them in arrival at the hospital.

If a RIT is involved in rescue, another RIT should be established as soon as possible as protection to the rescue crews.