

Rocky Hill Hook & Ladder Co. No. 1

Standard Operating Guidelines

Preface:

This Standard Operating Guideline manual attempts to anticipate problems and then recommends courses of action. It is not designed to replace sound judgment based on facts and experiences.

Deviation for a specific situation may be acceptable, and even recommended. However, “**BLANKET**” suspension or countermanding of a procedure is unacceptable.

References include, but are not limited to: NFPA Standards, OSHA Regulations. These procedures are to be considered a source for training materials.

Access to the S.O.G. manual is available in two ways, a manual is in the department office, and a copy is on our web site ([www. RHFD53.org](http://www.RHFD53.org)).

Each member is required to be familiar with the contents of the manual.

This manual was conceived to be pliable and active set of documents with changes occurring to meet the needs of the Rocky Hill Hook & Ladder Co. No. 1.

SOG #1: Safety & Risk Management

Purpose:

The Rocky Hill Hook & Ladder Co. No. 1 is committed to providing the safest possible work environment for our members. It is important that all members operating at incidents and/or training scenarios operate in a safe manner. Each must practice as a “safe person” for their own safety, as well as to minimize risk to others.

Guideline:

Operating at emergency incidents and /or training scenarios poses an inherent risk of injury – or worse, death. With that thought in mind, all members are expected to operate under the following risk management profiles.

1. We will risk a lot, in a calculated manner, to save **SAVABLE** lives.
2. We will risk a little, in a calculated manner, to save **SAVABLE** property.
3. We **WILL NOT RISK OUR LIVES AT ALL** for lives or property that are already lost.

This risk management profile will be applied to all incidents and/or training scenarios and will be continuously re-assessed throughout the operation. When considering the survival profile of victims, members must consider fire conditions and other conditions affecting survival.

Examples:

- A fire in a rear bedroom of a house, with smoke throughout the house may allow a survivable environment if a search and rescue effort is initiated quickly. We **MAY** extend risk, in a calculated manner, under these conditions.
- A significant fire in a residence with dense smoke under pressure to floor level throughout the house, there is a low probability of survival. A very cautious, calculated rescue and fire control operation would be warranted.
- A fully involved building, this would project almost a zero survivability profile, members should avoid an offensive firefight.
- Victims buried by a trench collapse or under water for 10 minutes or more, would be unlikely to survive therefore an extremely cautious and a well planned, safe, recovery operation is required.

Rescuers should consider notification time, dispatch processing time, response time, and time on the scene as part of the survivability calculation.

Actions in a calculated manner require:

- Incident command established.
- Proper personal protective equipment used.
- Accountability system established.
- Safety procedures in place.
- Continuous risk assessment by all.

SOG#2: Incident Management System

Purpose:

All personnel shall utilize the Incident Management System (IMS), also known as Incident Command System (ICS), to effectively and efficiently control and mitigate emergencies.

1. DEFINITIONS

- Command (IC) – The individual in overall charge of the incident and associated activities of the incident.
- Operations (OPS) – This individual is responsible for the emergency operation activities of the incident. Generally this position is only used at large incidents.
- Liaison – The individual responsible for interacting with the other assisting and cooperating agencies.
- Public Information Officer (PIO) – The individual responsible for formulating, and releasing information about the incident to the news media and other appropriate agencies.
- Safety Officer – This individual is responsible for overall safety at the incident. The safety officer has the authority to countermand the incident commander if the order would place personnel in imminent danger.
- Accountability Officer – This individual is responsible for developing and implementing a plan designed to track and account for all personnel working in the hazard zone.
- Staging Officer – This individual is responsible for grouping personnel and equipment for use at an incident. They maintain accountability of personnel and equipment committed to staging.
- Rehabilitation Sector (REHAB) – This individual is responsible for providing rehabilitation services for personnel including fluids, food, rest and medical evaluation.
- Water Supply – This individual is responsible for managing water supply resources, and providing adequate fire flow for the incident.
- Medical Officer – The individual responsible for the emergency medical services management at an incident. These may include triage, treatment and transportation of the injured.
- Division Officers – These individuals are responsible for areas based upon the task assignment or geographical area of operational responsibility. The incident commander based on the needs of the emergency assigns sector officers.

2. SYSTEM IMPLEMENTATION

- The incident management system shall be implemented on every incident.
- The first unit on the scene shall implement the system and assume command. The incident commander is responsible for the scene until relieved, even if senior officers are on the scene but have not assumed command.
- A radio report naming the incident and the location of command post shall be made as soon as possible after arrival at the incident.
- If conditions warrant the first arriving unit to pass command the next arriving unit will assume command. If the first unit passes command they must still maintain control of the scene until command can be set up.

- The incident commander shall establish the command post in an accessible location.

3. COMMAND MODES

- Investigation – These are situations where there is no smoke or fire visible from the exterior upon arrival. An interior investigation shall be conducted to assess the situation.
- Attack – These are situations where an emergency incident is obviously in progress and quick aggressive operations are required for effective control.
- Patient Care – These are situations where medical assistance is going to be rendered.
- Assist – These are situations where non-emergency services are being rendered.

4. The incident commander may opt for the following command postures:

- Establish a command post and assume command responsibilities
- Pass command to a later arriving unit and engage in scene operations
- Perform command operations while participating in scene operations, only if direct participation will provide for a favorable outcome of the incident.

5. SIZE UP

A size up shall be performed by the first arriving unit and shall be transmitted via the radio to all responding units. The size up shall consist of the following basic components,

- Type and size of the occupancy or incident
- A brief statement of conditions found
- Radio identification of the unit and the fact that command is being taken or passed to a later arriving unit
- Mode of operations being taken
- When necessary, any special instructions to incoming units

6. STATUS REPORTS

A situation report to dispatch shall be made as soon as it is practical after arrival and the scene is sized up. There should be a situation update every twenty (20) minutes into the scene. There should be an update on the following benchmarks:

- Completion of primary search
- Completion of secondary search
- Fire under control
- Fire out
- Extrication complete
- Other pertinent information such estimated time out, etc.

7. DESIGNATION OF DIVISIONS

The incident commander shall designate sector officers as required. Responding apparatus or officers must realize that the incident commander must establish an organization and plan at a specific incident. Apparatus or officers dispatched to a specific area or location are not automatically Division Officers until assigned by the incident commander.

8. IDENTIFICATION OF SCENE

- The exterior of the building shall be identified with letter designation beginning with the front of the building as being division A and the lettering of sides continues in a clockwise fashion.
- The interior shall be designated by floor divisions. Beginning with the basement then division 1, division 2 and so forth. Roof will be designated as roof.
- The exposures shall be designated by utilizing numbers along with the division of the structure, i.e. B/1 for the first building or exposure on division B. The exposures will number in sequence as they move away from the fire building.

9. FIREGROUND PRIORITIES

There are three fire ground priorities and they should be accomplished in the following manner:

- Life Safety – The accomplishment of life safety functions consist of a primary search, proper ventilation, fire control, secondary search, evacuation and the treatment of injured victims
- Fire Control – The accomplishment of fire control may include fire attack, confinement, extinguishment and exposure protection.
- Property Conservation – The accomplishment of property conservation functions may include salvage of property, overhaul of the fire, fire protection system control and securing of the structure.

10. STAGING OF RESOURCES

There are two levels of staging utilized to maintaining resources for the incident.

- Level 1 Staging – The first arriving unit not directly assigned to work at an incident shall establish a staging area. The incident commander may identify a staging location or the first arriving unit shall determine a location and transmit this to the incident commander. The staging location should be in a location where units can maneuver around the incident if required. All apparatus and later arriving personnel shall report to staging. The staging officer shall assign personnel to staff apparatus and or make up necessary crews.
- Level 2 Staging – This is generally utilized for larger scale incidents where numerous resources will be required. The staging location shall be in an area away from the incident and located for ease of access and egress as well as providing for minimizing traffic congestion.

SOG #3: Personal Response to an Alarm

1. All responses in personal vehicles or fire apparatus will be done in accordance with the New Jersey Department of Motor Vehicle laws.
2. No member shall respond if under the influence of drugs, alcohol, medications, or other substances.
3. All members must respond to the firehouse unless they have made prior arrangement to keep their turnout gear with their personal vehicle.
4. All firefighters will be fully suited up (bunker pants, coat, and helmet) before getting on the apparatus.
5. All firefighters will remain seated and wearing seat belts when the apparatus is moving.
6. Riding on the apparatus tailboard is not allowed.
7. Full turnout gear will be worn at all emergency scenes.
8. All members will return to the firehouse after an incident to help with cleanup.
9. Probationary members may not wear SCBA or enter structures until they pass firefighter 1.

SOG #4: Apparatus Response

1. Engine 53-1 is first due for the following:
 - Structure Fires
 - Mutual Aid for fire suppression
 - Cover Assignments

2. Engine 53-2 is first due for the following:
 - RIC Assignments
 - Rescue Assignments
 - Vehicle Fires
 - Hazardous Materials Assignments
 - Brush Fires
 - Cellar Pumps

2. Minimum staffing of 2 firefighters is required for an apparatus response.

SOG# 5: Protective Clothing

Purpose:

Assure that all personnel are prepared for structural firefighting or rescue operations immediately on arrival at an emergency scene while maintaining the highest degree of personnel safety for all personnel.

1. This guideline shall apply to all personnel operating at the scene of any emergency incident or training exercise.
2. Company Officers are responsible for enforcement of this guideline.
3. Authority to deviate from this guideline rests solely with the Company Officer who bears full responsibility for the results of any deviation.
4. Protective clothing will consist of, but is not limited to the following:
 - Turnout Coat
 - Bunker Pants
 - Suspenders
 - Boots
 - Gloves
 - Rescue Gloves
 - Helmet with Goggles
 - Nomex Hood
 - SCOTT Mask
5. All equipment is to be properly fastened and closed with hood on, coat collar turned up and helmet ear flaps turned down.
6. All equipment shall be manufactured in accordance with appropriate NFPA standards.
7. Alterations to any equipment, such as the removal of coat or pant liners, are prohibited.
8. If the need for some alteration is needed, it must first be approved by the Chief Officer.
9. Damaged equipment shall be brought to the attention of the Chief.
10. Protective equipment shall be worn by all personnel during fire or Rescue Operations

SOG# 6: Bloodborne Pathogen & Exposure Control Plan

PURPOSE

The purpose of this exposure control plan is to:

1. Eliminate or minimize the occupational exposure to blood or certain other body fluids; and
2. Comply with the OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030, NFPA 1581 and other applicable standards.

DESIGNATED OFFICER

Pursuant to the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act, 59 CFR 13418, the Rocky Hill Hook & Ladder Co. No. 1 names the Chief as the designated officer responsible for interaction with medical facilities as required. The designated officer is responsible for the following duties as required by law:

1. D.O. is responsible for assuring that all members receive appropriate exposure evaluation and information about the exposure;
2. D.O. is the point of contact for receiving reports of possible exposure events from members and from medical facilities that identify that a member was involved in the care of a patient with an airborne or other high risk communicable disease;
3. D.O. must assess available information to determine whether a possible exposure has occurred;
4. D.O. must initiate a request for evaluation with the medical facility receiving the patient and communicate directly with the facility and with the member to assure appropriate follow-up;
5. D.O. may contact designated health professionals as necessary to obtain expert counsel when information may be insufficient to determine whether exposure has occurred;
6. D.O. must communicate the findings received from a medical facility resulting from a request for information and advise the member on appropriate medical follow-up; and
7. D.O. must maintain the confidentiality of all information acquired directly or incidentally in the course of fulfilling their responsibility for occupational exposure management.

EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (PPE) (i.e. employees are considered to be exposed even if they wear PPE). This exposure determination is required to list the entire job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. In the Rocky Hill Hook & Ladder Co. No. 1, all active members, due to the nature of the fire service, have the potential to be exposed to bloodborne and airborne pathogens.

IMPLEMENTATION SCHEDULE AND METHODOLOGY

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard.

1. Compliance Methods

Body substance isolation precautions will be observed by all members of the Rocky Hill Hook & Ladder Co. No. 1 in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Hand washing facilities are available at the fire station to members who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure; however, due to the nature of the fire service, this is not always possible. As an alternative, waterless hand cleaner and antiseptic towelettes have been placed in all apparatus. Hand washing should be done immediately upon returning to the fire station. Hand washing shall be done after each emergency incident, after cleaning protective clothing or equipment, and before and after handling clean or contaminated equipment. Hand washing shall be accomplished with soap and water by lathering the skin vigorously for at least 10 seconds followed by a thorough rinsing.

2. Contaminated Equipment

Any reusable equipment such as backboards, blood pressure cuffs, rescue tools etc., which have become contaminated with blood or other potentially infectious materials, shall be decontaminated prior to being re-placed on the apparatus. If the equipment cannot be decontaminated immediately, it should be bagged and marked contaminated until it can be decontaminated. Any reusable equipment that cannot be fully decontaminated shall be discarded in an approved manner.

Any disposable equipment such as bandages, airways, oxygen delivery devices, gloves etc., which have become contaminated with blood or other potentially infectious materials shall be placed in a red bag at the emergency scene and disposed of in the responding ambulance as per their current policy.

3. Personal Protective Equipment

PPE Provision

Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration or time which the protective equipment will be used. Latex gloves, goggles, face shields, gowns and tyvek suits will be stored in both engines and station. Additionally, firefighter's turnout gear can also serve as protective equipment when worn in conjunction with gloves and face shields.

When it can be reasonably anticipated that sharp or rough surfaces will be encountered, firefighting gloves shall be worn over latex gloves.

PPE Cleaning, Laundering and Disposal

To avoid the possibility of spreading infectious diseases, all personal protective equipment will be cleaned, laundered and/or disposed of by the Rocky Hill Hook & Ladder Co. No. 1. The department

will also handle all repairs and replacements.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the emergency incident and returned to the fire station.

When PPE is removed, it shall be placed in a red bag and placed in the responding ambulance for disposal. If the contaminated PPE is reusable, such as turnout gear, it shall be red bagged and returned to the fire station for proper decontamination.

Gloves

Gloves shall be worn where it is reasonably anticipated that there will be hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes or when handling or touching contaminated items or surfaces.

Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Gloves shall also be replaced prior to attending to another patient.

Heavy-duty disposable gloves shall be worn while cleaning and disinfecting contaminated equipment. These gloves are more resistant to abrasions, cuts, snags, and punctures.

Eye, Face, and Respiratory Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

It is also required that a respiratory mask be worn for the duration of contact with any patient who may be potentially infected with tuberculosis.

Additional Protection

Additional protective clothing such as gowns, turnout gear or tyvek suits shall be worn in instances when gross contamination may be anticipated. This is done to protect the firefighter's personal garments from exposure to blood or other potentially infectious materials.

4. Housekeeping

Decontamination of reusable supplies and equipment shall be accomplished by utilizing the station decontamination kit and a hypochlorite solution (10% bleach in water) or other approved EPA registered germicide.

5. Laundry Procedures

Personal garments or turnout gear that has become contaminated with blood or other potentially infectious materials shall be handled as little as possible. Such garments or gear shall be placed in a red bag and sent out to be clean by a commercial contractor for proper decontamination or disposal.

The contaminated garments shall be sent out for laundering at the expense of the department.

6. Vaccines and Post-Exposure Evaluations

General

The Rocky Hill Hook & Ladder Co. No. 1 shall make available the Hepatitis B vaccine to all members, and post-exposure follow-up to members who have had an exposure incident.

The Rocky Hill Hook & Ladder Co. No. 1 shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and post-exposure follow-up, including prophylaxis are:

- Made available at no cost to the member.
- Made available to the member at a reasonable time and place.
- Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional.
- Provided according to the recommendations of the US Public Health Service.
- All laboratory tests shall be conducted by an accredited laboratory at no cost to the member.

Hepatitis B Vaccination

The designated officer will be in charge of the Hepatitis B vaccination program.

Hepatitis B vaccination shall be made available after the member has received the training in occupational exposure and within 10 days after being accepted into active status. The exception shall be if the member has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the member is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the member initially declines Hepatitis B vaccination but at a later date, while still an active member of Rocky Hill Hook & Ladder Co. No. 1, decides to accept the vaccination, the vaccination shall then be made available.

All members who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal.

If, at a future date, a routine booster dose of Hepatitis B vaccine is recommended by the US Public Health Service, such booster doses shall be made available.

Post Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated and documented. When the member incurs an exposure incident, it shall be reported to the officer in charge of the incident at which the exposure occurred who shall fill out and exposure report form and forward it immediately to the designated officer.

Following a report of an exposure incident, the exposed member shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route of exposure, and the circumstances under which the exposure incident occurred
- Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by law
- If a bloodborne pathogen exposure is suspected, the source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, it shall establish and document that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented
- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated
- Results of the source individual's testing shall be made available to the exposed member, and the member shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV or HIV serological status will comply with the following:

- The exposed member's blood shall be collected as soon as feasible and tested after consent is obtained
- The member will be offered the option of having their blood collected for testing of the member HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the member to decide if the blood should be tested for HIV serological status.

All members who incur an exposure incident will be offered post-exposure and follow-up in accordance with the OSHA standard.

Information Provided to the Healthcare Professional

The Rocky Hill Hook & Ladder Co. No. 1 shall ensure that the healthcare professional responsible for the member's post-exposure follow-up has or is provided with the following:

- A copy of 29 CFR 1910.1030
- The written incident exposure form (See Appendix B)
- Results of the source individual's blood testing, if available
- All medical records required by this standard including vaccination status

Healthcare Professional's Written Opinion

The Rocky Hill Hook & Ladder Co. No. 1 shall obtain and provide the exposed member with a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the member has received such vaccination.

The healthcare professional's written opinion for post-exposure follow-up shall be limited to the following information:

- A statement that the member has been informed of the results of the evaluation

- A statement that the member has been told about any medical conditions resulting from exposure to blood or any potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis must remain confidential and shall not be included in the written report.

7. Information and Training

The Rocky Hill Hook & Ladder Co. No. 1 shall ensure that training is provided at the time of acceptance into the fire department, and that it shall be repeated within one year of the previous training. Training shall be tailored to the education and language level of the members, and shall be offered at convenient times. The training shall cover the following:

- A copy of the standard and an explanation of its contents
- A discussion of the epidemiology and symptoms of bloodborne diseases
- An explanation of the modes of transmission of bloodborne pathogens
- An explanation of the Rocky Hill Hook & Ladder Co. No. 1 Bloodborne Pathogens Exposure Control Plan, and a method for obtaining a copy
- The recognition of tasks that may involve exposure
- An explanation of the use and limitations of methods to reduce exposure
- Information on the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment
- An explanation of the basis of selection of PPE
- Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
- Information on the evaluation and follow-up required after a member exposure incident

8. Recordkeeping

Medical Records

The Rocky Hill Hook & Ladder Co. No. 1 will be responsible for maintaining medical records as indicated below. These records will be placed in a locked filing cabinet in the fire station office.

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of membership plus thirty (30) years. The records shall include the following:

- The name and social security number of the member
- A copy of the member's HBV vaccination status, including the dates of vaccination, or copy of the signed declaration
- A copy of all results of examinations, medical testing, and follow-up procedures
- A copy of the information provided to the healthcare professional, including a copy of the exposure report form.

Training Records

The Rocky Hill Hook & Ladder Co. No. 1 is responsible for maintaining the following training records. These records will be kept in Firehouse Programs and the member's department booklet.

Training records shall be maintained for three (3) years from the date of the training. The following information shall be documented:

- The dates of the training sessions
- An outline describing the material presented
- The names and qualifications of persons conducting the training
- The names of all persons attending the training sessions

Availability

All records shall be made available to the member in accordance with 29 CFR 1910.20.

All member records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

9. Evaluation and Review

The designated officer of the Rocky Hill Hook & Ladder Co. No. 1 is responsible for reviewing this plan and its effectiveness annually, and for updating it as necessary.

10. Dates

The designated officer of the Rocky Hill Hook & Ladder Co. No. 1 will implement all provisions required by this standard immediately following the acceptance.

**ROCKY HILL HOOK & LADDER CO. NO. 1
HEPATITITS B VACCINE
DECLINATION STATEMENT**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have operational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date

CONFIDENTIAL

**ROCKY HILL HOOK & LADDER CO. NO. 1
HEPATITIS B VACCINE IMMUNIZATION RECORD**

Vaccine is to be administered on: _____

Elected dates: _____

First vaccine shot: _____

1 month from elected date: _____

6 months from elected date: _____

Employee Name: _____

Date of 1st dose: _____

Date of 2nd dose: _____

Date of 3rd dose: _____

Antibody test results - pre-vaccine (optional): _____

Antibody test results - post vaccine (optional): _____

Time interval since last injection: _____

Employee Signature: _____

ROCKY HILL HOOK & LADDER CO. NO. 1
EXPOSURE INCIDENT REPORT
(ROUTES & CIRCUMSTANCES OF EXPOSURE INCIDENT)

Date Completed _____

Employee's Name _____ SS# _____

Home Phone _____ Business Phone _____

D.O.B _____ Job Title _____

Employee Vaccination Status _____

Date of Exposure _____ Time of Exposure _____ am _____ pm _____

Location of Incident (Home, Street, Vehicle, etc) Be Specific _____

Nature of Incident (MVA, Trauma, Medical Emergency, etc):

Describe what task(s) you were performing when the exposure occurred. Be Specific.

Were you wearing personal protective equipment (PPE)? Yes _____ No _____

If yes, list equipment _____

Did PPE fail? Yes _____ No _____ If yes explain _____

What body fluid(s) were you exposed to? _____

What parts of your body became exposed? _____

Estimate the size of the area of your body that was exposed: _____

How long were you exposed? _____

Did a foreign body (needle, nail, automobile part, etc) penetrate your body? Yes ___ No ___

If yes, what was the object? _____

Where did it penetrate your body? _____

Was any fluid injected into your body? Yes ___ No ___

If yes, what fluid? _____

How much? _____

Did you receive medical attention? Yes ___ No ___

If yes, where? _____

When? _____

By whom? _____

Identification of source individual(s) _____

Name(s) _____

Did you treat patient(s) directly? Yes ___ No ___

If yes, what treatment did you provide. Be specific: _____

Other pertinent information: _____

SOG# 7: Emergency Evacuation

1. If a structure, fire conditions, or other hazards become too dangerous for offenses operations to continue, incident commander shall initiate and emergency evacuation.
2. When the emergency evacuation signal is initiated the structure is to be evacuated as soon as possible, which means all equipment is left behind and a fire fighter expediently exits the structure without debate.
3. An emergency evacuation procedure will consist of a 30-60 second blast of air horns and sirens from all fire apparatus operating near the incident scene. At that time all fire fighters will immediately evacuate the structure. Firefighters are to report to their company officers for a PAR check.

SOG #9: Self-Contained Breathing Apparatus

Respiratory Protection Plan Appendix, is located in the office. Each member is required to be familiar with the contents of the manual.

SOG #10: Position Requirements

Firefighter

1. All firefighters must be CPR certified yearly.
2. All firefighters must pass Firefighter 1
3. All firefighters must complete and pass Firefighter 2 within 2 years of passing Firefighter 1.
4. All firefighters must attend at least 20% of all drills during the prior year.
5. Interior firefighters must also attend a live burn drill at the training tower at least once per year.

Fire Officer

1. Fire Officers must have 3 years within the fire service
2. Fire Officers must complete the following:
 - o Fire Fighter 1 & 2
 - o Fire Officer 1
 - o ICS 100 & 200
 - o NIMS 700
3. Chief Officers must complete ICS 300

Driver/Pump Operator

1. Drivers must be 21 of age and have a valid New Jersey driver's license.
2. Drivers must have at least three years of driving experience.
3. No one will drive if under the influence of alcohol, drugs or other illegal substance.
4. Drivers must be qualified exterior firefighters.
5. Drivers must have served at least one year as a firefighter.
6. Driving candidates must log a minimum of 6 hours of driving time with a qualified driver.
7. An Officer will administer a driving test once the above guidelines are met.
8. Upon successful completion of the driving test, the Chief must approve the candidate as a Driver.
9. All Pump Operator candidates must complete and pass pump operation class.
10. Candidates must log a minimum of 5 hours of pump time, including 1 hour of drafting, with a qualified operator.
11. An Officer will administer a pump operations test once the above guidelines are met.
12. Upon successful completion of the pump operations test, the Chief must approve the candidate as a Pump Operator.

SOG# 11: Seat Belt Use

Purpose:

This policy describes the expected actions of personnel in regard to the use of seat belts.

Scope:

This policy applies to all personnel of the Fire Department.

Policy:

The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver. Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions. All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions or standing while riding shall be specifically prohibited.

SOG #12: Bomb Threats

1. Bomb threats will be identified as a call to quarters with information. Firefighters will respond directly to the firehouse.
2. The officer in charge will be responsible for calling the police and determining the nature of the call.
3. The officer in charge will determine the type of response to be made by the Fire Company and if any trucks should respond. No lights or sirens will be used during a response to a bomb threat.
4. Firefighters **WILL NOT** assist in bomb searches.
5. No red or blue lights should be used when responding to the firehouse for a bomb threat.

SOG #13: Vehicle Fires

Purpose:

To establish guidelines for the members of the Rocky Hill Hook & Ladder Co. No. 1. in the extinguishment of a car fire.

Operations:

1. A working fire involving the interior of the vehicle passenger compartment will damage the vehicle beyond repair. As such, the attack plan should consider the vehicle as a "write off" and a safe and appropriate approach and fire attack must be implemented.
2. All firefighters are to wear full personnel protective equipment including SCBA's.
3. Apparatus placement should be approximately 100 ft away from vehicle, uphill, upwind, and in a position to protect personnel from on-coming traffic.
4. Where patients are trapped in the vehicle, first water should be applied to protect the patients and permit rescue.
5. When rescue is not a factor, first water should be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are Liquidified Petroleum Gas (LPG) or Liquid Natural Gas (LNG).
6. Initial fire attack should be made with a minimum of a 1 3/4" attack line.
7. Vehicle should be approached at a 45-degree angle on either driver or passenger side.
8. As soon as possible chock wheels to prevent vehicle movement.
9. Forcible entry team shall open all compartments of vehicle (trunk, hood, passenger, etc.) to gain access to fire and check for extensions.

Hazards and Safety Considerations:

1. Liquid Petroleum Gas (LPG) and Liquid Natural Gas (LNG) are becoming increasing used as fuel for vehicles. Pressure release devices can create a lengthy "blow torch" effect, or should the pressure relief device fail, a BLEVE may occur. Vehicles may not be marked to identify this fuel hazard. If there is flame impingement on a visible LPG/LNG storage tank, take action to control the fire and cool the tank.
2. If vapors escaping from the storage tank relief valve have ignited, allow the LPG/LNG to burn while protecting exposures and cooling the tank. Shutting off the valve at the storage tank can control flow of gas through piping.
3. Energy Absorbing Bumpers--Consist of gas and fluid filled cylinders that, when heated during a fire, will develop high pressures which may result in the sudden release of the bumper assembly. This could result in serious injury to anyone in its path. Bumper assemblies have been known to travel 25 feet.
4. Batteries--Explosion hazard due to presence of hydrogen vapors. Avoid contact with battery acid. When the situation is stable, disconnect battery cables (ground cable first).

5. Combustible Metals--Some vehicles have various parts made of combustible metals, such as engine blocks, heads, wheels, etc. When these metals are burning, attempts to extinguish them with water will usually add to the intensity of the fire. Large quantities of water, however, will cool the metal below its ignition temperature. After some initial intensification, the fire should go out. Dry chemical extinguishers can also be effective.
6. Trunk/Rear Hatch/Engine Hoods--Hold-open devices may employ, along or in any combination with any of the following: springs, gas cylinders, extending arms, etc. When gas cylinders are exposed to heat, failure or rupture of these devices should be expected. Excessive pressure may develop in lift assists causing a trunk, hatch or hood to fly open with explosive force when the latch mechanism is released. To insure personal safety, be sure to allow sufficient clearance when releasing latches.
7. Fires involving the trunk/cargo area should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials.
8. Fuel Tanks--May be constructed of sheet metal or plastic. A rupture or burn-through may occur with these tanks causing a rapid flash fire of the fuel. Do not remove gas cap, as tank may have become pressurized. Do not direct hose stream into tank, as this will cause pressurization of tank, with a possible result of burning fuel spewing from the tank fill opening.
9. Interior--well-sealed interiors of modern vehicles present the potential for backdraft. Use caution when opening doors or breaking windows. Appropriate approach, ventilation, and safety concerns must be considered. Have a charged handline ready before making entry.
10. Vehicle Stability--Tires or split rims exposed to fire may explode, causing the vehicle to drop suddenly. Expect exploding rim parts or tire debris to be expelled outward from the sides. Some larger vehicles, such as buses, employ an air suspension system. When these systems are exposed to heat or flame, they may fail, causing the vehicle to SUDDENLY drop several inches.

SOG #14: Motor Vehicle Accidents

1. Personnel shall wear all personal protective equipment until the hazards are secured and the Incident Commander gives the order to remove protection. When protective clothing is removed and the scene dictates the personnel should don the safety vests for reflective warning.
2. A fire extinguisher or hose line will be deployed until all hazards are secured. A safety line of 1 ¾" attack line will be deployed while extrication is being performed.
3. All vehicles should be stabilized prior to extrication beginning.
4. Personnel involved in extrication shall wear all personal protective equipment. All patients should be covered during extrication. Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. that present additional hazards to personnel.
5. When extrication is necessary the Incident Commander or Company Officer shall evaluate the vehicle for potential air bag devices. These devices dictate where and how extrication should be accomplished. If the air bags have not deployed the electrical system should be cut and the air bag cover put in place.
6. The apparatus should be staged to allow for an effective scene management while not compromising the safety of the personnel or the apparatus.

SOG #15: Structure Fires

1. All members will report to the officer in charge upon arrival at the scene.
2. All members will wear full turnout gear (bunker pants, coat, helmet, hoods, gloves, etc.) and SCBA while involved in fire suppression or overhaul.
3. No interior attack will be attempted at structures that appear to be abandoned or in the judgment of the officer in charge pose an unnecessary risk to firefighting personnel.
4. No sustained interior attack will be attempted at buildings with lightweight truss construction.
5. The Incident Commander shall appoint the following: Operations, Safety, Interior, and Accountability Officers.
6. Engine 53-1 is set up as *First Due Engine* and should be the first to respond. The officer in charge will determine if a 5" supply line should be laid for water supply.
7. Engine 53-2 is set up as *Second Due Engine* and will support water supply to 53-1 and provide additional firefighting lines and equipment.
8. Interior attack should be accomplished with 1¾" lines. Interior attack crews **WILL** have a radio with them at all times. A backup line should be available at all times.
9. All firefighting operations will comply with **OSHA 29 CFR 1910.134 Two In/ Two Out rule**.

*In firefighting the policy of **two-in, two-out** mandates that firefighters never go into a dangerous situation in a fire or rescue incident alone. There should always be (at least) two firefighters together when they enter a location and one of them cannot come out of the situation or building unless both do.*

The policy also refers to a safety system to protect firefighters, where two or more firefighters enter a building and at least two more remain outside, ready to help in case of emergency. Firefighters will enter a building in teams to extinguish the fire and/or make a rescue. When a team enters the building (the "two in"), two more firefighters (the "two out") will be standing by at the entrance in full personal protective equipment (to include Turnout Gear and SCBA), and ready with rescue tools, in order to rapidly enter the building if the team inside becomes endangered

10. Interior Structural Firefighters

- A minimum crew of two or more Firefighters is required for interior structural firefighting in an IDLH.
- When a crew is working inside a structure with an IDLH they must be wearing full protective gear and SCBA.
- The members of the interior crew must maintain voice or visual contact with one another at all times.
- The members of the crew must maintain direct radio contact with firefighters outside the structure.
- When a crew is working inside a structure in an IDLH atmosphere there must be a standby crew outside the structure to provide assistance or perform a rescue.
- If the initial interior attack crew finds a known life-hazard situation where immediate action could prevent loss of life, deviation from the "two in/two out" standard may be permitted. The exception is for a known life rescue only, not a standard search and rescue.

***Immediately Dangerous to Life and Health (IDLH or NIOSH IDLH)** is a limit for personal exposure to a substance defined by the United States National Institute for Occupational Safety and Health (NIOSH), normally expressed in parts per million (ppm). This concentration is considered to be the limit beyond which an individual will not be capable of escaping death or permanent injury without help in less than thirty minutes.*

11. Outside Standby Crew

- The outside standby crew must be at least 2 firefighters who are properly equipped and present outside the structure before the interior crew enters the structure.
- One member of the outside standby crew is responsible to account for the interior firefighters.
- While in standby rescue status the outside standby crew can perform any tasks that would not interfere with the responsibility to account for the interior firefighters.
- The outside standby crew must notify the Incident Commander prior to any rescue attempt.

SOG #16: Cellar Pumps

1. Firefighters should consider the possibility of electrical shock when entering a basement, which is flooded.
2. An electrical source protected by a ground fault interrupter should be used when an electrical pump is used to pump out a basement.
3. The Fire Company does not pump out or fill swimming pools.

SOG #17: Brush Fires

1. Engine 53-2 will be the first truck to respond.
2. Full turnout gear (bunker pants, coat, helmet, and gloves) will be worn at all times.
3. No firefighter may ride on the back of the truck.
4. Firefighting should be done in teams of at least two.
5. The officer in charge will determine if the trucks are to go off road.

SOG #18: Natural Gas and Propane Gas Leaks

Indoor procedures:

1. All firefighters are to wear full protective gear, as well as SCBA.
2. Two 1¾" hand lines should be prepared for possible use.
3. All sources of potential ignition should be eliminated.
4. Gas should be turned off at the source.
5. Prior to entry, the air inside the structure should be tested for explosive potential with a gas meter.
6. PSE&G should be notified immediately.
7. The structure should be vented to allow the gas to dissipate.
8. Stand by until PSE&G releases us.

Outdoor procedures:

1. The trucks should be located upwind and uphill from the incident.
2. All firefighters are to wear full protective gear, as well as SCBA.
3. One 1¾" hand lines should be prepared for possible use.
4. All sources of potential ignition should be eliminated.
5. PSE&G should be notified immediately.
6. If necessary, evacuate the area.
7. Stand by until PSE&G releases us.
8. If possible, explosion proof equipment (radios, lights, tools, etc.) should be used.

SOG #19: Gas Meter

Purpose:

To ensure the safe and proper use and maintenance of the Multi-Gas Meter.

Procedure:

1. For use of gas meter in specific potentially hazardous incidents such as carbon monoxide or natural gas leaks refer to SOG's 12 and 14.
2. During each use turn on meter in a clean environment.
3. Before entering the potentially hazardous environment, manually test alarm by restricting flow to the pump. If alarm sounds, properly reset it and enter the environment. If alarm fails to sound, repeat the test. If it still fails to sound, do not enter environment.
4. The first firefighter entering and the last one exiting the potentially hazardous environment should be operating the gas meter.
5. If alarm sounds while in the potentially hazardous environment, visually confirm which gas or gases are above or below acceptable limits and immediately exit to fresh air.
6. Gas meter is to be stored in charger on Engine 53-1.
7. Gas meter is to be bump-tested once a month during Monthly Truck Check.
8. Change gas meter air filters and sensors as needed.

SOG #20: Search and Rescue

1. Search and rescue will be performed in teams of at least two. All teams will have a radio.
2. Under normal circumstances, the search pattern will be to the right.
3. A hose line or search line will always be used by the search teams to aid in exiting the structure.
4. No firefighter will undertake a rescue attempt unless they have been specifically trained.
5. No confined space rescue will be attempted.
6. Fire personnel will not assist in locating fugitives.

SOG #21: Hazardous Materials

1. Functions for members of Rocky Hill Hook & Ladder Co. No. 1 regarding a hazardous materials incident is as follows:
 - Recognize that hazardous materials are involved.
 - Evaluate the potential for danger.
 - Evacuate endangered fire and civilian personnel.
 - Identify Hazardous Materials by safe means.
 - Emergency Decontamination.
1. All firefighters will respond to the firehouse. Under no circumstances will any firefighter respond to the scene.
2. Only firefighters that have taken a Hazardous Materials Awareness and Operations training will be permitted at the incident.
3. SCBA and full protective gear should be worn at all Hazardous Material incidents.
4. All equipment will be washed prior to reuse.
5. The Incident Commander will establish a hot zone, warm zone and cold zone plus a staging area for responding equipment.
6. An attempt will be made to identify the materials prior to entry:
 - Observe from a safe distance
 - Look for placards
 - Look for markings, or other means of material identification (NFPA 704)
 - Check MSDS's or shipping papers
 - Utilize the Emergency Response Guide
7. Incident involving hazardous materials, the following agencies are to be requested: Somerset County Hazardous Materials Response Team and New Jersey State Police.

DO NOT RISK THE LIVES OF EMERGENCY RESPONDERS IN ATTEMPTS TO RECOVER DEAD BODIES OR TO MITIGATE CHEMICAL EMERGENCIES THAT ARE OUT OF CONTROL.

SOG #22: Mutual Aid / Standby

1. Types and number of apparatus responding for a mutual aid call will be in accordance with that stated in SOG #2. However, only the specific truck requested will respond if so specified by the requesting agency. The truck will respond with a full crew and officer.
2. Additional apparatus may respond at the discretion of the officer in charge.
3. When requested to stand by, an officer and crew will remain at the location designated by the requesting agency until relieved.
4. Normal equipment response will be followed when two companies are responding to an incident.

SOG #23: Lines Down / Electrical Hazards

1. In situations where power lines are down, the role of the Fire Company is to protect the public.
2. When lines are down on a road, the road will be closed in both directions.
3. When wires are arcing adjacent to a road and there is potential for the wires to fall on the road, the road will be closed in both directions.
4. Under no circumstances will any member of the Fire Company attempt to move downed lines. All downed lines will be considered live.
5. Under no circumstances will any member of the Fire Company apply water to transformers on fire or fires caused by lines down.
6. The Fire Company will request PSE&G immediately upon arrival at electrical hazards. The Fire Company's role will be to secure the scene. We will stand by until released by PSE&G.
7. No member of the Fire Company will pull a meter at a fire scene because of the chance of explosion and electrocution.

SOG #24: Radio Communications

1. Only the Department Chief and Engines 531 & 532 will sign in service.
2. Use of the radios will be kept to a minimum.
3. Direct communications with Somerset County Communication Center will be done on UHF Region 6.
4. Fireground communications will be done on Operations 6.
5. Fireground communications for District 2 Montgomery Township will be done on Tac 6.
6. When responding into Franklin Township, units will switch to UHF Franklin District 2.
7. VHF radios will be unitized for Mercer County responses. (Princeton & Hopewell)
8. Trucks will call in service when personnel staffing is met.
9. Dispatch will be notified when units are released and made available.

SOG #25: Carbon Monoxide

Purpose:

This is to establish the guidelines for the members of the Rocky Hill Hook & Ladder Co. No. 1 to handle those incidents involving the investigation of an accumulation of carbon monoxide.

General:

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc. can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue, and dizzy spells.

The Occupational Safety and Health Administration (OSHA) has established a maximum safe working level for carbon monoxide at 35 parts per million (PPM) over an eight hour period, in the general workplace. The U.S. Environmental Protection Agency has established that residential levels are not to exceed 9 PPM over an eight-hour average. Commercial buildings have many sources of CO not found in residences such as parking garages, drive-through windows, auto repair bays, various “processes”, un-vented gas burners in large confined spaces, forklifts, etc. Recognizing this OSHA established 35 PPM as the acceptable level for commercial buildings.

Procedures:

- Engine 53-1 responds to all CO detector activations.
- If no persons at the scene are exhibiting symptoms of CO poisoning, response is non-emergency (no lights and sirens).
- If persons at the scene are exhibiting symptoms of CO poisoning, response is code 3 (lights and sirens).
- The Incident Commander determines if anyone is exhibiting any symptoms of CO poisoning. If so, immediately evacuate premises.
- The Incident Commander will question the occupants of any possible CO emitting appliances (ie. Furnaces, kitchen stoves, hot water heaters, heating stoves, automobiles etc.).
- The Incident Commander shall have an officer (if possible) and 2 firefighters wearing full PPE and SCBA's, zero CO meter in fresh air and enter building.

Keep windows and doors closed until house is checked completely using the carbon monoxide checklist sheet. If reading in excess of 35 PPM of CO is detected SCBA's **MUST BE WORN**. Record all readings from CO meter on the carbon monoxide checklist. **NOTE: AN ALARMING DETECTOR IS ASSUMED TO BE CORRECT UNTIL DETERMINED OTHERWISE.**

Reading of 9 PPM or less:

- Inform the occupants that our investigation did not detect any elevated level of CO at this time.
- Recommend occupants check their CO detector per manufacturer recommendations.
- Attempt to reset detector.
- Inform occupants that if detector activates again to call 911.

Reading of more than 9 PPM, but less than 100PPM:

- Any reading equal to or greater than 9 PPM will be considered above normal reading.
- Occupants will be informed that we have detected a potentially dangerous level of CO.
- Recommend that all persons leave the premises and to set up ventilation. Gas powered ventilation fan will not be used.
- If it is determined that an appliance is malfunctioning and thereby producing CO, it will be shut down and ventilation will begin.
- Once the premise has been reduced to a safe level of CO, the premises may be occupied- at the discretion of the occupant.
- Attempt to reset the detector.
- The occupants will be informed of the actions taken and recommendations for correction.
- Inform occupants that if the detector activates again to call 911.

Reading of 100 PPM or greater:

- Any reading of 100 PPM or greater inform the occupants that we have detected a potentially lethal level of CO.
- Order the occupants to leave the premises immediately and to set up ventilation. Gas powered ventilation fan will not be used.
- If it is determined that an appliance is malfunctioning and thereby producing CO, it will be shut down and ventilation will begin.
- Once the premises have been reduced to a safe level of CO, the premises may be occupied at the discretion of the occupant.
- An attempt will be made to reset the detector.
- The occupants will be informed of the actions taken and recommendations for correction.
- Inform occupants that if detector activates again call 911 if reset has occurred.

SOG #26 Junior Members

Purpose:

To outline the requirements for Junior members of Rocky Hill FD and the activities that they are allowed to participate in.

Scope:

This guideline applies to all Junior members of the Rocky Hill FD. It shall be the responsibility of the Operational Line Officers to ensure compliance with this guideline.

Procedure:

In order for a juvenile (under the age of 18) to function as a junior member of the company he/she must:

- Be a current and approved member of the company.
- Have written parental/ guardian permission on file.
- Be a minimum of 16 years of age.
- On school nights Junior members will NOT respond to calls between the hours 10:00pm and 7:00am
- Junior members will NOT leave school to respond to calls.
- Junior members WILL maintain a minimum of a Grade C average in their High School. (*Senior Officers may ask at anytime to see the Junior Firefighters report card*)
- Members classified as “junior firefighters” will be authorized to run emergency calls only if it is permissible by the officer in charge.
- During emergency response, if no seats are available on the responding apparatus a junior member may be asked to surrender their seat on the apparatus if a qualified active member arrives at station to respond.
- At the scene Junior members will not leave the perimeter of the apparatus which they arrived on unless instructed by an Officer.
- Junior members will NOT operate power tools.
- Junior members are strongly encouraged to attend drills and training however their roles will be limited.
- Junior members are encouraged to participate at all fire company functions.
- Junior members are not permitted in the station unless accompanied by an active member.
- Upon their 18th birthday Junior members will become probationary firefighters

SOG #27: Drills and Live Burns

1. Drills and live burns will be conducted with the same high standard of firefighter safety as all other operations.
2. The Rocky Hill First Aid Squad will stand by at all live burn drills.

SOG #28: Rapid Intervention Crew

1. 53-1 will be used for RIC response.
2. RIC shall consist of 3 to 6 members.
3. Upon arrival at the scene the RIC Leader will report to the Incident Commander. The RIC leader is responsible to see that the Incident Commander, Safety Officer, or Accountability Officer has been given the names of the RIC members prior to deployment for accountability purposes at the scene.
4. RIC shall remain in visual and or verbal contact with the Incident Commander, RIC will remain at in a state of readiness, monitoring radio traffic and observing fireground conditions and are expected to remain together at ALL times, even when they are deployed inside a structure for an actual rescue or standing by their specified staging area outside the structure.
5. The Incident Commander SHALL have the radio traffic clear immediately upon notification of MAY DAY call for assistance in which RIC will be deployed. Radio traffic should be kept to a minimum so that the Incident Commander has priority to communicate with the RIC.
6. RIC size up
 - Access egress routes and locations of ground ladders and aerial apparatus
 - RIC may ladder the fire structure for emergency egress
 - Access where windows to the structure are located and access what special tools may be needed to gain entry on certain types of doors
 - Access building construction
 - Work crew locations
 - Emergency exit routes
7. Deployment situations for RIC
 - Sudden structure collapse, flash over, explosion, or back draft
 - May Day from a lost or trapped Firefighter
 - No response from a Firefighter during a PAR or emergency signal check
 - Witnessed entrapment or fall
 - Note that the RIC only gets deployed by the Incident Commander and SHALL REMAIN in the assigned staging area unless directed otherwise by the Incident Commander
8. Recommended tools for RIC:
 - Full turnout gear including SCBA, PASS devices and hoods.
 - Portable radios.
 - Rescue belts
 - Thermal imaging camera
 - Rope bags and webbing
 - Flat head axe

- Pike pole.
- Flashlight (All Members)
- Power Tools (Roof saw and K-12 with appropriate blade)
- Cordless power tools (saw & cut-off tool)
- Minimum of 4 – door chocks per member
- Spare SCBA bottle for each member.
- Device to mark doors that have been checked.

9. Each Member should be assigned tools prior to arrival at scene.

10. Tools will be placed on a tarp. These tools are for RIC only.

11. The assigned RIC will be available to assist a trapped, disabled or distressed firefighter due to unexpected events or circumstances.

12. RIC Officer/Leader considerations

- Assume the worst
- Consider last known location
- Listen to radio, screams, pass device
- Trace hose lines and search lines
- Open exits
- View locations of ladders, tools and helmets
- Complete search may be needed
- Make sure your crew has experience and has been trained in RIC operations.
- Make sure that your ENTIRE RIC TEAM is always tied off with a rescue rope during any deployment. The rope should be tied off on the permanent outside structure.
- The RIC Leader SHOULD always have and uses the Thermal Imaging Camera when the RIC is deployed inside a structure.

13. RIC will be fully equipped with proper protective clothing, SCBA, pass alarm, radio and any tools or equipment needed to perform required task. Upon arrival RIC Leader will determine if any equipment is needed from the fire suppression units to support RIC activities (SCBA, etc.).

14. RIC WILL NOT be used for fire suppression unless the incident commander determines that the incident no longer requires it.

15. ALWAYS BE CONSCIOUS OF YOUR PERSONAL SAFETY DURING ALL RIC OPERATIONS REMEMBER THAT YOU ARE ALWAYS #1.

RAPID INTERVENTION CREW CHECKLIST

Size-up

- 1. Building size up (length x width x height).
- 2. Building occupancy.
- 3. Building construction type:
 - Wood frame.
 - Heavy timber.
 - Ordinary.
 - Noncombustible.
 - Fire resistive.
- 4. Placement of windows, doors, fire escapes, porches, etc.
- 5. Potential danger of high- security doors, barred windows, building modifications.

Tactics

- 6. Offensive, defensive, defensive to offensive
- 7. Command operations:
 - Check tactics board.
 - Check accountability system.
 - Communications/incident commanders.
- 8. Ladders and truck operations.
- 9. Fire ground time vs. progress.

Equipment

- ___ 10. Place equipment in staging area (see RIT equipment list).
- ___ 11. Check with safety /compare information.
- ___ 12. Potential collapse and collapse area.
- ___ 13. Relocate or add more RIT.
- ___ 14. Location of EMS.

"RIC" CREW ASSIGNMENT

Checklist

- ___ Report to IC.
- ___ Turn in "PATs" to IC.
- ___ Tools & Equipment Required:
 - ___ Full Turnout Gear w/ SCBA
 - ___ Portable Radios
 - ___ 2 Spare SCBA Bottles
 - ___ Forcible Entry Tools
 - ___ Power Saw
 - ___ Cordless Tools
 - ___ Search Rope
 - ___ Rescue Lifeline
 - ___ Size up Scene
 - ___ Entry & Egress Points
 - ___ Fire/Hot Zone Location

___ Firefighting/ Rescue Operations

___ Hazards in & around Area

___ Additional Equipment Resources (ladders, attack lines, equipment, etc.)

___ Establish Secondary Egress Route. (Place a ground ladder and raise to fire floor, floor above fire or roof)

___ For Commercial Operation - (Establish ladder apparatus placement with stabilizers set-up and ready for immediate service.)

___ Assist IC. (Emergency communications & additional Hazard Assessment)

___ Stay together and be ready at all times!

___ Released for reassignment only by IC

SOG #29: Personnel Accountability System

Purpose:

To enable the Incident Commander to identify, locate and account for the function of all fire/rescue personnel operating on the scene of an emergency incident.

Procedure:

1. Each member shall be issued two (2) personnel identification (I.D.) tags. Both tags will be attached to the fire fighters turnout coat.
2. During a response, all fire fighters must place one ID tag on the ring provided on the apparatus.
3. Officers or fire fighters arriving on the scene in their personal vehicles will leave their ID tag on the first due apparatus, and will advise the pump operator and department officer of their presence on the incident scene.
4. Accountability rings are collected and placed on a collection board to track the location and status of all companies and firefighters working at the incident.
5. Each fire fighter shall insure that they do not leave the incident scene without retrieving their ID tags.
6. Should a fire fighter need to be released prior to the incident termination, that fire fighter shall obtain permission from the company officer or incident commander. The fire fighter will then retrieve their ID tags.
7. Should an apparatus be released from the incident, the company officer will retrieve their ID tags from the accountability officer or designee.
8. If the incident involves firefighters entering a hazardous area, the Incident Commander will assign an entry-control officer to collect the 2nd ID tag from fire fighters entering the area.
9. Incident Commander will assign an Accountability Officer to manage the collection board, conduct periodic **Personnel Accountability Report (PAR)** checks, and post unit & command assignments on a command board to document full accountability.
10. If a structure, fire conditions, or other hazards become too dangerous for offenses operations to continue, Incident Commander shall initiate and emergency evacuation.
11. When the emergency evacuation signal is initiated the structure is to be evacuated as soon as possible, which means all equipment is left behind and a fire fighter expediently exits the structure without debate.
12. An emergency evacuation procedure will consist of a 30-60 second blast of air horns and sirens from all fire apparatus operating near the incident scene. At that time all fire fighters will immediately evacuate the structure. Firefighters are to report to their company officers for a **Personnel Accountability Report (PAR)**

LOST/MISSING FIREFIGHTING PERSONNEL:

An absent firefighter will automatically be assumed lost or trapped until otherwise determined safe. Company Officers must immediately report any absent member to command. For any report of missing/lost personnel Command should request the next alarm assignment.

Command should then initiate an immediate roll call (PAR) of all personnel operating at the incident. Command should dispatch the Rapid Intervention Crew (RIC) to the last reported working area of the missing firefighter to begin a search. Simultaneously with these actions, Command must adjust on-scene strategies to apriority search and rescue effort.

SOG #30: Mayday Calls

Purpose:

To provide instruction that should be taken in the event a firefighter is endangered beyond normal firefighting operations.

Safety:

In an effort to avoid the need to declare a mayday, firefighters should perform a risk/benefit analysis when undertaking hazardous operations. In the event a mayday is necessary though, **remember to call for it early**.

Policy:

All firefighters making entry into an IDLH atmosphere must:

1. Carry a portable radio, switched on, and set to Operations 6;
2. Have a partner;
3. Perform a PPE inspection prior to entry;
4. Ensure adequate air supply in SCBA cylinder.

The term “Mayday” shall be used when personnel are in an immediate life-threatening situation. A life-threatening situation includes: fall through a floor, collapse, low-air alarm, entangled, lost, or trapped.

The term “Urgent” shall be used to report other critical information related to non-life-threatening emergencies.

A firefighter reporting a “Mayday” will have priority over all other radio communications.

In the event a “Mayday” is declared, the Incident Commander shall deploy a Rapid Intervention Team in accordance with established RIT guidelines.

Operational Guidelines:

Calling a “Mayday” only initiates the process; it does not relieve us of the personal responsibility to assist ourselves.

Upon recognition of a life-threatening situation and the decision to announce the “Mayday”, either the endangered firefighter or their partner should:

1. Initiate any actions that might immediately rectify the life-threatening situation
2. Notify your partner of the emergency
3. Announce “Mayday, Mayday, Mayday” over the radio

4. The Incident Commander will respond “Unit calling a mayday, proceed with your message”
5. The member calling the “Mayday” should relay the following information clearly to the IC
 - Location (What floor? Front or rear of structure?)
 - Unit Number (Engine 531)
 - Name (FF Smith)
 - Assignment (Ventilation, Search, etc.)
 - Resources (What help do you need?)
6. The IC will acknowledge the “Mayday” message and instruct the downed FF to activate the PASS device
7. Attempt to preserve the air supply
8. Stay with partner
9. Attempt self-rescue
10. Maintain radio contact with the IC advising of current status

SOG #31: Cascade System

Purpose:

To ensure the safe and proper use and maintenance of the cascade system.

Operating Procedure:

1. Cascade system should only be operated by trained personnel.
2. Follow instructions as posted on the fill station door.
3. Complete Fill Station Log.
4. Report any problems to a line officer immediately and label the cascade system or bottle as out of service.
5. If needed, consult the instruction manual located with the Fill Station Log.

Maintenance:

1. Maintenance and repairs should only be made by certified technicians.
2. Air quality will be tested by certified laboratory at least once annually.
3. Certified technicians will perform periodic maintenance and performance checks as per their contract and as needed.

Training:

1. Training will be offered at least once annually and will consist of content listed in Section 3 of Respiratory Protection Plan.
2. Only those who have completed the training will operate the cascade system.