

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

*Revised: 1/01/2017*

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*Revised: 1/01/2017*

### UPDATES REVISION & CHANGES

DATE	PAGE	DESCRIPTION
1/01/2017		<i>Re-Issue FFD Organizational Operating Guidelines</i>

This form is to track future changes and updates to your issued document.



Whereas it is agreed that certain rules and regulations are necessary to define the rights, powers, limitations, and duties of those who have pledged their services to the interest of the public safety of this community, therefore be it understood and accepted by all personnel henceforth, that all standards, guidelines, policy, directives, “Best Practices”, set forth by Federal, State, or Local legislative resolution, will automatically become applicable to the scope and intent of the Frankfort Fire Department Operational Guidelines.

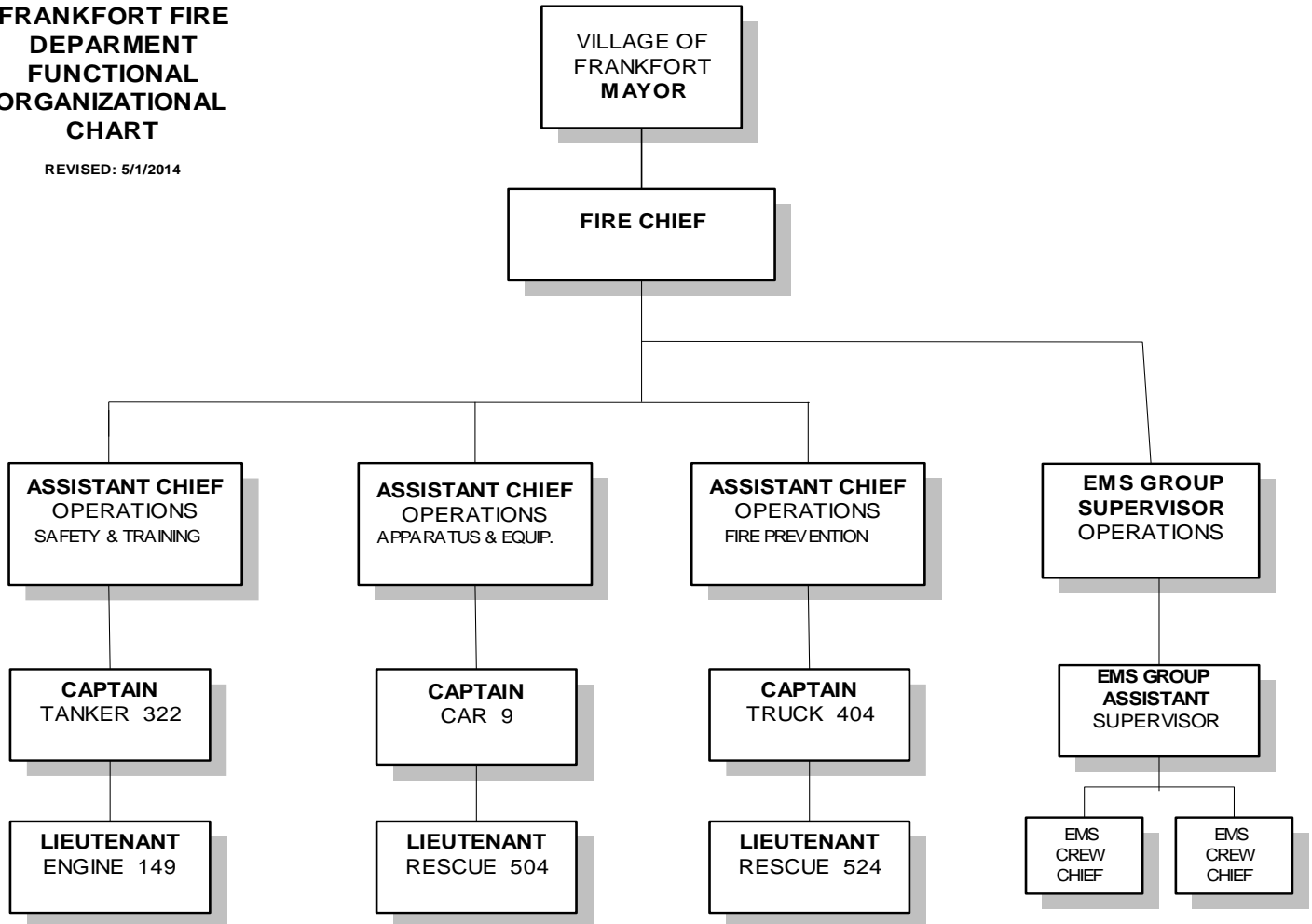
# FRANKFORT FIRE DEPARTMENT

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Revised: 1/01/2017

### FRANKFORT FIRE DEPARTMENT FUNCTIONAL ORGANIZATIONAL CHART

REVISED: 5/1/2014



## MISSION STATEMENT



The Frankfort Fire Department is an emergency services agency within the incorporated Village of Frankfort. It provides emergency services to three geographical Fire Districts. District 1, is within the incorporated Village of Frankfort. District 2 is located west of the Village, and District 3 is located to the east of the Village. Districts 2 and 3 are contracted through the Village of Frankfort, with the Town of Frankfort.

It is the dedicated mission of the Frankfort Fire Department to provide and prepare for needed emergency services. Services such as fire suppression, rescue, extrication, emergency medical service, and disaster assistance. These emergency services will be provided to the customers of our protection district, and also at the request of neighboring districts. These emergency services will be performed to the best of our knowledge and ability.

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### ***MISSION STATEMENT OBJECTIVES***

- To provide our personnel with the tools and equipment, training and education, to best protect our personnel and the customer we serve, from harms way.
- To strive to maintain the needed staffing by recruiting, promotion, and enhancement of our department's emergency services.
- To provide and promote fire prevention and education to our district customers.
- To support leadership that will have focus, dedication, and commitment, to achieve our mission statement.



### **FIRE TRAINING CENTER MISSION STATMENT**

The FFD volunteer training center is created to safely and effectively train emergency responders and deliver emergency services knowledge and skill level training, train the trainer, incident mitigation and management course training with frequency and continuity.

### ***TRAINING CENTER MISSION OBJECTIVES***

- Course delivery with annual frequency.
- Effective hands on training approach utilizing a fixed training facility.
- Incentive for certified state and local instructor opportunities and development.
- Fire & Safety Officer development and improvement.
- Pre-& Incident Management research and development
- Continuity for skill and hands on training evolutions.

### **HEALTH & SAFETY DEPARTMENTAL STATEMENT**

It is the intent of the Frankfort Fire Department as the authority having jurisdiction to place the safety of our firefighters as a priority and provide to the utmost ability for the safety of all our personnel by developing, implementing, monitoring and evaluating a safety and health program, in accordance with the 29 CFR 1910.156 Fire Brigade Standards, NFPA 1500 Firefighter Safety & Health Standards, and NFPA 1720 Organizational & Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments. It is also understood and accepted by the Frankfort Fire Department

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### **THE FIRE BRIGADE STANDARD**

*29 Code Federal Rule 1910.156*

#### **SCOPE AND APPLICATION**

- (1) **Scope.** This section contains requirements for the organization, training, and personal protective equipment of the fire brigades whenever they are established.
- (2) **Application.** The requirements of this section apply to fire brigades, industrial fire departments and private or contractual type fire departments. Personal protective equipment requirements apply only to members of the fire brigades performing interior structural fire fighting. These requirements of this section do not apply to airport crash rescue or forest fire fighting operations.

#### **ORGANIZATION**

- (1) **Organizational Statement.** The employer shall prepare and maintain a statement or written policy which establishes the existence of a fire brigade; the basic organizational structure; the type, amount, and frequency of training to be provided to fire brigade members; the expected number of members in the fire brigade; and the functions that the fire brigade is to perform at the workplace. The organizational statement shall be available for inspection by the employers designated representative.
- (2) **Personnel.** The employer shall assure that employees who are expected to do interior structural fire fighting are physically capable of performing duties which may be assigned to them during emergencies. The employer shall not permit employees with known heart disease, epilepsy, or emphysema, to participate in fire brigade emergency activities unless a physician's certificate of the employees' fitness to participate in such activities is provided.

#### **TRAINING & EDUCATION**

- (1) **The employer** shall provide training and education for all fire brigade members commensurate with those duties and functions that fire brigade members are expected to perform. Such training and education shall be provided to fire brigade members before they perform fire brigade emergency activities or duties. Fire brigade leaders and training instructors shall be provided with training and education which is more comprehensive than that provided to the general membership of the fire brigade.
- (2) **The employer** shall assure that training and education is conducted frequently enough to assure that each member of the fire brigade is able to perform the member's duties and functions satisfactorily and in a safe manner so as not to endanger fire brigade members or other employees. All fire brigade members shall be provided with training at least annually. In addition, fire brigade members who are classified as interior structural firefighters, shall be provided classification training at least quarterly.
- (3) The quality of the training and education program for fire brigade members shall be similar to those conducted by such fire training schools as the New York State Office of Fire Prevention & Control and the NYS Academy of Fire Science, US Department of Homeland Security, the National Fire Academy, or any accredited educational institution that delivers a national certification program.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

The Fire Brigade Standard *(continued)*

- (4) **The employer** shall inform fire brigade members about special hazards such as storage and use of flammable liquids and gases, toxic chemicals, radioactive sources, and water reactive substances, to which they may be exposed during fire suppression operations or other emergencies. The fire brigade members shall also be advised of any changes that occur in relation to the special hazards. The employer shall develop and make available for inspection by fire brigade members, written procedures that describe the actions to be taken in situations involving the special hazards and shall include these in the training and education program.

### FIREFIGHTING EQUIPMENT

**The employer** shall maintain and inspect, at least annually, firefighting equipment to assure the safe operational condition of the equipment. Portable fire extinguishers and respirators shall be inspected at least monthly. Firefighting equipment that is in damaged or unserviceable condition shall be removed from service and replaced.

### PROTECTIVE CLOTHING

The following requirements apply to those employees who perform interior structural firefighting duties. The requirements do not apply to employees who use fire extinguishers or standpipe systems to control or extinguish fires only in the incipient stage

(1) **General.** (i) The employer shall provide at no cost to the employee and assure the use of protective clothing which complies with the requirements of this paragraph. The employer shall assure the protective clothing ordered or purchased meets or exceeds the National Fire Protection current protective structural firefighting clothing recommendation. As the personal protective equipment is provided, the employer shall assure that all fire brigade members wear this equipment when performing firefighting duties or assignments.

(ii) The employer shall assure that protective clothing protects the head, body, and extremities, and consists of at least the following components: foot and leg protection; hand protection; body protection; eye, face and head protection.

### RESPIRATORY PROTECTION DEVICES

(1) **Requirements.** (i) The employer shall ensure that respirators are provided to, and used by, fire brigade members, and that the respirators meet the requirements of 29 CFR 1910.134, and this paragraph.

(ii) Approved self-contained breathing apparatus with full-facepiece, or with approved helmet or hood configuration, shall be provided to and worn by fire brigade members while working inside buildings or confined spaces where toxic gasses of combustion or an oxygen deficiency may be present. Such apparatus shall be worn during emergency situations approaching or involving toxic substances.

(iii) Approved self-contained breathing apparatus may be equipment with either a "buddy-breathing" device or quick disconnect valve, even if these devices are not certified by NIOSH. If these accessories are used, they shall not cause damage to the apparatus, or restrict the air flow of the apparatus, or obstruct the normal operation of the apparatus.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

The Fire Brigade Standard *(continued)*

(iv) Approved Self-contained compressed air breathing apparatus may be used with approved cylinders from other approved self-contained compressed air breathing apparatus provided that such cylinders are of the same capacity and pressure rating. All compressed air cylinders used with self-contained breathing apparatus shall meet US DOT and NIOSH standards.

(v) Self-contained breathing apparatuses must have a minimum service-life rating of 30 minutes in accordance with the methods and requirements specified by NIOSH under 42 CFR. Part84, except for escape self-contained breathing apparatus (ESCBAs) used only for emergency escape purposes.

### POSITIVE PRESSURE BREATHING APPARATUS (SCBA)

**The employer** shall assure that self-contained breathing apparatus ordered or purchased for firefighting operations are of the positive-pressure function.

## DEPARTMENT ACTIVE FIRE BRIGADE MEMBER CLASSES

Membership of the Frankfort Fire Department is comprised of all volunteer personnel, with a total membership not to exceed 120 personnel. Upon application, membership is accepted into the Frankfort Fire Company first. *Membership requirements are identified within the current Frankfort Fire Company Constitution & By-Laws.* Upon completing required active fire brigade training requirements, personnel become an active fire brigade member of the Frankfort Fire Department. Active personnel are then divided into different classifications based on completed training and certifications. They are Active Fire Brigade I & II, or Probationary or School Credit Probationary.

### ACTIVE FIRE BRIGADE / EMPLOYEE CLASSIFICATIONS

- A. **Probationary / Bunk-In Student / Resident:** new firefighter who has not yet completed required training. Strictly under the supervision of a chief officer.
- B. **Probationary / School Credit:** firefighter between the ages of 16 to 18 years, who is still enrolled in high school. All provisions and restrictions are listed in the "**School Credit Firefighter**" agreement. *Strictly under the supervision of a chief officer. See Membership Enhancement Proposal By-laws.*
- C. **Active II:** non-interior firefighter who has completed and demonstrated the required basic fire ground training knowledge and skills. Maintains annual in-service training requirements. *(29 CFR 1910.156)*
- D. **Active I:** interior firefighter who has completed and demonstrated the required Firefighter, self-rescue skills and knowledge. Maintains annual in-service training requirements. *(29 CFR 1910.156 & 1910.134)*

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### **NYS MINIMUM STANDARDS FOR FIREFIGHTING PERSONNEL**

*NYCRR Part 426 & 427*

#### **426.1.....PURPOSE**

The purpose of this Part is to establish uniform minimum State training standards designed to increase competency and reliability of fire service personnel; improve and expand the professional training available to personnel by developing uniform minimum standards for basic, in-service, advanced in-service and promotional supervisory training programs, with emphasis on proper subject content and better instruction; the active participation of local governments in the fire service training standards process; develop training criteria that will enhance each local government's fire prevention and life safety activities.

#### **426.2.....STANDARDS FOR CEERTIFICATION OF FIRE TRAINING PROGRAMS**

Fire training programs may be certified in four areas: basic fire training, in-service fire training, advanced in-service fire training, and promotional/supervisory training. All of these programs shall be credited by the NYS Fire Administrator.

The contents of all subject matter must meet or exceed knowledge and skill content criteria prescribed within the standard. All training shall be delivered by instructors certified by the State Fire Administrator. I shall be delivered and conducted at facilities with equipment complying within the standards. A record keeping system shall be established that will attest to the fact that the student has completed the required number of hours of this Part, and has attained that level of performance established by the municipality for its firefighting personnel.

#### **426.3.....FACILITIES AND EQUIPMENT REQUIRED FOR FIRE TRAINING PROGRMAS**

The facilities and equipment prescribed in this section need only be provided where specific training tasks require. Any facility or item of equipment available to the municipality, and which meets the intent of this section. Facilities and equipment required for conducting fire training programs shall include:

1. Training tower or similar structure not less than two stories in height, and suitable for use with ladders and rescue equipment, which permits the raising and lowering of hose line and other equipment
2. Facilities which allow forcible entry and ventilation drills, including a means of practicing on doors, windows, roofs, floors, ceilings and partitions.
3. Hydrant and or drafting facilities of sufficient capacity to accomplish minimum training requirement.
4. Facilities for live fire training that will, where required, permit the use of breathing apparatus in an enclosed structure, simulated smoke generators, flammable liquid firefighting, liquid propane and natural gas firefighting, and automobile firefighting.
5. Classroom with adequate lighting, heating, plumbing, ventilation and seating facilities.
6. Apparatus and equipment in proper operating condition and other necessary apparatus suitably equipped, to accomplish the minimum training required. Equipment to include; fire extinguishers, ropes, ladders, nozzles, tools, appliances and such other equipment deemed necessary for fulfilling minimum training requirements, and self contained breathing apparatus (SCBA), in sufficient numbers to enable use by firefighters engaged in training evolutions where hazardous atmospheres are encountered.



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

NYS Minimum Standards for Firefighting Personnel (*continued*)

### **426.4.....MINIMUM QUALIFICATIONS FOR INSTRUCTOR CERTIFICATION**

Level I.....*Standard Certification* shall have three-years experience as a firefighter. Shall be assigned instructor responsibilities by the chief fire official of the entity offering training. He/she must possess the physical ability to carry out instruction assignments. All required or equivalent courses listed in *section .4, of the standard*.

### **427.2.....PROCEDURES FOR CERTIFICATION OF FIRE TRAINING PROGRAMS**

(a) Certification of fire training programs in basic fire training, in-service fire training, advanced in-service fire training, and promotional supervisory training shall be obtained in accordance with the following subdivisions.

(b) An application for certification of basic fire training shall be submitted to the State Fire Administrator by the chief fire official of a municipality or his/her designated representative, through the local County Fire coordinators Office

### **427.6.....PROCEDURES FOR BASIC FIREFIGHTING TRAINING**

(a) Upon initial appointment of probationary Firefighter, the training officer shall file with State fire Administrator a completed student enrollment card, prescribed by State Fire Administrator for each appointee. This procedure is automatically completed by NYS OFPC outreach instructors.

(b) Applicant probationary firefighters who have completed any firefighter training shall submit completed copies of course certifications to the fire department designated training officer.

(c) Completion application into the minimum basic fire training program must submitted through office of fire chief with a completed training authorization form. As individual training items are completed by a student they shall be verified on the training record by the standard or special certified instructor who taught or supervised that item. Completion of the entire program shall be verified by the municipal training officer or chief fire official.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### **FFD FIREFIGHTER OPERATIONAL PRACTICES**

#### **1. STANDARDS**

- A. Training as a minimum, each newly appointed firefighter should be trained for the duties, which they will be expected to perform. The department shall provide and establish all required, and non-required annual training requirements. Training requirements and criteria for driver/operators, medical personnel, and officers shall be above basic firefighter training. Established training requirements will be identified with the department's training and education guidelines. (*see NYS Minimum Standards for Firefighting Personnel Part 426 & 427*)
- B. It is the commitment of this department to provide and enforce to the best of our ability a written safety and health policy. This policy shall be written to establish a safe operation; prevent accidents; illnesses and fatalities; comply with all applicable laws; establish guidelines to meet the objective's of a safety and health program.
  - Established guidelines for dealing with specific job hazards they may encounter during emergency response, operations, tools, equipment, apparatus, and unique district occupancies. Operational and equipment policies and procedures, and other issues will be identified by this department having jurisdiction.
  - **SAFETY OFFICERS** shall be appointed by the chief, and shall continue until relieved by a chief officer. During incident operations, and when the safety officer is unavailable, the incident commander may appoint a line officer or appropriate firefighter to the position. The safety officer shall be familiar with firefighting operations and safety.
  - Safety and health committee shall be established to conduct research and develop recommendations regarding safety and health issues for the Chief's review. The committee shall meet at least once every four months.
  - A designated officer shall be appointed by the chief executive officer of the department for the purpose of administering the provisions of the Ryan White CARE Act. *A copy of the act is found in the NYS Fire Service Guide, Section 2, page 81, included in the FFD issued binder.*
  - The department shall establish a record and data collection system for such records as incident reports, injuries, illnesses, deaths, exposure to toxic products and infectious diseases, personnel, training, maintenance and inspections of apparatus and equipment, facilities, and other areas appropriate. It shall be the duty and responsibility of the fire chief to secure and maintain continuity of the above mentioned data, records and documentation.

**For additional in-depth references applicable to the Frankfort Fire Department Standard Operating Guidelines, Policies & Procedures, and other standards, references can be identified within the New York State Fire Services Guide. A personal copy is provided in "Section 2" of this manual.**

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

FFD Firefighter Operational Practices (*continued*)

### 2. TRAINING & EDUCATION

Training should be commensurate with the duties and responsibilities expected to be performed by the membership prior to their performing those duties (*OSHA 1910.156*) (*NFPA 1500*)

The following training guidelines are the minimum requirements or “NYS Recommended Best Practices”, to maintain active status. Educational and training courses may be developed and or implemented by the Chief or his/her designee.

- **ALL Active firefighters** shall obtain firefighter certification and maintain in-service refresher training annually, which is a minimum of 10-hours of required safety training. This training shall be in compliance with the Fire Brigade Standard 1910.156, Respiratory Protection Standard 1910.134, Blood borne Pathogens 1910.1030, Hazardous Materials 1910.120, Permit-Required Confined Space 1910.146, and Hazardous Communications, Right-to-Know 1910.1200. This annual training shall meet all other national, state, regional, and department requirements.
- **Interior firefighting personnel** shall be required to complete additional fire training in fire behavior, fire attack tactics, fire ground tactical assignments, firefighter self-survival, and the departments incident management system. All of the above requirements shall be completed prior to entering an involved structure without supervision.
- **Drivers/Operators** of apparatus shall receive training on the apparatus and its capabilities, water supply operations, district familiarization, and knowledge of the tools and equipment carried on board. See *FFD Guidelines driver/operator*.
- **Instructors** are recommended to complete some instructor training and have knowledge in subjects to be instructed. Individuals having specialized knowledge and skills, can be utilized as special instructors, to enhance training. However, it is acceptable for department personnel to train other department personnel based on any established curriculum or guidelines.
- **Line Officers** should receive additional training in fire ground operations, tactics, building construction, hazardous materials first responder awareness and operations, some specialized rescue operations, command and incident management, leadership, and the ability to safely and effectively supervise emergency services operations.
- **Chief Officers** shall have completed all training required as a subordinate firefighter and line officer, fire investigation cause and origin, completed all NIMS required command and management certifications (*IC 100, 200, 300, 700, 800*), familiar with all organizational health and safety, operational policies and procedures, participate in pre-incident planning and their execution, and compliant with all training requirements. Chief officers shall continually demonstrate leadership ability involving subordinates.
- **Emergency Medical Technician, Basic**, is a firefighter who has completed the NYS DOH Emergency Medical Technician Basic course training, and maintains a current license and certification.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

FFD Firefighter Operational Practices *(continued)*

- **Emergency Medical Technician, Advanced Life Support (ALS) level**, is a firefighter who has completed the NYS DOH EMT Basic and ALS level of training, and maintains a current license and certification.
- **Emergency Medical Technician, Paramedic**, is a firefighter who has completed the all NYS DOH Paramedic mandated knowledge and skills requirements, and maintains current license and certification.
  - Hazardous Materials Operations and Awareness training shall be conducted annually. Training in local special hazards should be developed from Superfund Amendment Reauthorization Act (SARA), Local Emergency Planning Committee (LEPC), Material Safety Data Sheets (MSDS), Right-to-Know requirements, and Hazardous Materials Reporting forms. *(Form 209U Business Occupancy Haz-Mat reporting information)*
  - Confined Space Operations, all personnel involved in this type of training or operations, shall receive training in accordance with 29 CFR 1910.146, standards. *See additional confined space information in SOG, and additional FFD Policy & Procedure.*



### 3. DRIVER / OPERATORS *(see FFD Apparatus / Ambulance Driver Checklist)*

Drivers, operators and line officers shall be trained and familiar with the apparatus and location of on board equipment they are assigned or certified to drive and operate. Drivers/operators shall be physically able to perform and operate during emergency mode operations. They shall have completed training in Emergency Vehicle Operations, or equivalent, Pump Operators for apparatus with pumping or drafting capabilities, and Aerial Device operations course for apparatus with aerial ladder capabilities. Apparatus without any of the above capabilities, drivers will be familiar with the operations, capabilities and equipment on board.

- Emergency vehicles shall always be operated in a safe manor in accordance with any additional guidelines implemented by the Chief. All drivers will comply with NYS Vehicle & Traffic laws, before, during, and after all emergencies.
- The driver is responsible for control and safe operation of the vehicle, and the safety of all personnel on board. If any officer is on board, he/she ultimately are responsible to ensure the safe response and operation.
- All passengers shall be seated, belted, and securely position while riding on emergency vehicles. Riding on tailboards is absolutely prohibited.
- ***Backing up*** apparatus shall be accomplished with one spotter in the rear directing. The spotter shall remain on the driver's side of apparatus in full view of the driver/operator.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

FFD Firefighter Operational Practices (*continued*)

### 4. APPARATUS & EQUIPMENT (*FFD Monthly Apparatus Inspection & Inventory*)

- A. All apparatus should incorporate all safety features as recommended by the current NFPA 1901 apparatus standards.
- B. Apparatus and equipment shall be examined and inventoried on a monthly schedule, as determined by a department vehicle checklist. Performance of this inspection shall be performed by the line officer assigned. Unsafe and non-serviceable tools and equipment shall be removed from service, identified and reported, until it has been repaired.
- C. A maintenance program shall be developed for each emergency vehicle and apparatus. All repairs, adjustments, or modifications will be performed by competent individual or contractor.
- D. Testing will be performed on all apparatus, equipment, and components, such as the pumps and aerial ladder, self-contained breathing apparatus, ground ladders, hose, and fire extinguishers. Testing will be completed annually, after major repairs, or if damaged. The fire chief shall arrange for the testing.
- E. Inspection of tools and equipment, self-contained breathing apparatus, ladders, rescue equipment, and ropes, and shall be performed on a scheduled monthly basis and after each use.



### 5. PROTECTIVE CLOTHING & EQUIPMENT

The fire department shall issue protective clothing (PPE) and equipment to personnel commensurate with their duties, assignments to be performed, and completed training. All protective clothing shall meet all current NFPA and OSHA applicable standards, and shall be used when exposed to hazards for which they are designed. *Minimum PPE shall include: firefighting helmet, nomex hood, coat, pants, boots, gloves, personal escape rope, SCBA and face piece.*

Although PPE is issued to the individual, it shall remain the property of the FFD. Inspection and cleaning shall be the responsibility of the user. ALL PPE shall be washed after operations involving structure and vehicle fires. An approved washing machine is located in quarters is authorized for firefighter use to clean PPE.

- A. Personnel shall be trained in proper use, care and maintenance of protective equipment. PPE shall be annually inspected, and after each use. After each use inspections shall be performed by the individual. If damaged it shall be removed from service and a supervisor shall be notified.
- B. Self-contained breathing apparatus (SCBA) for firefighters shall be positive pressure. Personnel trained in its use and inspection shall be according to the manufacturer's recommendations. *1910.156 / 1910.134* SCBA shall be inspected annually and after repair by a certified contractor, monthly by the line officer assigned to individual apparatus, and by the individual after each activated use. Written documentation of such inspection shall be logged.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

FFD Firefighter Operational Practices (*continued*)

- All personnel shall be trained annually in familiarization, inspections, and re-servicing of the SCBA. Personnel identified or known as "frequent users" shall be trained in donning and doffing, functional use, and emergency procedures that may be encountered while using SCBA.
  - SCBA inspections will be performed and documented in accordance with department inspection checklist, located in the alarm room. Upon completion of inspection written documentation is required to be logged.
  - Used in all situation where Immediate Danger & Life Hazard (IDLH) atmosphere may be encountered.
  - Operations and tactical assignments utilizing SCBA shall be conducted in teams of at least two firefighters.
  - Integrated personal alarms shall be automatically activated during structural interior, compartmentalized, exterior non-visual, confined space, operations, physical inspections, and other tactical assignments.
- C. Personnel assigned as "frequent users" or are interior qualified, shall be physically able to perform the work and while using SCBA. A physician shall determine what health and physical conditions are pertinent and the firefighter's medical status shall be reviewed annually. 29 CFR 1910.134
- D. To assure proper face piece seal, the firefighter shall be instructed in the proper procedures for assuring a good seal. SCBA shall not be worn when conditions such as a beard, sideburns, or glasses with temple frames, prohibit a protective seal
- E. Repairs to SCBA should be performed by individuals trained to perform repairs and according to manufacturer's recommendations and specifications.
- F. All active fire brigade personnel shall become familiar and proficient in re-servicing SCBA cylinders from the fixed and mobile cascade systems.
- G. Personal Escape Ropes and any encompassed hardware shall be maintained and inspected by the user. Inspection shall be performed after any activity involving load bearing on the equipment.
- H. Personal Harnesses and any encompassed hardware shall be maintained and by the user. Inspection shall be performed after any activity involving load bearing on the equipment.

## 6. EMERGENCY OPERATIONS

All emergency operations shall be managed and conducted with NFPA 1720, (*See Attachment-A*), the "Organizational & Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments". Training evolutions, drills, exercise and all emergency operations should be conducted in a manner to recognize hazards, and prevent accidents or injuries. Live fire training shall be conducted in accordance with NFPA 1403, "*Live Fire Guidelines*". See FFD Guidelines

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

FFD Firefighter Operational Practices (*continued*)

- A. All department personnel shall be required to be familiar and trained to operate within in the Incident Command System. Basic level of training for all personnel shall include IC-100/200  
*See FFD Guidelines*
- B. Emergency Operations Safety; it should be each firefighters responsibility to follow safety guidelines as established by the department and ensure safe operations. Each officer should monitor the safety of his/her assignment, as well as all personnel and the incident commander should monitor the safe operations of all personnel at an incident.
- C. A safety Officer shall be assigned at the discretion of the incident commander. In the absence of the appointed Safety Officer, a line officer or competent firefighting personnel could be assigned.
- D. FFD Personnel Accountability System has been developed and shall be utilized at all incidents. *See FFD Guidelines*
- E. Special Hazards may be resent such as, but not limited to, hazardous materials, electrical equipment, confined spaces, industrial processes, and silos. When special hazardous incidents occur the incident commander should implement a safety officer to evaluate the safety needs for the firefighters involved,
- F. Firefighting personnel with limited experience as a structural firefighter should work under the supervision of experienced personnel.
- G. When firefighters are involved in hazardous assignments, they shall work in teams which are made up of at least the minimum number of members required to safely perform each identified fire fighting function. Someone outside the hazardous area such as the incident commander, pump operator, or safety officer should be aware of his/her entry and location.
- H. Whenever practical, emergency medical personnel and or a transport ambulance should be dispatched to emergencies where their services may be required, and remain on stand-by status until assigned or relieved.

## 7. FACILITY SAFETY

The facility and grounds shall comply with all applicable building and fire codes and standards. The Village codes officer should inspect the facility annually. *29CFR1910.36 & 1910.37.*

- Facility and grounds should be inspected and evaluated semi-annually by the department safety committee.
- Facility safety must be a continuous effort and each member shall make every effort to keep facility as safe as practical.
- A checklist should be established and used when performing a safety evaluation. The results of the evaluation as well as any reported hazards and corrective actions should be submitted through he safety committee and forwarded to the Fire Chief and President of the Company.
- Apparatus and vehicles should not remain running in apparatus bays for any length of time.
- Washing of vehicles in front of the station during winter months is prohibited.

*See additional guidelines.*

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

FFD Firefighter Operational Practices (*continued*)

### 8. MEDICAL

- A. All members joining the department to enter as fire brigade status will have a medical examination by a physician prior to performing training, assignments and duties. Members will request an examination appointment through the office of the Fire Chief. Physical examinations by personal physician shall be required after surgery or medical procedures to return to active classification.
- B. Any active fire brigade member with a known heart disease, epilepsy or emphysema shall be certified by a physician to continue participation as an active fire brigade member.
- C. Active fire brigade personnel shall maintain a medical review bi-annually. Annual accepted medical review could be either a complete medical examination or physical re-certification, performed by a certified physician.
- D. Firefighter Classification System is used to determine health related capabilities for firefighting personnel. **CLASS-A** interior structural firefighting, no incident limitations. **CLASS-B** one or more safety health issues identified. Limited use of respirator to emergency conditions only. **CLASS-C** incident and fireground support functions and activities. No respirator usage. **CLASS-D** administrative and social activities function only.
- E. Medical records and personnel information shall be maintained and kept confidential. A health database should be established to include allergies, blood type, and know medical problems that could be utilized in case of an emergency involving a firefighter. The fire chief shall be responsible for maintaining such data.
- F. Exposure Control of personnel to contagious diseases and the methods to identify precautionary measure such as vaccinations shall be established and implemented by the department. The department shall develop the procedures necessary to handle questions concerning possible exposure by emergency responders to communicable diseases during emergency incidents. *29CFR 1910.1030 See exposure control plan.*
- G. The department at no expense shall provide hepatitis vaccinations to personnel. Personnel will have the right to request or refuse the vaccination.

### 9. MEMBERSHIP ASSISTANCE

- A. Critical Incident Stress; the department has developed a plan for dealing with critical incident stress debriefing. Behavior changes, stress, or after effects left on personnel involved in an incident with horrific outcome.
- B. When situations warrant the implementation of such debriefing or counseling, a chief officer will notify a professional team who will provide such services, for **ALL** emergency responders involved. Locally a team is established and available through the Resource Hospital.
- C. Should the performance or actions of a firefighter compromise the safety of himself/herself, other firefighters or the general public in performance of official duties; it shall be referred to the safety committee by the chief, for review. Recommendations regarding the individual shall be made to the Chief and the governing board for their review and action.
- D. Under no circumstances shall fire department personnel act in the official capacity of firefighter or emergency medical technician, when the consumption of alcohol or other substances may affect their ability to perform in a safe manner. *See FFD Policies & Procedures.*



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### OCCUPATIONAL SAFETY & HEALTH REQUIREMENTS

**OSHA REQUIREMENTS**.....Are a Mandatory annual requirement for all personnel.

1. Occupational Safety and Health Administration (OSHA) Fire Brigade Standard, section 1910.156 is extracted from 29CFR, subpart L, Fire Protection.
2. In addition, the OSHA Personal Protective Equipment Standards section 1910.133 and 1910.136, addresses personnel respiratory standards, are referenced in the Fire Brigade Standard.
3. Minimum Safety Training Requirements required for firefighters who perform interior structural firefighting assignments, are also identified.
4. Curriculum shall contain as a *minimum* the following content as prescribed by PESH, to accomplish Annual OSHA Refresher Training. Note: additional curriculum may be applied which may be unique to the local community or region.
  - ☐ General Hazard Recognition
  - ☐ Fire Station & Facility Safety
  - ☐ Emergency Vehicle and Personal Vehicle Response Safety
  - ☐ Fire Operations & Incident Scene Safety NFPA 1720 (Attachment – A)
  - ☐ Protective Clothing Requirements & Maintenance
  - ☐ Respiratory Protection, Self-Contained Breathing Apparatus 1910.134 (k)(5)
  - ☐ FFD Firefighter SCBA Competency (see SCBA SOG)
  - ☐ Tool and Equipment Location, Operation, and Safety
  - ☐ Blood Borne Pathogens & Personal Protection 1910.1030(g)(2)(ii)(B)
  - ☐ Recent Developments in Fire Service Operations
  - ☐ Hazardous Materials Awareness and Recognition 1910.120(g)(8)
  - ☐ Fire Extinguishers 1910.157 (g)(2)
  - ☐ Sexual Harassment In The Workplace
  - ☐ Workplace Violence NYCRR Part 800.6
  - ☐ Occupational Ethics & Professionalism
5. To comply with the annual requirement the above curriculum will be presented to personnel on an annual basis called OSHA Annual Refresher Training. Personnel who fail to complete this annual refresher training will be removed from holding an active classification on the FFD Fire Brigade, until the above requirements are completed.

All new active operational personnel shall be required to complete all of the above in-service occupational training. In addition to the above training new active operational personnel shall become familiar with the operational guidelines and policies of the Village of Frankfort Fire Department.

6. **DRIVERS / APPARATUS PUMP OPERATOR** of apparatus shall complete a recognized Apparatus Pump Operators Course or equivalent training prior to operating any apparatus fire pump, and a recognized fire service Ariel Device or equivalent prior to operating any fire apparatus aerial device, or their equivalent. In addition, the NYS Emergency Vehicle Operation Course or its equivalent should be completed prior to the driving of apparatus. See *Driver and Driver Operators SOG*.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

Occupational Safety & Health Requirements (*continued*)

7. **INSTRUCTORS** should complete a recognized course in instructional techniques and be knowledgeable in the subject material assigned to instruct. Individuals having specialized knowledge and skills, can be utilized as special instructors, to enhance training. Examples of this would be contracted certified instructors or consultants. However, it is acceptable for department personnel to train other department personnel based on any established curriculum(s) training guidelines, or policies or procedures.
8. **FIRE OFFICERS** should complete courses in subject areas determined and recommended by the Fire Chief of the department to be appropriate for their level of responsibility and supervision. Fire Officers shall have completed and passed as a minimum Firefighter I & II or equivalent, firefighter survival, pump and aerial apparatus operations. Fire Officers shall have more comprehensive leadership and command and management courses equal to their level of supervision and management (ICS100/200). *See Duties & Assignments SOG, page 34.*
9. **FIREFIGHTER** training should include, but not limited to, such topics as fire behavior, fire suppression and extinguishments, rescue and extrication techniques, fire department command system (ICS- 100), and basic leadership training . Emergency operation procedures, evacuation from hazardous area procedures, Right-to-Know information and special hazards of the community.

A line officer will be assigned with a new entry member in training, which shall begin with Right-to-know information followed by the issue of department SOG's, and station familiarization.

Training progression shall begin with enrollment and participation in a recognized Firefighter I & II, or NFPA 1001, or equivalent. Continued training progression will be a combined effort between NYS outreach training courses or equivalent and local department training.

- ❑ FIREFIGHTING training progression examples could be NYS / NFPA Firefighter I & II, NYS Firefighter Survival, Mask Confidence, or other course training offered by NYS outreach, NYS Academy of Fire Science, the National Fire Academy, the Department of Homeland Security.
- ❑ EMERGENCY MEDICAL SERVICE training progression examples could be NYS Certified First Responder, or NYS DOH EMT Basic certification. Continued training to NYS DOH EMT Intermediate, Advanced and Paramedic certifications.

Firefighters and EMT's should check department bulletin boards or agency website for course training scheduled dates and locations. The Chief or the Executive Council shall approve all fees funded course training.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### **SELF CONTAINED BREATHING APPARATUS (SCBA)**

#### **1. TYPE OF EQUIPMENT**

Breathing apparatus shall be positive pressure type that was constructed to the standard that were in force at the time of purchase. The unit shall have a minimum service life rating of 30 - 45 minutes, equipped with an audible alarm that will sound when unit reaches 20 – 25 percent of it rated service time, and meet all other requirements of 1910.156 and 1910.134 standards.

#### **2. MAINTENANCE OF EQUIPMENT**

- A. Each unit shall be inspected and functional checked monthly by an assigned line officer and after each user. All inspections and functional checks shall be documented.
- B. Each user of the equipment shall be trained in the cleaning, operation, functional check and inspection, and proper disinfecting of the apparatus.
- C. Repairs, adjustments, and replacement of parts should be performed by individuals trained to perform such work.
- D. Documentation of any repairs, service, and inspection to the apparatus, shall be logged according to the SCBA service checklist located in the alarm room.

#### **3. FIREFIGHTER / USER**

- A. Firefighter should be physically able to perform the work associated with interior structural firefighting while wearing self contained breathing apparatus (SCBA).
- B. Firefighter should be trained in the proper pre-donning checks, donning procedures, face piece seal check, operational procedure, and any emergency procedure while using SCBA. This training shall be conducted and reviewed annually in accordance with the established FFD "Firefighter SCBA Competency Standards for Frequent Users", included in this guideline.
- C. **FIT TESTING** shall be performed prior to the firefighter using the apparatus in an IDLH or toxic environment. Fit testing is to ensure a proper seal can be established of the face piece. Firefighters should be reminded that it is imperative to check for a suitable facepiece seal, each time the breathing apparatus is donned. *Fit testing shall be performed on an annual basis* to insure the user has been issued the adequate size facepiece and to comply with respiratory standards. Failure to accomplish fit testing within an 18-month maximum period, the users classification shall be reduced to non-interior until the testing is completed.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

Self Contained Breathing Apparatus (*continued*)

### 4. BREATHING AIR SUPPLY



The breathing air supply shall meet established levels of purity. FFD individual breathing air currently re- serviced from a portable mobile cascade system. FFD mobile cascade system is re-serviced from a system located at or station. *See FFD Policies & Procedures*

Breathing air testing and procedures are conducted by the FFD on a quarterly frequency, shall meet or exceed grade "D" specifications. FFD current air quality testing results shall be posted on or near the compressor system. The air quality testing is performed by the department, on a quarterly frequency. Annual service and inspection of the system is performed by an independent vendor. Documentation of the air quality report is located in the fill station log book.

### 5. FFD FIREFIGHTER SCBA COMPETENCY STANDARDS FOR FREQUENT USERS. (FFD 1/97)

A. **INSPECTION:** firefighter shall demonstrate a proper SCBA system functional check and after use inspection.

- ☐ Condition of the cylinder.
- ☐ Condition of shoulder waist straps including buckle "D" ring adjusters.
- ☐ Insure waist and shoulder straps are fully extended.
- ☐ Check condition of back frame.
- ☐ Insure cylinder is secured tightly
- ☐ Condition of high and low pressure hoses.
- ☐ Condition of remote gauge.
- ☐ Condition of facepiece regulator.
- ☐ Function of low air hose disconnect.
- ☐ Functional check of don/doff switch
- ☐ Function of facepiece regulator release lever.
- ☐ Condition and function of purge valve
- ☐ Condition of facepiece, lens, head harness, and facepiece seal.

B. **FUNCTIONAL CHECK:** perform re-service system functional check.

- ☐ Check cylinder gauge, which should indicate full or 4500 psi.
- ☐ Activate cylinder valve, open fully. This should also activate pass alarm system.
- ☐ Check positive pressure function.
- ☐ Check function of pass alarm activation with lack of movement, and perform self-activation.
- ☐ Listen for vibrant alarm to indicate alarm is functional.
- ☐ Check remote gauge reading.
- ☐ Shut cylinder valve off, checking ratchet function.
- ☐ Purge system slowly.
- ☐ While observing remote gauge, check activation of vibrant alarm at about 500psi.
- ☐ Insure system is de-activated off at remote gauge. (*Green light no longer flashing*)
- ☐ Record inspection and functional check. Record any discrepancies or removal from service.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### Self Contained Breathing Apparatus (*continued*)

- C. **DONNING & DOFFING:** Firefighter shall properly demonstrate donning a total personal protective envelope including SCBA. The firefighter is expected to perform this evolution for donning ob both PPE and SCBA within three minuets.

#### PPE DONNING

- ☐ Boots
- ☐ Bunker pants, all snaps and buckle utilized.
- ☐ Nomex hood, complete seal around facepiece when SCBA is donned.
- ☐ Coat, all snaps and buckles utilized, and collar up.
- ☐ Helmet, shroud down and chin strap utilized.
- ☐ Gloves, tucked under coat sleeves, upon completion of SCBA donning.

#### SCBA DONNING *Overhead method*

- ☐ Check cylindr gauge for full
- ☐ Open cylinder valve fully, swing unit up and over head, making sure elbows extend through shoulder straps.
- ☐ Buckle waist strap and tighten.
- ☐ Pull down on shoulder straps.
- ☐ Check remote gauge for full levels.
- ☐ Don facepiece
- ☐ Check for facepiece seal
- ☐ Connect facepiece regulator.

- D. **DONNING ON APPARATUS:** Firefighter shall properly demonstrate donning SCBA from the jump seat on apparatus. PPE already donned prior to mounting apparatus.

- ☐ Don and secure, shoulder and waist straps.
- ☐ Open cylinder valve fully.
- ☐ Check remote gauge, indicating full.
- ☐ Don face piece and check for seal.
- ☐ Don helmet and gloves.
- ☐ Dismount apparatus, facing apparatus.
- ☐ Connect face piece regulator.

E. **EMERGENCY PROCEDURES**

Firefighter shall demonstrate SCBA emergency procedures for the following malfunctions:

#### MALFUNCTION OF FACE PIECE REGULATOR

- If functional, open purge valve slowly.
- Remove face piece regulator and cover opening with nomex hood.
- Signal partner and both leave immediately.

#### CRACKED FACE PIECE

- If losing too much air, close the cylinder valve and reduce airflow.
- Cover hole or crack to reduce leakage, in unsuccessful, disconnect face piece regulator, remove face piece and breathe directly from face piece regulator against mouth.
- Signal partner and both leave immediately.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### Self Contained Breathing Apparatus *(continued)*

#### CYLINDER OUT OF AIR

- Remove face piece regulator and cover opening with nomex hood.
- Signal partner and both leave immediately.

#### LOSS OF POSITIVE PRESSURE

- Open purge valve slowly
- Signal partner and both leave immediately.

#### BROKEN LOW OR HIGH PRESSURE HOSE OR FAILURE OF HIGH PRESSURE REGULATOR

- Perform full escape from unit.
- Hold breathing
- Close cylinder valve
- Disconnect high-pressure hose from regulator failure.
- Breathe from cylinder valve
- Signal partner and both leave immediately.
- 



## **FIREFIGHTERS SELF-RESCUE ROPE EMERGENCY ESCAPE SYSTEM**

- 1. PURPOSE & INTENT.** This rule is intended to ensure that firefighters are provided with necessary escape rope and system components for self rescue and emergency escape and to establish specifications for such ropes and system components. This shall apply throughout the state of New York employing firefighters with the meaning of the Labor Laws.

Escape ropes and system components provided to firefighters shall conform to the requirements of the "National Fire Protection Association Standard 1983, Standard on Fire Service Life Safety Rope and Equipment for Emergency Services" in effect at the time of their manufacture. *NY Code Rule 800.7*

- 2. TRAINING.** The employer shall ensure that each firefighter who is provided with an escape rope and system components is instructed in their proper use by a competent instructor. Instruction shall include hands-on use of the equipment in a controlled environment. A record of such instruction including the name of the individual being trained, the name of the individual delivering the training.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### Firefighters Self-Rescue Rope Emergency Escape System (*continued*)

## 2. PROCEDURE

A personal rope emergency escape systems have been applied to all FFD SCBA that are installed in jump seating on all apparatus. Personal escape rope will be issued to individual personnel who are formally trained and maintain self-rescue skills. This system has been applied for the safety of interior operating personnel for self-rescue or extrication tactics.

ALL interior classified personnel shall be trained annually and maintain operational deployment of this system. It shall be the requirement of ALL interior operating personnel obtain and maintain the necessary training in the deployment of personal self-rescue emergency escape system and any other self-rescue training methods.

## 3. MAINTENANCE

The inspection of the personal rope escape system and hardware must be performed after each load use. This is to include training usage to. If personnel have been issued this system it shall always be maintained as a part of personal protection. Inspection shall include condition of life safety rope and the effective deployment and position for readiness emergency life saving deployment.



## **NATURAL AND LIQUEFIED PETROLEUM GAS LEAKS**

### 1. INFORMATION 29 CFR 1910120

- A. *OBTAIN INFORMATION* from caller or fire control, such as type of product, amount or size of the container, how long has it been leaking, is there any know ignition sources in the vicinity.
- B. *SIZE-UP* (gathering of information) should start as soon as the alarm is received and continue while responding to determine the extent and details of the leak.
- C. *APPPARATUS STAGING* so that only the minimum amount of equipment and personnel become exposed to the product or the potential of an explosion.

### 2. OPERATIONAL PROCEDURES

- A. If the strategy is to enter the affected area or structure, a briefing of personnel should occur with details covering the type of product, source of leak, ventilation in place, use of SCBA, and explosive metering device.
- B. The tactics should involve the minimum number (at least 2) of personnel, needed to accomplish them, with a rapid intervention team (RIT), in the area ready to perform rescue duties, **ALL** remaining personnel shall be staged in a safe and secure area.

Every reported gas leak must be treated seriously and the risk to the firefighters managed as safely as possible.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### Natural & Liquefied Petroleum Gas Leaks *(continued)*

#### 3. USE OF EQUIPMENT

- A. SCBA must be worn in contaminated or suspected areas of gas vapors. Should there be a leak, it is possible that the gas may displace in the air in the area such as a basement and the area would be oxygen deficient and you could suffocate. Should an explosion occur, you will need to not only survive the explosive effect, but also the burning gases. While the fire may only be momentary flash, should you be inhaling a breath at that moment you could severely damage your respiratory system.
- B. Each firefighter should become familiar with the operation of an explosive gas meter, if the department has one.



#### 4. GENERAL CONSIDERATIONS

- A. Characteristics of Gasses
  - 3. **Natural Gas** (methane) is colorless, treated with an odor detector, it is lighter than air.
  - 4. **LP Gas** (propane or butane) is colorless, treated with an odor detector and is heavier than air.
- B. Ignition Sources
  - 1. Pilot lights to appliances
  - 2. Motors that may start
  - 3. Arching from electrical switches, flashlights, phone or radios
  - 4. Static electricity arc.

It's impossible to outline every possible problem that may be encountered dealing with gas leaks, however treat them with the utmost of care.



## INCIDENT COMMAND SYSTEM

#### 1. PURPOSE

The implementation and established of the Incident Command System (ICS), is for the safety and accountability of all operating personnel involved in the emergency incident or events. It shall be the duty of all operational personnel to be trained and familiar with the implementation, operation, and full activation of the Incident Command System. Presidential directives require all personnel be credentialed in Incident Command-100, 200, 700, & 800.

It shall be the duty of every operational officer supervising emergency incidents, mass gathering events, or disaster assistance, implement the Incident Command System or Unified Incident Command System. All operational and management personnel shall safely operate under the direction of the Incident Commander or Operations Chief.



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### Incident Command System (*continued*)

#### 2. AUTHORITY

- Occupational Safety and Health Administration (OSHA), required that the ICS shall be established for incidents that will be under their control and shall be interfaced with other agencies.
- NFPA 1500 / 1561, required all departments shall establish written procedures for ICS. Requires all personnel and supervisors be trained and familiar with the system. The system must outline the responsibility for safety, provide personnel accountability, and provide sufficient supervisory personnel to control the assignments and activities of all operating on the scene.
- All incidents shall establish and implement the Incident Command System according to legislative resolution by federal presidential directives, state legislation, and local law.
- NIMS compliance is by Homeland Security Presidential Directive HSPD 5 Management of Domestic Incidents and HSPD 8 National Preparedness Goal.

#### 3. INCIDENT COMMANDER

Is responsible for the overall outcome of the incident. The safety of ALL operating personnel and civilian public, stabilization or conclusion of the emergency, and the protection of property.

A Fire Service Field Operations Guide (NYS or FIREScope) on the Incident Command System and its implementation and functional operations is located in Car-9.

#### 4. METHOD

The use of the Incident Command System shall be established at all emergency incidents by the FFD. Personnel shall use the following step procedures to establish command and management of the incident.

- First senior officer, or if no officers are available, the pump operator, or firefighter, shall report a size-up, assume command *and or* combat the situation. If the decision to combat is made, the next incoming officer shall assume command.
- Establish a plan or strategy, and advise.
- Issue tactical assignments.
- Dispatch or request additional assignments or resources, if needed.
- Establish Accountability and manage resources.
- Ensure personnel safety.
- Manage all other incident operations.
- Authorize the release of information.
- Termination of incident.



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

The presidential directive National Incident Management System (NIMS), is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent of NIMS is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.
- Together NIMS, the National Response Plan, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event, how it needs to be done, and how well it needs to be done.

#### **1. NIMS CONCEPTS AND PRINCIPLES**

NIMS provides the framework for interoperability and compatibility by balancing flexibility and standardization.

- NIMS provides a flexible framework that facilitates government and private entities at all levels working together to manage domestic incidents. The flexibility applies to all phases of the incident management, regardless of cause, size location or complexity.
- NIMS provides a set of standardized organizational structures, as well as requirements for processes, procedures, and systems designed to improve interoperability.

#### **2. NIMS COMPONENTS**

NIMS is comprised of several components that work together as a system to provide a national framework for preparing for, preventing, responding to, and recovering from domestic incidents. These components include:

- Command and Management.
- Preparedness
- Resource Management
- Communications and information management
- Supporting technologies
- Ongoing management and Maintenance

#### **3. COMMAND AND MANAGEMENT**

NIMS standard incident management structures are based on three key organizational systems.

- ***The Incident Command System (ICS)*** defines the operating characteristics, management components, and structure of incident management organizations throughout the life cycle of an incident.
- ***The Multiagency Coordination System***, which defines the operating characteristics, management components, and organizational structure of supporting entities.
- ***The Public Information System***, which includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

National Incident Management System (*continued*)



#### 4. PREPAREDNESS

Effective incident management begins with preparedness activities. These activities should be conducted well in advance of any potential incident. Preparedness involves a combination of:

- Planning, training and exercises.
- Personal qualifications and certification standards.
- Equipment acquisition and certification standards.
- Publication management processes and activities.
- Mutual aid agreements and Emergency Management Assistance Compacts (EMACs)

#### 5. FFD RESPONSIBILITIES

- It is the responsibility of all officers to be trained in the knowledge and operation of the Incident Command System (ICS-100/200/700/800). The agency will implement and fully deploy this management system in long duration, multiagency, multi jurisdiction operations, incidents, and the pre-planning of multi day or mass gathering events.
- All emergency responders at all levels will have knowledge and training in ICS and will be able to operate safely and effectively within the system.
- FFD will type and identify and maintain all emergency resources for multi agency, multi jurisdiction, deployment.
- FFD shall identify any potential community disaster that may affect our protection district and pre-plan its roll or rolls in mitigation.
- FFD shall be familiar with any local, regional, or private sector emergency operations plans. See Village of Frankfort Emergency Operations Plans located in Alarm Room.
- FFD shall type apparatus and equipment within the department's inventory.

#### 6. ELEMENTS OF NATIONAL TYPING PROTOCOL

The resource typing protocol provided by the NIMS describes resources using category, kind, components, metrics, and type data. The following data definitions will be used.

- A. **RESOURCE** consists of personnel, teams, facilities, supplies and major items of equipment available for assignment to our use during incidents. Such resources may be used in tactical support or supervisory capacities at an incident site or EOC. Their description include category, kind, components, metrics, and type.
- B. **CATEGORY** is the function for which a resource would be most useful.
- C. **KIND** refers to broad classes that characterize like resources, such as teams, personnel, equipment, supplies, vehicles, and aircraft.
- D. **METRICS** are measurement standards.
- E. **TYPE** refers to the level of resource capability. Assigning the *Type I* label to a resource implies that it has a greater level of capability than a *Type II* of the same resource (for example, due to its power, size, or capacity), and so on to *Type IV*.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### US DEPARTMENT OF HOMELAND SECURITY (DHSES) PRESIDENTIAL DIRECTIVES APPLICABLE TO FFD EMERGENCY SERVICES

<b>HSPD-2</b>	HOMELAND SECURITY ADVISORY SYSTEM	<i>Establishes a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American Public.</i>
<b>HSPD-4</b>	NATIONAL STRATEGY TO COMBAT WEAPONS OF MASS DESTRUCTION	<i>Applies new technologies, increased emphasis on intelligence collection and analysis, strengthens alliance relationships, and establishes new partnerships with former adversaries to counter this threat in all of its dimensions.</i>
<b>HSPD-5</b>	MANAGEMENT OF DOMESTIC INCIDENTS (NIMS)	<i>Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. Applicable to ALL first responders.</i>
<b>HSPD-8</b>	NATIONAL PREPAREDNESS	<i>Identifies steps for improved coordination in response to incidents. This directive describes the way Federal departments and state and local agencies will prepare for such a response, including prevention activities during the early stages of a terrorism incident. This directive is a companion to HSPD-5</i>
<b>HSPD-9</b>	DEFENSE OF UNITED STATES AGRICULTURE AND FOOD	<i>This directive establishes a national policy to defend the agriculture and food system against terrorist attacks, major disasters, and other emergencies.</i>
<b>HSPD-21</b>	PUBLIC HEALTH AND MEDICAL PREPAREDNESS	<i>This directive establishes a national strategy that will enable a level of public health and medical preparedness sufficient to address a range of possible disasters.</i>

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### **PERSONNEL ACCOUNTABILITY SYSTEM**

#### **1. PURPOSE 29 CFR 1910.134 NFPA 150**

It is necessary to be able to account for all personnel assigned working on the fire grounds. We must insure that all personnel, regardless of the method of transportation to the scene, will be accounted for. A change in strategies, building collapse or many other circumstances would require accounting for all personnel at the scene.

#### **2. METHOD**

- A. **ACCOUNTABILITY TAGS**, issued 2 tags – (non-interior), 3 – (interior) tags will be attached to the outside of the firefighters coat. The tags are numbered the same and are three different colors.
- B. **GREEN TAG**, upon arrival on the scene the firefighter shall remove the green tag, and place it into the green container located on each pumper apparatus, or give it to the pump operator. The green tag accounts for personnel on scene.
- C. **RED TAG**, prior to entering a building or compartment the firefighter shall remove the red tag and place into the red container located on each pumper apparatus, or give it to the pump operator or safety officer. The red tag accounts for personnel going inside a structure or who are not in full view.
- D. **WHITE TAG**, remains with all personnel attached to their coat.
- E. Upon exiting the structure you should retrieve your red tag. Prior to returning to station you should retrieve your green tag.

#### **3. OFFICERS / FIREFIGHTERS**

Firefighters should be working under officer or supervisor direction, in teams of two or more. Firefighters entering the structure should be doing so in order to accomplish a tactical assignment. **CREW INTEGRITY SHALL BE MAINTAINED AT ALL TIMES.** If not needed inside, firefighters should be held together in readiness, until assigned.

Once ordered to and interior assignment, someone should be aware that you are entering, the approximate area you are going into, and the number of personnel going inside. It may be the incident commander, operations, pump operator, safety officer, or other personnel, that you shall inform.

A system, of radio communications must be maintained so that the interior firefighters may notify or exterior operations may be informed of problems or hazards, their status, incident conditions, or additional assignment requests.

The intent of this system is to account for personnel and location at all times during an incident. If incident conditions should deteriorate, command should know your approximate assignment and location.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

Personal Accountability System (*continued*)

### 4. **SUPERVISION, COMMUNICATIONS & RESCUE**     *Interior Structural Firefighting*

#### **A. PURPOSE**

Members using SCBA during interior structural firefighting are deemed to be working in an immediately dangerous to life or health atmosphere and require closer accountability.

Standard operation procedures must be developed which assure that communications can be maintained between those members working inside and supervisory personnel outside so that assistance may be summoned.

These standard operating procedures must also provide for suitability equipment standby personnel, located in the nearest safe area so that they may provide a rapid rescue of anyone who is in need. The size of the rescue team will be determined by conditions and the number of personnel at risk.

#### **B. METHOD**

1. ***Supervision and Communications*** when working inside buildings during structural firefighting, and while working in any confined space where there may be products of combustion, and oxygen deficient atmosphere, or toxic or hazardous materials, members shall be under the direct supervision of a suitable trained officer or experienced personnel.

This suitably trained or experienced supervisor shall be responsible to maintain communications with those in his/her charge. Those personnel under his/her direct supervision are those who are within his/her sight and are considered to have visual communications with him/her.

The supervisor must have communications with the incident commander or a designee who may dispatch rescue teams.

2. ***RESCUE TEAMS (FAST) (RIT) (RIC)***

#### **Firefighter Assistance Search Team – or -Rapid Intervention Team or Crew**

This is in compliance with a two in, and two out ruling and is required when personnel are entering an *Immediately Dangerous to Life or Health* (IDLH) atmosphere. An adequate number of properly equipped trained personnel must be kept available to provide for a rapid rescue of personnel who may become trapped or lose their respiratory protection.

Rapid intervention teams (RIT) are activated to accomplish a proactive practice to rescue lost or trapped firefighters in compliance with *NFPA 1500, Standard for Fire Department Occupational Safety and Health Program* and *NFPA 1561, Standard for Emergency Service Incident Management System*.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### FIREFIGHTER ASSISTANCE SEARCH TEAM



#### A. PURPOSE 29 CFR 1910.130

The purpose of the FAST Team is to provide immediate assistance to a firefighter or firefighters who may be come injured, trapped, missing or disoriented while operating at an interior working fire within a structure. To keep in compliance, the team will immediately deploy more organized rescue tactics under the supervision of the incident commander. The FAST Team is an extension of the OSHA "2 in 2 out rule, and NFPA 1500 requirements of Fire Department Occupational Safety & Health.

FAST Team members shall perform at higher level than a basic firefighter and physically capable of performing this assignment. FAST Team personnel must understand the importance and need for training. ALL FAST members are encouraged to take courses applicable to structural firefighting, building construction, and maintain competency in rescue skills and tactics. It is the duty of all FD operational personnel to be informed and trained with local "MAYDAY SIGNAL" policy and procedures

#### B. IMPLIMENTATION

- ❑ A minimum of two rescue personnel must be prepared and located in the nearest safe area so as to not be affected by any likely incident that would precipitate need for their services.
- ❑ The rescue team shall not be assigned any duties that would affect their function as a rapid intervention team while ongoing structural interior operations or assignments.
- ❑ At smaller incidents, several personnel may be held at the nearest sage area to function as the rescue team. At large incidents, an additional engine company size unit may need to be called.
- ❑ Implementation of an immediate Box Alarm shall be dispatched for working fire incidents that will require additional tactical considerations.

#### C. PREPARATION

When preparing for a rapid intervention assignment, firefighters should gather appropriate tools, equipment, and information necessary for possible immediate deployment.

- ❑ Forcible Entry Tools appropriate for building construction.
- ❑ Donned SCBA in the ready position.
- ❑ Life safety rope.
- ❑ Communications and Thermal Imaging device
- ❑ Ground Ladder placement.
- ❑ Size-Up Building Construction
- ❑ Size-Up Means of egress.
- ❑ Operating radio frequencies.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

Firefighter Assistance Search Team (*continued*)

### **D. TRAINING**

Personnel assigned to FAST shall obtain formal training in firefighter survival and rescue techniques and assignments prior to being activated. Annually training in firefighter rescue techniques and assignments should be accomplished. This training can be accomplished separately or included during full drill evolutions.

Mutual Aid requests for FAST will require a minimum of two trained competent and capable personnel to respond. Upon arrival on scene immediately obtain required FAST information from the incident commander. Request additional resources from our or other agencies, if necessary.

- ◆ *For additional information see FFD Policies & Procedures.*
- ◆ *For Mutual Aid FAST requests, see Herkimer County Mutual Aid Policy, within FFD Policies & Procedures.*



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **INCIDENT SAFETY OFFICER**

#### **1. PURPOSE**

- A. Staff position to be appointed annually by the Fire Chief and shall remain in that position until relieved of those duties.
- B. It is the intent of the assigned safety officer to assist and advise the Chief or Incident Commander of emergencies as to concerns for the safety of firefighters as well as station safety, response/return safety, and any other areas as identified by the Chief.

#### **2. METHOD**

- A. The safety officer shall observe the operations at the emergency with his/her main objective to evaluate the risks to firefighting personnel.
- B. Items such as fire conditions, building stability, firefighter physical condition (fatigue), vehicle traffic, tactical operations with regards to special hazards such as energized electrical equipment and any other operations that may impact the safety of firefighters shall be monitored.
- C. Should a hazard or unacceptable risk be found, the safety officer should immediately notify the incident commander and bring the condition to the attention of the officer or personnel.
- D. Should a problem be an immediate hazard where the danger to the firefighters is imminent the safety officer shall have the authority to order corrective action immediately and then notify the incident commander of the situation.
- E. In addition to the emergency scene assignments, the safety officer shall carry out the general responsibilities associated with the safety and health of the firefighters and other duties as assigned by the chief.

#### **3. AUTHORITY**

NFPA 1521 Standard for Fire Department Safety Officer give the safety officer the authority to alter, suspend or terminate unsafe acts or hazardous activities, by-passing the ICS to correct unsafe actions or remove responder from the threat of immediate danger. The Safety Officer is also responsible for identifying existing or potential hazards that do not present an imminent threat to responder safety.

#### **4. DUTIES & RESPONSIBILITIES**

- A. The primary responsibilities of the Incident Safety Officer at every incident shall be to protect the safety of the responder. The ISO should ensure that responders follow safe practices.
  - ☐ Ensure responders wear full PPE
  - ☐ Ensure that responders work in teams in hazardous environments.
  - ☐ Have a RIT available.
  - ☐ Follow and enforce safety during training.
  - ☐ Insure a rehabilitation area is established at incidents.
  - ☐ Evaluate post-incident analysis, from safety view.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

Incident Safety Officer *(continued)*

- B.** During Mutual Aid Assignments or Responses the ISO shall only be responsible for FFD personnel and operations only. All issues or concerns shall be brought to either the FFD senior officer, or the Incident Commander of the requesting agency.

### **C. DOCUMENTATION**

Record keeping, documentation and investigation are functions of the Incident Safety Officer. He/she helps determine circumstance surrounding accidental death, response-related illness or injury. Another function of the ISO is to document the safety aspects of an emergency.

## **HEALTH & SAFETY OFFICER**

### **1. PURPOSE**

The Health & Safety Officer's most significant responsibility is managing the departments safety program. The HSO is normally an officer within the department, and reports directly to the Chief. The work of the HSO general is pre-emergency or non-emergency in nature.

### **2. AUTHORITY**

NFPA 1521 Standard for Fire Department Safety Officer's shall have the responsibility to identify the cause corrections of safety and health hazards. He/she shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel. Where non-imminent hazards are identified, as safety officer shall develop actions to correct the situation within the administrative process of the Fire Department. In the Frankfort Fire Department a designated Assistant Chief shall be appointed by the Chief.

### **3. DUTIES & RESPONSIBILITIES**

- ☐ Development of SOP's for high-risk activities such as emergency driving, wild land and structural firefighting, and the use of protective clothing and equipment such as self contained breathing apparatus (SCBA).
- ☐ Development and delivery of safety training courses for the department.
- ☐ Development and management of injury and exposure documentation.
- ☐ Input all department pre-emergency and non-emergency operations to ensure that the safety of responders is considered at all times.
- ☐ Develop and support appropriate physical fitness program for responders.
- ☐ Knowledge of national standards for safety equipment and operational safety.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### **QUARTERS / STATION SAFETY**

1. *RESPONDING* to the station for an incident DO NOT cross in front of the station apron with your personal vehicle. The parking area is to the south and in the rear of the fire station. When exiting station awareness of active pedestrian sidewalk.
2. *DO NOT ENTER THRU OVERHEAD DOORS.* When entering the station use the entrance doors.
3. *WALKWAYS, STAIRWAYS, ENTERANCES, EXITS and AROUND APPARATUS,* should be kept clear of objects and obstructions.
4. *SPILLS,* such as water, oil or engine fluids, should be eliminated as soon as possible to eliminate slipping hazards. After washing apparatus, try to move water into drains.
5. *DO NOT IDLE VEHICLE & SMALL ENGINES* in station unless proper ventilation has been established prior to starting the engine.
6. *REFUELING* of portable engine equipment in station, insure proper ventilation if needed, and prohibit any smoking in the area. Store all flammable fluids in proper storage cabinet.
7. *DAMAGED TOOLS & EQUIPMENT* shall be removed from service, logged and tagged.
8. *RUNNING OR HORSEPLAY* in station, apparatus bays, and in or on apparatus, shall be prohibited. ALL personnel and guests must obey all posted "House Rules".
9. *APPARATUS SPOTTER* shall be implemented when backing up apparatus. Utilize emergency lights when backing into station. Spotter shall remain on driver side of apparatus, in full view of the apparatus operator.
10. *OXYGEN & BREATHING AIR CYLINDERS,* shall be stored and secured in an upright position or shall be placed lying down. All oxygen cylinders shall be stored in the designated storage cabinet enclosure. SCBA cylinders shall always be placed lying down. NEVER LEAVE UNATTENDED and STANDING UP-RIGHT.
11. *COMPARTMENT DOORS* shall not be left unattended in the open position.
12. *WORKING UNDER VEHICLES* should never be performed alone. However when not possible, *LOCK OUT – TAG OUT* procedures shall be implemented.
13. *HANGING HOSE IN TOWER,* protective helmets shall be worn while hanging or lowering firefighting hose in the tower.
14. *UNSAFE CONDITIONS* shall be reported to any officer, safety committee, or chief. insure your document information in the station log.
15. *RE-SERVICE APPARATUS* after all operations and training, which includes apparatus inventory, inspection, and completion of corresponding documentation.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### **DUTIES / RESPONSIBILITIES & OFFICER ASSIGNMENTS**

#### **1. DUTIES & ASSIGNMENTS**

- A. Fire Chief:** is responsible for the overall safe and effective emergency services operational functions and activities, departmental operational practices, procedures, policies, administration and documentation, active emergency personnel operational safety, pre incident and pre-fire planning, operational functions, fire and incident investigation, and activities, planning & forecasting for the fire department safe and effective operations. The Fire Chief serves as the department supervisor and shall be responsible for reporting monthly to the Village of Frankfort Board of Trustees. He/She shall be responsible for the security and safe keeping of employee training, certifications, and personnel medical records. He/She shall be responsible for employee background investigations, corrective and disciplinary actions and documentation. The Fire Chief is responsible for the operational assets, inventory, and security of the Village of Frankfort Fire Department. He/She shall be responsible for the Village of Frankfort fire station and training center maintenance and improvements.
- B. Assistant Fire Chief's:** is under the directions and supervision of the Fire Chief, A/C's are responsible for the safe and effective emergency services response, operations, functions, and activities of the active duty fire department. Serves as the Fire Training Officer involving the delivery and accountability of FFD emergency services training, and education program delivery, under the authority having jurisdiction (AHJ) Assistant Fire Chief's shall oversee recruitment, operational advancement, duties, and accountability of FFD emergency services personnel. They shall maintain pre-fire plans, implementation, review, and training.
- C. Captain's:** is under the direction and supervision of Assistant Chief Officers are responsible to supervise and perform safe tactical operational involving the fire ground and emergency scene operations and operational training in compliance with best practices, procedures, policies. Shall knowledgeable in special rescue and extrication operation, training and activities.

Also responsible for all department fire public education and prevention operations and activities within the district.

- D. EMS Group Supervisor:** is under the direction and supervision of chief officers. Primary responsible for the administrative and safe operations emergency medical service apparatus, administration, training, and activities. Also responsible for safe company and tactical fire ground operations and activities.
- E. Lieutenants:** are under the directions and supervision of the captains. Shall be responsible for assigned apparatus and equipment, functional operations, readiness and monthly inspections. Shall have good working knowledge of apparatus driver/operations and capabilities, all tools and equipment on board, and the ability to train other firefighting personnel. Also shall be responsible for the safety and cleanliness on apparatus bay floors.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

Duties / Responsibilities & Officer Assignments (*continued*)

- F. **Safety Officer:** Command staff position responsible for emergency incident, pre, post, or ongoing incident operation safety issues. Reports directly to the incident commander or fire chief.
- H. **Health & Safety Officer:** works directly with the chief officer on managing the department's non-emergency health and safety programs or issues.

## 2. ASSIGNMENTS

The following are duty assignments are appointed by the chief of the department, and are subject to change. Assignments should be accomplished with focus on safety and readiness to accomplish the department mission. However, if assignments are unable to be accomplished or completed, supervisors shall be informed immediately.

### FIRE CHIEF

- ☐ Oversees ALL Departmental Administrative & Operational Functions.
- ☐ Manages and accountable for Fire Department Municipal Operational & Facility Budgets.
- ☐ Manages and accountable for Active Fire Brigade Personnel Records.
- ☐ Manages and accountable for Active Fire Brigade and EMS Provider Medical Records.
- ☐ Administrator for ALL Computer, Security, Access, Identification, and Surveillance Systems.
- ☐ Facility, and operational Assets and Inventory.
- ☐ Active personnel and disciplinary issues or actions.
- ☐ Department Policies and General Orders.

### ASSISTANT FIRE CHIEF'S

- ☐ Oversees Health & Safety Operational Issues and Tactics.
- ☐ Inventory and Accountability of Personal Protective Equipment
- ☐ Training Center Operations, Maintenance & Inspections
- ☐ Fire Prevention & Education Programs & Activities.
- ☐ Recruitment Programs and Activities of Fire Brigade Personnel.  
Pre-Fire Plans implementation, review, and training.
- ☐ Inventory and Accountability of Portable & Mobile Radios and Personal Pagers.
- ☐ Fire Training & Education Program Delivery & Accountability
- ☐ OSHA & NYS DOL Mandated In-Service Training
- ☐ Inspection & Certification of Apparatus & Portable Pumps.

### CAPTAIN'S

- ☐ Apparatus & Vehicle Monthly Operational Inspection, Function, and Documentation
- ☐ Rescue Extrication & Stabilization Equipment Operational Inspection, Function, & Documentation.
- ☐ ALL Technical Rescue Equipment Operational Inspection, Function, and Documentation.
- ☐ Small Engine Equipment Operational Inspection, Function and Maintenance.
- ☐ Wildland Firefighting Equipment Operational Inspection, Function, and Documentation.
- ☐ In-Service Training & Activities

### LIEUTENANT'S

- ☐ In-Service Training & Activities.
- ☐ Apparatus & Vehicle Monthly Operational Inspection, Function, and Documentation
- ☐ SCBA Equipment Operational Maintenance, Accountability, and Repairs.
- ☐ Cascade System Operations and Documentation.
- ☐ Duty Uniforms
- ☐ New Recruit Sponsor & School Credit Candidates Overview and Accountability.
- ☐ Incident Records Program System Operation and Training.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **EMERGENCY VEHICLE DRIVERS & APPARATUS OPERATORS**

#### **1. APPARATUS DRIVERS**

- ❑ Required to obey all applicable NYS Vehicle and Traffic Laws. Operators and officers shall be responsible for all actions and passengers, while operation emergency apparatus.
- ❑ Shall complete Emergency Vehicle Operations course or equivalent training.
- ❑ All operators of pumping apparatus shall complete NYS Apparatus Operations Pump course or equivalent training.
- ❑ All operators of Ariel ladder devices shall complete NYS Apparatus Operations Ariel Devices course or equivalent training.
- ❑ All Ambulance driver operators shall be CPR/AED current certified and familiar with emergency medical alarms operations and the FFD EMS Policies & Procedures.
- ❑ Shall complete department driver training, district familiarization, and prove competency in operations and functions of the apparatus.
- ❑ Responsible for safe positioning, staffing and operations of apparatus.
- ❑ May be required to collect accountability tags during early stages of incident, due to the lack of command or safety officer.



#### **2. DRIVING OPERATIONS**

- ❑ Emergency lights shall only be used when responding to a TRUE EMERGENCY incident for which the department has been dispatched. NO EMERGENCY LIGHTS WILL BE USED WHEN RETURNING FROM AN INCIDENT.

**True Emergency:** is defined as a situation in which there is a high probability of death or serious injury to an individual(s) or significant property loss and actions by the emergency vehicle driver may reduce the seriousness of the situations.

- ❑ Seatbelts shall be worn at times while vehicle or apparatus is in motion.
- ❑ Under no circumstances operators will be able to pass a school bus with it's stop sign and warning lights flashing.
- ❑ Calling apparatus out of service, via mobile radio communications, utilizing proper radio procedures.
- ❑ Shall not run apparatus engine in station, for any length of time. Start engine just prior to leaving.
- ❑ Shall not move apparatus until all personnel are seated and seat belted .
- ❑ Shall not back-up apparatus without a spotter, unless there are no other personnel in the station.
- ❑ Shall be responsible for returning apparatus back to service readiness, to include the following:
  - Insure fuel and water tanks are full.
  - Inventory apparatus tools and equipment.
  - Report any apparatus malfunctions, damages, or equipment shortages.
  - Insure apparatus is washed and clean.
  - Insure inside of cab area is clean.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **EMERGENCY MEDICAL ALARM**



#### **EMERGENCY MEDICAL ASSISTANCE**

- ❑ **Ambulance 618** WITH CERTIFIED FULL CREW.
  - ❑ **Rescue**, responds with full crew, if ambulance is out of service.  
Request transport immediately from another agency, or requests the status and ETA of FFD Ambulance.
- OR**
- ❑ **Rescue or Car**, with EMS or no EMS personnel. Request transport immediately from another agency. *Primarily for call assistance or to mark location for other responding agency.*

#### **MOTOR VEHICLE ACCIDENTS**

- ❑ **Medical Provider (one)** shall initially respond on rescue or engine *unless* ambulance can be staffed to immediately follow first due responding apparatus.

#### **LIFT ASSIST ALARM**

- ❑ **Car or Rescue**, with a competent personnel capable of lifting.
- ❑ **CPR/AED** current certified.

#### **ACTIONS**

- ❑ Acknowledge transmission of call via radio to communication center.
- ❑ Acknowledge status of crew availability (*see radio procedures*).
- ❑ Staff alarm room if personnel available, until relieved.

#### **SAFETY**

- ❑ Universal precautions shall be taken by all personnel involved.  
**See Exposure Control Plan & Procedures.**
- ❑ **NOTE:** Portable radio units assigned to drivers and medical providers are for EMS alarms only. These assigned radio units are not to be brought nor utilized during fire ground operations.

#### **INFORMATION**

- ❑ Full Crew, equals one certified EMT, and a driver.
- ❑ **CHECK ASSIGNMENT BOARDS LOCATED IN BOTH APPARATUS BAYS.**

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### **STRUCTURE FIRE OR POSSIBLE STRUCTURE FIRE ALARM**

#### **STRUCTURE FIRE**      **Residential structure in residential area, and streamside complex.**

- ☐ Truck 404 and crew..... *First due assignment.*
- ☐ Engine 149 and crew.....*Second due assignment.*
- ☐ Rescue 504
- ☐ Ambulance 618
- ☐ Tanker/pumper 322.
- ☐ Staff alarm room.

#### **STRUCTURE FIRE**      **Multi story structure, school, commercial or industrial.**

- ☐ Engine 149 and crew.....*First due assignment.*
- ☐ Truck 404 and crew.....*Second due assignment.*
- ☐ Rescue 504
- ☐ Ambulance 618
- ☐ Tanker/pumper 322
- ☐ Staff alarm room

### **ACTIONS**

- ☐ Size-up situation and report.
- ☐ Consider incident priorities and implement Incident Management System.
- ☐ Interior fire operations require immediate Rapid Intervention Team readiness.
- ☐ Interior fire operations require fire service ground ladders to be deployed and positioned.

### **SAFETY**

- ☐ Full PPE shall be worn. *All PPE shall be decontaminated after any fire involving carbon based products.*
- ☐ Insure personnel accountability. *Incoming mutual aid shall remain accountable for their personnel.*
- ☐ Consider overhead wires during apparatus positioning, and while raising ladders.
- ☐ Consider
- ☐ Consider possible building collapse zone.
- ☐ If possible. Position Fold-a-Tank to allow more than one tanker to dump at a time.
- ☐ Monitor fire conditions.
- ☐ Implement a Safety Officer as soon as possible.

### **INFORMATION**

- ☐ For confirmed working structure fires implement "Box Alarm" System Request, ASAP
- ☐ IC or his/her designee can request individual mutual involving special situations.
- ☐ Notify law enforcement, utilities, hazardous materials, and codes responses through 9/11 dispatch.
- ☐ **CHECK ASSIGNMENT BOARDS LOCATED IN BOTH APPARATUS BAYS.**



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **MOTOR VEHICLE FIRE ALARM**

#### **MOTOR VEHICLE FIRES**

- ❑ Rescue 504 and crew, followed by Tanker. *Vehicle fire on roadway.*
- OR**
- ❑ Engine 149 and crew. ***Primary apparatus if vehicle fire is inside or next to a structure.***
- ❑ Tanker/pumper 322, for additional water supply.
- ❑ Rescue 524 and Car for traffic control.

#### **ACTIONS**

- ❑ Apparatus parked at least 100 feet away.
- ❑ Attack line deployed.
- ❑ Back-up line deployed, ASAP.
- ❑ Traffic control established.
- ❑ Law enforcement notified.
- ❑ Upon extinguishment and investigation obtain vehicle ID number and owner information.

#### **SAFETY**

- ❑ All fire suppression personnel shall wear FULL PPE. *Traffic safety vests shall be worn by all non-fire suppression personnel.*
- ❑ First due apparatus shall provide barrier between scene and vehicle traffic.
- ❑ Fire suppression from sides of vehicle only.
- ❑ Be aware of leaking fuels, exploding tires and shock absorbers or cylinders.
- ❑ EMS on standby, if requested by IC.
- ❑ Use extreme caution when dismounting off apparatus, be aware of oncoming traffic or slippery roadway surface.

#### **INFORMATION**

- ❑ Towing service handled by law enforcement.
- ❑ Debris clean-up handled by towing service operator.
- ❑ Fuel spills clean up the responsibility of spiller or hauler.
- ❑ **CHECK ASSIGNMENT BOARDS LOCATED IN BOTH APPARATUS BAYS.**

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **MOTOR VEHICLE & FARM ACCIDENT ALARM**

#### **MVA RESPONSE WITH PERSONAL INJURY**

- ❑ Rescue 504 and crew.
- ❑ Engine 149 and crew.
- ❑ Ambulance 618
- ❑ Rescue 524
- ❑ Car 9, if needed and personnel available.
- ❑ Tanker/pumper 322, *if requested*.

#### **ACTIONS**

- ❑ Control Traffic. Detour or stop if necessary until you can control .
- ❑ Isolate a roadway lane for incident scene and safe operations.
- ❑ Advance hand line ready to be charged, for protection. Charge if needed.
- ❑ Shut off or disconnect ignition sources, if need to.
- ❑ Keep all unnecessary personnel out of fire ground area.
- ❑ Notify law enforcement.
- ❑ Obtain vehicle and ownership information.

#### **SAFETY**

- ❑ All fire and EMS personnel shall wear full protective clothing.
- ❑ Monitor personnel safety at all times.

#### **INFORMATION**

- ❑ Towing service handled by law enforcement.
- ❑ Debris clean up handled by towing service operator.
- ❑ MVA's involving personal injury, fire, or contain hazardous conditions, are under the jurisdiction of the fire department.
- ❑ MVA's involving property damage only are under the jurisdiction of law enforcement.
- ❑ Accidents with personal injury are under the jurisdiction of the fire department.
- ❑ **CHECK ASSIGNMENT BOARDS LOCATED IN BOTH APPARATUS BAYS.**

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **RESCUE & EXTRICATION RESPONSE ALARM**

Rescue and Extrication type alarms are incidents involving the removal of victims from mechanical or natural entrapment, or structural collapse.

#### **RESCUE & EXTRICATION RESPONSE**

- ❑ Rescue 504 and crew.
- ❑ Rescue 524 ***NOTE: May require additional equipment to be transported.***
- ❑ Engine 149
- ❑ Ambulance 618
- ❑ No Apparatus is to leave roadway, unless ordered by IC.

#### **ACTIONS**

- ❑ Size-Up situation.
- ❑ Isolate hazards. Consider Lock Out / Tag Out Standards.
- ❑ Determine tactical considerations and personnel training and equipment needs.
- ❑ Consider mutual aid response *if necessary*.
- ❑ Consider extrication or rescue time if air transport is necessary.

#### **SAFETY**

- ❑ Insure personal protective equipment is applicable for all mitigating operational personnel.
- ❑ Isolate scene hazards depending on type of extrication or rescue.
  - Consider; Mechanical, Electrical, Heat Energy, Water, Weather.
  - Establish a perimeter as soon as possible to isolate civilians.
- ❑ Insure all knots and anchors on rope systems are checked before load placement.
- ❑ Never utilize motorized winch systems on life safety extrications.

#### **INFORMATION**

- ❑ Consider requesting facility manager or engineer if necessary.
- ❑ Consider medical evacuation if necessary.

#### **TYPES OF RESCUE & EXTRICATION**

- ❑ High or Low angle rope and rigging
- ❑ Confined space and entrapment
- ❑ Still Water, swift water, flood water
- ❑ Lost or missing persons search and rescue
- ❑ Deceased persons extrication.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **GRASS / BRUSH & WILDLAND FIRE ALARM**

#### **GRASS/ BRUSH & WILD LAND ALARM**

- ❑ Rescue 504 with crew.
- ❑ Tanker/pumper 322 with crew.
- ❑ Engine 149 with crew.
- ❑ Rescue 524 will establish REHAB.
- ❑ NO apparatus is to leave roadway, unless ordered by IC.

#### **ACTIONS**

- ❑ Size-up situation.
- ❑ Protect exposures first if necessary.
- ❑ Consider manpower resources and their working time.
- ❑ Utilize tools such as Indian pumps or brooms for suppression assignments.
- ❑ Conserve water resources if necessary.
- ❑ Traffic control is necessary.

#### **SAFETY**

- ❑ Bunker pants, boots, gloves, and nomex hoods could be worn. Helmet and coat are optional depending on the situation. Nomex hood can be worn around neck and used to cover mouth if necessary.
- ❑ *Wildland firefighting PPE* may be worn with regular civilian work boots.
- ❑ Shall always operate in teams of at least two personnel.
- ❑ Brooms and other equipment need to be washed down, before returning to service.

#### **INFORMATION**

- ❑ Department of Conservation (DEC) response, if necessary.
- ❑ Department of Transportation (DOT) response, if necessary.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### MUTUAL AID REQUEST ALARM

#### MUTUAL AID REQUEST FOR STANDBY ———→ AT OUR STATION

- ❑ Personnel report to station as if for a normal alarm.
- ❑ Herkimer County Communications should be notified when a crew of six is available. *Notification may be via phone or radio.*
- ❑ Personnel are to remain in station until released from stand by status.

#### MUTUAL AID REQUEST FOR STANDBY ———→ AT THEIR STATION

- ❑ Personnel report to station as if for a normal alarm.
- ❑ Engine 149 with a full crew will respond. Crew will be determined by officer in charge.
- ❑ Personnel responding will check names on incident sheet.
- ❑ Respond will full turnout gear.
- ❑ Man alarm room, if personnel are available.

#### MUTUAL AID REQUEST

- ❑ Respond ONLY with apparatus requested, and required manpower for the apparatus.
- ❑ Shall be at least one officer on board, unless otherwise directed by a chief officer, or if a FFD officer is already on scene or is responding.
- ❑ ONLY respond manpower when requested.
- ❑ Respond with full turn out gear.
- ❑ Man alarm room, if personnel are available.

#### ACTIONS

- ❑ Check mapping in alarm room for requested destination.
- ❑ When responding try to utilize approach channel 4, for assignment.

#### INFORMATION

- ❑ **NO RED LIGHTS OR SIREN**, are to be used for request for stand-by *at their station*.
- ❑ Consideration should be give to maintain adequate personnel in our district for an incident.
- ❑ **Engine 149 or Truck 404**, full crew of four, one officer and three firefighters, unless otherwise instructed.
- ❑ **Tanker/pumper 322**, minimum crew of 2, maximum crew of 3, one officer in crew, unless otherwise instructed.
- ❑ **Rescue 524, Cascade System**, maximum crew of 2, certified in cascade system operation.
- ❑ **Rapid Intervention Team (RIT), respond with Rescue 504**, one officer and two competent interior qualified firefighters.
- ❑ **Car 9**, dispatched or used at the discretion of chief officer.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **HAZARDOUS MATERIAL RESPONSE ALARM**

#### **1. HAZARDOUS MATERIAL RESPONSE**

These SOP's are not intended to be all encompassing instructions in the handling of hazardous materials incidents. They are only to be used as a guide for first emergency responders and in the interest of safety to our firefighters and community.

- A. Before responding try to determine what the wind direction is. When responding, make every effort to approach from the upwind direction.
- B. Notify Herkimer County Communications Center, upon arrival on scene. Transmit a complete size-up of the situation and the severity of the incident.
- C. Stage apparatus only close enough so that identification of the substance can be determined.
- D. To identify product involved:
  - ☐ Ask or look for driver.
  - ☐ Check for placard on vessel.
  - ☐ Look for product ID number.
  - ☐ Vessel or container shape.
  - ☐ Markings or company logo on vessel.
  - ☐ Shipping paper or manifest.
- E. Identify information about the spill or leak.
  - ☐ How much has leaked?
  - ☐ How fast it is leaking?
  - ☐ Where is it going?
  - ☐ What are the potential hazards?

#### **2. POSITIVE IDENTIFICATION**

Once positive identification can be made, consult the DOT EMERGENCY RESPONSE GUIDE BOOK, located on all emergency response vehicles. This guidebook will provide you with the vital information as to the characteristics and hazards of the product, and help you make a determination on how to proceed in a safe and effective manner.

The guidebook will also give guidance on evacuation, and distances if needed. CHEMTRECK phone number and the necessary information to be given are also listed in the guidebook.

It may be necessary to contact the shipper, manufacturer, or vendor to determine the product and its hazards.

#### **3. ACTIONS**

- A. Based on the severity of the incident it may be necessary to request for assistance from any one of the following agencies:
  - ☐ Local or State Law Enforcement
  - ☐ Mutual Aid
  - ☐ Herkimer County Emergency Management.
  - ☐ Utica Fire Haz-Mat Response
  - ☐ NYS DOT
  - ☐ NYS DEC

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### HAZARDOUS MATERIAL RESPONSE ALARM (*continued*)

- ☐ Amtrak / CSX
  - ☐ Local Municipal Agencies
  - ☐ Private Industry
- B. Once a determination on how to proceed is made, only trained personnel shall mitigate the incident. The Frankfort Fire Department only has personnel who are trained in the defensive mode only. The department does not operate nor is trained in the offensive level of service. The department does not have the personal protective equipment and tools to provide for such a strategy.
- C. If identification of the product has been determined and a decision has been made to become pro-active in a defensive posture, full turnout gear shall be worn with any other protective equipment as deemed necessary by the incident commander.

#### **4. RESPONSES THAT BECOME HAZARDOUS MATERIAL INCIDENTS.**

While actively engaged in firefighting activities or other emergency operations, it is determined that there are hazardous materials involved in the incident, the following actions should be taken:

- A. Contact the Incident Commander and inform him/her of the findings.
- B. At this time all activity should proceed with the safety of the firefighters and community taking precedence over the known or unknown value of the property involved. This could mean backing off to a position (upwind) that reduces the firefighter exposure to the danger and following SOP's dealing with know hazardous materials response.
- C. In all cases, the Incident Management System shall be in place and adhered to.

#### **5. FIRST RESPONDERS AWARENESS LEVEL**

Personnel who have completed NYS Hazardous Materials Operations Safety & Awareness training.

Awareness levels are individuals who are likely to witness or discover hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release. First Responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas.

- ☐ Understandings of what hazardous substances are, and the risks associated with them in an incident.
- ☐ Understanding of the potential outcomes associated with any emergency created when hazardous substances are present.
- ☐ Ability to identify the presence of hazardous materials if possible.
- ☐ Understanding of the capabilities and limitations of the first responder at the awareness individual.
- ☐ Ability to realize the need for additional resources, and to make appropriate notifications to dispatchers.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **POWER FAILURE STANDBY**

The Frankfort Fire Station facility has A/C 100 KVC emergency power back up system which should automatically transfer from line power to generated power. ALL A/C circuits within the facility should be supplied with emergency back-up power within 30 seconds of the outage.

NOTE: Any failures or problems with the system should be indicated by the annunciator panel located over the washer.

### **POWER FAILURE TYPES**

- ❑ Power failure Village wide
- ❑ Power failure Area wide
- ❑ Herkimer County Communication Center down.

### **ACTIONS**

- ❑ Most personnel can monitor pagers and portable radios in place at home.
- ❑ One available line officer and at least one personnel should report to staff alarm room, and report such via radio transmission to all units.
- ❑ Insure emergency back-up generator in operation. Radios and alarm room should be fully operational. *If not notify a chief officer by mobile, portable, or cell phone in Car 9, or landline at another location.*
- ❑ Notify Herkimer County Communications Center of outage. Notify that alarm room is manned.
- ❑ If situation deteriorates, dispatch emergency requests through county or village frequencies.

### **SAFETY**

- ❑ Have flashlight available.
- ❑ Be prepared and alert.
- ❑ DO NOT LEAVE DOORS AND WINDOWS OPEN DURING SEVER WEATHER.

### **INFORMATION**

- ❑ The fire station will have total power supplied by emergency back-up generator. Failure of emergency back-up generator to start should be indicated on annunciator panel located over washing machine. Manual start of emergency back-up generator can be accomplished at main panel located in rear entry garage.
- ❑ OPEN ONE OVERHEAD DOOR AT A TIME, when needed.
- ❑ If emergency generator is not running, phones will not work. Utilize portable generator (outside of station) and plug in phone system power panel.
- ❑ If all other options fail, utilize mobile or portable radio systems.



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **EVACUATION OF FIRE BUILDING & MAYDAY SIGNAL**

#### **1. EVACUATION OF FIRE BUILDINGS**

- A. **CONDITIONS** of the fire building deteriorate the Incident Commander can order an evacuation of the fire building for the safety of operating personnel.
- B. **INCIDENT COMMANDER** shall notify fire scene personnel of the evacuation order on FFD fire ground channel, FFD main channel, and county dispatch channel.
- C. **THREE LONG BLASTS** on apparatus air horn, shall signal the evacuation of all personnel from the interior of the fire building.
- D. **EXITING PERSONNEL** shall assemble at the location of the placement of interior tags.
- E. **NOTIFICATION** of all personnel accountability from the line officer or pump operator shall be performed and transmitted to Operations or Command.
- F. **EVACUATION IS ORDERED** personnel shall shut down the nozzle and abandon it, *unless continued operation of the line is required for safe exit*. It is vital that personnel evacuate without hesitation and report to their tag location.
- G. **PERSONNEL UNACCOUNTED** for, information shall be notified to Operations or Command immediately.
- H. **MAYDAY SIGNAL** shall be announced by Command.

#### **2. MAYDAY SIGNAL**

- A. **MAYDAY** signal may be declared by fire personnel, in imminent danger, in need of immediate assistance or by the Incident Commander. Upon receipt of a Mayday signal, it shall be announced on all frequencies including FFD main channel, fire ground channel, and on Herkimer County frequency.

***ALL COMMUNICATION ON FFD MAIN & FIREGROUND CHANNELS WILL TERMINATE.***

***ALL TRANSMISSIONS BY EXTERIOR OPERATING PERSONNEL WILL BE MOVED TO THE COUNTRY OPERATIONS CHANNEL IMMEDIATELY.***

- B. **MAYDAY TRANSMISSION** by personnel should include:
  - ☐ LOCATION, floor, room, or direction by side of building.
  - ☐ TOOL OR EQUIPMENT NEEDED
  - ☐ HOSE LINE REQUIREMENTS
  - ☐ OTHER INFORMATION
- C. **DURING MAYDAY PERIOD**, it is imperative that all personnel put forth their full efforts towards bringing a safe ending to this type of incident. Maintain your position and assignment until requested.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **PERMIT-REQUIRED CONFINED SPACE RESPONSE ALARM**



#### **1. PERMIT-REQUIRED CONFINED SPACES. OSHA 1910.46**

**Scope and application.** This section contains requirements for practices and procedures to protect employees in general industry from the hazards of entry into permit-required confined spaces. This section does not apply to agriculture, to construction, or to shipyard employment. For further information and standard see NYS Fire Service Guide.

#### **3. PERMIT-REQUIRED CONFINED SPACE DEFINATION**

- ❑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- ❑ Has limited or restricted means for entry to exit (for example), tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry; and
- ❑ Is not designated for continuous employee occupancy; and
- ❑ Can have or could have the potential to contain a hazardous or toxic substance/atmosphere.

#### **4. RESCUE & EMERGENCY SERVICES**

The following requirements apply to employers who have employees enter permit spaces to perform rescue services.

**THE FFD currently does not have trained nor qualified personnel, or the effective personnel protective equipment, and rescue equipment to safely perform emergency rescue operations in a permit required confined space.**

- E. The employer shall ensure that each member of the rescue service is provided with, and is trained to properly use, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
- F. Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants.
- G. Each member of the rescue service shall practice making permit space rescues at least once every 23 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.
- H. Each member of the rescue service shall be trained in basic first-aid and CPR.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **CARBON MONOXIDE DETECTOR ACTIVATION ALARM**

#### **CO DETECTOR ALARM ACTIVATION**

- ❑ Truck 404 and crew.
- ❑ Car 9
- ❑ Ambulance 618, if requested.

#### **ACTIONS**

- ❑ Obtain information on alarm activation time and frequency.
- ❑ Determine if there is any illness or symptoms related to the detection.
- ❑ Request response and ETA, from utility, National Grid Co.
- ❑ Check all potential sources, appliances and their means of exhaust.
- ❑ ***IF CO METER INDICATES ABOVE 9PPM, IT SHALL BE CONSIDERED ABOVE NORMAL.***
- ❑ Any findings of source of a leak ventilate area immediately.
- ❑ Reset alarm, if necessary.
- ❑ Call back occupant to obtain information on utility findings, if necessary.

#### **SAFETY**

- ❑ Follow PPE & SCBA guidelines, face piece not needed to be worn, bur must be carried.

#### **INFORMATION**

*Carbon Monoxide is an odorless, tasteless, colorless gas that is deadly.* It is a by-product of fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, generators, and etc. can produce carbon monoxide.

Carbon Monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flue, which may include headache, nausea, fatigue and dizzy spells. OSHA has established a maximum safe working level for CO at **35 PPM in the workplace**, over an 8-hour period. The US EPA has established that **residential levels are not to exceed 9PPM** over an 8-hour period.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **REHABILITATION DURING EMERGENCY OPERATIONS**

#### **1. REHABILITATION DURING EMERGENCY OPERATIONS.**

All supervisors shall maintain an awareness of the condition of personnel operating within their span of control and ensure that adequate steps are taken to provide for their safety and health. The command structure shall be utilized to request relief and reassignment of fatigued crews.

The incident commander shall consider the circumstances of each incident and make suitable provisions for rest and rehabilitation for members operating at the scene. These provisions shall be in accordance with NFPA 1561, Standard on Fire Department Incident Management System, and shall include medical evaluation and treatment, food and replenishment, and relief from extreme climatic conditions, according to the circumstance of the incident.

Such on-scene rehabilitation shall include at least one EMS basic provider.

#### **2. REPORTING TO REHAB AREA *can be located at any apparatus. Forms and medical equipment is located in all apparatus. Documentation located in all apparatus binders.***

- ☐ All interior firefighters shall report to established rehab area after the consumption of the second air bottle. This area can be established at any FFD apparatus.
- ☐ Firefighters shall report to rehab area if directed by the Incident Commander and Officer.
- ☐ No firefighter shall be denied rehab when requested.
- ☐ Crew's integrity will be maintained when reporting to rehab area.
- ☐ Rehab Officers will determine rehab time.
- ☐ While in rehab area:
  - ☐ Remove air packs and other gear as necessary.
  - ☐ Rest and re-hydration is mandatory. Minimum of 8 oz. of fluid and nourishment as appropriate.

#### **3. MEDICAL EVALUATION**

- ☐ Vitals are taken and recorded. *If heart rate is over 100, take temperature. If temperature is over 100.6, heat stroke is possible.*
- ☐ No one will be released back to service until heart rate and temperature is below 100.
- ☐ Provide additional medical treatment and/or transport if necessary.
- ☐ Crew checks IN/OUT sheet and Emergency Incident Rehab Report shall be filled out.
- ☐ Rehab Officer shall sign off on all crew released from rehab area.
- ☐ All crews released from rehab shall report for re-assignment or to staging area.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **HAZARDOUS COMMUNICATIONS & RIGHT-TO-KNOW PROGRAM**

#### **1. GENERAL**

The purpose of the Hazardous Communication/Right-to-Know Program is to ensure that the Frankfort Fire Department and all its facilities are in compliance with the OSHA Hazardous Communications Standard 29 CFR 1010.1200 and the regulations under the New York State Right-to-Know Law, 12NYCRR820.

The Frankfort Fire Department will take all necessary steps to ensure that employees at all department facilities and locations will be apprised of the substance of the Hazard Communications Standard and the Right-to-Know regulations, the hazardous properties they work with, and the measures to take to protect themselves.

The Frankfort Fire Department has designated Safety Officer as overall coordinator of the Department's Hazard Communication/Right-to-Know Program, acting as a representative of the Chief of the department, who has the overall responsibility.

#### **2. LIST OF HAZARDOUS CHEMICALS**

- ❑ FFD will maintain a list of all hazardous chemicals used on its premises and vehicles.
- ❑ FFD will update, upon receipt of hazardous chemicals, or as necessary, this list along with obtaining Material Safety Data Sheets (MSDS) for these products. The changes will be made to all copies of the Hazardous Communications Program.

#### **3. MATERIAL SAFETY DATA SHEETS (MSDS)**

FFD safety officer shall maintain, as part of the Hazardous Communications Program, a MSDS file. The MSDS's will consist of a fully completed OSHA Form 174 or its equivalent. The Chief will ensure that the Haz-Com binder has MSDS's for materials used in our department. *This information shall be located in the Alarm Room.*

#### **4. LABELING**

FFD shall also ensure that all hazardous materials are properly labeled. Labels will list chemicals name, appropriate hazard warnings, and the name and address of the manufacturer. Portable containers intended only for immediate use need not be labeled.

#### **5. TRAINING**

All FFD personnel who work with or are potentially exposed to hazardous chemicals will receive initial and annual training on the Haz-Com Standard, and the safe use of those hazardous chemicals/materials. The Chief, or his/her designee will conduct the training. Additional training will be performed whenever new products are introduced into the work area.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### HAZARDOUS COMMUNICATIONS & RIGHT-TO-KNOW PROGRAM (*continued*)

The training shall emphasize these elements:

- Summary of the Haz-Com Standard, Right to Know regulations and the department's written program.
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
- Physical and health hazards associated with potential exposure to workplace chemicals.
- Procedures to protect against hazards, including personal protective equipment, work practices and emergency procedures.
- Where MSDS's binder is located, and how to understand their content and how employees may obtain and use appropriate hazard information.

## **6. OUTSIDE CONTRACTORS**

When outside employees or contractors are working on the premises of the fire department facility, it may be necessary to advise such outside contractor of any chemical hazards which may be encountered in the normal course of their work on the premises.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines



### **RADIO PROCEDURES**

#### **1. PURPOSE**

In an effort to better utilize the radio system and to assure the maximum safety for the members of the department and the community we serve, the following guidelines are being established. These procedures are meant to make the best use of the new communications capabilities that both the county and the fire department have.

It is important to remember that all communications done on the Herkimer County frequency, **Channel 1** (154.205 MHz) are recorded and may be played back at any time. These radio communications are considered official government records that may be used in subsequent investigations or litigation. See additional frequencies.

The Frankfort Fire Department radio frequency, **Channel 6**, (155-775 MHz) used for dispatching our fire department and used as our main source of communication is also used by other village departments. This frequency is monitored by the village's elected officials and any member of the community who has a scanner. It may also be monitored by other fire services, emergency services and media members as well.

Keeping this in mind professionalism should always be foremost in your thoughts, each time you key a radio and talk.

#### **2. GENERAL RULES FOR RADIO USE**

- ✓ Listen to the radio before you talk to avoid stepping on another department user.
- ✓ Hold the microphone about 1" away from your mouth.
- ✓ Depress the push to talk switch and hold it for about one second before talking, this will avoid you cutting off the first part of your transmission.
- ✓ Speak slowly and clearly.
- ✓ DO NOT use 10 codes or signals, use plain English.
- ✓ Give the unit you are calling their unit number or identifier (examples: if command is calling an interior team the call would be "Interior this is Command" or if you're calling out on the county frequency it would be "Herkimer County Fire Control, this is Frankfort Ambulance 618").
- ✓ Turn down any other radios or pagers on the same frequency before you key the microphone.
- ✓ Be brief and to the point in your message.
- ✓ For long conversations use a different means of communications, i.e. telephone.
- ✓ DO NOT use the radio for personal business.
- ✓ DO NOT modify frequencies on any radio unit issued without authorization from the fire chief.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### RADIO PROCEDURES *(continued)*

#### **3. ACKNOWLEDGE FIRE ALARM**

When Herkimer County Emergency Communications Center dispatches the Frankfort Fire Department for a fire, motor vehicle accident, hazardous condition, etc. or mutual aid request for fire apparatus or manpower the call will be acknowledged on the county frequency by a chief who is responding to the station.

If the station is manned at the time of the alarm the station may acknowledge and indicate that the station is manned and is awaiting a crew, if one is not in the station.

If a chief does not acknowledge the call the first line officer or driver who arrives at the station may acknowledge the call.

All communications by officers responding to the scene shall be done over the Frankfort Fire Department frequency.

#### **4. ACKNOWLEDGEING *EMS* ALARM**

When Herkimer County Emergency Communications Center dispatches the Frankfort Fire Department for an EMS call or mutual aid for an ambulance the call will only be acknowledged on the county frequency (154.205 MHz) by an EMT or AEMT who is responding to the station for the call.

If the station is manned at the time of the alarm the station may acknowledge and indicate that the station is manned and is awaiting a crew, if one is not in the station.

If the call is not acknowledged by an EMT or AEMT, the first officer or driver who arrives at the station may acknowledge the call and tone out for an EMT or AEMT.

All communications by drivers or aides responding to the station or EMT's responding to the scene shall be give over the Frankfort Fire Department frequency (155.775 MHz).

#### **5. RESPONDING TO AN ALARM**

Each apparatus to leave the station shall call Herkimer County Fire Control on the county frequency (*Channel 1 in all apparatus*) and give the unit number and indicate the unit is responding. This unit will also call out of service on the Frankfort Fire Department frequency (*Channel 6 in all the apparatus*).

Each apparatus shall also report to the County that the unit has arrived on the scene.

The first officer arriving on scene shall give an initial size up over the County and Village frequencies.

#### **6. ESTABLISHING & TRANSFERING COMMAND**

When command is established at the scene of an incident or if it is transferred or assumed by a more superior officer this shall also be broadcasted to the County Communications Center on *Channel 1* and over the FFD frequency, *Channel 6*. It shall also be broadcast over the FFD ground frequency if that frequency is in use.



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### RADIO PROCEDURES *(continued)*

#### 7. FIRE SCENE OPERATIONS

All apparatus shall remain on the department's frequency (Channel 6). Interior attack, ventilation, search & rescue teams and etc. shall switch to fire ground frequency as directed to be the Incident Commander. **EXCEPTIONS TO THIS GUIDELINE WILL BE WHEN A MAYDAY IS DECLARED.** See *MAYDAY SOG*.

During incidents when crews are utilizing multiple frequencies the Incident Commander shall monitor the department's main frequency and the fire ground frequency for the duration of the incident. This will be accomplished by remaining in close proximity to two separate radios, one tuned to the fire ground and the other tuned to the department's main frequency with the scan disabled on each radio. For this purpose there is a portable radio as well as a mobile radio in Car 9.

#### 8. RETURNING FROM A NON-EMS INCIDENT

All apparatus shall be called in at one time following an incident unless an unusual circumstance exists (an engine is left on scene for an extended period of time to preserve the scene).

#### 9. RETURNING FROM AN EMS ALARM

When the ambulance is back in the fire district the driver shall call on both the County and fire department frequencies that they are back in service.

When the ambulance is back in quarters the driver shall call the county and report the ambulance "Back in quarters"

#### 10. OTHER OPERATIONS

When you take a department vehicle out of the station for any of the following reasons:

- ✓ Driver training
- ✓ A parade
- ✓ Fire Prevention
- ✓ Work detail
- ✓ Training
- ✓ Vehicle maintenance

You should call the communications center on the telephone and advise them if your going to be in service (available to respond to calls) or out of service (not able to respond). This information should also be announced over the Village radio frequency.

When the vehicle is back in service a telephone call should be made to the Communications Center and a radio announcement indicating the vehicle's status should also be made.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### RADIO PROCEDURES *(continued)*

#### 11. COMMUNICATION DIFFICULTIES

If you experience a problem with the radio system, notify a chief officer.

If you have a problem with the way a call was dispatched or with communications with the County Communications Center, please write a brief description of the incident for the Chief and leave it with the log book in the radio room.

**DO NOT** take it upon yourself to contact the Communications Center regarding these problems. The proper procedure that has been established is for the FFD

Chief to contact the Communications Center supervisor or fire coordinator to resolve the problems.

If you have a problem with other Village agencies' radio traffic interfering with emergency operations politely radio the other agency and ask if they can suspend their radio traffic while the emergency is in progress. When the emergency situation is under control contact that other agency and advise them that you are done with the channel and they may resume normal radio traffic.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **ALARM ROOM INFORMATION**

*The following listed information is located in the FFD Alarm Room:*

• FFD/Herkimer County Fire/EMS Radio Procedures	Alarm room cabinet
• FFD Log Book	Alarm room desktop
• SCBA Inspection Log Book	Alarm room cabinet
• FFD Vehicle & Apparatus Inspection & Repairs Binder	Alarm room cabinet
• Material Safety Data Sheets (MSDS) Binder	Alarm room cabinet.
• Village of Frankfort Emergency Operations Plan	Alarm room cabinet.
• FFD & EMSG Operating Procedures & Policies	Alarm room cabinet.
• FFD Information & Pre-Fire Plan Binder	Desk, top right drawer
• OFPC Fire Service Guide	Alarm room cabinet
• Rope Inspection Log Book	Alarm room cabinet.
• Emergency Response Guide Book	Alarm room cabinet.
• FFD Officer's Mail Box	Alarm room cabinet
• Alarm Run Sheets	Desk, top right drawer
• Apparatus Monthly Inspection Forms	Desk, top right drawer.
• PCR & PCR Continuation Forms	Desk, bottom left drawer
• Midstate EMS Patient Refusal Form	Desk, top right drawer
• HIPPA Patient Release Form	Desk, top right drawer
• DOH Part 800 Inspection Forms	Desk, top right drawer
• FFD Live Fire Evolutions Checklist	Desk, top right drawer
• FFD Training Report Forms	Desk, top right drawer
• Accident or Injury Report Forms	Desk, top right drawe.
• Fire Service Field Operations Guide ICS	Alarm Room Cabinet.
• NYS Chem-Bio Handbook	Alarm Room Cabinet
• NYS Power Authority "Hinkley Dam" EOP	Alarm Room Cabinet
• District Hydrant Map & Landing Zones	Alarm Room Wall over desk.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **AUTHORIZED FFD RADIO FREQUENCY LISTING**

<b>CH</b>	<b>TRANSMIT</b>	<b>RECEIVE</b>	
1	153.770	154.205	Herkimer County Communications Center
2	154.205	154.205	Local / Truck to Truck <i>(no repeater)</i>
3	154.295	154.295	Incident Approach & Command
4	154.280	154.280	Incident Operations
5	154.160	154.160	Interagency <i>(authorized transmit for command radios only)</i>
6	155.775	155.775	Frankfort Village
7	153.830	153.830	Frankfort Fire Ground
8	155.925	155.925	Mohawk Fire
9	154.160	154.160	Ilion Fire Ground
10	154.445	154.445	Schuyler Fire
11	154.310	154.310	Little Falls Fire
12	161.250	154.370	Oneida County Mutual Aid
13	159.075	151.130	Town of Frankfort Highway
14	155.160	155.160	MOVAC
15	N/A	N/A	Valley Police Department Frequencies <i>(receive only)</i>
16	155.775	155.775	Frankfort Village

SEE HERKIMER COUNTY OFFICE OF EMERGENCY MANAGEMENT  
POLICY AND PROCEDURES INCLUDED IN THIS DOCUMENT

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **EXPOSURE CONTROL PLAN & PROCEDURES**

#### **1. PURPOSE**

To protect employees and patients from occupational exposure to infectious disease, and to assist and monitor those that are exposed. In accordance with **OSHA 29 CFR Part 1910.1030 the Occupational Exposure to Blood borne Pathogens, Final Rule**. In accordance with the standard, the Frankfort Fire Department had developed the following guidelines:

#### **2. COVERAGE**

The following personnel are considered to be “at risk”. They are considered to be “at risk” due to their chances of contacting the following potentially infectious materials; Cerebrospinal fluid, blood, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, semen, vaginal secretions, and body fluid visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ other than intact skin from a human, living or dead.

#### **3. EXPOSURE DETERMINATION**

Specific activities Frankfort Fire Department personnel that could result in an exposure:

##### *A. Operational Personnel*

- ☐ Patient Care, general and specific when exposed to body fluids.
- ☐ Airway maintenance.
- ☐ Suctioning
- ☐ IV establishing and maintaining
- ☐ Bleeding control
- ☐ Child birth
- ☐ Patient handling
- ☐ Contact with contaminated equipment or surfaces.

##### *B. Building Maintenance*

- ☐ Contact with infectious containers, bags, or linen through normal janitorial type duties.
- ☐ Equipment cleaning, including CPR mannequins.

##### *C. CPR Instructors*

- ☐ Contact during classes
- ☐ CPR mannequin cleaning

#### **4. IMPLEMENTATION**

The department will ensure that all personnel shall be provided with a copy of the exposure control plan, receive training annually in accordance with the guidelines, prior to performing assignments or activities outlines in the plan that could cause exposure. ALL personnel will be issued a copy of the guideline, and additional copy shall be available in the alarm room.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### EXPOSURE CONTROL PLAN & PROCEDURES (*continued*)

#### 5. RECORDS

All injuries and illnesses shall be recorded on a department incident form and returned to the Fire Chief, within 24 hours of the incident. It is the Fire Chief's responsibility to collect and record the information in the firefighters personnel file, OSHA 200 Log (if needed) or OSHA 101, NYS C-2 form.

If personnel refuse the hepatitis shot series, a signed refusal form shall also be kept in the individual personnel file, along with any department related physical, medical leave notes, immunization records, illnesses, and injuries. These files shall be kept locked and secured. They shall be available upon request, for personnel to review. They shall be kept for 30 years after leaving the department. The Fire Chief shall maintain and safeguard these files.

#### 6. INFECTION PREVENTION

##### A. **Work Place Exposure**

- ❑ Eating, drinking, smoking, application of cosmetics or lip balm, and handling of contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure
- ❑ To follow the above mandate, no eating or drinking will be allowed in the ambulance.
- ❑ Food may be transported, in it's original container, in the front of the ambulance, but no food or drink shall be consumed in the ambulance.
- ❑ Engineering controls shall be used. These controls are most effective in reducing the potential exposure to blood borne diseases. Examples of these controls are:
  - ✓ *Sharp containers (needle boxes), use of Personal Protective Equipment (PPE) as required, handling control measures with needles, laundry, uniforms, all which may be contaminated, and the Hepatitis B vaccine.*

##### B. **Needle Safety**, the most common form of infectious contamination is accidental needle stick. Ways to prevent this from occurring are:

- ✓ Do not recap needles.
- ✓ Do not put needles on or near the bench seat.
- ✓ Dispose of needles immediately.
- ✓ Have a locked needle container in vehicle. A small needle box is located in each medic box.

##### C. **Contaminated Sharps** are any contaminated object the can penetrate the skin, including but not limited to: needles, scalpels, broken glass, ends of lancets.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### EXPOSURE CONTROL PLAN & PROCEDURES (*continued*)

#### **D. *Sharp Discarding & Containment.***

Containment sharps shall be discarded immediately or as soon as feasible in container that are:

- ✓ Closeable
- ✓ Puncture resistance
- ✓ Leak proof on sides and bottom
- ✓ Labeled or color-coded.
- Containers should be easily accessible to personnel:
  - ✓ Located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found.
  - ✓ Maintained upright throughout use.
  - ✓ Replaced routinely
  - ✓ Not be allowed to be overfilled.
- When moving containers of contaminated sharps from the area of use, the container shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

#### **I. *Universal Precautions***

In the pre-hospital setting, any body fluid should be considered as carrying blood borne pathogens. All patient fluids need to be considered as potentially infectious and dealt with accordingly. Therefore, appropriate barrier precautions must be used to prevent exposure to the patient's body fluid. The proper barrier depends on the potential nature of the exposure.

#### **F. *Hepatitis B Vaccination Program***

All personnel are encouraged to get the Hepatitis B vaccination as the best prevention against Hepatitis B. Shots will be offered by the FFD active firefighters and EMS personnel. After reviewing the information on Hepatitis B and the vaccine, the employee needs to consent or refuse the vaccine in writing. If the employee refuses, they can change their mind at any time.

#### **G. *Building Maintenance***

Rest rooms and facilities shall be cleaned weekly. The employees cleaning the rest rooms shall be aware of the exposure control plan and its procedures.

#### **G *Equipment Cleaning***

All medical equipment must be cleaned routinely and after any contamination whether it is infectious or non-infectious material. The floors, walls, ceiling, and ambulance seats must be cleaned routinely. The ambulance shall be maintained and cleaned using a disinfectant solution.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### EXPOSURE CONTROL PLAN & PROCEDURES (*continued*)

#### **I. *Monthly Cleaning Schedule***

- ✓ Cabinets will be emptied and cleaned inside and out.
- ✓ All equipment will be removed and cleaned.
- ✓ All interior area cleaned both the cab and the patient compartment.
- ✓ Stretchers shall be thoroughly cleaned.
- ✓ All cleaning will be done with approved cleaners or bleach (5 to 1 mix).
- ✓ Cleaning supplies should include:
  - Lysol spray
  - Form Disinfectant cleaner
  - Bleach
  - Windex
  - Soaking container with scrub brush.

All cleaning supplies should be located conveniently near the ambulance at station and at area hospitals. Appropriate PPE shall be used while cleaning.

**J. *Contaminated Materials***, which need to be disposed of properly in an infectious waste red bag. Those items such as linen, bandages, supplies, etc. may be disposed of at any hospital. Dispose of these materials in the proper infectious waste containers. A small infectious waste container will be available in the ambulance. This will be used with an infectious waste bag liner. The infectious bag will be disposed of properly at the hospital. **THEY WILL NOT BE DISPOSED OF AS REGULAR GARBAGE.**

**K. *Contaminated Linen*** will be changed after each patient, to include sheets, pillowcase, and blanket. Gloves shall be worn when handling dirty or possibly contaminated linen.

**L. *Contaminated Clothing*** should be washed and dried according to manufacturers instructions. Work cloths shall not be washed with regular laundry. Boots and leather goods should be brushed scrubbed with soap and hot water to remove any contaminants.

**M. *Isolated Guidelines*** – There are essentially five types of isolation precautions, they are:

- ❑ **STRICT**, requires masks, gowns, gloves, hand washing, equipment and rig disinfecting.
- ❑ **RESPIRATORY**, requires masks, and washing of equipment and rig disinfecting.
- ❑ **BLOOD & BODY FLUIDS**, precautions include; gloves, gowns, hand washing, equipment and rig disinfecting. Requires mask and goggles if patient's blood or body fluids could be sprayed.
- ❑ **DRAINAGE & SECREATION** precautions include; gowns for those who may come in contact with infective materials, equipment, and ambulance surfaces that may have contacted infectious material.
- ❑ **ENTERIC** precautions require gloves and gowns for those who may come in contact with infectious material, equipment and all ambulance surfaces that may have come in contact with infections materials.



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### EXPOSURE CONTROL PLAN & PROCEDURES (*continued*)

A more complete list can be found in *Infection Control Procedures for Pre-Hospital Care Providers*. This list includes a column on infective material which essentially indicates what specific material carried the infectious organisms. If there is no contact with the indicated material, there is not exposure.

#### **N. INFECTIOUS CONTROL KIT & PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Each kit will contain:

- ✓ Four surgical caps
- ✓ Four isolation masks with face shields
- ✓ Four masks without shields
- ✓ Nine pairs of gloves for double gloving
- ✓ Nine pairs of extra thick gloves
- ✓ PPE should be used in accordance with the possible degree of exposure.

**GLOVES**, will be available in three sizes, small, medium and large. Disposable single use gloves such as practical when contaminated or as soon as feasible if they are torn, punctured or when their ability to function as a barrier is compromised. Disposable single-use gloves shall not be washed or decontaminated for re-use. Gloves shall be disposed of in the infectious red disposal bag.

**MASKS, EYE PROTECTION & FACE SHIELDS**, will be worn in all respiratory difficulty situations, i.e. T.B., influenza breathing, CHF, coughing, etc. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin-length face shields shall be worn whenever splashes, spray, splatter or droplets of blood or other potentially infectious materials may be reasonably anticipated.

#### **GOWNS, APRONS & OTHER PROTECTIVE CLOTHING**

Appropriate fluid resistant clothes that provide a barrier against splashing or spraying of body fluids, or other potentially infectious materials, such as, but not limited to, gowns, aprons, lab coats, clinic jackets or other similar outer garments which shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

**SURGICAL CAPS OR HOODS** shall be worn in instances when gross contamination can be reasonably anticipated.

- M. HAND WASHING**, is the single most important means of preventing the spread of infection in the pre-hospital care setting. Therefore, it is important to know where and how to wash your hands. When a hand washing facility is not available, employees are to use an approved hand cleaner provided in the vehicle.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### EXPOSURE CONTROL PLAN & PROCEDURES (*continued*)

#### **HAND WASHING STATEMENT**

- ❑ Hands shall be washed before and after each patient contact. Cleaner disinfectant – towelettes found in the rig may be used. Hands should be properly washed as soon as possible.
- ❑ Hands shall be washed after you go to the restroom, before and after eating after smoking, after use of a handkerchief or tissue. Also after each patient contact, cleaning equipment, and handling dirty linen.
- ❑ Disinfectant soap will be found in the bathroom or at sink in apparatus bay.
- ❑ Hands shall be washed even if protective gloves are worn.
- ❑ Hand lotion shall be used to prevent chapping of skin.
- ❑ In the event that a hand washing facility is not available, personnel shall use an approved hand cleanser provided in the vehicle.

#### **6. PERSONNEL TRAINING**

**A. All Personnel** will be presented an orientation program. This will occur prior to members working on the rig. All personnel actively riding or not, shall receive this orientation and training. The orientation will include:

- ❑ FFD's exposure control policy and procedures, a copy will be provided to all active personnel. Additional copy will be on the rig and in the alarm room.
- ❑ OSHA 29 CFR, 1910.1030, and an explanation on it's content. A copy will be on the rig, and an additional copy will be in the alarm room.
- ❑ Instructions and explanation of blood-borne diseases, their symptoms and modes of transmission.
- ❑ Explanation of tasks which could cause the risk of exposure to responders.
- ❑ Instructions on how to minimize personnel exposure, work practices, engineering controls.
- ❑ Hepatitis information and vaccination.
- ❑ Instruction of steps to take if responder thinks exposure has occurred.
- ❑ Explanation of signs and labels.
- ❑ Isolation kits, and procedures.
- ❑ Ambulance and equipment disinfecting.
- ❑ Patient handling procedures.
- ❑ Training on the above shall be annually reviewed and updated by active response personnel.

**B. Quality Assurance.** The EMS supervisor has the responsibility to enforce the FFD's exposure control policy and procedures. This will be done through supervision of patient care, cleaning of equipment, and various other checks. Incident's of personnel violating the exposure control procedures shall be documented and the personnel will be counseled. The FFD exposure control plan shall be re-evaluated and updated at least annually, or sooner if the availability of new techniques or technology is present.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### EXPOSURE CONTROL PLAN & PROCEDURES *(continued)*

#### 7. EXPOSURE FOLLOW-UP

When personnel incur an exposure incident, it shall be reported to the EMS supervisor, Safety Officer or the Fire Chief.

All personnel who incur an exposure incident shall be offered post-exposure evaluation and follow-up in accordance with OSHA standard. ***The follow-up will include the following:***

- ❑ Documentation of the route of exposure and the circumstance related to the incident.
- ❑ If possible, the identification of the source individual and if possible the status of the source individual. The blood or the source individual will be tested (after consent is obtained) for HIV/HBV verification.
- ❑ Results of testing of the source individual will be made available to the exposed personnel with the exposed personnel informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- ❑ The personnel will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted then the appropriate action can be taken and the blood discarded.
- ❑ The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the US Public Health Services.
- ❑ The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illness to be alert for and to report any related experiences to appropriate personnel.

**The Fire Chief or his/her designee is to assure that the FFD policies and procedures are effectively carried out as well as to records maintained related to this guideline.** *Further information can be obtained in the NYS Fire Service Guide included in the Blood-borne Pathogens section.*

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **FFD SAFETY COMMITTEE**

#### **1. PURPOSE**

It is the intent to establish a committee that will focus on the safety and health issues of being a firefighter in our department. The committee will research various safety issues such as equipment, apparatus, station safety, emergency scene operations and other subjects as needed and make written recommendations to the Chief of the department.

#### **2. COMMITTEE MEMBERSHIP**

The committee shall be made up of at least six (6) members and service a one-year (1) term. Any member may succeed himself/herself and be re-appointed. The Chief's shall appoint one (1) member, the president/chairperson of the committee.

#### **3. RESPONSIBILITIES**

**Meet at least quarterly**, to review and assess all safety aspects of the department. Shall maintain minutes of its meetings, attendance, recommendations and responses that it generates.

**STATION SAFETY** – review safety and recommend methods of improving any safety issues that may cause an injury or accident.

**RESPONSE & RETURNING** – review policies and procedures along with the equipment for safety concerns.

**EMERGENCY OPERATIONS** – review policies and procedures including the accountability system.

**ON SCENE OPERATIONS & TRAINING EVOLUTIONS** – participate, review and observe incident and training critiques.

**OTHER ACTIVITIES** – review other activities that the firefighters shall be involved with in an official capacity.

#### **4. SUMMARY**

It is not the intent of this committee to find fault with the fire department operations or any individual, but only to improve the safety and health risks of our firefighters. This committee shall not have the authority to implement any programs, policies or changes. It shall develop its recommendations and submit them to the Chief, in writing for his/her review and implementation.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **RESCUE RESPONSE**

#### **1. PURPOSE**

A rescue response is an emergency response requiring specialized equipment and specialized trained personnel to respond for emergency medical assistance, immediate emergency extrication, and emergency rescue of a victim or victims.

#### **2. EMERGENCY RESCUE RESPONSE EXAMPLES:**

- ☐ Motor Vehicle & Farm Accidents
- ☐ Industrial Accidents
- ☐ Water & Ice Rescues
- ☐ High & Low Angle Rope Rescues
- ☐ Trench Rescues
- ☐ RIT / RIC / FAST Rescue Assignments

- 3. Rescue Incidents Responding Personnel** shall be based on the type of incident response, unless the apparatus is responding to provide additional personnel resources to an incident. *Examples of apparatus manning are:*

##### **Motor Vehicle Accident**

- 1 – Emergency Medical Provider
- 2 – Firefighter Extrication Technicians
- 1 – Apparatus Driver Operator

##### **Emergency Medical Assistance**

- 1 – Emergency Medical Provider
- 1 – Ambulance Driver Operator

##### **RIT / RIC & FAST Assignments**

- 1 – RIT / RIC or FAST Officer
- 2 – RIT / RIC or FAST Qualified Personnel
- 1 – Apparatus Driver Operator

#### **4. SAFETY**

Safety is the primary responsibility of all officers and personnel involved during an incident. Most rescue incidents will require some kind of different safety precautions or protective equipment for all personnel involved. Adequate personal protective equipment shall be worn based on the type of incident response. Examples of such protection are: **Rope Rescue** shall require the protection of feet, legs, hands, and head. **Water Rescue** or incidents around or near water, shall require the use of personal flotation devices (PFD), and protection of feet, legs, hands and head.

A safety officer shall be appointed as soon as possible during a rescue type incident. In the absence of a safety officer, the incident commander will assume that responsibility.

It is paramount that only personnel trained specifically in the type of rescue incident be immediately involved. For example, the rescuer shall be trained specifically in that type of rescue.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### **SUSPECTED ANTHRAX INCIDENT RESPONSE**

10/28/2005

The following information should be used when responding to anthrax incidents.

- Initial response apparatus will be Car 9, first followed by rescue 504.
- Insure all apparatus is placed well enough away from the hot zone area.
- Respond only with resources sufficient for level of operations required.
- Limit additional personnel responses until incident requires.
- Responders should have training in control of hazardous materials emergencies and follow proper protocols.
- Responding firefighters should have level C personal protective garment available. WMD suits may be suitable depending on situation and level of personal protection.
- Establish incident command system or integrate fire department operations into a unified command system, with other agencies involved.
- Conduct incident control measures including:
  - Hazard Assessment
  - Levels of Protection
  - Hot Zone Operations
  - Emergency Medical Care
  - Decontamination
- If suspected contamination effects large areas and involves many victims, consult with fire coordinator to request Hazardous Materials Response Team.
- FOLLOW INCIDENT CONTROL MEASURES (NYS OFPC 10/2001)
- FOLLOW ATTACHED NYS DOH POLICTY STATEMENT ( 10/2001)
- FOLLOW SOP / SOG

### ***INCIDENT CONTROL MEASURES***

#### **1. BEFORE ENTRY:** Hazard Assessment / Incident Management

- Establish Incident Command System per local protocol to provide adequate command and control for incident.
- Brief responding agencies of the current situation as know to this point.
- Advise responding agencies not to enter the affected areas as appropriate protective equipment may be necessary. Do not initially enter the affected area unless an immediate life threatening condition exists and adequate special protective equipment is available. ( Simple exposure to anthrax does not normally constitute an immediate life threatening situation.)
- These events do not normally constitute an immediate life-threatening emergency. Take time to properly assess the situation to determine the potential hazard.
- Conduct an assessment with law enforcement to determine the most appropriate steps to contain the material, collect samples for lab submission, and collect evidence for criminal investigation.
- Screen materials for radiological or chemical volatility prior to collection based on conditions present..
- Contact involved individuals or dispatch and obtain following information:

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### SUSPECTED ANTHRAX INCIDENT RESPONSE (*continued*)

- Medical condition of personnel involved (anticipate anxiety level will be high-advise that antibiotics exist to combat Anthrax and other biological hazards)
- Description and location of item.
- Location of exposed persons. (They should be gathered in a safe area remote from the item if possible)
- Has item been covered?
- Are fans or similar devices shut off.
- How did the item arrive at its present location?
- Who has been exposed?
- Is water available near their location?
- Secure a perimeter, restrict access. Exposed areas should be considered a crime scene and a Haz Mat hot zone.
- Consult with local Health Officials to ascertain any additional health related concerns.

### ***IF ANTHRAX IS SUSPECTED AGENT***

#### **2. PROTECTION LEVELS:** protection from anthrax can be obtained by wearing:

- Level C (ex. Tyvek), or splash protection,
- Rubber gloves
- Full face high efficiency particulate air filter (HEPA) (Level C) or SCBA.

#### **3. DETERMINE & ESTABLISH PROPER DECONTAMINATION PROCEDURES**

- Refer to attached DOH Decontamination Protocols.
- Prepare necessary decon plan.
- Put necessary decon equipment in place prior to entry.

#### **5. DETERMINE EXTENT OF ACTIVITY OF ENTRY TEAM.**

##### ***Possible actions include:***

- Removal of exposed personnel.
- Decontamination of exposed personnel.
- Sample collection.
- Evidence collection.
- Product containment.
- Area decontamination.

#### **6. ENTRY CONSIDERATIONS**

- Entry team actions should not worsen the potential for product spread. Since materials are spread by air currents, material carried on clothing or stuck to items, it is critical to minimize the affected area.
- Once in hot zone, close doors, windows, or other opening that may allow material to spread through the area. Wetting the suspect material may reduce the potential for material to become airborne.
- Assess medical condition of exposed persons to determine critical emergency care needs.
- Provide status report to Command Post.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### SUSPECTED ANTHRAX INCIDENT RESPONSE (*continued*)

- Utilize on-site testing equipment (Smart Tickets, etc), if available to attempt to determine if follow up laboratory analysis is still necessary. Additionally, these initial test results should be provided to the laboratory that will be performing the follow up testing.
- Conduct predetermined activities:
  - Decontamination of exposed persons.
  - Sample collection per protocol
  - Evidence collection.
  - Product containment.
  - Area decontamination per protocol
- Secure the area, secure the evidence, decontaminate the responders who operated in the affected area and exit the affected area.

#### 7. DECONTAMINATION CONSIDERATIONS

- Determine the best location to conduct decontamination and set up equipment. Use existing wash facilities should be considered for initial decon.
- Conduct decon procedures in accordance with DOH protocols. Anthrax, unless suspended in air, presents a fairly limited contamination hazard.
- ***Water used for decontamination does not need to be contained.***
- Decon equipment by using soap and water. A solution of 1:10 dilution of household bleach and water should be used only if there is a confirmation of the agent and an inability to remove materials through soap and water decontamination.

#### 8. MEDICAL EVALUATION OF EXPOSED PERSONS

- Consult City, County or State Health Departments for additional information regarding the need for immediate evaluation of exposed persons if the FBI or State Police consider this an credible threat and have authorized laboratory testing. Self-monitoring of symptoms may be all that is required.
- Exposure to an unknown powder does not warrant transportation to a health care facility. If exposed persons exhibit symptoms that warrant transport to a medical facility (chest pains, anxiety, etc.), they should be decontaminated per protocol and EMS personnel should utilize universal precautions during such transport.

#### 9. SITE SECURITY

- Decon the area impacted per protocol or secure it from further entry until removed samples are evaluated and tested. Law enforcement may also desire to protect the area and treat as a crime scene.
- Secure all primary decontamination equipment and potentially contaminated equipment until testing is complete.

#### 9. INCIDENT TEMRINATION

- Inform all personnel associated with the incident of the typical symptoms from an exposure to anthrax.



# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### LIVE FIRE TRAINING

*This guideline is established to identify the minimum acceptable guidelines necessary relative to live fire training conducted by the Frankfort Fire Department. This guideline is in compliance with National Fire Protection Association Standards #1403 and #1500, and is parallel with NYS Office of Fire Prevention & Control guidelines.*

#### 1. GENERAL GUIDELINES

- A. All live fire training evolutions shall be approved by the fire chief .
- B. All live fire training evolutions shall be scheduled at least two weeks prior to conducting the training evolution.
- C. When live fire training evolutions are conducted, a minimum of two certified personnel in Live Fire Safety Training, shall be assigned. There shall be an Instructor or Supervisor. One certified personnel shall supervise interior safety, and the other shall perform as another interior or exterior instructor, depending on the amount of tactical training assignments. ALL personnel will strictly enforce these guidelines.
- D. For the purposes of this guideline, the term “*certified*” shall mean the person shall be currently certified for the course being conducted; while the term “*qualified*” shall mean the person shall have successfully completed a respirator physical, been issued personal protective equipment and have on-site access to self-contained breathing apparatus.
- E. All *interior live fire training* shall be conducted at designated department, town, or county training facilities. Such structures shall be of non-combustible or fire resistive construction as those terms are defined in the *Uniform Fire Prevention and Building Code* as designed for fire training. ***Acquired structures are prohibited for live fire evolutions.***

#### 2. FACILITIES

- A. Structural live fire burn facilities shall meet the following criteria:
  - Buildings shall be designated for such use; all components of the building shall be in good structural condition, the building shall be maintained and the systems (parts: window shutters, walls, hand rails, etc.) shall not be compromised.
  - Shall be able to vent the building quickly in the event of an emergency (including proper procedures and personnel to carry out the emergency vent);
  - Shall have adequate emergency escape routes in the event of an emergency;
  - And adequate water supply to extinguish any and all fires and support a back up line shall be available. An adequate water supply is defined as follows:
    - 1 attack line @ 125 gallon per minute (GPM), 1 backup line @ 125 GPM.
    - The attack line shall have a different water source than the backup line. For example: two engines drafting from the same static water source or two engines supplied from a pressurized water source would be acceptable.

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### LIVE FIRE TRAINING (*continued*)

- B. Fires shall only be ignited when the direction of prevailing winds is away from exposures. If wind conditions are unsatisfactory, drills shall be postponed. Use only those fuels, solids or liquids, which do not produce excessive smoke. Use only the amounts necessary to achieve training objectives. These fuels can only be used in vehicle fires only.

Toxic materials, as defined in 6NYCRR, Section 371.1(d), such as industrial waste solvents, are not suitable to use in live fire training and shall not be used. When burned, such liquid wastes, often contaminated with highly toxic impurities, enter the atmosphere and constitute a public health hazard. Use of all flammable **liquids (liquids with flash points less than 100 degrees Fahrenheit), including gasoline, is restricted.**

### 3. TRAINING SIMULATORS AND VEHICLES

- A. Non-structural live fire burns (examples include: exterior fires, vehicle fires, pit fires), may occur at other suitable training facilities that comply with the following: *other training facilities shall be safe distance from other exposures and be appropriate for the evolutions; all safeguards dealing with identified safety features, requirements of personnel, ignition of the fire, etc., shall be followed; and vehicles used during vehicle fire training shall have the following safeguards instituted:*

- Fuel tank removed prior to live fire training;
- Shock absorbing bumpers removed or absorbers drilled to prevent over pressurization and possible rupture;
- Inspection of vehicle interior and trunk area for presence of flammable or hazardous substances; and
- Gas filled hood and truck cylinders shall be cut or removed.

### 4. INSTRUCTOR DUTIES AND RESPONSIBILITIES

- A. **The supervisor** shall be the designated safety officer for all evolutions conducted. The supervisor can appoint additional safety personnel, depending on the size of the evolution.
- B. **The safety officer** has the authority to intervene and control any phase of the live fire training evolution when in his/her judgment, a potential or actual danger, accident or unsafe operation exists. The safety officer is responsible for the safety of all persons on the scene, including students, instructors, visitors, and spectators. He/she will not undertake any duties that would interfere with his/her safety responsibilities. General duties include:
- *prevention of unsafe acts;*
  - *removal of unsafe conditions; and*
  - *the authority to suspend an evolution.*

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### LIVE FIRE TRAINING (*continued*)

- C. **Additional safety personnel**, as deemed necessary by the safety officer, shall be strategically placed within the training area to react to unplanned or threatening conditions.
- D. **A pre-burn briefing** shall be conducted by the instructor for all participants. All evolutions shall be described and crew assignments made at this time.
- E. **Fire ground communications and accountability** shall be established to provide for coordination between the instructor, interior and exterior operations, the safety officer and back-up personnel. Communications may be direct, face to face, by hand signals or radio.
- F. **Emergency evacuation** of the building shall be planned and provided for. The signal for evacuation shall be discussed and demonstrated prior to any evolutions.
- G. **Emergency medical services** shall be available to treat any injuries. Written reports shall be made on all injuries and medical treatment rendered. Also the Fire Chief shall be notified immediately.

Minimum on scene medical levels shall consist of at least one certified first responder equipped to provide initial treatment for burns, trauma, or cardiac related injuries. The proper method for accessing the local emergency medical system shall be identified, provided to all participants and reviewed during the briefing.

#### H. **NO PERSONS SHALL BE PLACED INSIDE THE STRUCTURE TO PLAY ROLE OF VICTIM.**

- I. **Sufficient back-up lines** will be provided to ensure adequate protection and means of egress for personnel on attack lines. This back-up shall be fed by a separate source (engine) from the main attack lines to maintain proper protection.
- J. Instructors shall wear full protective clothing and self-contained breathing apparatus while igniting training fires and while supervising the activities of the fire attack crew in the building or in proximity to an open fire.
- K. **A rehabilitation area** shall be established. It shall consist of a place for firefighters to rest and replenish fluids.

## 5. CONDUCTING EVOLUTIONS

- A. **The Live Fire Evolution Checklist** shall be reviewed and completed prior to the start of the live fire evolution. (*FFD Live Fire Checklist located in alarm room.*)
- B. Fire attack crews shall be under the direct supervision of the instructor. Crew size is limited to three firefighters.
- C. Instructors shall make a head count of firefighters entering and exiting a building during an attack evolution. Use of an accountability system is necessary to assure all personnel are accounted for.
- D. The instructor will control the materials being burned and ignition of the training fires. He/she shall ignite the fire under the direct supervision of the safety officer. Both shall wear full protective clothing including self-contained breathing apparatus. The decision to ignite the training fire shall be made by the instructor in coordination with the safety officer.

**D. FLAMMABLE OR COMBUSTABLE LIQUIDS & PRODUCTS SHALL NOT PERMITTED.**

# FRANKFORT FIRE DEPARTMENT

## Standard Operating Guidelines

### FFD LIVE FIRE EVOLUTION CHECKLIST

TYPE OF LIVE FIRE BURN: ☐ VEHICLE ☐ TOWER      DATE: \_\_\_\_\_

1.	FFD Chief has been informed and approval given.	
2.	Supervisor has reviewed FFD Live Fire Training SOG/SOP.	
3.	Instructors have reviewed FFD Live Fire Training SOG/SOP.	
4.	Obtained necessary authorization to use facility for live fire training evolution.	
5.	Vehicle hazards and fuel tank removed. <i>(If applicable)</i>	
	<b>PREBURN PLANNING</b>	
6.	Determine Training Objectives.	
7.	Notified area fire dispatch center of live fire evolution.	
8.	Notified Law Enforcement of live fire evolution. <i>(If necessary)</i>	
9.	Established means of communications to notify emergency agencies. <i>(fire/ems)</i>	
10.	Establish location of command.	
11.	Establish location of rehabilitation area.	
12.	Establish location of all apparatus.	
13.	Establish location of all hose lines, including back-up line.	
14.	Determine water supply meeting required total water supply. <i>hydrant, tanker, drafting</i>	
	<b>PRE-BURN PROCEDURES</b>	
15.	Insure fire load configuration does not restrict safe egress from structure.	
16.	ALL participants briefed and familiar with the building layout.	
17.	ALL participants briefed on crew and instructor assignments.	
18.	ALL participants briefed on accountability.	
19.	ALL participants briefed on what materials are being burned.	
20.	ALL participants briefed on evacuation procedures and signal.	
	<b>SAFETY</b>	
21.	Supervisor and Instructors certified in Live Fire Training.	
22.	Adequate number of safety personnel.	
23.	Adequate fluids on scene.	
24.	EMS provider and ALS equipment available.	
25.	Means of communications established between command/supervisor, safety, and instructors.	
26.	ALL personnel have OSHA approved personal protective clothing.	
	<b>POSTBURN PROCEDURES</b>	
27.	All personnel accounted for.	
28.	Training critique conducted.	
29.	Facility or area clean up and debris removal.	
30.	Documentation of injuries incurred and treatment rendered. <i>(If necessary)</i>	

Signed by supervisor in charge.

Date

FORM LOCATED IN ALARM ROOM

FRANKFORT FIRE DEPARTMENT  
Standard Operating Guidelines

ATTACHMENT – A

# NFPA 1720

Operational & Deployment  
Of Fire Suppression Operations,  
Emergency Medical Operations,  
&  
Special Operations to the Public  
By  
Volunteer Fire Departments

FRANKFORT FIRE DEPARTMENT  
Standard Operating Guidelines

ATTACHMENT - B



# FFD FORMS

FFD ALARM RECORD WORKSHEET

FFD SCBA INSPECTION & FUNCTIONAL CHECKLIST

FFD QUICK ACCESS PRE-FIRE PLAN

FFD APPARATUS MONTHLY INSPECTION CHECKLIST

FFD AMBULANCE MONTHLY INSPECTION CHECKLIST

DOH PRE HOSPITAL CARE REPORT (PCR)

MIDSTATE EMS PATIENT REFUSAL FORM

HIPPA PATIENT INFORMATION RELEASE FORM

FFD TRAINING REPORT

FFD RESCUE ROPE & HARDWARE INSPECTION

FFD APPARATUS DRIVER QUALIFICATION CHECKLIST

FFD AMBULANCE DRIVER QUALIFICATION CHECKLIST

FFD LIVE FIRE EVOLUTION CHECKLIST

FRANKFORT FIRE DEPARTMENT  
Standard Operating Guidelines

ATTACHMENT - C

THE ATTACHED POLICIES & PROCEDURES ARE IN ORDER OF MOST CURRENT POSTED. ALL POLICIES & PROCEDURES THAT HAVE BEEN SUPERSEDED OR REVISED SHALL BE REMOVED AND UPDATED BY THE DOCUMENT HOLDER.



**OPERATIONS**

**POLICIES**

**&**

**PROCEDURES**