
Fire Department Standard Operating Guidelines



Established

**«Insert_LE_Agency» Fire Department
Standard Operating Guidelines [SOG]**

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Introduction

This manual establishes operational and performance standards and practices for «Insert_Fire_Agency». This document provides guidance when dealing with fire department issues and situations and ensures department activities are consistent, effective, efficient, and safe.

«Insert_Fire_Agency» [«Short_name_for_agency»] works hard to provide for the safety, health, and wellness of department members and the public in general by establishing and following these guidelines and accompanying policies and practices. Considering our guidelines and performance standards, we ascribed to fire service best practices.

As a member of our department, you need to follow these practices and accompanying procedures to the best of your ability. Deviation from these guidelines and practices is only permitted in *exigent circumstances*. For purposes of our SOGs is *an emergency requiring swift action to prevent imminent danger to life, serious damage to property, or the general welfare of the public we serve*.

«Short_name_for_agency» Officers ensure their subordinates understand and follow these policies and procedures. In support of these best practices, officers document and report deviations to the «Approval_title» or «Second_in_command» for review.

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Mission Statement

COLOR

The mission of the «Insert_Fire_Agency» is to minimize loss of life, property, and the environment from fires, natural disasters, and life-threatening situations and to assist other emergency agencies. Our mission is accomplished through quality **SERVICE** delivery to our community the following

- SAFETY** - for the community we protect and the personnel that protect it.
- EDUCATION** - through programs for our residents and youth
- RESPONSIVENESS** - to the suggestions, influences, appeals, or efforts of others
- VISION** - from the past to the present and into the future
- INSPECTIONS** - investigations and pre-incident plans
- COMMITMENT** - to our community, our families, ourselves, and each other
- EMPATHY** - for all we serve

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Firefighter Code of Ethics



I understand that I am responsible for conducting myself in a manner that reflects proper ethical behavior and integrity. In so doing, I help foster a positive public perception of the fire service and «Approval_title». Therefore, I pledge the following:

- A. Always conduct myself, on and off duty, in a manner that reflects positively on me, my department, fellow firefighters, and the fire service in general.
- B. Accept responsibility for my actions and the consequences.
- C. Support the concept of fairness and the value of diverse thoughts and opinions.
- D. Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- E. Be truthful and honest always and report cheating or other dishonest acts that compromise the integrity of the fire service.
- F. Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- G. Be respectful and conscious of each member's safety and welfare.
- H. Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment. These are protected from misuse and theft.
- I. Exercise professionalism, competence, respect, and loyalty in performing my duties and use information, confidential or otherwise, gained by my position only to benefit those I am entrusted to serve.
- J. Avoid financial investments, outside employment, outside business interests, or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- K. Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest or the appearance thereof.

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R-Y-G

Standard Operational Guideline

Red-Yellow-Green Color Coding

A red-yellow-green color coding system is one method of classifying our «Approval_title» SOGs and policies. With each major SOG topic, you will find one of these three colors coded beneath the topic header. This assists in better understanding the relevance of an issue to other performance guidelines. Examples of what would be in each category include:

Red – includes emergency operations, emergency vehicle operations, civilian evacuation, roadway safety, MAYDAY, SCBA, RIT, and related topics. Anything during an emergency could cause or lead to a firefighter or a civilian being severely injured or killed.

Yellow – tasks are activities we do a lot that are *high risk and high frequency*, and tasks that are *high risk and low frequency* often give us time to think before acting. Personnel policies, including equipment maintenance, drug testing, sexual harassment, and report writing, are often in this category.

Green - are tasks that create a low opportunity for any of the above areas of concern or exposure. Examples include the uniform or grooming policy, shift scheduling, or daily station duties. Around 80% of our fire department's policies will be on white paper.



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Part-time Staff

Our part-time personnel is managed under some quartermaster systems. When an item is worn or damaged, the person brings the item to the appointed Quarter Master, and the item is replaced. If an item is not stocked, you may be directed to a vendor to fulfill the uniform needs. Any additional uniforms items at the expense of the individual as approved by the «Approval_title». Part-time staff is issued the following items:

- Class “B” Short Sleeve Shirt (1)-Navy Blue
- Class “B” Long Sleeve Shirt (1)- Navy Blue
- Short Sleeve T-Shirts (2)
- Pair of Navy Blue Pants (1)
- Belt (1)
- Jacket or Job Shirt (1)
- Baseball Style Hat (1)
- Knit Hat (1)
- \$50 for a pair of Boots

We wear collared shirts when responding to incidents, not requiring personal protective equipment or anytime we are in the eye of the public. At the Lieutenant’s discretion, personnel may forgo wearing the collared shirt and long pants when the heat index during their shift is 80° or above.

Uniform Shorts

«Short_name_for_agency» allows the optional wearing of uniform shorts from the 1st of May through the 30th of September each year. Personnel with visible open un-bandaged open wounds are not permitted to wear shorts while on duty. The wearing of shorts is authorized when meeting the following minimum standards:

- Duty shorts are 11” 5-11 TACLITE PRO, Dark Navy
- Belts are worn on shorts
- Black socks, not to exceed the ankle
- Polo shirts are worn with duty short

Bunker Gear

Bunker gear is worn during all fire-type incidents per policy and procedures, and we have bunker gear available while responding to medical incidents.

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Training



Training is the most important element for a safe, professional, and effective fire department. Our members must be properly trained on various aspects of firefighting to help safeguard their lives, the lives of other firefighters, and the lives and property of those we serve.

Training

«Short_name_for_agency» training:

- A. Prepares firefighters to perform their duties safely
- B. Prepares and updates firefighters for changes in a procedure, technology, and new threats
- C. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training includes familiarity with the incident command system.
- D. Gives firefighters whose duties include structural firefighting training consistent with established fire ground operations.
- E. Prepares firefighter for special hazards which they may encounter
- F. Includes procedures for firefighters engaged in fire ground operations to make a safe exit from dangerous areas.
- G. Prepares EMS personnel to provide emergency medical care safely and effectively

Training of firefighters, including live firefighting exercises, is conducted in compliance with the best practice of *NFPA 1001- Standard for Fire Fighter Professional Qualifications* and *NFPA 1403- Standard on Live Fire Training Evolutions*.

Inexperienced firefighters are not permitted to participate in structural firefighting activities or training which require the individual to enter or be near the building, enclosed structure, vehicle, or vessel until that individual has completed the required training.

To maintain active status as a firefighter with «Short_name_for_agency», members must attend and demonstrate proficiency during all assigned training session(s). Failure to do so may result in the member being placed on probation, at which time their active status may only be regained after approval of the «Approval_title» or «Second_in_command». If during their 12 months of probationary status, a member does not satisfactorily meet training and performance standards, the member's status with «Short_name_for_agency» may be terminated.

A member whose active status is in jeopardy when failing to meet training requirements receives a verbal and written warning and is allowed 30 days to cure.

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Any member whose status changes from active to inactive status receives a written notification and is allowed a specified time to cure contained in the notification. At that time, a meeting is scheduled with that member and the «Approval_title» or «Second_in_command» to discuss requirements and a path to regain active status.

Exceptions and petitions for minimum training requirements may be made to «Second_in_command». Under special circumstances, the «Second_in_command» may alter department minimum training requirements or provide reasonable alternatives. Any such alterations in training must meet the minimum requirements established by «Short_name_for_agency», «citycounty», and the State of «state».

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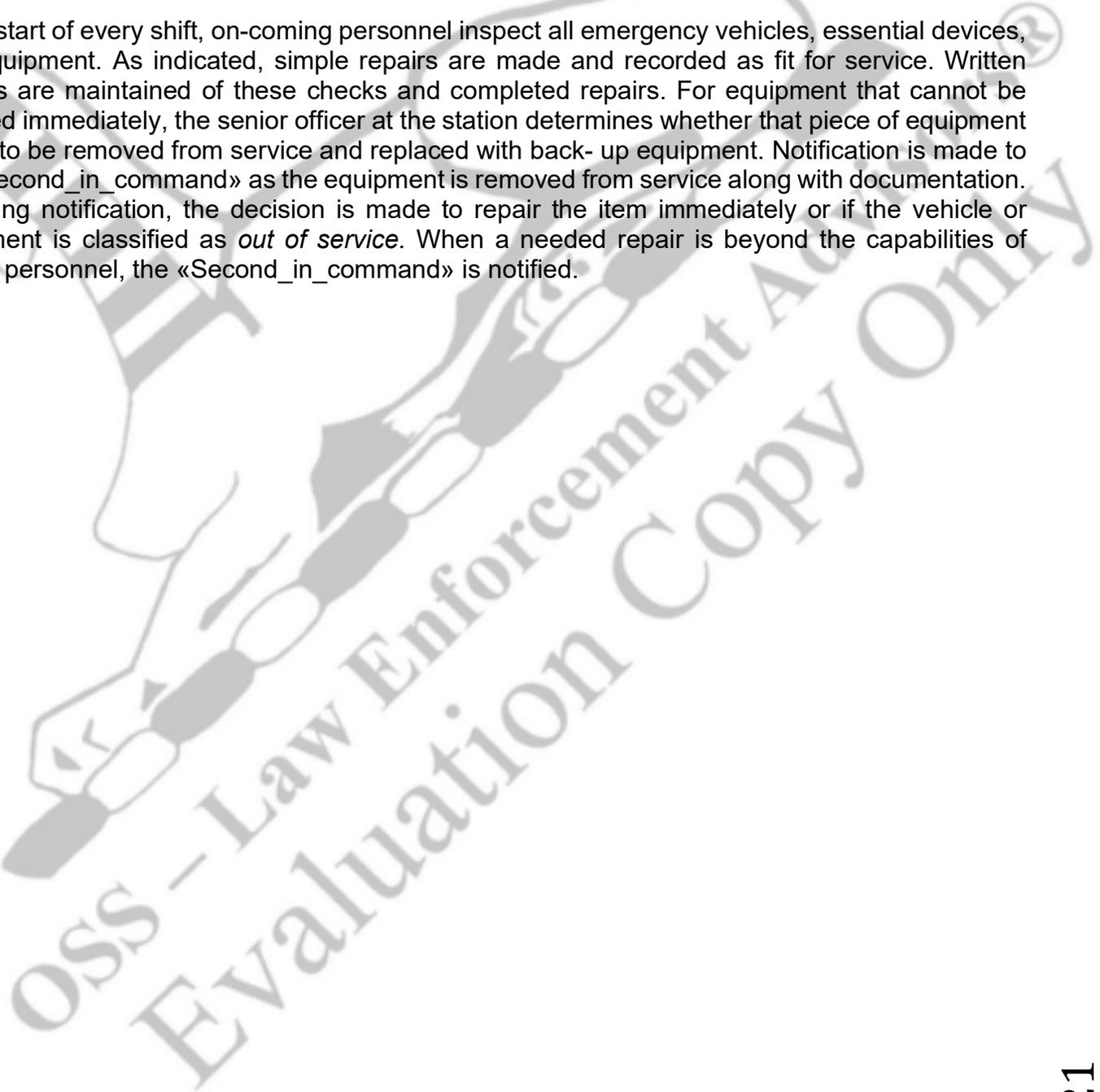
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Apparatus Checks

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At the start of every shift, on-coming personnel inspect all emergency vehicles, essential devices, and equipment. As indicated, simple repairs are made and recorded as fit for service. Written records are maintained of these checks and completed repairs. For equipment that cannot be repaired immediately, the senior officer at the station determines whether that piece of equipment needs to be removed from service and replaced with back- up equipment. Notification is made to the «Second_in_command» as the equipment is removed from service along with documentation. Following notification, the decision is made to repair the item immediately or if the vehicle or equipment is classified as *out of service*. When a needed repair is beyond the capabilities of station personnel, the «Second_in_command» is notified.



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Driving Standards & Performance



State and local laws may exempt authorized emergency vehicles from regular traffic laws when responding to emergencies. However, neither state nor local laws nor these guidelines are intended to absolve an emergency vehicle operator from the responsibility of due regard for the safety of others on the road. Remember that a vehicle accident en route to an emergency will most likely take the equipment and employees out of service.

Best practices require that fire apparatus may only be operated by individuals meeting the following requirements:

- A. Members of «Short_name_for_agency»
- B. Members who have a valid driver's license
- C. Members who have completed an approved driver training program based on *NFPA 1002-Standard for Fire Apparatus Driver/Operator Professional Qualifications*. Trainee drivers may only operate apparatus when under the supervision of a qualified driver.
- D. Members 18 years or older

Drivers of «Short_name_for_agency» vehicles or apparatus are directly responsible for the vehicle's safe operation. When the driver is under the direct supervision of another, that officer also assumes supervisory responsibility for the driver's actions.

Before Entering a Fire Station

- A. A Spotter is deployed when backing, if available
- B. Consideration is taken for the possibility of pedestrians within the fire station

Before Exiting a Fire Station

- A. Driver acts to close all apparatus compartment doors
- B. Personnel are seat belted in proper locations
- C. Ensure the apparatus bay door is raised fully and enough clearance is available to clear the apparatus height
- A. Test brakes before entering a street, including *Advanced Life Support (ALS)*, transports
- B. Transport of *Basic Life Support (BLS)* patients is without emergency lights and sirens unless there are extenuating circumstances such as:

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Protective Clothing

«Short_name_for_agency» provided personnel with the appropriate protective clothing and equipment consistent with their duties. This protective clothing and equipment are used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department meet or exceed the requirements of *NFPA 1971-Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* and «Short_name_for_agency» specifications in effect at the time of purchase. Everyone is responsible for utilizing and maintaining their protective clothing and equipment consistent with the manufacturer's instructions and our guidelines.

Protective clothing is not modified without written approval from «Approval_title» or «Second_in_command». Only personal protective clothing or equipment issued by the department is authorized for use. Personal items such as hand lights, wire cutters, small tools, etc., may be utilized provided they do not reduce the level of protection provided by our issued clothing and equipment.

Personnel does not remove their protective clothing until their company officer, or the IC determines that such protection is no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of *Personal Protective Equipment [PPE]*. Still, the officer is responsible for protecting their personnel from injury.

Training

Personnel must have a working knowledge of their assigned PPE and any associated limitations. Firefighters must identify when PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear their PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of their PPE.

Storage of PPE

Protective clothing and equipment are stored in the appropriate location at the fire station. Protective clothing is not to be worn or stored in the living or office areas of the fire station. This includes the kitchen, dayroom, bunk room, washrooms, or other areas.

Cleaning, Maintenance, & Inspection

The company officer's responsibility is to ensure that their assigned personnel maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products or blood-borne contamination.

Washing of turnouts is to be done at a station equipped with a turnout gear washer. Turnout gear is not washed at home, at a Laundromat, or dry cleaned. Turnout gear with blood-borne

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contamination may be first sprayed or rinsed with an approved decontamination product to help remove any stains and then washed in a turnout gear washer.

Other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual notifies their «**Second_in_command**». Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced.

The following personal protective equipment assessment is completed, certified, and issued by «**Short_name_for_agency**»:

- A. **Level 1 Protective Clothing** - Includes firefighting boots, bunker pants, coat, hood, helmet with chin strap fastened and equipped with eye protection, firefighting gloves, and A Self-Contained Breathing Apparatus [SCBA].
- B. **Level 2 Protective Clothing** - Includes firefighting boots, bunker pants, coat, hood, helmet with chin strap fastened and equipped with eye protection or safety glasses and helmet shield, and firefighting gloves.
- C. **Level 3 Protective Clothing** - Includes firefighting boots, bunker pants, coat, hood, helmet with chin strap fastened and equipped with eye protection or safety glasses with helmet shield, and firefighting gloves or approved extrication gloves.
- D. **Level 4 Protective Clothing** - Includes firefighting boots, bunker pants, coat, and helmet.

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Task	Required PPE
CO with illness	1
Vehicle Accident	4
HAZMAT (Fuel, LP, Ammonia, etc.)	1
High Dust (Hay, Grain, Woodworking)	1
Hose Test	Helmet & gloves
Hybrid Vehicle Operations/ CNG Vehicles	3
Ladder Operations, Fire/ Rescue	1 & Ladder Belt
Fire Alarms	1
Landing Zone	2
Pump Operations/Drivers	Boots, Pants & Gloves
Saw Operations	2
Smoke/Gas Environment	1
Structure Fire, Attack/Back Up	1
Structure Fire, Ventilation	1
Technical Rescues	2
Traffic Control	4 & Safety Vest
Training	Set by Training Officer
Vehicle Fire	1
Vehicle Extrication	3
Wildland Fire	2

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

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

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Exposure Control



We recognize the potential for transmission of certain body fluids and blood-borne infections to firefighters through contact with blood and body fluids and require that specific precautions minimize the risk of exposure. Universal precautions are used where there are blood or body fluids to protect firefighters, patients, and citizens against spreading infectious diseases.

Our plans are reviewed annually and as needed to reflect changes in procedures, policies, or work rules.

We should all recognize that communicable disease exposure is an occupational health hazard for each of us. Communicable disease transmission is possible during operations, including emergency response, training, and while at the station.

It is a «Short_name_for_agency» practice to:

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

Definitions

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

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

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

Contaminated Laundry – Soiled laundry with blood or other potentially infectious materials that may contain sharps.

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

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

Exposure Incident - Specific eye, mouth, mucous membrane, non-intact skin, or another contact with blood or potentially infectious materials that result from the performance of duties.

HBV - Hepatitis B Virus

HIV - Human Immunodeficiency Virus

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

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

Personal Protective Equipment - Specialized clothing or equipment is worn for protection against communicable diseases.

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

Sterile - Use of a physical or chemical procedure to destroy microorganisms, including highly resistant bacteria.

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

Workplace Controls - Controls that reduce the likelihood of exposure by altering how a task is performed.

Other Potentially Infectious Materials (OPIM) -

- A. The following human fluids - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, body fluids that are visibly contaminated with blood, and body fluids where it is difficult or impossible to differentiate between body fluids.
- B. Any unfixed tissue or organ (other than intact skin) from humans (living and dead).

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Respiratory Protection

Our «Short_name_for_agency» respiratory protection procedures and protocols are designed to prevent overexposure to atmospheric contaminants and oxygen-deficient atmospheres, potentially harmful to health.

Program Administrator

The «Approval_title» serves as the respiratory protection program administrator. These officers have the training and experience to administer or oversee the respiratory program, including:

- A. Evaluating program effectiveness
- B. Determines the need for respiratory protection
- C. Establishes and maintains the program in compliance with «Short_name_for_agency» guidelines.
- D. Providing employees with respirators appropriate to their tasks
- E. Selects a licensed health care professional to coordinate and administer the medical evaluation program.
- F. Fit tests applicable to our firefighters
- G. Provision of air quality
- H. Ensuring members are trained in the care and maintenance of respirators and manufacturer's standards for repair and maintenance and record keeping.
- I. Designates other employees to carry out specific functions and supervision.

«Short_name_for_agency» Firefighter Duties

- A. Wear assigned respirators when and where required, and in the way, they were trained
- B. Care for, maintain and clean their respirators following the manufacturer's procedures and store them in a clean and sanitary location.
- C. Inform their officer if the respirator no longer fits well and assist in a refit
- D. Immediately inform their officer or the Program Administrator of any respiratory hazards not addressed in the workplace and any other concerns regarding the program.

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- E. Maintain cleanliness and operational readiness of their issued face pieces and associated equipment.

Selection of Respirators

Department members who respond to and function in toxic atmospheres are equipped with SCBA and trained in its proper use and care. These respirators are used by the manufacturer's recommendations, training, and applicable «Short_name_for_agency» guidelines.

Until an atmosphere is not so, it is considered *Immediately Dangerous to Life and Health [IDLH]*. Where an atmosphere has the potential to become IDLH, it is entered under the assumption that it is already IDLH. We provide the following respirators for use in IDLH atmospheres.

Respirators for IDLH Atmospheres

SCBA is worn and used by all personnel operating in an atmosphere:

- A. Known or suspect to be contaminated
- B. Which may suddenly become contaminated
- C. Which is oxygen deficient
- D. Which is suspected of being contaminated or oxygen-deficient

This includes personnel operating:

- A. In an enclosed, active fire area
- B. In a potential explosion or fire area, including enclosed gas leaks and fuel spills
- C. Where products of combustion are visible in the atmosphere and our personnel are exposed or potentially exposed to these products of combustion, including vehicle and dumpster fires.
- D. Where invisible contaminants are suspected to be present at levels above 1992 OSHA ELs (exposure levels), such as Carbon Monoxide during overhaul
- E. Where toxic products are present, suspected, or may be released without warning, such as in Hazmat incidents.
- F. In any confined space which has not been tested to establish respiratory safety

In addition to the above, SCBA is worn by personnel operating at fire incidents which may become contaminated by-products of combustion or other hazardous substances. In these circumstances, SCBA may be worn with the face piece removed. Wearing SCBA in such situations requires that

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this equipment is immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required. Examples include but are not limited to:

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

Premature removal of SCBA should be avoided. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases, SCBA is required until the atmosphere is confirmed to have been changed.

In fire situations, the decision to remove SCBA is made by the IC based on an evaluation and metering of atmospheric conditions and input from engaged firefighters. Before removal, fire areas are thoroughly ventilated, and, where necessary; continuous ventilation is provided. If there is any doubt about respiratory safety, SCBA use is maintained until the atmosphere is established to be safe by testing.

If a firefighter detects a vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, the firefighter timely notify their partner, an Officer, or the IC and leave the area as soon as practicable.

Respirators for Atmospheres That Are Not IDLH

For protection against particulates, «Short_name_for_agency» provides one of the following procedures:

- A. Respirators for use in firefighting
- B. IDLH (Immediately Dangerous to Life and Health) Atmospheres (2 In/ 2 Out)

The following are not meant to preclude an IC from starting suppression (not entering) or rescue operations (entering) in a structural incident. The requirement intends that the *Rapid Intervention Team* (RIT) be established as soon as practicable to ensure the safety of firefighters, yet not detract from the responsibility to provide rescue and suppression to citizens. Nothing in this practice is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled. However, such action is not considered a standard operating procedure and is supported by reasoned justification.

General Use Procedures

- A. Employees use their respirators under conditions specified by this program and by training and the respirator manufacturer's recommendations they receive on the use of each model.

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«Insert_LE_Agency» Fire Department Standard Operating Guidelines [SOG]

Factors That May Affect Mask Fit

- A. Significant weight change
- B. Significant facial scarring near the face piece seal
- C. Significant dental changes
- D. Reconstructive or cosmetic facial surgery
- E. Other physical conditions changes

Medical Evaluation of Firefighters Required to Use Respirators

Using a respirator may place physiological burdens on firefighting personnel that vary with the type of work in which the respirator is used and the employee's medical status. New employees undergo a medical evaluation before being fit tested or required to use the respirator.

«Short_name_for_agency» has identified a *physician or other licensed health-care professional (PLHCP)* to administer and evaluate a medical questionnaire to each employee who uses SCBA or respirators. This questionnaire is confidential. The questionnaire, in part, helps determine the need for a follow-up physical examination. These medical questionnaires are administered before the initial fit test to firefighters required to use SCBA or respirators. Employees can discuss the questionnaire and examination results with the medical professional.

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

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

In such instances, the program administrator, employee, and physician arrange an appropriate time for the examination. The medical consultation and examination with the PLHCP are provided at the department's expense.

Cleaning, Disinfecting, Storing, Inspecting, Repairing, Discarding, & Maintaining Respirators

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«Insert_LE_Agency» Fire Department Standard Operating Guidelines [SOG]

Apparatus & Equipment

«Short_name_for_agency» maintains and enforces a schedule for inspecting and maintaining apparatus and equipment owned or operated by our department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.

A. Apparatus and equipment are:

1. Maintained a constant state of readiness
2. Refueled whenever the fuel level drops below $\frac{3}{4}$ of a tank. Oil and ancillary fluid reservoirs are kept full.
3. Kept clean and always serviceable

B. Preventative and repair maintenance is recorded in the appropriate vehicle log.

C. After each major incident:

1. Every vehicle used is inspected. The inspection member records their findings in the vehicle's log book.
2. The member performing the inspection corrects the defects, provided that the member has the expertise, tools, and supplies to do so. Items corrected are noted in the comments section of the vehicle log.
3. Defects that cannot be corrected immediately are noted in the vehicle log and reported to the «Second_in_command» and designated OIC. If the condition requires that the vehicle is placed out of service, the person doing the Inspection notifies the «Second_in_command» and OIC.

D. Weekly Inspections

1. Apparatus and equipment are inspected weekly. The inspection member records his findings in the appropriate vehicle log book.
2. Refueled whenever the fuel level drops below $\frac{3}{4}$ of a tank
3. Oil and ancillary fluid reservoirs are kept full

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«Insert_LE_Agency» Fire Department Standard Operating Guidelines [SOG]

Lock Out/Tag Out



Lock-out/tag-out procedures safeguard personnel from equipment unexpectedly becoming energized, the start-up of machinery and equipment, or the release of hazardous energy during operations.

Personnel can be seriously or fatally injured if machinery or equipment if they unexpectedly become energized, starts-up or releases stored energy. Stored energy sources may include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, etc.

Situations Requiring Device Lock-Out

- A. It is locked out when a device or equipment is not operating at its designed capacity and could injure an employee. This can include fire and rescue apparatus that are unsafe for travel on roadways or cannot carry passengers safely.
- B. When a device or equipment is being serviced, or the safety features are disabled
- C. When responding to an emergency scene where firefighters are required to interact with machines, devices, or utilities powered by electrical, chemical, thermal, hydraulic, or other power sources.

Emergency Incident Procedure

This requires that our «Short_name_for_agency» leadership teamwork with incident facility personnel to turn-off, disconnect, or disable the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires lock-out/tag-out of the energy isolating device(s) to prevent the release of hazardous stored energy and verification that the energy source is neutralized.

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader retrieves the lock-out/tag-out equipment. The OIC works closely with facility personnel knowledgeable about the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- A. Energy sources to the machinery or equipment have been de-energized
- B. OIC places «Short_name_for_agency» lock-out/tag-out equipment in a secure mode
- C. Verify that energy sources have been secured
- D. OIC holds the keys and controls the fire department's lock-out/tag-out equipment

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**«Insert_LE_Agency» Fire Department
Standard Operating Guidelines [SOG]**

Vehicle Fires



Arrival on scene

- A. The driver positions the apparatus in a way that provides the best protection for the crew during fire suppression activities.
- B. The driver engages the pump and stands by the pump panel for further instructions
- C. The first arriving officer provides an initial scene size-up, assumes command, and develops a fire suppression plan.

Scene Safety

- A. Ensure unauthorized or untrained personnel do not enter the hazardous area
- B. See HAZMAT procedures for vehicle fires involving Hazardous Materials
- C. Law enforcement support units best address Traffic Hazards. Encourage arriving officers to direct and control traffic.

Incident actions

- A. The attacking team pulls the hose line as instructed by the officer
- B. Additional firefighters respond to the instructed of the officer in support
- C. Driver charges the hose line as directed and monitors pump operations
- D. The attacking team approaches the vehicle from up-wind slowly from the side, extinguishing the fire as they approach. Caution is taken as the team approaches exploding bumpers, fuel tanks, tires, etc.
- E. When the fire is under control, the engine compartment and trunk are opened for cooling. Vehicle battery cables are disconnected or cut when practical.

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«Insert_LE_Agency» Fire Department Standard Operating Guidelines [SOG]

they may be in trouble. Remember - The longer a notification delay, the smaller the survivability window becomes.

B. Lost/trapped firefighter(s) should give Command information following the acronym **LUNAR**

L = Location (as accurately as possible)

U = Unit ID (i.e., Engine 3930)

N = Name (names of lost or trapped crew members)

A = Assignment (assignment crew was working on or assigned to before trouble)

R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s)).

C. When a *Mayday* is heard, all other radio traffic on that channel ceases until the Mayday response operation is completed. IC then designates a new radio frequency for all unaffected fire ground units. IC also notifies dispatch of the change in fire ground channels and has dispatch announce this change and the Mayday condition.

D. Radio Channels –

1. Crews or an individual firefighter declaring a Mayday should remain on their original assigned operations channel. Once contact is made with the IC, the dialog between the IC and the Mayday caller remains on this channel.
2. After Mayday is broadcast, the distressed firefighter(s), the RIT, and the Safety Officer guard the designated channel until a successful resolution of the incident is achieved.
3. All other communications are switched to another designated channel
4. Non-involved companies continue to operate in their original assignments unless reassigned by the IC.

E. Activate PASS Device – Once you realize you are lost or trapped, immediately activate your PASS devices manually to sound audible. If the device interferes with radio communications, it may be turned off temporarily. Once messages are completed, the device is again manually activated.

F. Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate you and other crew members. Crew members who stay together enhance their chances for all to be rescued and aid in an easier, more efficient extraction.

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«Insert_LE_Agency» Fire Department Standard Operating Guidelines [SOG]

Health & Safety



«Short_name_for_agency» works to provide our department members with the highest level of safety and health. As such, we make extraordinary efforts to provide a safe and healthy work environment to prevent and reduce accidents, injuries, and occupational illnesses. In support of this effort, appropriate supervision, procedures, programs, training, and continuous practice reviews are provided to achieve specific safety and health objectives.

Health & Safety Officer

- A. A *Health and Safety Officer [H&SO]* is appointed and is responsible for managing the department's safety program and reports to the «Second_in_command» or designee «shift_supervisor».
- B. H&SO duties include, but are not limited to:
 - 1. Chair the *Safety Committee* by preparing meeting agendas and notices
 - 2. Act as the *Incident Safety Officer* at incidents, as needed
 - 3. Provide input on equipment and protective clothing safety
 - 4. Manage the safety inspection program
 - 5. Assist with the investigation of all accidents, injuries, and exposures
 - 6. Maintain accident, injury, and exposure statistics
 - 7. Make recommendations to reduce or eliminate accidents, injuries, or exposures
 - 8. Provide safety education to department members
- C. H&SO qualifications typically include knowledge and application of:
 - 1. Laws, codes, and standards regulating occupational safety and health relating to fire service
 - 2. Occupational safety and health hazards involved in emergency operations
Techniques of safety management
 - 3. Current health maintenance and physical fitness issues affect fire service members.
- D. H&SO is responsible for identifying and correcting safety and health hazards and has the authority to immediately correct situations that create an imminent hazard to members.

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«Insert_LE_Agency» Fire Department Standard Operating Guidelines [SOG]

Social Media & Cell Phone Use

COLOR

You may not use any form of communication device, social media, or social networking in any way to tarnish yourself, a fellow employee, or the reputation and good standing of «Short_name_for_agency». As an employee of this department, you are held to a higher standard than the public in general, and your online and media activities must always reflect these professional expectations and standards.

«Short_name_for_agency» communication and computer devices are reserved solely for official department business. As such, you cannot use «Short_name_for_agency» computers or other communications devices for any unauthorized purpose, including participation in social media, social networking, or the storage, downloading, or uploading of unauthorized images or text. You do not have an expectation of privacy using «Short name for agency» devices or services.

You may carry and use personal communication devices during idle periods but not during training, drills, or active fire and rescue events. All photographs, recorded images, or texts made or preserved during training, drills, or active fire and rescue events are the property of «Short_name_for_agency», regardless of the device on which these images are captured. This information or data is not to be distributed to any other person, entity, or media-sharing outlet without the prior expressed permission of the «Second_in_command» or «Approval_title».

Unless granted explicit permission by the «Second_in_command» or «Approval_title,» you are prohibited from posting by email, message, or any social networking platform, news media pages, or other information exchange forums, any logo, image, or text identifying or implying your employment or relationship with «Short_name_for_agency».

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**«Insert_LE_Agency» Fire Department
Standard Operating Guidelines [SOG]**

Appendix B - Respiratory Protection Evaluation Form

Medical Evaluation Questionnaire

To the employee:

Your employer must allow you to answer this questionnaire during normal working hours or at a time and place that is convenient to you. Your employer or supervisor must not look at or review your answers to maintain your confidentiality. Your employer must tell you how to deliver or send this questionnaire to the healthcare professional who will review it.

Are you able to read and understand the questions contained in this evaluation? Yes No

Answers to questions in Section 1, and question 9 in Section 2 of Part A, do not require a medical examination.

The following information must be provided by every employee selected to use any respirator (please print).

Name: _____ Today's Date: ___/___/___

Date of Birth: ___/___/___ Height: ___ft. ___in. Weight: ___ lbs. Sex: Male Female

Phone: (____) ____ - ____ The best time to reach you at this number? _____

Job Title: _____

Has your employer told you how to contact the healthcare professional who will review it?

This questionnaire? Yes No

Check the type of respirator you will use (you may check more than one):

- Filtering Facepiece (N95, e.g., for hospitals/clinics)
- Powered air purifying respirator (PAPR) Half face air purifying respirator (APR)
- Self-contained breathing apparatus (SCBA) Full face APR Airline

Have you previously worn a respirator? Yes No

If "yes," what type(s)? _____

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Appendix C – SOG Acknowledgement Form

By reading, committing to, and signing this form, I acknowledge that I have received and reviewed the «Insert_Fire_Agency» Standard Operating Guidelines (SOG). Further, I have unlimited opportunities to discuss and satisfy any questions that I may have concerning my duties or obligations under these important SOGs. In addition to reading and questioning these guidelines, I have received training on key elements of these SOG and have continued access to this writing.

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

I understand that the «Short_name_for_agency» SOG provided to me supersedes all prior handbooks or policies on the subjects contained in it and that the «Approval_title» and designees have the responsibility and right to change, modify, add to, substitute or eliminate, and to interpret and apply, the guidelines and rules herein. In support of «Short_name_for_agency» management efforts to keep these SOGs relevant and up-to-date, I considered how this important document might be improved or clarified. To that end, I have the following content recommendations for consideration.

[Continue on additional pages as necessary to convey your thoughts and recommendations].

My Name _____

My Commitment Date _____

Witnessed this day of _____ of _____ 20 _____

Print Name _____

Sign Name _____

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