

Nottawa/Sherman Twp Fire and EMS Policies

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POLICY: APPLICANT RELEASE FORM

I, _____, presently residing at _____
_____ hereby apply for membership/employment
with the _____ Department. I have been advised and am fully
aware that a representative of the department will be conducting a thorough
investigation of my background to assist in determining my suitability for this
employment. I realize that, in conducting this background investigation,
representatives will be making inquiries of the following personal institutions: Officials
and Records Offices at schools which I have attended; Physicians and/or other
persons who may have examined or treated me for any physical or other type illness or
injury; Police and/or Court Records with whom I may have an arrest or conviction
record; Credit Bureaus and/or firms who may have information regarding my credit
history, employment history, and/or financial standing: present and previous
employers; and any other persons who may be able to provide information about me
which the department deems necessary.

I hereby authorize and instruct any person or institution in possession of information
about me to release same to the Department. I hereby waive any privileged or right
which might otherwise forbid any physician, or other person who has attended me or
any other school, official, court, policy agency, credit bureau, employer, firm or person,
from disclosing to the department any knowledge or information they have concerning
me. I further consent that the Chief of the Department or his/her representative be
provided with a copy of any such records concerning me which they may desire.

I hereby give my consent to the Department or it's designee to perform test of my blood
and/or urine to determine my possible usage of prohibited substances.

I recognize the right of the Department, in its sole discretion, to treat all sources as
confidential, and withhold from me and/or my agent the names of such confidential
sources and information obtained therefrom.

Signature of Applicant

Date

AUTHORIZED BY: _____
TITLE: _____

SUBJECT: Annual Driving Record Review

I. PURPOSE

To assure that members / employees of Nottawa/Sherman Twp Fire Department, maintain a current unrestricted Michigan operators license in accordance with the following policy.

II. PROCEDURE

- A. Each member of this department shall at all times maintain a current unrestricted Michigan operators license. Any member failing to maintain a current unrestricted operators license shall be placed on administrative leave until such time as he / she obtains a current unrestricted operators license.
- B. Any member whose operator license is suspended, revoked or restricted is immediately prohibited from operating any municipal vehicle or a personal vehicle as an emergency vehicle. Each member shall immediately notify the fire chief if his / her operators license has been suspended, revoked or restricted in any way. Each member is responsible for knowing the status of his / her operators license.
- C. Any member of the department convicted of a misdemeanor violation pertaining to the ownership or operations of a motor vehicle will be prohibited from operating their personal vehicle as an emergency vehicle or from driving any municipally owned vehicle. This driving suspension will expire 18 months from the date of the last violation.

III. DEPARTMENT OF MOTOR VEHICLES TRANSCRIPT EVALUATION REQUIREMENTS

A. CLASS A VIOLATION

Any member of the Department convicted of a misdemeanor violation shall be automatically suspended from driving municipal vehicles for a period of 18 months from the date of conviction. In addition, any such member shall also be required to attend an approved driver improvement program or equivalent training and be certified to operate emergency vehicles.

B. VIOLATIONS

- 1. "Misdemeanor Violations" referred to in this policy include, but are not limited to the following:
 - a) Driving while intoxicated.
 - b) Driving under the influence of controlled substance.
 - c) Operating during a period of suspension or revocation.

- d) Permitting an unlicensed person to drive.
- e) Reckless driving.
- f) Leaving the scene of an accident.

C. Civil Infractions

1. Any member who accumulates more than (2) civil infraction moving violations on his / her driving record will be prohibited from operating their personal vehicles as an emergency vehicle or from driving any municipally owned vehicles. The suspension will expire when the penalty points causing the suspension of emergency vehicle operation are five (5) or less.
2. Biannually the fire chief or designee shall review the driving record and inspect the vehicle of each member of the Department.
 - a) A change in point status license restriction could result in driving status change or possible suspension from the department.
 - b) The Fire Chief may change the driving status of department personnel based on driving complaints, driving ability, or upon recommendation of a command officer.
 - c) A valid complaint received by the department shall become a part of the member's personnel file. The member shall also be notified of the complaint.
 - d) A second valid complaint filed against a member of the department shall invoke a restriction on driving municipal owned vehicles or personal vehicles as an emergency vehicle and/or may also result in suspension from the department for a period of time set by the Fire Chief.

I have read and understand the content of this policy.

Signature

Date

PERSONAL EMERGENCY VEHICLE INSPECTION

DATE INSPECTED: _____

NAME: _____
(Last, First, Middle)

ADDRESS: _____

DRIVERS LICENSE NUMBER: _____

VEHICLE PLATE NUMBER: _____ VEHICLE MAKE: _____

VEHICLE MODEL: _____ VEHICLE COLOR & YEAR: _____

COPY OF REGISTRATION ATTACHED: YES / NO

COPY OF INSURANCE ATTACHED: YES / NO

COPY OF DRIVING RECORD ATTACHED: YES / NO

MAKE, TYPE, & LOCATION OF SIREN: _____

MAKE, TYPE, & LOCATION OF EMERGENCY LIGHT: _____

SAFETY CHECK: HEADLIGHTS Y/N BRAKE LIGHTS Y/N TURN SIGNALS Y/N
TIRE TREAD Y/N WINDSHIELD & GLASS Y/N

ANY OTHER SAFETY DEFECTS OBSERVED ON VEHICLE: _____

APPROVAL FROM THE FIRE CHIEF MUST BE OBTAINED INDICATING THAT THE MINIMUM TRAINING REQUIREMENTS OF THE DEPARTMENT HAVE BEEN COMPLETED, AND ALL DEPARTMENT GENERAL ORDERS PERTAINING TO EMERGENCY VEHICLE RESPONSE HAVE BEEN REVIEWED AND ARE UNDERSTOOD.

FIRE CHIEF DATE

THE ABOVE VEHICLE, ITS BASIC EQUIPMENT, AND EMERGENCY EQUIPMENT MEET/DO NOT MEET THE MINIMUM REQUIREMENTS OF THE MICHIGAN MOTOR VEHICLE CODE, ACT 300, P.A. 1949.

INSPECTING OFFICER DATE

AUTHORIZED BY: _____
TITLE: _____

SUBJECT: DRIVING AUTHORIZED EMERGENCY VEHICLES

I. PURPOSE

To establish the Fire Department's procedure regarding driving emergency vehicles.

II. GENERAL

This Department's primary mission is the protection of life and property. In performing this mission, Fire Department personnel will regularly be called upon to engage in emergency driving. The law accords a "preferred status" to authorized emergency vehicle in these situations but the P.A. 300 never relieves our personnel from the duty of operating their vehicles with due care for the safety of the public. The obligation not to intentionally endanger life and property is the paramount concern in guiding driving conduct.

It is the policy of this Department that no one shall operate a motor vehicle without exercising due care and caution for the safety of the public. No member of the Fire Department shall endanger life or property by the operation of a motor vehicle. Fire Department personnel shall not operate a motor vehicle at such a rate of speed or under such conditions so as to cause or allow said personnel to lose control over the operation and/or direction of the vehicle. Personnel must consider the foreseeable conduct of third persons in the course of their driving conduct and take measures to prevent foreseeable negligent conduct by third persons.

All personnel involved in emergency driving conduct will be held accountable for the manner in which they perform such conduct and for the consequences of their acts.

This policy has been issued in order to provide this Department's personnel with direction and guidance in the performance of their duties as they relate to emergency vehicle driving.

This Department recognizes the basic need for emergency driving in the Fire Department. The policy is designed to educate personnel with respect to their responsibilities in regards to emergency driving. It also alerts our personnel to the possible consequences of driving negligence. Fire Department personnel are reminded that emergency driving is one of the most dangerous activities our personnel will engage in.

III. PROCEDURES:

A. General Operation:

1. Personnel on routine duties, or responding in any emergency vehicle must observe all traffic regulations and be ready to yield the right-of-way at intersections. Always be extra courteous while driving a Fire Department marked vehicle. Courtesy costs nothing, but can pay big dividends in creating good will toward the Department.

2. Except when answering emergency calls, all Departmental marked vehicles will be parked legally. When answering emergency calls, all responding units shall park on the incident side of the road with regard to driveways, etc. Irregular parking on emergency calls creates hazardous situations and decreases our efficiency. Irregular parking with departmental marked vehicles on other than emergency calls decreases public respect.

B. Emergency Driving:

1. On an emergency call our personnel must carefully consider all of the following factors:
 - a) That the call has been dispatched as an emergency call.
 - b) Said personnel are in accordance with all departmental Rules and Regulations in order to be allowed to respond as an emergency vehicle.
 - c) Weather conditions.
 - d) Geographical location (e.g., hills, flat, curves).
 - e) Roadway (type/condition).
 - f) Traffic conditions.
 - g) Lighting.
 - h) Population density in the area (e.g. existence of schools, shopping areas, residential units, businesses).
 - i) Familiarity with area. This factor becomes more important if we are called out on a mutual-aid call.
 - j) Type of vehicle being driven.
 - k) Driver ability. (Personnel must remember to never drive beyond their abilities).
 - l) Danger to innocent public and to property.
2. While operating with due regard for the safety of others, personnel responding to an emergency call may exceed the posted or Prima Facie speed limit.
3. While responding to an emergency call Fire Department personnel must exercise "that care which a reasonably prudent person would exercise in the discharge of official duties of like nature under like circumstances."
Remember in order to later justify your decision with respect to any type of driving conduct you must be able to articulate facts supporting your decision.
4. Throughout the emergency call, personnel must continually be evaluating their decision and be prepared to terminate operations as an emergency vehicle at any time public safety so requires.

5. Upon being ordered by dispatch or officer in charge, personnel shall immediately cease operation of their personal or department vehicles in emergency fashion.
6. No Fire Department personnel shall at any time operate a motor vehicle at such a rate of speed or in such a manner so as to cause the person to lose control over the operation and/or direction of the vehicle or otherwise needlessly endanger the innocent public.

C. Seat Belts:

All Department members are required to use all safety devices and restraint systems provided by the vehicle manufacturer at all times.

D. Emergency Warning and Signaling Equipment:

1. All personal emergency vehicles shall be equipped with the following equipment:
 - a) At least one roof mounted light displaying a flashing, rotating or oscillating red light that is visible from a distance of at least 500 feet and 360 degrees of the vehicle.
 - b) At least one mechanical or electronic siren capable of producing an audible sound for a distance of 500 feet to warn other drivers of said vehicle approach.
2. All personal vehicles and emergency warning and signaling equipment shall be inspected and approved by the Fire Chief or Designee.

E. Annual Qualification requirements

1. All personnel must have a C.D.L. endorsement and/or FFTC Emergency Driving Certification, a valid Michigan driver's license and are subject to the annual review of their driving record.
2. Firefighters are required to be alcohol/drug free, and are subject to be tested randomly and/or annually.

The combination of the above materials and attached P.A. 300 completes this policy. Any conflict between the two points of information, P.A. 300 will supersede as a Michigan Law.

AUTHORIZED BY: _____

TITLE: _____

Attachment #1
Michigan Vehicle Code
Act 300, P.A. 1949

CHAPTER I. WORDS AND PHRASES DEFINED:

257.1b Ambulance. [MSA 9.1801(2)]

Sec. 1b. "Ambulance" means a privately or publicly owned motor vehicle for highway use that is specially designed or constructed and equipped, and is intended to be used for and is maintained or operated for the transportation of persons who are sick, injured, wounded, or otherwise incapacitated or helpless, including dual purpose police patrol cars and funeral coaches or hearses, and which is equipped according to section 7 or Act No. 258 of the Public Acts of 1968, as amended, being section 257.1207 of the Michigan Compiled Laws.

257.2 Authorized emergency vehicle. [MSA 9.1802]

Sec. 2. "Authorized emergency vehicle" means vehicles of the fire department, police vehicles, ambulances, privately owned motor vehicles of volunteer or paid firemen, or privately owned motor vehicles of volunteer ambulance drivers or licensed ambulance drivers or attendants as are authorized by the department of state police.

257.312e Group A, B, or C vehicle designation on operator's or chauffeur's license; H, N, P, T, and X vehicle endorsement; tests; holder of unexpired operator's or chauffeur's license; qualifications and fees for vehicle group designation and endorsement; F vehicle endorsement; exceptions; former endorsement; expiration; disposition of money received and collected under subsection (3); refund to county or municipality; compliance with ss 257.303 and 257.319b.

Sec. 312e. (1) Except as provided in subsections (4), (5), (6), (7), and (8), a person. Before operating a vehicle towing a vehicle having a gross vehicle weight rating over 10,000 pounds, shall procure a group A vehicle designation on his or her operator's or chauffeur's license. Unless an endorsement is required, a person licensed to operate a group A vehicle may operate a group B or C vehicle without taking another test. A person, before operating a single vehicle having a gross vehicle weight rating of 26,001 pounds or more, or any combination of vehicles having a gross combination weight rating of 26,001 pounds or more if the vehicle being towed does not have a gross vehicle weight rating over 10,000 pounds, shall procure a group B vehicle designation on his or her operator's or chauffeur's license. Unless an endorsement is required, a person licensed to operate a group B vehicle may operate a group C vehicle without taking another test. A person, before operating a school transportation vehicle or a single vehicle having a gross vehicle weight rating under 26,001 pounds or a combination of vehicles having a gross combination weight rating under 26,001 pounds if the vehicle being towed does not have a gross vehicle weight rating over 10,000 pounds and carrying hazardous materials on which a placard is required under 49 C.F.R. parts 100 to 199 or designed to transport 16 or more passengers including the driver, shall procure a group C vehicle designation and a hazardous material or passenger vehicle endorsement on his or her operator's or chauffeur's license. An Applicant for a vehicle group designation shall take knowledge and driving skills tests that comply with minimum federal standards prescribed in 49 C.F.R. part 383 as required under this act. The license shall be issued, suspended, revoked, canceled, or renewed in accordance with this act. Except as provided in this subsection, all of the following apply:

(a) A person who takes the driving test required under section 312f for a group A vehicle designation in a combination of vehicles having a gross combination weight rating under 26,001 pounds shall not operate a single vehicle having a gross vehicle weight rating of 26,001 pounds or more, or any combination of vehicles having a gross combination weight rating of 26,001 pounds or more, or any combination of vehicles having a gross combination weight rating of 26,001 pounds or more if the vehicle being towed has a gross vehicle weight rating of 10,001 pounds or more or the towing vehicle has a gross vehicle weight rating of 26,001 pounds or more.

(b) A person who has a group B vehicle designation that is not restricted under this subsection and who takes the driving test required under section 312f for a group A vehicle designation in a combination of vehicles having a gross combination weight rating under 26,001 pounds shall not operate any combination of vehicles having a gross combination weight rating of 26,001 pounds or more if the vehicle being towed has a gross vehicle weight rating of 10,001 pounds or more.

(c) A person who takes the driving test required under section 312f for a group B vehicle designation in a combination of vehicles in which the towing vehicle has a gross vehicle weight rating under 26,001 pounds shall not operate a single vehicle having a gross vehicle weight rating of 26,001 pounds or more, or any combination of vehicles if the towing vehicle has a gross vehicle weight rating of 26,001 pounds or more.

(7) This section does not apply to a fire fighter operating an authorized emergency vehicle who has met the driver training standards of the Michigan Fire Fighters Training Council. Am. 1991, Act 100 (01/01/93)

CHAPTER IV. OBEDIENCE TO AND EFFECT OF TRAFFIC LAWS

257.602 Obedience to police officers. [MSA 9.2302]

Sec. 602. A person shall not refuse to comply with a lawful order or direction of a police officer when that officer for public interest and safety, is guiding, directing, controlling, or regulating traffic on the highways of this state.

257.603 Traffic regulations; government vehicles, authorized emergency vehicles, workers upon surface of highways. [MSA 9.2303]

Sec. 603. (a). The provisions of this chapter applicable to the drivers of all vehicles upon the highway shall apply to the drivers of all vehicles owned or operated by the United States, this state, or country, city, town, district, or any other political subdivision of the state, subject to the specific exceptions as are set forth in this chapter with reference to authorized emergency vehicles.

(b) The driver of an authorized emergency vehicle when responding to an emergency call, but not while returning from an emergency call, may exercise the privileges set forth in this section, subject to the conditions of this section.

(c) The driver of an authorized emergency vehicle may:

(1) Park or stand, irrespective of the provisions of this act.

(2) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

(3) Exceed the prima facie speed limits so long as he does not endanger life or property.

(4) Disregard regulations governing direction of movement or turning in specified direction.

- (d) The exemptions granted in this section to an authorized emergency vehicle shall apply only when the driver of the vehicle while in motion sounds an audible signal by bell, siren, air horn, or exhaust whistle as may be reasonably necessary except as provided in subsection (e), and when the vehicle is equipped with at least 1 lighted lamp displaying a flashing, oscillating, or rotating red or blue light visible under normal atmospheric conditions from a distance of 500 feet in a 360 degree arc except where it is deemed advisable not to equip a police vehicle operating as an authorized emergency vehicle with a flashing, oscillating or rotating light which is visible in a 360 degree arc. In those cases a police vehicle shall display a flashing, oscillating, or rotating red or blue light which is visible under normal atmospheric conditions from a distance of 500 feet to the front of the vehicle. Only police vehicles which are publicly owned shall be equipped with a flashing, oscillating, or rotating blue light which when activated shall be visible under normal atmospheric conditions from a distance of 500 feet in a 360 degree arc.
- (e) A police vehicle shall retain the exemptions granted in this section to an authorized emergency vehicle without sounding an audible signal if the police vehicle is engaged in an emergency run where silence is required.
- (f) The exemptions provided for by this section shall apply to persons, teams, motor vehicles, and other equipment while actually engaged in work upon the surface of a highway but shall not apply to those persons and vehicles when traveling to or from work. The provisions of this chapter governing the size and width of vehicles shall not apply to vehicles owned by public highway authorities when the vehicles are proceeding to or from work on public highways.

257.632 Exemption from speed limitations; police vehicles, fire department or fire patrol vehicles, and ambulances; conditions.

257.632 Vehicle in pursuit of criminal, fire apparatus, ambulance. [MSA 9.2332]
Sec. 632. The speed limitation set forth in this chapter shall not apply to vehicles when operated with due regard for safety under the direction of the police when traveling in emergencies or in the chase or apprehension of violators of the law or of persons charged with or suspected of a violation, nor to fire department or fire patrol vehicles when traveling in response to a fire alarm, nor to public or private ambulances when traveling in emergencies. This exemption shall apply only when the driver of the vehicle while in motion sounds an audible signal by bell, siren or exhaust whistle as may be reasonably necessary or when the vehicle is equipped with at least 1 light lamp displaying a flashing, oscillating or rotating red or blue light visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicles, unless the nature of the mission requires that a law enforcement officer travel without giving warning to suspected law violators. This exemption shall not however protect the driver of the vehicle from the consequences of a reckless disregard of the safety of others.

257.653 Authorized emergency vehicle; right of way yielded by other vehicles. [MSA 9.2353]

Sec. 653. (1) Upon the immediate approach of an authorized emergency vehicle equipped with not less than 1 lighted flashing, rotating, or oscillating lamp exhibiting a red or blue light visible under normal atmospheric condition from a distance of 500 feet to the front of the vehicle and when the driver is giving audible signal by siren, exhaust whistle, or bell:

(a) The driver of another vehicle shall yield the right of way and shall immediately drive to a position parallel to and as close as possible to the right hand edge or curb of the roadway, clear of an intersection, and shall stop and remain in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

(b) The operator of a streetcar shall immediately stop the car, clear of an intersection, and shall keep it in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

(2) This section does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of persons using the highway.

(3) A person who violates this section is responsible for a civil infraction.

257.679 Following fire apparatus prohibited. [MSA 9.2379]

Sec. 679. (1) The driver of a vehicle other than a vehicle on official business shall not follow any fire apparatus traveling in response to a fire alarm closer than 500 feet or drive into or park the vehicle within 500 feet where fire apparatus has stopped in answer to a fire alarm.

(2) A person who violates this section is responsible for a civil infraction.

257.680 Crossing fire hose. [MSA 9.2380]

Sec. 680. (1) A streetcar or vehicle shall not be driven over an unprotected hose of a fire department when laid down on a street, private driveway, or streetcar track, to be used at a fire or alarm of fire, without the consent of the fire department official in command.

(2) A person who violates this section is responsible for a civil infraction.

257.698 Permissible additional lights; flashing, oscillating or rotating lights. [MSA 9.2398]

Sec. 698. (3) Backing lights of red, amber, or white may be mounted on the rear of a motor vehicle if the switch controlling the light is so arranged that it may be turned on only when the vehicle is in reverse gear. The backing lights when unlighted shall be covered or otherwise arranged as not to reflect objectionable glare in the eyes of drivers of vehicles approaching from the rear.

(4) A lamp or reflector on a vehicle, other than those expressly required or permitted by this chapter, if visible from the front, shall display or reflect a white or amber light; if visible from either side shall display or reflect an amber or red light; and if visible from the rear, shall display or reflect a red light, except as otherwise provided by law.

(5) The use or possession of flashing, oscillating, or rotating red, blue, or amber lights is prohibited except under the following circumstances:

(b) A fire vehicle or ambulance available for public use or for use of the United States, the state, or any unit of the state, whether publicly or privately owned, shall be equipped with flashing, rotating, or oscillating red lights and used as required for safety.

- (d) If authorized by the department of state police a private motor vehicles owned by volunteer or paid fire fighters, volunteer ambulance drivers, or licensed ambulance drivers or attendants, or an emergency support vehicle used exclusively for emergencies and owned and operated by a federally recognized non profit charitable organization may be equipped with flashing, rotating, or oscillating red lights for use when responding to an emergency call if when in use the flashing, rotating, or oscillating red lights are mounted on the roof section of the vehicle, either as a permanent installation or by means of suction cups or magnets and are clearly visible in a 360 degree arc from a distance of 500 feet when in use. A person operating lights under this subdivision, at any time other than when responding to an emergency call, is guilty of a misdemeanor.
- (f) A police vehicle, an ambulance, or a fire vehicle may display a flashing, rotating, or oscillating white light in conjunction with an authorized emergency light as prescribed in this section.
- (6) A person shall not sell, loan, or otherwise furnish a flashing, rotating, or oscillating blue or red light designed primarily for installation on an authorized emergency vehicle to a person except a police officer, sheriff, deputy sheriff, authorized physician, volunteer or paid fire fighter, volunteer ambulance driver, or licensed ambulance driver or attendant of the state or a county or municipality within the state, a person engaged in the business of operating an ambulance or wrecker service, or a federally recognized nonprofit charitable organization which owns and operates an emergency support vehicle used exclusively for emergencies. This subsection does not prohibit an authorized vehicle, equipped with flashing, rotating, or oscillating blue or red lights from being operated by a person other than a person described in this section, if the person receives authorization to operate the emergency vehicle from a police officer, sheriff, deputy sheriff, authorized physician, volunteer or paid fire fighter, volunteer ambulance driver, licensed ambulance driver or attendant, a person operating an ambulance or wrecker service, or a federally recognized nonprofit charitable organization which owns and operates an emergency support vehicle used exclusively for emergencies, except that the authorization shall not permit the person to operate lights as described in subsection (5) (a), (b), (c), (f), or (g) or to exercise the privileges described in section 603. A person who operates an authorized emergency vehicle in violation of the terms of an authorization is guilty of a misdemeanor.
- (9) A person who violates subsection (1), (2), (3), or (4) is responsible for a civil infraction.

257.706 Horns and other warning devices. [MSA 9.2406]

Sec. 706 (b) A vehicle shall not be equipped with nor shall a person use upon a vehicle a siren, whistle, or bell, except as otherwise permitted in this section.

- (d) An authorized emergency vehicle may be equipped with a siren, whistle, air horn, or bell capable of emitting sound audible under normal conditions from a distance of not less than 500 feet, but the siren shall not be used except when the vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the law. In those cases the driver of the vehicle shall sound the siren when necessary to warn pedestrians and other drivers of the approach of the vehicle.

FIREMEN EXEMPT FROM CARRYING CERTAIN PAPERS WHILE ON DUTY
Act No. 69, P.A. 1968 C.L. 1948 29.391, MSA 4.560(51) Approved May 28, 1968,
immediate effect.

Sec. 1. Notwithstanding any provision of law to the contrary; any fireman while responding to or returning from a fire alarm or while actually engaged in fighting a fire shall be exempt from carrying on his person any certificate, license or any paper or writing required by law to be on his person or presented upon demand of a peace officer.

**PEACE OFFICER'S VEHICLE INSURANCE - GROUNDS FOR CANCELLATION -
FIREMEN ADDED**
Act No. 95, P.A. 1968

Amendment of section 3262 of Act No. 218, P.A. 1956, as added by Act No. 202, P.A. 1967. C.L. 1948 500.3262. MSA 24.13262. Approved June 4, 1968, immediate effect.

Sec. 3262. No insurer shall cancel, or refuse to renew a policy of insurance of any peace officer or fireman on his private automobile due to accident rate statistics compiled by the peace officer or fireman while driving police vehicles or fire department vehicles in the pursuit of his duties as a peace officer or fireman.

MICHIGAN PENAL CODE
Act 242 of P.A. 1957

750.508 Vehicles equipped with short wave length radio receiving sets.

Sec. 508. (1) Any person who shall equip a vehicle with a radio receiving set that will receive signals sent on frequencies assigned by the federal communications commission of the United States of America for police purposes, or use the same in this state unless such vehicle is used or owned by a peace officer or a bona fide amateur radio operator holding a technician class, general, advanced, or extra class amateur license issued by the federal communications commission, without first securing a permit to do so from the commissioner of the Michigan State police upon such application as he may prescribe, shall be guilty of a misdemeanor, punishable by imprisonment in the county jail not more than 1 year or by a fine of not more than \$500.00 or by both such fine and imprisonment in the discretion of the court.

(2) This section shall not be construed as restricting the use of radar detectors.

**Department of State Police
Fire Marshal Division
Fire Fighters Training Council**

**ADDITIONAL STATUTES AFFECTING FIRE FIGHTERS
MOTOR VEHICLE OPERATIONS**

MICHIGAN INSURANCE CODE OF 1956

MCLA 500.3262. Peace officers, fire fighters or ambulance drivers; cancellation of private automobile insurance

Sec. 3262. An insurer shall not cancel or refuse to renew a policy of insurance of any peace officer, fire fighter, or ambulance driver on his or her private automobile due to accident rate statistics compiled by the peace officer, fire fighter, or ambulance driver while driving police vehicles, fire department vehicles, or ambulances in the pursuit of his or her duties as a peace officer, fire fighter, or ambulance driver. As used in this section "ambulance driver" means a person authorized to drive an ambulance pursuant to part 207 of the public health code, Act No. 368 of Public Acts of 1978, being sections 333.20701 to 333.20773 of the Michigan Compiled Laws.

Amended by P.A. 1986, No. 190, SS1, Eff. Aug. 1, 1986.

POLICY: CONFINED SPACE OPERATIONS

I. PURPOSE

It will be the Standard Operating Procedure of the Nottawa/Sherman Twp FD that the following procedures shall be adhered to when our department has any responses involving confined space operations.

We recognize that very serious potential dangers are present on incidents that require Fire Department personnel to enter confined spaces to fight fires or to rescue persons in need of assistance. In order to operate safely in these situations, special precautions must be taken and must be rigidly enforced.

II. DEFINITION OF "CONFINED SPACE"

- A. A space that is large enough and so configured that an employee can bodily enter and perform assigned work, and;
- B. A space that has limited or restricted means for entry or exit. (For example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry, and;
- C. A space that is not designated for continuous employee occupancy.

III. PROCEDURE

- A. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave-ins or fires occurring within the space. Pre-incident planning is an important factor in dealing with these situations.
- B. Operations within confined spaces shall be approached with extreme caution. Direct supervision is required and all safety precautions and procedures shall be rigidly enforced. Operations shall be conducted in a manner that avoids premature commitment to unknown risks.
- C. In order to provide adequate support for confined space incidents; command shall provide a minimum 2:1 ratio of personnel outside the confined space to support personnel working within. This shall include a stand-by rescue team with a 1:1 ratio to provide emergency assistance to the personnel in the confined space. This team shall be equipped with self-contained breathing apparatus and radio, and shall stand by to enter if needed. A staging area for treatment with ALS capabilities shall also be provided near the entrance/exit point.
- D. **AIR MONITORING TESTS SHALL BE CONDUCTED TO DETERMINE THE LEL, CO2, AND OXYGEN LEVELS BEFORE ANY ENTRY IS MADE BY OUR PERSONNEL.**

E. The following levels shall be considered as immediately dangerous to life and health (IDLH) environments.

1. Oxygen deficient < 19.5%
2. Oxygen enriched > 23.0%
3. Flammability at 10% of lower explosive limit (LEL)

REPEAT: ENTRY SHALL NOT BE MADE BY ANY PERSONNEL UNTIL AIR MONITORING TESTS HAVE BEEN CONDUCTED TO DETERMINE THE LEL, CO2, AND OXYGEN LEVEL.

F. Upon exiting the confined space, personnel shall be required to go to the rehabilitation division for monitoring of vitals and dehydration.

1. In order to provide this capability, command is to ask dispatch for ALS medical units and a reasonable number of First Responders to assist at any confined space operations.
2. A Safety Officer must be appointed immediately to help oversee operations and to assist command with personnel accountability and suggestions to mitigate the problem.

G. Before allowing personnel to enter a confined space, the officer in command must attempt to gather any available information about the nature of the situation or hazard, particularly as it pertains to the atmosphere inside the space.

THIS INFORMATION IS CRITICAL WHEN THE SITUATION INVOLVES UNCONSCIOUS VICTIMS OR PERSONS WHO MAY HAVE BEEN OVERCOME BY THE ATMOSPHERE INSIDE THE SPACE.

H. Command must assume that an unsafe atmosphere exists within the confined space until/unless testing establishes it is safe. When test instruments are available, readings of oxygen concentration, explosive gas or vapor concentrations, carbon monoxide and hydrogen sulfide shall be taken before entering.

I. **ALL PERSONNEL** entering the confined space or working within the **HOT ZONE, SHALL** use breathing apparatus. Either self-contained or airline supplied breathing apparatus may be used, depending on the nature of the situation. Command must evaluate the need for extended-duration breathing apparatus and make provisions for extra equipment when necessary.

1. Breathing apparatus shall be used without exception in confined spaces until or unless analysis of the atmosphere confirms that it is safe to breathe.
2. Personnel shall not remove facepieces or take any other action to compromise the effectiveness of their breathing apparatus while inside the confined space atmosphere.
3. Protective clothing shall be worn as required by the situation, depending on an evaluation of the hazards and the products which may be inside the confined space.

- J. When feasible, Command should establish a Ventilation Sector to begin operations directed at providing fresh air and/or exhausting contaminated air from the confined space. Any electrical or mechanical equipment taken inside the confined space, including lighting equipment, shall be an explosion-proof type, when any flammable hazard is suspected. When ventilating a confined space containing flammable vapors or gases, Ventilation Sector must consider the concentration in relation to the flammable limits.
1. Command will assign a Safety Officer to assume these responsibilities from the initial stages of the incident. The Safety Officer shall evaluate the risks and enforce all safety requirements associated with the particular situation. If the Safety Officer judges that an operation is unsafe, the operation **shall** be suspended **immediately**.
 2. Command shall assure that personnel entering a confined space do not commit themselves to travel within the space beyond a point that provides sufficient air reserve to return and exit safely, with at least a five (5) minute safety margin. The time available for operations inside shall be estimated based on air supply and monitored by personnel outside, as well as the entry team. Where feasible, lifelines and radios shall be used by personnel entering the confined space.
- K. A "Confined Space Entry Officer" shall be established at the entrance/exit to control access to the confined space. The Entry Officer shall record the names, assignments, entry times, and SCBA cylinder pressures of all personnel entering the confined space. The Entry Officer will maintain a time awareness of the expected exit time for each individual based on air supply at the time of entry and provide a warning at the predetermined time to begin exit procedures. Warning will be provided by radio or other communications systems to both the Safety Officer, Command, and personnel inside.
1. When working in confined spaces with very restricted access or in environments that could provide for cave-ins, i.e., burial by product (such as grain), personnel shall wear a rescue harness or wrist straps to provide extrication by rope.
 2. A primary function of the Operations Officer is to control the number of personnel and prevent crowding at the entrance to the confined space.

AUTHORIZED BY: _____

TITLE: _____

POLICY: EMS FIRST RESPONSE GUIDELINES

I. RESPONSE

- A. First Responder's will be dispatched along with available ambulance, to all calls for emergency medical aid.
- B. A First Response Vehicle with 3 First Responders will be the optimum response.
- C. We will, as always, respond the extrication vehicle (Jaw Unit) first, to all reported PIA's, along with the ambulance, Second apparatus shall be 11-6 .
- D. One First Responder can respond the First Response Vehicle, as long as another First Responder is known to be in route. Upon the arrival, the highest trained or the senior First Responder will be in charge of the patient and act as Medical Incident Command (IC).

II. SCENE

- A. Care will begin with a pertinent IPS, vitals, history and treatment.
- B. If the patient is a Priority I or II, then care is continued to include prepping the patient for transport. The patient will be turned over to the ambulance crew upon their arrival.
- C. Upon arrival and securing of the scene, all non-pertinent personnel will be released from the scene or canceled.
- D. Department personnel at the scene will always prepare a run sheet for all patients, no matter who transports the patient. Upon returning to the station an EMS critique will be filled out, to assure quality emergency care for the sick and injured.
- E. When at multiple injury calls, the Incident Commander (IC) will be responsible for all patients. Consider a medical command sector,
 - 1. It will be his/her responsibility to account for all loaded patients.
- F. The IC will be responsible for providing a safe path to a scene (i.e. PIA), for all non-fire (i.e. Paramedics) personnel. The IC shall restrict all non-essential personnel from scene access until such time is determined that it is safe to approach.
- G. Local protocols for First Responders shall be adhered to. Any areas that are not covered in the protocols shall be cared for in the patients best interest.
- H. Definition of Priority:

1. Priority 1: Highest Priority

- a) immediate life/limb threatening situation
- b) cardiac arrest
- c) respiratory arrest,
- d) airway obstruction,
- e) partial traumatic amputation.)

2. Priority 2: Urgent - Any patient:

- a) whose condition could deteriorate rapidly to a priority 1 situation.
- b) who require IV fluids
- c) who require medication
- d) who require airway control
- e) who require monitoring
- f) who require spinal stabilization.

3. Priority 3: Stable - any patient whose condition is not expected to deteriorate or require hospitalization or surgery. Examples of priority 3 would include:

- a) simple first aid
- b) closed fractures of an extremity
- c) minor lacerations, contusions, abrasions
- d) minor medical complaints

4. Examples of situations which are NOT PRIORITY 3:

- a) asthmatic attack
- b) de compensated COPD
- c) acute pulmonary edema
- d) chest pain
- e) cardiac arrhythmia
- f) drug ingestion
- g) shock
- h) allergic reactions
- i) possible spinal injuries
- j) moderate to severe burns
- k) emergency childbirth
- l) gastrointestinal bleeding
- m) seizure
- n) coma
- o) syncope episode
- p) hypothermia
- q) head injuries
- r) stroke

EMS PROCEDURES

I. PURPOSE

Records and reports provide for a mechanism for efficient continuation of patient care, quality assurance, information, administrative information and an official documentation of the patient care given by EMS personnel. Remember, when writing a report, "If it wasn't documented, it wasn't done."

II. RUN SHEETS/REPORTS

A Medical report shall be filled out on all patients who receive care by this department's staff. It shall be the First Responders responsibility to make sure the report is filled out completely. It is appropriate for first responders to fill out these reports at any incident.

A. Minimally, a patient report shall contain:

1. Patient name and address, if possible.
2. Patient history.
3. Physical exam findings.
4. Rescuer's impression of the patients illness or injury.
5. Rescuer's treatment of patient.

B. Example:

The acronym C.H.A.R.T. should be used when writing a patient report.

C Patients chief complaint

H Patients History

A FIRST RESPONDER's Assessment of illness/injury

R FIRST RESPONDER's treatment of the patients illness/injury. (R stands for Rx, which means treatment)

T Transport: How the patient was packaged and/or transported, including the positioning of the patient.

C. Mistakes on a report are to be drawn through with a single line and initialed by the FIRST RESPONDER writing the report.

D. The FIRST RESPONDER may be required to file other reports in special cases. (i.e. suspected child abuse forms).

E. Patient reporting should never delay transport of critically ill.

AUTHORIZED BY _____

TITLE _____

POLICY: PERSONAL PROTECTIVE CLOTHING & EQUIPMENT

I. SCOPE:

This policy shall apply to all fire service personnel, permanent or part-time; for pay or volunteer status.

II. PURPOSE:

To assure that all personnel are prepared to commence fire suppression or rescue operations upon arrival at an emergency scene while maintaining the highest degree of personal safety for all personnel.

III. POLICY:

It shall be the policy of this department that all personnel, when responding to fire suppression or rescue operations, or during training exercises, be properly protected by wearing fully protective clothing and equipment as designated by this policy, or the on-scene commander, or that protective clothing and equipment which is suitable for the tasks that the member is expected to perform in that environment as authorized by the on-scene commander.

IV. PROCEDURE:

A. Protective Clothing & Equipment Defined:

1. For the purpose of this policy, full protective clothing shall consist of the following (as specified by NFPA specifications):
 - a) Helmet with face shield or goggles
 - b) Protective hood
 - c) Turnout coat
 - d) Turnout pants
 - e) Boots
 - f) Gloves
2. For the purpose of this policy, protective equipment shall consist of the following (as specified by NFPA specifications):
 - a) Self Contained Breathing Apparatus (SCBA)
3. All clothing is to be properly fastened and closed with protective hood on, coat collar turned up and helmet earflaps down.
4. All clothing shall be issued or approved by the fire department. Removal of original liners is prohibited. Any alterations to clothing & SCBA's must be first approved by the Fire Chief or his/her designee.

B. Application: Protective clothing and equipment as defined herein shall be worn by all personnel according to the following guidelines:

1. Under no circumstances shall any aspect of personal safety be sacrificed in order to increase the speed of emergency operations. Emergency operations shall not commence until all involved personnel have donned necessary protective clothing & SCBA's as authorized by the on-scene commander.
2. All firefighting personnel shall wear full protective clothing when responding to any type of alarm indicative of fire, potential fire, explosion, potential explosion, or release of any type of hazardous material. All protective clothing shall be donned prior to boarding the apparatus. Full protective clothing, SCBA's shall be donned prior to entering the incident perimeter. Full protective clothing is optional for drivers, ambulance personnel and command officers during the response.
3. If an alarm is received while the apparatus is out of quarters all personnel shall don full protective clothing immediately upon arrival at the emergency scene and prior to beginning any emergency operations.
4. All other responding firefighting personnel, including volunteers and off duty personnel shall don full protective clothing upon arrival at the emergency scene and prior to beginning any emergency operations.
5. SCBA shall be provided for and shall be used by all personnel working in areas where:
 - a) the atmosphere is hazardous
 - b) the atmosphere is suspected of being hazardous
 - c) the atmosphere may rapidly become hazardous

In addition to the above, all personnel working below ground level or inside any confined space shall be provided with SCBA and shall use that SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.

6. Full protective clothing shall be worn by all personnel operating power tools, hydraulic tools or forcible entry tools. Full protective clothing is also required for all personnel in an area where any of these tools are being used.
7. Personnel operating at the scene of an EMS or rescue incident shall wear whatever protective clothing is necessary to assure personal safety during the incident. (Refer to Exposure Control Plan)
8. Gloves shall be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This shall include all work details, maintenance operations and training exercises.
9. Helmets with chinstrap in place shall be worn by all personnel operating at incidents where there is a possibility that tools, equipment or debris from above may fall. This would include any time personnel are operating above or below grade such as during trench rescue or high angle rope rescue situations.

10. Damage to personal protective clothing & SCBA shall be immediately reported to the safety officer. The safety officer shall inspect the damaged article and order it replaced or repaired. Protective clothing and equipment damaged such that its protective ability is impaired shall not be used.

11. Incident commanders may use their discretion to determine the appropriate level of protective clothing and SCBA required for personnel operating at incidents where no specific guidelines have been established. In all cases, personnel shall be required to wear all protective clothing & SCBA's necessary to protect against all foreseeable hazards.

C. **Enforcement:** As with any safety procedure, primary responsibility for adherence to this procedure rests with each individual. Company officers are responsible for enforcement of this procedure within their respective companies. Authority to deviate from this procedure rests solely with the company officer who bears full responsibility for the results of any deviation.

D. **Equipment Inspections:** Once each quarter, company officers shall personally inspect all personal protective clothing for each firefighter assigned to their company. The inspection shall be made in accordance with guidelines provided by the safety officer to assure that all personnel have all necessary clothing and SCBA and that it is an uncompromised condition.

SCBA's shall be thoroughly cleaned and inspected after each use following the manufacturer guidelines by personnel that have been trained and certified in this procedure. SCBA's shall be inspected once each month (In accordance with MIOSHA Part 74) following manufacturer guidelines.

REFERENCES: (1) NFPA Standard 1500, Chapter 5, Protective Clothing and Protective Equipment

(2) MIOSHA, Part 74, Firefighting

AUTHORIZED BY: _____

TITLE: _____

SUBJECT: SAFETY OFFICER

I. PURPOSE:

To establish the Fire Department's procedure regarding Safety Officers.

II. GENERAL:

- A. At all incidents, consideration should be given to the functions of safety.
- B. The individual given the Safety Officer's assignment must monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personal safety.
 - 1. The NFPA 1521 standard can be used as a reference for development of the Safety Officer's position. The Safety Officer position is implemented to manage the safety of all personnel and to relieve the Incident Commander of direct involvement in this responsibility.
 - 2. The Safety Officer also keeps the Incident Commander informed of present problems and potential hazards by radio if possible. He or she should not only identify problems, but should suggest solutions to minimize the risks. The Incident Commander will use information provided by the Safety Officer during development of the incident action plan.
 - 3. The Safety Officer has the authority to bypass the chain of command when it is necessary to correct unsafe acts immediately, such as removing all personnel from areas of imminent danger. The Incident Commander must always be informed of these corrective actions immediately or within 12 hours of the bypassing of the chain of command.
 - 4. For a Safety Officer to be truly effective, he/she must have knowledge of fire behavior and building construction.

AUTHORIZED BY: _____

TITLE: _____

POLICY: EXTRICATION: GENERAL INCIDENT GUIDELINES

I. SCOPE

The scope of this policy is to promote safety for patients and all personnel involved, to expedite safe removal of patients through the utilization of standard extrication techniques, and to provide a resource inventory of extrication and medical equipment.

This S.O.P. will be utilized whenever a victim is entrapped. Authority to deviate from this procedure rests with the incident commander, who is solely responsible for the results of any deviation.

II. USE OF INCIDENT COMMAND

- A. The Incident Command System will be followed by extrication personnel at the scene.
- B. Extrication decisions which affect the care and handling of the patient must be coordinated with, and approved by the Medical Group, who is managing patient care.
- C. The medic(s) who is in charge of managing a particular patient shall identify the Extrication Incident Commander or Medical Group, if one has been assigned, as soon as possible, and communicate with that individual to facilitate cooperative management of the incident.
- D. Responding units shall respond with full emergency equipment. First arriving unit shall transmit a condition report, which should include:
 - 1. Number of vehicles involved and/or type of situation
 - 2. Any hazards noticeable
 - 3. Number of injured and severity
 - 4. Number of trapped victims

III. COOPERATION BETWEEN EXTRICATION AND MEDICAL INTERESTS

There shall be a high level of cooperation and communication between fire, ambulance and police personnel at the scene of an extrication. Close cooperation will benefit the needs of the sick and injured. Conflicts shall be resolved cooperatively, in the best interest of the victim. Unresolved conflicts should be resolved privately, and as quickly as possible following the incident.

- A. The Incident Commander, upon finding a scene that places persons, property and rescuers in a dangerous situation, shall take all necessary steps and prescribe all necessary restrictions and requirements to protect persons, property and rescuers, until the dangerous condition(s) is abated. (Act 207, P.A. of 1941 29.7a Sec. 7a)
- B. Authority for the management of the scene of an emergency is vested in appropriate public safety agencies. The scene of an emergency shall be managed in a manner that will minimize the risk of death or health impairment to an emergency patient and to other individuals who may be exposed to the risks as a result of the emergency. (P.A. 179 of 1990 Sec. 20967.(3))

IV. SAFETY

A. Personnel Safety

- 1. Protecting the patient:
 - a) Patients shall be provided a level of protection necessary to provide a reasonable level of safety.
- 2. Emergency Personnel:
 - a) When a life-threatening hazard exists, no fire or EMS personnel will be allowed to enter the hazardous area until the life threatening hazard has been mitigated.
 - b) When a moderate hazard exists, fire personnel who are in the hazardous area should be protected with structural fire protective equipment (helmet, eye protection, gloves, bunker coat and bunker pants, protective footwear). Nonessential personnel shall be restricted appropriately for their own safety.
 - c) When a minimal hazard or no hazard exists, or the hazard has been abated, fire and EMS personnel may enter the patient care area taking sufficient precautions to protect themselves from injury due to the extrication and patient care process.
 - d) All personnel in the area of the extrication operation, shall wear protective equipment which shall consist of a minimum of: turnout coat, fire fighter gloves, fire fighter helmet with eye protection, bunker pants and protective boots.
 - (1) The only exception to this will be the person who is with the patient. At times, access could be severely limited by the use of protective equipment. Rescuer discretion should be used and risk vs benefits should be weighed and closely monitored.

B. Emergency Personnel Environment

1. Whenever there is an obvious or suspected fire hazard, or whenever extrication equipment is operating in the vicinity of the patient or rescuers, fire suppression equipment shall be deployed.
2. Deployed fire equipment shall include a charged hose line. If a charged hose line is not available, a (type ABC, 20 lbs) fire extinguisher will be immediately accessible.
3. In cases of life threatening hazard, the Incident Commander shall have the authority to remove emergency personnel from the hazard area. See Section III A & B

C. Fire Prevention, Suppression and Hazard Management

1. All electrical sources will be de-energized, including fallen electrical transmission lines.
2. Flammable liquids will be suppressed.
3. Hazardous material or situations should be identified, and handled accordingly with rescuer safety in mind.

D. Emergency Vehicle Placement and Staging

1. Non-committed emergency vehicles and personnel shall be assigned to a staging area as determined by the Incident Commander. Staging area will be established at a safe distance so as not to interfere with the incident area. All additional fire fighters arriving at the incident shall report to the Incident Commander for Assignment.
2. Apparatus arriving at the scene shall be positioned to provide a safe environment for those working at the scene. Apparatus shall be positioned in such a manner to block traffic from entering the scene, to allow easy access to extrication equipment, and to allow easy access for incoming additional equipment and shall not hinder equipment leaving.
3. Emergency personnel's personally owned vehicles should stay on one side of the road, as not to disrupt traffic flow, driveways or parking lots. If possible, parking lots shall be utilized for personally owned vehicles.

E. Crowd Safety

1. Unnecessary personnel shall be cleared from the incident area as soon as possible.
2. There shall be a high level of cooperation between the Fire and Police personnel. Police personnel shall be directed towards crowd control when needed.

INCIDENT COMMAND EXAMPLE

(AUTO EXTRICATION)

Incident Commander

Staging Officer Officer	Medical Officer	Extrication Officer	Liaison
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**Mutual Aid
Departments**

Triage

**BLS
ALS**

**- #1 Vehicle
- #2 Vehicle
- Tool Staging
- Safety Officer**

**- Mutual Aid
- Departments
- Press
- Police**

AUTHORIZED BY: _____

TITLE: _____

POLICY: REHABILITATION EMERGENCY INCIDENT & TRAINING

I. SCOPE

This procedure shall apply to all emergency operations and training exercises where strenuous physical activity or exposure to heat, cold, or when contaminants exists.

II. PURPOSE

To ensure that the physical and mental condition of members operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation or the group.

III. RESPONSIBILITIES

A. Incident Commander

The Incident Commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include: medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.

B. Supervisors

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

C. Personnel

During periods of hot weather, members shall be encouraged to drink water and activity beverages throughout the workday. During any emergency incident or training evolution, all members shall advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also use their best efforts to remain aware of the health and safety of others members of their crew.

IV. ESTABLISHMENT OF REHABILITATION SECTOR

A. Responsibility

The Incident Commander will establish a Rehabilitation Sector or Group when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A member will be placed in charge of the sector/group and shall be known as the Rehab Officer. The Rehab Officer will typically report to the Logistics Officer in the framework of the incident management system.

B. Location

The location for the Rehabilitation Area will normally be designated by the Incident Commander. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics and designations below.

C. Preferred Site Characteristics for Rehabilitation Area

1. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.
2. It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.
3. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
4. It should enable members to be free of exhaust fumes from apparatus, vehicles, or equipment (including those involved in the Rehabilitation Sector/Group operations).
5. It should be large enough to accommodate multiple crews, based on the size of the incident.
6. It should be easily accessible by EMS units.
7. It should allow prompt reentry back into the emergency operations upon complete recuperation.

D. Preferred Site Designations for Rehabilitation Area

1. A nearby garage, building lobby, or other structure.
2. Several floors below a fire in a high rise building.
3. A school bus, municipal bus, or bookmobile.
4. Fire apparatus, ambulance, or other emergency vehicles at the scene or called to the scene.
5. Retired fire apparatus or surplus government vehicle that has been renovated as a Rehabilitation Unit. (This unit could respond by request or be dispatched during certain weather conditions).
6. An open area in which a rehab area can be created using tarps, fans, etc.

E. Preferred Resources for Rehabilitation Area

The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Area. The supplies should include the items listed below:

1. Fluids - water, activity beverage, oral electrolyte solutions and ice.
2. Food - soup, broth, or stew in hot/cold cups.
3. Medical - blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions, thermometers, and trauma kit.
4. Other - awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets and towels, traffic cones and fireline tape (to identify the entrance and exit of the Rehabilitation Area).

V. GUIDELINES

A. Rehabilitation Sector/Group Establishment

1. Rehabilitation should be considered by staff officers during the initial planning stages of an emergency response. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a Rehabilitation Area. Any activity/incident that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.
2. Climatic or environmental conditions that indicate the need to establish a Rehabilitation Area are a heat stress index above 90F (see table 1-1) or wind-chill index below 10F (see table 1-2).

B. Hydration

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, the members should consume at least one quart of water per hour. The dehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40F. Rehydration is important even during cold weather operations where, despite the outside temperature heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcohol is forbidden and caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

C. Nourishment

The department shall provide food at the scene of an extended incident when units are engaged for three or more hours. A cup of soup, broth, or stew is highly recommended because it is digested much faster than sandwiches and fast food products. In addition, foods such as apples, oranges, and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

REHABILITATION OVERVIEW

I. ESTABLISHMENT

- A. The Incident Commander (I.C.) will establish a rehab sector or group when conditions indicate that rest and rehab is needed for personnel at an incident scene or training evolution.
- B. All members shall advise their supervisor when they believe that their level of fatigue or exposure to Heat or Cold is approaching a level that could affect themselves, their crew or the operation in which they are involved.
- C. Climatic or environmental conditions that indicate the need to establish a rehab area are a heat stress index above 94 degrees Fahrenheit, or a wind chill index below 10 degrees Fahrenheit (see S.O.P. tables 1-1 and 1-2). However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab area. Any activity/incident that is large in size, long in duration, and/or labor intensive, will rapidly deplete the energy and strength of personnel.

II. RESPONSIBILITY

- A. The I.C. shall place a Fire or EMS member, trained to a minimum of MFR, in charge of the rehab sector/group.
- B. The rehab officer shall be responsible for all operations of the rehab sector/group.
- C. REST
 1. The "2 air bottle rule" or approximately 45 minutes of work time is recommended as an acceptable level, prior to mandatory rehabilitation.
 2. Rest shall be a minimum of 10 minutes.

D. MEDICAL EVALUATION

The MFR's performing evaluations shall evaluate vital signs, examine members, and make proper dispositions ((1) Return to duty, (2) Continue rehab, (3) Medical treatment and transport to a medical facility). Continued monitoring shall be provided for personnel remaining in rehab. Transport shall be arranged with an ALS unit, who shall provide transport to a medical facility for a physician's evaluation.

E. HEART RATE AND TEMPERATURE

The heart rate shall be checked as soon as possible in the rest period. If a member's heart rate exceeds 110 BPM, an oral temperature shall be taken. If this oral temperature is above 100.6 degrees Fahrenheit, this member shall not be allowed to wear protective equipment. After 10 minutes, vitals shall be taken again. If the temperature is below 100.6 degrees Fahrenheit, but the pulse remains above 110 BPM, then the rehab time shall be extended. When the pulse becomes less than 110 BPM, a member then can return to work. If the temperature remains above 100.6 degrees Fahrenheit, then rehab shall be increased. If the pulse and temperature remain elevated for 30 minutes, consider transport to a hospital.

All members in rehab shall have fluids available for dehydration. See the Rehab S.O.P.

HEAT STRESS INDEX

RELATIVE HUMIDITY

°F	10%	20%	30%	40%	50%	60%	70%	80%	90%
104	98	104	110	120	132				
102	97	101	108	117	125				
100	95	99	105	110	120	132			
98	93	97	101	106	110	125			
96	91	95	98	104	108	120	128		
94	89	93	95	100	105	111	122		
92	87	90	92	96	100	106	115	122	
90	85	88	90	92	96	100	106	114	122
88	82	86	87	89	93	95	100	106	115
86	80	84	85	87	90	92	96	100	109
84	78	81	83	85	86	89	91	95	99
82	77	79	80	81	84	86	89	91	95
80	75	77	78	79	81	83	85	86	89
78	72	75	77	78	79	80	81	83	85
76	70	72	75	76	77	77	77	78	79
74	68	70	73	74	75	75	75	76	77

NOTE: Add 10°F when protective clothing is worn and add 10°F when in direct sunlight.

HUMITURE °F	DANGER CATEGORY	INJURY THREAT
BELOW 60°	NONE	LITTLE OR NO DANGER UNDER NORMAL CIRCUMSTANCES
80° - 90°	CAUTION	FATIGUE POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
90° - 105°	EXTREME CAUTION	HEAT CRAMPS AND HEAT EXHAUSTION POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
105° - 130°	DANGER	HEAT CRAMPS OR EXHAUSTION LIKELY, HEAT STROKE POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
ABOVE 130°	EXTREME DANGER	HEAT STROKE IMMINENT!

REHAB SECTOR: COMPANY CHECK-IN / OUT SHEET

Crews Operating on the
scene: _____

UNIT #	# PERSONS	TIME IN	TIME OUT	UNIT #	# PERSONS	TIME IN	TIME OUT

AUTHORIZED BY: _____

TITLE: _____

SUBJECT: PERSONNEL ACCOUNTABILITY

Adopted 03/2000 Revised 03/2000
Policy # 010

I. PURPOSE:

To provide a means of personnel accountability when assigned to tactical functions.

II. PROCEDURE:

- A. Each firefighter shall be given an accountability identification tag which shall indicate their department name.
 - 1. When the firefighter arrives on an emergency scene, he/she shall give a tag to the I.C. / Staging Officer indicating arrival on the scene.
 - 2. When using the second tag it shall be kept by the firefighter until he/she is assigned a task. At the time of assignment, the second tag shall be given to officer.
 - 3. When using the second tag it shall be retrieved by the firefighter whenever he/she completes a task.
- B. The firefighter shall report to the I.C. / Staging Officer and retrieve their tag before leaving the scene.

AUTHORIZED BY: _____

TITLE: _____

POLICY: RECRUITING & EMPLOYMENT

Adopted 03/2000 Revised 03/2000
Policy #011

I. PURPOSE

The purpose of this policy is to outline the procedures to be followed in recruiting and employment.

II. PROCEDURE

A. This Department is an equal opportunity employer. As such, all persons are eligible for employment without regard to race, color, creed, sex or national origin. Additionally, persons employed will not be subject to discrimination, harassment, or inappropriate treatment with respect to their race, color, creed, sex, national origin or disability as outlined in specific Federal and State, local laws and ordinance.

B. The following steps shall be taken in examining an applicant's qualifications for employment.

1. The applicant shall complete a fire department application.
2. All applicants shall complete pre-employment process established by department.
3. The applicants will be screened in the following areas:
 - a) criminal background
 - b) drivers license - * **See Below**

- * Any Applicant that has accumulated more than two (2) Civil Infraction moving violations or has six (6) points on their Driving Record at the time of application will not be considered for employment. Once the accumulative points have fallen below six (6) the individual may reapply for employment.

Any applicant with one (1) drug or alcohol related driving conviction within the last two (2) years, or more than one (1) drug or alcohol related driving convictions within the last five (5) years, will not be considered for employment.

4. Applicants who successfully complete the initial pre-employment process will be offered a conditional offer of employment contingent upon the successful completion of the following.
 - a. Applicants will be referred for a pre-employment physical examination and drug screen at a medical facility designated by the Fire Chief.
 - b. Applicants who successfully pass the pre-employment physical examination and drug screen will be referred for a pre-employment

physical agility test. The physical agility test will be of a type as approved by the Michigan Municipal League.

- c. Applicants will be subject to a background investigation, family interview (if applicable), and driving record review.
 - d. All persons employed as firefighters are required to successfully complete the following training within the two (2) year period immediately following their employment.
5. Applicants who successfully complete the pre-employment procedures as described above, will be recommended for employment with the Department.

III. CONDITIONS OF EMPLOYMENT

- A. All persons offered employment as firefighters by the Department are expected to attend 70 % of all regularly scheduled training and respond to 50 % of all calls for service. Failure to attend regularly scheduled training and respond to calls for service without an acceptable reason may result in termination of employment. Personnel are expected to keep the Fire Chief or Designee apprised of all the hours during which they can be expected to be available for service. Personnel must immediately notify the Fire Chief of times when they will be unavailable for service due to personal circumstances such as vacation, business trips, unusual family circumstances, illness, injury, or for any other reason.
- B. All persons employed as firefighters must maintain themselves in physical condition so as to be able to safely perform the duties of their position. All fire personnel must participate in and successfully pass a physical examination as determined by the fire department.

I have read and understand the content of this policy.

Signature

Date

CONDITIONAL OFFER OF EMPLOYMENT

I. PURPOSE

The purpose of this agreement is to extend to you, the applicant, a conditional offer of employment. You must meet the below listed terms and conditions before being hired by this Department. A final offer of employment will be extended to you only after you have satisfied all the requirements established by this Department. All entering applicants for the listed position of _____ are required to successfully comply with these same conditions.

II. PARTIES

This is an agreement

between _____ (Department)

and _____ (Name)

S.S. # _____

III. TERMS AND CONDITIONS

A. An applicant must meet the following terms and conditions:

1. Comply with the minimum employment standards for Firefighter as established by Department Policy, referred to as, Recruiting and Employment.
2. Successfully complete the minimum required training as mandated by the Michigan Firefighter's Training Council. (PA 196, of 1987) effective October 1, 1988.
3. Be of sufficient medical condition, as determined by a medical history and examination, necessary to perform the essential functions of the above position.
4. Any additional requirements specified by this Department, which may include:
 - a) Recruit Firefighter Field training
 - b) Psychological test (s)
 - c) Physical Agility Test
 - d) Physical Examination & Drug/Alcohol Screen
 - e) Having a valid Drivers License
 - f) Passing a Driving Skills Test
 - g) Annual driving record review
 - h) Other (Specify) _____

ACKNOWLEDGMENT

Keep in compliance of these job related and necessary conditions of employment is required to carry out the essential functions of the above position. I have read and understand the terms of this **CONDITIONAL OFFER OF EMPLOYMENT** and agree to abide by these terms.

(Agency Representative) (Date)

(Applicant) (Date)

AUTHORIZED BY: _____
TITLE: _____

POLICY: MEDICAL SCHEDULE SIGN-UP GUIDELINES

I: Calendar Day Example

Jan 3, 2012 Tuesday 11-0 / 11-1 Josh Loomis David Hill Mike Hosking Aaron Eaton

II: MEDICAL SCHEDULE SIGN-UP

- A. 2 Officers (officers will sign-up for 3 nights per week)
- B. 4 Firefighters (firefighters will sign-up for 2 nights per week)
- C. When you are filling out the medical schedule for any given month and there is already 2 officers and 4 firefighters signed up for any given night, do not put your name on that night
- D. IF YOU ARE NOT ON CALL, DO NOT RESPOND (for any medical paged)
- E. If more manpower is needed, more manpower will be called for

III: EXCEPTIONS

- A. Command Officers (Chief, Asst. Chief, Captains)
- B. The call is in close proximity to your residence
- C. You are driving by the station or the run location

IV: COMMITMENT CHANGES

- A. If you are signed up for a night and find that you cannot meet your commitment for that night, CALL THE CHIEF
- B. If the chief does not answer your call, LEAVE A VOICE MESSAGE

V: ON CALL HOURS

9:00 PM to 5:00 AM

POLICY: HAZARD COMMUNICATION

Adopted 03/2000 revised 03/2000

Policy # 013

I. PURPOSE

In order to comply with the Hazard Communication Standard (29 CFR 1910.1200) promulgated by the Occupational Safety and Health Administration, and the Michigan Right to Know Law, the following written Hazardous Communication Policy has been established for the Nottawa/Sherman Twp Department.

II. PROCEDURE

A. HAZARDOUS CHEMICAL INVENTORY

1. A current inventory of all chemicals being used in facilities within our municipal limits will be kept within the Hazard Communication Policy Handbook. All Fire Stations, Fire Administration will have a copy of the master list and all information related to it within the handbook. Each chemical listed in the master list will be supplied with an appropriate Material Safety Data Sheet. (MSDS)
2. It will be the responsibility of the chief/designee to secure Material Safety Data Sheets for any incoming Chemical that is not on the Master Inventory List for this Department. It will also be this person's responsibility to assure that all containers coming into our work sites have the proper labeling required by this law. This person will be responsible for contacting the supplier for the appropriate MSDS and labels, and will provide labeling in the interim for such containers.
3. Each worksite will be responsible for requesting MSDS(s) and labels for any hazardous chemical that may be missing for whatever reason.

B. CONTAINER LABELING

1. The Department chief/designee and the purchasing agent shall require, in purchase orders, that the supplier furnish the appropriate MSDS(s) and appropriate labels for all purchased chemicals. They shall report to the designated state department, for appropriate action, any supplier refusing or failing to supply necessary MSDS(s) or labels. All MSDS(s) must meet the criteria of 29 CFR 1910.1200.
2. The worksite supervisors or senior firefighter shall assure that hazard identification labels on incoming containers are not removed or defaced. The station supervisors or senior firefighter shall report any unauthorized removal or defacing of any labels to the designated supervisor for appropriate action.
3. Pipes or piping systems that contain hazardous chemicals shall be identified with markings as to the contents of the pipes at access points and every 10 feet where the piping is 8 feet or closer to employee contact.

C. MATERIAL SAFETY DATA (MSDS)

1. If there are chemicals that do not have current MSDS(s) for them, the chief/designee will request a copy to be sent to the department from the supplier.
2. All initial orders, or orders for new chemicals not presently in use, must include a request for the required MSDS(s) and labels.
3. Each worksite will maintain a current file of all required MSDS(s) within the Hazardous Communications Handbook. These MSDS(s) will be available for employees to review upon reasonable request.
4. As an alternative to requesting from the employer for a MSDS, the employee may obtain a copy from the Department of Public Health. A sign will be posted with the address and telephone number of the Department responsible for such requests.

D. EMPLOYEE TRAINING

1. Employees exposed to chemicals will be trained upon their job assignment by the Chief/designee. When a new chemical is introduced into the workplace, all affected employees will be trained by the Chief/designee.
2. Training will be composed of the following components:
 - a) Information on the requirements of OSHA Hazard Communication Regulation 29 CFR 1910.1200.
 - b) Information on safety and operating procedures in their work areas or departments where chemicals are present.
 - c) An explanation of reading and interpreting the required MSDS(s) with respect to the physical and health hazards associated with the chemical.
 - d) An explanation of the reading and interpreting information on hazardous chemical labels.
 - e) The methods employees can use to protect themselves, to include safe work practices and the use of personal protective equipment when required or advised.
 - f) Proper method in obtaining and using available hazard information.
 - g) If an employee becomes exposed to chemicals while performing non-routine tasks, the supervisor will advise the employee of the associated chemical hazards and protective measures. If the employee is assigned to work areas containing vessels or pipes which are not labeled, or to areas that contain hazardous chemicals, the supervisor will advise the employee of the hazards and protective measures in the event there is a spill or potential exposure.
 - h) Each employee will certify that they have received the training referred to in the Hazard Communication Policy.

E. EMPLOYEE RESPONSIBILITIES:

1. In order for this policy to be successful it is important that all employees be active participants in this program.

a) Employees shall:

- (1) Sign a form after being trained in the Hazard Communication Policy which will acknowledge that they have received the training specified in this program.
- (2) Make necessary inquiries to their supervisor when working with or around a hazardous material, or when they suspect a material is hazardous, and to follow safety procedures or precautions that are necessary and required.
- (3) Access Material Safety Data Sheets when working with a hazardous chemical or material with which they are not familiar with to determine the level of hazard and the appropriate warnings and precautions.
- (4) Report missing or defaced Material Safety Data Sheets as soon as possible.
- (5) Assist in the training of other employees unfamiliar with the hazardous chemical or material.
- (6) Report to their supervisors immediately any shipment of materials that are received without the required MSDS(s) or labels.

F. MSDS REQUESTS FOR NON-ENTITY BUILDINGS

1. If an employee would like to receive a copy of a Material Safety Data Sheet for a specific chemical from any place of business within the municipality, they must put that request in writing, utilizing the MSDS Copy Request Forms, that are kept in the Hazardous Communication Policy Handbook.
2. If the employee wishes to view the Material Safety Data Sheets that are on file with this Department, for a business in our municipality, they must make an appointment with the Department Safety Officer to do so. All requests will be answered within 24 hours of request. In the event that the information must be accessed sooner due to some emergent reason this department will make every attempt to accommodate the person.

I have read and understand this order

Signature

Date

AUTHORIZED BY: _____

TITLE: _____

POLICY: INCIDENT COMMAND SYSTEM

Adopted 03/2000 adopted 03/2000

Policy # 014

The concept of an incident command system is to simply make sure that all personnel are accounted for in an orderly fashion and all tasks are accomplished. This is done by dividing the fire ground into sections that allow for the span of control to not overcome the incident commander.

The Fire Department command system will be based on levels of command at an incident. Each level will have officers appointed by the incident commander and as the incident becomes more involved, the levels will be increased.

The officers that will be used will be listed below and their duties outlined. The IC will use department officers when possible, but may use firefighters if needed. Also as officers arrive on the scene, the command or duties may be transferred.

INCIDENT COMMANDER ** TERM USED = IC

The incident commander is responsible for the overall incident, decisions concerning tactics, additional alarms or equipment, and manpower must be approved by him once the command post has been established. The incident commander will make the command post location and all IC's officer appointments.

REAR SECTOR OFFICER

The rear sector officer is responsible for the area of the incident opposite the command post. He is to oversee the operation in his sector, make decisions on tactics for that area and implement them after the incident commander has approved. This officer must have a radio for communication to the incident commander.

INTERIOR OFFICER

The interior officer is responsible for the actual fire attack, he will need to be equipped with SCBA and will make recommendations to either the IC or the rear sector officer as to tactics used in the fire attack. He will oversee all personnel in the interior of an incident and shall maintain an up-to-date roster of all personnel in the structure.

SAFETY OFFICER

The safety officer is responsible to oversee the safety of all personnel on the scene. He will be highly mobile on the scene and observe actions by fire personnel, the condition of the structure, and all related activities on the scene. He reports to the IC with recommendations, but in the event of a life threatening situation, has the power to order whatever steps are necessary to remove the hazard. On a large incident, he/she will be at the CP and oversee a safety sector, comprised of members to oversee all areas of the scene. He/she will be radio equipped.

STAGING OFFICER

The staging officer will function on large incidents and will establish a staging area away from the scene. He will maintain a list of available equipment and manpower in the staging area and will oversee the moving of that equipment to the scene upon the incident commander's request. This officer may also on some incidents serve as the water officer.

PUBLIC INFORMATION OFFICER

The public information officer will be responsible when appointed to be a liaison between the IC and public media, (TV, radio, newspaper). His responsibility will also be to set up the public information center away from the CP.

WATER SUPPLY OFFICER

The water supply officer will be responsible for determining the location that water will be obtained and with the IC approval obtain the needed equipment from staging and set up the equipment at the source as well as the scene to maintain the flow that is required by the CP.

REHABILITATION OFFICER

The rehabilitation officer will be responsible for setting up and operating an area away from the scene on major incidents that allows for the rest and medical attention of the personnel. This unit would require a canteen service, medical personnel (ambulance) and if possible, an area out of the weather safe from the incident where fire gear could be removed. The rehabilitation officer must maintain a roster of personnel that are rested and ready to return to duty and those that are not, this information must be available to the CP at all time.

HAZARDOUS MATERIAL OFFICER

The hazardous materials officer will be put into use on hazmat incidents only. He will be responsible to compile information on the materials involved in the incident and have that information available for the IC.

OUTSIDE AGENCY LIAISON

The outside agency liaison will be responsible to set up an area away from the CP for all outside agencies to gather and compile information and develop possible tactics for the incident. This officer will also serve as a link to police agencies when the need arises. He may be called on to oversee more than one function at major incidents.

OPERATIONS OFFICER

The operations officer will be appointed on large incidents to oversee the tactical side of the incident. He will be in charge of all fire attack operations. The rear and interior sector officers will report to the operations officer when the position has been appointed. The operations officer reports directly to the IC.

SUPPLY OFFICER

On major incidents, a supply officer will be appointed. He will be responsible to provide for all supplies (fuel, lodging, radio equipment, food, sanitary supplies) that are requested by IC's officers.

TASK FORCES

Task forces will be created when more than five (5) personnel are required in any section. When the task force reaches ten (10) personnel, a task force leader will be assigned to each five (5) personnel. These leaders will be assigned to their sector officer. Incoming personnel will be assigned by the IC to a task force where help is needed and will report to that sector officer for assignment.

TRANSFER OF COMMAND

In the event that a change of command must take place, it must be done in an orderly fashion. The highest-ranking officer will be in charge when the department arrives.

When a higher-ranking officer arrives on location, he may take command of the incident; however, the transfer should not take place until the new officer has been briefed of all available information pertaining to the incident. When this is completed, the incident commander will make all parties involved aware that he is now in command. In the case of sector officer change, the same format should be followed.

TACTIC WORKSHEETS

Tactic worksheets are included in the IC's. There will be a set placed in the IC's case in both pumpers. These sheets are to be used by the incident commander to allow for uniform collection of data. The worksheets correspond with the level of command; also clipboards will be available for use by sector officers to fulfill the responsibilities of their assignment.

DETERMINATION OF COMMAND LEVEL

The command level may be determined by the number of alarms if possible. However the incident commander can raise or lower the command level to suit the incident involved. He may also fill a position not included in the level if he feels it necessary. All incidents will start as a level one command.

PERSONNEL ASSIGNMENTS

All fire department personnel shall report to the command post upon arrival for assignment by the IC. All mutual aid personnel and equipment will report to the staging area for assignment. The senior officer for each mutual aid department shall report to the command post.

No fire department personnel shall leave the scene of an incident until their sector officer and the incident commander have released them. All mutual aid personnel must be released from the scene by their senior officer.

LEVEL ONE COMMAND - ONE/TWO ALARM

Examples - Structure fires, Car fires, Grass fires, PI Accidents, Chimney Fires.

INCIDENT COMMANDER

*
*
*

* Rear Sector Officer (Optional)	* Interior Officer	* Staging/Water Officer	* Safety Officer (Optional)
--	-----------------------	-------------------------------	-----------------------------------

LEVEL TWO COMMAND - TWO/THREE ALARM

Examples - Structure fires, Large grass fires

INCIDENT COMMANDER

*
*
*

* Safety Officer	* Rear Section Officer * Task Force	* Interior Officer * Task Force	* Water Supply Staging Officer	* Rehab Officer (Optional)
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LEVEL THREE COMMAND - THREE/FOUR ALARM

Examples - Structure fires, Barn fires

INCIDENT COMMANDER

*
*
*

Operations Officer * *	Safety Officer * *	Water Supply/ Staging Officer	Rehab Officer	Outside Agency Liaison (Optional)
***** Rear Sector Officer *	***** Interior Sector Officer *			

Task Forces Task Forces

LEVEL FOUR COMMAND - FIVE/SIX ALARM

Examples - Structure fires, Commercial structure fire, Industrial fire

INCIDENT COMMANDER

*
*
*

*	*	*	*	*
Safety Officer	Water Supply Officer		Public Information Officer	Staging Officer
*		*		
Asst. Safety Officer		*		
		*		
		*		

*	*	*	*	*
Operations Officer			Outside Agency Liaison	
*	*	*	*	*
Rear Sector Officer	Interior Sector Officer		Sheriffs Dept.	Rehab Officer
*	*	*	*	*
Leaders	Leaders			Area Ambulance
*	*	*	*	*
Task Forces	Task Forces		Michigan State Police	Salvation Army

LEVEL FIVE COMMAND - MULTIPLE ALARMS OR AGENCIES

Examples - Hazardous Materials Incident, Aircraft Crash

INCIDENT COMMANDER

*

*	*	*	*	*
Safety Officer	Public Information		Haz/Mat Officer	Staging Officer
*		*	*	*
*		*	*	*
Task Force		*	Task Force	Asst. Staging Officer

*	*
Operations Officer	Outside Agency Liaison
*	*

*	*	*	*	*	*	*
Rear Sector Officer	Water Supply Officer	Interior Officer	Sheriff & State Police	DNR EMP Manuf.	Supply Officer	Rehab Officer
*		*				*
Leaders		Leaders				Ambulance & Salvation Army
*		*				
Task Forces		Task Forces				

PROCEDURE: INCIDENT COMMAND SYSTEM

I. PURPOSE: THIS PROCEDURE IS ESTABLISHED TO:

- A. Provide for the safety and accountability of personnel operating at emergency incidents and training.
- B. Improve command and control or management of emergencies.
- C. Meet the State and Federal regulations requiring the use of an Incident Command System for hazardous material incidents.
- D. Meet State and Federal Standards for the use of an Incident Command System for operations at all emergency incidents.
- E. Meet the philosophy/intent of the Mission Statement of the Fire Department.

II. IMPLEMENTATION:

- A. This department shall implement the Incident Command System appropriately at all incidents for which it has managed responsibility.
- B. The I.C.S. drafted by the National Fire Academy is the model adopted by this department. It is our goal to work towards the total implementation of this system.

III. INTRODUCTION

- A. The various functions are presented in this material, as they would be implemented in day-to-day situations. Using this practical approach will help you obtain a realistic understanding of the system and its simplicity.
- B. The one function that will always be filled at every incident, regardless of size, is the Incident Commander's (I.C.) position. The I.C. has responsibility for overall management of the incident.

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IV. COMMUNICATIONS

A. All Communications shall be clear text.

B. Radio communications shall be receiver from sender using the following model:

1. Request to initiate communications and determine that the intended receiver is listening.
2. Transmit the message or order concisely.
3. Receive feedback from the receiver to ensure that the message was received and understood.
4. Confirm that the message or order was understood; if not, correct and clarify the message.

Examples:

Wall Street Command: Engine 1, from Wall Street Command

Engine 1: Engine 1

Wall Street Command: Protect the exposure, side C

Engine 1: Protect the exposure, side C

Wall Street Command: Affirmative

Wall Street Command: Truck 1, Wall Street Command

Truck 1: Truck 1

Wall Street Command: Establish a vertical vent, access from side B

Truck 1: Establish a vertical vent, access from side D

Wall Street Command: Negative. Establish a vertical vent; access from side B as in Baker

Truck 1: Vertical Vent, Access from side B as in Baker

Wall Street Command: Affirmative

V. ASSUMPTION OF COMMAND

A. Command shall be established at all incidents.

B. The ranking member of the First Arriving Company shall assume command. When multiple resources will be committed to the incident, Command shall be formally established by transmitting a brief initial report containing the following information to the Dispatch and other responding units:

1. Identity of the Company transmitting the report.
2. Actual location of the incident.
3. Brief description of the incident and report of conditions (size-up).
4. Designation of the individual assuming command and the incident name. (Example: Fort Road Command)

An attempt to name the Command Location will be made at all times for all runs.

VI. INCIDENT COMMANDER'S RESPONSIBILITIES (overview)

A. The following list outlines the basic responsibilities of the IC at every incident. Each of these responsibilities is discussed, in detail, in the following sections.

1. The Incident Commander:

- a) Assesses the incident priorities.
- b) Determines the incident's strategic goals and tactical objectives.
- c) Develops or approves and implements the incident action plan.
- d) Develops an incident command structure appropriate for the incident.
- e) Assesses resource needs and orders, deploys, and releases needed resources.
- f) Coordinates overall emergency activities.
- g) Serves as the ultimate incident safety officer; responsible for preventing firefighter injuries and/or death.
- h) Coordinates activities of outside agencies.
- i) Authorizes information release to the media.

VII. RESPONSIBILITIES OF THE IC (defined)

A. The incident Commander at any fire incident shall be responsible for the following:

1. **Assessment of Incident Priorities.** Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously.

- a) Life Safety (first priority)
- b) Incident Stabilization (second priority)
- c) Property Conservation (third priority)

NOTE: The RECEO matrix fits these priorities very precisely:

2. **Perform Size-Up.** The IC must perform an initial assessment of the situation, incident potential, and resource status. This assessment must address the following three questions:

- a) What have I got? (Situation)
- b) Where is it going? (Potential)
- c) What do I need to control it? (Resources)

NOTE: Size-up is not static and must be continued throughout the duration of the incident.

3. **Select the Strategic Mode.** A critical decision having an impact on the safety of personnel and the effectiveness of tactical operations is the selection of strategic mode. Operations may be conducted in either an Offensive or Defensive mode. This decision is based on the answers to the following two questions:

- a) Is it safe to conduct offensive operations?
- b) Is resources capability (present and projected) adequate for offensive operations to control the incident?

4. **Establish Tactical Objectives.** Tactical objectives are the specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable, defining:
 - a) Assignment of resources
 - b) Nature of the tactical activity
 - c) Location in which the tactical activity must be performed
 - d) If the tactical action must be performed in sequence or coordinated with any other tactical action.

5. **Implement Action Plan.** Implementation of the incident action plan requires that the IC establish an appropriate organizational structure to manage the required resources and communicate the tactical objectives. The incident action plan may be communicated by Standard Operating Procedure, assigning tactical objectives, or by assigning task activity.
 - a) Tactical Standard Operating Procedures may define common components of the incident action plan such as water supply, standard apparatus placement, and the methods used for basic tactical evolutions.
 - b) Orders from the IC may specify tactical objectives assigned to subordinate positions within the ICS structure or to a specific Resource.

Example:

Centennial Command:	Engine 1, Centennial Command
Engine 1:	Engine 1
Centennial Command:	Initiate fire attack on floor 1 as soon as Truck 1 establishes a vertical vent
Engine 1:	Initiate fire attack on floor 1 as soon as Truck 1 establishes a vertical vent.
Centennial Command:	Affirmative

6. **Developing an Appropriate Organizational Structure.** The organizational structure is not based on the size or area of involvement; it depends on the complexity of the incident.

For instance, an incident involving structural collapse, hazardous materials, several exposures, and considerable fire may not be large, yet the ICS organization would be expanded, due to the numerous functions that must be staffed. Other incidents in progress within the same area could also affect the organizational structure.

7. **Managing Resources.** The IC must continually evaluate and adjust the deployment of resources at all incidents. Initial assessment of the incident and the needed resources is only the first step. As soon as the IC determines the incident's strategic goals and tactical objectives and then evaluates the resource needs to meet those goals and objective, one of two actions occur. Either the initial action plan will be successful or it will need to be revised. Additional resources may be needed, requiring reorganization. If the IC believes he or she has just enough resources for the required work, it is time to order additional companies and/or other resources. Coming out exactly even means the IC is a gambler instead of a true emergency manager.

Effective resource management requires that personnel safety be given the highest priority. Although everyone working at an incident must serve as his or her own safety officer, the ultimate responsibility for incident scene safety rests with IC. All goals and objectives must be evaluated against the benefit/risk factor. Taking unnecessary risks with the lives of firefighting personnel when there is no appreciable benefit is irresponsible. As the incident escalates, the IC will need to assign a person as Safety Officer, with specific safety responsibilities.

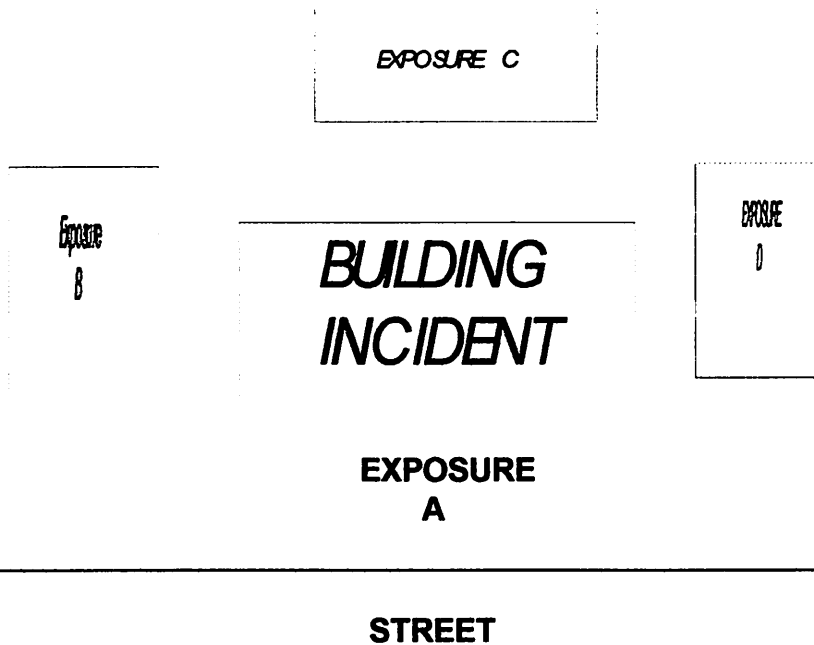
VIII. SELECTION OF COMMAND MODE

- A. The Incident Commander must determine if initial command activity will be conducted from a fixed position, or if it will be conducted simultaneously with the tactical operation of the first arriving unit. This has particular application for Satellite Station Engine Companies arriving in advance of the complete first alarm assignment.
- B. If the initial tactical operations of the first arriving unit will have significant impact on the eventual outcome of the incident or; the performance of tactical operations by the Incident Commander will have a significant impact on the ability of the unit to achieve their assigned tactical operations, command in the attack mode should be performed until command can be transferred. This mode will be referred to as "Combat Command."
- C. A fixed command position is preferred for a complex or rapidly escalating incident.

IX. GEOGRAPHIC DESIGNATION SYSTEM

- A. Each exterior side of a structure shall be given a letter designation. The side of the structure facing the street (address side) shall be designated A. The remaining sides shall designated B, C, and D, in a clockwise manner. Exposures shall be designated in a like manner as shown below:

EXAMPLE:



The interior of a structure shall be designated by floor (1,2,3, etc.). The basement, attic, and roof shall be designated by name.

X. COMPLETION OF ASSIGNMENT REPORT

When a unit completes its assignment, the Group or Division Leader shall make a report to the person who gave the order, i.e.

- Engine 2: "Front St Command, Engine 2"
- Front St Command: "Front St Command"
- Engine 2: "Primary search completed" (or) "All Clear"
- Front Street Command: "Primary search completed" (or) "All Clear"
- Engine 2: "Affirmative"

XI. ICS ORGANIZATIONAL STRUCTURE FOR INITIAL OPERATIONS

- A. The ICS shall be used to maintain an effective span of control and workload for all supervisory personnel.
- B. Divisions and groups

When multiple resources are assigned to the same function incident-wide (such as ventilation or search rescue), a Group shall be established to provide coordination and control of tactical operations.

C. Design of divisions and groups

1. When divisions boundaries are established on the exterior of a structure or in non-structural incidents (such as wildland fire), a letter designation (A,B,C,D, etc.) shall be used. In addition to establishing the Division designation, specific boundaries must be defined. This is particularly important in non-structural incidents
2. When division boundaries are defined by level in a structural incident, a number or descriptive designation shall be used (1,2,3, basement). If a Division is given responsibility for the entire structure, it shall be designated as the Interior Division.
3. In radio communications with Division the letter or number designation shall follow "Division" (Division A, Division 3) if a descriptive designation is given it shall precede "Division" in radio communications (Interior Division, Exposure Division, Etc.)
4. Groups shall be designated by function (Vent, Water Supply, etc.). In radio communications with a Group, the function shall serve as the designated.

XII. STAGING

- A. When IC has not defined an assignment for on scene or responding resources, Staging shall be established.
- B. When an incident is escalating or has not yet been stabilized, sufficient resources to meet potential incident development should be available in Staging until the incident has been stabilized.
- C. The IC or Operations shall establish Staging by defining its location and communicating this information to the Dispatch Center. The Dispatcher shall inform all responding resources of the location of Staging.
- D. If responsibility is not specifically assigned; the commander of the first company to arrive in Staging shall assume the function of Staging Area Manager.
- E. Resources in Staging Shall retain integrity (remain with their company) and be available for immediate assignment and deployment.
- F. The Staging Area Manager shall keep the IC or Operations advised of resource availability in Staging whenever resource status changes.
- G. The IC or Operations shall request on scene resources through the Staging Area Manager and shall specify where and to whom those resources shall report.
- H. In radio communications with Staging, the incident name shall precede the designated "Staging".

XIII. RETREAT SIGNAL

- A. The fireground is never static. It is dynamic, constantly changing and requires vigilant observation. When conditions change, so must the course of action. A universally understood retreat signal is imperative for safer and more effective fireground operations. This method of notification must be easily understood and easy to implement.
- B. The "retreat signal" 30 second blasts from an air horn (truck air horns or hand held air horn) will provide the signal of retreat. (Blasts approximately 30 seconds in duration with a 10 second interval.)
- C. The retreat signal may be utilized whenever evacuation of the forces is warranted.
Example: Backdraft conditions
 - 1. Offense fire becomes defensive
 - 2. Structural collapse is imminent
 - 3. Missing Troop
 - 4. Any event or condition the Incident Commander, Safety Officer, or member of the command structure perceives as too hazardous for standard assault/entry tactics.
- D. This retreat signal shall be sounded until all personnel are accounted for or until the Incident Commander orders it to be ceased. Once the evacuation has been accomplished, guidance should be provided for troops to regroup, re-communicate, and be re-deployed.
- E. Another method to alarm troops of impending danger or alert personnel of a perilous situation would be to use the radio system. This method shall be referred to as the "Emergency Traffic Announcement."
 - 1. The "Emergency Traffic Announcement" is designed to provide immediate notification for all fireground personnel of a notable hazard that is either about to occur, or has occurred. The use of the "Emergency Traffic Announcement" should be initiated only when the hazard appears to be imminent.
 - 2. Any member has the authority to utilize the "Emergency Traffic Announcement" when it is felt that a notable danger to personnel is apparent; however, considerable discretion should be applied to its use emergency traffic announcements become ineffective if over used.
- F. When an imminent hazard has been realized, the emergency traffic process should be initiated. Usually either a company or sector officer will be the initiator. The initiator should describe the apparent hazard and order a positive response, usually to evacuate a particular area or section, according to the scope of the hazard.
- G. If possible, the division or groups supervisors or company officers of those areas to be evacuated should request an acknowledgment of the emergency traffic dispatch from those crews to be evacuated.

XIV. ICS ORGANIZATION FOR LARGER INCIDENTS

- A. ICS organizational structure should be based on the management needs of the incident and should be developed on a proactive basis. Incident resource and management ends must be projected adequately ahead to allow for the reflex time of responding resources.
- B. The IC and other supervisory personnel should anticipate span-of-control problems. Subordinate management positions should be staffed to maintain an acceptable span of control and workload. This may necessitate requesting additional command officers to fill these overhead positions.
- C. Whenever Planning, Logistical, or Finance functional responsibilities become a significant workload for the IC, the appropriate Sections should be staffed. This will prevent over extension of the IC's span of control.

(REFER TO GLOSSARY)

XV. COMMAND POST LOCATION AND IDENTIFICATION

- A. A fixed command post (CP) shall be established at all incidents actively involving (3) three or more units, i.e. R-1, E-2, E-3.
- B. The CP should be located at the front of the structure so as to afford a view of (2) two sides.
- C. The CP should be identified through use of the flag "COMMAND POST" and/or a flashing light.
- D. Once established, the Incident Commander should remain at the CP until proper transfer of command has taken place.
- E. The location of the CP will be transmitted over the radio as to inform all participants at the incident.

XVI. TRANSFER OF COMMAND

- A. Command may be transferred from the initial IC (often a Company Commander) to a later arriving or senior Command Officer. Transfer of command shall take place on a face-to-face basis whenever possible to facilitate effective communication and feedback. If face-to-face communication is not possible, transfer of command by radio may be conducted.
- B. If command has been established by a Firefighter, command shall be transferred to the first arriving Officer. Command shall be transferred to the first arriving Command Officer at that Officer's discretion (the Command Officer may choose to allow the Company Commander to continue as IC). Transfer of command to higher-ranking command officers is also discretionary. When a Command Officer allows a lower ranking Officer to retain command, this does not remove the responsibility for the incident from the higher-ranking individual.
- C. Transfer of command shall include communication of the following information:
 - 1. The status of the current situation.
 - 2. Resources committed to the incident and responding, as well as the present incident organizational structure.
 - 3. Assessment of the current affect of tactical operations.
- D. Following transfer of command, the IC may return the previous IC may return IC to his or her Company (if a Company Commander) or specify assignment to a subordinate management position within ICS organizational structure. A radio communication should be initiated to dispatch to document the event and to advise all participants of the incident.

XVII. COMMAND STAFF POSITIONS

- A. At large-scale or complex incidents, consideration may have to be given to the functions of Safety, Liaison and Information. If the IC cannot effectively handle any of these functions, they should be delegated.
- B. It shall be the intent of the (Fire Department Name) to have it's Training Division Representatives trained to function as a safety officer at incidents where the IC needs assistance in the area of safety.

XVIII. SAFETY OFFICER

- A. The individual given the Safety Officer's assignment must monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personnel safety.
- B. The NFPA 1501 Standard can be used as a reference for development of the Safety Officer position.
- C. The Safety Officer position is implemented to manage the safety of all personnel and to relieve the IC of direct involvement in this responsibility. The Safety Officer also keeps the IC informed of present problems and potential hazards. He or she should not only identify problems, but should suggest solutions to minimize the risks. The IC will use the information provided by the Safety Officer during development of the incident action plan.
- D. The Safety Officer has the authority to bypass the chain of command when it is necessary to correct unsafe acts immediately, Such as removing all personnel from areas of **imminent** danger. The IC must always be informed of these corrective actions.
- E. For a Safety Officer to be truly effective, he or she must have knowledge of fire behavior and building construction.

XIX. LIAISON OFFICER

- A. A Liaison Officer is the point of contact for assisting or coordinating agencies. This function is assigned since the IC may become overloaded by questions from the number of assisting agencies that some incidents attract.
- B. One of the most important responsibilities of the Liaison Officer is to coordinate the management of assisting or coordinating agencies. This is essential to avoid the duplication of efforts. It allows each agency to perform what it does best. Liaison management provides lines of authority, responsibility, and communication, and increases the control necessary to provide for the safety of personnel from all involved agencies.
- C. The Liaison Officer acts as a diplomat in cases of any agency's lack of familiarity with ICS, particularly useful when agencies lack the joint training necessary to understand their involvement in the incident. It eliminates the desire for agencies to set up separate CPs.
- D. Occasionally it becomes necessary to give strong direction to help agencies understand where and how they fit into the system. This may mean "telling" instead of requesting.
- E. The agency representatives with whom the Liaison Officer interacts need to have decision making authority since the time delay of "going through channels" to get answers may have negative effect on the needed coordination.

- F. Liaison Officers need to have a specifically identified place for agencies to report in, to work, and to communicate with each other.
- G. The Liaison Officer position is usually implemented at large or complex incidents. At smaller or less complex incidents, face-to-face communication may be used in place of radios.
- H. If an incident is so complex that it requires the implementation of an information officer is recommended that a fire department representative work in concert with the City's Community Relations Director.

XX. INFORMATION OFFICER

- A. The Information Officer is responsible for interface with the media and other appropriate agencies. This function is implemented to relieve the IC of needing to work with media, taking him or her away from command responsibilities. The media needs are real and must be met. They need accurate and consistent information. When the IC is not able to handle both incident and the media, the Information Officer's position should be implemented.
- B. A press area may need to be established. It should be away from the CP and all incident activities. Media representatives need to be made aware of its location and the importance for them to report there.
- C. The media will want tours of the incident and photo opportunities. They need to understand which areas are safe and which areas are off-limits. It is essential that the press go into unsafe locations. Equally important that the members of the media not interfere with the incident activities.
- D. Your department's information Officer may want to work with members of the local media; regular meetings could allow both groups to understand each others' needs and responsibilities during an incident. The emergency scene is a poor place to train press members on the role of the Information Officer.
- E. The Information Officer acts as a central clearing point for dissemination of information, reducing the risk of receiving conflict information from multiple sources.
- F. The Information Officer must coordinate all releases of significant information with the IC. He or she will decide on sensitive topics, such as the cause of the incident, victims', names, and any other information that should not be (and does not have to be) released immediately to the press.
- G. At some time in the incident, arrangements should be made for press to have the opportunity to talk to the IC. The IC may have to transfer command of the incident for a few minutes while he or she meets with the press.

H. TOTAL ICS MANAGEMENT

1. Effective incident management involves more than just putting water on a fire. The IC needs to be aware of the full range of management tools that are available to handle the **entire** incident. If major functional authority for Operations, Planning, Logistics, and/or Finance is not delegated, the IC must perform those functions.
2. Use only the tools necessary to safely and effectively manage the incident. Remember, functions not staffed **must** be performed by the IC.

XXI. OPERATIONS

- A. Definition: Operations is responsible for management of all tactical operations at the incident.
- B. Operations is implemented when the IC is faced with a complex incident having major demands in one or more of the remaining major functional areas. For examples, the IC may be faced with rapidly escalating incident with a significant need to evaluate strategy and to develop alternative tactical options. Faced with a major functional responsibility in addition to management of tactical operations, the IC may chose to staff Operations. Another reason to staff Operations would be multiple functional demands placed on the IC, such as, the Planning, Logistics, and Finance workload generated by a hazardous material incident. When major functions have been delegated, the IC may need to staff Operations to maintain an effective span of control.

XXII. OPERATIONS SECTION CHIEF RESPONSIBILITIES

- A. The Operations Section chief is responsible for the direction and coordination of all tactical operations. As a part of this overall responsibility, Operations also:
 1. Assists the IC developing strategic goals and tactical objectives for the incident.
 2. Develops operational plans.
 3. Requests or releases resources through the IC.
 4. Consults with the IC about the overall incident action plan.
 5. Keeps the IC informed of situation and resource status within Operations.
 6. Supervises the Staging Area Manager.

XXIII. WHEN TO STAFF OPERATIONS

- A. The most command reason for staffing Operations is to relieve span-of-control problems for the IC.
- B. A complex incident, in which the IC needs assistance determining strategic goals and tactical objectives, may also require implementing Operations.

However, Operations should only be implemented to improve the management of the incident. If it is not used to maintain a manageable workload or an effective span of control, the IC could end up with a span of control of one.

XXIV. PLANNING SECTION CHIEF RESPONSIBILITIES

- A. The Planning Section Chief is responsible for information management about the incident status and resources. As a part of this major responsibility Planning also performs the following functions:

- 1. Information Management:

- a) Collection of information regarding the incident and resources.
- b) Evaluation of information received from a variety of sources.
- c) Dissemination of information to the IC, Operations, and incident personnel, as necessary.
- d) Use of information in preparation of the incident action plan.

- 2. Assists the IC in:

- a) Developing an effective incident action plan based on projected needs.
- b) Modifying the incident action plan to meet changing needs.
- c) Anticipating changing resource needs.
- d) Preparing alternate strategies and tactical options based on incident potential.

- B. One great value is that the Planning Section Chief assists the IC in being a proactive manager, rather than reacting to the demands of the incident.

- C. The Planning Section Chief is responsible for all Planning functions needed for an incident. This individual should establish functional units when needed to maintain an acceptable workload and span of control. Subordinate Planning functions may be combined when workload permits.

- D. The Planning Section Chief should be assigned before implementation of subordinate units to prevent an excessive span of control or information overload for the IC.

XXV. PLANNING COMPONENTS

A. Situation Status Unit (SITSTAT)

1. The Situation Status Unit is responsible for analysis of the situation as it progresses through the recording and evaluation of information about the current status of the incident. Major concerns of this Unit are:
 - a) What has happened?
 - b) What is currently happening?
 - c) What may happen?
2. Situation Status may be staffed in large or complex incidents. In smaller or less complex incidents, this responsibility may be combined with responsibility for tracking resource status.

B. Resource Status Unit (RESTAT)

1. The Resource Status Unit is responsible for recording the status of resources committed to the incident. Major responsibilities of this Unit are evaluation of:
 - a) Resources currently committed to incident.
 - b) Impact that additional responding resources will have on incident.
 - c) Anticipated resource needs.
2. As with Situation Status, the resource Status Unit may be staffed in large or complex incidents. In many incidents, the Situation and Resource Status functions may be performed by a single individual.
3. The Planning Section Chief's interaction with the Situation and Resource Status Units focus around the following concerns:
 - a) What impact are current resources having on controlling the incident?
 - b) Are there enough resources?
 - c) Are there too many resources?
 - d) Are they the right resources to solve the problem?
4. This information provides the Planning Section with the information required to predict:
 - a) What additional resources may be needed?

- b) From where?
- c) Will relief personnel be needed?
- d) To gain control of the incident?
- e) For relief or overhaul?

5. Effective prediction of probable incident outcomes will allow timely and effective modification of the incident action plan.

C. Documentation Unit

The main responsibilities of the Documentation Unit are to record and protect all documents relevant to the incident. Examples of incident documentation include: incident reports, communication logs, injury claims, and situation status reports. In major incidents, thorough documentation is critical to post-incident analysis.

D. Demobilization Unit

The Demobilization Unit is responsible for the development of a plan for the demobilization of the resources omitted to an incident and assisting in the implementation of that plan. In incidents requiring a major resource commitment, an effective, safe, and cost-effective demobilization and return to service is dependent on adequate planning.

E. Technical Specialists

1. Technical specialists are persons with relevant special skills or knowledge that may be applied to support incident operations. Examples include: building maintenance engineers, industry representatives, or private-sector chemists.
2. Technical specialists may be assigned anywhere in the ICS organization (such as to a Division or a Group within the Operations Section) as needed.

XXVI. LOGISTICS

- A. Definition: Logistics is responsible for providing facilities, services and materials for the incident.

- B. As incidents grow in size, complexity, and duration, the logistical needs of the operating forces also increase. Even in a relatively simple structure fire, there are requirements for breathing air supply, drinking water for fluid replacement, and provision of emergency medical care for firefighting personnel. When faced with a major incident, such as a hazardous material spill, a large wildland fire, or a structure fire involving a large building or multiple buildings, the logistical requirements are significant. Long duration incidents of any type require provisions for feeding personnel, toilet facilities, refueling of apparatus, and a myriad of other service and support resources.
- C. The potential magnitude of the service and support requirements may indicate that the IC delegates the functional authority for Logistics to maintain an effective span of control and an acceptable workload.

D. LOGISTICS SECTION CHIEF RESPONSIBILITIES

1. The Logistics Section Chief manages service and support resources required for the incident. The Logistics Section Chief is responsible for all Logistics functions needed for an incident. This individual should establish functional Units when needed to maintain an acceptable workload and span of control. Subordinate Logistics functions may be combined, when workload permits.
2. The Logistics Section Chief should be assigned before implementation of subordinate Units to prevent an excessive span of control or information overload for the IC. Branches may be required within Logistics to maintain span of control when all six functional Units are established.

E. Service Branch

The Service Branch is responsible for service activities at incident. These activities include communications, emergency medical services for incident personnel, and provisions for feeding operating forces. The Service Branch is managed by a Branch Director and contains three functional Units.

F. Communications Unit

The Communications Unit develops the incident communications plan, distributes communications equipment, supervises the communications network, and maintains/repairs communications equipment.

G. Medical Unit

The Medical Unit is responsible for providing emergency medical treatment of emergency personnel. This unit does not provide treatment for civilians. If there is a requirement for provision of emergency medical services for injured civilians, this would be an Operations function.

H. Food Unit

Providing meals for personnel involved with an incident is the responsibility of the Food Unit. This may be a significant logistical task at major incidents and is often required even at relatively minor incidents during severe environmental conditions or extended operations.

I. Support Branch

The Support Branch is responsible for providing the personnel, equipment, and supplies to support incident operations. These activities include Supply, provision of fixed incident facilities, and Ground Support (such as fueling and maintenance of equipment). The Support Branch is managed by a Branch Director and contains three functional Units.

J. Supply Unit

The Supply Unit orders the equipment and supplies required for incident operations and maintains ongoing inventory and control of these resources. Equipment and supplies may include additional self-contained breathing apparatus cylinders; specialized equipment required for a hazardous materials spill; or may be expendable supplies, such as breathing air or foam concentrate.

K. Facilities Unit

1. The Facilities Unit provides fixed facilities for an incident. Fixed facilities are most often required for incidents of long duration, and may include:
2. Incident Base. The Base serves several functions. It is the location where primary support activities are performed and serves as a reporting and marshaling area for resources not considered available for immediate assignment. Base is not commonly used as structure fire incidents. However, it may be used during wildland or high-rise incident.
3. Other fixed facilities include: Feeding and sleeping areas, sanitary facilities, and a formal CP.

L. Ground Support Unit

The Ground Support Unit is responsible for fueling and maintenance or repair of vehicles, transportation of personnel and supplies, and preparation of an incident traffic plan, if necessary to facilitate the flow of apparatus and equipment within the incident area.

XXVII. FINANCE

A. Definition: Finance is responsible for tracking all incident costs and evaluating the financial considerations of the incident.

B. Financial considerations are not a major factor during most incident operations. However, when a department is involved in any incident that requires the use of private-sector resources or incidents where agencies involved in response will be seeking reimbursement, the financial considerations can be extensive.

C. FINANCE SECTION CHIEF RESPONSIBILITIES

1. The Finance Section Chief must provide for the documentation of all incident costs, and provide guidance to the IC on financial issues that may have an impact on incident operations. These responsibilities include:

a) Future Payments

b) Future budgeting

c) Payment of Personnel costs

d) Cost recovery

D. STAFFING OF FINANCE SECTION

1. Finance is usually staffed in large-scale or complex incidents. Most fire departments lack the organizational structure to manage the financial demands of large-scale or complex incidents. Likely candidates for Finance Section chief might be the city finance director or county budget director.

2. Since most of the activities of Finance do not require face-to-face communication, these operations may be located remote from the incident site.

3. The Finance Section Chief is responsible for all finance functions needed for an incident. This individual should establish functional Units when needed to maintain an acceptable workload and span of control. Subordinate Finance functions may be combined when workload permits.

4. The Finance Section Chief should be assigned before implementation of subordinate Units to prevent an excessive span of control or information overload for the IC.

E. FINANCE COMPONENTS

1. Time Unit

The primary function of the Time Unit is the time keeping required for personnel working at incident.

2. Procurement Unit

When incident operations require procurement of goods or services from vendors, the Procurement Unit manages this function.

3. Compensation/Claims Unit

The function of the Compensation/Claims Unit involves record keeping and financial concerns resulting from injuries or fatalities at incident.

4. Cost Unit

The principle functions of the Cost Unit are tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

If these functions are not assigned, the IC will be responsible for handling those requirements of the incident.

GLOSSARY

AGENCY REPRESENTATIVE. Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

ALL CLEAR. When the primary search has been completed, the rescue group will give this report to the IC.

ALLOCATED RESOURCES. Resources dispatched to an incident that have not yet checked in with the Incident Communications Center.

AMBULANCE. A ground vehicle providing patient transport capability, specified equipment capability, and personnel (basic life support ambulance or advanced life support ambulance, etc.).

ASSIGNED RESOURCES. Resources checked in and assigned work tasks on an incident.

ASSISTING AGENCY. An agency directly contributing suppression, rescue, support, or service resources to another agency.

AVAILABLE RESOURCES. Resources assigned to an incident and available for an assignment.

BASE. That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be co-located with the Base. There is only one Base per incident.

BRANCH. That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is organizational between Section and Division/Group.

CHIEF. ICS title for individuals responsible for command of the functional Sections: Operations, Planning, Logistics, and Finance.

CLEAR TEXT. The use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when using Clear Text.

COMMAND OFFICER. An Officer who is not a part of the staffing of a Single Resource.

COMMAND POST (CP). That location at which primary command functions are executed; usually co-located with the Incident Base.

COMMAND STAFF. The Command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

COMMAND. The act of directly, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

COMMUNICATIONS UNIT. Functional Unit within the Service Branch of the Logistics Section. This unit is responsible for the incident communications plan, the information and repair of communications equipment, and operation of the Incident Communications Center. Also may refer to a vehicle (trailer or mobile van) used to provide a major part of an Incident Communications Center.

COMPANY COMMANDER. The individual responsible for command of a Company. This designation is not specific to any particular fire department rank (may be Firefighter, Lieutenant, Captain, or Chief Officer, if responsible for command of a single Company).

COMPANY. A ground vehicle providing specified equipment capability and personnel (Engine Company, Truck Company, Rescue Company, etc).

COMPANY. Any piece of equipment having a full complement of personnel.

COMPENSATION/CLAIMS UNIT. Functional Unit within Finance Section. Responsible for financial concerns resulting from injuries or fatalities at incident.

COOPERATING AGENCY. Any agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, Law Enforcement Agency, Telephone Company, etc.).

COORDINATION. The process of systematically analyzing a situation, developing relevant information, and forming appropriate **command** authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not, in

and of itself, involve command dispatch actions. However, personnel responsible for coordination **may** perform command or dispatch functions within limits as established by specific agency delegations, procedures, legal authority, etc.

COST UNIT. Functional Unit within the finance Section. Responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

CREW TRANSPORT. Any vehicle capable of transporting personnel in specific numbers.

CREW. A specified number of personnel assembled for an assignment such as search, ventilation, or hoseline deployment and operations. The number of personnel in a crew should not exceed recommended span-of-control guides (3-7). A Crew operates under the direct supervision of a Crew Leader.

DEFENSIVE STRATEGY. An exterior attack, with related support, designed to stop the forward progress of a fire and then provide fire control.

DEMOBILIZATION UNIT. Functional Unit within the Planning Section. Responsible for assuring orderly, safe, efficient demobilization of resources committed to the incident.

DIRECTOR. ICS title for individuals for command of a Branch.

DISPATCH CENTER. A facility from which resources are directly assigned to an incident.

DISPATCH. The implementation of a **command** decision to move a resource or resources from one place to another.

DIVISION. That organization level having responsibility for operations within a defined geographic area. The Division level is organizational between the Single Resource, Task Force or Strike Team and the Branch.

DOCUMENTATION UNIT. Functional Unit within the Planning Section. Responsible for recording/protecting all documents relevant to incidents.

EMERGENCY TRAFFIC. A priority message is immediately broadcast throughout the fireground.

ENGINE COMPANY. A ground vehicle providing specific levels of pumping, water and hose capacity, and personnel.

ENGINE. A ground vehicle providing specified levels of pumping, water, and hose capacity but with less than specified level of personnel.

FACILITIES UNIT. Functional Unit within the Support Branch of the Logistics Section. Provides fixed facilities for incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities and formal Command Post.

FINANCE SECTION. Responsible for all costs and financial considerations of the incident. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

FIREGROUND. Defined by an imaginary line (fireground perimeter) which encloses the space where the fire situation creates potential hazard to fire personnel.

FIXED POSITION COMMAND. An IC performs strategic operations from a standard position, command post. To be used when (3) three or more units are committed to the scene.

FOOD DISPENSER. Any vehicle capable of dispensing food to incident personnel.

FOOD UNIT. Functional Unit within Service Branch of the Logistics Section. Responsible for providing meals for personnel involved with incident.

FULLY INVOLVED. Immediate entry and search activities are impossible and victim survival is improbable. The affect of the fire is such that an "all clear" will not follow.

FUEL TENDER. Any vehicle capable of supplying fuel to ground or airborne equipment.

GENERAL STAFF. The group of incident management personnel comprised of the: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance Section Chief.

GROUND SUPPORT UNIT. Functional Unit within Support Branch of the Logistics Section. Responsible for fueling/maintaining/repairing vehicles and the transportation of personnel and supplies.

GROUP. That organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

INCIDENT ACTION PLAN. The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

INCIDENT COMMAND SYSTEM (ICS). The combination of facilities, equipment, personnel, procedures, and communications operating within a common organization structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

INCIDENT COMMANDER (IC). The individual responsible for the management of all incidents operations.

INFORMATION OFFICER. Responsible for interface with the media or other appropriate agencies requiring information direct from the Incident scene. Member of Command Staff.

INITIAL ATTACK. Resources initially committed to an incident.

INITIAL REPORT. A short radio transmission to provide a description of conditions and the confirmation and designation of command.

KIND. The basic nature or purpose of a Company (Engine, Truck, etc.).

LADDER COMPANY. See Truck Company.

LEADER. ICS title for individuals responsible for command of Crew, Task Force, Strike Team, or functional Unit.

LIAISON OFFICER. The point of contact of assisting or coordinating agencies. Member of the Command Staff.

LOGISTICS SECTION. Responsible for providing facilities, services, and materials for incident. Includes the Communications Unit, Medical Unit, and Food Units, within the Supply Unit, and Ground Support Units, within the Support Branch.

MEDICAL UNIT. Functional Unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment of emergency personnel. This Unit does not provide treatment for civilians.

NOTHING SHOWING. A very minor fire or smoke scare that allows for an interior search until it can be reported "all clear". Usually, occupants will not have to be removed.

OFFENSIVE STRATEGY. An interior attack, with related support, designed to quickly bring the fire under control.

OFFICER. ICS title for the command Staff positions of Safety, Liaison, and Information. Also used when a single individual performs a Unit function within Planning, Logistics, or Finance.

OPERATIONAL PERIOD. The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

OPERATIONS SECTION. Responsible for all tactical operations at the incident. Includes up to 5 Branches, 26 Division or Groups, and 25 Single Resources, Task Forces, or Strike Teams.

OUT-OF-SERVICE RESOURCES. Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

OVERHEAD PERSONNEL. Personnel who are assigned to supervisory positions, including Incident Commander, Command Staff, General Staff, Directors, Supervisors, and Unit Leaders.

PLANNING MEETING. A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

PLANNING SECTION. Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the Situation Status, Resource Status, Documentation, and Demobilization Units as well as Technical specialists.

PRIMARY SEARCH. A rapid search of all involved and exposes areas affected by the fire that can be safely entered. Its purpose is to verify the removal and/or safety of occupants. Occupant status can be verified on every offensive operation, whether or not actual fire is involved.

PROCUREMENT UNIT. A functional Unit the Finance Section. Responsible for financial matters involving vendors.

REHABILITATION CENTER. An area outside the fireground perimeter where crews can go for rest, nourishment, comfort, and medical evaluation, usually established at greater alarm incidents.

REPORTING LOCATIONS. Any one of the six facilities/locations where incident-assigned resources may check in. The locations are: Incident Command Post-Resources Unit (RESTAT), Base, Camp, Staging Area, Helibase, or Division Supervisor for direct line assignments. (Check in at one location only.).

RESCUE COMPANY. A ground vehicle providing specified rescue equipment, capability, and personnel.

RESCUE MEDICAL. Any staffed ground vehicle capable of providing emergency medical services.

RESCUE MODE. The stage of activities on the fireground until primary search is completed and the "all clear" signal given.

RESOURCE STATUS UNIT (RESTAT). Functional Unit within the Planning Section. Responsible for recording the status of resources committed to incident and evaluation of: resources currently committed to incident, the impact that additional responding resources will have on incident, and anticipated resource needs.

RESOURCES. All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

SAFETY OFFICER. Responsible for motoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety. Member of the Command Staff.

SECONDARY SEARCH. A complete, thorough search of the interior fire area after completing fire control, ventilation, and other required support activities.

SECTION. That organization level having functional responsibilities for primary segments of incident operations, such as: Operations, Planning, Logistics, and Finance. The Section level is organizational between branch and Incident Commander.

SERVICE BRANCH. A Branch within the Logistics Section. Responsible for service activities at incident. Components include the Communications Unit, Medical unit, and Foods Units.

SINGLE RESOURCE. An individual Company or Crew.

SITUATION STATUS UNIT (SITSTAT). Functional Unit within Planning Section. Responsible for analysis of situation as it progresses. Reports to the Planning Section Chief.

SMOKE SHOWING. The conditions exist where it is possible to conduct rescue and fire control simultaneously to gain entry and control of interior access.

STAGING. The management of omitted and uncommitted apparatus to provide orderly deployment.

STAGING AREA. That location where incident personnel and equipment are assigned on an immediate available status.

STRATEGIC GOALS. The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

STRATEGIC OPERATIONS. The management of the fireground by the IC who established priorities and allocates resources.

STRIKE TEAM. Five (5) of the same kind and type of resources, with common communications and a leader.

SUPERVISOR. ICS title for individuals responsible for command of a Division or a Group.

SUPPLY UNIT. Functional within the Support Branch of the Logistics Section. Responsible for ordering equipment/supplies required for incident operations.

SUPPORT BRANCH. A Branch within the Logistics Section. Responsible for providing the personnel, equipment, and supplies to support incident operations. Components include the Supply Unit, Facilities, and Ground Support Units.

TACTICAL OBJECTIVES. The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

TACTICAL OPERATIONS. The actual "hands on" work of companies involved in rescue, fire control, and property conservation. These operations are designed to support the Strategic Operations established by the IC.

TASK FORCE. A group of any type and kind of resources, with common communications and a leader, temporarily assembled for a specific mission (not to exceed five resources).

TECHNICAL SPECIALISTS. Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training. Technical Specialists report initially to the Planning Section but may be assigned anywhere within the ICS organizational structure as needed.

TIME UNIT. A functional Unit within the Finance Section. Responsible record keeping of time for personnel working at incident.

TRUCK COMPANY. A ground vehicle providing aerial ladder or other aerial device and specified portable ladders and equipment capability, and personnel (Engine Company, Truck Company, Rescue Company, etc).

TYPE. The defined capability of a specified kind of company (e.g. pumping, hose, water, and staffing of an Engine Company).

UNIT. That organization element having functional responsibility for a specific incident's Planning, Logistics, or Finance activity.

WATER TENDER. Any ground vehicle capable of transporting specified quantities of water.

WORKING FIRE. See "Smoke Showing."

POLICY: DRUG AND ALCOHOL TESTING

Adopted 03/2000 REVISED 03/2000
Policy # 015

I. Purpose:

To identify appropriate managerial response to cases of suspected substance abuse on the part of the employee who is at work or on the premises of the Township.

II. Policy:

The municipality should adopt a policy under the Michigan Handicappers Civil Rights Act MCLA 37.1101 et seq. specifically Section 211 [MCLA 37.1211], "Establishing employment policies, programs, procedures, or work rules regarding the use of alcoholic liquor or the illegal use of drugs".

The municipality shall respond to incidents of suspected substance abuse by requiring that the employee who is exhibiting behavior suggestive of intoxication and/or substance abuse submit to a drug and alcohol test. As a general rule, two employees will confirm the observation, but this may not always be possible. The decision to request a drug and alcohol test will be based upon a good faith belief.

- A. Actions which may give reasonable suspicion that an employee is intoxicated or under the influence of drugs include, but are not limited to, the following::
1. Accident or work related injury suggestive of alcohol/drug use;
 2. Physical or outward appearance of alcohol / drug use;
 3. The observation of actual use or possession of alcohol/drugs on work premises.
- B. Direct another officer or firefighter to observe the employee's behavior.
- C. Instruct all parties to document their observations.
- D. Do not let the employee in question act in a professional capacity until further notice.
- E. Ask the employee to submit to a drug/alcohol test as outlined in Public Act 346.

- F. If the employee refuses, explain that he/she could be subject to discipline for refusing a direct order, up to and including discharge.
- G. Acceptance of the drug/alcohol test: The employee would be taken to Central Michigan Community Hospital immediately for the test.
- H. Drive the employee home or have the employee transported home.
- I. Once the test results have been received and reviewed, the employee will be notified of any actions that will be taken in regards to the situation.

HOW TO SPOT DRUG ABUSE - - 10 SIGNS AND SYMPTOMS:

Employers, officers and co-workers can see some obvious signs and symptoms of drug abuse in the workplace. Here are ten:

1. Deteriorating performance - - such as missed deadlines and sloppy work.
2. Absenteeism - - especially after weekends and holidays.
3. Lateness - - particularly after lunch.
4. Accidents on the job.
5. Sickness benefit claims - - exceeding usual levels.
6. Mood Swings - - conflicts with officers and fellow workers.
7. Disciplinary action - - a frequent requirement.
8. Roaming - - Frequent trips to the hallways and lavatories.
9. Physical problems - - shabby personal hygiene.
10. Lone Wolfing - - particularly if employee seems secretive or paranoid.

DON'T JUMP TO CONCLUSIONS:

Many symptoms of drug abuse can actually be caused by something else. It is important to place the symptoms of drug abuse in the context of job performance.

FIRE SERVICE MUTUAL AID AGREEMENT

Adopted 3/2000 REVISED 03/2000

Policy # 016

STATEMENT OF PURPOSE:

In an effort to marshal their resources to provide the best possible fire protection and fire department emergency response, the participating communities mutually agree to provide reciprocal aid and support subject to the following terms, conditions, and procedures:

1. Definitions:

- a. **Community:** Participating city, township, village, or fire district, which are signatories to this agreement or otherwise agree to be bound by the terms and conditions of this agreement.
- b. **Emergency:** Circumstances requiring immediate action which require firefighters or fire department equipment in addition to that available to the requesting community at the time of the emergency.
- c. **Fire Chief:** Includes Fire Chief or the Fire Chief's designate representative, or such member of the Fire Department as is in charge of the Fire Department.
- d. **Firefighter:** A person involved in performing the duties and responsibilities of a fire department, certified at Fire Fighter I level or above and / or who was under the auspices of a fire department prior to October 1, 1988.
- e. **Incident Commander:** The highest ranking fire officer on scene employed by the requesting community or his designee, who has the responsibility for directing the fire department at the time of the emergency.
- f. **Mutual Aid Assistance:** Assistance from participating communities, pursuant to this agreement.
- g. **Probationary Firefighter:** A person involved in performing the duties and responsibilities of a fire department without having completed the Fire Fighter I training program and not certified by the Michigan Fire Fighters Training Council.
- h. **Requesting Community:** The community in which the emergency exists, which requests aid pursuant to this agreement.
- i. **Responding Community:** The community which is called upon to send personnel and / or equipment pursuant to this agreement.

2. Determination of Need:

The Fire Chief and / or Incident Commander of each community shall be responsible for determining and declaring the need for mutual aid assistance in his / her community. The requesting Fire Chief and / or Incident Commander shall use his / her discretion to ensure that unnecessary personnel or equipment are not requested.

3. Request for Assistance:

Upon determining and declaring the need for mutual aid assistance, the Fire Chief / Incident Commander or his / her designee of the requesting community shall request assistance according to the established response procedures in the manner agreed upon by the Fire Chiefs Association. The person requesting mutual aid assistance shall identify him / herself and state the capacity in which he / she is acting at the time the request is made. He or she shall:

- a. describe emergency;
- b. designate staging locations;
- c. describe extent of need;
- d. provide proof of identification if necessary;
- e. specify services, personnel, and equipment requested or offered; and
- f. present other information as required, pursuant to dispatch guidelines.

4. Response to Request:

The Fire Chief of the responding communities shall make available to the requesting community the personnel and equipment that is available to meet the needs of the emergency. If personnel or equipment are not available, the Fire Chief of the responding community may respond to the request with whatever personnel and equipment can be provided, or may decline if no such personnel or equipment are available. All communities agree to use their best efforts to ensure availability; however, no community to this agreement shall be liable for a failure to respond to a request for mutual aid assistance for any reason. Any community unable to comply with a request for mutual aid assistance shall notify the requesting community immediately.

5. Use of Probationary Firefighters:

A responding community shall deploy firefighters to emergency scene for emergency operations and shall not send probationary firefighters other than to

Such costs and expenses shall include, but are not limited to: actual labor costs; worker compensation benefits; other employee fringe benefits; administrative overhead; contract labor; cost of materials, apparatus, equipment of supplies actually used directly at the location of the incident; and other related expenses.

9. Indemnity in Joint Training Programs:

Each community entering this Agreement shall indemnify and save all other participating communities harmless from all claims, judgments, demands, costs, attorney fees, damages, or the like, for bodily injury, including death, or property damage to any person or entity arising out of the acts or omissions of its personnel during joint training programs for emergency operations.

10. Indemnity:

- a. The requesting community shall indemnify and save the responding community harmless from all claims, judgments, demands, costs, attorney fees, damages, or the like for bodily injury, including death or property damage to any person or entity arising out of the acts and omissions of personnel of the responding community except for those arising out of the gross negligence or intentional torts of employees of the responding community which were not specifically ordered by the Incident Commander.
- b. Each of the undersigned communities shall assume liability for claims, judgments, demands, costs, attorney fees, damages, or the like, incurred by its employees or equipment arising out of transportation to or from any mutual aid effort pursuant to this agreement, whether or not said liability is incurred within the boundaries of the undersigned participating governmental unit.

11. Each community shall at all times have in effect and maintain a policy of insurance which names the responding communities as additional insureds or includes the contractual indemnity in this agreement within the scope of coverage.

12. Employee Benefits:

Each community in this Agreement shall continue to provide the same salaries, worker's compensation, retirement, and other fringe benefits to its own employees responding to a mutual aid request as those employees would receive while on duty in their community, provided, however, that this commitment shall not prejudice the communities right to reimbursement per Section 8.

13. Cost of Equipment and Supplies:

The cost of equipment and supplies used while giving assistance will be borne by the community owning the equipment and supplies, subject to reimbursement per Section 8.

14. Community Participation in This Agreement:

A community may participate in this Agreement by making application to the Fire Chiefs Association ("The Association"). The Association at a regular meeting may approve the application by the affirmative vote of the majority. After Association approval, the request shall be brought to the respective official (elected) bodies for their approval. Then, the applying community will become a party to the Agreement when its official (elected) body has approved a resolution of participation and has sent a true copy to the Association.

15. Resolutions of the Participating Communities:

The Resolutions to adopt this agreement of each participating community shall be kept on file in the ordinary course of business by the respective communities and copies of said resolutions should be distributed to participating fire departments pursuant to their request.

16. Termination:

Participation pursuant to this agreement may be terminated by any community to this agreement with written notice 60 days prior to the time the community wishes to withdraw its service from the Mutual Aid Agreement.

17. Rescission of Existing Agreement and Effect Upon Other Mutual Aid Agreements:

This Agreement shall not affect, nor be affected by, any other existing mutual aid agreements, except that the adoption of this Agreement rescinds and takes the place of the prior Mutual Aid Pact for the Fire Protection between the undersigned communities.

18. Adoption of Other Policies and Procedures:

It is agreed and understood that this document constitutes the basic Agreement. The Fire Chief's Association is authorized and empowered to adopt policies and/or procedures to implement and give effect to this agreement. The undersigned communities agree to adhere to and abide by any such policies and/or procedures as may be adopted by the Fire Chief's Association.

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Fire Chief Township

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POLICY: SELF CONTAINED BREATHING APPARATUS (SCBA)

Adopted 3/2000 REVISED 03/2000
Policy # 017

I. Purpose:

To provide for the safety and respiratory protection of department personnel while working in hazardous environments. "A **hazardous environment** is an environment that may, in the absence of safety precautions, pose an unreasonable risk to health and safety."

II. Procedure:

A. It is the policy of the Nottawa/Sherman Twp Fire Department that all personnel expected to function in areas of atmospheric contamination shall be trained and evaluated on an annual basis in the proper use and maintenance of self-contained Breathing Apparatus (SCBA). The use and training in SCBA shall be in accordance with department training, manufacturers recommendations and the Michigan Firefighters Training Council (MFFTC). Each member shall demonstrate annually a high level of SCBA proficiency under conditions that can be expected during emergency situations.

B. All personnel shall be provided with and shall utilize SCBA in the following situations:

1. The Atmosphere is hazardous
2. The Atmosphere is suspected of being hazardous
3. The Atmosphere may become hazardous

In addition to the above, all personnel working below ground level or inside any confined space shall be provided with SCBA and shall utilize that SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.

C. All members shall take a break after using two (2) tanks of air unless permitted to reenter by an officer.

D. SCBA may be removed when the command officer / safety officer determines that a respiratory hazard no longer exists; however, personnel may continue to wear SCBA throughout the duration of the incident if they choose to do so.

E. When SCBA are used at an incident scene, the command officer may designate a SCBA coordinator to maintain an inventory of tanks and equipment. The coordinator will keep the command officer informed on the status of SCBA equipment.

F. SCBA shall be thoroughly cleaned and inspected after each use. Personnel that have been trained and certified shall perform the cleaning and inspection in accordance with manufacturer guidelines. SCBA's shall be inspected approximately once each month, in accordance with MIOSHA part 74, following manufacturer guidelines.

POLICY: HEARING CONSERVATION

Adopted 03/2000 revised 03/2000
Policy # 020

Guideline (Adapted from OSHA)

I. Purpose

Prolonged exposure to noise (unwanted sound) of certain frequencies and intensities can cause varying degrees of hearing loss. This kind of hearing loss cannot be restored by medical and/or surgical treatment. However, noise-induced hearing loss can be prevented for persons whose daily work is in hazardous noise by establishment of appropriate hearing conservation standard operating procedures.

II. Objective

- A. To determine areas and/or operations where noise exceeds OSHA levels listed on table below.
- B. To ensure that proper administrative and/or engineering controls are taken, if possible, to reduce noise levels that exceed OSHA levels.
- C. Provide effective hearing protection and require its utilization by personnel while engaging in any operations and/or while in areas where the noise levels exceed the OSHA standard.

III. OSHA Requirements

- A. Protection against the effects of noise exposure is required when the sound levels exceed those shown on the following table:

Duration per day (hours)	Sound level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4	115

Exposure to sound levels above 115 dBA is not permitted for any duration. Exposure to impact noise (variations in noise level involve maxima at intervals of greater than one second) should not exceed 140 dBA peak sound pressure level.

- B. When personnel are subject to sound exceeding those listed in the above table, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of the above table, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.
- C. The use of trained personnel to conduct fitting for insert or custom molded devices and to instruct personnel in the care and use of the devices is required.

IV. Scope

This standard operating procedure applies to all members of the Nottawa/Sherman Twp FD.

V. Responsibilities

- A. Safety Officer (Hearing Conservation Officer)
 - 1. Shall identify work areas and/or operations where noise is a hazard for the purposes of both (i) testing of appropriate personnel hearing protection and (ii) categorizing or identifying types of areas or operations where the use of personnel hearing protection is appropriate.
 - 2. Shall coordinate activities of other officers and personnel as necessary for implementation and continuing application of these standard operating procedures.
 - 3. Shall monitor compliance with the requirements of these standard operating procedures.
 - 4. Shall maintain records of noise surveys and other activities associated with these hearing conservation standard operating procedures responsibilities.
 - 5. Shall review these written hearing conservation standard operating procedures at least annually and shall make modifications as required to ensure continued compliance with OSHA requirements and/or facilitate efficient application of these standard operating procedures.

B. Fire Chief

- 1. Shall provide physical and/or written identification of those areas and/or operations where noise levels exceed the OSHA standard.**
- 2. Shall identify specific noise sources for purpose of noise control.**
- 3. Shall conduct engineering studies to determine methods of reducing the amount of noise in those areas and/or while engaging in those operations where noise levels exceed OSHA standard.**
- 4. Where feasible, shall take appropriate action to implement engineering controls or work procedures, which will reduce the amount of noise in those areas and/or operations where noise levels exceed OSHA, standard.**
- 5. Shall maintain records of all engineering studies and actions to implement noise controls, which are conducted as required by this program.**
- 6. Shall ensure that all purchase orders for new equipment contain the requirement, "Must meet applicable OSHA/State requirements."**
- 7. Shall in the course of regularly scheduled training sessions inform all personnel of those areas and/or operations that the noise level exceeds the OSHA standard. The Chief shall also provide effective hearing protection and require its utilization by personnel while engaging in any operations and/or while in areas where the noise levels exceed the OSHA standard.**

C. Company Officers

- 1. Shall inform the Safety Officer of areas, operations or equipment where they suspect high noise levels to exist.**
- 2. Shall select appropriate hearing protection devices, conduct fitting of the devices and instruct personnel in the care and use of the devices.**
- 3. Shall ensure that effective hearing protection is provided, and that it is utilized by each member in areas or while engaging in operations where noise levels have been determined to exceed the OSHA standard. In case any member refuses, or continuously neglects to use the hearing protection provided, normal disciplinary procedures are to be used.**

D. Fire Fighters

- 1. Shall use appropriate hearing protection at all times in any area or while engaging in any operation where the noise level exceeds 115 dBA.**
- 2. Shall at all times; other than when merely passing through the site; use appropriate hearing protection when in any area or while engaging in any operation where the noise level exceeds the other OSHA requirements.**

E. Implementation

- 1. Those areas or operations where noise levels exceed the OSHA standard shall be identified using a sound level meter and/or a noise dosimeter, or equivalent equipment.**
- 2. Areas or operations determined to be high noise levels, that is, where the noise levels exceed the OSHA standard, shall be kept in a written record. All personnel shall be informed, during regularly scheduled training sessions, of these areas and/or operations and shall also be informed that hearing protection is required while in these areas or while performing these operations.**

TRAINING & RESOURCE POLICY: EMERGENCY OPERATIONS PROCEDURES CIVIL UNREST EMERGENCIES

Adopted 03/2000 Revised 03/2000
Policy # 021

I. Purpose:

- A. To provide procedures and guidelines for all department personnel operating during civil unrest emergency conditions.
- B. Civil unrest conditions can pose extraordinary demands on department resources and higher risk to the safety of department personnel and the public. These guidelines are intended to maximize the department's effectiveness during such situations while maintaining the highest degree of personnel safety and public protection possible.
- C. This guideline applies to all members of the department that may take an active role in field or support emergency operations during civil unrest.

II. Responsibility:

- A. Chief Officers and Company Officers shall place the safety of their personnel and the public first when determining appropriate actions.
- B. The department is responsible for providing fire protection and life safety services to the communities it protects. During a period of civil disturbance, the mission of the department does not change, however, the safety of personnel must be continually considered.

III. Policy

A. Strategic Priorities:

When operating during conditions of civil unrest, the priorities of this department are:

- 1. Protection of life.
- 2. Protection of property and equipment.

B. Establishing "Tactical Alert"

- 1. **Tactical Alert:** "Tactical Alert" describes the Department's state of preparedness and operational procedures necessary to respond to emergencies during civil disturbances. Special consideration shall be given to the safety of personnel, special operational tactics, protection of apparatus and equipment, etc. Activities outside of quarters shall be restricted to emergency response and all personnel shall respond to their respective station/department. Operational tactics must allow for the worst case scenario.

- a) The Incident Command System will be established.
- b) The task force [minimum of two resources] will be commanded by the jurisdictional company commander. Radio designations of the jurisdictional station shall be used if task forces are implemented.
- c) With the declaration of a "Tactical Alert", law enforcement will be requested to provide escort personnel for fire resources in the affected area.
- d) When a "Tactical Alert" is declared, all incidents shall have a minimum response of two fire department resources. These combined resources may be configured to comprise a task force.
- e) When department command determines that the "Tactical Alert" will extend beyond 6 hours, consideration shall be given for relief and/or rehabilitation of personnel.
- f) Structure fires and other emergency incidents shall not be "named."
- g) Company officers shall continually update command staff of their company status, availability, and safety of personnel and equipment.
- h) EMS units shall continually keep their command informed of their status. Commanders shall request law enforcement escort to these units.
- i) Mutual aid task forces operating in the affected areas should be assigned a jurisdictional fire department unit or member with radio communications.

3. **Protection of Personnel:** Whenever possible, department resources will respond with a law enforcement escort, which shall remain on the scene to provide protection for personnel during the duration of the incident. If such escort is not available, consideration shall be given to the delay of entry into hazardous areas.

COMPANY OFFICERS AND PERSONNEL MAY WITHDRAW FROM EMERGENCY SITUATIONS IF THE SITUATION POSES AN EXTRAORDINARY THREAT TO THE SAFETY OF PERSONNEL.

- a) The following items shall be worn by members riding in apparatus.
 - (1) Eye Protection: (Drivers may be exempted by company officer)
 - (2) Helmet
 - (3) Full turnout gear.

- b) When provided Body armor
 - (1) Body armor shall be put on prior to leaving the station or staging area.
 - (2) Body armor shall be worn under your turnout coat in a manner that it will not be seen.
- c) Members shall ride within the cab area of jump seats properly secured at all times.
- d) Members riding in any department vehicle shall have windows closed and doors locked.
- e) Alternate response routes shall be considered when responding to known trouble areas to avoid establishing a response pattern that can be anticipated.
- f) Under this policy, units shall be driven under emergency response conditions; however, the protection of the public and safe operation of the apparatus shall be paramount. Responding units are exempt from the requirement to stop at all traffic lights and stop signs. Unnecessary stopping should be avoided.
- g) Discontinuing use of red lights and sirens on responses may be considered where such use would cause unwanted attention.
- h) Members shall not be placed above ground on an aerial ladder during elevated stream operations.
- i) Personnel and officers shall not drive alone through the designated areas of civil unrest.

4. Protection of Apparatus and Equipment:

- a) All tools and equipment normally carried exposed shall be relocated in compartments or out of sight when possible. This is especially true of axes and sledge hammers etc.
- b) No apparatus shall be left unattended outside of quarters.
 - (1) Exception: Securable vehicles shall be locked when unattended.

5. Protection of Station: Fire station security needs to be addressed with special emphasis on securing Department property should it be necessary to "pull out" of a fire station due to the degree of civil unrest. Law enforcement should be notified of any vacated fire stations through Command and Control so they can provide necessary security.

- a) All exterior doors and windows shall be closed and locked.
- b) All window covering shall be drawn closed.
- c) Lights shall be left on.
- d) If so equipped, gates to parking lots and exterior courtyards shall be closed and locked.
- e) If time and conditions permit, gas shall be shut off to all vacated facilities.

6. Communications:

- a) Radio standby shall be established.
- b) Telephone calls shall be limited to necessary business calls of short duration.

7. Firearms

At no time will the department tolerate or condone the possession or use of firearms by on duty members. (Exception : Certified Law Enforcement Officer) The department will take aggressive measures to address the safety concerns of affected members through the provision of law enforcement resources.

IV. Procedures:

A. Strategic Command Priorities:

1. Officers shall consider the overall environment of an incident and the potential of violence to firefighting personnel or damage to apparatus and equipment prior to committing resources in a hostile area. Items for consideration shall be, but are not limited to:
 - a) Type of incident
 - b) Size of crowd
 - c) Attitude of crowd
 - d) Adverse reaction to the department by the public
 - e) Lack of law enforcement personnel at the scene
2. Command officers should always be cognizant of the possibility of violent civil outbreak. When this type of situation is evident, officers shall make their chain of command aware as soon as possible.

3. Law enforcement personnel should immediately be requested.
4. Operations during a "Tactical Alert" are influenced by the necessity to ensure the safety of personnel, the public, the security of apparatus and quarters. These considerations require conservative tactics commensurate with the risks.
 - a) The "buddy system" shall be utilized whereby no member or unit operates or works alone at an emergency.
 - b) Apparatus shall be parked at an emergency in such a manner as to facilitate rapid withdrawal from the area and to maximize protection to personnel.
 - c) Fire suppression actions should be defensive with use of deck guns and limited hand line streams targeting exposures.
 - d) Operations involving the use of breathing apparatus should be kept to a minimum. Use of breathing apparatus should typically be reserved for life safety operations.
 - e) Fire fighting tactics and strategies by officers should be conducted in a manner that makes the above procedures possible.

V. Personnel Safety Considerations:

A. In Quarters

1. **Maintain Station Security**
 - a) Consider covering windows/turning off interior lights.
 - b) Provide active floor watch.
2. Relocate personnel to safer interior locations away from exterior walls or windows.
3. Keep radio and body armor when provided at hand.
4. Consider apparatus placement for response out of back door or yard.
5. Treat all threats as real.
6. If an attack occurs:
 - a) Notify all station personnel.
 - b) Notify Command and request law enforcement.

- c) If the attack is sustained, consider withdrawing if it can be done safely.

- (1) If conditions dictate, consider use of private cars, i.e., apparatus blocked in quarters.

B. Out of Quarters

- 1. Commander should be alert to the possibility of ambush.

- a) Be aware of your surroundings at all times.
 - b) Avoid entering dead end or blocked streets or unnecessarily stopping at intersections.
 - c) Use law enforcement escort.
 - d) Spot apparatus for quick exit.
 - e) Plan emergency response to an incident and back to station, staging area, or safe place.

- (1) Some conditions may warrant a non-emergency response.

- (2) To the extent possible, keep personnel under cover at all times.

- 2. If an attack occurs:

- a) If you are responding, keep moving until you are out of the area.
 - b) If you are committed, take cover or withdraw if possible.
 - c) Notify Command and Control immediately.

C. Emergency Operations

- 1. Planning Response Route

- a) What type of area are you responding to (i.e., known gang area, frequent hostility toward police and fire, etc.)?
 - b) Establish a response route avoiding known problem areas. Consider the inconspicuous placement of apparatus if the nature of the call warrants law enforcement to secure the location prior to our arrival (i.e., shooting, stabbing).
 - c) Commanders may consider discontinuing emergency lights and sirens use at a reasonable distance from the incident to enable an inconspicuous approach to potentially violent incidents.

2. Scene Management

a) Apparatus placement and emergency lighting.

- (1) Park apparatus in a manner that facilitates rapid withdrawal (i.e., do not park head-in on a cul-de-sac).
- (2) Consider positioning apparatus to prevent through traffic on narrow side streets.
- (3) When responding on EMS calls, allow the squad and ambulance to park as close as possible to the location in order to expedite patient removal in case of emergency.
- (4) The use of revolving emergency lights on scene will provide maximum visibility to oncoming traffic and may be desirable in certain situations. An alternative may be the use of emergency flashers. The following negative factor must be considered based on the nature of the incident and the locating of the parked apparatus:
 - (a) Unnecessary attention from surrounding community.
 - (b) Impaired vision to department members providing assistance. This is especially critical for apparatus possessing the "wig-wag" flashing headlights.
 - (c) Focus fixation (drivers subconsciously drawn to emergency lights occasionally striking emergency vehicles resulting in critical injuries and deaths).
 - (d) Spotter: If staffing allows, designate a member to be in charge of scene safety. This person should not be involved in the incident, but alert to changing conditions such as traffic flow or hostile actions. Law enforcement can handle this function when at scene.

3. Arrival of department personnel

- a) All members should be attentive to the surrounding area and notice potential warning signs (i.e., gang graffiti, groups congregating without apparent purpose, cruising vehicles). The best protection against being injured is to observe good safety procedures and **REMAIN ALERT.**
- b) Do not rush into an unknown situation without first ensuring the safety of department personnel. Consider waiting for law enforcement. Have Command use the call back number to request the caller to come outside the structure or gather additional information from neighbors.

- c) Use a flashlight during hours of darkness to increase visibility. (Caution: Experience has shown that carrying metal flashlights during daylight or in the manner of a "baton" has incited hostile individuals to attack department personnel.)
 - d) While patient care is being administered at an EMS incident, a perimeter control should be established. This can be accomplished by cordoning off the scene with drop lines of fire line tape or an observer. Use a persuasive tactful demeanor when requesting individuals to move back from the incident. Address their behavior, do not make it a personal issue (never say or do anything that may cause an individual to lose self-esteem). Consider soliciting the assistance of a community member with strong leadership skills pending police arrival.
 - e) At the scene of an emergency incident, the officer should Assume a Non-Working Supervisory Position. The supervisor should be alert for suspicious drive-by vehicles, belligerent individuals, hostile crowds, weapons, and theft of department equipment. This will allow other personnel to focus their attention on the emergency incident. However, all members should be alert of their surroundings and notify their supervisor of any potentially dangerous situations.
 - f) Discreetly observe the location of hostile individuals. Be alert for belligerent persons suddenly going into a house or vehicle where they may obtain weapons and return to attack emergency personnel.
 - g) If a hostile crowd has gathered and there is a concern for the safety of department personnel, consider expediting the loading of the patient and driving several blocks prior to providing additional patient care and reestablishing base station communications.
 - h) If the incident location is a significant distance from the apparatus in a hostile area, consider leaving a fire fighter at the apparatus with the engineer to enhance personnel protection. All members should monitor radios and communicate changing conditions. Emergency escape routes should be pre-established.
4. Approaching the Structure Check the streets surrounding the incident for loiterers, possible gang members, or other potential hazard groups. This can be extremely important if the victim is an adversary of the crowd. Safety to the victim and department personnel may be in jeopardy when the victim is removed from the structure.
- a) **INDIVIDUALS SHOULD NOT APPROACH OR ENTER THE STRUCTURE ALONE.** Personnel safety is greatly enhanced by utilizing the "buddy system" in all incidents.

- b) When approaching a structure, observe windows, doors, roofs, etc., for any unusual conditions. It is particularly important to check upper windows in large apartment buildings. Members have been injured from large objects being dropped from upper story windows.
- c) Consider listening at the door...not knocking for ten seconds. Ten seconds of listening time may provide a good opportunity to evaluate the incident prior to committing yourself.
- d) Stand to one side of the door while listening and knocking.

5. Entering the Structure

- a) Knock on the door. The initial knock should not be unusually loud or disturbing. At least two members should be at the door prior to knocking.
- b) Continue to stand to one side of the door.
- c) If someone says, "come in", DON'T. Ask the person to come to the door. If the person states they are unable to come to the door, carefully evaluate the situation prior to entering. Once inside the structure, you are much more vulnerable to attack.
- d) If there is no response to the knock, check the rear and sides of the house. In certain circumstances, checking with the neighbors may provide valuable information, i.e., elderly person with heart condition inside, victim just transported by private vehicle to emergency room, etc. Consider having Command and Control check the call back number.
- e) If the door opens, look inside before entering.
- f) The persons nearest the door hinges should observe the portion of the room behind the door by glancing through the crack as the door opens.
- g) If there is a dog in the houses, ask that it be taken into another room.

6. Apartment and Hotel Safety Procedures

- a) The manager can be a valuable source of information. The manager may have knowledge of violent residents or dangerous areas of the complex.
- b) If the complex is unfamiliar to you, ask the manager for a general layout, i.e., location of elevators, stairways, fire escapes, etc.

(6) Determine a commonly understood phrase or action that will discretely advise other emergency personnel of danger and to retreat.

c) Ensure law enforcement has been requested.

8. On-Scene relief

a) Establish staging and base in an area outside of the civil unrest threat.

b) Have personnel go to base and provide crew bus vehicles to take personnel to unit locations. Personnel assigned to fire stations within the area of threat may have to be taken to these sites for emergency equipment prior to being taken to their units site.

D. Law Enforcement

1. Units should request law enforcement whenever there is a real threat to departmental or public safety.
2. Task Force team leaders responding into areas of civil unrest may request escort by law enforcement personnel.

POLICY: FIRE CHIEF JOB DESCRIPTION

Adopted 03/2000 Revised 03/2000
Policy # 022

I. Fire Chief Appointment

The Fire Chief shall be appointed by the governing body to supervise personnel and operations of the fire department.

II. General Description of Duties

Under the general supervision of the Fire Board, the Fire Chief directs all operations of the fire department; conducts interviews; makes hiring recommendations; supervises all fire department personnel; and develops policies & procedures to insure compliance with federal, state and local ordinances.

III. Duties & Responsibilities

- A. Plans, directs and exercises general supervision over the work of the entire Department.
- B. Makes and reviews all personnel assignments within the department.
- C. Enforces disciplinary measures when necessary.
- D. Makes recommendations for the appointment, promotion and dismissal of fire department personnel.
- E. Prepares and administers departmental budget maintaining expenditures within revenues provided.
- F. Coordinates Fire Department efforts with other municipal departments at the state and local level.
- G. Supervises Fire Prevention activities.
- H. Maintains professional development by attending meetings, conferences and seminars, etc.
- I. Recommends the purchase of new equipment and directs the drafting of specifications for the equipment.
- J. Develops long term plans for improving and maintaining cost-effective operations.

- K. Responsible for records and reports
- L. Directs the maintenance, repair, improvement and replacement of fire fighting equipment, radio equipment and property of the Fire Department.
- M. Directs programs for the training of fire fighting personnel in modern methods of fire fighting and in use and care of equipment.
- N. Assures that a command system is used at all emergency operations.
- O. Authorizes release of information to the press.

IV. Necessary Knowledge, Skills and Abilities

- A. The Fire Chief must possess:
 - 1. A comprehensive knowledge of fire administration and management principals.
 - 2. The ability to manage economically and efficiently.
 - 3. The ability to plan and direct varied operations.
 - 4. The ability to manage to emergency situations.
 - 5. The ability to work effectively with public officials and the general public.

V. Minimum required education and training

An equivalent combination of education and experience listed below may be considered.

- A. Five (5) years of experience in fire service, two (2) of which must be at the rank of Captain.
- B. Completion of the Michigan Firefighters Training Council Firefighter II, Hazardous Materials Operations, Michigan Department of Public Health Medical Responder, Automatic External Defibrillator, and Cardiopulmonary Resuscitation.

VI. Minimum Qualification

- A. FFII and then upgrade to FOI within 12 months of appointment. FOII must be obtained within 24 months of appointment.

POLICY: HOSE TESTING

Reference: NFPA 1962

Adopted 03/2000 revised 03/2000
Policy # 023

I. Purpose

Service testing of hose should be regularly undertaken to confirm its suitability for continued use and safety assurance for fire fighters and the general public.

II. Procedure

Since there is a potential for catastrophic failure during service tests, it is vital that adequate safety precautions be taken.

A. Inspection

1. Physical inspection shall determine that the hose, couplings and any nozzle work properly, do not exhibit unreasonable wear and tear, are free from evidence of misuse or vandalism, are free of debris and do not exhibit evidence of damage from mildew, chemicals, burns, cuts, abrasion and / or vermin.
2. If the hose fails the physical inspection, it shall be removed from service; repaired as necessary and service tested.
3. Couplings should be inspected for any of the following conditions:
 - a) damaged threads
 - b) corrosion
 - c) out-of-round
 - d) swivel not rotating freely
 - e) missing lugs
 - f) loose external collar
 - g) defective or missing gaskets
 - h) other defects that impair operations

B. Service Testing

1. Each length of hose to be service-tested shall be inspected. Any length of hose that fails the inspection shall be removed from the service test area and repaired as necessary or condemned.
2. A hose testing machine, a stationary pump, or a pump on a fire department apparatus shall be used. Where the pressure supply source is not specifically designed for testing hose, a hose test gate valve designed to withstand the test pressures shall be used between the pump and the hose to be tested. The hose test gate valve shall be a fire department gate valve with a 1/4-in. (6.4-mm) opening drilled through the gate that permits the pressure to be raised to the test pressure after the hose has been filled, the air completely removed, and the hose test gate valve closed. The gauge used to read the test pressure shall have been calibrated within 30 days prior to the testing.
3. All 3 1/2 -in. (89-mm) and larger hose shall be service-tested while lying flat. A short length of smaller diameter hose with the same or higher proof pressure shall be used to connect the pressure source to the hose being tested.
4. Each length of hose to be tested simultaneously shall be of the same service test pressure and, collectively, shall be considered the hose test layout. The total length of any hose line in the hose test layout to be service tested shall not exceed 300 ft. (91 m). The hose test layout shall be straight, without kinks or twists.

Exception: *Hose that has been repaired or recoupled shall be tested one length at a time.*

5. The hose test layout shall be connected to the hose test gate valve of the pump. The hose test gate valve shall be used to prevent the reaction of discharging a large volume of water in the event of a hose bursting during the test. If a fire department pumper is used, the hose test gate valve shall not be attached to any discharge outlet at or adjacent to the pump operator's position. The hose test gate valve end of the hose line shall be secured with a belt tie-in or rope hose tool at a point 10 in. - 15 in. (250 mm - 400 mm) from the coupling. Shutoff nozzles or test caps shall be attached to the far end of the line.
6. With the hose test gate valve open and the nozzle or test cap valve open, the pressure shall be gradually raised to 45 psig +/- 5 psig (310 kPag +/- 35 kPag). After the hose test layout is full of water, all air in each hose line shall be exhausted by raising the discharge end of each hose line above the highest point in the system. The nozzle or test cap valve shall be closed slowly, then the hose test gate valve shall be closed.

Warning: Care shall be taken to remove all air from the hose before the nozzle or test cap is closed and the pressure raised. The development of test pressures introduces a serious accident potential if air remains in the system.

7. The shutoff device or the hose directly in back of the shutoff device shall be secured to avoid possible whipping or other uncontrolled reaction in the event of a hose burst.
8. After filling to 45 psig +/-5 psig (310 kPag +/- 35 kPag), the hose shall be checked for leakage at the coupling and tightened with a spanner wrench where necessary. Each hose shall then be marked at the end or back of each coupling to determine, after the hose has been drained, if the coupling has slipped during the test.
9. All personnel other than those persons required to perform the remainder of the procedure shall clear the area.
10. The pressure shall be raised slowly at a rate not greater than 100 psi (690 kPa) per minute to the service test pressure(), and held for 5 minutes.
11. While the test layout is at the service test pressure, the hose shall be inspected for leaks. If the inspecting personnel walk the test layout to inspect for leaks, they shall be at least 15 ft. (4.5 m) to the left side of the nearest hose line in the test layout. The left side of the hose line shall be defined as that side that is to the left when facing the free end from the pressure source. Personnel shall never stand in front of the free end of the hose, on the right side of the hose, or closer than 15 ft (4.5 m) on the left side of the hose, or straddle a hose in the test layout during the test.
12. If, during the test, a section of hose is leaking or a section bursts, the service test shall be terminated, and that length of hose shall have failed the test. The test layout shall be drained, and the defective hose removed from the test layout. The service test shall be restarted.
13. After 5 minutes at the service test pressure, the pump shall be shut down, the hose test gate valve opened, the pressure allowed to equalize with the source, the pump discharge gates closed, and each nozzle or test cap valve opened to drain the test layout.
14. The marks placed on the hose at the back of the couplings shall be observed for coupling slippage. If the coupling has slipped, the hose shall have failed the test.
15. Hose records shall be updated to indicate the results of the service test for each length of hose tested.

16. All hose failing the physical examination, bursting, leaking, or having couplings that fail because of slippage or leakage, shall be tagged, removed from service and repaired or discarded.
17. After testing, all hose shall be thoroughly cleaned, drained, and dried before being placed in service or storage.

C. Unlined Hose

1. All service testing of unlined hose shall be performed in accordance with above procedures.

Exception: *Unlined linen hose shall have a 10-minute wet-soak at 50 psig (345 kPag) to condition the linen yarn prior to applying the service test pressure.*

2. If the service test pressure cannot be obtained, the hose shall be removed from service and condemned.
3. Linen hose shall be thoroughly dried immediately after testing to avoid mildew growth.

D. Booster and Hard Suction Hose

1. Booster hose shall be tested annually (in accordance with NFPA 1962 Section 5-2) to 110 percent of its maximum working pressure. If a maximum working pressure cannot be determined for the hose, it shall be tested to 110 percent of the normal highest working pressure as used in the system.
2. Hard suction hose shall be dry-vacuum tested annually as follows:
 - a) The hose shall be attached to a suction source.
 - b) The free end shall be sealed with a transparent disk and connected to an accurate vacuum measuring instrument.
 - c) A 22-in. (74.5-kPa) mercury vacuum shall be developed. While holding the vacuum for 10 minutes, the lining of the hose shall be inspected through the transparent disk. There shall be no collapsing of the lining into the waterway.
3. If hard suction hose is used under positive pressure, it shall also be service-tested to a water pressure of 165 psig (1138 kPag) using the above procedure.

III. Frequency of Testing

A. NFPA 1962 2-1.1

Hose shall be inspected and service-tested as specified in NFPA 1962 Chapter 5 within 90 days before being placed in service for the first time and at least annually thereafter.

B. NFPA 1962 2-2.1

In-service hose shall be inspected and service-tested as specified in NFPA 1962 Chapter 5 at least annually.

2. If the unit is equipped with an exhaust fan in the patient compartment, it will be run on high when transporting a suspected or confirmed TB/airborne pathogen patient.

C. SURGICAL MASK/NON-REBREATHER MASK:

1. A surgical mask may be placed on the patient to further reduce the spread of droplets if it (the mask) does not restrict respiration or in any way compromise the patient.
2. A non-rebreather oxygen mask may be placed on the patient in conjunction with the appropriate oxygen therapy.

D. RESUSCITATION EQUIPMENT:

1. Pocket masks, bag valve mask or other ventilation devices will be available in strategic locations on (rescue) vehicles. All ventilation equipment will be disposable and will not be reused or placed back in service. All said (soiled) equipment should be disposed of in an appropriate manner for non-hazardous medical waste.

E. DISINFECTION RECOMMENDATIONS:

1. The initial disinfecting shall occur as soon as possible after patient handling by using the antibacterial hand cleaner. Through washing of hands with soap and water shall be performed at the first opportunity.

F. CLEANING & DECONTAMINATION OF EQUIPMENT:

1. Prior to cleaning equipment, put on latex gloves and use disposable towels to accomplish the task.
2. Wear eye and face protection.
3. Solution used for the decontamination shall be from 1:10 to 1:100 bleach/water.
4. Wash the steering wheel of the vehicle as well as any other contaminated surface with the bleach/water solution.
5. When decontamination is finished, place contaminated disposable towels and gloves in plastic bag.
6. Dispose of all water in the appropriate container for hazardous waste.

- G. EXPOSURE:** An exposure is an UNPROTECTED contact with any person with ACTIVE tuberculosis/airborne pathogen. Individuals who have been EXPOSED should:

1. Forward the original exposure form to the Officer in Charge.
2. Report the incident to the receiving hospital.
3. Note the incident on the exposure form and leave a copy with the patient's records at the hospital for notification of confirmed patient tuberculosis under Public Act 179.

NOTE: As with HIV/HBV, tuberculosis testing is done only with the consent of the source patient. Source patient testing is covered under P.A. 179. When test results are not available the patient shall be considered to have an active TB case.

4. It is recommended that the Mantoux skin test be administered as soon as possible after an unprotected exposure. This test should be repeated in twelve weeks. If the test results are positive further physician directed testing would be conducted following the 1990 CDC Guidelines for definitive diagnosis.

H. EVALUATION AND MANAGEMENT OF PUBLIC SAFETY PERSONNEL WITH POSITIVE SKIN TEST AFTER AN UNPROTECTED EXPOSURE OR PRESENTING ANY SYMPTOMS SUGGESTIVE OF TUBERCULOSIS.

1. The individual will be required to seek immediate treatment by department approved physician.

I. WORK RESTRICTIONS WILL BE IN ACCORDANCE WITH THE CDC GUIDELINES FOR PREVENTING THE TRANSMISSION OF TUBERCULOSIS IN HEALTH-CARE SETTING, WITH SPECIAL FOCUS ON HIV-RELATED ISSUES.

Public safety personnel with current pulmonary or laryngeal tuberculosis pose a risk to patients and other personnel while they are infectious; therefore, stringent work restrictions for these persons are necessary. They will be excluded from work until adequate treatment is instituted, cough is resolved and sputum is free of bacilli on three consecutive smears. Public safety personnel with current tuberculosis at sites other than lung or larynx usually do not need to be excluded from work if concurrent pulmonary tuberculosis has been ruled out. Personnel who discontinue treatment before the recommended course of therapy has been completed will remain on appropriate leave.

Public safety personnel who contract tuberculosis will be placed on appropriate leave (i.e. Medical, Administrative, and Sick Leave). Public safety personnel who are otherwise healthy and receiving preventive treatment for tuberculosis infection may be allowed to continue usual work activities.

Public safety personnel who cannot or will not accept or complete a full course of therapy will remain on leave until released by an employer-approved physician.

GUIDELINES FOR FIT-TESTING FOR TUBERCULOSIS MASKS

I. PURPOSE:

The purpose of this protocol is to insure that proper fit testing is performed prior to employees entering the work environment. The training officer will perform the fit testing on all employees including existing and new personnel.

II. EQUIPMENT:

- * Tuberculosis Masks, 1 of each size: Small, Medium, and Large
- * Irritant Smoke
- * Fit Check Cup
- * Fit Check Kit
- * Tuberculosis Training Video
- * Guidelines for the Prevention of Transmission of Tuberculosis
- * Respirator Training Record

III. PROCEDURE:

1. The employee will participate in tuberculosis Training and receive the Guidelines for the Prevention of Transmission of Tuberculosis.
2. The employee will put the mask on and secure straps.
3. [Where as] The employee will place the fit cup over exterior of mask and attempt to inhale. If there are no leaks around mask, proceed to item # 4.
4. The employee will wear the mask minimum of ten minutes. This is to assure that the individual will be able to tolerate the mask and function with the mask in place.
5. The tester will administer the irritant smoke test around the employee within a closed environment for one minute.
6. If the employee smells or tastes the irritant smoke, he/she has failed the test and will need to return to Procedure No. 2. If the employee is not able to smell or taste the irritant smoke he/she will have passed the test.
7. The employee will remove the mask. The tester must assure that the employee smells or tastes the irritant smoke. If they are unable to, a different irritant medium may have to be selected.
8. Complete the Department's Respirator Training Record and return to the employee's appropriate file.