

# **POLICY : T.B.**

Adopted 03/2000 Revised 03/2000  
Policy #024

## **I. PURPOSE:**

These guidelines are designed primarily to prevent the transmission of tuberculosis to emergency response personnel. It is to provide individuals with the information needed to recognize the potential tuberculosis infected patient and to instruct individuals (care givers) on the proper practices of protecting themselves from infection by airborne, tuberculosis bacterium through precautionary procedures and the appropriate equipment to be used.

## **II. EMPLOYER'S RESPONSIBILITIES**

The employers' responsibilities are set forth in the Michigan Occupational Safety and Health Act, Public Act 154 of 1974 as amended. MIOSHA is relying on the Centers for Disease Control and Prevention (CDC) 1990 "Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings with the Special Focus on HIV-Related Issues" as reflecting a widely recognized and accepted standard of protection to be followed by employers in carrying out their responsibilities under P.A. Act 154.

A. Annual testing will be provided by the employer or a waiver will be signed as provided ( P.A. 154 of 1974 as amended).

## **III. AIRBORNE PRECAUTION GUIDELINES**

A. **RESPIRATORY PROTECTION:** MIOSHA approved High Efficiency Particulate Air (HEPA) respirator ( per MIOSHA Rule 3502 Respiratory Protection).

1. The (HEPA) mask will be carried by all personnel when actively participating on EMS alarms. The (HEPA) masks will be individually issued and fit tested per Appendix C or the Asbestos Standard, 29 CFR 1910.1001.
2. The (HEPA) respirator mask will be worn when handling, treating, transporting or in the vicinity of any person who is confirmed or suspected of infection with TB/airborne pathogens.
3. The (HEPA) mask respirator will be worn when transporting a suspect patient in the patient compartment of all Public Safety Vehicles.

B. **VENTILATION:**

1. The heater/air conditioner in the Public Safety Vehicle shall be run in the non-recirculating mode when transporting a suspected or confirmed TB/airborne pathogen patient.

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.

# **POLICY: PRE-PLANNED MENTAL HEALTH SERVICES**

## **Critical Incident Stress Debriefing Teams**

Adopted 03/2000 REVISED 03/2000  
Policy # 025

### **I. Purpose:**

- A. Since 1974, a new approach to support personnel exposed to extremely distressing critical incidents has been developed and disseminated across the nation. The Critical Incident Stress Debriefing Team concept has been implemented in many communities and many more teams are in the planning stages.**
- B. The Critical Incident Stress Debriefing (CISD) is based on a partnership between mental health professionals and peer support personnel. Mental health professionals provide the special knowledge that is important in group facilitation, diagnosis of serious stress reactions which may need a little more help to resolve, and the education and supervision of peer support personnel. Peer support personnel have the ability to get close to emergency workers and are usually the first to see problems developing. Often peers, who utilize the well-trained but low-keyed approach to their fellow workers, are able to provide good quality support at a place and time when no mental professionals are available.**
- C. Critical Incident Stress Debriefing teams should be considered in the following situations:**
  - 1. Pre-incident stress training for all personnel**
  - 2. On-scene support for obviously distressed personnel**
  - 3. Individual consultants when only one to two personnel are affected by an incident**
  - 4. Defusing services immediately after an incident to assist crews in returning to service**
  - 5. Demobilization services after a large-scale incident**
  - 6. Formal Critical Incident Stress Debriefings 24 to 72 hours after an event for any emergency personnel involved in a stressful incident**
  - 7. Follow-up services to assure that personnel are recovering**
  - 8. Specialty debriefings to non-emergency groups on occasions when no other resources are available in a timely fashion within the community**
  - 9. Support during routine discussions of an incident by emergency personnel**
  - 10. Advice to command staff during large-scale events**

- D. The CISD program has been designed by an emergency person for emergency people. The CISD teams in the nation are best suited to provide support services to emergency personnel since they have been specially trained to do so.

## II. Family Life Programs

Public safety agencies across the nation are beginning to realize the value of planning special educational programs, resources, and social programs designed to enhance the quality of family life for emergency service people. One useful offering would be a joint educational workshop with a title like "Coping with Stress in Emergency Services Family" for field personnel and their spouses or other family members. Of course, these types of workshops must be led by qualified professional people to assure high quality.

## III. Disaster Drills

Members of a Critical Incident Stress Debriefing Team should be included in all disaster drills. They should not "mimik" their intervention techniques during the drill. Role-playing their support is usually perceived as a fake, and it sets up distrust in emergency workers, who may actually need their services in the event of a disaster. What is important is that the CISD Team go through the call-out procedure, be shown where to report upon arrival, and where and how to set up their support services. At most, at the conclusion of the drill, the CISD Team should hand out a printed information sheet about the team and its functions.

## IV. Limitations on Use of Mental Health Workers and CISD Teams at Disaster or Large Scale Incidents

- A. Mental health personnel should not go to a large-scale incident or a disaster unless they are either requested to go or ask permission of the command staff to go to the scene.
- B. Only mental health professionals who have been specially trained on CISD teams or in special disaster psychology should be granted limited access to the scene.
- C. Mental health professionals and their work experience should be known to the command staff. In other words, unknown professionals do not belong at the scene.
- D. Any mental health professional that does not meet the criteria above should always be denied access to the scene.
- E. Mental health professionals should report to the command center upon arrival at the scene (assuming they have been called in) and they should request a briefing and specific instructions.
- F. Mental health professionals have three major functions at the scene:
  - 1. They provide support to obviously distressed personnel.

2. They advise command staff about stress-related or psychological matters.
3. They assist victims of the event and their families until other appropriate resources arrive.

G. Mental health personnel must stay outside the internal perimeter.

H. If under an unforeseen circumstance, they are requested to enter an internal perimeter, they must do so under direct guidance of emergency services personnel, and they should be equipped temporarily with appropriate safety equipment. They must leave the area of the internal perimeter as soon as their mission is complete.

I. Mental health professionals should maintain a very low profile. They should not intrude into people's lives. They should limit their interventions to brief crisis-oriented support and disengage from those they are trying to help as soon as the person is stabilized and responding positively to the support or when the person's own resources have been mobilized. They should at all times limit their interventions to those people who are showing obvious signs of distress.

J. Mental health personnel shall serve only in an advisory capacity. They have no command authority at the scene. Mental health professionals at an incident serve only under the authority of the commanders.

K. Any decisions regarding personnel at the scene must always have the approval of the command staff.

L. Mental health professionals must never speak with media representatives at the scene without the consent of the command staff.

M. Mental health professionals must have identification visible during operations at the scene.

N. It is the responsibility of the mental health professional to maintain a high level of alertness and an orientation toward personal safety while engaged in field operations.

O. Mental health personnel involved in large incident would utilize their time best by setting up the demobilization center and preparing for the movement of personnel through the center.

## V. Periodic Stress Evaluations

It is helpful from time to time to check on how people are doing. It would be a good idea to have periodic stress evaluations of emergency personnel to make sure that they are remaining healthy. Psychological and physical aspects should be reviewed confidentially by a mental health professional and the emergency personnel.

# NOTTAWA/SHERMAN TOWNSHIP FIRE DEPARTMENT

6263 W. WEIDMAN RD., WEIDMAN, MICHIGAN. 48893 (517 644-3221)

## APPLICATION

ADOPTED 03/2000 REVISED 03/2000

POLICY # 26

**DO NOT FILL IN THE SHADED AREA**

*VOLUNTEER INFORMATION ONLY*

Date \_\_\_\_\_

Name \_\_\_\_\_ jr. / sr. D.O.B. \_\_\_\_\_ M [ ] F [ ] Blood type \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home ph # \_\_\_\_\_ Wk ph # \_\_\_\_\_ Other ph # \_\_\_\_\_

Present employer \_\_\_\_\_

Would your employer let you leave work for a serious fire? \_\_\_\_\_

SS # \_\_\_\_\_ DL # \_\_\_\_\_ Type of endorsement \_\_\_\_\_

DL exp Date \_\_\_\_\_ Current point \_\_\_\_\_ If yes, list driving violations for the last 5 years \_\_\_\_\_

Have you ever been charged with a felony Y [ ] N [ ]

If yes explain \_\_\_\_\_

Education circle highest level achieved 1 2 3 4 5 6 7 8 9 10 11 12 -college 1 2 3 4

Fire/medical training achieved \_\_\_\_\_

Marital status sgl [ ] married [ ] divorced [ ] Spouse's name \_\_\_\_\_ # of dependents \_\_\_\_\_

Are you taking any medication? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Are you currently under a doctor's care? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Is there any other medical information the fire dept. should know? \_\_\_\_\_ If yes, explain \_\_\_\_\_

**OVER**



Are there any limitations that may prevent you from performing some of the assignments? Y [ ] N [ ]

(Climbing, carrying, breathing in a mask, seeing)

If yes, explain \_\_\_\_\_

Do you have any problems with a confined space, heights, or weight lifting restrictions? If yes please explain.

*Joining will mean certain training will be required by Michigan laws, and department rules and regulations. You will have 24 mths from hire date to have the minimum of fire fighter 1 training.*

I understand that if any information I have willfully falsified may be cause for my immediate dismissal.

I am aware and authorize a background check to be performed by the fire dept.

X \_\_\_\_\_ date \_\_\_\_\_

Name of significant other \_\_\_\_\_ Emergency contact name \_\_\_\_\_ Ph# \_\_\_\_\_

**\*\* EMPLOYMENT CONTINGENT UPON MEDICALLY APPROVED PHYSICAL EXAMINATION \*\***

**OFFICE USE ONLY**

DATE APP. RECEIVED \_\_\_\_\_

DATE APP REVIEWED \_\_\_\_\_

APPROVED YES [ ] NO [ ]

REASONS \_\_\_\_\_

NOTES/RESTRICTIONS \_\_\_\_\_

DECISION BY \_\_\_\_\_

DATE \_\_\_\_\_

# POLICY: AUTOMATED/SEMI-AUTOMATED DEFIBRILLATOR PROTOCOLS

Adopted 03/2000REVISED 03/2000  
Policy # 027

## I. Purpose:

To assure that all individual(s) and/or services operating automated/semi-automated defibrillator are in compliance with the rules and regulations of the Michigan Department of Public Health.

### Authority

Act 179 or Public Acts of 1990, an amendment to Act 368, Public Acts of 1978, as amended.

## II. Definitions of Terms

### A. AED

Is defined as any defibrillator that self determines ventricular fibrillation and therefore does not require rhythm interpretation by the operator, by either of the following two types:

1. **Automated or Fully Automated;** Fully automated defibrillators analyze a patient's ECG, determine if the heart should be shocked, and then, automatically, shock the heart. Once the electrode pads are placed on a cardiac patient's chest and the machine is turned on, it takes over the diagnosis and defibrillation (if necessary) of the patient. Voice prompts guide the operator through the procedure. The unit will automatically defibrillate the patient a second time if that is required, if the patient does not respond to treatment, the machine will advise you to continue administering CPR.
2. **Semi-automated;** Semi-automated defibrillators operate very much like the fully automated defibrillator with the addition of the requirement that the operator push a button to deliver the shock. Once the defibrillator pads are placed on the patient's chest and the defibrillator is turned on, the operator presses the "analyze" button to begin the analysis of the patient's cardiac rhythm. The defibrillator makes the decision whether or not to shock. If shock is needed, the defibrillator automatically charges to a pre-programmed energy level and announces to the operator, "press to shock". The operator then has the opportunity of verifying that co-workers and bystanders are clear of the patient before the shock is delivered. **Note: Many consider this feature to be a significant safety advantage over fully automated defibrillator.**

### B. Asystole

Complete electrical inactivity of the heart.

### C. Automatic EMT-Defibrillation program

EMT's attach and operate defibrillator that recognize Ventricular Fibrillation automatically; charge and deliver the countershock (fully automatic defibrillator) or advise the EMT that a countershock is needed (semi-automatic, or shock-advisory defibrillator).

D. Defibrillation

The delivery of an electric current through a person's chest wall and heart for the purpose of ending a lethal cardiac arrhythmia called Ventricular Fibrillation (V-Fib).

E. Electrocardiogram

(ECG or EKG) is a recording of the electrical current that flows through the heart.

F. EMT-Defibrillation (EMT-D) Program

One in which fully trained EMT's undergo further training and are then certified to perform defibrillation on people in cardiac arrest.

G. Normal Sinus Rhythm

When the heart is working normally and the heart's pacemaker begins high in the atria, there is a smooth flow of electricity through the heart, which depolarized the muscle and produces a coordinated pumping contraction.

H. Premature Ventricular Contractions (PVC's)

Impulses of an injured area of the heart that fires off uncoordinated electrical impulses.

I. Standing Orders

Standing orders are a direct order from the EMS Medical Director to perform certain tasks for a patient under a specific set of circumstances.

J. Ventricular Fibrillation's (VF)

A rhythm that occurs when an injured heart becomes uncoordinated and effective pumping of the heart ceases and no peripheral pulse can be palpated.

K. Ventricular Tachycardia (VT)

A rhythm that occurs when several PVC's occur close together. A patient may or may not still have a palpable pulse with VT.

**III. Course Requirements**

- A. Must be conducted under the authority and supervision of a physician director. The physician director shall be a physician representative on the Medical Control Board. A physician designee may serve as a physician director, if recommended by the emergency physician director and meets physician requirements as outlined in "B", with the approval of the EMS Medical Director.
- B. Instructors must have working knowledge of automated/semi-automated defibrillator concepts and trends and may include any of the following:
- Registered Nurse - certified ACLS provider
  - Paramedic - certified ACLS provider
  - Licensed physician - certified ACLS provider or Board Certified Emergency Medicine
- C. The course instructor is responsible for issuing proof of course completion to each student. Documented successful completion of the initial course enables the candidate to receive five (5) continuing education credits in:
- IPS/Triage
  - Respiratory emergencies
  - EMS system operations
  - Medical Emergencies
  - Anatomy & Physiology
- D. As a prerequisite, the student must successfully complete a basic skill assessment exam consisting, at a minimum, of CPR, airway management, and patient assessment.

#### **IV. Training Requirements**

- A. AED training shall be in accordance with those as listed in section III.
- B. Initial Training Program shall require the pre-hospital provider to submit all information as outlined in section V.
- C. Minimum initial course requirements shall not be less than 6 hours and continuing education shall be done on a semi-annual basis. Classes shall meet Michigan Department of Public Health Requirements for continuing education credits.
- D. Student prerequisites are possession of a current MFR, EMT, EMT Specialist, or Paramedic license, approval of physician director, recommendation by employer or supervisor and current cardiopulmonary resuscitation (CPR) card from the American Heart Association (Course C) or American Red Cross.

#### **V. Pre-Hospital Life Support Services Requirements**

- A. A pre-hospital life support provider shall not initiate use of an AED without first being approved by the Medical Control Board.
- B. Staff responding unit with a minimum of one MFR and one AED trained technician.
- C. Assure a 90% average response time of four (4) minutes urban and eight (8) minutes rural, from time emergency call is received to time of arrival on the scene of an emergency.
- D. Attach the following:
- Standing orders for AED's and protocols for use of AED.
  - Policy and procedures for AED training/education.
  - Policy and procedures for AED approval and certification.
  - Policy and procedures for routine inspection/maintenance of equipment to ensure equipment is in working condition.
  - Policy and procedure for semi-annual refresher training and skill assessments.
  - Policy and procedure for quality assurance and evaluation of all runs in which AED was used in cardiac arrest and administration of shock.
- E. Non-transporting, BLS and Limited Advanced providers shall have an agreement for an ALS intercept for transporting of patients.
- F. ALS technicians shall allow the AED to complete one cycle of three defibrillations before initiating ALS protocols.
- G. Documentation of AED runs shall be completed by AED technician on standard medical treatment form in accordance with level of licensure of the agency. Copy(s) shall be submitted along with approved Quality Assurance Form (QA). Copy shall be submitted to the Physician Director of the program within 72 hours of the AED run.
- H. Check of equipment shall be made and documented as proscribed by Medical Control Authority.

## **Course Lesson Summary**

<b>Lesson</b>	<b>Topic</b>
1	Basic Skills Assessment Exam Overview of Automated/Semi-Automated External Defibrillator Cardiovascular Anatomy and Physiology Review
2	Ventricular Fibrillation Principles of Electrode Placement Use of AED Practical Session and Skills Evaluation Refresher Training

## **Course Skill Objectives**

Unless specified otherwise, the reference standards shall be the most current American Heart Association or American Red Cross Standards.

1. Given an adult mannequin posing as a conscious or unconscious patient, the student will be able to demonstrate the procedure for the removal of a foreign object without the aid of any equipment.
2. Given an adult mannequin, the student will be able to correctly administer one-person CPR on the mannequin.
3. Given an adult mannequin and an assistant (either a fellow student or the instructor), the student will be able to perform two-person CPR. Successful performance involves:
  - a) The administration of ventilation's, while the assistant administers compressions on the mannequin.
  - b) The administration of compression's, while the assistant administers ventilations to the mannequin.
  - c) Switching from administering compression's to ventilating and vice versa without the loss of adequate ventilation's and compressions on the mannequin.

The student must correctly accomplish all three activities to complete the objective.

# POLICY: DISCIPLINE

Adopted 03/2000 revised 03/2000  
Policy 028

## ARTICLE 1: Enforcement and Discipline

1. The Fire Chief and Department Officers shall have full responsibility and authority to enforce these Rules and Regulations.
2. Any Charge against an employee shall be investigated and a conclusion of facts reached which will be as follows:
  - A. Proper conduct
  - B. Improper conduct
  - C. Policy and/or procedure failure
  - D. Insufficient evidence
  - E. Unfounded complaint
3. If discipline is required, every effort will be made to respond to the deficiency with training or counseling.
4. Violations of any of the provisions of the Rules and Regulations, Directives, Procedures, and Special Orders, or the neglect or evasion of the duties and responsibilities contained herein shall be the subject of disciplinary action up to and including discharge.
5. Any member violating these Rules and Regulations may be subject to any of the following disciplinary action with due regard for the nature of the offense and the member's previous record of conduct.
  - A. Reprimand; oral or written.
  - B. Restriction of activities or privileges.
  - C. Requirement of restitution.
  - D. Demotion.
  - E. Suspension.
  - F. Probation.
  - G. Discharge.
6. Any member of the Fire Department may be suspended or dismissed for cause for any of the following list of offenses which is not to be considered as all inclusive.
  - A. Intoxicated.
  - B. Use of intoxicants while on duty.

- D. Immoral or indecent conduct that would be offensive to the average citizen.
- E. Insubordination.
- F. Refusing an order from an officer.
- G. Leaving an alarm incident early without permission of the officer in charge.
- H. Giving Fire Department information to unauthorized persons. (All inquiries should be directed to the officer in charge.)
- I. Loss of valid Michigan Motor Vehicle Operator's license.
- J. Misuse of Fire Department equipment.
- K. Failure to use proper chain of command, involving matters or procedures pertaining to Fire Department operations.
- L. Loaning out Fire Department identification or equipment to unauthorized persons.
- M. Responding to an incident in a careless / reckless manner.
- N. Failure to complete required training / emergency responses.
- O. Any conduct which brings discredit to the Fire Department.
- P. Abuse of leave time or absence without leave.
- Q. Unsatisfactory work performance.
- R. Illegal use of Drugs.
- S. Failure to follow Standard Operating Procedures.

## **ARTICLE II: Formal Charge Procedure**

1. Any member of the Fire Department can be suspended by an officer, at any time, and charges must be referred by the officer in writing, and referred to the Chief of the Fire Department within twenty-four (24) hours, or the charges are automatically dropped. All charges must be acted upon by the Chief of the Department within five (5) working days.
2. The Chief of the Department may dismiss or suspend any member for cause, after apprising the member of the action to be taken and reasons therefore. Upon dismissal or suspension, a member shall have the right to appeal said action by submitting a written appeal to the Fire Chief, outlining the reasons why said member feels aggrieved by the action taken. The Chief of the Department shall call a meeting of an Appeal Board, which shall consist of the three most senior officers of the Fire Department when required. The Appeal Board may confirm, reduce or reverse the action of the Chief. The decision of the Appeal Board shall be binding on all parties.



3. Due process rights will be exercised as follows:

- A. Notice of the charge in writing.
- B. Time to prepare a defense, 48 hours.
- C. Formal hearing with two (2) fire fighters and one (1) officer, not directly involved.
- D. Right of rebuttal and the calling of witnesses.
- E. A written notice of findings.
- F. Appeal outlined in Article II Section 2.

# **POLICY: SEXUAL HARASSMENT AND UNWANTED CONDUCT**

Adopted 03/2000 REVISED 03/2000  
Policy # 029

## **I. SCOPE:**

This order shall apply to all personnel of this Fire Department.

## **II. PURPOSE:**

The purpose of this policy is to prevent sexual harassment and other unwanted conduct in the working environment. This Department has adopted a Sexual Harassment and Other Unwanted Conduct Policy.

## **III. APPLICATION:**

Noncompliance with this policy constitutes a violation of employment duty only and shall form the basis for the employer's disciplinary action within this Department. It shall not be construed as creating a higher legal standard of care for the imposition of civil liability against an employee or the Department.

## **IV. GENERAL POLICY:**

It shall be the policy of the Fire Department that as employees you have the right to expect a working environment free of unwelcome sexual advances, requests for sexual favors, communication of a sexual nature, and other unwanted verbal or physical conduct.

A. This policy shall be followed at all times.

1. When sexual conduct or communication is made that expresses or implies that compliance is a condition of obtaining employment.
2. When submission to or rejection of such conduct is used as a basis of or factor in decisions affecting the employment of any personnel.
3. When such conduct or communication has the purpose or effect of interfering with an employee's duty assignment or work performance or creating an intimidating, hostile, or offensive environment.

## V. PROCEDURE:

- A. An employee who believes he/she has been subjected to Sexual Harassment or unwanted conduct shall report the incident, in writing, as soon as reasonably possible, but no later than (10) days after the alleged occurrence, to either his/her immediate supervisor, or to the Department Head or other supervisory official.
- B. A written complaint of sexual harassment or unwanted conduct shall be promptly investigated by the Department Head or his/her designate. Provided, however this person, such shall not be subject of or included within the immediate Sexual Harassment or Unwanted Conduct complaint. Every effort will be made to handle all matters with concern for the principles of due process and fairness. In order to protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner.
- C. A meeting shall be held between the person(s) making the complaint and the Fire Chief or his/her designate, as soon as possible and no later than ten (10) days following the report of the alleged occurrence(s). Following this meeting, the employee(s) against whom the complaint has been made shall be given a full opportunity to respond to the allegations. The investigation conducted shall also include interviews, where appropriate, with other witnesses to the alleged occurrence(s) of Sexual Harassment or Unwanted Conduct. Following completion of the investigation, if it is determined that Sexual Harassment or Unwanted Conduct did, take place, immediate action, including discipline if appropriate, will be taken to remedy the situation and prevent its recurrence.
- D. All command and supervisory personnel shall be expressly responsible for immediately reporting any occurrences they witness or become aware of in any area of the department.
- E. Retaliatory action or conduct of any kind taken by any member of the Department against an employee as the result of that employee having sought redress under this policy and procedures is strictly prohibited and shall be regarded as a separate and distinct violation of the Department policies and procedures.
- F. Any questions, concerns or other inquiries regarding the conduct that is prohibited by this policy or the procedures contained herein shall be directed immediately to the Department Head or his/her designate.

## VII. Non-Compliance

Failure to comply with the provisions of this order shall result in disciplinary action.

# REPORT OF VIOLATION OF EMPLOYER'S POLICY AGAINST SEXUAL HARASSMENT

## INSTRUCTIONS:

If you wish to file a report claiming sexual harassment against someone within the municipality, complete this form and give it to the Fire Chief. If the complaint involves the Fire Chief, then return this report to a Township Fire Board official. You are encouraged to discuss your report with the Fire Chief and request his/her assistance in completing this form. You are further encouraged to complete this report and return it to the Fire Chief as soon after the act complained of has occurred.

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Person(s) who allegedly harassed you and the date that the alleged harassment took place.

NAME	DATE
_____	_____
_____	_____
_____	_____

Employee complaint: (Reasons for claim. State the facts simply, giving full particulars of the incident(s) as to the time, date, place and names, if any, and how you feel there has been harassed you. You may attach additional sheets or write on the back of this form.)

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

Date: \_\_\_\_\_

Signature of Reporting Employee

Date Received: \_\_\_\_\_

Signature

# **POLICY: REPORTING OF INJURIES, ILLNESS AND CONDITIONS, WHICH MAY AFFECT A SAFE WORKING ENVIRONMENT**

Adopted 03/2000 Revised 03/2000  
Policy # 030

## **I. Scope:**

This policy shall apply to all personnel

## **II. Purpose:**

To ensure that all personnel are physically and mentally capable of performing their job duties without risk to themselves, fellow employees, or the employer, thereby providing a safe working environment.

## **III. Policy:**

It is the policy of this Department to limit the risks to its employees and itself, by providing a safe and healthy working environment. In doing so, Each employee shall notify the employer of any illness, injury, or condition whether on duty, off duty or regular employment which may prevent the employee from performing his/her duties safely without risk to the employee, fellow employees, or the employer.

## **IV. Procedure:**

- A. An employee shall immediately notify his/her supervisor or employer, in writing of the following, included but not limited to:
1. An illness, injury, pregnancy, or condition which may effect his/her ability to perform job duties, i.e., heart disease, high blood pressure, seizures.
  2. An illness, injury, or condition, which may cause further harm to the employee if he/she continues to work.
  3. An illness, injury, or condition which may result in, or poses harm to fellow employees.
  4. Any prescription or non-prescription medication which may alter his/her ability to perform job duties.

**B. This notification shall be made as follows:**

- 1. If illness, injury, or condition occurs or is learned about while the employee is on the job, the notification shall be made immediately to the employee's supervisor.**
- 2. If the illness, injury, or condition occurs or is learned about while the employee is off-duty, the employee shall notify his/her employer, as soon as possible, and prior to returning to duty.**

**C. Return to work conditions**

**An employee who has received medical attention for such illness, injury, or condition will not be allowed to return to work.**

- 1. The employee will not be allowed to continue to work after the employer has been notified of such illness, injury, or condition that requires treatment at a medical facility. A physician's release must be obtained on the employer's job related work release form or other verification acceptable to the employer is provided.**

# PHYSICIAN'S APPROVAL FOR RETURN TO ACTIVE DUTY

## EMPLOYEE:

It is the intent of the Department that you be afforded the highest degree of protection during your recovery from the following illness or injury:

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Inherent in the provision of public safety service are certain risks and hazards, and the Fire Department is unwilling to expose you to those risks and hazards without the specific approval of a physician. Therefore, pursuant to this policy you are required to have this form signed by an approved physician and return same to the Fire Department prior to being returned to active duty.

## PHYSICIAN:

\_\_\_\_\_, an employee of \_\_\_\_\_  
\_\_\_\_\_ has been treated for the above mentioned illness or injury. Pursuant to Department policy, the above named employee is relieved of active duty and requires physician approval to return to such duty.

After you have examined this employee and/or the employee's medical file, please complete the following:

## PHYSICIAN'S RELEASE:

I have examined and/or treated the above named employee for the following illness, injury, or condition:

---

I acknowledge that I have received either a job description or a general list of hazards/risks faced by the employees of the Township and feel that he/she (circle one of the following):

MAY

MAY NOT

Return to active duty as defined by said job description or list(s) of hazards and risks.

Employee must see me again on \_\_\_\_\_ (enter date if applicable).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Printed Name: \_\_\_\_\_

# PREVENTATIVE MAINTENANCE SCHEDULE

Adopted 03/2000 Revised 03/2000  
Policy # 32

***Inspection of fire apparatus and equipment; record of repair or replacement; lifeline guns and explosive devices; apparatus and equipment involved in accident; equipment testing.***

1. All of the following items (but not limited to) of the fire apparatus, if so equipped, shall be inspected for proper operation and for defects at least once a month:
  - a) Windshield washers and wipers.
  - b) Defroster and heater.
  - c) Head, tail, stop, backup, and flasher lights.
  - d) Backup alarm.
  - e) Horn and siren.
  - f) Slip-resistant steps and platforms.
  - g) Tires, rims, and suspension system.
  - h) Steering mechanism.
  - i) Braking system.
  - j) Operational controls.

**Inspection records shall be maintained for the apparatus.**

2. Records of repair or replacement shall be maintained for the life of the apparatus.

Apparatus and equipment involved in an accident shall be inspected by a licensed mechanic and tested before subsequent use.

4. All equipment that is carried on a fire apparatus shall be inspected for operation and for defects at least monthly and within 24 hours after any use. Inspection records shall be maintained for portable equipment.
5. All equipment which is carried on fire apparatus or which is designated for training shall be tested at least annually in accordance with manufacturers' instructions and applicable standards.
6. Fire fighting apparatus and equipment that is found to be defective or in unserviceable condition shall be removed from service or repaired or replaced.

Sample:

## MAINTENANCE 2000 FOR ENGINE 11-3

DESCRIPTION	CONDITION	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SE P	OCT	NOV	DEC
-------------	-----------	-----	-----	-----	-----	-----	-----	-----	-----	---------	-----	-----	-----



<b>BRAKES</b>	WORKS PROPERLY																		
	MASTER CYL FULL																		
<b>BATTERY</b>	POSTS CLEAN																		
	CABLES TIGHT																		
	WATER FULL																		
<b>BELTS</b>	GOOD CONDITION																		
	ADJUSTMENT TIGHT																		
<b>ENGINE</b>	STARTS GOOD																		
	RUNS GOOD																		
<b>RADIATOR</b>	HOSES IN GOOD																		
	WATER LEVEL FULL																		
	ANTIFREEZE CLEAN/ BELOW - 30																		
<b>LIGHTS</b>	HIGH / LOW BEAMS																		
	RUNNING LIGHTS																		
	BRAKE LIGHTS																		
	TURNING LIGHTS																		
	BACKUP LIGHTS																		
	DASH / PUMP PANEL																		
	EMERGENCY LIGHTS																		
	FLOOD LIGHTS																		
<b>ELECTRIC</b>	GAUGES																		
	SIREN WORKS OK																		
<b>SUSPENSION</b>	FT SPRINGS /																		
	R. SPRINGS /																		
<b>TIRES</b>	AIR PRESSURE																		
	TIRE CONDITION																		
<b>OILS</b>	ENGINE OIL CLEAN /																		
	TRANS FLUID CLEAN /																		
	PWR STEERING FLUID																		
	GENERATOR CLEAN /																		
	PUMP PRIMER OIL																		
<b>WIPERS</b>	OPERATE /GOOD																		
	WINDSHIELD WASHER FLUID FULL																		
<b>HEATER</b>	DEFROSTERS WORK																		
<b>DOORS</b>	LUBRICATED																		
<b>NOTES</b>	<b>TEAM LEADER NAME</b>																		

**COMMENTS**

<b>DATE</b>	<b>TEAM LEADER</b>	<b>REPAIRS NEEDED</b>	<b>REPAIRED BY</b>

# Tactical Procedure for Response To Bombs and Bomb Threats

Adopted 03/2000 Revised 03/2000  
Policy #033

## PURPOSE:

The purpose of this policy is to establish guidelines for tactical procedures for response to reported bombs and bomb threats.

## RESPONSIBILITIES:

### Duty Dispatcher:

Upon report of a bomb threat the dispatcher shall notify highest-ranking fire official via telephone or the alphanumeric paging system. This will be for general information only. Upon notification that a suspected device has been located, the dispatcher shall tone out a minimum of two engines. Every attempt should be made to respond each apparatus with the maximum number of personnel per unit's capabilities. Each unit shall respond non-emergency unless otherwise directed by the police or fire incident commander. As each engine responds to the staging location, the dispatcher shall be notified of that unit's response, as well as indicating the incident location and number of personnel aboard.

### The Incident Commander:

First officer or unit arriving shall establish a staging area not less than 1000 feet away from the device or involved structure. Command shall be established by name and direct units to report to the staging area. The incident commander shall then take all fire ground operations to another available channel. Under no circumstance shall electronic transmitting devices be used within one thousand (1000) feet of the suspected device (i.e. utilizing time, distance and shielding). The Fire Department incident commander shall report to the Police Department incident commander.

### The First Arriving Engine:

Upon arrival the driver shall position the apparatus at staging. The officer on the apparatus shall then advise the Fire Department incident commander of their position.

**The Second Arriving Engine:**

The second arriving engine unless otherwise directed shall establish a water supply remote from the staging area. The second engine shall advise the Fire Department commander of their location and state of readiness.

**General Information:**

No electronic communication devices may be utilized unless authorized by the Incident Command.

Personnel shall not respond to the scene in their personal vehicle. The exception to this would be the one officer in a private vehicle to be determined by department policy.

# Grievance Procedure

Adopted 03/2000 Revised 03/2000  
Policy #034

## I. PURPOSE:

This grievance procedure affords all employees a means of resolving their complaints.

## II. GRIEVANCE BOARD

1. The Grievance Board shall be compiled of all command officers: Chief, Assistant Chief, and Captains.
2. If the grievance pertains to one of these officers, he/she will not be a member of the grievance board during these proceedings.

## III. PROCEDURE:

This grievance procedure should be utilized by all fire personnel in attempt to resolve conflicts arising in the course of their employment.

1. The matter must be taken up with the command officer of the incident in which conflict occurred, immediately upon return to the station.
2. If the conflict cannot be resolved, the employee must file a written grievance with the Fire Chief, within 10 days of the conflict occurring. The Fire Chief or their designee will then within ten (10) days convene a meeting of the grievance board at a time and place convenient to all parties. The board shall listen to the complaint of the aggrieved employee, question any relevant witnesses, and review any relevant documents before rendering a decision. A simple majority vote shall be deciding.
3. The aggrieved employee may appeal the decision of the Grievance Board to the Fire Board. The result of this appeal shall be final and binding on all parties.

# TRAINING

Adopted 03/2000 Revised 03/2000  
Policy #035

## I. PURPOSE

To establish training and attendance requirements for department personnel to ensure the highest quality service is provided to the residents and visitors of the Nottawa Sherman Township Fire Department coverage area.

To comply with the Department of Consumer Industry Services, Bureau of Safety and Regulation, MIOSHA, Bulletin 33, Part 74 for Firefighting, this written policy sets forth mandatory training in accordance with:

- (1) Rule 7411. An Employer **shall** comply with all the following requirements:
  - (a) Provide training to an employee commensurate with those duties and functions that the employee is expected to perform. Such training shall be provided **before** the employee is permitted to perform emergency operations.
  - (2) An employer shall prepare and maintain a statement or written policy which establishes its basic organizational structure and which establishes the type, amount, and frequency of training to be provided to fire service personnel. The organizational statement shall be available for inspection by the director of the department of labor or his or her authorized representative and by an employee or his or her authorized representative.

Rule 7451. Supervisor or employee in charge of emergency scene.

- (1) Each Fire Department shall establish written procedures for emergency scene operations for an incident command system which shall apply to ALL employees who are involved in emergency operations. ALL employees who are involved in emergency operations shall be trained in emergency scene operations and the incident command system.

## II. SCOPE

For the purpose of this policy Firefighters are all Fire Department personnel who provide response to calls for service and have completed the minimum department training requirements, as specified in the appropriate Firefighter job description.

For the purpose of this policy training sessions are those regularly scheduled training sessions conducted by the Nottawa/Sherman Fire Department Training Officer.

## III. PROCEDURE

The training sessions will include all mandated material such as Haz-Mat, C.P.R., Medical First Responder, S.C.B.A., Search and Rescue, Fireground Tactics, etc. However, this list is not meant to be all inclusive.

A total of 4 hrs training will be offered each month to all personnel, of which personnel must attend 2 hrs minimum. All personnel will be required to maintain this percentage of training to remain on the roster of this Fire Department, i.e., to be paid for responses.

Personnel are encouraged to attend all department training, however, it is realized that circumstances beyond the control of the individual will necessitate an occasional absence. Absence from a training session will be approved only when authorized by the Fire Chief. Requests for excused absence must be submitted to and approved by the Fire Chief either verbally or in writing. It will be the individual firefighters responsibility to complete make-up training as prescribed by the Fire Chief within the same quarter.

Firefighters failure to comply with this policy are subject to disciplinary action.

**FIRES - FIELD REPORT SUPPLEMENT**

DATE: \_\_\_\_\_ INC: \_\_\_\_\_

**ASSIGNMENT:** \_\_\_\_\_ **ASSIGNED TO FIREFIGHTER:** \_\_\_\_\_

**DRIVING:** \_\_\_\_\_

**PUMP OPERATIONS:** \_\_\_\_\_

**EXTRICATION:** \_\_\_\_\_

**AERIAL OPERATIONS:** \_\_\_\_\_

**S.C.B.A.:** \_\_\_\_\_

**RAPID INTERVENTION TEAM:** \_\_\_\_\_

**WATER SUPPLY:** \_\_\_\_\_

**FIRE STREAM** \_\_\_\_\_

**LADDERS:** \_\_\_\_\_

**VENTILATION:** \_\_\_\_\_

**SALVAGE & OVERHAUL** \_\_\_\_\_

**FIRE CAUSE:** \_\_\_\_\_

**FIREGROUND TACTICS:** \_\_\_\_\_

**RADIO:** \_\_\_\_\_

**I.C.S.:** \_\_\_\_\_

**FOAM USED:** \_\_\_\_\_ **HOW MUCH?** \_\_\_\_\_

**OTHER** \_\_\_\_\_

( Personnel's name and hours recorded for above Operations. )



**DATE:**

**TRAINING TITLE:**

**DESCRIPTION:**

**OBJECTIVES:**

The following f/f's, as stated by their signature, have successfully participated in the training/evolution's described above, and fully understand the training assignment and would accept the assignment to do so on an emergency scene.

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The following f/f's, as stated by their signature, have NOT satisfactorily completed the training/evolution's above described, and will need additional training before assigned to this task on an emergency scene.

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The following f/f's, as stated by

The following f/f's, as stated by their

their signature, have successfully participated in the training/evolution's described above, and fully understand the training assignment and would accept the assignment to do so on an emergency scene.

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As instructor of the above training/evolution, I feel the above named participants have successfully completed this training, and could perform this assignment on an emergency scene.

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Instructor's signature

signature, have NOT satisfactorily completed the training/evolution's above described, and will need additional training before assigned to this task on an emergency scene.

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As instructor of the above training/evolution, I feel the above named participant have NOT satisfactorily completed this training, and will need additional training before assigned to this task on an emergency scene.

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Instructor's signature

# EMERGENCY SCENE OPERATIONS

Adopted 03/2000 Revised 03/2000  
Policy #038

## PURPOSE:

To provide a consistent and safe response to an incident in order to save life and property.

## POLICY:

To maintain the most efficient and safe manner of responding to incidents, the following shall be considered our Guidelines for on scene operations. It will be the Senior member responsibility to incorporate the following policy completely or in any portion to control and mitigate an incident.

1. A minimum of 1 properly certified personnel should respond on any engine/truck company.
2. Notify dispatch that the first apparatus is en route.
3. The apparatus shall respond as quickly as possible with the driver keeping the safety of his/her crew and the welfare of civilians as his/her highest priority.
4. Upon arrival on the scene, a water supply to the apparatus will be established. The apparatus will be positioned to provide the best coverage of the incident, while at the same time, providing protection to the engineer and crew working from it.
5. The apparatus operator will notify Dispatch of their arrival on-scene and give a quick size-up of the incident to other responding units.
6. Command shall be established. The Incident Commander will analyze the information to determine whether there are an appropriate number of personnel and resources available.
7. Other agencies, including Mutual Aid, should be considered if size-up determines that additional resources are necessary to mitigate the incident.

8. The RECEO matrix should be utilized by the Incident Commander as a Guide for tactical decisions.

**RESCUE -- EXPOSURE -- CONFINEMENT VENTILATION --  
EXTINGUISHMENT -- OVERHAUL**

9. A Rapid Intervention Team ( R.I.T.) shall be established prior to entry.
10. Rehabilitation and staging areas may be established by the Incident Commander.
11. Once an incident is deemed under control by the Incident Commander, surplus personnel, equipment and apparatus will be released from the scene.

# POSITION DESCRIPTION: APPARATUS DRIVER OPERATOR CERTIFICATION

Adopted 03/2000 revised 03/2000  
Policy #039

## 1. PURPOSE

The purpose of this policy is to establish the minimum level of training for apparatus driver operator certification.

## 2. PROCEDURE

All personnel must meet the requirements of this operational policy and that of Operational Policy #03 (Driving Authorized Emergency Vehicles) before operator certification is issued.

### REQUIREMENTS TO DRIVE FIRE APPARATUS

1. The firefighter must successfully complete the classroom driving curriculum as set forth by the Michigan Firefighters Training Council and or CDL with proper endorsements
2. Successfully complete the Michigan Firefighters Training Councils Driving Rodeo
3. Training officers written approval
4. 2 hours actual driving time spent with approved driver operator

### REQUIREMENTS TO RESPOND "CODE 1"

1. All of the aforementioned and
2. Written authorization from the Training Officer/or Fire Chief
3. Successful completion of department pump and driving test
4. Successful completion of Department training on apparatus placement at incident scenes is required

### REQUIREMENTS TO RESPOND "CODE 3"

1. All of the aforementioned and
2. Written authorization from the Training Officer/or Fire Chief
3. "Code 3" driving privileges may be granted during or after a firefighters' initial training period

# FIRE SERVICE RESPIRATORY PROTECTION PROGRAM

Adopted 03/2000 revised 03/2000  
Policy #041

## PURPOSE

General Industry standard 1910.134 of Michigan Occupational Health Standards requires that a Respiratory Protection Program shall be established whenever respirators are required to be used in an occupational setting. This program is a guideline to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres which are potentially harmful to health.

### Scope and Application

This program has been prepared for Nottawa/Sherman Twp FD. It applies to all employees assigned to wear SCBA.

Established: \_\_\_\_\_ (Date) Signed: \_\_\_\_\_  
(Chief or Designee)

## RESPONSIBILITIES

### Employer:

1. Determine the need for respiratory protection.
2. Establish and maintain a Respiratory Protection Program in compliance with all requirements of 1910.134 of the Michigan Occupational Health Standards.
3. Provide all employees in the program with SCBA Masks appropriate to the purpose intended.

### Employees:

1. Wear assigned SCBA when and where required and in the manner in which they were trained.
2. Care for and maintain SCBA as instructed, and store them in a clean and sanitary location.
3. Inform supervisor if the SCBA no longer fits well, and request one that fits properly.
4. Inform supervisor or the Program Administrator of any respiratory hazards that are not adequately addressed in the workplace and of any other concerns regarding the program.

### Program Administrator

The Nottawa/Sherman FD has designated the Training and Medical Officers as Program Administrator. This person administers or oversees the respiratory program including evaluating its effectiveness.

**Note: The program administrator may designate other employees to carry out specific functions.**

**SELECTION OF BREATHING APPARATUS IN THE WORKPLACE AND PROCEDURES FOR USE IN FIREFIGHTING:**

It is the policy of this Fire Department that all personnel expected to respond and function in toxic atmospheres shall be equipped with SCBA and trained in its proper use and care. These respirators shall be used in accordance with the manufacture's recommendations and Michigan Fire Fighters Training Council performance testing guidelines.

**Breathing Apparatus for AIDLH (Immediately Dangerous to Life and Health) Atmospheres:**

Breathing Apparatus operating in a positive pressure mode shall be used by all personnel working in areas where:

1. The atmosphere is immediately dangerous to life and health (IDLH).
2. The atmosphere is suspected of being IDLH.
3. The atmosphere may rapidly become IDLH.

All interior structural fires, hazmat response hot zones and confined space entries shall be considered to be IDLH, unless air monitoring proves otherwise.

The fire department shall provide the following Breathing Apparatus for the fire department use in IDLH atmosphere:

1. A full facepiece/positive pressure SCBA certified by NIOSH for a minimum service life of thirty minutes, or,
2. A combination full facepiece/positive pressure supplied-air respirator (SAR) with auxiliary self-contained air supply for emergency escape certified by NIOSH (for confined space rescue).

**Note: Because the federal register 29 CFR part 1910.139 will regulate respiratory protection and exposure to M. tuberculosis, that matter will be addressed in a separate program.**

**MEDICAL EVALUATIONS OF EMPLOYEES REQUIRED TO USE RESPIRATORS**

Using a respirator may place physiological burdens on firefighters that vary with the type of work in which the breathing apparatus is used and the medical status of the employee. Accordingly, each employee must undergo a medical evaluation to determine the employee's ability to use breathing apparatus. All new employees must undergo a medical evaluation prior to being fit tested or required to use the breathing apparatus. Medical evaluations shall be administered to all employees of the fire department according to the following schedule:

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The Department shall identify a Physician or other Licensed Health Care Professional (PLHCP) to administer a medical questionnaire to each firefighter. The questionnaire shall be administered confidentially during a time agreed upon by the employer and employee. The questionnaire will determine the need for a follow-up physical examination.

The department shall use the following, A Paramedic or Higher Status to administer the questionnaire:

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**Note: Based on a written interpretation from the Michigan Department of Community Health, Division of Emergency Medical Services a licensed paramedic may administer and review the questionnaire. The paramedic could review the forms and separate those questionnaires which contain no positive responses to the questions 1-8 Sections 2, Part of Appendix C, 1910.134. Working in conjunction with a physician, the paramedic could then forward on to the physician for his/her signature, the written form to be transmitted to the employers. Those forms which did contain positive responses to question on the form would be forwarded to the physician for further medical examination.**

The Department will be using the following CMCH Physician for follow-up medical examinations (if needed):

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The employee shall have the opportunity to discuss the questionnaire and examination results with the Physician or Licensed Health Care Professional if so requested.

**Note: The following appendices are provided for use in administering the program.**

1. Appendix I Medical Questionnaire (see Training officer for form )
2. Appendix II Information to be supplied to the PLHCP by the Fire Department.
3. Appendix III Information supplied by the PLHCP to the Fire Department.

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

1. Employee reports signs and/or symptoms related to their ability to use a breathing apparatus, such as shortness of breath, dizziness, chest pains, or wheezing;
2. The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
3. Information from this program, including observations made during fir testing and program evaluation, indicates a need for reevaluation;
4. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

The program administrator, employee and physician would arrange an appropriate time for the exam. All the above exams are paid for by the employer.



## FIT TESTING PROCEDURES

All employees wearing breathing apparatus must be fit tested with the same make, model, style, and size of breathing apparatus that will be used on the job. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees.

Fit tests will be conducted on all employees who use breathing apparatus following the initial medical evaluation and at least annually thereafter, or whenever the employer observes or receives a report of changes in the employee's physical condition that could affect breathing apparatus fit, or the employee states that the fit of breathing apparatus is unacceptable.

Factors that may affect mask fit are:

1. Significant weight change.
2. Significant facial scarring in the area of the facepiece seal.
3. Significant dental changes.
4. Reconstructive or cosmetic facial surgery.
5. Any other condition that would interfere with mask fit.

Fit tests will be administered using an OSHA-accepted qualitative or quantitative test in the negative pressure mode. The protocol used will be stated on the fit test record for each employee.

**Note: See Appendix IV Fit Testing Record**

## PROCEDURES FOR PROPER RESPIRATOR USE

General Use Procedures:

1. Employees will use breathing apparatus under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, breathing apparatus shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
2. All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check as specified by the manufacturer or as listed in Appendix B-1 of the Respiratory Protection Standard.
3. Employees are not permitted to wear tight-fitting respirators if they have any condition such as facial scars, beards or other facial hair, or missing dentures, that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the facepiece-to-face seal.

### **Procedures for IDLH (Immediately Dangerous to Life and Health) Atmospheres (2 In/2 Out):**

The following are not meant to preclude an Incident Commander from starting suppression (not entering) or rescue operations (entering) in a structural incident. The requirement intends that the Rapid Intervention Team (RIT) be established as soon as practical to

ensure safety of firefighters, yet not detract from the responsibility to provide rescue and suppression to citizens.

Rapid Intervention Team as described in NFPA 1500 6-5:

A rapid intervention crew shall consist of at least two members and shall be available for rescue of a member or a team if the need arises. Rapid intervention crews shall be fully equipped with the appropriate protection clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation under way.

The composition and structure of rapid intervention crews shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The incident commander shall evaluate the situation and the risks to operating teams and shall provide one or more rapid intervention crews commensurate with the needs of the situation.

In the early stages of an incident, which includes the development of a fire department's initial attack assignment, the rapid intervention crew(s) shall be in compliance with NFPA 1500 6-4.4 and 6-4.4.2 and either one of the following:

1. On-scene members designated and dedicated as rapid intervention crew(s)
2. On-scene members performing other functions but ready to redeploy to perform rapid intervention crew functions. The assignment of any personnel shall not be permitted as members of the rapid intervention crew if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.

While working in IDLH atmospheres, during interior firefighting operations in fires that have progressed beyond the incipient stage, or HazMat operations, employees entering will work in teams having a minimum of two (2) persons who remain in visual or voice contact at all times.

Two firefighters shall be located outside the IDLH atmosphere; Visual, voice, or signal line communication is maintained between the firefighters in the IDLH atmosphere and the firefighters located outside the IDLH atmosphere.

The firefighters located outside the IDLH atmosphere shall be trained and equipped to provide an effective emergency rescue.

The Incident Commander is notified before the RIT located outside the IDLH atmosphere enter the IDLH atmosphere to provide an emergency rescue;

Once notified, the RIT provides necessary assistance appropriate to the situation;

Firefighters located outside the IDLH atmosphere are equipped with;

Positive pressure SCBA's or other positive pressure supplied-air respirator with auxiliary SCBA.

Rescuers shall have appropriate retrieval equipment for removing the employee(s) who enter these hazardous atmospheres where retrieval equipment would

contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry. This could include a charged 1 1/2" or larger hose line.

If a firefighter detects a vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece the firefighter will notify his partner and the IC and leave the area immediately.

Nothing in this rule is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled, however, such action is not to be considered a standard of operation.

Departmental standard operating procedure (SOP) for first on scene personnel (less than 4) and SOP for occupant rescue (include dual dispatch/mutual aid language if applicable):

(Fill in or attach SOP as an Appendix)

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**CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, DISCARDING, AND MAINTAINING BREATHING APPARATUS**

The Fire Department shall provide personnel with breathing apparatus that is sanitary, and in good working order. Fire department personnel shall ensure that breathing apparatus is cleaned and disinfected using the procedures recommended by the breathing apparatus manufacturer. The breathing apparatus shall be cleaned and disinfected at the following intervals:

1. Breathing apparatus issued for the exclusive use of a firefighter shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
2. Breathing apparatus issued to more than one firefighter shall be cleaned and disinfected before being worn by different individuals.
3. Breathing apparatus used in fit testing and training shall be cleaned and disinfected after each use.
4. Breathing apparatus face pieces assigned to personnel (personal facepieces) shall be cleaned and disinfected as required by the user of the facepiece.
5. The face piece shall be placed in a clean, dry container and stored in a manner which prevents deformation of the face seal, other damage or contamination.

Breathing apparatus facepieces are stored in the following location(s) and manner:

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The cleaning and disinfecting procedure supplied by the manufacturer/seller of the breathing apparatus shall be used by the department (attach as appendix).

If not, the following procedure from 1910.134, Appendix B-2 will be used:

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The program Administrator or designee will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform Medical Officer.

## MAINTENACE

Breathing apparatus is to be properly maintained at all times in order to ensure that it functions properly and adequately protects the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying breathing apparatus will be performed by the manufacturer or a person certified by the manufacturer.

Air cylinders shall be maintained in fully charged state and shall be recharged when the pressure falls 90% of the manufacturer's recommended pressure level. Fire department personnel shall determine that the regulator and warning devices function properly.

For fire department breathing apparatus, fire department personnel shall:

1. Certify the breathing apparatus by documenting the date the inspection was performed (at least monthly), the name (or a signature) of the person who made the inspection, the findings, required remedial action, and a serial number or any other means of identifying the inspected breathing apparatus.
2. Provide this information on a tag or label that is attached to the storage compartment for the breathing apparatus, or is kept with the breathing apparatus, or is included in inspection reports stored as paper or electronics files. This information shall be maintained until replaced following a subsequent certification.

The fire department shall ensure that breathing apparatus that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:

1. Repairs or adjustments to breathing apparatus are to be made only by persons appropriately trained to perform such operations and shall use only the breathing apparatus manufacturer's NIOSH-approved parts designed for the breathing apparatus;
2. Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
3. SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer or vendor supplying the equipment to the fire department

## QUALITY AND QUANTITY OF BREATHING AIR

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G-71.1989, COMMODITY SPECIFICATION FOR AIR, with minimum air quality of Grade D. Private vendors supplying the Department with compressed breathing air shall provide a copy of the most recent inspection and certification.

The purity of the air from the Fire Department's air compressor shall be checked by a competent laboratory 4 times a Year.

The Department shall assure that sufficient quantities of compressed air are available to refill SBCA for each incident. This shall be accomplished through mutual aid with (other Departments) nearest department.  
(or; this shall be accomplished with the use of a mobile air compressor).

Air cylinders for SCBA shall be filled only by trained personnel.

Compressed oxygen shall not be used in open-circuit SCBA.

Standards for breathing air and hazards associated include:

1. Oxygen content (v/v) of 19.5-23.5%.
2. Hydrocarbons (condensed) content of 5 milligrams per cubic meter of air or less;
3. Carbon monoxide (CO) content of 10 ppm or less;
4. Carbon dioxide content of 1,000 ppm or less;
5. Lack of a noticeable odor.

The fire department shall ensure that cylinders used to supply breathing air to breathing apparatus meets the following requirements:

1. Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178) test requirements of three years for composite cylinders and five years for steel or aluminum cylinders.

NOTE: composite cylinders have a maximum use life of 15 years.

The moisture content in the cylinder does not exceed a dew point of -50 degrees F. (-45.6 degrees C.) at 1 atmosphere pressure.

### RESPIRATORY HAZARDS AND TRAINING ON BREATHING APPARATUS USE

The Fire Department is required to provide training to those who use breathing apparatus. The training must be comprehensive, understandable, and occur annually, and more often if necessary. Documentation of this training shall occur.

The Fire Department shall ensure that each firefighter can demonstrate knowledge of at least the following:

1. Why breathing apparatus is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
2. What limitations and capabilities of the breathing apparatus;

3. How to use the breathing apparatus effectively in emergency situations, including situations in which the breathing apparatus malfunctions;
4. How to inspect, put on and remove, use, and check the seals of the breathing apparatus;
5. What the procedures are for maintenance and storage of the breathing apparatus;
6. How to recognize medical signs and symptoms that limit or prevent the effective use of breathing apparatus;
7. The general requirements of this program.

The training shall be conducted in a manner that is understandable to the firefighter. Retraining shall be administered annually, or when the following situations occur:

1. Changes in the workplace or the type of breathing apparatus render previous training obsolete;
2. Inadequacies in the firefighters knowledge or uses of the breathing apparatus indicate that the firefighter has not retained the requisite understanding or skill;
3. Any other situations arise in which retraining appears necessary to ensure safe breathing apparatus use.

#### **PROCEDURES FOR EVALUATING THE BREATHING APPARATUS PROGRAM**

Each year (Name or Title) Executive Board shall initiate a review of the procedures contained in this program. All employees who wear, service or supervise employees wearing breathing apparatus shall periodically be asked to provide information on:

1. Adequacy of the breathing apparatus being used.
2. Accidents, incidents in which the breathing apparatus failed to provide adequate protection.
3. Adequacy of training and maintenance on respirator use.

The Program Administrator shall recommend changes in the program and its implementation based on this information.

#### **RECORDKEEPING**

The Department is required to keep the following records to assure compliance with this written program:

1. Medical evaluations records (Appendix II and III)
2. Fit testing records (Appendix IV)

In addition, the Department will maintain records of employee training (e.g., date, attendees, trainer(s), subject matter).

# LEAVE OF ABSENCE

Adopted 03/2000 Revised 03/2000  
Policy # 42

## 1. Purpose

To allow an employee in good standing the ability to take a leave of absence from the Department for any one of the following reasons:

1. Educational
2. Personal
3. Military

## PROCEDURE

A written request, on the attached form, shall be completed and submitted to the Fire Chief for his/her approval. Probationary Firefighters and Probationary Officers are not eligible to request leaves of absence.

During any leave of absence all equipment and property issued by the Department, shall be returned. No leave requests will be approved without the equipment being returned.

Not more than six months of leave time will be approved at any one time. Employee must return to full active duty at the expiration of the approved leave or, request an extension of the leave following the procedures set forth in this policy. Failure to do so will automatically result in termination.

Employee shall submit a written request to return to active duty ten (10) days prior to the approved leave of absence expiration.

Employee will not be covered by any provided benefits or insurance while on leave of absence.

Employee will not accrue seniority while on a personal or educational leave of absence. An Employee on military leave will continue to accrue seniority.

An Employee holding an officer's position requesting a leave of absence may temporarily relinquish his/her current position and a temporary officer may be named.

An Employee returning from a leave of absence must be in compliance with the minimum employment and training requirements established by department policy. Personnel who do not meet these minimum requirements must be placed on six (6) months probation.

An Employee returning from a leave of absence of six (6) months or more must successfully complete a physical examination with drug screening (only if deemed necessary by the Executive Board) and, then be placed on six (6) months probation. The employee will be assigned to a Field Training Officer and, must successfully complete the field-training

program. The employee must meet the minimum established employment and training requirements prior to completion of the probationary period.

**EDUCATIONAL LEAVE**

An educational leave of absence may be granted to an active employee planning to attend a college or university. Proof of registration must accompany the request for leave of absence.

**PERSONAL LEAVE**

A personal leave of absence may be granted to an active employee in good standing. Requests for personal leave of absence will be considered on an individual basis, based upon the need described in the leave request.

**MILITARY LEAVE**

A military leave of absence must be granted to an employee. Documentation of the employee's order to active duty shall accompany the leave request.



# LEAVE OF ABSENCE REQUEST FORM

DATE: \_\_\_\_\_ STATION # \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

TYPE OF LEAVE: EDUCATIONAL: \_\_\_\_\_  
PERSONAL: \_\_\_\_\_  
MILITARY: \_\_\_\_\_

LENGTH OF REQUESTED LEAVE: \_\_\_\_\_

DETAILED EXPLANATION OF LEAVE REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALL ISSUED DEPARTMENT EQUIPMENT RETURNED: ( ) YES ( ) NO

With my signature I am stating that I understand the content and requirements outlined in department policy and request this leave of absence.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

( ) APPROVED ( ) DISAPPROVED

LEAVE EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

The completed leave of absence request shall be forwarded to the Fire Chief for approval.

# **RAPID INTERVENTION TEAM ( R.I.T.)**

Adopted 02/2000 Revised 03/2000  
Policy #043

It will be the standard operating procedure of the Nottawa/Sherman Fire Department to make provisions for a Rapid Intervention Team (R.I.T.) or teams to be immediately available for the search and rescue of interior fire fighting crews that become trapped or incapacitated. This procedure is intended to meet or exceed NFPA Standard 1500, and the Tentative Interim Agreement (TIA 92-1, NFPA 1500) as interpreted by OSHA.

## **Procedure:**

The Nottawa/Sherman Fire Department shall have a minimum of five personnel present on-scene before interior operations can be initiated on any structure fire that cannot be contained by a hand-held fire extinguisher, or requires the use of SCBA. Two firefighters may begin interior operations provided two other firefighters remain outside, standing by as the Rapid Intervention Team (R.I.T.). The driver/operator shall be responsible for water supply to the pump and for pump operation. Normal ICS protocol and procedures shall be followed.

All personnel working in any IDLH (Immediately Dangerous to Life and Health), potentially dangerous, or unknown atmosphere, (fire atmospheres included) shall use SCBA, Pass device, and work in two person teams as a minimum. **FREELANCING OF ANY KIND WILL NOT BE TOLERATED!**

A constant means of communication using voice, visual or physical contact such as a tethered line shall be maintained at all times between members of the interior team. Interior personnel shall also maintain radio or other form of communication with IC, R.I.T., Safety, or other exterior officers as assigned.

The Rapid Intervention Team (R.I.T.) shall not perform any tactic once interior entry has been made. The sole purpose of the R.I.T. is to constantly assess the situation, monitor communications, assemble rescue equipment, and remain properly outfitted and ready to respond should rescue of the interior crew become necessary. R.I.T. personnel must also continually size-up the situation noting fire progress, building conditions, entrances, available exits, and any other known hazards.

If sufficient personnel are not present to initiate an interior attack, fire personnel may initiate exterior operations such as, but not limited to: obtaining a water supply, exposure protection, laying attack lines to the structure entrance, preparation for ventilation, ladder placement, shutting down utilities, etc.

The fire officer or senior firefighter shall assume command. Upon his/her discretion, a call may be made for the response of additional personnel, and then designate the R.I.T. assignment to a responding company as it fits within the IC's priority of needs.

As interior operations expand, the size of the R.I.T. may expand as requested and ordered by the Incident Commander.

In the extreme event that an imminent, life-threatening situation exists prior to the assembling of sufficient personnel, and where immediate interior operations may prevent the loss of life or serious injury, the IC has the authority to take action as deemed necessary.

However, before such action is taken, the IC must carefully evaluate the level of risk and the consequences of such action. If the situation warrants such action, the officer shall notify other companies of his/her intentions so that as other companies arrive, support can be provided as quickly as possible.

It is of the utmost importance that the first arriving unit gives a clear and accurate "size-up" of the situation. If a working fire has been identified through size-up. This IC should consider requesting for calling additional resources.

#### **BUILDING COLLAPSE - PERSONNEL LOST:**

Our emergency evacuation policy will be adhered to and the evacuation signal activated to announce a structure collapse in which firefighters may have been trapped or unaccounted for. All radio traffic will be held except for transmissions by the IC and or Safety Officer. Upon the activation of the evacuation signal, all personnel are to report directly to staging for accountability purposes. Roll call will be initiated. The R.I.T. will ready themselves for immediate assignment. In many cases, an offensive attack may be continued as a high priority for the protection of lost or trapped firefighters from the effects of the fire.

#### **TOOLS AND EQUIPMENT:**

While standing by, the R.I.T. should anticipate possible rescue situations and assemble necessary equipment, such as, but not limited to:

- Spare SCBA's for trapped/lost firefighters (Rescue Mask)
- Search/Rescue Ropes
- Forcible Entry Tools
- Hand lines for fire attack, personal protection, rescue
- Hand lights/interior lighting equipment

Fire fighter safety is PRIORITY and the R.I.T. is one tool to help provide our personnel with the proper support to prevent injury or death.

## **POSITION DESCRIPTION: CAPTAIN**

Adopted 03/2000 Revised 03/2000  
Policy # 44

### **1. PURPOSE**

To establish the duties and responsibilities for the position of Captain for the Townships as defined by the accompanying position description.

### **2. PROCEDURE**

In the capacity of Captain, the employee will assume the authority and responsibility of command due persons of this rank. At incident scenes, the employee will work under the supervision of the highest ranking command officer. In the absence of higher command, the employee will work in conjunction with other Captains or shall assume command as the highest-ranking officer.

## **POSITION DESCRIPTION**

### **GENERAL PURPOSE**

Performs a variety of administrative, supervisory and technical work in the supervision and administration of fire suppression, emergency medical, hazardous materials, and fire prevention activities.

### **SUPERVISION RECEIVED**

Works under General Supervision of the Chief or Asst. Chief.

### **SUPERVISION EXERCISED**

Supervises subordinates and other Fire Fighters, along with other officers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises subordinate employees in their assigned duties as directed.

Supervises maintenance of departmental apparatus, equipment, and facilities.

Instructs and trains fire fighters in duties, use of tools, raising of ladders, rescue and salvage work, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to departmental standards.

Carries out duties in conformance with Federal, State, County and Local laws and Ordinances.

Responds to alarms and directs routes to be taken; directs work of Fire Fighters; supervises through subordinate officers the laying of hose lines; placing of ladders, direction of water streams, ventilation of buildings, rescuing of persons, and placement of salvage covers.

Occasionally directs departmental in-service training activities.

Prepares a variety of reports and records including but not limited to employee records.

- C. Ability to train and supervise subordinate personnel.

Ability to communicate verbally and in writing.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to effectively give and receive verbal and written instructions.

Ability to establish and maintain working relationships with other employees, supervisors and the public.

Ability to meet the special requirements listed below.

- D. Maintains current required certifications.

### **SPECIAL REQUIREMENTS**

- A. Must possess, or be able to obtain by time of hire, a valid State of Michigan Driver's license (with exception to active military).
- B. No felony convictions.
- C. U.S. Citizen.
- D. Ability to read, write, and comprehend the English language.
- E. Ability to meet departmental physical standards.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, tools, or controls, and reach with hand and arms. The employee is occasionally required to sit, climb maintain balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 90 pounds and occasionally lift and/or move in excess of 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and rendering emergency medical services with potential exposure to bloodborne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

## **SELECTION GUIDELINES**

Formal application; review of education and experience, appropriate assessment testing and interviews; background check; pre-employment medical examination, possible drug screening, and final selection. **NOTE:** Appointees will be subject to completion of standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements job changes.

Approval: \_\_\_\_\_  
Fire Chief

Approval: \_\_\_\_\_  
Fire Board Rep.

Effective Date: \_\_\_\_\_

Approval: \_\_\_\_\_  
Fire Board Rep

## Captain Specific Responsibilities

### 11-10

Responsible for Firetrax accountability.

Responsible for all ladder maintenance, inspections , testing and cleanliness, including record keeping of ladders

Responsible for hose testing, record keeping of hoses, inspections and recommends repairs or replacement

### 11-11

Training Officer: Responsible for all in house training and record keeping of firefighters. Over sees Medical Officer training and record keeping.

Over sees public education for community, represents this department at other training functions

### 11-12

Responsible for all small engines, pumps, small motors and inspection and maintenance records

Over sees maintenance and inspections of all SCBA's

Over sees maintenance and inspections of cascade systems

### 11-14

Maintenance Officer: Responsible for apparatus maintenance, inspections and record keeping

Responsible for equipment maintenance, inspections and record keeping

# POSITION DESCRIPTION: LIEUTENANT

Adopted 03/03 Revised 03/03  
Policy # 45

## 1. PURPOSE

To establish the duties and responsibilities for the 2 Lieutenant positions for the Townships as defined by the accompanying position description. Each Lieutenant position is for 1 year

## 2. PROCEDURE

In the capacity of Lieutenant, the employee shall assume the authority and responsibility of command due persons of this rank. At incident scenes, the employee will work under the supervision of the highest-ranking Command Officer. In the absence of higher command, the employee will work in conjunction with other Lieutenants or shall assume command as the highest-ranking officer.

## **GENERAL PURPOSE**

Protects life and property by supervising and performing fire fighting, emergency medical service, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Captains.

## **SUPERVISION EXERCISED**

Supervises subordinates and firefighters.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs and supervises firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishment and overhaul tasks.

Performs and supervises emergency medical service activities including administering first aid and providing other assistance as required.

Operates radios and other communications equipment.

Carries out duties in conformance with Federal, State, County and Local laws, ordinances and procedures.

Performs and/or assists in general maintenance work in the upkeep of fire facilities apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.



## **SPECIAL REQUIREMENTS**

- A. Must possess, or be able to obtain by time of hire, a valid State of Michigan driver's license (with exception to active military)
- B. No felony convictions or disqualifying criminal histories within the past seven years.
- C. U.S. Citizen.
- D. Must be able to read and write the English language.
- E. Ability to meet departmental physical standards.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, talk, hear, use hands and fingers, handle or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or maintain balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 90 pounds and occasionally lift and/or move in excess to 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and rendering emergency medical services with potential exposure to bloodborne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate assessment testing and interviews; background check; medical examination; drug screening; and final selection. **NOTE:** Appointees will be subject to completion of standard probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.

### **Lieutenant specific responsibilities**

11-15 Assist Maintenance officer in all Apparatus maintenance and repairs.

11-16 Assist Training officer in organizing training of all personnel.

# **POSITION DESCRIPTION: APPARATUS AND EQUIPMENT MAINTENANCE SUPERVISOR**

Adopted 03/2000 Revised 03/2000  
Policy # 46

## **1. PURPOSE**

To establish the duties and responsibilities of the Apparatus and Equipment Maintenance Supervisor for the City/Township as defined by the accompanying position description.

## **2. PROCEDURE**

In the capacity of Apparatus and Equipment Maintenance Supervisor the employee shall assume the authority and responsibility for maintenance scheduling for all department apparatus and equipment.

## **POSITION DESCRIPTION**

**Class Title: Maintenance Supervisor**

### **GENERAL PURPOSE**

Performs a variety of semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the department. Performs fire suppression, hazardous materials and emergency medical services.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Chief and Asst Chief.

### **SUPERVISION EXERCISED**

Exercises supervision over Firefighters and other employees as assigned. Will coordinate, instruct or supervise the work of other department employees in maintenance and repair.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, carries out and inspections for all vehicles and equipment, either personally, or through other employees or outside vendors. Evaluates preventive maintenance schedules to determine the most cost-effective means of maintenance, repair or replacement. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Recommends the purchase of equipment, parts, and supplies used for vehicle equipment maintenance.

Provides emergency assistance for disabled vehicles and equipment as needed and appropriate.

May prepare bid specifications for vehicles and equipment purchases.

Maintains records, prepares reports of all vehicles and equipment.

Carries out duties in conformance with Federal, State, County and Local laws and Ordinances.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **PERIPHERAL DUTIES**

Assists in other department administrative activities as assigned.

Coordinates the disposition of surplus fire department property.

Instructs classes and trains new employees in assigned subject areas.

Attends conferences, training and meetings to keep abreast of current trends in the field; represents the Department in a variety of Local, County, State, and other meetings

#### **DESIRED QUALIFICATIONS**

Appropriate license and certification in repair as required by the Department of Transportation.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- (A) Knowledge of automotive mechanics; gas and diesel engines, transmission, hydraulics, fire pumps and valves, generators, and small engine equipment; price trends and grades or quality of materials and equipment. An awareness of the hazards and safety precautions common to municipal maintenance and repair activities.

## **SKILLS IN OPERATION OF TOOLS AND EQUIPMENT USED**

1. Motorized vehicles for mechanical testing purposes.
  2. Power and hand tools and equipment for vehicles and mechanical tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles and equipment.
- (D)
1. Ability to establish and maintain effective preventive maintenance programs, policies and procedures.
  2. Ability to carry out assigned projects to their completion.
  3. Ability to communicate verbally and in writing.
  4. Ability to establish and maintain working relationships with employees, supervisors, vendors and the public.
- (E) Maintains required certifications and licenses.

## **SPECIAL REQUIREMENTS**

- (A) Must possess and maintain a valid State of Michigan driver's license with proper classification or CDL endorsement.
- (B) No felony convictions.
- (C) U.S. citizen.
- (D) Ability to read, write, and comprehend the English language.
- (E) Ability to meet departmental physical standards.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, hear, use hands and fingers, handle or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, maintain balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 90 pounds, and occasionally lift and/or move weights in excess of 200 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the field, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency situations. Employee may be exposed to loud noises, and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, solvents, oils, and rendering emergency medical services with potential exposure to bloodborne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

## **SELECTION GUIDELINES (May include the following)**

Formal application; review of education and experience; appropriate assessment testing and interviews; background check; medical examination; drug screening; psychological screening and final selection. **NOTE:** Appointees will be subject to completion of standard probationary period.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Fire Chief

Approval \_\_\_\_\_

Effective Date: \_\_\_\_\_

# POSITION DESCRIPTION: FIREFIGHTER

Executive Board  
Developed 03/2000 Revised 03/2000  
Policy #048

1. **PURPOSE**

To establish the general duties and responsibilities for the position of Firefighter for the Township as defined by the accompanying position description.

2. **PROCEDURE**

In the capacity of Firefighter, the individual will assume the authority and responsibility of command due persons of this rank. The individual will work under the supervision of the highest ranking command officer. In the absence of a command officer, the individual will work in conjunction with other Firefighters, or shall assume command as the most senior Firefighter.

## **GENERAL PURPOSE**

To protect life and property by performing fire fighting, emergency medical services, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

## **SUPERVISION RECEIVED**

Works under the general supervision of an Officer/ IC..

## **SUPERVISION EXERCISED**

Will assist to coordinate, instruct, or supervise the work of other firefighters, new recruits, or other department personnel, as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishment and overhaul tasks.

Performs emergency medical service activities including administering first aid and providing other medical assistance as required.

Participates in training, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

Operates radios and other communications equipment.

Carries out duties in conformance with Federal, State, County, City and Local laws and ordinances.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics.

Performs salvage operations.

## **PERIPHERAL DUTIES**

Assists in department supervisory and administrative activities as assigned.

Assists in training new employees as assigned.

Attends training and meetings as required or scheduled.



May serve as a member on various employee committees.

May instruct classes in assigned subject's areas.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

### **NECESSARY KNOWLEDGE SKILLS AND ABILITIES**

- A.
  - 1. Working knowledge of driver safety.
  - 2. Ability to learn to apply standard firefighting, emergency medical services, hazardous material, and fire prevention techniques.
  - 3. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.
  - 4. Ability to follow verbal and written instructions.
  - 5. Ability to communicate effectively orally and in writing.
  - 6. Ability to establish working relationships with employees, other agencies, and the general public.
  - 7. Ability to meet minimum qualifications and to meet specified training.
- B. Maintains current certifications.

### **SELECTION GUIDELINES (May include the following)**

Entry Level: Formal application; Written examination; oral interview; background check; driving record verification; conditional offer of employment, physical agility test; medical examination; drug screening; final selection.

### **Minimum Qualifications:**

- A. Must be 18 years or older at time of employment.
- B. Must possess, or be able to obtain by time of hire, a valid State of Michigan drivers license without record of suspension or revocation in any State.
- C. No felony convictions or disqualifying criminal histories within the past seven years.
- D. U.S. Citizens.
- E. Must be able to read and write the English language.
- F. Ability to meet departmental physical standards.
- G. Successful completion of the training identified below, as well as the recruit firefighter field training program and a positive evaluation from both the field training officer and station commander within.

### **TRAINING:**

- A. As required by MIOSHA part 74 rule 7411, and as specified by the department.
- B. Participation in department mandated training.

### **TOOLS AND EQUIPMENT USED**

Fire apparatus, fire pumps, hoses, self-contained breathing apparatus, ladders and other standard firefighting equipment, EMS equipment, radio, pager, personal computer, fax, telephone, calculator, audio/visual equipment and multi-gas metering devices.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to

stand; walk, talk, hear, use hands or fingers to handle or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb and maintain balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 90 pounds and occasionally lift and/or move in excess of 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is performed primarily in the field, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency situations. Employee may be exposed to loud noises, and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, solvents, oils, and rendering emergency medical services with potential exposure to bloodborne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Fire Chief

Approval: \_\_\_\_\_  
Executive Board

Effective Date: \_\_\_\_\_

Exc. Board members \_\_\_\_\_

\_\_\_\_\_

# LOCKOUT/TAGOUT

Adopted 09/2000 revised 09/2000

It is our policy that all equipment shall be locked out during servicing and/or maintenance work to protect against accidental or inadvertent activation that could result in personal injury or equipment damage. In addition to disconnecting the power source, it is also required that all residual pressures be relieved and energizing lines closed (secured) prior to and during any such work.

All employees (authorized, affected, or others) are required to comply with the requirements of lockout.

The authorized employees are required to perform the lockout following this procedure.

All employees, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance work, shall not attempt to start, energize or use that machine or equipment.

## Application

1. Obtaining a Lock and Identification Label Tag.

Employees can obtain a lock from one of their officers. Only one key for the lock shall be available, the second shall be kept in a secure location.

## What to Lockout

A machine utilizing any mechanical power source such as electrical, pneumatic, steam, hydraulic, mechanical, thermal, gravity and/or air must be locked out while being serviced. The lockout must render the machine inoperative and immobile.

## When Lockout Methods are Required

- ◆ Equipment Cleaning or "Jam Clearing" Task - When a normally moving piece of equipment is stopped for cleaning, clearing, or adjustment during which a startup could cause injury, lockout is necessary.
- ◆ Equipment Repair - When a repair is being performed on or near equipment and there is a possibility of injury as a result of starting the equipment, lockout is necessary. This includes any and all equipment from which a guard or other safety device has been removed.
- ◆ Installation Tasks - Frequently during installation, either part, or all, of the components making up the installation can be operated before the installation is completed. Such items must be locked out until such time as the installation is complete. If needed for testing, precautions must be taken to prevent injuries to personnel during the test periods and the equipment again locked out when the test is complete or interrupted.

- ◆ **Electrical Repair Tasks** - Whenever any work other than testing is to be performed on an electrical circuit, the wiring involved must be deactivated and locked out so that it cannot be reactivated during this work.

## **When Lockout Methods are not Required**

- ◆ Minor tool changes and adjustments such as moving or tightening guides, air or hydraulic line leak tightening.
- ◆ Other minor servicing activities that take place during normal production operations are not covered by this standard if they are routine, repetitive, and integral to the use of equipment for production if the work is performed using alternative protective measures that provide effective employee protection.
- ◆ Cord and plug connected equipment - the equipment must be unplugged and under the exclusive control of the employee performing the service or maintenance work if the voltage is 110V or less. The plug must physically be in the possession of the employee, or in arm's reach and in the line of sight of the employee. Lockout devices are available to lockout the plug when disconnected if the voltage is greater than 110V and/or is not excessively under the control of the authorized employee.
- ◆ Repair, trouble-shooting and set-up adjustments - these must be performed on energized equipment only when it is absolutely necessary to leave the machine energized. For the purpose of this procedure, the trouble-shooting process will end and a lockout will be required when:
  1. A particular problem has been located and repairs start,
  2. Individual machine components are being replaced,
  3. Circuit changes are being made.

## **Removal of Locks**

A lockout must never be broken (lock removed) by anyone other than the employee who performed that lockout. The Officers of that employee has the authority to request the removal of a lock from the employee.

## **Lockout Devises**

- ◆ Electrical disconnect or breaker - the switch lever must be padlocked in the "OFF" position using a shackle and/or padlock with an identification label.
- ◆ Valves - can be locked out by using a padlock, a cable and lock, or valve handle lockout devised. The type of valve determines the method used.
- ◆ Multiple Locks - when more than one person has to work on a machine, a lock adapter (shackle) shall be used. Each person or group must place a lock on the adapter thus assuring each person a safe and complete lockout.

## **Training Requirements**

Every employee will receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the work place, and the methods and means necessary for the energy isolation and control.

Each affected employee shall be instructed in the purpose and use of the energy control procedure.

All "other employees" whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure and about their responsibility not to restart or re-energize machines or equipment which are locked out.

A training sign-in sheet will be signed by each employee to verify training has been received.

For additional information refer to Consumer Industry services, The Safety Education and Training Division. Part 40, and part 85.

**Nottawa Sherman Township Fire Department  
POLICY ON FACIAL HAIR**

The intent of this policy is to insure the SAFETY of all firefighters when there may be the need to wear Self Contained Breathing Apparatus. No one person can be exempt from this rule, when that person may be the one needed to perform a rescue operation.

As for the specific guideline for Facial Hair, absolutely no facial hair of any kind is allowed in the area where the face piece of a respirator seals to the employee's face. This means no beards or stubble can be worn by employees wearing respirators with tight fitting face pieces as the beard would interfere with the face piece seal. If sideburns, mustaches and goatees interfere with the seal, they must be trimmed away from the sealing surface. Essentially, A NSFD firefighter wearing a respirator with a tight fitting face piece must be clean-shaven in the area where the face piece contacts the face.

This policy conforms to General Respiratory Protection, M O H Rule 3502. This policy will take effect as of 03/15/07.

concluded that OSHA recognizes a hazard above 50 volts as in 1910.303(g)(2), and furthermore states in avoid contact above 50 volts (Table R-6) unless the employee is insulated (1910.269(l)(2)(i)) with rubber meeting the standards in ASTM D120 (per OSHA 1910.137(a)). ASTM D120 includes specifications for rubber insulating gloves beginning with class 00 having a maximum use voltage of 500 volts AC rms.

Your attention is also directed to ASTM F696 which provides for the In-Service care of rubber insulating gloves and sleeves, paragraph 8.7.4 relating to the use of leather protector gloves:

"8.7.4 Protector gloves may be omitted for Class 0 gloves, under limited use conditions, where small equipment and parts manipulation require unusually good finger dexterity. Under the same conditions, Class 00 gloves may be used without protectors, but only at voltages up to and including 250 V ac. ..."



**Your Question 3**

Is there a NIOSH approved respirator for use with a beard?

**STG Answer**

According to OSHA 29CFR1910.134, all negative pressure respirators must be fit-tested to confirm the mask-to-face seal. Obviously the presence of any facial hair could affect the quality of the seal. If that is the case, then the only NIOSH-approved respirators suitable for use would be continuous flow supplied air respirators with a full hood. The key is whether the facial hair interferes with the tight-fitting seal of the respirator.

You can find more details on line from OSHA at [http://www.osha.gov/SLTC/respiratory\\_advisor/oshfiles/fittesting1.html](http://www.osha.gov/SLTC/respiratory_advisor/oshfiles/fittesting1.html)



**Your Question 4**

Can you can get a fit test with SCBA with facial hair. Can you wear a SCBA?

**STG Answer**

Per OSHA, ANSI, NFPA and North instructions...no respirator (including positive pressure respirators) should be used when facial hair interferes with the face seal.

OSHA's requirement 29 CFR 1901.134 (g)(1) Facepiece seal protection. (i) The employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have: (A) Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function;

ANSI Z88.2-1992 7.5.1 Facial Hair A respirator, either positive or negative pressure, equipped with a facepiece (tight or loose fitting) shall not be worn if the facial hair comes between the facepiece and the face or if facial hair interferes with valve function.

NFPA 1500 5-3.9 A growth of beard or facial hair at any point where the SCBA facepiece is designed to seal with the face, regardless of the specific fit test measurement that can be obtained, or hair that could interfere with the facepiece valve function shall be prohibited for members required to use SCBA

**Pose a question here**

Name

Title

Company

Address





DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Centers for Disease Control and Prevention (CDC)  
National Institute for Occupational Safety and Health (NIOSH)  
National Personal Protective Technology Laboratory (NPPTL)  
P.O. Box 18070  
Pittsburgh, PA 15236-0070  
Phone: 412-388-4000  
Fax: 412-306-4051  
October 2, 2006

## LETTER TO ALL RESPIRATOR MANUFACTURERS

**Subject: NIOSH Policy for Respirator Sealing Surfaces and Facial Hair**

It has been brought to the attention of NIOSH through phone calls and emails from respirator users and manufacturers that some respirator manufacturers may not understand what NIOSH defines as the sealing surface for respirators and consequently are inappropriately marketing respirators for users with facial hair.

Facial hair that lies along the sealing area of a respirator, such as beards, sideburns, or mustaches will interfere with respirators that rely on a tight facepiece fit to achieve maximum protection. The areas of the skin, which contact the face or neck seal and nose cup seal, must be free of any hair.

If a unit has been approved with a nose cup in place and has passed NIOSH CO<sub>2</sub> and fogging tests using the nose cup, then the nose cup must not come in contact with facial hair, even if there is another seal being used as the primary seal (such as a neck seal). Specifically, respirator configurations using hood-style facepieces that have been tested and certified by NIOSH using a nose cup require a clean-shaven sealing surface at the nose cup.

Any respirator manufacturer making false claims such as advertising a tight fitting, full facepiece or hooded SCBA unit that is configured with a nose cup, for users with facial hair, may be subject to rescission of NIOSH approval.

Sincerely yours,

Heinz W. Ahlers  
Chief, Technology Evaluation Branch  
National Personal Protective Technology Laboratory

PROTECTIVE CLOTHING AND PROTECTIVE EQUIPMENT

1500-10

7.10.1.2\* Closed-circuit SCBA shall be permitted when long duration SCBA is required.

7.10.1.3 Closed-circuit SCBA shall be NIOSH certified with a minimum rated service life of at least 2 hours and shall operate in the positive-pressure mode only.

7.10.2 Supplied-Air Respirators.

7.11.7 Nothing shall be allowed to enter or pass through the area where the respiratory protection facepiece is designed to seal with the face, regardless of the specific fitting test measurement that can be obtained.

7.11.8\* Members who have a beard or facial hair at any point where the facepiece is designed to seal with the face or whose hair could interfere with the operation of the unit shall not be

7.10.2.1 Supplied-air respirator units used shall be of the type and manufacture employed by the authority having jurisdiction.

7.10.2.2 Supplied-air respirators shall not be used in IDLH atmospheres unless equipped with a NIOSH-certified emergency escape air cylinder and a pressure-demand facepiece.

7.10.2.3 Supplied-air respirators, Type C Pressure-Demand Class, shall not be used in IDLH atmospheres unless they meet manufacturers' specifications for that purpose.

#### 7.10.3 Full Facepiece Air-Purifying Respirators

7.10.3.1 Full facepiece air-purifying respirators shall be used only in non-IDLH atmospheres for those contaminants that NIOSH certifies them against.

7.10.3.2 The authority having jurisdiction shall provide NIOSH-certified respirators that protect the user and ensure compliance with all other OSHA requirements.

7.10.3.3 The authority having jurisdiction shall establish a policy to ensure canisters and cartridges are changed before the end of their service life.

#### 7.11 Fit Testing

7.11.1 The facepiece seal capability of each member qualified to use respiratory protection equipment shall be verified by qualitative or quantitative fit testing on an annual basis and whenever new types of respiratory protection equipment or facepieces are issued.

7.11.2 The fit of the respiratory protection equipment of each new member shall be tested before the members are permitted to use respiratory protection equipment in a hazardous atmosphere. Only members with a properly fitting facepiece shall be permitted by the fire department to function in a hazardous atmosphere with respiratory protection equipment.

7.11.3 Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for respiratory protection.

7.11.4 Qualitative or quantitative test protocols shall be conducted as required by the authority having jurisdiction.

7.11.5 Records of facepiece fitting tests shall include at least the following information:

- (1) Name of the member tested
- (2) Type of fitting test performed
- (3) Specific make and model of facepieces tested
- (4) Pass/fail results of the tests

7.11.6 For departments that perform quantitative fitting tests, the protection factor produced shall be at least 500 for negative-pressure facepieces for the person to pass the fitting test with that make of full facepiece.

permitted to use respiratory protection at emergency incidents or in hazardous or potentially hazardous atmospheres.

7.11.8.1 These restrictions shall apply regardless of the specific fitting test measurement that can be obtained under test conditions.

7.11.9 When a member must wear spectacles while using a full facepiece respiratory protection, the facepiece shall be fitted with spectacles in such a manner that it shall not interfere with the facepiece-to-face seal.

7.11.10 Spectacles with any strap or temple bars that pass through the facepiece-to-face seal area shall be prohibited.

7.11.11 Use of contact lenses shall be permitted during full facepiece respiratory protection use, provided that the member has previously demonstrated successful long-term contact lens use.

7.11.12 Any head covering that passes between the sealing surface of the respiratory protection facepiece and the member's face shall be prohibited.

7.11.13 The respiratory protection facepiece and head harness with straps shall be worn under the protective hoods.

7.11.14 The respiratory protection facepiece and hood harness with straps shall be worn under the head protection of any hazardous chemical-protective clothing.

7.11.15 Helmets shall not interfere with the respiratory protection facepiece-to-face seal.

#### 7.12 SCBA Cylinders

7.12.1 SCBA cylinders made of aluminum alloy 6061-T6 shall be inspected annually, both externally and internally, by a qualified person.

7.12.2 SCBA cylinders shall be hydrostatically tested as required by the manufacturers and applicable governmental agencies.

7.12.3 In-service SCBA cylinders shall be stored fully charged.

7.12.4 In-service SCBA cylinders shall be inspected weekly, monthly, and prior to filling according to NIOSH requirements, CGA standards, and manufacturers' recommendations.

7.12.5 During filling of SCBA cylinders, all personnel and operators shall be protected from catastrophic failure of the cylinder.

7.12.6 Fire departments utilizing rapid filling of SCBA cylinders shall identify those unique emergency situations where rapid filling shall be permitted to occur.

7.12.7 The fire department risk assessment process shall incorporate standard operating procedures to identify those situations in 7.12.6.

7.12.8 Rapid refilling of SCBA while being worn by the user shall only be used under the following conditions:

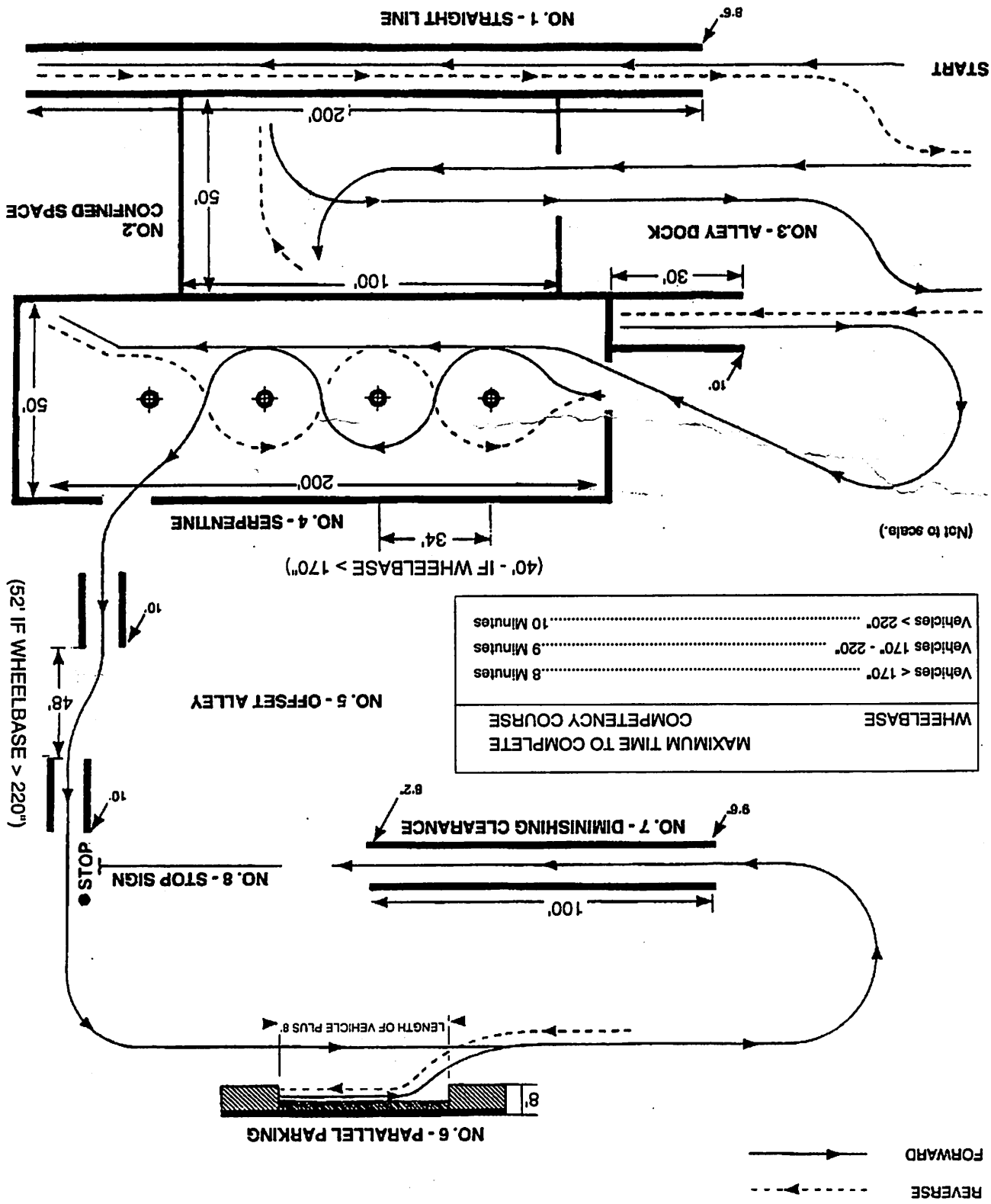
# NOTTAWA/SHERMAN FD APPARATUS RESPONSE

POLICY # 60

ADOPTED 03/2000 REVISED 01/2004 REVISED 1/12

	SEQUENCE	APPARATUS	#
<b>MEDICAL CALL</b>	1	RESCUE	11-13
<b>PI - ACCIDENT</b>	1	RESCUE	11-8
	2	ENGINE	11-6
	3	TENDER	11-4 or 7
	4	RESCUE	11-13
<b>CAR FIRE</b>	1	ENGINE	11-3
	2	TENDER	11-4 or 7
	3	RESCUE	11-8
<b>GRASS,BRUSH,WOODS FIRE</b>	1	ENGINE	11-3
	2	TRUCK	11-5
	3	BRUSH RIG	11-9
	4	TENDER	11-7
	5	TENDER	11-4
<b>ADDITIONAL RESPONSE OF APPARATUS</b>			
	6	ENGINE	11-6
	7	RESCUE	11-8
	8	RESCUE	11-13
<b>STRUCTURE FIRE</b>	1	ENGINE	11-3
	2	TENDER	11-7
	3	TENDER	11-4
<b>To the scene</b>	4	ENGINE	11-6
	5	RESCUE	11-8
	6	RESCUE	11-13
	7	UTILITY	11-5
<b>MUTUAL AID</b>	1	ENGINE	11-6
	2	TENDER	11-4
	3	TENDER	11-7
	4	AS REQUESTED	

# COMPETENCY COURSE





989-386-6994

info@centralrestorationinc.com

www.centralrestorationinc.com

Policy # 8 ?

Policy # 9

Policy # 44

Policy # 45

Policy # 48



989-386-6994

info@centralrestorationinc.com

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found nothing for ICE / open water  
rescue. Marked Policy #'s that  
mention cold weather. #8 Have ? For.  
Have SOP's for Fire Chief, Captain,  
Lieutenant, and fire fighter, Safety  
Officer, but nothing for  
Assistant Chief.

