



**OPERATIONAL GUIDELINES
AND
POLICY AND PROCEDURES
MANUAL
2004**

City of Victor Fire Department
Operational Guidelines and
Policy and Procedures Manual

Date: 30 January 2004

This Manual has been reviewed by:



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City of Victor

Date: Feb 17, 04

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John E. Poole, Fire and EMS Coordinator,
City of Victor Fire Department

Effective Date: 19 February 2004

**City of Victor Fire Department
Operating Manual**

**Policies and Procedures and
Standard Operating Guidelines**

Date: 27 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator

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**City of Victor Fire Department
Operations Manual
Introduction - 0.00**

Date: 27 January 2004

**Approved by: J.E. Poole,
Fire & EMS Coordinator**

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0.00 - Section 1: Introduction

0.01 Mission Statement - "The members of the City of Victor Fire Department are committed to providing professional Fire Protection, Life Safety and Community Services with a vision that shapes the future."

**The following introduction section is not a policy of the Victor Fire Department. It is designed to assist the new member with their introduction into the fire service. Taking to heart the content in these next few sections will guide you on your way to success in the fire service.*

0.02 Welcome to new members - Welcome to the City of Victor Fire Department. Our department is proud of the opportunity we have to serve our community, and we have set our goals high in order to provide the best fire, medical and rescue services for the City of Victor and the surrounding communities. We are happy that you have chosen to be a part of this team, and we expect that you will have a rewarding experience with our Fire Department. This manual you have been given contains our Policies and Procedures as well as our Standard Operating Guidelines. It contains all the information that makes our department run smoothly. As a member of this department you will be expected to know this manual well. All that we do on a daily basis (administrative duties, fires, medical calls, training, etc.) comes from this manual, and each member is responsible to know this information to ensure successful operations with the Fire Department.

As a new member, your first few months are a great time to learn this manual as well as spending time at the fire station to learn the location of equipment on each fire apparatus. This will show others your desire to learn and become proficient in fire fighting activities, and your value to the department will quickly grow.

0.03 Expectations: Welcome to the Fire Service - As you learn about the fire service, you will discover that it has changed dramatically since the days of the horse drawn steamer and bucket brigades. A modern fire department is dynamic and at the forefront of technology. It therefore demands much from it's members. The fire service also offers the opportunity of rewarding public safety service to the community. Victor's residents expect and deserve the best possible service from the Fire Department. You are expected to conduct yourself according to these guidelines as long as you remain a member of the department. Remember that the actions of one member often reflect upon the entire department.

Immediately upon starting your membership with the department you will notice the fellowship and "brotherhood" that is a fire service tradition. The pride and partnership of members doing a great job under dangerous conditions will be sensed right away. You can share and become a part of this fellowship in a relatively short time provided that you demonstrate a willingness to cooperate and to learn. With the right attitude you will find that other members will accept you willingly and they will help you as much as possible and will make you feel that you "belong".

Firefighters must perform various duties both at emergency incidents and at the fire station. Some tasks can be readily performed by the new firefighter, while others must be done by more experienced personnel. You should not become discouraged at the prospect of performing the many small and seemingly unimportant jobs that fall to the "rookie". You should perform your assigned tasks willingly and well, keeping in mind the fact that you are constantly preparing yourself for the more responsible duties. These will be assigned to you as you demonstrate your

capacity to perform them.

The new firefighter must also quickly become familiar with the location of fire fighting equipment and appliances carried on each fire apparatus in the department. **This is perhaps one of the most important tasks a new firefighter can tackle during his/her first few months as a member of the department.** Although the ability to use this equipment may need further developing, valuable time will be saved at emergencies if it is known where needed equipment is located on the apparatus. Firefighters obviously cannot wait until fires or other emergencies occur to secure this necessary practical knowledge or the experience that they so vitally need. You can and will learn much at actual emergencies, but your success as a firefighter also depends upon how quickly and how well you assimilate the experiences of other firefighters through study and training.

As a firefighter, your honesty and trustworthiness must be beyond question because you will frequently enter homes and businesses under emergency conditions, with or without knowledge of the owner. It is imperative that people of this city have complete faith in the integrity of fire department personnel. It is the duty of every member of the fire department to take special precautions with valuables.

You are expected to devote yourself to the task of becoming a good firefighter. You will be assisted by:

1. Personal instruction and training at training sessions, by officers and members of the fire department. Several training classes are offered each month encompassing fire, rescue and medical subjects.
2. Use of fire fighting and emergency equipment.
3. Opportunities to learn from actual fire fighting experiences and from observing the work of your fellow firefighters in action.
4. Opportunities for private study and training.

You should be aware of the fact that although you will be given extensive instruction and adequate preparation time, your own desire and initiative to improve your knowledge and ability as a member of this department is your greatest strength and asset. If you are enterprising, proud of your department, and diligent in your efforts to master the knowledge that is available, you will become a better firefighter and a valuable member of the Victor Fire Department.

**Victor Fire Department
Policies and Procedures
1.00 - Definitions**

Date: 27 January 2004
Approved by: J.E. Poole,
Fire & EMS Coordinator
Revised: 19 Feb 2004

1.00 - This manual contains our Policies and Procedures as well as the Victor Fire Department Standard Operating Guidelines. Because there are differences between them, the following definitions are presented to eliminate confusion. In each section of this document, the top left corner shows whether that section is a policy or a guideline. Victor Fire Department policy will have **Policies and Procedures** printed in the top left corner. A guideline in this document will have **Operating Guidelines** printed in the same location.

1.01 - Policy/Procedure: A written directive, which should not be deviated from.

1.02 - Operating Guideline: The operating guidelines are intended to provide direction to operations personnel. The guidelines *take into account that there are occasions when the situation is not in black and white and that decisions will need to be made based on the knowledge and experience of the personnel involved.* Personnel are expected to use these guidelines as a minimum standard for action and decision-making. Personnel will be held accountable for deviations from established operating guidelines, and will be required to explain their reason for deviation. All members are encouraged to become involved in the development, implementation, and revision of the department's Standard Operating Guidelines (SOG's).

1.03 - Addendums: Addendums will be specific in nature and will be used to address a specific situation or circumstance. Addendums will also be used to update items within this document throughout the year during which formal revisions to this document are not usually made. Addendums are developed by the Fire and EMS Coordinator, and can also be derived from the input of any member of the fire department. Full compliance with these addendums is required and expected just as with any other Policy/Procedure or Operating Guideline. When an addendum is issued, it will be posted at the fire station for at least 10 days, and will also be kept in the rear of this manual until a revision of this entire document takes place. All addendums are printed on green paper and supercede any other areas within this document that they are designed to cover.

**City of Victor Fire Department
Policy and Procedures
2.00 - Operational Guideline Policy**

Date: 27 January 2004
Approved by: J.E. Poole,
Fire & EMS Coordinator
Revised: 19 Feb 2004

2.00 - Operational Guideline Policy

Purpose: To provide for the safe and efficient operation of the City of Victor Fire Department, in compliance with all Federal and Municipal acts, regulations and laws, and to require firefighters to follow safe work practices for all designated job duties.

Scope: This policy manual is to be adhered to by all Fire Department personnel. Authority to deviate from this policy rests with the City of Victor Fire and EMS Coordinator,

Procedure: All elements of the City of Victor Fire Department Operational Guidelines, Policy and Procedures and Addendums, as adopted by the Fire and EMS Coordinator, including all forms and documents, either referenced or encompassed within, become part of the City of Victor Fire Department Operational Guidelines.

3.00 - Section II: Personnel

Purpose: To establish guidelines for the recruitment, training and equipping of volunteer firefighters, for the City of Victor Fire Department. Further, to establish a command structure along with duties and responsibilities of said positions within the Fire Department.

General: The Fire and Emergency Medical Services Coordinator is a full time employee of the City of Victor and is accountable to the Victor City Council. All other members of the Fire Department are volunteers and may be appointed or dismissed by the Coordinator.

3.01 - Applicant qualifications - All persons applying for a position as volunteer firefighter must:

1. Complete City of Victor Fire Department Application
2. Be free from any physical limitations which might impair their ability to perform any task assigned.
3. Live/reside in the Victor/Goldfield and surrounding community area.
4. Have not been convicted of a felony crime with the last 5 years.
5. Be free from the use of illegal substances.

3.02 - Firefighter Duties - Duties shall include but not be limited to:

1. Promoting life safety and property conservation which includes the rapid response to fire, medical, rescue, wildland fires and other emergency situations, using all means to extinguish fires, control incidents and treat patients and victims with appropriate medical care.
2. Inspect and maintain all tools, apparatus and station facilities, according to policy.
3. Complete all appropriate training needed to maintain skills for fire operations and medical emergencies.
4. Perform other fire ground operations, including forceable entry, search, ventilation, fire attack, salvage and overhaul and recognition and preservation of evidence of arson.
5. Complete legal records, reports and documents.
6. Complete additional training as required.
7. Assist with Fire Department projects, and special assignments as required.

3.03 - Employer responsibilities - The City of Victor shall provide all required fire fighting apparatus, equipment, personal protective equipment and training, in order for firefighters to accomplish the above duties and responsibilities.

3.04 - Volunteer responsibilities - All equipment, personal protective clothing, radios, pagers and other city owned property which may be issued to individual firefighters becomes the sole responsibility of the volunteer and will be used *only while performing official fire fighting duties for the City of Victor or while engaged in authorized mutual aid operations.*

Firefighters shall attend all training offered by the Fire Department or will notify the Fire and EMS Coordinator or the Department Training Officer prior to the training date of the reason for said absence. *Work responsibilities, vacation, illness and caring for family members are reasonable excuses for not attending.*

Firefighters shall make every effort to respond to all reported emergencies, regardless of the nature of the call, and should not fall into the habit of picking and choosing which calls to respond to. If adequate personnel have reported to the fire station on a response, those not needed, will be released.

3.05 - Cause for Termination - Firefighters may be immediately terminated from service for:

1. Conduct unbecoming a Fire Department member.
2. Responding to an emergency under the influence of alcohol or drugs.
3. Failure to participate in training.
4. Failure to respond to an emergency without cause.
5. Causing any unsafe situation in which any member of this department or citizen's safety is placed in jeopardy.
6. Extended period of non-participation or inactivity.

3.06 - Appointment of Officers - The Fire and EMS Coordinator may appoint the following Fire Department Officers:

1. Fire Chief - The Fire Chief shall be the senior chief officer on all emergency responses and shall establish command of all tactical operations. He is responsible for administering training to all personnel and insuring that all fire department equipment is properly maintained and ready for use. He shall chair all fire department business meetings. The Fire Chief reports to the Fire and EMS Coordinator.

2. Assistant Fire Chief - The Assistant Fire Chief shall assist the Fire Chief in the performance of all duties and responsibilities and will act as Operations Officer on all emergency operations.

3. First Captain - The First Captain shall be next in line of authority in the absence of the Chief Officers. He will act as a Company Officer on all emergency operations.

4. Second Captain/Training Officer - The Second Captain shall be next in line of authority in the absence of the Chief Officers and First Captain. Additionally, the Second Captain is the Fire Department Training Officer and will organize and keep records of all training activities.

5. Safety Technician - The Safety Technician will assume the responsibilities of Safety Officer on all emergency responses and will report/record all safety violations and reported personnel exposure to hazardous substances. The Safety Officer will also monitor all work place practices for compliance with federal and state safety requirements.

3.07 - Organization of Volunteers - The volunteer firefighters are organized as the Battle Mountain Firefighters of Victor, a 501(3)c organization, and will be subject to all provisions of their constitution and by-laws. Their officers will be elected by the membership. The purpose and function of the Battle Mountain Firefighters shall be to conduct fund raising events and accept donations of money which may be used for the purchase of clothing, individual safety items and related equipment. All donated fire fighting equipment, tools, vehicles, etc., becomes the property of the City of Victor Fire Department.

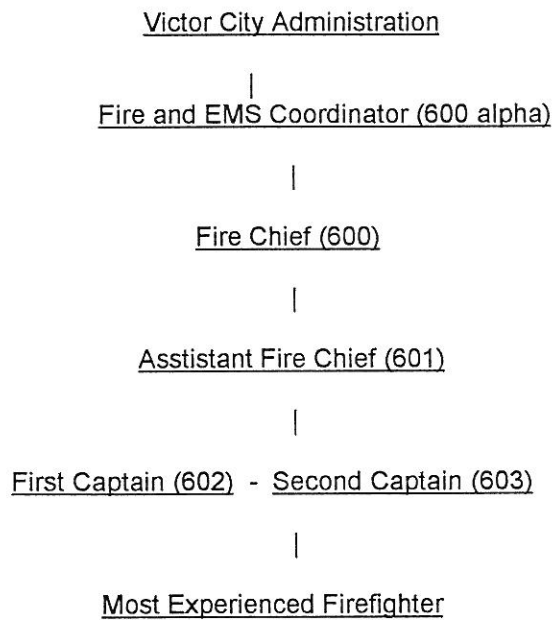
The Battle Mountain Firefighters may elect officers to conduct business associated with 501(3)c related activities. These officers will be titled as follows:

1. President
2. Vice President
3. Secretary/Treasurer
4. Other officers as required.

City of Victor Fire Department
Policy and Procedure
4.00 - Chain of Command

Date: 28 January 2004
Approved by: John E. Poole,
Fire and EMS Coordinator
Revised: 19 Feb 2004

4.00 - City of Victor Fire Department "Chain of Command" - The chain of Command is used as the basis for the incident command structure and must be followed strictly. The incident command system (ICS) is used during all incidents. Any exceptions to this system should be caused by unusual circumstances and will be dealt with at an appropriate time. Additionally, the Chain of Command is also used away from the incident scene during day-to-day fire department operations and administration. The Victor Fire Department's Chain of Command is as follows:



***All members are expected** to follow the chain of command. Any deviation from the chain of command will require a detailed and reasonable explanation at a later time.

City of Victor Fire Department
Policy and Procedure
5.00 - Drug and Alcohol Policy

Date: 28 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised: 19 Feb 2004

5.00 - Drug and Alcohol Policy - At no time will any member of the City of Victor Fire Department be under the influence of alcohol or illegal drugs while on duty or responding to a call. A member may **NEVER** drive or operate any fire department equipment while under the influence of alcohol or illegal drugs. If a member is suspected of using illegal drugs, or is under the influence of alcohol while on duty, that member will be placed on probation until an investigation into the incident is completed. During the probationary period, the member under investigation will not be permitted to carry a fire department pager or radio, and will not respond to calls.

5.01 - Amnesty Provision - Any member who voluntarily places themselves on an approved drug rehabilitation program prior to violating the provisions of **5.00** above, will be placed on a leave of absence until such time as proof of satisfactory completion of the program is presented to the Department. Thereafter, participation in Department activities and duties will be monitored, based on the individual's compliance with the rehabilitation program's conditions.

City of Victor Fire Department
Operating Guideline
6.00 - Work Place Safety

Date: 28 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised: 19 Feb 2004

6.00 - Work Place Safety

Purpose: To establish guidelines for general work place safety and personal accountability for all firefighters.

General: All personnel should establish a mind-set leading to a commitment to work place safety. Each individual is responsible for his/her own actions, which may also have a significant impact on members of their crew. This mind-set should extend from routine station duties to emergency operations. Safety is the result of behavior that reflects a positive attitude. Accidents do not just happen, they are usually the result of an unsafe act or omission.

6.01 - Station duties -

1. All personnel will comply with applicable OSHA regulations while engaged in routine station duties, relative to climbing, hearing protection, work place air quality and handling and storing of hazardous materials. (The Department Safety Officer is tasked with providing and posting Material Safety Data Sheets on all hazardous materials used or stored in the Fire Station).

2. Personnel will wear steel-toed shoes/boots while loading/unloading and cleaning fire hose or lifting/moving of heavy and or sharp items.

3. Lifting of heavy objects should be accomplished by "team lifting" if possible. Always lift with the legs, not with the back, and know your limitations.

6.02 - Physical and Mental Conditioning

1. During emergency operations it is important to remember that you are operating in an inherently hazardous environment. It is critical that you be focused and alert at all times. This applies to all types of emergency situations, not just fire ground operations.

2. All members have a personal responsibility to maintain a level of fitness that will permit them to function safely and complete their assigned tasks. It is important to remember that the biggest killer of firefighters across the country is heart related causes.

3. All members have a personal responsibility to constantly monitor their level of fatigue, especially during extreme weather conditions. **Do not continue to work if you cannot do so in a safe manner!** Keeping hydrated is extremely important.

6.03 - Emergency Operations - All firefighters will wear the proper personal protective equipment dictated by the type of operation involved in (see Operational Guideline 9.00).

6.04 - Exposure to Hazardous Substances

1. All members have a responsibility to take all necessary precautions to protect themselves from exposure to hazardous substances to include, but not limited to vapors, gases, liquids, asbestos, blood-borne pathogens and infectious disease.

2. Any member who suspects that he/she has been exposed to a hazardous substance will immediately report to a chief officer for evaluation.

3. The Fire Department (Safety Officer) will maintain a permanent record of firefighter's exposure to hazardous substances, in compliance with all applicable regulations.

**City of Victor Fire Department
Operating Guideline
7.00 - Emergency Scene Command
Procedures (ICS)**

Date: 28 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To establish a guideline for an ICS procedure for all operations of the City of Victor Fire Department, incorporating those components of the Incident Command System.

Scope: This procedure is to be used as a guideline by which personnel will be able to operate any emergency scene.

General: Operations/Establishing On-Scene Command:

Single Unit Responses: On single-unit alarms, upon arrival, the officer in charge of the dispatched unit will be in command of the operation, until relieved on the scene by another officer or individual of equal rank or expertise. In the case of a single unit situation it will not be necessary for the first officer on the scene to advise "Central" that they are establishing command. This does not preclude any single unit from initiating and establishing "Command", it is just deemed as unnecessary.

Multiple Unit Responses: On multiple unit assignments, the first arriving unit is required to establish "Command", both physically and with "Central". From this point forward, all communications for the incident should be relayed through "Command". If the first in unit has to leave their apparatus to assume an offensive combat position, they are required to transfer "Command" to another individual. Any time that "Command" is transferred on the scene, "Central" must be advised of the unit that is assuming "Command". It is necessary that the individual who is assuming "Command" remain in radio contact. Command must transmit periodic updates on emergency scene conditions to keep all responders informed. Tactical Benchmarks should be noted on the Tactical Worksheet, and verbally to "Central".

7.01 - Basic Tactical Benchmarks:

1. Establishing Command Decision to begin *Offensive or Defensive* mode of operation.
2. Primary search completed.
3. Secondary search completed.
4. Rescue and Treatment of Victims.
5. Fire Control, Exposure Protection and Incident Stabilization.
6. Property Conservation.
7. Operations Completed.

All of these operations are to be performed at the same time with proper command operations. Completion of these tasks usually are only limited by manpower. In specific situations, containment of all hazards might have to be made in order to effectively rescue victims, without taking unnecessary dangers with personnel.

Personnel should attempt to work in teams to insure a safe operation. All personnel will

stay with the company they are assigned to, unless directed to another company, at which time the officers of both units will be made aware of the transfer. This will ensure that all personnel can be accounted for at any time. Command will keep track of all companies on a tactical worksheet at the Command Post (ICS/PASS Board).

Company Officer's/Sector Commanders will keep account of their personnel in their sectors. No driver of any unit will be permitted to abandon their apparatus, unless directed by the Company Officer or the Incident Commander. If a unit is abandoned, Command will be immediately notified.

7.02- Command Responsibilities:

The Incident Commander is responsible for the command function at all times. As the identity of the Incident Commander changes, through transfers of command, this responsibility shifts with the title. The term "Command" in this procedure refers jointly to both the person and the function.

Command Procedures are Designated to Accomplish The Following:

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on arrival sequence of members, companies and officers.
2. Insure that strong, direct and visible Command will be established as early as possible in the operation.
3. Establish an effective framework outlining the activities and responsibilities assigned to Command.
4. Provide a system for the orderly transfer of command to subsequent arriving officers.

The Major Responsibilities Assigned to All Incident Commanders Are:

1. Provide for the safety and survival of all personnel and civilians.
2. Maintain the standards set forth in 29 cfr 1910.134(g)(4), two in, two out regulation.
3. Provide for a Rapid Intervention Team (RIT) during active fire fighting.
4. Remove endangered occupants and treat the injured.
5. Control the Incident.
6. Conserve property after fire/incident control is achieved.

7.03 - Modes of Operation:

There are two modes of operation on any emergency scene, **offensive** and **defensive**. This terminology helps to identify the methodology of the Incident Commander in attempting to stabilize the incident.

Offensive Mode - Interior attack and related support directed toward the rapid control and extinguishment of fire.

(This may also be used to identify technician level work being performed at a hazardous materials incident).

Defensive Mode - Exterior attack directed to reduce the amount of fire extension from an

area or structure, and then bring the fire under control with ultimate extinguishment. Command must define if the operation will be offensive or defensive in nature so that all companies will be aware of the intent of the operation. The change in mode may come quickly or an incident may start out in defensive mode and switch to offensive mode based upon

fire ground conditions. Most of our fires begin in the offensive mode. Interior attack efforts must be directed towards supporting primary search. First attack efforts must focus between victim rescue and protecting avenues of escape.

7.04- Sector Operations:

On any operation involving more than one unit, it *may* be necessary to divide the units into sectors. This involves the dividing of the operation into job specific, or locations to maintain a safe span-of-control for the total operation.

The officer who is in Command should designate the sectors for the incident and then assign the individual who will be responsible for that sector.

It will be that person's responsibility to keep track of all personnel assigned to that sector, along with providing Command with updates of the sectors operations. Examples of commonly used sectors are: rescue, exterior sector, decon, haz-mat operations, etc.) A sector may be comprised of one or more individuals or companies.

When a sector commander communicates conditions in their sector, they will report as that sector, not as the company they arrived with.

Staging: Staging is defined as the locating of resources in an area away from the actual emergency until such time as they are needed to work at the scene. Staging may include the relocation of both personnel and apparatus. Any incident can use staging as part of its operation.

When identifying a staging sector, the IC should keep in mind the need to locate resources in an area out of danger and have easy access routes into and out of the scene.

**City of Victor Fire Department
Operational Guideline
8.00 - Personal Accountability System**

Date: 28 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised:

8.00 - Personal Accountability System

Purpose: This guideline establishes a system to maintain accountability of all personnel during all combat operations of the department. The guideline will be known as the "PAS" or Personal Accountability System.

Scope: All firefighters shall follow this guideline on a daily basis. The PAS shall be used under the direction of the Incident Commander of any emergency that has the potential of placing firefighters in hazardous environments. It will be the decision of the Incident Commander as to what level the PAS will be used.

General: The Personal Accountability System is designed as a tool to be used by the Incident Commander of any operation to assist them in maintaining the status of all personnel assigned to the incident. The system relies upon all personnel to be responsible for the daily maintenance of their PAS identification tag and for the Incident Commander to initiate the system once the Command Post is established.

8.01 - Description of System Components:

1. **PAS Crew member Tag** - Every firefighter will be issued a PAS Tag that will remain in their possession for the duration of their career.
2. **PAS Command Point Collection Point** - Located at the Command Vehicle, this is the location all ACTIVE tags are brought after the Incident Commander initiates the PAS System.
3. **Active PAS Tag** - Used to represent those PAS Tags of personnel currently On-Duty, assigned to an apparatus and working an incident.
4. **Inactive PAS Tag** - Used to represent those PAS Tags of firefighters currently Off-Duty and NOT assigned to any department apparatus.
5. **PAR Personnel Accountability Report** - Involves a roll call of all personnel assigned to a particular incident. For the Incident Commander a PAR reflects a roll call of all units assigned to the incident. For the Company Officer a PAR reflects a roll-call of all personnel assigned to their crew. The Company Officer must make visual or radio contact with all personnel assigned to their crew in order to report that their crew is accounted for.

8.02 - System Guidelines / Equipment:

1. All INACTIVE PAS Tags are to be stored on the firefighter's fire helmet, attached to the hanging hook.
2. It shall be the responsibility of the Company Officer to collect all PAS Tags from personnel assigned to his sector/apparatus, upon arrival at the incident and after the PAS System has been activated by the Incident Commander. Tags will be attached to the PAS/ICS Board.
3. All PAS equipment shall be considered **Safety Equipment** and shall be replaced or repaired as soon as possible after damage or loss. All requests for replacement tags shall be routed through the chain-of-command to the Fire and EMS Coordinator.
4. On Scene Activation of the system shall be accomplished by the Incident Commander. Once the IC deems the incident of a nature or magnitude that requires PAS

activation, the tags are collected from all Sector/Company officers and delivered to the Incident Command Post. At the Command Post, the IC shall establish the PAS Collection Point and all collected tags will be placed in their appropriate locations.

8.03 - Mandatory Activation:

Mandatory activation of PAS shall take place during the following emergency situations:

1. All working structural fires where extended interior attacks are performed.
2. All structural fires where two or more Engine Companies are operating.
3. All Hazardous Materials Incidents.
4. Any incident where the use of the system could benefit the IC in maintaining control and accountability of all personnel.
5. All wildland fires where personnel are working on foot away from vehicles.

8.04 - Tactical Benchmarks:

1. Issuing the inactive tags to all firefighters.
2. Activation of PAS by the Incident Commander.
3. Collection of Active PAS tags from Sector/Company officers.
4. Locating of ACTIVE PAS tags at the Command Post Collection Point.
5. Deactivation of PAS and returning of ACTIVE tags to all firefighters.

8.05 - Personnel Responsibility:

The Personnel Accountability System is designed for the safety of the firefighters involved with combat activities.

The accountability system can only work if the firefighters make it work.

City of Victor Fire Department
Policy and Procedure
9.00 - Protective Clothing/SCBA's

Date: 29 January 2004
Approved by: John E. Poole,
Fire and EMS Coordinator
Revised:

9.00 - Protective Clothing

Purpose: Department personnel must be protected from personal injury to the maximum practical extent while engaged in emergency activities.

Scope: All members of the City of Victor Fire Department shall wear full protective clothing, as defined below, when in the proximity of or engaged in any incident or activity, which poses a threat to safety or health.

General: Fire Department personnel are individually responsible for conformity to this procedure. Department officers will be held responsible for the compliance of their subordinates.

9.01 - Definitions: The definition of full protective clothing varies with the type of incident or activity. Incidents involving combinations of activities, such as medical and extrication, require the wearing of protective clothing appropriate for all the activities in that combination incident. Items and styles of protective clothing shall be approved by the Department and shall be kept in good repair.

9.02 - Full Protective Clothing by Incident Type: The following are *minimum* requirements:

1. Protective clothing for incidents involving fire or the threat of fire or explosion inside a structure or vehicle, refuse area or storage yard include:
 - a. Bunker coat with liner.
 - b. Bunker pants with liner.
 - c. Short bunker boots with steel toe and insole.
 - d. Fire resistant hood.
 - e. Helmet with face shield or goggles and chin strap.
 - f. Gloves, leather palm, lined (rubber or cloth gloves are not acceptable).

Note: *There shall be no interruption of protection between parts of the protective clothing. Specifically, gloves and coat shall be chosen so that no part of the hand, wrist or arm is exposed when the arm is outstretched. Hood and coat shall overlap on all sides. Coat and pants shall overlap and pants and boots shall overlap.*

Note: *This level of protection shall be carried to all incidents whether or not its use is required, to insure adequate protection is available in the event that circumstances change or a response is made from a previous alarm without returning to quarters.*

2. Protective clothing for incidents involving wildland fires include:
 - a. Helmet as in #1(e) above, or department approved hardhat (full brim wildland style is recommended).
 - b. Gloves as in #1(f) above, or unlined leather gloves.
 - c. Leather work or hiking boots above the ankle or uniform laced high

- top boots (preferably NOT steel toed) with non-slip sole.
 - d. Fire resistant coveralls or wildland style pants and shirt. Jackets must also fire resistant.
3. Protective Clothing for hazardous materials incidents and hazardous condition standbys include as in #1 above.

Note: The above is minimum for response to hazardous materials incidents. Actual involvement with the material or it's container will probably require an increased level of protection beyond the scope of this procedure.

4. Protective clothing for proximity to fires involving aircraft or large amounts of flammable or combustible liquids includes:
- a. Coat/Pants, helmet and gloves - Proximity type (silvers).
 - b. Boots as in #1(c) above.
5. Protective clothing for medical emergencies:
- a. Latex gloves are minimum protection. Additional face and eye protection and clothing will be dictated by the incident.
6. Protective clothing for vehicle/machinery extrications include:
- a. As in #1 above.
7. Protective clothing for fire investigations in incidents where the threat of fire explosion no longer exists include:
- a. Coveralls or other appropriate work clothing.
 - b. Short bunker boots or steel toed work shoes/boots.
 - c. Helmet as in #1(e) above, or safety hardhat.
 - d. Gloves, leather, rubber, plastic, cloth as required.
 - e. Appropriate eye, ear and breathing protection as required by conditions.

9.03 - Breathing Protection (Self-Contained Breathing Apparatus):

1. The use of SCBA is required by NFPA 1500/1981, whenever firefighters are exposed or **may be exposed** to products of combustion, oxygen deficient, or toxic atmospheres. The Victor Fire Department has adopted this as policy. SCBA will be utilized for the actual as well as the **suspected** structure fire, vehicle fire, gas leak, etc.
2. Firefighter's will insure that the integrated PASS devices on their SCBA is regularly inspected and in good working order. Any deficiencies will be immediately reported to a Chief Officer.
3. SCBA's without PASS devices will be used **only** in salvage/overhaul situations and exterior fire suppression operations.
4. SCBA air bottles, masks and packs will be inspected and maintained and records of such, kept in accordance with NFPA regulations.

**City of Victor Fire Department
Operational Guideline
10.00 - Additional Resources**

Date: 29 January 2004
Approved by: John E. Poole,
Fire and EMS Coordinator
Revised:

Purpose: To establish guidelines and indicators for the Incident Commander to determine when additional resources should or will be summoned on actual emergencies.

General: The City of Victor Fire Department has established an automatic response system with the Cripple Creek Emergency Services Department, for **all** smoke investigations and confirmed structure fires. However, situations may exist wherein automatic response or mutual aid from CCES is not possible.

10.01 - The Incident Commander should request additional resources through Central Dispatch whenever any of the following conditions are present:

1. An actual or potential fire situation exists and the life hazard exceeds the rescue/EMS capabilities of the initial alarm response. The number, location and condition of actual victims exceeds the rescue/removal/treatment capabilities of the responding company.
2. An actual or potential fire situation exists and the property protection demand (both internal and external) exceeds the fire control capabilities of the initial alarm company.
3. All companies/personnel have been committed and the fire is not controlled. Forces are depleted due to exhaustion or injury or are trapped or missing. Command must forecast the effect the fire will have on personnel (especially during extreme weather conditions) and provide for the support of such personnel in advance.
4. Command runs out of some resource, i.e. men, apparatus, water, equipment.
5. There is evidence of significant fire, but companies are unable to determine the location and extent.
6. Initial response companies cannot effectively perform early loss control operations. The situation becomes so widespread/complex that Command can no longer effectively "cope" and the situation requires a larger, expanded incident command structure.
7. The weather is or has the potential to have a particularly exhausting effect on resources.
8. Command instinctively "feels" the need to summon additional resources -
Don't disregard fireground hunches.

City of Victor Fire Department
Operational Guideline
11.00 - Safety Section

Date: 29 January 2004
Approved by: John E. Poole,
Fire and EMS Coordinator
Revised:

Purpose: To establish guidelines for the implementation of a "Safety Sector/Section" at any first alarm or multiple alarm incident, special operations rescue and hazardous material responses. In addition, a Safety Sector/Section Incident Safety officer should be assigned at any incident of special hazard, presenting an unusual risk to firefighters, customers or the general public.

Responsibility: This procedure in no way diminishes the responsibility of each and every member's commitment to safe work behaviors and to operate within standard operating procedures at all times. Company officers carry an additional responsibility of ensuring that all members of their crew are operating in a safe manner. Chief officers and Sector officers must also insure that operations are conducted safely. The first arriving member will establish "Command" and the Incident Command System will be implemented.

General: The golden rule at any emergency scene is first to protect yourself. We are no help to victims if we are injured or killed at the scene. Approach any scene with caution, and follow the orders of your company officers. The words **Emergency Traffic** are high priority. These words can be used over the radio to report an immediately perilous situation (i.e. impending structural collapse). This phrase is also used if an interior crew finds a victim. Whenever **Emergency Traffic** is transmitted, all other communications must cease until the emergency report is transmitted. The Incident Commander is the only person on the fire ground allowed to talk on the radio at this time. Command will then decide when normal traffic may resume.

As a warning of danger (building collapse, evacuation, etc.), or if changing fire attack mode from offensive to defensive, Command will transmit an evacuation order over the radio. The transmission shall be "**Evacuate, Evacuate, Evacuate!**". In addition, anyone near a fire apparatus should activate the air horn in long blasts for one minute. This signals any crews inside that may have lost radio contact to immediately leave the structure. A PAR should be taken after any of the above conditions.

Medical scenes can be just as dangerous as fire scenes. Keep in mind that your safety and that of your crew is first, and then your patient's safety. **If a medical scene is unsafe due to weapons or impending conflict or violence, call for police assistance and do not enter the scene. Any medical emergencies dispatched as the result of fights, gunshots, knives, domestic violence, car accidents, drug use, overdoses, or alcoholic emergencies require that the police department also be dispatched.** Apparatus and personnel should stage at a safe distance until the scene is safe.

Always be aware of your surroundings at any emergency scene and be on the lookout for dangers such as power lines, gas leaks, distraught or violent bystanders, etc. Be prepared for any hazards.

"MAY-DAY" Radio Message - The radio message "May-Day" will be used to report a lost or trapped firefighter. Any member may use "May-Day" to report a lost or trapped firefighter. A "May-Day" report will receive priority radio traffic and the only people on the fire ground allowed to talk will be Command, the person reporting "May-Day" and the RIT Team.

11.01 - Safety Sector/Section - Command is responsible for assigning a Safety Officer. The designated Safety Officer, from the appropriate department, will normally respond to

multiple alarms and other significantly high-risks incidents. Command may special call the Safety Officer to any incident.

11.02 -SAFETY OFFICER - The safety Officer will automatically assume the Incident Safety Officer (ISO) safety sector responsibilities upon his/her arrival at the incident. following the appropriate command procedures and a briefing. Command must be notified of the assumption of safety sector responsibilities for accountability and scene management purposes.

11.03 -SAFETY OFFICER AUTHORITY - The Safety Sector/Section reports directly to Command and has full authority to terminate, suspend, or alter any unsafe condition or action. The Safety Sector/Section intervention at scene operations involves three approaches. First is for life threatening situations; the second is for non-life threatening situations; the third approach occurs in the on-going incident planning process.

1. Any **LIFE THREATENING** conditions will be corrected immediately and directly. In obvious life threatening situations that do not allow time for Command's intervention, the Safety Officer shall immediately stop any action, or countermand any order, under these circumstances by DIRECT and IMMEDIATE intervention. Command must immediately be advised of any direct intervention by the Safety Sector/Section under these circumstances.

2. The second approach is for non-life threatening situations and involves a more "one-on-one" correction of safety problems with individual firefighters, company officers and sector officers (such as requiring SCBA, correct ladder position, etc.) and often does not affect incident strategy. This approach is the most frequent type of interaction. Command need not be notified of this type of action. Corrected items should, however, be noted for discussion at a critique of the incident.

3. The third approach occurs in the on-going incident planning process. Upon the implementation of the Safety Sector/Section, Command must provide the Safety Sector/Section an overview of the incident action plan and specific details of the safety plan. The Safety Officer will confirm that a safety plan is in effect, review it, and provide recommendations as needed.

11.04 - Safety Sector/Section Responsibilities:

- The Safety Officer announces "on-scene" and has a face-to-face conversation with a member of the Command team (or IC).
- After confirming a safety plan with Command, the Safety Officer will assume Safety Sector/Section.
- Insure that RIT Team(s) are properly positioned and that all personnel are wearing proper PPE
- Insure that all crews and personnel are operating safely and consistently within existing safety standards.
- Safety Officer has the authority to terminate, suspend, or alter any unsafe operations or actions. He/she can initiate "emergency traffic" if needed.
- When assigned this function by Command, coordinate the use of utility crews and technical specialists, in continual evaluation of incident risk and provide corrective measures as needed.

- Monitor the health and welfare of all personnel and insure that they are not over-extended, and are rehabilitated in an effective manner. The Rehab Sector should be a component of the Safety Sector.
- Provide Command with frequent progress reports on safety related issues.
- Review and address accountability (PASS) and rehab.

**City of Victor Fire Department
Operational Guideline
13.00 - Welfare Sector/Section**

Date: 29 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To establish guidelines for implementation of a Welfare Sector/Section for any incident involving the serious injury or fatality of a member of the City of Victor Fire Department.

General: This procedure shall apply to both on duty and emergency response incidents. The Incident Commander will be responsible for establishing the Welfare Sector. Chief Officers and or City Government Officials should be assigned to the Welfare Sector, Hospital Liaison, and Family Liaison duties.

13.01 - Welfare Sector Duties: The Welfare Sector Officer will report to the Incident Commander and will be responsible for the following:

- Obtaining the latest information regarding injuries, circumstances, etc.
- Managing the notification of outside agencies.
- Assigning a Hospital Liaison Officer.
- Assigning a Family Liaison Officer.
- Coordinate with the Public Information Officer
- Notify the Fire and EMS Coordinator.
- Provide/Coordinate for family transportation as needed.
- Coordinate Chaplain and other support needs.
- Securing the personal belongings of the injured member.

13.02 -Welfare Sector in ICS - For Major incidents, the Welfare Sector/Section may be expanded into a branch within the Incident Command System.

13.03 - Notification of Dispatch and Deployment: Once a report is received that a firefighter has been seriously injured, the Welfare Sector must communicate the following information to the Central Dispatch:

- Patient name(s)
- Receiving hospital (s)
- Nature and priority of injuries.
- Hospital and family liaison officer's names.
- Other patient information.

This information should be communicated in a confidential/secured manner. The Welfare Sector will identify persons that the Central Dispatch may release information to. The Central Dispatch staff will NOT release any names or identifying details to anyone not approved by the Welfare Sector.

13.04 - Family Liaison Officers - The Welfare Sector Officer must insure that a Family Liaison Officer (Chief Officer preferred) is assigned to each family. It is essential that this officer contact the family as soon as possible after all patients have arrived at hospitals.

13.05 - Fire Department Member Responsibilities - Fire Department members will be highly concerned in these incidents. Members must understand that the Welfare Officer is designated to provide rapid, and accurate support to the family. It is important that members NOT "freelance" and take self-initiated action. This kind of action can often result in inaccurate information being delivered to the family members, or the family being transported to the wrong hospital. This only increases the emotional stress for the family.

Those members desiring to help should contact the Welfare Officer. This system is designed to absorb the assistance to, as well as, provide the maximum support to family members.

**City of Victor Fire Department
Operational Guideline
14.00 - Medical Emergency Responses**

Date: 29 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To provide a Fire Department based "First Responder", transporting, emergency Medical Service which operates within the current parameters of accepted practices and protocols within the City of Victor Fire Department and the Southwest Teller County Emergency Medical Service.

Policy: The Victor Fire Department shall operate the First Responder program in accordance with those criteria established by the State of Colorado, the Southwest Teller County Emergency Medical Service and the physician advisor for this Department.

Responsibility:

1. The City of Victor Fire and Emergency Medical Services Coordinator shall have the overall responsibility for the proper operation of the First Responder services and will coordinate all actions with the Director, Southwest Teller County EMS.
2. It is the responsibility of each individual to maintain current certifications and continuing education requirements to participate in this program.

14.01 - Responses:

1. Med 5 is the designated emergency response vehicle for all emergency responses from this department. The Rescue vehicle (623) will respond, if no EMT's are available.
2. Fire Department personnel must have a current/valid State of Colorado Driver's Permit to operate the vehicle.
3. The second rider must be minimum EMT Basis qualified and have been approved by SWTC EMS, to respond to medical emergencies.
4. The Fire Department shall endeavor to place the most qualified personnel on responding apparatus.
5. Med 5 shall respond to "standby" with Engine One (620) on all working structure fires, hazardous material standbys and major incidents.
6. Levels of responses (Code 2/3) shall be determined by the information received from "Central" at the time of dispatch, and any subsequent information received while in route.
7. Code 2/3 transport will be determined by the patient's condition, keeping in mind that a Code 2 may be up-graded should the patient's condition degrade.

14.02 - Personnel Responding:

1. Only those personnel so training and certified shall participate in providing medical attention unless the situation is of such magnitude as to require first aid to be given by all personnel involved in the incident.

2. Personnel NOT trained as EMT-B or greater, shall assist those individuals so trained, as directed.

3. Personnel transporting patients to local hospitals shall carry with them at all times, City of Victor Fire Department Identification Badges.

14.03 - Personal Protection: All personnel responding to any emergency medical situation will follow accepted protocols regarding the use of protective gloves, face and eye protection and protective clothing.

14.04 - Definition of Infectious Waste: Waste that has come in contact with any body fluid must be considered potentially infectious.

14.05 - Procedures for Handling, Storage and Disposal of Infectious Waste:

- All contaminated disposable materials and bedding must be considered "infectious" and placed in impervious red plastic bags, clearly marked with the bio-hazardous waste symbol and sealed, prior to disposal. All bags should NOT be OVERFILLED. Grossly contaminated or wet, dripping waste must be doubled bagged.
- Dispose of filled, sealed bags in appropriate containers identified as biohazard waste on the apparatus floor of the Fire Station. Do Not dispose bags in regular containers at the Fire Station.
- When transporting patients, any medical waste generated during that transport will be bagged and sealed in properly labeled, red, biohazardous waste bags to be disposed of on the return trip to the Fire Station. Bagged waste will not be left at the patient's home.
- Sharps containers will be puncture resistant, leak proof on sides and bottom, and labeled or color-coded red as a biological waste.
- Needles will not be bent, sheared or over-capped, except by using the one-handed scoop technique, as taught. The one-handed scoop (Zorro) method may be used when administering incremental doses of a medication to the same patient. Over-capping is not permitted in any situation.
- Needles, syringes, razors, scalpels, broken glass (including drug ampules), and other sharp objects must be disposed of in a leak-proof, rigid-walled, puncture resistant container, which is clearly marked with the bio-hazardous waste symbol. Self-sheathing needles must also be treated as sharps and disposed of in the same manner.
- Sharps containers must be kept in all patient care areas in an upright position throughout use. A portable container will be carried into any scene where it is anticipated that invasive procedures may be provided. Sharps containers will be closed prior to moving from area of use to prevent accidental spillage of contents during movement.
- Broken glass will be picked up by mechanical means such as dust pan and broom, not directly with the hands. The equipment used for clean-up will be appropriately decontaminated or discarded after use and the broken glass placed in a sharps container.

- Filled boxes will be taped closed. Date, unit number and initials of individual who sealed box must be placed on the label. DO NOT OVERFILL. Filled sharps boxes will not be left at the receiving facility, but are to be taken back to the Fire Station and left at the designated bio-hazardous waste drop off area.

14.06 -Post-Response Duties:

1. Those personnel responding to medical emergencies are responsible for cleaning, re-stocking and fueling Med 5 and or the Rescue Vehicle, upon returning to the Station.

2. The attending EMT is responsible for completing ALL required medical/run reports, prior to going off duty.

**City of Victor Fire Department
Policy and Procedure
15.00 - Vehicle Operations/Emergency
and Non-Emergency**

Date: 29 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To establish policy and procedures for all personnel to follow when operating Victor Fire Department vehicles.

Scope: To reduce injuries and property damage to both City and private property, this procedure is to be followed by ALL personnel. Authority to deviate from this procedure rests with the Fire and EMS Coordinator.

15.01 - Operation of Vehicles: - No member of this Department shall operate any Fire Department vehicle unless the following conditions have been met:

- Operator possesses a valid State of Colorado Driver's Permit.
- Operator has completed the Driver's Training Course, as adopted by this Department.
- Operator has received instruction from another qualified person which is pertinent to the specific vehicle (i.e. Engine One 620 - pump operations).
- Operator is driving the vehicle on official fire department business or responding to an emergency incident.

15.02 - Authorization - It shall be inferred that a qualified operator has permission to operate a specific vehicle when responding to emergency situations. All other operation of vehicles must be for official fire department business or authorized by the Chief. "Joy Riding" is not official business.

15.03 - Pre-Operation Checks: Prior to leaving the Station, except on emergency responses, each operator will complete a "walk around" to inspect the vehicle and complete the Vehicle Inspection Checklist at least once in each 24 hr. period. Any deficiencies will be noted on the checklist and described on the line item page. Any serious mechanical deficiency which would cause the unsafe operation of the vehicle, must be immediately reported to a Chief Officer or the Department Vehicle Maintenance Officer.

15.04 - Response Levels: The level of response to emergencies (Code 2/3) shall be dictated by the type of call and information received from Central Dispatch, keeping in mind that a code may be upgraded enroute as further information is received. Drivers should be prepared to justify any unauthorized Code Three response.

IN ALL CASES drivers will obey all traffic laws pertaining to the operation of emergency vehicles and remember that red lights and sirens only "ask" for the right-of-way.

15.05 - Specialized Equipment: Engine One (620) is a specialized apparatus requiring specialized knowledge and training to operate properly and safely on the fire ground. Firefighter's lives can be put at great risk if an inexperienced person is at the controls. Before any firefighter assumes the responsibility of pump operator, he/she must demonstrate a working knowledge of fire ground hydraulics, tactics and hose evolutions and understand the mechanical workings of fire department pumps, relief valves, and water supplies pertinent to this City and the location of and use of all equipment and appliances carried on the apparatus. State certification as a fire

apparatus driver/operator is not required, but is HIGHLY recommended.

The driver/operator of Engine One will complete the truck checklist after each emergency response and note any missing/damaged equipment and mechanical deficiencies on the line item page. Additionally, he is responsible to ensure that all SCBA's have been returned to their storage areas, ready for use and all air bottles and spares are full.

15.06 - Brakes and Chaulks: Operators of vehicles equipped with air brakes should understand the mechanical operation and common causes of failure of air brakes and will inspect the condition of the brake system prior to operating the vehicle. Those vehicles equipped with wheel chaulks will use them anytime the vehicle is parked outside of the Fire Station.

15.07- Backing: Operators of all Fire Department vehicles will have a minimum of one backing guide ANYTIME the apparatus is to be moved in reverse. **NOTE:** Back-up alarms do not replace backing guides. If a guide is unavailable, the apparatus will be parked on the street until a guide is available. Request the assistance of an on-duty police officer, if necessary.

15.08 - Traffic Accident Scene Safety: Upon arrival at the scene of a traffic accident or other highway emergency, the driver will place the vehicle in a position that maximizes the protection of responders from approaching traffic. Positioning considerations should be given to protecting patient loading areas at the rear of ambulances and the placement of scene lighting.

15.09- Reporting Damage: Damage to any Fire Department vehicle, no matter how slight, shall be reported to a Chief Officer or Fire and EMS Coordinator immediately. Any damage to apparatus or property resulting from disregard of this policy may result in the cost of repairs being borne by the department member and possible termination from the Department. Disregard for this operating instruction shall result in the following actions based upon the seriousness of the incident:

- First violation - A written reprimand will be placed in the firefighter's permanent file for a period of two years.
- Second violation - Suspension of driving privileges of Department vehicles for a period of six months.
- Third violation - Immediate termination from the Department.

**City of Victor Fire Department
Policy and Procedure
16.00 - Vehicle Cleaning**

Date: 29 January 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: This operating instruction outlines policy and procedures for the cleaning of fire department vehicles.

Responsibility: Fire Department officers will ensure that all personnel comply with this operating instruction. All personnel have personal responsibility to comply with this policy and procedure.

16.01 - Requirements - All Fire Department vehicles shall be maintained on a regular basis to provide clean vehicles and to extend the life of the equipment. Clean and properly maintained vehicles are a clear indication of the pride in one's fire department and are a sign to the citizens of Victor that the department personnel are professional and responsible for the equipment entrusted to them.

16.02 - Procedure - Upon returning from any emergency call, the vehicle will be inspected by the operator and if deemed necessary, will be washed and wiped down. Windows and windshields will be cleaned and free from water spots. The interior will be wiped down and floorboards swept clean. During winter months special attention shall be given to removing salt and road grime from underneath the vehicle and from wheels.

At each business and training meeting, the first priority of business will be to inspect all vehicles and take corrective actions as necessary.

**City of Victor Fire Department
Operational Guideline
17.00 - Radio Operations**

Date: January 29, 2004
Approved by: John E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To establish a procedudre for all personnel to follow when operating the Fire Department communications equipment.

Scope: This procedure shall be followed by all firefighters and used as a guideline for radio communications, Firefighters should be mindful that our radio traffic is monitored by the public. All communications should reflect the professional image of this Department.

General: It shall be the responsibility of each firefighter to know what radio signals are being used in the Department and become familiar with their meaning and proper use.

17.01 - Definitions:

- **"CENTRAL"** - refers to the Cripple Creek Police Dispatch Center and is the primary dispatch for this department.
- **"Teller Base"** - refers to Teller County Sheriff's Department Dispatch Center and is the secondary dispatch for this Department.
- **Woodland Park"** - refers to the Woodland Park Police Department Dispatch and is the tertiary dispatch for this Department.
- **"620"** - Victor Engine One, pumper truck.
- **"622"** - Victor Brush One (CSFS truck).
- **"623"** - Victor Rescue Truck.
- **"Med 5"** - Victor Ambulance
- All Cripple Creek Emergency Services vehicles are number in the "100's"
- **Victor FD Officers:**
- **600 alpha** - Fire and EMS Coordinator
- **601** - Fire Chief
- **602** - Asst. Chief
- **603** - 1st Captain
- **604** - 2nd Captain

17.02 - Personal Identification - All Fire Department personnel other than those listed above will identify themselves as the fire apparatus they are assigned to or operating and give the last names of all personnel assigned to that crew. Example: *620 to 600, my crew is Smith, driver, Jones, lineman, and Jackson, hydrant.* When one firefighter is communicating with another, use last names only.

17.03 - General Radio Communications:

1. Plain language should be used in place of obsolete codes. At no time shall obscene or inappropriate language be used.
2. Speak slowly and in a normal voice. Avoid shouting, especially while wearing SCBA.
3. After keying the mic, pause before transmitting your message.
4. Monitor ongoing radio traffic before transmitting to avoid "walking" over other

messages.

5. Refer to Safety Section Operational Guideline 11.00 for policy regarding emergency traffic and the use of "May-Day".

17.04 - Emergency Responses:

1. "Central" will activate the alerting system for all emergency calls and it shall be the responsibility of all firefighters to monitor and respond when called.
2. After receiving the dispatch information from "Central", the officer of each apparatus will respond to "Central" when going in-service and confirm their response.
3. When arriving first on scene of the incident, the officer will give a size-up or brief description of the situation. This is particularly vital on fire responses when instructions need to be given to incoming units. Example: *Central, 620 on scene. This will be a two story brick multiple occupancy. No smoke visible. Building has been evacuated. We will investigate further and report.*
4. Second due companies arriving on scene will also advise Central of their arrival and staging area or actions. Example: *Central, 620 on scene. We will be taking a hydrant.*
5. When a unit is cleared from an incident, they will go "in-service and return to their station as soon as possible, unless otherwise directed.
6. If the unit has responded to a mutual aid outside of this jurisdiction, advise Central when reentering your district.

**City of Victor Fire Department
Policy and Procedures
18.00 - Department issued Alpha Pagers**

Date: 30 January 2004
Approved by: J.E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To establish policy and procedures for the use of Department issued alpha pagers.

Responsibilities: A designated Alpha Pager control officer will control and issue all alpha paging equipment. All personnel will have the responsibility to comply with this policy. Issuance of a alpha pager is a privilege and is necessary to complete the mission of the Department. Personnel not carrying or making efficient use of their pagers WILL return them to the Control Officer, so they may be issued to active Department members.

General: Alpha pagers are the primary method of alerting firefighters to emergency responses, wildland responses, general information, training and business meetings, announcements and personal use. Personal use of pagers will not be restricted, however, excessive pages over the monthly limit will be reviewed on a case by case basis.

18.01: Lost or Damaged Pagers: Replacement or repair costs for lost or damaged pagers NOT related to an on the-job incident will be recovered from the user. Each case will be individually reviewed. Any duty related damage or loss must be reported in writing to the control officer within 48 hrs. to be classified as "on duty" related.

**City of Victor Fire Department
Policy and Procedure
19.00 - Department Issued Hand-Held
Radios**

Date: 30 January 2004
Approved by: J.E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To establish policy and procedure for the issuance and use of hand-held portable radios.

Responsibilities: A designated Radio Control Officer will maintain, control and issue all hand-held portable radios to Fire Department personnel. All personnel have the responsibility to comply with this policy and procedure.

General: The Department currently issues Motorola HT 1000, MT 1000 and MT 60 radios. These radios are used as a secondary means of emergency response notification and for official communications while engaged in Departmental activities. In order to maintain an effective two-way radio communications network through this Department and other agencies, the following guidelines are established.

19.01 - Issuance and Use of Radios:

1. Hand-held radios will be issued first to chief officers, next, to company officers and firefighters and auxillary personnel on an availability basis. Each radio will be issued with a charging unit and one spare battery. It is each person's responsibility to ensure that their radio is always charged and ready for service. Any problems with radios or components will be reported to the Radio Control Officer immediately.
2. Radios will be carried in a belt case, chest pack or belt clip. Non-duty related loss or damage to any radio will be the responsibility of the individual and will be reviewed on a case-by-case basis.
3. Duty related damage or loss will be reported in writing to the Radio Control Officer within 48 hrs. to be considered duty related.
4. Use of hand-held radios will be governed by Operational Guideline 17.00. Members will never use hand-held radios for anything other than official department communications.

**City of Victor Fire Department
Operational Guideline
20.00 - Hazardous Materials Responses**

Date: 30 January 2004
Approved by: J.E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To establish the Fire Department's response, control and abatement procedures for any hazardous material release. In addition, the procedure will describe the policy for handling all hazardous material information collected for emergency response.

Scope: This policy will outline the "Hazardous Material" response of the Fire Department. It will detail the standard first response assignment for a Haz Mat Incident, what procedures are to be followed regarding recognition, notification, and abatement of the exposed material.

General: The Victor Fire Department will consider itself as a "First Response" agency. This will encompass all defensive skills such as recognition, notification of individuals, or teams with offensive skills and equipment, containment of certain situations, minimizing harm to citizenary by evacuation, waterfog or protection in place.

20.01 - Level of Response: The department shall be considered equipped and trained to operate at the HAZARDOUS MATERIALS FIRST RESPONDER level. This degree of expertise allows the Incident Commander and those operating at the scene to function in a defensive mode of control and or otherwise mitigate the hazard.

The Incident Commander shall have the right and duty to call upon whatever means they deem necessary to handle the emergency. Assistance may be requested from any agency or organization that, in the eyes of the IC, may assist them in reducing the loss, or otherwise controlling the situation.

Anytime the Incident Commander deems a situation of a "working nature", either offensive or defensive, the Fire and EMS Coordinator and the Fire Chief shall be notified. Any notification of State or Federal authorities will be performed by the Coordinator or the Fire Chief or Incident Commander only in their absence. The exception to this will be for the initial call to either a product manufacturer or to CHEM-TREC.

In addition, the Incident Commander should maintain command of the situation no matter who is requested to assist with the situation.

It will be vital for the Incident Commander to maintain a level of knowledge of the incident to allow them to notify outside agencies with enough lead-time to respond to control the incident. When a question exists over requesting of mutual aid agencies, the request should be made.

In addition, Chief Officers should remain informed of any significant hazardous materials situations in this response area and relay this information to all personnel. All MSDS information shall be passed on to the officer designated as the Department Haz-Mat/Safety Officer.

Response: The first response assignment for all Haz Mat Incidents in the City will be:

- One Engine Company
- One Rescue Company
- One Chief Officer

20.02 - Decontamination:

Decontamination is the process of removing or neutralizing contaminants that have been accumulated on personnel and equipment and is critical to health and safety at emergency response sites. The Decon Officer or responsible person will ensure that all personnel, clothing, and equipment are cleaned prior to their return to service. The Decon Officer is responsible for the following activities:

- Determine the appropriate level of decontamination to be provided.
- Ensure that proper decon procedures are used by the Decon Team.
- Coordinate decon operations with the Entry Officer and other personnel within the Haz Mat Branch.
- Ensure that the Decon Area is established before any entry is allowed into the Hot Zone.
- Monitor the effectiveness of decon operations.
- Control all personnel entering and operating within the decon area.

When the incident is outdoors the decon site should be accessible from a hard-surfaced road. Considerations when establishing a decon site are: environmental sensitive areas (ponds, streams), water supply, access to showers, and run-off potential. The ideal outdoor site is upwind and uphill from the incident and remote drains, manholes and waterways.

WARM (CONTAMINATION REDUCTION) ZONE

The Decontamination area will be set up in the warm zone. The area includes the decontamination corridor. It is also the area which access control points connecting the hot and cold zones area established. The level of protective clothing worn in the warm zone is related to the level of protection the entry team wears when operating in the hot zone. If someone needs assistance in the hot zone, the backup team would assist. This team normally wears the same level of protection as the entry team. The decon team is permitted to wear the next lowest level of protection.

Access and decontamination corridors are set up adjacent to one another in the warm zone. They are normally a minimum of 25 feet wide. They need only be between 30 and 50 feet in length, depending upon the number of operational steps required and options available.

The two major phases of decontamination are **GROSS** and **Secondary**. Gross decon involves the removal or chemical alteration of the majority of the contaminant. It must be assumed that some residual contamination will always remain on the host. This contamination can produce cross-contamination. Secondary Decon is the removal or alteration of most residual product contamination. It provides a more thorough decon than the gross effort. *Some contamination may still remain attached to the host, resulting in permeation and impregnation.*

While decon is performed to protect health and safety, it can pose hazards under certain circumstances. Decontamination methods may:

- Be incompatible with the hazardous substances being removed (i.e. a decon method may react with contaminants to produce explosion, heat or toxic products)
- Be incompatible with the clothing or equipment being decontaminated (some organic solvents can permeate and/or degrade protective clothing).
- Pose a direct health hazard to workers (vapors from chemical decon solutions may be hazardous if inhaled, or they may be flammable.)

TESTING FOR EFFECTIVENESS OF DECONTAMINATION:

The effectiveness of any decon should be assessed at the beginning of an operation and periodically throughout the operation. The following methods may be useful in assessing the effectiveness.

- Visual observation, such as discoloration, stains, corrosive effects.
- Visible waste.
- Alteration in fabric
- Ultraviolet light, chemical wipe sampling, monitoring devices, testing for permeation.

All equipment used for decon must be decontaminated and or disposed of. Buckets, brushes, clothing, tools and other contaminated equipment should be collected, placed in containers and labeled. Also, all spent solution and wash water should be placed in plastic bags, pending further decon and or disposal.

EMERGENCY DECONTAMINATION:

In an emergency situation the primary concern is to prevent the loss of life or the severe injury to operating personnel. If immediate treatment is required to save a life, decontamination can be, in some cases, delayed until the victim is stabilized. If decontamination can be performed without interfering with essential life-saving techniques or first-aid, or if a worker has been contaminated with an extremely dangerous material that could cause severe injury or loss of life, emergency decontamination procedures must be performed immediately. Clothing must be removed from the contaminated victims prior to transporting. If this is the case, the patient's dignity should be considered as much as possible.

Precautions should be taken so that any chemical exposure to the emergency workers or the transport vehicle is limited. Upon completion of patient transport, decontamination of all equipment and personnel **SHALL NOT BE PERFORMED AT THE HOSPITAL.** Special arrangements shall be established for the proper decon of all equipment and vehicles.

Emergency workers may need to return to the incident scene and report for proper decontamination.

20.03 - Required Report Forms:

An individual report and record will be made for each individual who may have been exposed to a hazardous material during a particular incident. This record will be kept on file to establish a particular individual's long-term exposure risk.

**City of Victor Fire Department
Operational Guideline
21.00 - Wildland Fire Operations**

Date: 30 January 2004
Approved by: J.E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To establish a Department operational guideline for firefighter responses to wildland and urban interface operations.

General: Wildland fire suppression requires specialized training, equipment and knowledge of fire behavior. All firefighters will comply with this guideline.

21.01 - Requirements:

1. Initial attack of wildland / urban interface fires within this district, will be considered first response and NO special wildland qualifications (Red Card) will be required. However, the Incident Commander should be NWCG FFII minimum qualified or will request outside resources which are.
2. For all wildland / urban interface fires which are considered beyond initial attack and have moved into extended operations, all firefighters must be minimum NWCG FFII (Red Card) qualified.
3. All firefighters responding to wildland inter-agency or mutual aid operations, will be minimum NWCG FFII qualified.
4. The CSFS brush truck (622) is considered a Type 6 Engine and will respond with two personnel.

21.02 - Personal Protective Equipment:

1. Firefighters responding to wildland fires will utilize department issue or privately purchased and approved, wildland style clothing, boots, hard hat, eye protection, gloves and web gear, which will include a serviceable fire shelter and case and water canteen. (Gear should include food and personal items for a minimum of a 24 hr. period in the field). See Operational Guideline 9.00 for specific PPE requirements.
2. Firefighter's working on foot, away from fire apparatus will be in full protective clothing and equipment, and in addition will have a hand tool, portable radio and road flares/drip torch.
3. Drivers/pump operators will wear a fire shelter and case at all times.

21.03 - Operations:

1. Upon arrival on scene of a wildland fire, Command will be established and the IC will:
 - Perform a size-up, noting approximately size of fire, type of fuels, rate of spread, wind direction, topography and current and anticipated weather conditions.

- Determine any need for additional resources.
- Determine the method of attack (direct/indirect).
- Notify the Pueblo Fire Dispatch Center @ 545-1454, if conditions warrant.
- Establish an experienced firefighter as safety/look-out.
- Identify and mark safety zone(s).
- Determine if evacuation of residents is necessary.
- Establish a staging area for incoming resources.

2. Definitions:

- **"Fire is Controlled"** - The forward spread of the fire has been stopped at the head and flanks.
- **"Fire is Contained"** - The fire has been totally surrounded on all sides by line and or natural barriers.
- **"Fire is Out"** - The fire has been totally cold trailed and no flame or embers remain and no visible smoke.

21.04 - Safety: The IC / Operations Officer will ensure that:

- All firefighters receive a safety briefing before going on the fireline. The briefing will include a review of the Standard Fire Orders and LCES.
- All firefighters are properly dressed and equipped. No levis, tennis shoes, t-shirts, etc.
- Only qualified persons operate power saws and have chaps and face protection.
- Monitor all firefighters for signs of fatigue and establish a rehab area if appropriate.
- Initiate all actions based on current and expected fire behavior.

Every individual has the right and obligation to report safety problems and contribute ideas regarding their safety. When an individual feels an assignment is unsafe they also have the obligation to identify, to the degree possible, safe alternatives for completing that assignment. Turning down an assignment is one possible outcome of managing the risk.

21.05 - Urban Interface Operations: - Structures that are threatened by wildland fire must be protected if at all possible, however, firefighters must triage all such structures and make a qualified decision as to the chances of saving the structure based on some of the following considerations:

- Access to the property by the fire apparatus and whether there is a good means of egress in the event an emergency exit is required.
- The type of building construction (wood sided, shake shingle roof, as opposed to stucco and metal roof).
- Defensible space around the structure (brush, ladder fuels and trees cleared from the property at least 30 ft.)

- General condition of the property (cluttered with combustibles and flammables).
- Is there sufficient time to "pre-treat" the property and structure?
- Availability of an outside water source.

It may be necessary to declare a specific structure as a "looser" and go on to the next which is considered savable.

- 1. Apparatus operator will ensure that 200 gals. of water remains in the tank and a separate 1 1/2" handline is available for protection of the apparatus and crew.*
- 2. Position the apparatus facing away from the structure in the event an emergency retreat is necessary. Cut or disconnect any hose lines that are deployed - do not take time to roll up hose.*

**City of Victor Fire Department
Operational Guideline
22.00 - Terrorism Threat Condition and
Security**

Date: 30 January 2004
Approved by: J.E. Poole,
Fire and EMS Coordinator

Purpose: To establish operational guidelines and policy regarding fire station security and operational security based on the Colorado Homeland Security Advisory System threat condition.

Responsibilities: All officers will ensure that all personnel comply with this operating instruction. It is the responsibility of all personnel to comply with this guideline.

Procedures:

1. Current Victor Fire Department Threatcon - The current threat condition of the Victor Fire Department shall be displayed in plain sight in an area designated by command staff. The threat condition shall be updated as necessary based on information provided by the Colorado Office of Preparedness and Security.
2. Station Security: The level of security maintained at the Station will be based on the current Threatcon. The following Threatcon states shall require the respective responses:
 - a. LOW - requires the most basis level of security. Security should be maintained at what a normal person would do in a normal home environment.
 - b. GUARDED- Requires higher security than LOW. Front and rear entrances shall remain locked AFTER the end of business hours. All visitors shall be escorted at all times after their identity and business purpose has been established and approved by a firefighter.
 - c. ELEVATED - Requires higher security than GUARDED. Bay doors shall only be opened when necessary to accomplish daily tasks including incident responses. All visitors must be approved by an officer. Blinds in the front lobby shall remain closed as to partially obscure from view the interior of the building.
 - d. HIGH - Requires higher than ELEVATED. All entrances shall remain locked at all times. Bay doors shall remain closed, except when moving apparatus. All visitors shall be escorted at all times and shall be issued a visitor's pass, after their identity has been established and approved by the Chief Officer. All blinds shall be closed to obscure from view the interior of the building.
 - e. SEVERE - Requires the maximum level of security possible. Victor Avenue shall be roadblocked at 4th and 6th Streets, preventing authorized entry to the Emergency Services Block. Sand bags shall be placed at the front door of the Station in such a fashion as to block views of entrance and bays. All doors shall remain locked at all times. NO Visitors shall be permitted in the Station unless specifically exempted

by a chief officer.

3. Operational Security (OPSEC): This level will be based on the current Threatcon. The following levels of Threatcon states shall require the following operational responses.

- a. LOW - Basis level of OPSEC. Basis operations as taught at the FFI and EMT level of education.
- b. GUARDED - Law enforcement protection may be provided at the discretion of the responding Company Officer.
- c. ELEVATED - During operations requiring personnel to leave the apparatus, all apparatus on an incident shall be locked as to prevent access to or theft of department equipment and apparatus. Law enforcement protection may be provided based on the nature of the call or at the discretion of the Company Officer.
- d. HIGH - All incident responses shall be with a police escort only. Access to the incident shall occur only after the police have established security of incident.
- e. SEVERE - During operations, law enforcement shall remain on the scene until released by the Incident Commander. Law enforcement shall guard the apparatus while personnel are away from the vehicle. Personnel shall respond to incidents with no less than two emergency services personnel and one law enforcement officer.

**City of Victor Fire Department
Policy and Procedure
23.00 - Training**

Date: 30 January 2004
Approved by: J. E. Poole,
Fire & EMS Coordinator
Revised:

23.00 - Section III - Training

Purpose: To commit the Department to the training of firefighters to a standard to enable them to perform their duties safely and effectively.

Responsibility: This procedure applies to all firefighters and Command officers in the Department. Fire Department officers will ensure that all personnel comply with this policy and procedure.

Policy: The Department will provide training for all firefighters on a regular basis.

General: In order to assist firefighters in training, the Department will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Department. Department training will be designed to meet the following standards:

- Fire Department Operational Guidelines
- NFPA 1001 - Firefighter Professional Qualifications
- NFPA 1002 - Driver Professional Qualifications
- Colorado State Firefighter Certifications
- NWCG Firefighter qualifications

23.01 - Training Responsibilities: The authority and responsibility for the adoption and approval of various training requirements is vested in the Fire and EMS Coordinator for the City of Victor Fire Department.

The Training Officer is responsible for:

- Determining departmental needs
- developing training programs
- scheduling special training sessions
- conducting training, as required, and
- maintaining training records for all members of the Department.

Officers and instructors are responsible for:

- Coordinating with the Training Officer in matters relating to training
- evaluating the training needs of the Department
- providing overall guidance to the Department in training matters
- conducting training as required
- completing lesson plans and class attendance as soon as possible after classes are completed.

All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Department.

23.02 - Training Requirements:

1. Training will be conducted on the 3rd Thursday of each month from 7-9pm, and if time permits, after the business portion of the meetings on the 1st Thursday of each month.
2. Special training may be scheduled for weekends when outdoor, daylight training requirements are called for.
3. Additional training may be offered at outside training facilities and will be on a voluntary basis.
4. Some voluntary training may involve partial or full payment by the trainee.
5. Volunteers who accept training which is paid for in part or full by the Fire Department, will sign a training agreement to complete the training and MAY BE required to reimburse the Department if the training is not satisfactorily completed.
6. All newly selected firefighters will be considered "Probationary" status until such time as they demonstrate sufficient knowledge and proficiency of firefighter skills. NFPA 1001, Standards for Firefighter Qualification, is considered minimum standards. Colorado State certification as Firefighter I or above will meet this requirement.
7. All firefighters should strive to complete the basis firefighter qualifications of First Responder, CPR, Firefighter I and NWCG Firefighter II, as soon as practicable.
8. Upon selection as a volunteer officer, firefighters will make themselves familiar with Department Operating Guidelines and Policies in order to function efficiently as an officer. Officers will meet the standards of training set for firefighters and are expected to attend any additional training necessary to fulfill their officer functions, i.e. incident command, leadership, instructor, etc.

23.03 - Reporting Requirements:

1. All training, regardless of nature, will be recorded by the training officer or company officer teaching the subject and entered into the firefighter's permanent training record.

**City of Victor Fire Department
Operational Guideline
24.00 - Live Fire Training**

Date: 30 January 2004
Approved by: J. E. Poole,
Fire & EMS Coordinator
Revised:

Purpose: To ensure that Live Fire Training is conducted with the highest degree of personal and personnel safety.

Scope: All Fire Department members

Policy: In order to ensure safe operations, Live Fire Training must be conducted only by qualified Instructors, with all participants having achieved a minimum level of basic training. Sites to be used must be inspected for hazards, exposures and water supply. While practical experience is the objective of Live Fire Training, personnel safety **MUST** remain the first consideration.

General: In order to ensure safe operations during live fire training exercises, all participating personnel must have a minimum level of basic training. Prior to being permitted to participate in live fire evolutions personnel must receive training to meet the following NFPA 1001 performance objectives:

- General firefighting
- Forceable Entry
- SCBA training
- Fire Hose, Nozzles and Appliances
- Fire Streams
- Ladders
- Ventilation
- Rescue
- Safety
- Fire Behavior

24.01 - Acquired Structures: Prior to accepting an acquired structure for a live fire training drill an inspection must be conducted of the building to determine its suitability for the desired training objectives. This inspection is for the purpose of determining that the structure components are capable of withstanding the weight of contents, drill participants and any accumulated water utilized in the drill. If the structure is accepted for use in live fire training, the following documentation **MUST** be obtained:

- Evidence of clear title to the structure
- Written permission from the owner to allow Fire Department use to conduct live fire training.
- Proof of insurance cancellation
- Demolition permit from the County
- Written documentation to owner indicating anticipated condition of the structure at the conclusion of the drill.

Prior to conducting the live fire training drill, all hazardous conditions identified in the pre-acceptance inspection must be address. Specific attention must be given to removing hazards in the following areas:

- Floors, railings and stairs
- chimney hazards
- walls and ceilings
- interior and exterior debris
- disconnection of utilities
- removal of insect hives
- location of utility wires, propane tanks, etc.

EXPOSURES:

- any adjacent exposures must be protected from damage
- adjacent property owners must be notified of the date and time of the live fire.
- the live fire training drill must not create a hazard to adjacent streets or highways. The appropriate law enforcement agency should be notified of the date and time of the drill.
- pedestrian traffic must be excluded from the operations area
- the operations area perimeter must be clearly marked with fire line tape to prevent entry by unauthorized persons.

WATER SUPPLY:

- a water supply source must be identified which is capable of providing the anticipated quantities of water, depending on the drill to be conducted.
- separate pumpers must be used to supply attack and backup lines for the drill.

PRE-BURN BRIEFING SESSION:

Prior to conducting actual live fire training evolutions, a pre-burn briefing session must be conducted for all participants. All evolutions to be conducted must be discussed and all assignments must be made for all crew's participation in the session. All participants must have a knowledge and familiarity with the layout of the building in order to facilitate necessary evacuation of the building.

SAFETY OFFICER:

A Safety Officer will be appointed for all live fire drills. The Safety Officer **has the authority, regardless of rank to intervene and control any aspect of the operations** when in his judgement, a potential or real danger or unsafe condition exists. The Safety Officer will provide for the safety of ALL personnel on the scene to include participants, instructors, spectators, etc. The Safety Officer will not be assigned any additional duties inconsistent with safety responsibilities.

ADDITIONAL SAFETY REQUIREMENTS:

- The Training Officer will determine, prior to the drill, how many lines and backup lines will be necessary. Each hose line must be capable of delivering a minimum of 60GPM for 5 minutes.
- One instructor will be assigned to each functional crew which must not exceed 5 persons.
- Additional safety personnel may be placed within the structure, as deemed necessary, to react to any unplanned or threatening situation or condition.
- Fire ground communications must be established and checked prior to the drill and prior to each evolution.
- No person will be placed inside the structure to play the "victim".
- All Department Guidelines relative to PPE, PASS and Operations will be observed.

City of Victor Fire Department
Operational Guideline
25.00 – Fire Inspections

Date: 10 February 2004
Approved by: J.E. Poole
Fire & EMS Coordinator
Revised:

SECTION III – Fire Inspections

Purpose: To establish uniform fire inspection procedures within the City of Victor, utilizing accepted principles and techniques of fire prevention and life safety and code compliance and meeting the professional standards set forth in NFPA 1031.

General: Fire prevention inspections are the single most important nonemergency activity performed by the fire service. Personnel who perform fire inspections must possess a great deal of knowledge regarding fire safety and building codes.

Authority: The Fire and EMS Coordinator is authorized to administer and enforce the Uniform Fire Code and all Life Safety Codes within this jurisdiction. Under the Coordinator's direction, the fire department is authorized to enforce all ordinances of this Jurisdiction pertaining to:

- The prevention of fires,
- The suppression or extinguishment of dangerous or hazardous fires,
- The storage, use and handling of hazardous materials,
- The installation and maintenance of automatic, manual and other private fire alarm and fire-extinguishing equipment,
- The maintenance and regulation of fire escapes,
- The maintenance of fire protection and the elimination of fire hazards on land and in buildings, structures and other property, including those under construction,
- The maintenance of means of egress, and
- The investigation of the cause, origin and circumstances of fire and unauthorized releases of hazardous materials.

Scope: The Fire Department shall have the authority to initiate fire inspections of all commercial property within this jurisdiction. Inspections of private residences will be by invitation of the occupant only. Inspections of all property outside of this jurisdiction shall be by invitation of the occupant or property owner only.

25.01 – Right of Entry – In most cases, the right of the fire department to enter a business or commercial property for the purpose of conducting a fire inspection, is recognized by the Courts. However, property owners have the right to refuse admittance to an inspector unless the inspector has obtained a warrant based on the belief that a

serious fire hazard exists on the property. Additionally, portions of commercial premises that are not open to the public may only be entered for the purpose of inspections without consent of the owner through prosecution or within the framework of a warrant procedure. The following procedures will be used by fire department personnel taking part in fire inspections:

- Inspectors must be adequately identified,
- Inspectors must state the reason for the inspection,
- Inspectors must request permission for the inspection,
- Inspectors must invite a building representative to walk along during the inspection process,
- Local electrical, mechanical, plumbing and building inspectors may also participate in the inspection,
- Inspectors will carry and follow a written inspection procedure,
- Inspectors should request a search warrant if entry is denied. (A refusal to admit entry form should be completed .

25.02 – General Guidelines for Inspections: It is recommended that the Inspecting Officer have a minimum qualification of Fire Inspector I and be a Company or Chief Level Officer. Further, when possible, the Inspecting Officer should be accompanied by at least one other fire department member. The property owner should be given the courtesy of a scheduled appointment for the inspection, however, if conditions indicate the possibility of an extremely hazardous condition or immediate threat to life, no such appointment is necessary.

Upon completion of the inspection, a copy of the inspection report will be given to the property owner or representative, and all items requiring correction will be explained in detail. A time should be scheduled with the property owner or representative for a follow-up inspection . In the event that serious/extremely hazardous conditions are found during the inspection, a written report will be immediately prepared and sent to the property owner under a City of Victor cover letter, detailing the violation and applicable code sections, and giving the property owner a specific suspense date for correction of the condition.

Inspectors may issue stop orders for extremely hazardous conditions, even if entry is denied, while search warrants are being prepared.

25.03 – Reports – Inspectors must remember that *ALL* reports, sketches, diagrams and related forms are legal documents and may be used in legal proceedings. Care must be taken to ensure the accuracy, legibility and security of all documents. Each property that has been inspected should have a separate file. All follow-up inspections, contacts with the property owner and related documents and future inspections of the property, should be filed together. (Files should be labeled with the street/physical address, rather than by business name or property owner).