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Rules and Regulations, SOG 100.01

ADMINISTRATION

1. Each work area shall be assigned a bulletin board for posting general orders, special orders, and memos. The purpose of the bulletin boards shall be to facilitate communications, and promulgate policy. A bulletin board shall also be provided for posting items of general correspondence. No item shall be posted without the approval of the Fire Chief or his designated representative.
2. A manual containing the department's official rules, regulations and standard operating guidelines shall be provided in each work area
3. Each OIC shall be responsible for maintaining the bulletin boards, and manuals as described above.

Definitions:

General Correspondence: Letters of appreciation, meeting notices, and other items of informational nature to be posted for review. Letters of appreciation and commendation shall be discarded after 30 days. All other items shall be discarded as appropriate.

General Orders: Consecutively dated written directives used to amend or clarify a policy or procedure and for information of a permanent nature. General orders shall be posted for review and kept in a permanent file. The officer in charge at roll call shall read new general orders to the members. In addition General Orders will be placed in a FYI folder in the line office for review by all OIC's.

Memo: Correspondence of an informational nature. Memos may address administrative policies and alter or clarify routine practices, but may not alter or amend an item addressed in the Department manual. Memos shall be posted for review. In addition memos will be placed in a FYI folder in the line office for review by all OIC's.

Special Order: Written directive that addresses a specific instance where a policy or procedure will be changed altered or amended for a specific period of time. Special orders will be posted during the specified time period and discarded when they expire. In addition Special Orders will be placed in a FYI folder in the line office for review by all OIC's.

Standard operating guideline: A written, numbered directive that establishes a standard course of action.

Rules and Regulations, SOG 100.02

DEFINITIONS

Terms used in this manual shall have the following definitions:

1. Absent without leave (AWOL): Failure to report for duty without sufficient reason and without securing proper approval for leave in advance.
2. Acting: Serving temporarily in a position of higher rank than normally held by the member.
3. Appeal: The right of a non-probationary member to apply for review from any order, dismissal, or suspension by the Fire Chief.
4. Chain of command: The line of authority from the Fire Chief through a single subordinate at each level of command.
5. Compensatory time: The period of time which a member is excused from active duty as compensation for hours worked in excess of the regular tour of duty.
6. City or District: The physical area within the defined boundaries of the city of Ashtabula.
7. Days off: Time off granted to each member without loss of pay after the member completes his tour of duty.
8. Dismissal: The act of terminating the service of a member.
9. Eligibility list: A list of eligible candidates certified by the Civil Service Commission as having qualified to be considered for employment in an employment in an entry-level position.
10. Emergency callback: Callback to duty when emergency conditions require additional personnel to mitigate the emergency. Members shall be compensated for callback duty according to department policy and union contract.
11. EMS: Emergency medical service.
12. Fire code: Ordinance governing fire prevention as adopted by the city.
13. Funeral Leave: The period of time during which a member is excused from active duty by reason of the death of an immediate family member.
14. Gender: Within this manual, the words "he" and "his" shall be construed to refer to both genders.
15. General bulletins: Written procedures used to clarify department policy or procedures or to disseminate information of permanent nature. General bulletins shall be kept in a permanent file.

16. General order: Written directives used to change the department's rules, regulations, or standard operating procedures. General orders shall be kept in a permanent file.
17. Immediately: The term "immediately" shall be construed to mean "as soon as possible and practicable."
18. Incompetence: The inability to satisfactorily perform one's duties or responsibilities.
19. Injury on duty leave: The period of time during which a member is excused from duty by reason of being injured while on duty.
20. Inspection: The periodic exam of personnel, stations, or apparatus for appearance, readiness, fitness for duty, and attention to duty according to standards set out in the rules and regulations manual standard operating procedures.
21. Insubordination: The willful disobedience of any order, lawfully issued by a superior officer, or any disrespectful, mutinous, insolent, or abusive language toward a superior officer.
22. Length of service: The period of time starting from the date a member's employment begins until the date the member's employment ends.
23. May and should: The word "may" is permissive. "Should" is advisory. Where used, the word "should" implies that, while the procedure is not mandatory, it is in the best interest of everyone involved for the procedure to be followed.
24. Members: A collective term applied to all persons on the department's payroll.
25. Neglect of duty: Failure to give proper attention to the performance of one's duty.
26. Non-sworn employee: A civilian, non-uniformed employee.
27. Oath of office: The oath each member takes at the time he is commissioned into the department's service.
28. On duty: A member is on duty during the period of time when he is actively responsible for or engaged in the performance of his duties.
29. Off duty: A member is off duty on his days off and when on authorized leave and free of the responsibility of performing usual routine duties. Technically, a member is on duty at all times and may be subject to recall at any time.
30. Order: An instruction or directive, either written or oral, issued by a superior officer to subordinate or group of subordinates in the course of duty.
31. Personnel: Fire department employees.
32. Plural words: Within this manual, singular words include the plural and plural words include the singular.
33. Probationary period: The initial twelve months of new appointees' service, beginning with the date of employment.
34. Promotion: A change in a member's employment status to a position of greater responsibility of higher classification.
35. Promotion lists: A list of eligible candidates by the civil service commission as having qualified for promotion.
36. Regular duty callback: Callback to duty to fill a vacancy on a shift when another member's absence leaves the shift below the minimum staffing level.
37. Rank: A grade of official standing. Each class of members of the department constitutes a rank.
38. Ranking officer: the officer having the highest rank in grade for the longest period of time, unless otherwise designated by competent authority.
39. Relieved of duty: An employment condition during which a member is not required or permitted to perform assigned duties but retains pay status. A member generally is relieved of duty when under investigation.
40. Resignation: the act of voluntary termination of a member's service.
41. Retirement: Termination of a member's active service by reason of attainment of the statutory length of service and age requirements or because of an incapacitating disability.
42. Rules and Regulations Manual: A written collection of administrative policies, operational procedures, and rules and regulations authorized by the Fire Chief.
43. Shall and Will: The words shall and will as used herein indicate that the action referred to is mandatory.
44. Sick Leave: The period of time during which a member is excused from active duty by reason of illness or injury that prevents the member from performing his duties.
45. Special Bulletin: A written unnumbered procedure covering a specific situation or event and that applies for a limited period of time.
46. Special Duty: Any duty that requires a member to be excused from his regular duty.

47. Special Order: A written unnumbered directive covering a limited period of time during which the rules, regulations, or SOG's will be changed. Special orders shall be kept in a permanent file.
48. Standby Callback: A recall of off duty members for standby duty in a station during times of peak activity or emergency conditions.
49. Superior Officer: Any member with supervisory responsibilities either temporary or permanent, over members of a lower rank.
50. Suppression Personnel: Members assigned to firefighting and EMS response duties.
51. Suspension: An action taken whereby the member is denied the privilege of performing his duties as a consequence of dereliction of duty, breach of discipline, misconduct, or violation of regulations. Suspension is either the first step in the process or the penalty assessed.
52. Sworn Employee: A uniformed employee.
53. Tense: Words used in the present tense include the future tense.
54. Through Official Channels: Through the hands of the superior officer in the chain of command.
55. Tour of Duty: The hours during which a member is on duty.
56. Vacation Leave: The vacation time granted to all members each year as established by union contract.
57. Workday: A tour of duty.

Rules and Regulations, SOG 100.03

ACTING IN A HIGHER CLASSIFICATION/ UPGRADES

1. Whenever a temporary vacancy exists in a position subject to the department's minimum staffing, if a member of the same rank is not available to fill a position, a member from the rank immediately below the vacant position may fill the position temporarily.
2. Temporary appointments to a higher classification shall be made by the OIC. The following guidelines shall be followed in making the appointment. The appointment shall be made from the rank immediately below the vacant position, and the senior member qualified shall be appointed.
 - A. When receiving TJA pay for a partial day, the TJA pay will be split into no less than half day increments. In other words, if you work over 12 hours at an upgraded rank, you would get TJA for the entire day and if you work less than 12 hours or less, you would get ½ TJA pay.
 - B. A member planning to take FLSA (hour reduction) time shall not receive TJA pay for that day. TJA's will be assigned as if the person on HR was off duty.
 - C. On days when holiday pay is applicable; the person on HR shall receive three hours of holiday pay.
3. No person shall be appointed as a driver unless he has completed a drivers training program that complies with OAC 4123:1-21.
4. A member performing the duties of a higher classification shall receive the base salary for the higher classification during the temporary assignment.
5. When a temporary assignment ends, a member shall return to his previous position.
6. Also See: Union Contract

Rules and Regulations, SOG 100.04

EQUAL EMPLOYMENT OPPORTUNITY

1. Employment and promotions within the department shall be based on valid job related needs and criteria, and current civil service rules.
2. Supervisory and employment-related decisions shall not be based on age, color, disability, ethnicity, national origin, political affiliation, race religion, gender, or sexual orientation, unless such factors are directory related to bona fide position qualifications.
3. All members shall become familiar with and comply with the provisions of the provisions of the jurisdiction's Equal Employment Opportunity Policies and Affirmative Action Plan.

Rules and Regulations, SOG 100.05

DISCIPLINARY ACTIONS

Disciplinary action is a tool to allow OIC's to deal effectively with members whose performance or conduct is unacceptable.

1. Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

2. Discipline
 - A. The acts in violation of orders or procedures of the Ashtabula Fire Department will be handled by one of the following acts:
 1. Verbal reprimand
 2. Written reprimand
 3. One (1) day suspension without pay
 4. Three (3) day suspension without pay
 5. Dismissal from the department
 - B. Where violations are re-occurring, the standard steps, 1 through 5 above shall be followed.
 - C. In cases requiring severe measures, one or more steps may be omitted.
3. Section I – Classes /Types

There will be three (3) classes of discipline. They are as follows:
Class I: Immediate discharge.
Class II: Written warning, suspension, termination
Class III: Oral warning, written warning, suspension, termination

 - **Class I causes are:**
 - a. Drunkenness or use of drugs or alcohol while on duty.
 - b. Theft of city property or another employee's property.
 - c. Intentional destruction of city property.
 - d. Falsifying time cards or reports.
 - e. Gross insubordination such as refusal to work, threatening, abusing or striking a superior.
 - f. Lying or willfully omitting critical information on an application.
 - g. Failure to report to duty for three (3) days without being excused.
 - **Class II causes are:**
 - a. Gambling on the job
 - b. Unauthorized absence for one (1) or two (2) days.
 - c. Negligent or careless use of city equipment.
 - d. Sleeping on duty during unauthorized times.
 - e. Failure to comply with published departmental or city rules or regulations.
 - f. Fighting.
 - **Class III causes are:**
 - a. Tardiness
 - b. Foul and/or abusive language
 - c. Inefficient, incompetent or negligent performance of work.
 - d. Failure to follow time clock procedures.
 - e. Unauthorized absence from job or work site or station.
 - f. Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.
4. Explanation of discipline classes
 - A. Class I offenses may result in immediate termination of the employee.
 - B. Class II offenses will result with the employee receiving a written warning on the first offense. If repeated after the written warning, the employee shall be suspended without pay one (1) to five (5) working days. If after suspension, the employee repeats the offense, he/she shall be terminated.
 - C. Class III offense will follow the all the steps of a Class II offense preceded by a verbal warning.
5. Documentation
 - A. All warnings, oral and written, shall be documented. Copies of these warnings shall be sent to the employee, local union, civil service, service director, and city manager, with a copy being kept in the employee's personnel file.
6. Appeal

All employees shall have the right to appeal any and all disciplinary actions. Prior to suspension or discharge, the employee has the right to have his steward present and upon request, will be permitted to discuss his/her suspension or discharge in an area made available by the city before he/she is required to leave the premises. An employee who is suspended or discharged shall be given a written notice stating the reasons for the action. A copy of the same shall be given to the union and all such disciplinary action shall be reviewed through the grievance procedure.

ALL DISCIPLINE SHALL BE FOR JUST CAUSE.

Rules and Regulations, SOG 100.06

GRIEVANCE PROCEDURE

1. As per the current Firefighters bargaining unit contract.

Rules and Regulations, SOG 100.07

MEDIA RELATIONS

1. Reports will only be released to the media after being reviewed by the Fire Chief for completeness and the lack of personal health information. This will generally only occur during regular business hours.
2. Statements to the media, news releases, and media campaigns must be approved by the Fire Chief or other person(s) authorized by the Fire Chief prior to release, except as provided below.
3. Only the Fire Chief's designated representative shall release information pertaining to the cause and origin of an incident
4. Only the Fire Marshal shall release information pertaining to any investigation.

Rules and Regulations, SOG 100.08

RESIGNATIONS

1. A member is requested to provide at least two weeks' notice of intent to resign from the department, to allow ample time to process the notice. The Fire Chief may waive the notice requirement and allow the resignation to become effective immediately on receipt of a member's resignation.
2. Notice of resignation shall be in writing and shall be delivered to the chief for processing.
3. A resigning member shall turn in all uniforms, pagers, keys, and other property issued by the department. A member may be assessed a replacement cost for any item that is not returned or is returned damaged.

Rules and Regulations, SOG 100.09

SICK TIME

1. Members shall inform the OIC 15 minutes prior to the start of their shift about known absence due to sick leave.
 - A. Unscheduled sick time is defined as a member who calls off for 12 hours or more of their scheduled shift within 24 hours of the scheduled shift.
 - B. Refer to section 34 of the union contract.
2. Members shall fill out the sick leave form and submit said form to the OIC at his earliest convenience.
3. Members shall not be otherwise employed during the time they are on sick leave.
4. Members shall have an excuse from their doctor after missing two (2) consecutive days of work; such excuse shall be given to the OIC before returning to duty.
5. Minimum sick leave used for any occurrence shall be 1 hour. After the initial hour time will be by the hour.
 - A. If overtime is required to satisfy minimum manning requirements, a minimum of 4 hours of sick time must be taken.
6. A member may use sick leave as noted above (1-5) and return to/leave his duty shift.
7. Members may transfer their sick leave hours to other city employees. The appropriate form must be submitted to the Fire Chief. This time will not count against any sick leave bonuses. See the union contract for other sick leave issues.
8. No member shall stand for 'shift coverage overtime' if he has been marked off sick or injured on his assigned shift prior to the call for overtime. He may still be called during vacation or holiday (see union contract). He shall still be subject to emergency recall as spelled out in section 102.06.

Rules and Regulations, SOG 100.10

PROMOTIONS

Per IAFF 165 Union Contract and Ashtabula Civil Service Commission Rules and Regulations.

Rules and Regulations, SOG 100.11

SENIORITY LIST

1. Chiefs shall prepare seniority list for their respective divisions. The seniority lists shall be kept up to date at all times.
2. The seniority lists shall classify members according to seniority.
3. The seniority list shall include each member's date of employment and the date of the member's most recent promotion.

Rules and Regulations, SOG 100.12

TRADING TIME

(Revised 7/06)

(Revised 7/08)

1. A shift trade is defined as that time when one member voluntarily works for another by mutual agreement.
2. The city does not assume any responsibility for compensating a member who voluntarily agrees to work for another. Nor shall the extra hours worked by a member during a shift swap be used to determine payments for overtime, exchange time, or any other benefit.
3. Shift trades shall be on time-for-time basis only.
4. Trading shifts among members is permitted under the following terms:

Members may trade within their own rank (for the purpose of this policy, Captains and Lieutenants are considered one rank), or within one rank of their own rank. To clarify:

Rank	Permitted Trades
Captains	Lieutenants, Engineers
Lieutenants	Captains, Engineers
Engineers	Lieutenants, Firefighters
Firefighters	Engineers, Firefighters

Trades between Officers and Firefighters are not permitted.

5. The OIC's of either affected shifts retain the right to refuse any trade. Probationary firefighters may only trade time with the prior approval of the Fire Chief.
6. Once a shift has been approved, the member who agrees to work another's shift is responsible for working the agree-on-tour of duty. Any member who agrees to work another member's tour of duty and fails to report for duty at the appropriate time shall be subject to disciplinary action. Legitimate absences shall be charged to the appropriate category of leave. A member charged with leave for failure to work for another member shall be entitled to repayment of the leave time by the other member as if the shift swap had actually been worked.

Rules and Regulations, SOG 100.13

TEMPORARY APPOINTMENTS

1. The Civil Service Commission has the authority to fill temporary positions for a period of time not to exceed 24 months.
2. Appointments to temporary full time positions shall be based on the eligibility list for that position provided such a list exists at the time the appointment is made.
3. If no eligibility list exists from which to appoint a member to a temporary position, the position shall be filled based on the following guidelines:

- A. Except for an entry-level position, the appointment shall be made from the most senior member in the rank immediately below that of the vacant position willing to accept the position.
- B. No person shall be appointed as a driver unless he has completed a drivers training program that complies with OAC 4123:1-21.
- 4. Persons appointed to a temporary full time position shall receive salary and benefits of that position.
- 5. Also see current Union Contract and Civil Service Commission Rules and Regulations.

Rules and Regulations, SOG 100.15

WORKERS' COMPENSATION / INJURY LEAVE

- 1. A member injured on duty shall complete an accident or injury report within 24 hours of the incident, and shall forward it to his OIC as soon as possible. The report shall set forth the details of the incident along with supporting documentation from the member's physician if appropriate.
- 2. See also current city rule and regulations.
- 3. See appendix for City of Ashtabula's "Guidelines for Injured Worker" * & Transitional Work Program.
- 4. Also see current Union Contract.

Rules and Regulations, SOG 100.16

USE OF FLSA & COMPENSATORY TIME

(Adopted 4/07)

(Revised 7/08)

- 1. FLSA

Members are entitled to 19 hours of hour reduction time off if they work all regularly scheduled time in their "hour reduction cycle". If this hour reduction time cannot be taken because of the minimum manning constraint, each member who does not received the hour reduction time is paid 19 hours of overtime at the "24" hour rate. Our current practice is to have the OIC poll the members who are entitled to an HR day and "schedule" the HR days to ensure that every potential opening for HR time is filled. The following guidelines should be used to fill HR days.

 - A. Members who are entitled to an HR day are given the option to choose their HR time from the available days by seniority.
 - B. Members may "pass" on available HR days in order to choose a more desirable day, however if a member passes on an open day, they must sign the HR waiver in the event the schedule changes and their selected day is no longer available.
 - C. Members may elect to "pass" open HR days on paid holidays if sufficient days remain available in the HR cycle. If all eligible members elect to pass on the available day, the member the least seniority can choose to sign the FLSA waiver, or take the day off.
- 2. Guidelines

HR days are complicated and are affected by many variables. Creating a comprehensive procedure to manage them is virtually impossible, but here are some guidelines.

 - A. The priority is to have the members who are entitled to HR time off, to use the time.
 - B. HR days may not cause overtime.
 - C. Because HR days may not cause overtime, they are tentative until the shift day arrives and all Members of the shift report for duty, fulfilling the minimum manning requirement. When minimum manning is established, then the HR time may be taken.
 - D. In the pecking order of time off, HR days are last – they may only be taken when staffing permits them to be used.
- 3. Comp Time Off

Use of compensatory time as paid time off is governed by the Fair Labor Standards act (FLSA). Sec. 7(o)(5)(b) states in part "...who has requested the use of such compensatory time, shall be permitted by the employee's employer to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt the operations of the public agency." Courts have ruled that the financial burden resulting from overtime paid to allow members to use compensatory time is not, an undue disruption, and the need to pay overtime should not be considered when allowing members to use compensatory time. Therefore, it is not the general policy of the department to prohibit the use of compensatory time for financial reasons.

- A. Compensatory time may (and must) be regulated to facilitate effective department operation (s) and satisfy the minimum manning requirement established in the collective bargaining agreement.
- B. The following guidelines apply to the use of compensatory time off.
 - 1. If a member's use of compensatory (comp) time does not cause overtime, the following procedures govern the use.
 - 2. The member using the comp time must notify the OIC of the date, number of hours and times that the comp time is planned to be used.
 - 3. The use of comp time may be refused by the OIC based on schedule, planned activities, or response related issues.
- C. If a member's use of compensatory time will cause overtime the following procedures govern the use:
 - 1. The member using the comp time must notify the OIC of the date, number of hours and times that the comp time is planned to be used.
 - 2. If members do not take 24 hours of comp time and the use of comp time causes overtime members must take a minimum of 4 hours and a maximum of 18 hrs.
 - 3. Members using comp time must remain available to report to work, as overtime will not be mandated to cover compensatory time off.
- D. The use of comp time may be refused by the OIC based on schedule, planned activities, or response related issues.
- A. Members that decide to use comp time during a shift, must remain in quarters until their relief arrives.

Rules and Regulations, SOG 100.17

HOW TO DOCUMENT COMPENSATORY TIME

(Revised 4/08)

- 1. Comp time forms shall be completed by the appropriate department member and turned in by the end of the pay cycle in which the comp time is earned.
- 2. Comp time forms shall be completed by the highest-ranking member of each shift present at the activity.
- 3. When completing comp time forms, round time increments to the next ½ hour interval.
- 4. The Administrative Assistant will not complete comp time forms for department members.
- 5. Members earning comp time during individual activities shall complete their own comp time form and submit it to Chief for approval.

Rules and Regulations, SOG 101.01

FIRE CHIEF – JOB DESCRIPTION

- 1. The Fire Chief is the executive head of the department and is directly responsible for the proper and efficient operation of the department.
- 2. The Fire Chief shall be appointed by the city civil service commission and shall be answerable to the city manager.
- 3. The general responsibilities of the Fire Chief are established in section 143.02 of the codified ordinances of Ashtabula.
- 4. The Fire Chief shall be responsible for the following:
 - A. Supervising, regulating, and managing the department. The Fire Chief shall control all department activities.
 - B. Prescribing the specifications and manner of wear of uniforms and protective clothing and equipment.
 - C. Reorganizing any part of the department when in his judgment such reorganization would best serve the department.
 - D. Establishing rules, regulations, and procedures as necessary to ensure department efficiency and effectiveness.
 - E. Enforcing the departments rules regulations and procedures.
 - F. Reprimanding, preferring written charges, and suspending or dismissing members when conditions so warrant, and in conjunction with current union contract.

- G. Preparing and submitting the department's annual budget recommendations to the city.
- H. Monitoring the expenditure of funds allocated to the department.
- 5. Nothing contained in these rules, regulations and procedures shall be construed as limiting the powers and authority granted the Fire Chief by the City of Ashtabula.

Rules and Regulations, SOG 101.02

CAPTAIN– JOB DESCRIPTION

- 1. Captain (or "company officer,") is the position immediately below that of the Fire Chief.
- 2. The general responsibilities of Captains are established in section 143.02 of the codified ordinances of Ashtabula.
- 3. Captains shall be responsible for the following:
 - A. Commanding an engine or truck company, and the fire station. This includes being responsible for the care and maintenance, and usage of all equipment and items pertaining thereto.
 - B. Preparing reports and maintaining records as required.
 - C. Conducting and supervising training for station personnel.
 - D. Obeying, supporting, and enforcing the department's rules, regulations, policies, and procedures, and requiring the same of his subordinates.
 - E. Setting a good example for his subordinates, and requiring them to meet all required standards of conduct and performance.
 - F. Promptly reporting in writing any violation of the department's rules, regulations, policies, and procedures, and referring all official matters to the Fire Chief through the chain of command.
 - G. Supervising and assisting subordinates in the performance of maintenance, training, company inspections, public education, and emergency response activities
 - H. Performing other such duties as may be required.

Rules and Regulations, SOG 101.03

LIEUTENANT– JOB DESCRIPTION

- 1. Lieutenant (or "company officer,") is the position immediately below that of the Captain.
- 2. Lieutenants shall be appointed through the proper civil service process.
- 3. Lieutenants shall be responsible for the following:
 - A. Fulfilling the responsibilities of Captain in their absence.
 - B. Commanding an engine or truck company, and the fire station. This includes being responsible for the care and maintenance, and usage of all equipment and items pertaining thereto.
 - C. Preparing reports and maintaining records as required.
 - D. Conducting and supervising training for station personnel.
 - E. Obeying, supporting, and enforcing the department's rules, regulations, policies, and procedures, and requiring the same of his subordinates.
 - F. Setting a good example for his subordinates, and requiring them to meet all required standards of conduct and performance.
 - G. Promptly reporting in writing any violation of the department's rules, regulations, policies, and procedures, and referring all official matters to the Fire Chief through the chain of command.
 - H. Supervising and assisting subordinates in the performance of maintenance, training, company inspections, public education, and emergency response activities
 - I. Performing other such duties as may be required.

Rules and Regulations, SOG 101.04

ENGINEER – JOB DESCRIPTION

- 1. Engineer is the position immediately below that of captain / lieutenant / company officer.
- 2. Engineers shall be appointed by proper civil service procedure.
- 3. An engineer shall be directly responsible to his company officer for the following:
 - A. Driving apparatus, operating pumps, and aerial devices, performing inspections of apparatus, participating in company inspections, and participating in firefighting and emergency medical duties.

- B. Ensuring that the occupants of department vehicles are wearing seatbelts in accordance with department policy.
- C. Possessing a thorough knowledge of how to operate equipment assigned to apparatus in accordance with current training policies.
- D. Possessing a thorough knowledge of the streets, hydrants, water sources and target hazards within his first due area.
- E. Maintaining the apparatus and equipment to which he is assigned
- F. Acting in the capacity of company officer when he is instructed to do so.
- G. Performing other such duties as assigned.

Rules and Regulations, SOG 101.04.01

FIREFIGHTER / EMT / PARAMEDIC – JOB DESCRIPTION

1. Firefighter is the position immediately below that of engineer. The position of firefighter is the entry-level position.
2. Firefighters shall be appointed through a proper civil service procedure. As a condition of employment, a firefighter is required to become an EMT within one year of employment. Maintaining EMT status is a condition of continued employment. Firefighters are also required to complete and pass the State of Ohio Professional Fire Fighter training course within their first year of employment.
3. Firefighters are directly responsible to their company officers for the following:
 - A. Participating in company inspections, public education, and emergency response operations.
 - B. Being prepared to temporarily assume the responsibilities of engineer if necessary.
 - C. Possessing a thorough knowledge of the apparatus and equipment to which they are assigned.
 - D. Possessing a thorough knowledge of the streets, hydrants, water sources and target hazards within his first due area.
 - E. Maintaining and caring for all equipment assigned to them, their station, and their apparatus.
 - F. Acting in the capacity of Engineer when properly instructed to do so.
 - G. Performing other such duties as assigned.

Rules and Regulations, SOG 101.04.02

PROBATIONARY FIREFIGHTER – RULES

1. Additional restrictions are placed on the Probationary Firefighter do to his lack of fireground experience. These restrictions include:
 - A. Probationary firefighters shall not be eligible for shift overtime until completion of 6 months of service.
 - B. Probationary firefighters shall not be allowed to trade time until successful completion of probation. The Fire Chief may waive this rule for extenuating circumstances.
 - C. Probationary firefighters should be assigned to the first-out engine company until completion of six months of service.

Rules and Regulations, SOG 101.05

INVESTIGATORS – JOB DESCRIPTION

1. Investigators shall be appointed by the Fire Chief, in accordance with current civil service rules, and union contract.
2. Investigators are responsible to the Fire Chief for the following:
 - A. Investigating fires and explosions, determining cause and origin, preparing reports, detailing cause and estimated losses, and obtaining and preserving evidence.
 - B. Apprehending and prosecuting arson offenders and filing cases with the appropriate government entity.
 - C. Conducting fire prevention and inspections and enforcing the provisions of the city's fire code.
 - D. Preparing and maintaining reports and records as required.
 - E. Providing consultation for emergency drills.
 - F. Developing and presenting fire prevention programs.

- G. Counseling juveniles on the dangers of false alarms and other fire safety related actions.
- H. Meeting the department's minimum certification requirements and the requirements of other appropriate agencies.
- I. Performing other such duties as assigned.

Rules and Regulations, SOG 101.06

INSPECTOR – JOB DESCRIPTION

- 1. Inspectors must obtain and maintain certification by the State of Ohio as a Fire Safety Inspector.
- 2. Vacancies in the Inspector position shall be appointed by the Fire Chief using the following criteria (in order).
 - A. Interest in fulfilling the responsibilities of the position.
 - B. Qualification
 - C. Rank
 - D. Seniority.
- 3. Inspectors shall be responsible to the Fire Chief for the following:
 - A. Conducting fire prevention inspections in businesses, schools, daycare facilities, hospitals, and other occupancies as assigned.
 - B. Assisting in the investigation of major incidents.
 - C. Presenting fire prevention programs and demonstrations.
 - D. Conducting public education programs as requested.
 - E. Completing reports, taking statements, filing appropriate forms, and maintaining case folders and records of inspections and fires.
 - F. Meeting the department's minimum certification requirements and the requirements of other appropriate agencies.
 - G. Performing other such duties as assigned.
- 4. **Also see union contract.**

Rules and Regulations, SOG 101.07

ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION

- 1. The Fire Chief, and or city manager, shall appoint the administrative assistant.
- 2. Under direct supervision of the Fire Chief.
- 3. Possesses a thorough knowledge of business English; shorthand and dictation; and local ordinances, rules, regulations, policies, practices, procedures.
- 4.
- 5. Proficient in the use of all office equipment and providing assistance as needed for equipment such as typewriters, fax machines, computers, scanners, copiers and calculators.
- 6. Proficient in spelling, basic mathematics, and proper telephone techniques.
- 7. Maintain confidentially and trust placed in them by their respective OIC's.
- 8. Maintain a professional appearance and practice a professional standard of customer service.
- 9. Responsible for Departmental and Administrative work related to delegated duties, requiring a wide range of communication skills and assistance as needed.
- 10. Responsible for timely and appropriate accountability of job assignments and tasks without close supervision as follows:
 - A. Providing information to the public and staff as requested.
 - 2. Maintaining records, reports and files including, but not limited to collection, collation and submission of payroll and payroll time sheets, Kronos reports, invoices, purchase orders, fire escrow accounts, monthly leave reports and monthly water usage reporting.
 - 3. Trained in daily operation of Firehouse Software for maintaining records including NFIRS documentation and reporting, monthly exporting of data to State, recording and updating certifications and licenses, tracking inventory, and all training, hose testing, inspection and maintenance records.
 - 4. Pager distribution and programming/diagnostics, including updating records, inventory, billing, pager swapping and communication with manufacturer.
- 10. Process all digital imaging and audio files.
- 11. Assist in administering and tracking grant monies.

12. Assist in preparing yearly budget and accountability as it relates to budgetary issues.
13. Petty Cash custodian.
14. Assist other departments as directed.

Rules and Regulations, SOG 102.01

CODE OF CONDUCT

1. As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that the public interest, upholds the public trust, and protects the department's resources. To this end, all members have the responsibility to:
 - A. All conduct must follow the established chain of command.
 - B. Perform their duties to the very best of their abilities and in a manner that is efficient, is cost effective, and meets the needs of the public.
 - C. Demonstrate integrity, honesty, and ethical behavior in the conduct of all department business; ensure that personal interest do not come in conflict with official duties and avoid actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or sneaking to do business with the department.
 - D. Ensure that all department resources, including funds, equipment, vehicles, and other property, are used in strict compliance with department policies and solely for the benefit of the department.
 - E. Conduct all dealings with the public, city employees, and other organizations in a manner that presents a courteous, professional and service-oriented image of the department.
 - F. Treat the public and other employees fairly and equitably without regard to religion, gender, sexual orientation, or any other factor unrelated to the department's business.
 - G. Avoid any behavior that could fall under the definition of misconduct in the disciplinary section of the city rules and regulations.
 - H. Report for duty at the appointed time and place fully equipped, fit, and able to perform assignments.
 - I. Members shall, in the performance of their duties at fire or emergency scenes, prevent the removal or unnecessary disturbance of articles of a suspicious nature.
 - J. Members shall discharge their duties with the greatest degree of silence, compatible with efficient performance and existing conditions, so as not to create or add to confusion.
2. Officers and OIC's shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personal actions, and the management of public funds are consistent with the department's policies and practices.

Rules and Regulations, SOG 102.02

OBEDIENCE TO ORDERS

1. Members shall read and become familiar with the department's rules regulations, polices, and procedures. .
2. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall not be required to obey orders that are illegal or in conflict with the departments rules and regulations.
3. Members shall abide by federal and state law, local ordinances and rules, and the department's general orders and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the departments rules and regulations.
4. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
5. OIC's and acting OIC's shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
6. Every officer on or off duty will be held responsible for enforcing the department's rules. If a violation comes to an officer's attention, that officer shall immediately notify the member of the violation and take corrective action. Should an officer fail to report a violation of the department's rules, that officer shall be equally responsible for the violation.
7. Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.

8. Any member who is given an order he believes to be unjust, improper or contrary to a general rule of order or rule of the department or federal state or city policy, should respectfully decline to obey and shall state the reason for doing so. The member shall request the OIC of the person issuing the order be contacted for instructions if the person issuing the order does not rescind or alter the original order.
9. A member may appeal for relief from orders or instructions that the member believes to be illegal, unjust, or improper.

Rules and Regulations, SOG 102.03

PROFESSIONAL RELATIONS

1. No member shall discuss fire department business in any gathering, public or private, without permission of the fire chief.
2. Department members shall exhibit courtesy and respect to all officers and acting officers. While on duty, all officers shall be referred to by their appropriate rank.
3. OIC's shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
3. Members shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while on duty.
4. Members are required to speak the truth at all times, whether or not under oath, in giving testimony, in connection with official orders, and in connection with official duties.
5. Members shall not make false reports concerning any department business or the personal character or conduct of any member.
4. Members shall exhibit courtesy and respect in dealings with members of the public and other city employees.
5. Members are required to give their name and rank when requested by a member of the public.
6. Should a member have a complaint against a member of the public, he shall forward it in writing to the Fire Chief.

Rules and Regulations, SOG 102.04

PERSONAL APPEARANCE

1. This rule applies to all members while on duty, or officially representing the department.
2. Members shall maintain proper personal hygiene while on duty.
3. Uniforms shall be neat and clean and conform to SOG 102.08, Uniforms.
4. When not in uniform, members who are on duty or are representing the department, shall dress in a professional manner that is appropriate for the occasion. At no time while a member is in uniform shall he wear jewelry, pins, buttons, or an article of clothing that constitutes an advertisement; a religious, political, or social viewpoint; or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or sexual orientation.
5. Hair shall be kept clean and well groomed, shall not constitute a safety hazard, and at no time shall interfere with the use of protective clothing or equipment.
6. Beards and goatees are prohibited. Neatly trimmed sideburns and mustaches are permitted, provided that they do not interfere with the use of protective clothing or equipment.
7. Members shall limit their use of jewelry. These items shall not interfere with the use of protective clothing or equipment.
8. Members shall be clean shaven when standing roll call and at all other times during their normal tour of duty.

Rules and Regulations, SOG 102.05

PHYSICAL AND MENTAL FITNESS

1. All members are subject to pre-employment, release to work, and reevaluation physical examinations.
 - A. NFPA 1582-2000-2000 will be the department standard for physical evaluation.
 - B. See also section 406.01.
2. Each member shall remain mentally and physically fit and shall be able to perform his job duties.
3. When appropriate, members are encouraged to take advantage of the City's Employee Assistance Program.

Rules and Regulations, SOG 102.06

RECALL TO DUTY

1. All members shall remain at work until properly relieved of duty.
2. To maintain proper services, the Fire Chief or his designee shall have the authority to order members of the department to return to duty at times other than their normal work period.
3. Members recalled to duty shall be compensated in accordance with union contract.
4. Members recalled to duty shall report in a reasonable amount of time after being notified.
5. Members shall respond to an emergency call unless incapacitated. Any member who refuses to respond may be disciplined.
6. The Fire Chief or his designee shall have the authority to recall single members at his discretion for special duties of a non-emergency nature.

Rules and Regulations, SOG 102.07

STATION DUTY

1. Company officers are responsible for ensuring that the tasks assigned according to the daily work schedule are completed in a timely manner and that their apparatus and station are clean and the company capable of responding to emergencies.
2. Crews are expected to turn out promptly upon receipt of an alarm.
3. Officers may waive the tasks assigned according to the daily work schedule when special circumstances warrant. Any activity not completed in such a situation should be made up at the next shift, or as soon as possible.
4. Company officers shall complete the daily time sheet and fitness log for their shift. The daily activity log shall be filled out and signed at the conclusion of each shift.
5. Engineers shall complete the daily apparatus check for their assigned vehicles for their shift.
6. Prior to being relieved, the crew shall report pertinent information to the crew relieving them.
7. Protective clothing shall be stored properly at the end of each shift, and not left on the apparatus.
8. Members shall not sleep in any of the first floor during business hours.
9. Company officers are responsible for station operations, and shall insure that resources and supplies are used conservatively.

Rules and Regulations, SOG 102.08

UNIFORMS

(Revised 4/08)

(Revised 8/08)

1. General requirements.
 - A. All members shall wear the appropriate uniform while on duty. This rule does not apply to the Fire Chief, fire investigator, or support staff.
 - B. Uniforms shall not be worn off duty except as provide in this section.
 - C. Uniformed members of the department shall report for duty in the prescribed uniform.
 - D. Only uniforms approved by the department shall be worn while on duty or at times identified herein as appropriate.
 - E. No part of a uniform shall be worn with non-uniform garments, nor shall non-uniform items be worn with the uniform.
 - F. Uniforms shall be kept neat, clean, and in a proper state of repair. Faded, frayed, and worn out items shall be replaced.
 - G. A proper belt shall be worn with the uniform.
 - H. Shoes and boots shall be kept clean and polished at all times. Only department approved, black shoes and boots shall be worn on duty.
 - I. Long sleeves shall be buttoned at the wrist and not rolled up.
2. Uniform types.
 - A. Class A, full dress uniform. Class A uniforms shall be worn at funerals, award ceremonies, parades, and other events as ordered by the Fire Chief. The uniform shall consist of:

1. Navy blue blouse
 - a. Officers wear double breasted, gold hardware and tenure Maltese's (determined by years of service with one after 5 years, and one additional for each portion of five years of service thereafter) placed on left sleeve only, with one gold rank band for lieutenants and two gold rank bands for captains.
 - b. Firefighters and Engineers wear single breasted with patch on left sleeve, silver hardware and tenure Maltese's (determined by years of service with one after 5 years and one additional for each portion of five years thereafter) placed on left sleeve only.
- 2.. Navy blue trousers.
3. Long sleeved dress shirt, white for officers, light blue for all others.
4. Black tie and black belt.
5. Black lace up shoes and black/navy socks.
6. Dress hat, badge and rank insignias.
7. Plain white undershirt.
- B. Class B station uniforms. Class B uniforms shall be the standard attire unless otherwise directed. The Class B uniform shall consist of:
 1. For emergency response personnel, navy blue shirt and trousers that comply with department specifications.
 2. Black belt
 3. Black, navy or white socks
 4. Department approved navy blue t-shirt (officers may wear white), or sweatshirt
5. Department issued baseball cap
 6. Department approved shoes or boots.
 7. Appropriate rank over left shirt pocket.
 8. The department patch centered on the left shirtsleeve, no other patches will be worn.
- C. Class C work uniform. The class C work uniform may be worn while performing maintenance and training activities. It shall consist of department t-shirt or sweatshirt, or coveralls in lieu of class B uniform.
- D. Class D work uniform. The class D work uniform may be worn as a station duty uniform from May 1, through October 31. Class D uniforms are not to be worn during Company Inspections. Class D uniforms may be worn on all emergencies but must be covered by turnout pants where the member may be subject to and/or contact with fire, extreme heat, and not limited to hazardous materials. The Class B uniform shall consist of:
 1. Department approved shorts
 2. Black department approved shoes
 3. Black or navy blue socks
 4. Black belt
 5. Department approved shirt
 6. Department approved baseball cap (optional)

Class D uniform is an additional uniform to our existing uniforms. It is optional and not mandatory. The purchase of all uniforms must be made by the employee. Upkeep for the uniforms will fall under SOG 102.08-1-F

3. Rank insignias
 - A. Officers rank insignia shall be sewn above the right pocket of the class B uniform, and they shall wear gold rank insignia on their class A uniform.
 - B. All other members shall wear no insignia on class B uniform and shall wear silver insignia on class A uniform.
4. Physical fitness clothing.
 - A. Members shall wear department-approved clothing while involved in physical fitness training, and shall don protective clothing or class B uniform before responding to a call.
 - B. Physical fitness clothing shall be navy/dark blue shorts or sweat pants, white socks, tennis shoes and fire department t-shirt or sweat shirt.
5. Seasonal clothing.
 - A. The department shall approve jackets, coats, and rainwear as appropriate.
 - B. Navy blue or white thermal underwear may be worn with the uniform as appropriate.
6. Non-uniformed personnel
 - A. The Fire Chief, fire investigator, and support staff may wear civilian clothing.

- B. All clothing worn by non-uniformed personnel shall be neat, clean, and appropriate for the occasion.
- C. Nothing may be worn that would constitute a safety hazard, or be offensive to another person.
- 7. See appendix for uniform specifications.

Rules and Regulations, SOG 102.09

VEHICLES AND EQUIPMENT

(revised 7/09)

- 1. General requirements
 - A. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
 - B. Members shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
 - C. Members shall immediately report any loss, damage or malfunction of apparatus or equipment to the member's OIC. Damage, destruction, or loss due to the member's negligence may result in his being required to make restitution. Disciplinary action also may be taken as appropriate.
 - D. Equipment is not to be borrowed without authorization of the Fire Chief, or in his absence the OIC. Generally, no hose, nozzles, rescue or medical equipment used in first line response will be allowed to be borrowed. NO exceptions.
 - E. Members shall return vehicles and equipment issued to them or entrusted to their care immediately on separation from service.
 - F. A member required to drive a vehicle owned or operated by the department shall possess an appropriate and valid driver's license.
 - G. Members shall drive in a safe and prudent manner and shall obey all applicable federal, state, and local traffic regulations when driving or operating a vehicle owned or operated by the department.
- 2. Use of departmental vehicles
 - A. Vehicles owned or operated by the department shall be used for city business only. City business means any authorized work or activity performed by a member on behalf of the city.
 - B. An officer may authorize a brief stop at convenience store or other similar establishment for a break while his company is within its district performing an authorized activity. The company must maintain radio contact and remain available for calls.
 - C. Department vehicles may be used to procure meals or groceries for station meals per SOG 200.02.
- 3. Taking vehicles home
 - A. The following members are authorized to take a vehicle home: the Fire Chief, fire investigators subject to callback.
 - B. When circumstances warrant, the Fire Chief may authorize other members to take a vehicle home on a case-by-case basis.
- 4. No employee shall operate a City vehicle or heavy equipment or machinery if the person is under the influence of alcohol or any drug of abuse, or the combined influence of alcohol and any drug of abuse; the person has a concentration of four-hundredths (.04) of one percent or more by weight of alcohol in his blood; the person has a concentration of four-hundredths (.04) of one gram or more by weight of alcohol per 210 liters of his breath; or the person has a concentration of six-hundredths (.06) of one gram or more by weight of alcohol per 100 milliliters of his urine.
- 5. Non-employees are not permitted to ride in a City vehicle except for business related reasons (ie., carpooling to a permitted function). Only in extreme emergency (ie., safety) may a non-employee minor under the age of 18 years old, be permitted to ride in a City vehicle. Activities such as routinely dropping children off at school or picking them up from daycare are strictly forbidden.
- 6. Seat belts are to be used at all times when driving or riding in a City vehicle.
- 7. All vehicles owned or leased by the City of Ashtabula are to be operated and maintained in a safe and efficient manner. The operator of any such vehicle shall be responsible for reporting any defect, damage or unsuitable condition of any City vehicle to their Department Head. All operators of City vehicles must be properly licensed in accordance with Ohio law to operate the class of City vehicles so operated and shall provide to their Department Head proof of being licensed upon request and in any event each time his or her license is renewed. Each employee who operates a City vehicle must provide a copy of his or her license to their Department Head who shall be responsible for maintaining a current list of all employee's licenses who may operate a City vehicle.

8. Any employee who sustains or causes injury or damage to any property while in possession or being assigned a City vehicle shall report such damage or injury immediately to any governmental authority as is required by law and thereafter promptly report in writing, the details of such occurrence to their Department Head.
 - A. Further, any employee who may be required to operate a City-owned-or leased vehicle must report to his or Department Head any pending charges of operating a motor vehicle under the influence of drugs, alcohol, or a combination of drugs and alcohol, or of operating a motor vehicle with a prohibited level of alcohol or drugs in a person's blood, breath or urine, regardless of when or where such charges arose. Failure to promptly report the details of any occurrence to the employee's Department Head may result in disciplinary action up to and including termination.
 - B. In the event an employee's driver's license expires or is revoked, suspended, forfeited or restricted in any manner, the employee shall be required to report that information within 72 hours of its occurrence to their Department Head, or within 24 hours of returning from vacation or other authorized leave if the expiration, revocation, suspension, forfeiture or restriction occurred during such leave.

Rules and Regulations, SOG 102.10

VISITORS AT STATIONS

1. Members are permitted to have visitors at their place of work.
2. Visitors are not permitted to enter the second floor of the station without the OIC's approval.
3. Visitors are not allowed to enter a workshop or apparatus bay unless properly escorted by a department member.
4. When escorting visitors in an apparatus bay, members shall not allow children to play on, around or with emergency apparatus or equipment.
5. Visitors shall not be allowed to disrupt the daily work schedule.
6. Amorous activity with a visitor is not permitted on fire department grounds or vehicles.
7. Visitors are expected to abide by department rules and regulations while at fire stations.
8. Minors shall at all times remain under the supervision and control of an adult.
9. Conducting business with visitors outside of family, friends or fire department vendors is prohibited.

Rules and Regulations, SOG 103.01

CONTROLLED SUBSTANCES

1. The use of alcoholic beverages, debilitating drugs, or any substances that impair physical or mental capabilities while on duty is strictly prohibited.
2. Off-duty consumption of alcohol that reflects negatively on the department or that impairs a member's ability to perform his job is prohibited.
3. Also see the City's drug policy and Union Contract.

Rules and Regulations, SOG 103.02

INAPPROPRIATE BEHAVIOR

The following activities are prohibited by members on duty.

1. Unlawful behavior, gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
2. Possession of a loaded firearm or unless the member is authorized by the Fire Chief to carry such weapon.
3. Threats or acts of physical violence against members of the public, coworkers, or other department members or city employees.
4. Sexual activity on department property.
5. Abusive behavior, hazing, or harassment of coworkers or members of the public. Horseplay, practical jokes and other disruptive behavior is also prohibited.
6. Use of department supplies or materials to repair personal vehicles or property.
7. Alteration or modification of department vehicles, apparatus, computers, buildings or any other department owned equipment without the Fire Chief's authorization.
8. Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of ones duty.
9. Campaigning for or against any elected city official.
10. Recommending or endorsing specific products, trade names, or businesses.
11. Conducting personal business on department grounds.

12. Making personal phone calls that are disruptive to department business.
13. Sleeping except in designated areas and during prescribed times.
14. Remaining on duty for more than two consecutive shifts unless permitted to do so by the officer in charge.
15. Publicly criticizing the official actions or orders of a superior officer. Nor may any member speak disrespectfully of the department or its members
16. Permanently parking or storing vehicles, trailers, campers, tractors, boats, and so forth on department property.
17. Making a false statement in any official communication or in a conversation with a citizen or another member.
18. Performing any act or making any statement, oral or written, about one's immediate OIC, intending to disrupt discipline and good order.
19. Performing any act or making any statement, oral or written, about one's coworkers, intending to destroy morale, good order, or working relationships with coworkers.
20. Displaying insolence, or indifference, or evading duty during an emergency incident. Any member found to be guilty of this offense shall be subject to discipline immediately.

Rules and Regulations, SOG 103.03

OUTSIDE EMPLOYMENT

1. Outside employment shall not interfere with the member's ability to satisfactorily perform his duties with the department. A member may not be marked off sick or injured from the department and continue any outside employment. He must have his doctor's release for active fire duty before returning to any off duty employment.

Rules and Regulations, SOG 103.04

SEXUAL HARASSMENT

1. Unwanted or unsolicited verbal or physical harassment of members by coworkers will not be tolerated. OIC's shall promptly correct any such behavior should it occur.
2. If a member informs an OIC or a coworker that his language or behavior is offensive and such conduct continues, the member should immediately report the situation to his OIC, or the Fire Chief if the member's OIC is involved.

Rules and Regulations, SOG 103.05

USE OF TOBACCO PRODUCTS

1. Buildings and structures owned by the city have been designated smoke free workplaces.
2. Smoking is prohibited while riding in any vehicle owned by the department.
3. Smoking is allowed outside of department buildings, and smokers shall properly dispose of butts and other waste.
4. Members using smokeless tobacco shall refrain from spitting on floors, sidewalks, drinking fountains, and shall properly dispose of all waste.

Rules and Regulations, SOG 103.06

GENERAL STATION RULES

These are general rules that pertain to all employees.

1. Personal vehicles will not be washed or repaired until after the hours of 1630hrs on weekdays and 1200hrs on weekends. Only bay 4 will be used for these activities. Vehicles will not be parked inside overnight, without permission of the OIC.
2. Personal vehicles will not be stored on the property for more than 2 days unless the owner is on duty during this time.
3. The department dumpster will not be used for personal use.

4. Personal pets will not be kept on the premises.
5. Children cannot be left at the station with on duty personnel.
6. Fire Department property may not be removed from firehouse without the OIC's or Fire Chiefs approval, and must be duly recorded in the logbooks.
7. Personal projects; may be allowed with OIC permission and then only after business hours (1630hrs weekdays, 1200hrs weekends)

General Administration, SOG 200.01

STATION SUPPLIES

1. Scope

This standard regulates the procurement of consumable supplies. It was promulgated to ensure that the proper supplies will be available for cleaning and maintaining the department's apparatus, equipment and buildings.
2. Procedure for Ordering Supplies
 - A. When supplies are needed, the member requesting them shall notify the supply officer.
 - B. Occasionally, supplies must be obtained immediately so as to make repairs or complete assignment. When supplies are obtained outside the normal procurement procedure, the member responsible for obtaining the supplies shall request their purchase from the Fire Chief or company officer as soon as practical and the receipts for the items purchased shall be given to the Fire Chief.
3. Responsibilities
 - A. The Fire Chief shall:
 1. Designate a captain or other member to serve as the supply officer.
 2. Evaluate the performance of the supply officer on an annual basis.
 3. Approve or deny any purchase of consumable supplies.
 - B. The supply officer shall:
 1. Establish a minimum inventory of consumable supplies to be maintained.
 2. Refer requests for supplies to the Fire Chief for approval.
 3. Notify the requesting member if the order does not meet purchasing guidelines.
 - C. Station officers shall:
 1. Maintain and replenish the inventory of consumable supplies from the supply officer's inventory
 2. Regulate use of supplies and correct any misuse that may occur.
 3. Report to the Fire Chief any theft of items, upon his discovery of the loss.

General Administration, SOG 200.02

ON-DUTY MEALS

1. This standard regulates the procurement of groceries and meals by on-duty shift personnel.
2. General guidelines:
 - A. Personnel may travel in their assigned apparatus to and from a grocery store or restaurant located within their district. They may not travel outside their district to obtain food unless they are returning from a call outside of the district.
 - B. The company shall remain in service at all times and shall properly park their vehicle.
 - C. Crew integrity shall be maintained at all times. Members shall take a portable radio with them and remain in contact with dispatch at all times.
 - D. The members entering a store or restaurant shall be in appropriate uniform.
3. Exceptions:
 - A. A company may stop a convenience store to purchase refreshments when returning from an alarm, inspection, training, or other department activity. The store must be generally along the normal route of travel.
 - B. It will be permissible for the member to wear a T-shirt in lieu of the uniform shirt when returning from an alarm or training session.
4. Students and observers riding on apparatus will be expected to comply with these rules.
5. Responsibilities:
 - A. The company officer will be responsible for enforcing the provisions of this section.
 - B. Each member will be expected to observe the provisions of this section, and will not be excused in the event that an officer is not present.

General Administration, SOG 200.03
LOST/DESTROYED EQUIPMENT

1. Scope:

This standard sets forth the requirements for reporting the loss or destruction of equipment owned or operated by the department.
2. Reporting Procedure:
 - A. On discovery that a piece of equipment has been lost, damaged, or destroyed, an employee shall record his findings, and forward it through the chain of command to the Fire Chief.
 - B. If the lost or damaged item is replaced from existing inventory, note it on the daily log.
 - C. The asset numbers and replacement costs should be recorded for budget and inventory purposes.
3. Responsibilities
 - A. It is the responsibility of each officer to maintain all equipment assigned to his station and apparatus in a constant state of readiness. To facilitate this process, each apparatus is to be inspected and inventoried at the beginning of each shift and after each incident during the process of returning the apparatus to service.
 - B. It is the responsibility of every member of the department to properly use and maintain the equipment assigned to him.
4. Accountability:
 - A. The deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the department or other agency or private individual will result in appropriate disciplinary action as prescribed in this department's rules and regulations manual.
 - B. As a part of the disciplinary process, the individuals responsible for the loss or destruction may be required to reimburse the department for the costs to repair or replace the equipment.

General Administration, SOG 200.04
FIRE DEPARTMENT LIBRARY

1. Scope:

This standard regulates the use of printed and audiovisual materials owned by the department. It was promulgated to establish a department library consisting of printed and audiovisual materials. These materials are to be used to increase public awareness of fire safety, medical emergencies, and disaster preparedness issues. In addition, the library should be used to increase the collective knowledge of the members of the department.
2. Station Library
 - A. Each fire station shall maintain a small library for use by on-duty personnel. The library materials will consist of periodicals, a copy of the adopted fire and building code, at least one copy of study materials for promotional examinations, and any other relevant materials.
 - B. These materials may not be checked out for individual use, loaned to another station, or removed from the fire station without the written permission of the Fire Chief.
3. Department library
 - A. The department or general library shall be maintained in station 1 of the department. This library shall house the various audiovisual materials and equipment used in training, as well as periodicals, study materials, fire and building codes, and printed materials.
 - B. Generally, most of these materials will be available for individual use and checkout except where otherwise prohibited. At least one set of all study materials shall be placed on reserve and shall not be removed from the library.
 - C. From time to time, the department may issue printed items or textbooks to individuals for their issues, while employed by the department. The department retains continuous ownership of these materials. When these items are issued to an individual, the title of the item and the date of issue shall be recorded and placed in the individual's permanent personnel file.
4. Responsibilities:
 - A. The officers assigned to each fire station shall be responsible for maintaining their respective station libraries and for regulating the use of its resources.
 - B. The Fire Chief shall be the custodian of the department library. He shall maintain the materials within the library and regulate the use of its resources.

- C. Any individual who borrows or checks out materials from the department library shall be responsible for the materials entrusted to him. He shall be required to replace any item that is damaged or destroyed while in his care.
- D. Any individual who leaves the employment of the department shall be responsible for returning all books and other printed material that has been issued to him. He shall be required to replace any item that has been lost or damaged.

General Administration, SOG 200.05

DAILY WORK SCHEDULE

- 1. Scope
This standard regulates the daily activities of personnel assigned to fire station duty.
- 2. Daily Schedule
 - A. In general the following tasks shall be performed during every shift, as incident volume and weather permit:

07:00 Shift change, Company assignments, apparatus, drug & medical equipment checks
08:00 Housework
09:00-16:00 Maintenance and testing, training, inspections, assigned tasks.
16:00 Truck washing,
17:00 Free-time

- B. Breaks may be taken as time and activities permit.
 - C. Watching television, and other activities are permitted during breaks, the lunch period and after-17:00 hours.
 - D. Except for special circumstances, sleeping is generally only permitted after 17:00 hours
 - E. With the permission of the company officer, physical fitness activities may be conducted at any time.
- 3. Assigned Tasks
 - A. In addition to routine apparatus checks and general housekeeping activities, the following maintenance tasks are to be performed as incident volume and weather permit:

Sunday:	First floor, floor buffing; air compressor and SCBA check.
Monday:	Clean stove, oven, refrigerators, E-1 clean and inventory compartments & medical equipment, operate gas tools
Tuesday:	L-1 clean and inventory compartments & medical equipment, operate gas tools & inspect SCBA's.
Wednesday:	E-3 clean/check compartments
Thursday:	Clean first floor windows, operate aerial, R-2 clean and inventory compartments & medical equipment
Friday:	Mow grass, polish brass, test pumps
Saturday:	Wash bay floor, clean second floor windows, and check emergency generator.

- C. The daily schedule shall be suspended on Thanksgiving and Christmas Day and other holidays. The only activities that must be performed are those activities required to maintain apparatus and equipment in a state of readiness.
- 4. Responsibilities
 - A. The company officer shall be responsible for ensuring that all assigned tasks are completed each shift if incident volume and weather permit.
 - B. The company officer, at his discretion, may also alter the daily schedule provided that all assigned tasks are completed before the end of each shift.

General Administration 201.01

MINIMUM STAFFING

1. As per current union contract.
2. It is the intent of the Fire Chief to maintain a minimum of three men per fire company, and additionally two men per rescue squad.

General Administration, SOG 201.02

COLLATERAL ASSIGNMENTS

1. Scope:
This standard regulates the assignment of collateral duties to selected personnel.
2. Assignment Criteria
The assignment of collateral duties will be based on:
 - A. The necessity or desirability that the activity or assignment be performed.
 - B. The ability of the department to fund the activity.
 - C. A member's ability to successfully perform the assigned task or to acquire the new skills that may be required to accomplish the task.
 - D. A member's performance of previously assigned duties and tasks.
 - E. The willingness of a member to perform the task.
3. Assignment procedure:
 - A. During January of each year, the Fire Chief will assign collateral duties to each company officer, and/or other members. The term of the assignment will coincide with the calendar year.
 - B. The assignments will be rotated as often as practical so as to improve the overall skill levels of the program's participants.
4. Responsibilities:
 - A. Each person assigned a collateral duty responsible for performing all of the related tasks and shall be accountable to the Fire Chief for his performance.
 - B. In addition to the assigned duties below, all collateral positions are responsible for review of pertinent SOG's. An ongoing review with recommendations for changes made to the Fire Chief shall take place.
5. Collateral Assignments:
The following collateral positions will be assigned by the Fire Chief. Individual assignments will be listed in the appendix:
 - A. Communications officer: Serves as a liaison with the communications divisions of other departments and shall be responsible for inventorying and maintaining all two-way radios, pagers, cellular telephones, and associated batteries owned by the department, as well for updating the communications SOG's.
 - B. Building and grounds officer: Manages the distribution of all consumable station supplies and coordinates the repair of the department's buildings and facilities.
 - C. Haz-mat officer: Coordinates all of the haz-mat training required by state and federal agencies and is responsible for tier-two reporting, representing the department at the local emergency planning committee meetings, haz-mat SOG's, and the maintenance of equipment and supplies used to control haz-mat incidents.
 - D. Hose, ladder and small equipment officer: Responsible for the testing, inventory, and repair of all fire hose, ground ladders, fire extinguishers, and other small equipment owned by the department, excluding communications equipment, protective clothing, SCBA's, and medical equipment. He is responsible for maintaining the applicable SOG's and completing the associated reporting functions.
 - E. Management information officer: Responsible for the maintenance and use of all data processing and computer equipment owned or operated by the department and for the collection and analysis of data as may be required by the Fire Chief.
 - F. Juvenile Firesetters Program officer: Responsible for developing, maintaining and producing educational materials and seminars aimed at the prevention of fires started by juveniles.
 - G. SCBA/Breathing Air officer: Responsible for the maintenance and repair of all compressors, cascades, breathing apparatus, and related equipment. Also responsible for the required testing, record keeping, reports, and related SOG'S.
 - H. Training officer: Refer to SOG 202.01, Training Officers.

- I. Medical Training/Infection Control officer: Responsible for providing continuing and advanced EMS educational tracks and all associated records and certificates. Also, responsible for ensuring compliance with all required infection control procedures and training.
- J. Apparatus officer: Responsible for ensuring the completion of all maintenance on departmental vehicles. Also, responsible for recommendations to improvements/upgrades of departmental vehicles.
- K. Medical Equipment/Pharmacy officer: Responsible for the purchase and maintenance of all medical equipment, including all classes of drugs. Also, responsible ensuring that all drugs and medical supplies are within their expiration dates.
- L. Supplies officer: Responsible for the procurement of all station supplies not covered by another collateral position.
- M. Rescue officer: Responsible for the recommendation and procurement of departmental rescue equipment (excluding fire and medical equipment)
- N. Annual Certifications officer: Responsible for coordinating all required certifications tests (hose, ladder, pump, etc.) and associated record keeping.
- O. SOG officer: Overall responsibility for reviewing and recommending changes to this document.

General Administration, SOG 201.03

COMPLAINTS AGAINST EMPLOYEES

1. Scope:

This standard establishes guidelines for the receipt, investigation, and resolution of complaints received by the department concerning the professional or personal conduct, behavior, action, or inaction of one or more members and those complaints that concern the department as a whole. It was promulgated to ensure that a thorough investigation be conducted for every complaint received by the department.
2. General
 - A. Complaints that arise from the daily conduct of business fall into one of two major categories:
 1. Complaints against the department as a whole; and
 2. Complaints against one or more individual members.
 - B. Complaints generally allege a violation of a departmental rule, policy, procedure, or general order. A complaint may also allege that there has been a violation of a federal, state, or local statute or ordinance.
 - C. The department will hear all complaints against its members that have been initiated by any person who is found to have standing for such a complaint. Persons other than those who are actually affected by the actions of a member shall have no standing for a complaint, with the exception of cases that involve juveniles. In such cases, the parent or legal guardian shall be required to file the written complaint.
3. Complaint Procedure:
 - A. Complaints must be made in writing and shall be signed by the persons making the complaint. The complaint need not be in affidavit form but should be in writing.
 - B. Complaints may be accepted by any on-duty OIC. The OIC who receives the complaint shall conduct an initial investigation to obtain as much information as possible and then forward the complaint directly to the Fire Chief in the timeliest manner possible.
 - C. If the complainant does not want to file a written complaint or does not wish to sign the report, he may still voice his complaint to an OIC. The OIC shall record the information and forward an account of the complaint or the unsigned form to the Fire Chief.
 - D. On receipt and review of an oral or written complaint, the Fire Chief shall investigate the complaint.
 - E. An investigator may also be sent to a complainant's home or place of business, if necessary or so requested, to accept a formal written complaint or to obtain additional information.
 - F. Where there are mitigating circumstances, a complaint may be initiated by telephone. A tape recording of the initial complaint shall be made, if possible, and should be retained by the OIC. The complaining party should be asked to submit his complaint in written form as soon as possible.
 - G. A copy of the written complaint shall be given to the accused member at the time that the member is requested to make a written reply to the allegations.

- H. When the act described in the complaint is a crime, the circumstances will be immediately explained to the Fire Chief. The Fire Chief should then determine if the accused member should be arrested forthwith, if a warrant, should be obtained for his arrest, or if there is a need for further investigation before any action is taken. He should also determine whether or not the member should be suspended pending the outcome of the investigation.
 - I. When there are indications that the member cited in the complaint may have been or is under the influence of a controlled substance, he should be asked to submit to a substance-screening test. The lapse of time, expressed in minutes, between the initial report or observations of the member's conditions and when the test is administered should be accurately recorded. The accused member should not be allowed to drive but shall be transported to the test site by an OIC or Fire Chief. Also see current union contract.
4. Resolution of the Complaint
- A. On conclusion of an investigation, the complaint shall be classified as one of the following:
 - 1. Unfounded: The allegation has been proved false or there is a lack factual evidence to support it.
 - 2. Exonerated: The incidents cited did occur, but the actions were lawful or followed proper procedures.
 - 3. Not sustained: There is insufficient evidence either to prove or disprove the allegations.
 - 4. Sustained: The allegations are supported by sufficient evidence and the complaint will be upheld.
 - B. Resulting Action:
 - 1. When an investigation results in a determination of unfounded, exonerated, or not sustained, the Fire Chief will notify the accused member that no further action will be taken against him. The member shall return to duty. If he had been placed on unpaid leave, he shall be fully compensated for all lost wages and benefits.
 - 2. When an investigation results in a determination that an allegation is supported by sufficient evidence, the appropriate action will be taken in accordance with the department's disciplinary policy.
5. Format
- A. The OIC who accepts the original complaint or conducts the initial investigation shall make his report as complete as possible prior to submitting it to the Fire Chief.
 - B. All internal affairs investigators shall use the following format for conducting their investigations:
 - 1. Record the facts surrounding the incident. What took place when and where, and who was involved? Be brief.
 - 2. State the allegation in detail. What does the complaint allege and against whom?
 - 3. Record the process used to investigate the complaint. What did you do as the investigator? What did you learn from talking to all the parties and witnesses? List them.
 - 4. Record all findings and the conclusion reached. What did your investigation reveal based on the facts extracted from the evidence?
 - 5. Include the written recommendation to the Fire Chief.
6. Exceptions
- A. A complaint should be referred to the Fire Chief or other senior staff member in those cases when the complainant prefers to speak only to those entities.
 - B. Internal investigations may also be conducted concerning a member's conduct whenever the Fire Chief has reason to believe doing so is warranted.
 - C. The procedure in Section III, above, may be waived if the Fire Chief determines that mitigating circumstances warrant such a waiver.
 - D. The Fire Chief shall have absolute and final authority in determining whether a disciplinary action should be taken.

General Administration, SOG 201.04
EVALUATION OF SWORN PERSONNEL

- 1. Scope

This standard applies to the members of the department who are subject to the provisions of The City of Ashtabula Rules and Regulations. This standard was promulgated to:

- A. Formally communicate the goals and objectives of the department to each member and to discuss the member's individual role in the accomplishment of those goals and objectives.
 - B. Improve the performance and productivity of each member.
 - C. Identify each member's need for additional training and education.
 - D. Document in writing each member's performance and identify corrective actions that a member might be required to make so as to improve his performance.
2. Evaluation Process
- A. A formal, written evaluation of each member's performance may be conducted by his immediate OIC once each year within 30 days of the member's anniversary date.
 - B. The evaluation will be recorded on the department's Employee Evaluation Form.
 - C. During the formal evaluation process, each member shall be counseled by his immediate OIC with respect to his individual progress and development. The OIC shall note any area of concern and shall discuss the steps that the member should take to correct the problem or deficiency. A summary of the discussion shall be recorded on the members evaluation form.
 - D. On completion of the initial evaluation session, the evaluating OIC shall forward the evaluation form to the appropriate OIC for his review.
 - E. The reviewing OIC shall discuss the member's progress and deficiencies with the evaluating OIC. If there is agreement about the evaluation, the reviewing OIC shall add his comments and sign the form. If there is disagreement, the two OIC's shall record the changes that need to be made on the evaluation form. The reviewing OIC shall add his comments, sign the form, and return it to the member for his review.
 - F. A member may disagree with any portion of the evaluation and shall be allowed to record his objections in the section reserved for member comments.
 - G. On completion of the review process, the member shall be required to sign the form. His signature does not imply agreement, only that he has read the evaluation form and has been made aware of the contents of the document. Under no circumstances shall a member be required to sign a blank or incomplete evaluation form.
 - H. Each member shall be furnished a copy of the completed evaluation form. The original, signed copy will be placed in his permanent personnel file.
 - I. No changes will be made to the form after all parties have signed off on the evaluation unless all parties are informed of the changes and are furnished copies of the changes.
 - J. All reviews shall be conducted in accordance with the current Union Contract
3. Responsibilities
- A. OIC's shall be responsible for completing a formal written and oral evaluation of the performance of each member under their supervision at least once each year in accordance with the provisions of this standard.
 - B. Members shall be responsible for participating in a formal written and oral evaluation of their performance by their OIC and for correcting all deficiencies identified in the evaluation process.
 - C. The Fire Chief shall be responsible for ensuring that copies of each member's performance evaluations are maintained in their permanent personnel files.

General Administration, SOG 202.01

TRAINING OFFICER

- 1. Scope
 - This standard outlines the duties and responsibilities of officers and other members assigned the collateral duty of training officer.
- 2. Responsibilities
 - A. Supervising the training of all department personnel, as directed by the Fire Chief.
 - B. Forwarding to the Administrative Assistant a report of all training activities for the month.
 - C. Developing an annual program of basic training in conjunction with the OIC's.
 - D. Scheduling and conducting shift-training sessions.
 - E. Monitoring and tracking each shift member's compliance with fire and EMS minimum continuing education requirements.
 - F. Assisting with the professional development of each shift member.
 - G. Assisting with the development and dissemination of training materials.

- H Supervising the orientation and progress of probationary personnel and making recommendations concerning the retention or dismissal of probationary personnel.
- I Scheduling all MSDS/SARA title inspections on a yearly basis.
- J Other such duties as may be assigned.

General Administration, SOG 203.01
TRAINING/TRAVEL REQUESTS

- 1. Scope
This standard outlines the process that must be followed when a member wishes to be compensated for attending a seminar or training session that isn't being hosted or sponsored by the department. It was promulgated to enable members to attending classes and seminars conducted by outside agencies and organizations.
- 2. Procedure
 - A. If a member wishes to obtain approval to travel on behalf of the department or to attend a training class or seminar, the member must complete a Request for Travel/Training Form prior to the date of the class or seminar and submit the completed form to his immediate OIC.
 - B. If the request is from a member assigned to shift work, the approved form shall then be forwarded to the shift officer. The officer will record the impact the request would have on minimum staffing on the request form and forward the request to the Fire Chief.
 - C. If the training request is from a member who isn't assigned to shift work, the approved request shall be forwarded to the Fire Chief for his approval.
 - D. If the request, from a member assigned to a shift, is approved by the Fire Chief, the shift officer shall be notified and the necessary slots shall be reserved on the shift leave calendar.
 - E. If a request is disapproved at any point in the process, the person disapproving the request will record his reason for disapproval on the form and return the request to the member who submitted the request.
 - F. As a general rule, any request that requires the payment of overtime must be approved by the Fire Chief. Budget constraints and the value of the class to the department shall be considered for all requests.

General Administration, SOG 203.02
COMPENSATION/REIMBURSEMENT FOR TRAVEL

- 1. Scope
This standard establishes guidelines for reimbursement and compensation of members who are required to travel for meetings training sessions or seminars on behalf of the department. It was promulgated to ensure that the department's compensation and reimbursement procedures are in compliance with the Fair Labor Standards Act and the applicable district policies and procedures.
- 2. Criteria for Reimbursement of Expenses
 - A. To be reimbursed for expenses incurred while traveling or attending training sessions on behalf of the department, personnel must:
 - 1. Obtain the Fire Chief's approval to travel or attend a meeting, training session, or seminar.
 - 2. Submit an itemized expense report with receipts and proper documentation.
 - B. The department will normally cover the following expenses:
 - 1. Tuition or registration and course materials.
 - 2. Accommodations at an approved motel or hotel.
 - 3. Business-related long-distance calls, plus one non-emergency personal call home per day.
 - 4. Parking and ground transportation based on receipts and actual expenses. Prior permission to rent an automobile must be obtained before reimbursement will be allowed.
 - 5. \$45.00 per day maximum allowance for meals and tips.
 - 6. For local travel, the department will furnish a vehicle whenever possible. Members using their personal vehicles will be reimbursed according to city policy.
 - 7. Members will be expected to travel by air whenever it is practical to do so. Reimbursement will be based on round-trip coach fares from the airport. If a member elects to drive in lieu of flying, reimbursement will be limited to the normal airfare.

8. The department will not reimburse any expense incurred for alcohol or entertainment.
9. The department will not reimburse any expenses incurred by a member's spouse or other family members.
- C. All unexpended funds paid to the member in advance will be returned to the city with the member's itemized expense report.
3. Travel time to and from an event shall be compensable. Compensation will be based on the amount of time required to travel to and from the department's headquarters.
4. Nonexempt employees shall be granted overtime or compensatory time, as mutually agreed on prior to the event, for those hours worked in excess of their normal work week (40 or 56 hours). Compensable time includes travel time and class attendance. It does not include weekends or those evening hours after the event has concluded for the day or week.
5. Whenever possible, shift personnel will be assigned to a 40-hour week while attending an event with a duration of 40 or more hours.
6. Operations personnel will normally be granted a minimum of 12 hours off prior to leaving for a class and 24 off prior to returning to duty.

General Administration, SOG 203.03

RECORDS AND FORMS

1. Scope

This management procedure establishes guidelines for the collection and retention of information. It was promulgated to:

 - A. Provide for the collection and maintenance of information for legal record keeping purposes.
 - B. Provide a database for the analysis of the activities of the department.
2. Creation and Retention of Records
 - A. This standard hereby creates a data collection system for the department.
 - B. The data collection system is subdivided into the following general categories:
 1. Administrative files.
 2. Criminal records and case files.
 3. Inspection files.
 4. Permanent occupational safety and health files.
 5. Permanent personnel files.
 6. Training records.
 7. Vehicle and equipment maintenance and repair records.
 - C. Records and reports shall be retained in accordance with the applicable state law, district ordinance, and department policy.
 - D. No record or report shall be disposed of without the approval of the appropriate OIC.
3. Forms
 - A. The Fire Chief shall cause the creation of such forms as may be deemed necessary to document the activities of the department. A new form may be proposed by any member of the department but shall not be published or distributed without the authorization of the Fire Chief.
 - B. All forms shall be assigned a permanent form number, and the Fire Chief's Administrative Assistant shall maintain an inventory of form numbers. The form number shall be displayed in the upper left corner of each form, and the month and year that the form was created or revised shall be displayed in the upper right corner.
 - C. Each form shall be reviewed periodically to ensure that it is still necessary, and it shall be revised or deleted as deemed appropriate by the Fire Chief.
4. Responsibilities
 - A. The Fire Chief shall be the custodian of the records and shall be responsible for:
 1. Causing the creation and maintenance of those records and reports that are required for legal purposes.
 2. Causing the creation and maintenance of the various reports and forms necessary to document the various activities of the department.
 3. Ensuring the confidentiality of those records where required by statute or otherwise deemed appropriate.
 4. Furnishing those records to the public that are properly requested under the state's Freedom of Information Act in accordance with the provisions of the statute.

- B. The FPB Captain shall be the custodian of all criminal records and case files generated by the department and shall be responsible for:
 - 1. Causing the creation and maintenance of those records and reports that are required by statute that pertain to the investigation and prosecution of those crimes and offenses against persons and property as addressed by the State/local Government Code.
 - 2. Causing the creation and maintenance of those records and reports that are required by the Fire Chief for the prevention of fire and the enforcement of applicable sections of the fire and building codes.
- C. Each employee shall be responsible for:
 - 1. Completing the forms and filing the reports required by the provisions of the Standard Operating Guidelines Manual and the Rules and Regulations Manual. All forms and reports shall be complete and accurate.
 - 2. Filing and maintaining records and reports as required by departmental policy.
 - 3. Maintaining the confidentiality of departmental records and reports. Records and reports shall not be released without authorization by the appropriate OIC.

General Administration, SOG 203.04

INCIDENT REPORTS

- 1. Scope

This standard establishes requirements for the preparation of reports for incidents to which the department responds, It was promulgated to:

 - A. Create a complete, accurate permanent record of each incident to which the department responds.
 - B. Preserve the confidentiality of our patients.
 - C. Document the medical care provided by members of this department.
 - D. Develop a database for the analysis of the community's demand for fire and emergency medical services.
 - E. Provide uniform data to the State Fire Marshal and the NFPA concerning the department's emergency response activity.
- 2. Completing the report
 - A. The department uses the incident reporting system promulgated by the State Fire Marshal.
 - B. A Basic Incident Report shall be completed for each incident to which the department is dispatched, and a copy of the report shall be forwarded by the department to the State Fire Marshal. If possible, the report shall be filed electronically using a suitable software program. If this is not possible, a report may be filed manually by completing a hard copy of the Basic Incident Report.
 - C. The report shall be accurate and thorough, and it shall contain sufficient information to allow the reader to re-create an accurate portrayal of the facts and event surrounding a given incident.
 - 1. Calls that are coded 311 will be documented on an "EMS" report in Firehouse.
 - 2. Motor vehicle crashes and car-pedestrian crashes should be documented on a "fire" report.
 - D. Whenever an incident is investigated by a member of the fire marshal's office or the arson task force, the fire investigator should be contacted by the member completing the Basic Incident Report to report the appropriate information concerning cause, point of origin, and estimated dollar loss.
 - E. A narrative shall be written for each incident. The narrative shall include a brief description of the events that occurred and the actions that were taken during the resolution of the incident. The narrative shall be thorough, concise, and accurate. Neatness and spelling count. The narrative shall be limited to the facts and not include superfluous or editorial comments.
 - F. The proper number and types of vehicles, the number and names of personnel at the scene, and the equipment that is used shall be entered on each incident report. The station number of the vehicle that arrives on the scene first shall be entered on the report.
- 3. Responsibilities
 - A. The officer of the first-arriving engine or truck company shall be responsible for the completion of the Basic Incident Report and all other reports that may be subsequently required. Exception: If there is no officer on the first-arriving apparatus or for EMS incidents, the highest-ranking or senior member of the crew shall be responsible for completing the Basic Incident Report.

- B. The OIC shall be responsible for reviewing the completeness and accuracy of all incident, casualty, and ambulance transportation reports generated by the members under his command prior to forwarding the completed reports to administration.
 - C. Reports shall be entered, printed, and signed prior to the end of each shift. Incident reports for EMS calls shall be entered into the computer.
 - D. The department's management information officer and EMS program manager shall review all reports prior to filing and submittal to the State Fire Marshal to ensure accuracy and compliance with state and local guidelines. A list of errors and omissions shall be forwarded to the Fire Chief each month for his evaluation.
 - E. The Fire Chief shall be responsible for causing the creation of a monthly report that provides an analysis of the incident activity for the month. This report shall include cumulative data for the calendar year.
4. Release of departmental records
- A. Fire reports may be released in the following circumstances.
 - 1. Following a fire, the report should be faxed to the city building & housing departments and the local news media.
 - 2. Members of the public, insurance company, or other requesting party may receive a copy of a fire report upon request at no cost.
 - 3. EMS reports and fire reports with action codes 322 or 323 may only be released to the patient or their legal guardian, after verification of the requesting party's identity, or upon receipt of a properly issued subpoena.
 - 4. Investigation reports are confidential and will only be released upon receipt of a properly issued subpoena, or with the authorization of the investigating Fire Marshal **and** the Fire Chief.
 - 5. Questions concerning the appropriateness of releasing departmental records or information should be directed to the Fire Chief prior to releasing the information in question.

Hazardous Materials, SOG 300.01
PROGRAM MANAGEMENT

- 1. Scope

This standard defines the parameters of the department's efforts to manage the hazardous materials problem within the community, both before and after the incident. It was promulgated to:

 - A. Establish a program to identify occupancies that store, use, manufacture, or distribute hazardous materials in an effort to prevent incidents from occurring that could potentially involve a hazardous material; and
 - B. Establish guidelines to be followed by the department for managing an incident that involves a hazardous material.
- 2. General
 - A. The potential always exists within the community for an incident to occur that involves one or more hazardous materials. The frequency of occurrence and the fiscal resources of the district do not, however, allow the department to operate beyond the first-responder operational level as defined by NFPA 472, Professional Competence of responders to Hazardous Materials Incidents.
 - B. At the operational level, members are responsible for protecting people, property, and the environment from the effects of a hazardous material. Members will operate in a defensive role to contain the incident and prevent a release of a hazardous material from spreading.
 - C. After the incident commander has secured the scene, a private vendor shall be called to the incident to control the incident and clean up the site.
- 3. Responsibilities
 - A. The Fire Chief shall be responsible for the management and oversight of the department's hazardous materials program and shall be responsible for ensuring that the department is in strict compliance with all applicable state and federal regulations.
 - B. The Hazmat Officer shall be responsible for:
 - 1. Identifying businesses and other concerns that are involved in the manufacture, use, storage or distribution of hazardous materials.
 - 2. Causing the periodic inspection of these businesses so as to reduce the possibility that an incident might occur.

3. Providing a list of these businesses to the company officers for use in preparing tactical surveys of these occupancies.
 4. The hazardous materials officer shall equip each apparatus with a pair of binoculars, the appropriate manuals and reference materials, portable monitoring devices, and other available PPE.
- C. Company officers shall be responsible for:
1. Training the members assigned to his respective shift to the first-responder operational level as outlined in NFPA 472.
 2. Ensuring that their driver inspects the manuals, equipment, and protective clothing assigned to their apparatus for use in a hazardous materials incident at the beginning of each shift.
 3. Ensuring that all members under their command maintain their training and skill levels at the first-responder operational level as defined by NFPA 472.

Hazardous Materials, SOG 301.01
EMERGENCY RESPONSE

1. Scope

This standard establishes guidelines to be followed during the management of an incident involving a hazardous material. It was promulgated to:

 - A. Establish guidelines for the management of a hazardous materials incident.
 - B. Provide for the safety of response personnel.
2. Definitions

The following definitions are taken from a variety of sources including NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

 - A. Cold zone: The zone of a hazardous materials incident that contains the command post and such other support functions as are deemed necessary to control the incident. This zone is also referred to as the clean zone of support zone.
 - B. Confinement: Those procedures taken to keep a material in a defined or local area once released.
 - C. Containment: The actions taken to keep a material in its container (e.g. stop the release of the material or reduce the amount being released).
 - D. Contaminant: A hazardous material that physically remains on or in people, animals, the environment, or equipment, thereby creates a continuing risk of injury or a risk of exposure outside of the hot zone.
 - E. Decontamination: The physical or chemical process of reducing and preventing the spread of contamination from persons and equipment used at a hazardous materials incident.
 - F. Exposure: The process by which people, animals, the environment, and equipment are subjected to or come in contact with a hazardous material.
 - G. Hazardous material: A substance that when released is capable of creating harm to people, the environment, animals, and property.
 - H. Hot zone: The area immediately surrounding a hazardous materials incident. It extends far enough to where adverse effects from hazardous materials release will not be expected. It is also referred to as the exclusion zone or the restricted zone.
 - I. Penetration: The movement of a material through a suit's closures-such as zippers, buttonholes, seams, flaps, or other design features of chemical protective clothing-and through punctures, cuts, and tears.
 - J. Permeation: A chemical action involving the movement of chemicals, on a molecular level through intact material, usually refers to movement through chemical protective clothing
 - K. Stabilization: The point in an incident at which the adverse behavior of the hazardous material is controlled.
 - L. Warm zone: The control zone at a hazardous materials incident where personnel and equipment decontamination and hot zone support takes place. It includes control points for the access corridor, helping to reduce the spread of contamination. This zone is also referred to as the decontamination, contamination reduction, or limited access zone.
3. General
 - A. The first-arriving officer at an incident involving hazardous materials shall report the following information to Dispatch:

1. The exact location of the incident.
 2. The type and quantity of the materials involved, if known.
 3. The extent of damage and the number and types of injuries.
 4. The name of the carrier if a vehicle is involved.
 5. Any other pertinent information such as the hazardous material entering the storm drain or sanitary sewer system.
- B. The first-arriving officer shall also request any additional resources that may be needed, establish command, and begin securing the incident scene to prevent additional injuries or contamination.
- C. The area shall be evacuated if necessary. This function should be turned over to the police once sufficient law enforcement resources arrive on the scene.
- D. Dispatch shall provide the incident commander with the temperature, wind speed and direction, and humidity as soon as it is possible to do so.
4. Tactical Objectives
- A. The incident commander shall assess the situation, identify the product(s) involved and complete an Incident Action Plan (IAP) prior to committing personnel.
 - B. If entry must be made into the hot zone to rescue someone or to contain a release, the personnel who enter shall wear the appropriate level of protective clothing.
 - C. If personnel are committed to the hot zone, decontamination and rehab sectors shall be established, as well as a warm zone and a cold zone.
 - D. Decontamination of victims shall also occur prior to their being transported to a medical facility.
 - E. Additional resources shall be requested in accordance with the district's Ashtabula County Emergency Operations Plan. This includes the dispatch of a private vendor if the incident exceeds the department's capabilities.
 - F. The incident commander's objectives will be containment and stabilization. Final extinguishment and cleanup of incidents that exceed the capabilities of the department will be the responsibility of the private vendor who responds to the incident.
 - G. In more complicated incidents, it may be necessary to activate the Ashtabula County Emergency Operations Plan.

Hazardous Materials, SOG 301.02
CONTAINMENT AND CLEANUP

1. Scope
This standard establishes guidelines for managing the containment and cleanup of a hazardous materials incident.
2. General
 - A. Containment methods may include but shall not be limited to:
 1. Barriers in soil.
 2. Berms and drains.
 3. Booms.
 4. Dikes.
 5. Diverting streams.
 6. Over packed drums or other forms of containerization.
 7. Patching and plugging of containers or vessels.
 8. Portable catch basins.
 9. Reorienting the container.
 10. Trenches.
 - B. Displacement techniques may include but shall not be limited to:
 1. Dispersion/dilution.
 2. Excavating.
 3. Hydraulic and mechanical dredging.
 4. Skimming
 5. Vacuuming

3. Responsibilities
 - A. The incident commander, in coordination with the appropriate state or federal official, is responsible for selecting and implementing the appropriate countermeasures to bring a hazardous materials incident to a safe and successful conclusion. This includes:
 1. Ensuring that temporary storage sites, if necessary, are safe and secure.
 2. Ensuring that final disposal is handled at an approved site.
 - B. The persons responsible for the hazardous material are responsible for paying the full costs for cleanup and disposal operations.

Hazardous Materials, SOG 301.03

DECONTAMINATION PROCEDURES

1. Scope

This standard establishes a procedure for the decontamination of people, equipment, and apparatus that become contaminated as a result of an exposure to a hazardous material. It was promulgated to:

 - A. Prevent the spread of contaminants beyond the hazard zone at an incident involving a hazardous material.
 - B. Reduce the possibility of death or injury due to exposure to a hazardous material.
 - C. Establish a procedure to decontaminate equipment and apparatus exposed to a hazardous material so that the equipment and apparatus might promptly be returned to service.
2. General
 - A. Contamination is the transfer of a hazardous material to persons, equipment, and the environment due to an exposure or contact with a hazardous material. The magnitude of the exposure depends on the duration of the exposure and the concentration of the hazardous material.
 - B. Decontamination (decon) is the process of removing contaminants from people and equipment. Decon should occur in the warm zone so as to minimize the possibility of secondary contamination.
 - C. There are four basic methods of decontamination available to response personnel:
 1. Dilution: The use of water to flush the contaminant from the victim or piece of equipment. Be sure to impound or collect the contaminated water from this process.
 2. Absorption: The use of an absorbent for picking up a liquid contaminant. This works well on a spill.
 3. Chemical degradation: The use of another material (e.g., household bleach or baking soda) to change the chemical structure of the hazardous material so as to neutralize the material.
 4. Isolation and Disposal: The isolation of a hazardous material by collecting it and then disposing of it in accordance with state and federal regulations. While this may be a more costly alternative, it is often the easiest to employ.
3. Procedure
 - A. If contamination has occurred at a hazardous materials incident, the incident commander shall appoint a decon officer. The decon officer shall establish a decontamination sector in the warm zone. The site of the decon sector should be selected on the basis of:
 1. Accessibility and location. (Special note: Due consideration must be given to the privacy of potential victim and rescue workers.)
 2. Surface material.
 3. Lighting.
 4. Drains and waterways.
 5. Water supply.
 6. Weather.
 - B. All personnel, victims, and equipment must be decontaminated prior to being allowed entry into the cold zone. The specific decontamination measures employed in the decon sector will depend on the circumstances surrounding the incident and the level of contamination. Decon should be established prior to entry into the hot zone.
 - C. Members assigned to the decon sector will establish decontamination operations that are consistent with the product/chemical involved. The IC will determine the appropriate type of decon for each incident. Decon operations may consist of any of the following;

1. Technical Decon: the three step process used for decontamination of entry technicians who have entered a hot zone in chemical protective clothing (CPC)(either Level A, or B). Runoff water shall be contained, CPC and potentially contaminated tools/equipment shall be bagged and held for commercial decontamination or disposal.
 2. Gross Decon: the process of having potentially contaminated individuals remove PPE, clothing and being flushed with water. In emergency situations, runoff water need not be contained.
 3. Dry Decon: the process of having contaminated individuals remove clothing and brush off visible contaminants.
 4. Mass Decon: the process of using hose or master stream devices to perform gross decon on large numbers of victims.
- D. Contaminated victims must be properly decontaminated prior to transport to the hospital.
 - E. If an ambulance becomes contaminated, the ambulance will be quarantined until the unit can be properly decontaminated.
 - F. Members who are exposed to a hazardous material shall complete an Exposure Report and place a copy of it in their medical file.

Hazardous Materials, SOG 301.04

PERSONNEL SAFETY

1. Scope

This standard establishes guidelines for members to follow when engaged in an incident involving a hazardous material. It was promulgated so as to minimize the risk of death and injury during haz-mat incidents.
2. General
 - A. The most important action to be taken at a hazardous materials incident is to recognize that a hazardous material is present. If the potential exists, assume the worst until it can be confirmed that no danger exists.
 - B. The area must be secured and no one must be allowed to enter the area until the incident commander determines that it is safe to do so.
 - C. Appropriate help should be summoned and the material or materials present should be identified.
 - D. Once the problem has been identified, the incident commander should formulate an action plan to resolve the incident. Tactical surveys will be useful in this process. The action plan should focus on three goals:
 1. Life safety.
 2. Environmental protection.
 3. Property conservation.
 - E. The incident commander should appoint a safety officer early in this process. The safety officer must remain in constant contact with the IC and should immediately correct any unsafe conditions or practices.
3. Operations
 - A. There are three recognized levels of response:
 1. Level I: The least serious and within the capabilities of the department. Evacuation, if required, will be limited to the immediate area. Example: a gasoline or diesel spill.
 2. Level II: Beyond the capabilities of the department, a Level II incident requires the service of a formal Haz-Mat Response Team. Examples: the rupture of a pipeline or a fire with the threat of a BLEVE.
 3. Level III: The most serious type, requiring special resources from public and private agencies. It will require a large-scale evacuation and implementation of the jurisdiction's Ashtabula County Emergency Operations Plan. Example: an incident that extends across jurisdictional boundaries.
 - B. Operations will either be defensive or offensive.
 1. Defensive operations focus on confinement without directly contacting the hazardous materials creating the problem.
 2. Offensive operations focus on aggressive actions on the material, container, or process, and they may result in contact with the materials. Offensive operations will not be conducted unless the incident commander can determine that the risk is worth the benefit.

- C. Personnel will not be allowed to enter the warm zone or the hot zone without the proper level of training and personal protection.
- D. Personnel will not be permitted to leave the 'warm zone or the hot zone without undergoing proper decontamination.
- E. The safety officer will appoint a medical surveillance team. The team will be responsible for monitoring members for indicators of toxic exposure effects, including:
 - 1. Change in complexion, skin discoloration.
 - 2. Lack of coordination.
 - 3. Changes of demeanor.
 - 4. Excessive salivation, papillary response.
 - 5. Changes in speech pattern.
 - 6. Headaches.
 - 7. Dizziness.
 - 8. Blurred vision.
 - 9. Cramps.
 - 10. Irritation of eyes, skin, or respiratory tract.
- F. Any member exposed to a hazardous material shall complete an Exposure Report. A copy of the form shall be placed in the member's permanent file.
- G. The incident commander shall also appoint a rehab officer. The rehab officer shall establish a rehab sector. Members shall be rotated through the rehab sector in accordance with the SOG 405.04.

Hazardous Materials, SOG 301.05

CONTAMINATED PROTECTIVE CLOTHING

- 1. Scope

This standard establishes guidelines to be followed when uniforms, protective clothing, or items of personal protective equipment are contaminated by a hazardous material.
- 2. Procedure
 - A. Personnel who enter the warm zone or the hot zone at a hazardous materials incident run the risk of becoming contaminated by the materials involved.
 - B. Members must pass through the decontamination sector prior to being allowed to enter the cold zone.
 - 1. At the entrance to the decon sector, the member should discard any hand tools and equipment at the edge of the corridor so that they can be decontaminated.
 - 2. After the member has been rinsed off and decontaminated as much as possible, he shall proceed to the final area where a decontamination worker will assist him in removing his protective clothing.
 - 3. All articles of contaminated protective clothing shall be placed in a bag, then sealed and tagged. The tag should list the contaminant, the contents of the bag, the member's name, and the time and date.
 - 4. If a member's personal clothing or work uniform has been contaminated, the member should proceed to a showering station. After showering, he should dry off his body and change into clean clothes. Ensure that the member is afforded all due privacy.
 - 5. Contaminated uniforms and articles of personal clothing should be bagged, then sealed and tagged. Towels and other items used to dry off should also be placed in a bag for decontamination or disposal.
 - C. The decon officer shall make a determination if contaminated items are salvageable. Items that cannot be properly decontaminated shall be disposed of in accordance with state and federal regulations.
 - D. Items that may be decontaminated shall be returned to the member after being properly decontaminated.

Hazardous Materials, SOG 301.06

Clandestine Drug Laboratories

1. Scope

The number of clandestine drug laboratories has increased dramatically. Clandestine drug laboratory investigations, seizures, and arrests of suspects are all police department or law enforcement agency matters. However, local law enforcement agencies are calling upon fire department hazardous incident response teams for assistance during raids and for advice on safety matters.

2. Policy

The Ashtabula Fire Department will provide limited support for police departments and other agencies, when requested, at sites of clandestine drug laboratories. Support may consist of, but is not limited to: providing research and information on chemicals that are suspected or are known to be in the laboratory, remote exterior air monitoring, and decontamination of police entry personnel.

3. Hazards

- a. Substitution of proper equipment with unsafe items is prevalent in low budget clandestine laboratory operations. For example, pressure cookers have been substituted for three neck flasks in the initial cooking stage of methamphetamine. Without ventilation, this type of operation can easily generate toxic levels of phosphine gas.
- b. Booby traps have been left in place and armed when a lab is abandoned. Opening or moving doors, windows, refrigerator doors, chemical containers, or furniture may be a triggering mechanism for an explosive device or chemical reaction that is lethal. Trip wires made from monofilament fishing line may be strung across doorways, hallways, or across rooms to activate different types of devices. It is imperative that **nothing** is moved, shut off, turned on, or touched, at a laboratory, whether it is operational or abandoned. Electric switches, vacuum pumps, glassware, chemical containers, or anything that is plugged into a wall outlet should not be touched. Water sources, especially to reflux or condensing towers, should not be shut off. Shutting off the water supply to a cooking process can result in an explosion.

4. Indicators

Personnel should be aware of the indications of potential clandestine drug laboratories when responding to EMS, fire, check odor, or an other service request. Common indicators are:

- a. Unusual odors like ether, acetic, solvents, and odors of urea.
- b. Glassware that is normally associated with school or industrial laboratories, such as flasks, beakers, flasks with vacuum ports, glass cooling towers, and funnels.
- c. Heating elements, hot plates, or heating mantles.
- d. Vacuum pumps, plastic or rubber tubing.
- e. Marked and unmarked chemical containers of various sizes.

5. Suspected Drug Laboratory Operation – Notification Process

Personnel that encounter a suspected laboratory should withdraw to a safe location as soon as it is possible, using discretion on actions and radio conversation. The Fire Chief, the Police Department, and the Haz Mat Team Leader should be notified of the situation. If a situation warrants additional immediate action (e.g. evacuation of surrounding areas, several victims, a chemical release or spill), Dispatch should be requested to send the appropriate level of a MABAS hazardous materials assignment.

6. Tactical Considerations

- a. The recognition of the presence of a clandestine drug laboratory that is involved in a fire may not occur until after fire control has been achieved. The initial indications of the presence of a laboratory may be subtle or very apparent. Depending on the products involved, a fire in a lab can spread faster and burn with more intensity than what might normally be expected. The color of the flames may appear to be an unusually bright or dark orange, or the flames may be of several different colors. An unusual color of smoke or odor may also be present.
- b. A laboratory that is involved in a fire situation should be viewed pessimistically by Command. Command should request Dispatch to send the appropriate MABAS assignment as necessary. A defensive mode may be appropriate for personnel safety. Standard protective clothing and SCBA use may not afford complete protection. An acceptable alternative is to protect any exposures and allow the fire to burn, providing the products of combustion being generated do not complicate the problem further. Run-off may also create a problem and diking may be necessary.

7. Health and Safety Personnel showing any signs or symptoms of a chemical exposure during or after any incident involving a laboratory or a suspected laboratory should be referred for medical follow-up. Critical life threatening injuries require transport to the closest hospital. All potentially exposed personnel and equipment must be decontaminated. All potentially exposed personnel should complete a an Exposure Report Form. Exposed equipment, especially protective clothing, may have to be properly disposed of.
8. Entry Ashtabula Fire Department personnel **will not** participate in a law enforcement agency entry operation into a suspected and unsecured clandestine drug laboratory. Ashtabula Fire Department personnel may make an entry into a secured drug laboratory if an emergency situation involving hazardous materials develops and if the safety of Ashtabula Fire Department personnel is not jeopardized.
9. Additional Fire Department Resource
Additional resource requirements needed at the site will be determined by Command. A multi-company response will cause the activation of the incident command system.
10. Disposal
Proper disposal of the hazardous material(s) in a clandestine laboratory is the responsibility of the law enforcement agency that is making the seizure. The law enforcement agency on-scene must arrange clean-up with the proper contractor.

Occupational Safety and Health, SOG 400.01

OCUPATIONAL SAFETY AND HEALTH PROGRAM

1. Scope
This standard establishes an occupational safety and health program for the department. It was promulgated to:
 - A. Provide a safe working environment for the members of the department.
 - B. Satisfy the requirements of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program.
2. Policy Statement
It shall be the policy of the department to operate at the highest possible level of safety and health for all its members. To this end, the department shall:
 - A. Make every reasonable effort to provide a safe and healthy work environment.
 - B. Give primary consideration to the prevention and reduction of accidents, injuries, and occupational illnesses.
 - C. Take the appropriate corrective action to avoid repetitive occurrences of accidents.
 - D. Provide training, supervision, written procedures, program support, and review for all of its activities.
3. Responsibilities
 - A. Safety and health is the responsibility of every member. Therefore, each member shall:
 1. Cooperate, participate, and comply with all of the provisions of the occupational safety and health program.
 2. Promptly report acts and conditions that are unsafe or unhealthy and that pose a threat either to members or to others.
 3. Maintain a level of mental and physical fitness that enables the member to safely perform his assigned tasks.
 - B. OIC's shall be responsible for enforcing the requirements of the occupational safety and health program and for ensuring that each member under their command complies with the provisions of the occupational safety and health program.

Occupational Safety and Health, SOG 400.02

HEALTH AND SAFETY COMMITTEE

1. Scope
This standard establishes the department's Health & Safety Committee. It also establishes the duties and responsibilities of this committee.
2. Composition
 - A. The Health and Safety Committee shall be appointed by the Chief.
 - B. The first week of each January the OIC of each shift shall solicit volunteers. Lacking volunteers, the OIC shall appoint an appropriate candidate.
 - C. All recommendations for appointments shall be approved by the Fire Chief.
 - D. The senior member of the committee shall serve as chairman.
3. Responsibilities
 - A. All duties in accordance with the current Union Contract.
 - B. Committee members shall identify safety and health hazards and shall develop a plan to correct them.
 - C. Members shall immediately correct situations that create an imminent hazard to members.
 - D. Review records of accidents, occupational deaths, injuries, illnesses and exposures as direct by the Fire Chief.
 - E. The committee shall meet on a quarterly basis. Minutes shall be forwarded to the Fire Chief
 - F. Committee members shall maintain a working knowledge of applicable safety rules and regulations. The committee shall recommend any changes it feels would enhance the safety and health of the members of the department.
 - G. The members shall address any other health or safety issues as directed by the Fire Chief.

Occupational Safety and Health, SOG 400.04

RECORDS

1. Scope
This standard establishes a system for the collection and permanent retention of information concerning accidents, injuries, illnesses, exposures to infectious agents and communicable diseases, and deaths that are or might be job related. It was promulgated to:
 - A. Establish the requirement that a report be completed and filed for every accident, injury, illness, exposure to an infectious agent or communicable disease, or death that involves a member while on duty or that may in some way be related to the member's job.
2. General
 - A. The department shall maintain a permanent record of all accidents, injuries, illnesses, or deaths that occur while a member is on duty. The record shall include both a master file of such events as well as individual records placed in the individual member's permanent personnel file.
 - B. Other records and reports that are useful in evaluating the department's overall safety and health program shall be maintained as required by rule, regulation, policy, or standard operating procedure.
 - C. A tabulation of the department's safety record shall be included in the annual report.
3. Responsibilities
 - A. It shall be the responsibility of each member of the department to immediately report to his OIC any accident, injury, or illness that occurs while on duty. The appropriate report shall be filed in writing within 24 hours of the event.
 1. If a member was exposed to a hazardous material or contagious disease, he shall file an Exposure Report as required by SOG 406.03.
 2. A Notification of Accident Report shall be filed if the member was involved in a motor vehicle accident.
 3. If a member has been injured, a City of Ashtabula Accident/Injury Report and a fireground injury report in NFIRS shall be completed.
 - B. Officers shall be responsible for ensuring that a member under their command who is involved in an accident or injured completes the appropriate reports. Reports shall be complete, accurate, and filed in a timely manner.

Occupational Safety and Health, SOG 401.01

OPERATING HYDRAULIC-POWERED RESCUE TOOLS

1. Scope

This standard mandates safety guidelines to be followed while operating hydraulic-powered rescue tool. It was promulgated to:

 - A. Prevent accidents, injuries, and deaths that might result from the misuse or improper operation of hydraulic-powered rescue tools.
 - B. Prevent damage to hydraulic-powered rescue tools that might result from misuse or abuse.
2. General
 - A. Members that respond to fire and emergency medical incidents are responsible for knowing how to properly and safely operate hydraulic-powered rescue tools.
 - B. Officers shall train the members under their command to properly and safely operate the hydraulic-powered rescue tools assigned to their apparatus.
 - C. An officer shall immediately stop any unsafe or improper operation of, hydraulic-powered rescue tool and make the adjustments and correction necessary to safely accomplish the assignment.
 - D. Drivers shall inspect the hydraulic-powered rescue tools assigned to their apparatus at the beginning of each tour of duty and after every use to ensure that they are functioning properly. Tools found to be unsafe or malfunctioning shall be removed from service and be properly tagged and logged.
 - E. Drivers shall check the fuel level in each tool to ensure that each is properly fueled. The spare fuel can carried on the apparatus shall also be kept full at all times.
3. Operating Procedure
 - A. Before operating a tool, always inspect the tips to make sure that the appropriate tips are being used and that the retainer pins, if used, are in place.
 - B. Place the power unit as level as possible, connect the hoses, but do not start the power unit until the tool operator gives the command to do so.
 - C. All power equipment should be operated in accordance with its appropriate operations manual.
 - D. When refueling the tool, always use the appropriate fuel type and take care not to spill fuel on a hot surface. Note: The pitch of the power unit will normally change prior to running out of fuel.
 - E. Safety precautions:
 1. Full protective clothing, including ear protection, shall be worn while using a hydraulic-powered rescue tool during actual rescues as well as training exercises.
 2. Ear protection, approved safety shoes or boots, and any other item of protective clothing that is appropriate shall be worn while operating a tool for the purpose of inspection or maintenance.
 3. Always work on the outside of the tool. Never insert your hands or other parts of your body between the jaws or tips of the tool.
 4. Cover and protect the victim, and always explain to him what you're doing, if possible.
 5. When bleeding or disconnecting a hose, place a rag over the coupling to prevent fluid from spraying on anyone.
 6. If fluid comes in contact with any exposed skin area, be sure to wash it off immediately.
 7. If a fluid spill does occur, immediately clean any floor area or painted surface to prevent a fall or damage.
 8. Always remember to make the required hose connections prior to starting a power unit. Hose should be laid out in such a manner as to prevent damage from sharp objects, vehicles, etc.
 9. Likewise, always stop a power unit prior to disconnecting a hose.
 10. Do not use the shears to cut a steering column or any piece of metal with a free end, since it may become a projectile. Shears are designed to create a compression fracture rather than to cut. Always remember to cut at a right angle.
 11. Take appropriate fire suppression precautions.
 12. Rotate personnel to avoid fatigue.
 13. Rest the tool on your thigh and always maintain body balance.
 14. Guide and hold the tool; do not force it. Don't strain against the tool, rather, work with it.
 15. Always respect the tool. It is a machine and has no conscience.

Occupational Safety and Health, SOG 401.02

OPERATING POWER SAWS

1. Scope

This standard establishes guidelines for the safe and proper operation of power saws. It was promulgated to:

 - A. Prevent accidents, injuries, or deaths that might result from the improper use or unsafe operation of a power saw.
 - B. Prevent damage to a power saw that might result from unsafe operation or improper use.
2. General
 - A. Members who respond to fire and emergency medical incidents shall be responsible for knowing how to properly and safely operate the power saws used by the department.
 - B. Officers shall train the members under their command in the safe and proper use of the power saws assigned to their apparatus.
 - C. An officer shall immediately stop any unsafe or improper use of a power saw and shall take the appropriate action necessary to correct the situation.
 - D. Drivers shall inspect each power saw carried on their apparatus at the beginning of their tour of duty and after each use to ensure that they are clean, functioning properly, and safe to operate. Any power saw discovered to be unsafe or malfunctioning shall be removed from service and properly tagged and logged.
 - E. Drivers shall also be responsible for ensuring that saws are properly fueled and that spare fuel containers are full of the correct gas/oil mixture and in the proper place on the apparatus.
3. Operating Procedures
 - A. Always carry a power saw with the engine stopped or the electrical power disconnected. The blade should be carried to the front with the muffler away from your body.
 - B. Always keep both hands on the control handles, using a firm grip with your thumbs and your fingers encircling the handles.
 - C. Make sure of your footing prior to operating a saw.
 - D. Always turn off a saw when it is unattended.
 - E. Have a plan of action before placing a saw into operation. The plan should include:
 1. The location and sequence of the cuts and openings.
 2. Wind direction; consider its effects on exposure and personnel.
 3. Escape routes, at least two means of egress.
 - F. Always place the safety guard in the proper position for the use intended before operating the saw.
 - G. Remember that power saw operations are safest when cutting on a horizontal surface near ground level, or a vertical surface at or below waist level.
 - H. Operating a power saw above chest height is extremely hazardous and should not be attempted as a normal course of action. This type of operation should be conducted only under the order and supervision of an officer. The officer ordering this operation shall first consider the value to be gained vs. the extreme hazard to personnel.
 - I. The use of a power saw from a ladder shall only be done if no other alternatives are available.
 - J. Do not operate a power saw close to combustible or flammable material due to the possibility of ignition.
 - K. Do not operate saws in flammable or explosive atmospheres.
 - L. When operating a saw avoid side pressure or twisting of the blade. Never force the saw.
 - M. The saw cut should only be as deep as necessary. Deep cuts only weaken supporting members and can lead to collapse.
 - N. If conditions permit, scrape, gravel and debris from cutting path to reduce danger of injury from flying objects.
4. Safety Precautions
 - A. A member who operates a power saw at an emergency incident or during a training session shall wear full protective clothing, including both ear and eye protection.
 - B. A member who operates a power saw for the purpose of inspection or maintenance shall wear ear protection and safety shoes or boots.
 - C. When operating a power saw, all clothing shall be close fitting and completely buttoned to prevent an accident due to moving belts, gears, chains, etc.
 - D. Do not operate a gasoline-powered saw with a fuel leak. Remove the saw from service.
 - E. Do not restart a saw in a small-enclosed space after refueling.

5. Fueling and Maintenance
 - A. Power saws shall be kept clean and in good serviceable condition.
 - B. The cutting wheel, chain, or blade shall be examined at the beginning of each tour of duty including after each use for nicks or defects. These items should also be checked for tightness and shall be kept clean and properly lubricated.
 - C. Ensure that abrasive saw blades do not become contaminated with petroleum based products. Such contamination may dissolve the resin that is used to bond the blade, thus causing the blade to shatter when used. New blades should be stored in plastic bags to ensure cleanliness.
 - D. When fueling a power saw:
 1. Always turn the engine off.
 2. Make sure to use the proper fuel mixture. Many saws require a specific fuel and oil mixture.
 3. Wipe off the saw to remove any spilled fuel before starting it.

Occupational Safety and Health, SOG 402.01

TRAINING

1. Scope

This standard applies to all training conducted by or for the department. It was promulgated to:

 - A. Prevent occupational accidents, deaths, injuries, and illnesses.
 - B. Ensure that all members are able to properly perform their assigned duties in a safe manner.
2. General
 - A. The department shall provide training to its members to update them on new practices and techniques and to help them maintain individual skill levels.
 1. Sufficient training will be scheduled each calendar year to allow members to maintain their EMT or paramedic certification.
 - B. All emergency medical training shall be approved by the emergency medical services program manager and shall be taught by an instructor determined by the program manager to be qualified.
 - C. All fire suppression and rescue training shall be approved by the Fire Chief and shall be conducted under the supervision of a qualified instructor(s).
 - D. Each shift has a designated shift-training officer who has been assigned to supervise training on his respective shift and to maintain records of the training received by each member. See SOG 202.01, Shift Training Officers.
 - E. All training involving live-fire exercises shall be conducted in compliance with the provisions of NFPA 1403, Standard on Live Fire Joining Evolutions.
3. Responsibilities
 - A. Each member shall be responsible for maintaining his fire and EMS skills at a level sufficient to retain the certifications required for his job and to meet the established minimum standards of performance. See SOG 600.03, Minimum Company Standards.
 - B. Officers shall ensure that all members under their command maintain their certification and skill levels. The officer shall also be responsible for maintaining his company's certification and skill at a level sufficient to meet the established minimum standards of performance. See SOG 600.03, Minimum Company Standards.

Occupational Safety and Health, SOG 402.02

SCBA TRAINING

1. Scope

This standard applies to all members who are required to use self-contained breathing apparatus (SCBA) as a part of their normal duties. It was promulgated to:

 - A. Maintain individual proficiency in the use of SCBA.
 - B. Prevent accidents, injuries, and deaths that might result from exposure to a hazardous atmosphere.
2. Training and evaluation
 - A. Each member of the department required to use SCBA as a part of his normal duties shall receive periodic training (at least annually) on the proper use of SCBA. Training shall be based on the requirements of NFPA 1404, Standard on Fire Department Self Contained Breathing Apparatus Program.

- B. Each member shall be evaluated on an annual basis to ensure that he is proficient in the use of SCBA. As a part of their evaluation, members shall successfully:
 1. Identify the components of facepieces, regulators, harnesses, and cylinders.
 2. Correctly don, operate, and doff SCBA while wearing full protective clothing. This shall include demonstrating that a proper facepiece seal has been achieved.
 3. Describe the operational principles of the warning devices.
 4. Identify the limitations of SCBA, correctly define the term "point of no return," and discuss the ability to protect the body from absorption of toxins through the skin.
 5. Describe the procedures to be used if unintentionally submerged in water while wearing SCBA.
 6. Demonstrate alternative means of communication while wearing SCBA.
 7. Demonstrate the procedure for daily inspection and maintenance of SCBA.
 8. Demonstrate the procedure for cleaning and sanitizing SCBA for future use.
 9. With SCBA donned, perform related emergency scene activities such as advancing a hoseline, climbing a ladder, crawling through a window or confined space, performing a rescue, etc.
 10. Conduct an annual facepiece fit test. This shall be accomplished in the first quarter of each year.
3. Responsibilities
 - A. Each member of the department required to use SCBA as a part of his normal duties shall strictly adhere to the requirements of this standard.
 - B. Company officers shall ensure that each member assigned to their command strictly adheres to the requirements of this standard and shall conduct the training and evaluation required by this standard.
 - C. The shift training officers shall maintain records of any SCBA training provided to the personnel assigned to their respective shifts. At least once each year, shift training officers shall evaluate the ability of each member to meet the requirements imposed by this standard. The evaluation shall be conducted as a part of the annual Minimum Company Standard testing. See SOG 600-03, Minimum Company Standards.

Occupational Safety and Health SOG, 402.03

BREATHING AIR COMPRESSOR

1. Scope:

This procedure provides for operation of the cascade and breathing air compressor system. All operations of this system shall be in accordance with the Bauer Air Compressor manual.
2. Fill Station, General Information
 - A. Crank case oil will be checked on a weekly basis as a minimum. Proper oil level varies by ounces. Too much oil is as dangerous as too little oil!
 - B. Compressor will be run a minimum of 10 minutes per week. This will prolong the life of the pistons and valves in the stages of the compressor.
 - C. All valves in this system are designed to operate at over 5000psi.
DO NOT OVER TIGHTEN THE VALVES!!!
 - D. The compressor has an automatic shutoff at 5000psi. This shutoff will be tested monthly as a minimum. If this shutdown is reached, inlet pressure must be bled below 4000psi to reset the pressure switch. This can be accomplished by opening the inlet valve and the remote fill valve, then crack the remote fill bleed valve to vent the pressure.
 - E. Air quality will be tested on a quarterly basis per NFPA 1404. All departments who utilize this system will be advised if any problems are reported with an air sample.
 - F. All maintenance is to be performed by personnel authorized by the Chief Officer of AFD only. All maintenance is to be performed in accordance with applicable Bauer manuals.
 - G. The Purification filter shall be changed every 7 hours of operation. This shall be noted on a label on the front of the compressor. This label shall include: date of change, hours at time of change, hours of next required change and initials of person performing work.
 - H. *If two cylinders are being filled simultaneously they must be of the same rated pressure*

3. Compressor Operations
 - A. Perform pre-start checks
 1. Oil level is within the indentation on the lower end of the dipstick. This level is measured with the dipstick fully inserted.
 2. Purification cartridge changed within the last 7 hours.
 3. General examination for foreign material, obstructions, etc.
 - B. Check air quality at fill site. A Night Hawk CO detector is in place to continuously monitor for CO monoxide. Note surrounding area for objectionable odors. Correct as necessary.
 - C. Record information on Air Compressor Usage Log.
 - D. Ensure all valves are shut and regulator is backed off.
 - E. Close electrical disconnect and start the compressor.
 - F. As inlet pressure begins to build, direct output of compressor to desired location. Do this following the applicable section of this guideline.
 1. Remote fill line
 2. Cascade bottle
 3. SCBA cylinders(s)
 - G. When compressor operations are complete, turn off the compressor. (This must be done even if the compressor automatically shut off at 5000psi.)
 - H. Shut all valves and back off regulator.
 - I. Open electrical disconnect
4. Filling SCBA Cylinders from the Cascade Bottles
 - A. Ensure that all bank valves and fill valves are closed. Ensure that fill pressure regulator is backed-off.
 1. Start with Bank 1 and work to the right on odd numbered months,
 2. Start with Bank 4 and work to the left on even numbered months.
 - B. Unlatch the fill station door by flipping the fill station door interlock control lever to the down position and then pull the fill station door open.
 - C. Insert the appropriate bottle spacer into the bottom of the cylinder fill chamber. A proper height adjustment will leave the bottle valve slightly below the rim of the holder.
 - D. Check cylinder to be filled to ensure it is within its hydrostatic test limits (3 years for composite cylinders, 5 years for steel or aluminum cylinders). Check cylinder for physical damage. When in doubt as to the integrity of the cylinder, DO NOT FILL IT!!!
 - E. Place the cylinder(s) to be filled into the chamber and connect the fill adapter(s). These adapters are hand tight only!!! Close the bleed valve(s) and fully open the tank valve(s). The pressure in the cylinder(s) should register on the appropriate fill gauge(s)
 - F. Close and latch the fill station door by flipping the fill station interlock control lever to the up position. The Containment Fill Station will not fill the bottles unless the door is closed and latched.
 - G. Note the pressure on the fill gauge(s) for the chamber(s) in use. Open the desired bank valve (bank with the lowest pressure that is greater than the cylinder being filled). Adjust the fill pressure with the fill pressure regulator to the desired pressure (either the rated cylinder fill pressure or the pressure of the bank in use, whichever is lower). This regulator should always be adjusted in the upwards direction to achieve the desired pressure (i.e. reduce pressure below desired value and then increase pressure to obtain desired value. This will ensure an accurate reading of pressure from the regulator).
 - H. Crack open the fill valve(s) to begin filling. The fill valve(s) should be throttled to obtain a fill rate not to exceed 1000psi per minute. The pressure indication on the fill pressure gauge will drop while the cylinder(s) are filling.
 - I. Filling is completed when the fill pressure gauge(s) returns to the desired pressure. If the pressure between the bank and the cylinder(s) equalize before the desired fill pressure is reached, close the bank valve in use and repeat steps G-I until desired cylinder pressure is reached.
 - J. When cylinder(s) is full, close the bank valve and the fill valve(s).
 - K. Unlatch the fill station door by flipping the fill station interlock control lever back to the down position.
 - L. Open the fill station door. Close the cylinder valve(s) and crack open the bleed valve(s).
 - M. Remove the fill adapter(s) from the filled cylinder(s) and connect them to the hose holder(s).
 - N. Remove cylinder(s) from the chamber and close fill station door.

- O. When all cylinders have been filled, ensure that all system valves are closed and back off the regulator. Refill the cascade bottles with compressor, as needed, per appropriate section of this guideline. When complete replace covers to protect the system.
5. Filling SCBA Cylinder from Compressor
- A. Follow steps A through F of the section entitle “Filling SCBA Cylinders from Cascade Bottles”.
 - B. Start compressor per applicable section of this guideline.
 - C. As inlet pressure builds above desired cylinder pressure, adjust the regulator to the desired cylinder pressure. This regulator should always be adjusted in the upwards direction to achieve the desired pressure (i.e. reduce pressure below desired value and then increase pressure to obtain desired value. This will ensure an accurate reading of pressure from the regulator).
 - D. Fully open fill valve(s). (Compressor will not exceed the recommend fill rate of the cylinder)
 - E. When cylinder(s) have reached the desired pressure, turn off the compressor and shut fill valve(s).
 - F. Unlatch the fill station door by flipping the fill station interlock control lever back to the down position.
 - G. Open the fill station door. Close the cylinder valve(s) and crack open the bleed valve(s).
 - H. Remove the fill adapter(s) from the filled cylinder(s) and connect them to the hose holder(s).
 - I. Remove cylinder(s) from the chamber and close fill station door.
 - J. When all cylinders have been filled, secure compressor per applicable section of this guideline.
 - K. Shut/check shut all valves and back off regulator.
6. Filling Cylinders with the Remote Fill Line Utilizing the Cascade Bottles
- A. Ensure that all bank valves and fill valves are closed. Ensure that fill pressure regulator is backed-off.
 - B. Connect the remote fill hose to the quik-disconnect fitting on the left end of the compressor system. Connect the other end to the cylinder being filled. These fittings are hand tight only!!!
 - C. Ensure that both the bleed valves on this line are closed. Then fully open the cylinder valve.
 - D. Open the desired bank valve.
 - E. Adjust the fill pressure with the fill pressure regulator to the desired pressure This regulator should always be adjusted in the upwards direction to achieve the desired pressure (i.e. reduce pressure below desired value and then increase pressure to obtain desired value. This will ensure an accurate reading of pressure from the regulator).
 - F. Crack open the fill valve(s) to begin filling. The fill valve(s) should be throttled to obtain a fill rate not to exceed 1000psi per minute.
 - G. After reaching the desired pressure, shut the remote fill control valve and shut the bank valve.
 - H. Back off the regulator. Shut the cylinder valve and open the bleed valve on the remote fill hose.
 - I. When pressure had been bled off, disconnect the cylinder from the remote fill hose. Coil up the remote fill hose and remove the quik-disconnect fitting from the left end of the compressor system. Return the remote fill hose to the cabinet.
 - J. When all cylinders have been filled, ensure that all system valves are closed and back off the regulator. Refill the cascade bottles with compressor, as needed, per appropriate section of this guideline. When complete replace covers to protect the system.
7. Filling Cylinders with the Remote Fill Line Utilizing the Compressor
- A. Ensure that all bank valves and fill valves are closed. Ensure that fill pressure regulator is backed-off.
 - B. Connect the remote fill hose to the quik-disconnect fitting on the left end of the compressor system. Connect the other end to the cylinder being filled. These fittings are hand tight only!!!
 - C. Ensure that both the bleed valves on this line are closed. Then fully open the cylinder valve.
 - D. Start the compressor in accordance with the procedures outlined in the applicable section of this guide.
 - E. As the inlet pressure builds, adjust the fill pressure regulator to the desired fill pressure.
 - F. Fully open the remote fill valve.
 - G. After reaching the desired pressure, shut the remote fill valve and turn off the compressor.
 - H. Back off the regulator. Shut the cylinder valve and open the bleed valve on the remote fill hose.
 - I. When pressure had been bled off, disconnect the cylinder from the remote fill hose. Coil up the remote fill hose and remove the quik-disconnect fitting from the left end of the compressor system. Return the remote fill hose to the cabinet.
 - J. When all cylinders have been filled, ensure that all system valves are closed and back off the regulator. Refill the cascade bottles with compressor, as needed, per appropriate section of this guideline. When complete replace covers to protect the system.

8. Filling Cascade Bottles
 - A. Check all valves shut.
 - B. Start compressor per applicable section of this guideline.
 - C. Open bank valve of cascade bottle to be filled. (Fill only one cascade bottle at a time)
 - D. When bank has reached 5000psi, shut bank valve. If the compressor has automatically shut off at 5000psi, place compressor start switch in the off position.
 - E. Open the valve of the next bank to be filled. If necessary restart the compressor.
 - F. When all desired banks have been filled, secure the compressor per the applicable section of this guideline.
 - G. Shut/check shut all valves.

Occupational Safety and Health, SOG 403.01

DRIVERS OF VEHICLES

1. Scope

This standard applies to all members who drive or operate a motorized vehicle owned or used by the department. It was promulgated to:

 - A. Establish minimum standards for members who are allowed to drive or operate a motorized vehicle.
 - B. Establish minimum safety regulations for the operation of a motorized vehicle.
2. General
 - A. Driver's license:
 1. All members of the department shall have a valid driver's license that is appropriate for the types of vehicles that they are allowed to operate.
 2. All members shall furnish proof of their possession of a valid license anytime that they are requested by an OIC to do so.
 3. The Fire Chief shall check the driver's license of each member annually.
 4. Members shall report any change in the status of their driver's license to their OIC. The OIC shall forward this information to the Fire Chief via the normal chain of command.
 5. Any member who has his license suspended shall notify his OIC immediately and shall not be allowed to drive or operate a vehicle until his license has been restored. Failure to possess a valid driver's license shall be grounds for suspension of driving fire apparatus.
 - B. For the purposes of this standard, motorized vehicles shall be divided into two categories: Category One and Category Two.
 1. Category One vehicles are those vehicles used primarily for fire suppression purposes and that have a gross vehicle weight (gvw) that exceeds 11,000 lbs.
 2. Category Two vehicles are those vehicles that have a gvw of 11,000 lbs. or less and are primarily used for EMS or support services.
 - C. No member shall be allowed to drive or operate a Category One vehicle unless he has successfully completed the department's driver training program and is fully compliant with OAC 4123:1-21-04(M) or is a student driver under the supervision of a qualified driver.
 - D. All vehicles shall be operated in a safe and prudent manner, and all drivers shall comply with all traffic laws and the applicable rules and regulations of the department.
 - E. No driver shall move a vehicle until all persons in it are in an approved riding position and are properly secured.
 - F. Drivers responding to emergencies shall comply with the provisions of SOG 403.03, Emergency Response.
 - G. A driver shall not back a vehicle unless his view is clear and unobstructed. Apparatus and ambulances shall not be backed unless there is at least one spotter to the rear of the apparatus to assist in the operation.
3. Responsibilities
 - A. Drivers shall be directly responsible for the safe and prudent operation of their vehicles at all times.
 - B. When a driver is under the direct supervision of an officer, the officer shall be responsible for the actions of the driver.
 - C. The fire department safety officer shall monitor the status of all members of the department to ensure all those who drive and operate vehicles have had proper training, and possess a valid driver's license.

- D. Drivers shall be responsible for ensuring that all of their vehicles safety equipment is working properly and that their vehicle is safe to drive at the start of each shift.
- 4. Accidents
 - A. The driver of a motor vehicle shall immediately notify his OIC and the appropriate law enforcement agency if he is involved in an accident. All reports and information shall be forwarded to the Fire Chief for review.
 - B. Drivers involved in an accident will be subject to substance abuse screening if so required.
 - C. The OIC shall notify the Fire Chief whenever an accident involves an injury, fatality, or major damage to a vehicle.

Occupational Safety and Health, SOG 403.02

PERSONS RIDING IN MOTORIZED VEHICLES

- 1. Scope

This standard shall apply to all persons riding in or on a motorized vehicle owned or operated by the fire department, except for students and observers.
- 2. General
 - A. No person shall ride on or in a department vehicle unless they are a member or have obtained special permission to do so.
 - B. Persons riding motor vehicles shall observe the following:
 - 1. All persons shall be seated in an approved riding position and shall be secured by a seatbelt when the vehicle is in motion.
 - 2. Riding on the tailboard or running boards is prohibited.
 - 3. Standing while riding is prohibited.
 - 4. At no time shall anyone dismount the vehicle while it is in motion.
- 3. Hose Loading Operations
 - A. Hose loading operations will be permitted on moving apparatus provided the following conditions are met.
 - 1. A safetyman shall be posted with view of loading operations and in view and earshot of the driver.
 - 2. Vehicular traffic shall be stopped in the area.
 - 3. Apparatus speed shall not exceed 5 MPH while loading hose.
 - 4. The apparatus shall not be moved until all personnel involved are aware that it will be moving.
 - 5. Members in the hose bed shall not stand while the vehicle is moving, and persons on the tailboard shall step off.
 - B. The safetyman shall have the authority to stop all hose loading operations that are deemed unsafe.
- 4. Responsibilities
 - A. It shall be the responsibility of each member to comply with this standard.
 - B. Drivers shall not operate their vehicle unless everyone on board is in compliance with the provisions of this standard.
 - C. Officers shall be accountable for enforcing this standard and shall correct any violations.

Occupational Safety and Health, SOG 403.03

EMERGENCY RESPONSE

- 1. Scope

This standard applies to the driver of an emergency vehicle owned or operated by the department while responding to an incident. It was promulgated to establish safety guidelines during emergency responses.
- 2. Categories of Response
 - A. Emergency: incidents which pose a serious risk to life and property, requires the use of all audio and visual warning devices on the vehicle. The devices must be in use during the entire response to the incident, unless the incident is downgraded to a non-emergency by a competent authority. The following types of incidents are considered emergency responses.
 - 1. A reported fire in a structure.
 - 2. A reported fire outside a structure that involves potential destruction of property, or risk to human life.

3. All categories of emergency medical incidents except nonlife-threatening transfers to or from a medical facility.
 4. Responses to a man-made or natural disaster involving the destruction of property and the potential for injury or death. This would include requests for assistance from other jurisdictions.
- B. Non-emergency: Those incidents that do not pose a significant risk to life or property Audio and visual warning devices shall not be used during non-emergency responses unless ordered by a competent authority to upgrade the response to emergency status. The initial response to the following types of incidents shall not be considered to be emergencies:
1. Medical incidents that involve transfers to or from a medical facility where the patient does not have a life-threatening condition.
 2. Public service calls to assist the public when there is no immediate threat to life or property.
3. Response Guidelines
 - A. Apparatus and vehicles engaged in a non-emergency response shall obey all applicable traffic safety rules and regulations and shall not exceed the posted speed limit.
 - B. Apparatus and vehicles engaged in an emergency response shall at all times govern their response by the traffic, weather, and road conditions present at the time of response.
 - C. Apparatus and vehicles engaged in an emergency response shall at all times be driven with due regard for the safety of pedestrians and other vehicles.
 4. Responsibilities
 - A. Drivers shall be directly responsible for the safe and prudent operation of their vehicles in all situations.
 - B. When a driver is under the direct supervision of an officer, the officer shall assume responsibility for the actions of the driver and shall be responsible for immediately correcting any unsafe condition.

Occupational Safety and Health, SOG 404.01

FIRE STATION SAFETY

1. Scope

This standard establishes safety regulations to be followed by members assigned to a fire station.
2. General
 - A. Fire stations shall comply with all applicable health, safety, building, and fire code requirements.
 - B. All fire stations are designated as smoke free, and no one will be permitted to smoke within a fire station.
 - C. Floors shall be kept clean and free from obstruction. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be mopped up as soon as is practical.
 - D. All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper place immediately after use.
 - E. Prior to each use, all electrical equipment such as extension cords shall be inspected to prevent the possibility of shock.
 - F. Horseplay is strictly forbidden.
 - G. Proper care shall be exercised when using any chemical product, pesticide, solvent, or other harmful or toxic substance.
 - H. Caution shall be exercised when using a ladder for cleaning, painting, etc.
 - I. All smoke detectors, fire extinguishers, exit signs, and other safety equipment shall be maintained in proper working order.
 - J. Running inside the station is prohibited.
 - K. Any defective equipment or unsafe condition shall be reported immediately.
 - L. Fire stations shall always be locked and secured whenever the station is unattended.
 - M. Automatic overhead door closures shall not be activated until the apparatus has completely cleared the door.
 - N. All lawn work shall be conducted in proper attire and the appropriate safety precautions shall be taken
 - O. Apparatus will not be run in the engine bays unless the doors can be opened to allow the removal of engine exhaust.

3. Responsibilities
 - A. Members shall strictly adhere to all safety regulations.
 - B. Officers shall be responsible for maintaining their assigned station in a safe and healthy manner and shall promptly correct any deficiencies.
 - C. Any member who violates a safety regulation shall be promptly reprimanded and the violation shall be reported to the Fire Chief
 - D. The chairman of the Health and Safety Committee and a member of the Fire Prevention Bureau all inspect each fire station at least once during each six-month period. The inspectors shall check the station for compliance with all applicable codes and safety standards. The inspection shall be conducted using the department's Inspection Report Form. A copy of the form will be given to the officer on duty at the time of the inspection and a copy shall be forwarded to the Fire Chief.
 1. If possible, corrections should be made immediately.
 2. If necessary, a re-inspection shall be scheduled prior to concluding the inspection.

Occupational Safety and Health, SOG 405.01
PROTECTIVE CLOTHING AND EQUIPMENT

1. Scope

This standard applies to all members required to work in hazardous environments. It was promulgated to establish guidelines for the use of protective clothing and equipment to reduce the risk of illness, injury, or death that might result from a member's exposure to a hazardous environment.
2. General
 - A. Each member shall wear protective clothing and use equipment appropriate for the hazards to which he is exposed.
 - B. Each member shall properly maintain the protective clothing and equipment that have been issued to him and that are carried on the apparatus to which he has been assigned.
 - C. A standard washing machine and dryer have been provided at each station to allow members to maintain their work uniforms.
 - D. A protective clothing washer has been installed at Station 1 to assist members in maintaining their turnout coat and pants. Each member shall clean his structural protective clothing as needed to remove contamination.
 - E. Any equipment or protective clothing that is found to be unsafe or inoperable shall be tagged and logged, removed from service immediately, and forwarded to the appropriate officer for repair.
3. Structural Firefighting
 - A. Each member assigned to fight structure fires shall be issued protective clothing and equipment that comply with all applicable NFPA standards and local requirements. These items shall include:
 1. Helmet (NFPA 1972).
 2. Boots (NFPA 1974).
 3. Gloves (NFPA 1973).
 4. Coat (NFPA 1971).
 5. Pants with suspenders (NFPA 1971).
 6. SCBA face piece (NFPA 1981).
 7. Hood (NFPA 1971).
 8. Work uniform (NFPA 1975).
 - B. No alterations shall be made to protective clothing without the approval of the Fire Chief.
 - C. Each member operating within a perimeter designated as hazardous by the incident safety officer shall wear his full protective clothing in the prescribed manner. The incident safety officer shall determine when and if it is safe to remove some or all of the clothing.
 - D. To assist members with identifying rank at an incident scene, helmets are color-coded as follows:
 1. White: officers.
 2. Black: drivers/firefighters.
4. SCBA
 - A. All self-contained breathing apparatus used by the department shall comply with NFPA 1981.
 - B. Unless the safety of the atmosphere can be determined by testing and continuous monitoring, all personnel shall use SCBA while working in areas where:
 1. The atmosphere is hazardous.
 2. The Atmosphere is suspected of being hazardous.

3. The atmosphere may rapidly become hazardous.
- C. Members wearing SCBA shall always work in teams of at least two members each.
- D. SCBA and spare cylinders shall be kept on each apparatus and be available for immediate use.
- E. SCBA shall not be removed until the incident safety officer has determined by testing that the atmosphere is no longer hazardous and that CO levels are less than 50 ppm
- F. A personal alert safety system (PASS) device that complies with NFPA 1982 shall be assigned to each SCBA and shall be activated whenever the SCBA is in use.
5. Life Safety Ropes, Harnesses, and Hardware
 - A. All life safety ropes, harnesses, and hardware used by the department shall meet the applicable requirements of NFPA 1983, Standard on Fire Service Life Safety Rope and System Components.
 - B. Class I life safety harnesses shall only be used for firefighter attachment to ladders and aerial devices.
 2. Class II and Class III life safety harnesses shall be used for fall arrest and rappelling operations.
 - D. Rope used to support the weight of members or other persons during rescue, firefighting, other emergency operations, or training evolutions shall be life safety rope. Life safety rope used for any other purpose shall be removed from service and destroyed.
 - E. Life safety rope used for rescue at fires or other emergency incidents or for training shall be inspected before and after each use in accordance with the manufacturer's instructions and may be reused provided it has not sustained any visual damage due to heat, direct flame impingement, chemical exposure, or abrasion.
 - F. Life safety rope shall be removed from service and destroyed if the rope has been subjected to an impact load or exposure to a chemical known to deteriorate rope.
6. Other Protective Clothing and Equipment
 - A. Emergency medical incidents: See SOG 701.01, Protective Clothing.
 - B. Hearing protection: See SOG 405.02, Hearing Conservation.
 - C. Water rescues: See SOG 602.01, Water Rescue.
7. Responsibilities
 - A. Each member shall inspect protective clothing and equipment issued to him and assigned to his apparatus at the beginning of each shift. Each member is responsible for the cleaning, care, and maintenance of his clothing and equipment and for obtaining repairs or replacement items.
 - B. Officers shall inspect protective clothing and equipment issued to the members under their command during the first shift of each month to ensure that all items are being properly maintained and are functioning properly.
 - C. The incident safety officer shall be responsible for ensuring that all members operating within the hazardous perimeter of an incident are properly attired and using the appropriate protective clothing and equipment. Any member who is in violation of this procedure shall be ordered to promptly leave the hazardous area.
 - D. A member who uses a life safety rope shall have the rope inspected by the small-equipment officer before the rope can be returned to service.
 - E. The small-equipment officer shall maintain a record of all rope use and shall remove from service all rope deemed unsafe.

Occupational Safety and Health, SOG 405.02
HEARING CONSERVATION

1. Scope

This standard establishes a hearing conservation program for the department. It was promulgated to prevent job-related hearing impairment.
2. Audiometric Testing
 - A. As a part of the entry level medical examination, a member shall be required to have a baseline audiogram performed. This baseline audiogram will become part of the member's permanent medical history file and will be used throughout his tenure with the department to monitor any changes in his hearing.
 - B. An audiometric test shall also be conducted as a part of the annual medical evaluation, and the results will be included in the member's medical history file.

3. Hearing Protection
 - A. The noise level will be monitored whenever a process or equipment change occurs.
 - B. Warning signs will be posted at the entrances to or on the periphery of work areas where a member may be exposed to a sound level of 90 dBA or greater.
 - C. Warning signs will clearly indicate that the area is a noise hazard area and that hearing protection must be worn while in the area.
 - D. Hearing protection shall be mandatory in all areas marked as hearing protection areas.
 - E. Hearing protection shall also be worn when noisy jobs or tasks are being performed in an area not posted as a hearing protection area, such as:
 1. While performing noisy tasks such as grinding or operating air tools.
 2. Whenever an employee has to raise his voice to be heard.
4. Whenever possible, high noise exposures will be reduced to acceptable levels by using proper administrative or engineering controls.
5. Personal protective equipment will be provided and worn by members when administrative or engineering controls are not feasible or prove ineffective in reducing high noise exposures to acceptable levels.
6. Responsibilities
 - A. The safety officer shall be responsible for the identification of products, systems, or operations where the noise level exceeds 90 dBA and for developing control procedures to mitigate the hazard.
 - B. Officers shall be responsible for enforcing the provisions of this standard and for immediately correcting any deficiencies that might occur.
 - C. Each member shall be responsible for strictly adhering to the provisions of this standard and for wearing an approved hearing protection device whenever a hearing protection sign is displayed or whenever engaged in an activity where the noise level exceeds 90 dBA.

Occupational Safety and Health, SOG 405.04

REHABILITATION

1. Scope

This standard applies to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold creates the need for the rehabilitation of personnel. It was promulgated to:

 - A. Prevent injuries, illnesses, and deaths that may result from excessive fatigue.
 - B. Establish procedures for medical evaluation and treatment, food and fluid replenishment, and relief from extreme climatic conditions during emergency operations and prolonged training exercises.
2. Definitions
 - A. Level I rehabilitation: Situations of short duration. The incident commander may elect to use the rehabilitation supplies from an apparatus on the scene. Typically in Level I rehab, the crews are not rotated and the incident or training exercise has a limited duration.
 - B. Level II rehabilitation: Situations that require a major time and personnel commitment. Examples include a major fire or a lengthy training exercise in which the firefighter's health and safety must be addressed.
3. General
 - A. The incident commander shall evaluate the circumstances at each incident and shall make early, adequate provisions for the rest and rehab of all members working at the scene. These provisions include:
 1. Medical evaluation.
 2. Treatment and monitoring.
 3. Food and fluid replenishment.
 4. Mental rest.
 5. Relief from extreme climatic conditions and other environmental factors present at the incident.
 - B. During prolonged incidents, strenuous training sessions, and periods of extreme heat or cold, the incident commander shall establish a rehabilitation sector and shall appoint a rehab officer to manage the rehabilitation of the firefighters.

- C. The Rehab Log (Located in FC-1's vehicle) shall be obtained and completed by the rehab officer at all Level II incidents. The log shall be submitted to the incident commander to be attached to the incident report, and it shall be included as part of the incident postmortem. (Level II rehab includes the provision of EMS at the ALS level in the rehab sector).
4. Rehabilitation Sector
- A. The incident commander shall establish a rehabilitation sector when conditions indicate that members working at an incident or training exercise require rest and rehab.
 - B. The incident commander shall appoint a rehab officer who will assume command of the rehabilitation sector. At most incidents, the location of the rehabilitation sector will be designated by the incident commander. However, if the incident commander has not designated a rehab site prior to the appointment of a rehab officer, the rehab officer shall promptly select an appropriate location based on the most desirable site available.
 - C. The rehab sector should be placed in a location that allows members to physically and mentally rest and recuperate from the stress, pressure, and demands of the emergency operation or training evolution.
 - D. The rehab sector should also be located far enough away from the incident scene to allow members to safely remove their protective clothing and SCBA.
 - E. The rehab sector should be located in an area that provides suitable protection from the prevailing environmental conditions. If possible, the sector should be in a cool, shaded area during hot weather and in a warm, dry area during cold weather.
 - F. If the rehab sector is located outdoors, the area should be free of ants and other stinging or biting insects.
 - G. Members in the rehab sector should not be exposed to exhaust fumes from apparatus, vehicles, and motorized equipment, including those involved in the rehabilitation sector operations.
 - H. The rehab sector should be large enough to accommodate multiple crews and should allow for expansion or contraction as the size of the incident varies.
 - I. The rehab sector should be easily accessible by EMS units and other support vehicles.
 - J. The rehab sector should be located close enough to the incident to allow members to promptly reenter the emergency operation site after recuperation.
 - K. The following areas should be considered when selecting a site for the rehab sector:
 - 1. A nearby garage, building lobby, or other structure.
 - 2. At least two floors below a fire in a high-rise building.
 - 3. A large climate-controlled vehicle such as a school or transit bus.
 - 4. Fire apparatus, ambulances, or other emergency vehicles at the scene or called to the scene.
 - 5. The fire department rehab unit.
 - 6. An open area in which a rehab site can be created by using tarps, fans, etc.
 - 7. At an industrial site, the rehab sector shall be placed outside the fenced compound area.
 - L. The rehab officer shall secure all the resources required to adequately staff and supply the rehab sector. The supplies may include the items listed below:
 - 1. Fluids such as water, activity beverage, Gatorade, and ice.
 - 2. Food such as soup, broth, or stew in hot/cold cups.
 - 3. Medical equipment such as blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions, and thermometers. (Medical supplies may be furnished by the ambulance assigned to the rehabilitation sector.)
 - 4. Other items such as awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, towels, traffic cones, and fire-line tape (to identify the entrance and exit of the rehabilitation area).
5. Guidelines
- A. The establishment of a rehab sector shall be considered during the initial planning stages of an emergency response. The climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab sector. Any activity or incident, whether emergency or non-emergency, that is large in size, long in duration, and labor intensive will rapidly deplete the energy and strength of personnel.
 - B. Climatic or environmental conditions that indicate the need to establish a Rehabilitation Sector include a heat index above 95°F or a wind chill index below 20°F.
 - C. A critical factor in the prevention of heat stress injury is the intake of water and electrolytes during periods of intense physical activity.

1. During these periods, an individual should drink at least one quart of water or Gatorade per hour.
 2. Adequate fluid intake is important even during cold weather operations. Despite outside temperatures, heat stress injuries may occur during firefighting or other strenuous activity anytime that protective clothing and equipment are worn.
 3. Individuals should avoid caffeinated and carbonated beverages because both interfere with the body's water conservation mechanisms.
 4. Certain drugs also impair the body's ability to sweat. Use caution if a member has taken stimulants, diuretics, or stimulants.
- D. If the duration of an incident extends through regular mealtimes, the department shall provide food to the members at the scene whenever it is possible to do so. Food may be charged to the department at certain stores. The department may also use the Red Cross, or the Salvation Army.
- E. Forty-five minutes of work time is generally recommended as an acceptable level of work prior to mandatory rehabilitation.
1. Members having worked through two full 30-minute-rated SCBA cylinders, or for 45 minutes, shall be rotated to the rehabilitation sector for rest and evaluation.
 2. In all cases, an objective evaluation of a member's fatigue level is the appropriate criterion for determining if rest is required. Rest periods for members in the rehab sector shall be at least 10 minutes or greater.
 3. Crews sent to rehab should be replaced by fresh crews from the staging sector. Crews released from the rehab sector should be rotated to the staging sector prior to returning to work. This procedure ensures that fatigued individuals do not return to work before they are rehabilitated.
- F. Members should not be removed from a hot environment and placed directly into an air-conditioned environment because the body's cooling system may shut down in response to the external cooling. An air-conditioned environment is acceptable only after a cool down period at ambient temperature with sufficient air movement.
- G. EMS at the advanced life support level will be provided at each incident. EMS personnel (paramedics) will evaluate the vital signs and the physical condition of members as they are rotated through the rehab sector.
1. EMS personnel will determine whether a member will be allowed to return to work, remain in rehab, or receive further medical treatment and be transported to a medical facility for further evaluation.
 2. Continued rehabilitation consists of the ongoing monitoring of vital signs, rest, and fluid intake. Medical treatment for a member whose signs and symptoms indicate potential problems will be provided in accordance with local medical control procedures. EMS personnel will be aggressive in determining that potential medical problems exist.
- H. When working crews arrive at the rehab sector, each member's vital signs shall be taken and recorded. The following criteria are used in the evaluation of fire ground personnel during a fire or EMS incident:
1. Transportation to the hospital is also required when the diastolic blood pressure is > 110 and the individual is symptomatic.
 2. An individual may be transported to the hospital for further evaluation when the diastolic blood pressure is < 110 and the individual is symptomatic.
 3. The individual may be transported when the systolic blood pressure is > 200 and after further evaluation and rest the systolic blood pressure is still > 200 .
 4. When a pulse rate of > 140 is found, administer oxygen and fluids, rest for a minimum of 10 minutes, and reassess the individual. If the heart rate is less than 140, the individual may return to work.
 5. If after 10 minutes the heart rate still remains above 140, the individual must rest for an additional 30 minutes. Administer fluids and oxygen, and record the heart rate and rhythm on a cardiac monitor and obtain an EKG printout.
 6. If after 30 minutes the pulse rate remains above 140, transport the member to a medical facility for further evaluation.
 7. In the above cases, Medical Control will be contacted in every situation and treatment or transport will be determined in conjunction with Medical Control.

- I. All medical evaluations shall be properly recorded by the paramedic, along with the individual's name and chief complaints. The form must list the date, time, and incident number and be signed by the rehab officer.
 - J. Members sent to rehab shall enter and exit the rehab sector as a crew. The crew designation, number of crewmembers, and times of entry to and exit from the rehab sector shall be documented by the rehab officer. Crews shall not leave the rehab sector until released by the rehab officer.
6. Responsibilities
- C. All officers shall monitor the condition of each member working under their command and shall ensure that adequate steps are taken to provide for each member's safety and health. The incident command system is to be used to request that a crew be relieved and for the reassignment of fatigued crews.
 - B. During periods of hot weather, members are encouraged to use their individual water bottles and drink water or Gatorade throughout the workday. During any emergency incident or training evolution, all members shall advise their OIC when they believe their level of fatigue or exposure to heat or cold is approaching a point that could affect them, their crew, or the operation in which they are involved. Each member shall also monitor the health and safety of the other members of his crew.

Occupational Safety and Health, SOG 405.05
OPERATING AT EMERGENCY INCIDENTS

- 1. Scope

This standard applies to members operating at an emergency incident. It was promulgated to:

 - A. Prevent accidents, injuries, and deaths that might result from an unsafe act while members are operating at an emergency incident.
 - B. Define the minimum personnel requirements for the safe conduct of emergency scene operations.
- 2. Guidelines
 - A. No member shall commence or perform any firefighting or rescue function or evolution that is not within the established safety criteria of the department.
 - 1. Activities that present a significant risk to the safety of a member shall be limited to situations where there is a potential to save endangered lives.
 - 2. It is unacceptable to risk the safety of a member when there is no chance of saving lives or property.
 - 3. In situations where the risk to a member is excessive, activities shall be limited to defensive operations.
 - B. When an inexperienced member is working at an incident, direct supervision by an experienced officer or member shall be provided.
 - C. Members operating in hazardous areas at emergency incidents shall operate in teams of two or more. Team members operating in hazardous areas shall be in constant communication with each other through visual, auditory, or physical means or through the use of a safety guide rope so as to coordinate their activities. Team members shall remain in close proximity to each other to provide assistance in case of emergency.
 - D. An interior firefighting effort at a working structural fire shall not take place until a recommended minimum of 6 firefighters are present.
 - 1. When only four firefighters are present, two members shall work as a team in the hazardous area and two members shall remain outside the hazardous area and be available for entry into the hazardous area if assistance or rescue is required.
 - 2. A working fire is defined as a fire that requires firefighting activity on the part of most or all of the personnel assigned to the alarm.
 - E. The standby members shall be responsible for maintaining a constant awareness of the number and identity of the members operating in the hazardous area, their location and function, and their time of entry. The standby members shall remain in radio, visual, voice, or signal line communication with the team.
 - F. One standby member shall be permitted to perform other duties outside of the hazardous area, such as serving as an apparatus operator or incident commander, provided that constant communication is maintained between the standby member and the members of the team in the hazardous area.

1. The assignment of personnel to other duties shall not be permitted if their assignment inhibits their ability to assist in or perform a rescue.
2. Standby members shall have full protective clothing and SCBA available to them as defined by SOG 405.01, Protective Clothing and Equipment.
- G. Exception: Rescue operations may be undertaken prior to the assembly of four firefighters if there is an imminent life-threatening situation and immediate action could prevent the loss of life or serious injury. No exception shall be permitted when there is no chance of saving lives.
- H. When a second team is assigned to or begins operating in the hazardous area, the incident commander shall designate at least one rapid intervention team (RIT) to stand by in the event that a rescue becomes necessary.
 1. The RIT shall consist of at least two members. The team shall have full protective clothing and SCBA available to them as defined by SOG 405.01, Protective Clothing and Equipment.
 2. During the initial stages of an incident, the RIT may be used to perform other functions provided that the team is immediately available to perform a rescue if so required.
 3. As an incident grows in complexity, the number of RITs shall be increased proportionately and shall be dedicated solely to this responsibility.
- I. At least one ambulance shall stand by during all working incidents and be available to treat injuries and to provide transport if necessary.
- J. Members operating from aerial devices shall be secured to the device by an approved safety harness.
- K. Apparatus shall be used as a shield against oncoming traffic wherever possible.
3. Emergency Communications
 - A. RITs shall be provided with portable radios and shall monitor the fire-ground frequency.
 - B. The term Mayday shall be used by anyone on the scene who becomes aware of or is involved in a life-threatening situation.
 - C. The term emergency shall be used by anyone on the scene who needs to communicate an urgent message.
 - D. During Mayday or emergency traffic conditions, all other incident radio traffic shall immediately stop.
4. Responsibilities
 - A. It shall be the responsibility of each member to fully comply with the provisions of this standard.
 - B. Officers shall be responsible for keeping their crews together and for ensuring that they do not expose their crews to unnecessary risks.
 - C. The incident commander shall be responsible for ordering sufficient resources to ensure that all emergency incident functions are performed in a safe manner.

Occupational Safety and Health, SOG 405.06

ACCOUNTABILITY

1. Scope

This standard applies to members operating at an emergency incident. It was promulgated to provide a structured approach for tracking all members operating at an emergency scene.
2. Guidelines
 - A. The provisions of this standard shall be followed whenever members are required to work in an environment that requires the use of SCBA or where a member may become lost, trapped, or injured by the environment
 - B. Members operating in a hazardous environment as defined above shall maintain company or crew integrity and shall use the buddy system. This requires that:
 1. Company or crewmembers enter and exit the environment together.
 2. Members remain within sight, voice, or tactile distance of each other while they are within the environment. No one shall ever be left alone.
 3. Incident commanders and sector officers shall not direct members to operate independently of their companies or crews.
 4. Task assignments shall be made through the company officer or crew leader.
 - C. A company or crew may be divided into multiple teams to perform tasks that do not require the efforts of the entire company, provided that:
 1. Each team has a minimum of two members.
 2. Each team member is equipped with a portable radio.

3. The officer remains in contact with each team and is constantly aware of their locations.
 4. A given team enters and exits the hazardous environment together.
 5. On completion of an assigned task, the team leader reports to the company officer or crew leader for another assignment.
3. Accountability Equipment
 - A. Personnel Accountability Tags: A plastic tag that is printed with the member's name and identification number. Every member assigned to emergency response duty should be issued a personnel accountability tag.
 1. When the member is off duty, the tag is to be placed on the tag board in the truck room.
 2. When the member is on duty, the tag shall be placed on the company tag ring in the cab of the apparatus.
 3. At shift change, the company officer shall remove the tags of the members he is relieving from the apparatus and place the tags on the tag board. The arriving officer shall then place his own company's tags on the apparatus.
 - B. Company officers or crew leaders shall transfer their apparatus rings to the accountability officer when an accountability officer is appointed.
 1. The incident commander shall hold the tag for companies and sector officers directly under their span of control.
 2. Sector officers shall hold the tags for companies directly under their span of control.
 3. If a company is transferred to a different sector, the company officer shall retrieve its tags and transfer it to the new sector officer.
 4. If a company is forced to exit at a location other than its original point of entry, it shall immediately notify its sector officer and make every effort to retrieve its tags.
 3. When it is no longer necessary to use the accountability tags, the incident commander shall announce "Store Tags," and the company officers shall retrieve their tags at the first opportunity.
 4. Emergency Communications
 - A. The term emergency shall be used by anyone on the scene who needs to communicate an urgent message.
 - B. The term Mayday shall be used by anyone on the scene who becomes aware of or is involved in a life-threatening situation.
 5. Emergency Evacuation
 - A. When it is unsafe to continue emergency operations, Command shall order a rapid and complete evacuation from the hazardous environment.
 - B. An evacuation may be initiated by anyone at the incident, but the order to evacuate must be transmitted through the established chain of command to ensure that everyone can be accounted for.
 - C. The order to evacuate shall be transmitted as follows: "Interior Sector to Command, emergency! Evacuate the building immediately!"
 - D. Command shall immediately order dispatch to transmit the evacuation tone. Example: Sound the evacuation tone three (3) times followed by the message: "Emergency! All units evacuate the structure immediately! Repeat, all units evacuate the structure immediately!"
 - E. Evacuation orders shall be accompanied by 3 long blasts of an air horn.
 - F. All companies and each sector shall acknowledge the order to evacuate.
 - G. Command shall conduct a roll call after everyone has acknowledged the order to evacuate.
 6. Lost or Trapped Member
 - A. In the event that one or more members cannot be accounted for, a roll call shall be requested immediately by the member or officer who believes that a member is missing.
 - B. If a member cannot be accounted for during a roll call, he will be presumed lost until he can be accounted for.
 - C. An attempted rescue will become the top priority at the incident and sufficient resources shall immediately be assigned to conduct the rescue effort.
 - D. Command shall retrieve the accountability board from the missing member's company to identify the missing member.
 - E. As soon as all members have been positively accounted for, the rescue effort shall be suspended.

7. Roll Call
 - A. A roll call is a systematic method for reporting to command that all members operating at an incident are accounted for. It should be conducted periodically throughout an incident to ensure that all members are safe and accounted for.
 - B. A roll call shall be conducted:
 1. When changing from an offensive to a defensive mode.
 2. When an unexpected or catastrophic event occurs, for example in the case of flashover, back draft, or structural collapse.
 3. After an emergency evacuation.
 4. At the first report that a member is missing.
 5. When a fire is declared to be under control.
 6. Prior to suspending the use of accountability tags.
 7. At the discretion of Command. A localized report may also be conducted by a sector officer.
 - C. On receipt of an order to conduct a roll call:
 1. Company officers or crew leaders shall confirm that their personnel are accounted for and shall notify their sector officer.
 2. Sector officers shall notify Command when all of the members under their span of control have been accounted for.
 3. The roll call is complete when everyone has been properly accounted for. This includes staff support assigned to a sector or to Command.
 4. Dispatch shall be advised and repeat the announcement and give the correct time. The incident commander shall record the time on the incident worksheet.
 5. Unless directed otherwise, operations will continue while the report is being taken.
6. Time Benchmark
 - A. Upon confirmation of a working fire, dispatch shall notify command when a 20 minute time period has elapsed from receipt of alarm. See Dispatch S.O.G. 801.01.1 Section 6.

Occupational Safety and Health, SOG 405.07
RAPID INTERVENTION TEAMS

1. Scope

This standard was promulgated to ensure the safety and rapid rescue of members operating on the fire ground, should they become trapped, injured or otherwise unable to remove themselves from a place of danger.

 - A. A rapid intervention team shall consist of at least two members and shall be available for the rescue of a member or team if the need arises.
 - B. Rapid intervention teams, (a.k.a. RIT) shall be fully equipped with the appropriate protective clothing and equipment, including SCBA.
 - C. The RIT shall have at their immediate disposal any tools necessary to affect a rescue for the type of situation at hand. (thermal imaging camera and the "AFD RIT" pack, saws, axe, halligan, hoseline, etc.)
 - D. All RIT members shall have a portable radio with them at all times.
 - E. RIT shall place ladders to roofs and second floor windows, in the event that they are needed.
2. Utilization
 - A. The composition and structure of the RIT shall be permitted to be flexible based on the size and complexity of the operations. The IC shall evaluate the situation and the risks to personnel, and provide one or more RIT based on his evaluation.
 - B. In the early stages of the incident the RIT shall be either:
 1. On scene members designated and dedicated as a RIT
 2. On scene members performing other functions, but ready to re-deploy as a RIT without delay.
 - C. As the incident expands in size and complexity the RIT shall be either:
 1. On scene members dedicated as RIT
 2. On scene companies, or mutual aid companies dedicated as RIT.

3. Responsibilities
 - A. Whenever members are operating in positions that would subject them to immediate danger or injury, at minimum a two man RIT shall be provided. This will include all working fires.
 - B. The incident commander is responsible for providing this RIT whenever necessary. This includes using ladder company personnel, and/or assigning responding mutual aid companies to this function.
 - C. The members acting as the RIT are responsible for being properly outfitted with protective gear and tools, so that they may rapidly go into action.

Occupational Safety and Health, SOG 406.01

FITNESS FOR DUTY

1. Scope

This standard shall apply to all staff and line members required to engage in emergency operations, it was promulgated to:

 - A. Evaluate the medical and physical fitness and ability of members engaged in emergency operations.
 - B. Certify that members engaged in emergency operations are medically and physically fit and able to perform their duties.
2. Administration
 - A. An Ashtabula Fire Department Officer shall be assigned to oversee the Health and Fitness program. This officer will be the Health and Safety Officer. He will report to the Fire Chief.
 - B. An Ashtabula Fire Department member will be trained as a Certified Fitness coordinator and be known as the AFD Fitness Coordinator.
 - C. The Ashtabula YMCA has been contracted to provide, initially, the Health and Fitness Coordinator.
3. Annual Medical Evaluation
 - A. All members assigned to emergency operations, shall upon employment be subject to a baseline medical exam as required by the State of Ohio, and shall be certified annually thereafter by the Fire Department Physician as meeting the medical requirements of NFPA 1582-2000, Standard on Medical Requirements for Fire Fighters.
 - B. The mechanism for scheduling this annual evaluation shall be determined by the Fire Chief.
 - C. The annual medical evaluation shall consist of, at minimum –
 1. An interval medical history.
 2. An interval occupational history, including significant exposures.
 3. Height and weight.
 4. Blood pressure.
 5. Any other diagnostic testing as determined by the Fire Department Physician.
 - D. The annual medical examination shall be conducted as follows:
 1. Ages 29 and under, every three years.
 2. Ages 30 to 39, every two years.
 3. Ages 40 and above, every year.
 - E. Any member who is not certified as meeting the medical requirements of NFPA 1582-2000 edition by the Fire Department physician as part of the Ashtabula Fire Department Health and Fitness Program, shall be referred to their physician of choice for treatment. They shall be removed from duty. They shall be placed on administrative leave for up to three shifts. They shall seek treatment of said medical condition during the administrative leave. An additional two days administrative leave may be granted with the City Managers approval. At the end of the leave period a determination shall be made as to whether the medical condition is a personal illness or a job related medical condition and further time off will be charged accordingly. Regardless, the member shall remain off duty until he can be certified as fit for return to duty by his physician or the Fire Department Physician.
 - F. If a member has an acute illness or other condition that prevents him from being evaluated at his normally scheduled time, the evaluation shall be postponed until he has sufficiently recovered.
 - G. Any member who has been absent from duty for a medical condition, injury, or other reason that may affect his performance may not return to duty until certified fit for duty by the treating physician.

- H. The Fire Department Physician shall consult with the Health and Safety Officer and Health and Fitness Coordinator yearly to review the program.
- 4. Physical Fitness
 - A. Each member shall maintain his personal physical fitness at a level sufficient to meet the requirements of NFPA 1583 Health-related Fitness Programs for Fire Fighters.
 - B. All members shall have initial fitness assessments and periodic follow-ups by the Health and Fitness Coordinator.
 - C. All members shall participate in a physical fitness training activity during their assigned shift. Individualized fitness programs will be prescribed by the Health and Fitness Coordinator. To assist in this process, a variety of physical conditioning equipment shall be provided. In addition, workout periods shall be assigned to each company, by the OIC.
 - D. If a member is unable to participate, they shall present a valid excuse. If a member refuses to participate, they may be charged with insubordination by his OIC.
 - E. The Health and Fitness Coordinator, Health and Safety Officer, and the AFD Fitness Coordinator shall meet yearly for review of the overall program with such meeting to be scheduled by the Fire Chief.

Occupational Safety and Health, SOG 406.02

PERMANENT MEDICAL FILE

- 1. Scope

This standard shall apply to all members of the department. It was promulgated to establish the requirement that a permanent, confidential medical file be created and maintained for each member of the department.
- 2. General
 - A. A permanent file shall be maintained by the City Auditor's department for each member and shall be periodically updated during the member's tenure with the department.
 - B. The file shall contain:
 - 1. A copy of the initial or baseline medical examination performed at the time an individual was accepted as a member of the department and/or the initiation of the wellness program.
 - 2. Records of any occupational illness or injury.
 - 3. Copies of all reports of exposures to hazardous materials and contagious diseases. See SOG 406.03, Exposure Reporting.
 - 4. A copy of the autopsy results in the event of death due to an occupational illness or injury. Physician, and the Fire Chief or his designee shall be granted access to this file.
 - C. This medical file is strictly confidential. Only the member, his physician and the department's physician shall be granted access to this file.

Occupational Safety and Health, SOG 406.03

EXPOSURE REPORTING

- 1. Scope

This standard shall apply to any member who has been exposed to or has been in contact with any hazardous material while on duty. It was promulgated to:

 - A. Provide a history of each member's exposure to hazardous materials while on duty.
 - B. Identify the long-term health problems associated with these exposures.
- 2. Procedure
 - A. Whenever a member is exposed to or comes in contact with a hazardous material or contagious disease while on duty, he shall complete a record of the incident on the Exposure Report. The completed form shall be forwarded to the Fire Chief within 24 hours of the exposure.
 - B. A copy of the completed form shall be placed in the member's permanent file.
 - C. Coding instructions:
 - 1. Insert the members name and SSN, the incident number, and the date of exposure.
 - 2. List the type of incident:
 - a. Chemical reaction.
 - b. Spill or leak.
 - c. Fire.

- d. Explosion.
 - e. Vapor release.
 - f. Medical call.
 - g. Any combination of the above.
3. Level of protection used:
 - a. Full structural protective clothing, SCBA, and duct tape for all exposed areas.
 - b. Full-face cartridge respirator with the appropriate cartridge, hardhat, appropriate splash clothing, gloves, and boots.
 - c. Fully encapsulated suit and SCBA.
 - d. Thermal protection ensemble and SCBA-
 - e. Supplement number if more than two chemicals are encountered by the individual.
 - f. Insert the time and location of the incident.
 4. Supplement number if more than two chemicals are encountered by the individual.
 5. Insert time and location of incident.
 6. Vital signs taken on the initial medical survey. Each member who is directly involved in the operation shall have a set of vitals taken.
 7. Length of the exposure in minutes:
 - a. On the scene.
 - b. In the hot zone.
 8. Medical action:
 - a. Conditions monitored on the scene by the paramedic, i.e., vitals, survey, etc.
 - b. Transported to a medical facility for observation or treatment. Released with no further follow-up.
 - c. Transported to a medical facility, laboratory work, and follow-up with a physician. Not admitted.
 - d. Transported to a medical facility and admitted with ongoing observation or medical treatment with post-release follow-up.
 9. On-scene activity performed:
 - a. Entered hot zone.
 - b. Entered warm zone/decontamination.
 - c. Remained in cold zone.
 10. Hazard class:
 - a. Explosives.
 - b. Gases.
 - c. Flammable and combustible liquids.
 - d. Flammable solids.
 - e. Oxidizers and organic peroxides.
 - f. Poisons.
 - g. Radioactive materials.
 - h. Corrosives.
 - i. ORM (other related materials).
 - j. Biological.
 11. United Nations Identification Number (DOT book).
 12. Shipping name if known.
 13. Trade name if known.
 14. Enter other pertinent information at the bottom of the page or on the back.
3. Responsibilities
 - A. Each member shall be responsible for completing the Hazardous Materials Exposure Form whenever he is exposed to or comes in contact with a hazardous material or contagious disease while on duty. See appendix for Exposure Form.
 - B. Officers shall be responsible for ensuring that members under their command have properly completed the Hazardous Materials Exposure Form whenever they have been exposed to or come in contact with a hazardous material or contagious disease. Officers shall forward the completed forms to the Fire Chief within 24 hours of the exposure.

Maintenance, SOG 500-01

REPAIR REQUESTS

1. Scope

This standard establishes a procedure to identify items in need of repair and to request that repairs be performed. It was promulgated to:

 - A. Ensure the readiness of apparatus, small tools, and equipment by creating a process for identifying mechanical and electrical defects.
 - B. Establish a procedure for placing defective items out of service.
 - C. Establish a procedure for requesting that repairs be performed.
 - D. Assign individual responsibilities for the repair of defective items.
2. Repair Procedure
 - A. Apparatus, small tools, and equipment shall be periodically inspected to ascertain whether they are functioning properly or are in need of maintenance or repair. All inspections shall be conducted in accordance with the daily work schedule and applicable SOGS.
 - B. Whenever a defect or malfunction is discovered, the member who discovers it shall attempt to repair the defect provided that he has the appropriate tools, supplies, and expertise to do so.
 - C. If the member is unable to repair the item, they shall notify their shift officer of the problem.
 - D. The officer shall note the problem in the Daily Log, and make attempt to deal with the problem.
 - E. If it is necessary to take an apparatus out of service, follow the guidelines in SOG 501.03, Declaring a Vehicle Unsafe to Operate.
 - F. If it is necessary to take a small tool or a piece of equipment out of service, the item shall be tagged and a notation made in the logbook. The member shall record a description of the defect on the tag, the date the item was tagged, and the name of the member completing the tag.
 - G. Whenever possible, the item being taken out of service shall be replaced by a reserve item.
 - H. The tagged and logged item shall be repaired by appropriate personnel as soon as possible.

Maintenance, SOG 501.01

APPARATUS AND MOTORIZED VEHICLES

1. Scope
 - A. This standard establishes a schedule for the inspection and maintenance of all apparatus and motorized vehicles owned or operated by the department. It was promulgated to:
 - B. Ensure that emergency response vehicles are maintained in a constant state of readiness. Implement a preventative maintenance schedule for all motorized vehicles.
 - C. Establish procedures for the daily inspection of apparatus, equipment, and support vehicles.
2. General
 - A. Apparatus and support vehicles shall be:
 1. Kept clean at all times.
 2. Maintained in a constant state of readiness.
 3. Refueled whenever the fuel level drops below $\frac{3}{4}$ of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
 - B. All engine-powered equipment shall be kept clean and their fuel tanks and oil and fluid reservoirs shall be refilled whenever the level drops below $\frac{3}{4}$ of a tank.
 - C. All maintenance, both preventative and repair, shall be recorded in the appropriate vehicle logbook.
3. Daily Inspections
 - A. Every vehicle garaged in a fire station shall be inspected by station personnel at the beginning of each shift. The member performing the inspection shall record his findings on the Driver's Daily Apparatus Checklist.
 - B. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items that are corrected shall be noted in the comments section of the checklist.
 - C. Defects that cannot immediately be corrected shall be noted in the daily logbook.
 - D. Whenever a defect requires that a vehicle be placed out of service, the driver shall place the vehicle out of service in accordance with the provisions of SOG 501.03, Declaring a Vehicle Unsafe to Operate.

- E. The completed checklists and service requests shall be forwarded to the officer for review and disposition. The officer shall review the work that was performed to ensure that the repairs have been satisfactorily made and shall review each checklist to ensure that it is complete and accurate.
4. Weekly Maintenance
- The following items shall be performed at least once each week as indicated on the Daily Work Schedule (See SOG 200.05, Daily Work Schedule). The officers shall note in their Daily Log the performance of all weekly maintenance activity.
- A. Staff vehicles: Automobiles, pickups, and utility vehicles shall be checked and serviced at least once each week. The member assigned to perform the service shall complete a Small-Vehicle Weekly Checklist on each vehicle serviced. In addition to inspecting the items on the checklist, each staff vehicle shall:
 - 1. Be thoroughly washed.
 - 2. Have its windows cleaned.
 - 3. Have its interior vacuumed and cleaned.
 - B. Aerial devices: The following tasks shall be performed on Thursday of each week, after every major repair, and after each use:
 - 1. A visual inspection of all systems and components.
 - 2. The aerial shall be set up and operated to check the function of the outriggers, turntable, and aerial device.
 - 3. All defects shall be noted on the Apparatus Service Log Book, and brought to the attention of the officer in charge.
 - C. Reserve apparatus:
 - 1. A thorough inspection of each reserve piece of apparatus shall be made on Sundays, after any major repair, and after major use. Any item that needs repair shall be recorded in the log.
 - 2. All reserve apparatus shall be driven at least once each week to ensure the proper function of all mechanical systems and to circulate all fluids.
 - D. Fire pumps:
 - 1. On Fridays, after any major repair, and after each major use, the driver shall:
 - a. Open all pump drains and flush out the sediment.
 - b. Check and clean the intake strainers.
 - c. Check the gearbox oil level.
 - d. Operate the pump primer with all valves closed.
 - e. Operate the transfer valve while pumping from the booster tank.
 - f. Check the pump seals for leaks.
 - g. Operate all valves.
 - h. Operate the relief valve.
 - i. Check all gauges and flow meters for proper operation.
 - 2. The driver shall note any items that do not function properly.
5. Semi Annual, Quarterly and Annual Maintenance
- A. In addition to routine daily maintenance, apparatus and motor vehicles shall undergo the maintenance listed on the Preventive Maintenance Worksheets located in the appendix.
 - B. Officers shall record the performance of any maintenance activity in their Daily Log.
 - C. Drivers are responsible for ensuring that the work is performed. The completed paperwork shall be forwarded by the officers to the Fire Chief. The paperwork shall include a list of all parts and supplies used in performing the work and the number of personnel hours involved.
 - D. Items in need of repair shall be recorded on the checklist and logbook and requests forwarded to the officer in charge and the Fire Chief.
6. Annual Certifications/Tests
- The following items shall be performed on an annual basis:
- A. Aerial devices shall undergo an annual service test in accordance with NFPA 1914, Testing Fire Department Aerial Devices. The test shall be performed by a qualified, independent testing firm.
 - 1. The annual test shall include a visual inspection prior to an operational or load testing to note any visible defects, damage, or improperly secured parts.
 - 2. An inspection of all the visible welds shall be made, as well as an inspection of all the bolts, cables, rollers, pins, slides, and washers. Bolts shall be torqued to the manufacturer's specifications.
 - 3. A nondestructive test of the aerial device shall also be performed.

4. The test shall be scheduled and supervised by the Fire Chief.
- B. Fire pumps:
 1. A service test shall be conducted on all fire pumps at least once a year or whenever a pump has undergone extensive repair.
 2. Service tests shall include a dry vacuum test, a priming test, a capacity test, a tachometer and engine rpm check, a relief valve test, an overload test, a 200-psi test, a 250-psi test, and a tank-to-pump flow test.
 3. These tests will be scheduled by the Fire Chief. The results of the tests shall be recorded on the Annual Fire Pump Service Test Form.
7. Responsibilities
 - A. Officers are responsible for the care and maintenance of all motorized vehicles assigned to their command and shall adhere to all established maintenance schedules.
 - B. Drivers are responsible for the readiness of their assigned vehicles and shall perform all daily, weekly, monthly, quarterly, semiannual, and annual maintenance tasks as indicated on the maintenance and daily work schedules. Drivers are also responsible for the performance of scheduled maintenance on all reserve vehicles garaged at their station.

Maintenance, SOG 501.02

EQUIPMENT ASSIGNED TO AN APPARATUS

1. Scope

This standard governs the inventory of small tools and equipment carried on ambulances and fire apparatus. It was promulgated to:

 - A. Establish a minimum complement of small tools, equipment, and supplies to be carried on ambulances and fire apparatus operated by the department.
 - B. Establish a system to inventory, replenish, replace, discard, and repair small tools, equipment, and supplies carried on an ambulance or fire apparatus.
2. General
 - A. Ambulances and fire apparatus shall be assigned a specific complement of small tools, equipment, and supplies to be carried on each type of vehicle. A current, complete copy of the inventory assigned to each apparatus shall be carried on the apparatus at all times and shall be updated whenever an item is added to or deleted from the inventory.
 - B. Small tools, equipment, and supplies shall be carried in the same compartment or location on all apparatus of the same type whenever it is possible to do so. Unfortunately, the number and configuration of compartments will vary by the age, type, and manufacturer.
 - C. Ambulances and fire apparatus shall be inspected at the beginning of each shift and after every major incident to ensure that all small tools, equipment, and supplies are in their proper place, clean, and functioning properly.
 - D. Small tools, equipment, and supplies shall not be moved, added, deleted, or otherwise altered except on the approval of the Fire Chief
 - E. Compartments are sequentially numbered from front to back, left to right, and top to bottom and will be designated by side.
3. Responsibilities
 - A. Officers are responsible for:
 1. Marking and labeling all small tools, equipment, and supplies assigned to each piece of apparatus assigned to their command.
 2. Reviewing the Driver's Daily Apparatus Checklist for accuracy and completeness.
 3. Reporting the damage, destruction, or theft of any item.
 4. Informing their relief of any changes that have taken place during their tour of duty.
 5. Inspecting each apparatus under their command on a monthly basis to determine that all equipment is in its proper place, clean, and in proper working condition. The results of the quarterly inspection shall be included in the monthly report to the Fire Chief, and a copy shall be forwarded to the hose and equipment officer.
 - B. Drivers are responsible for:
 1. Marking and labeling all items assigned to their vehicles.
 2. Inventorying all small tools, equipment, and supplies assigned to an apparatus under their care at the beginning of their tour of duty and as otherwise required. Any addition, deletion, change, or loss shall be reported on the Driver's Daily Apparatus Checklist.

3. Informing their relief of any changes that have taken place during their tour of duty.
- C. SCBA officers are responsible for:
 1. Maintaining an up-to-date inventory of all SCBA equipment assigned to apparatus, ambulances, and individuals.
 2. Purchasing, replacing, repairing, and discarding SCBA equipment assigned to apparatus and ambulances.
 3. Supervising the monthly SCBA inspection and reporting the results in his semi-annual report to the Fire Chief.
- D. Equipment officers are responsible for:
 1. Maintaining an up-to-date inventory of all hose, ladders, and equipment assigned to ambulances and fire apparatus.
 2. Purchasing, replacing, repairing, and disposing of hose, ladders, and equipment assigned to apparatus and ambulances with the approval of the Fire Chief.
 3. Assigning and scheduling the annual testing of fire hose and ladders assigned to all apparatus and stations.
- E. Hazmat officers are responsible for:
 1. Maintaining an up-to-date inventory of all reference materials, protective clothing, monitoring and detection equipment, chemicals and foams, equipment, and supplies assigned to ambulances and fire apparatus for use in a hazardous materials incident.
 2. Purchasing, replacing, repairing, and discarding supplies and equipment assigned to apparatus and medic units for use in a hazardous materials incident.
 3. Inspecting each ambulance and fire apparatus on a monthly basis to determine that all supplies and equipment are in their proper place, clean, and functioning properly.
- F. The Department Administrative Assistant is responsible for:
 1. Maintaining an up-to-date inventory of all maps and map books owned by the department.
 2. Updating the map books as required. A master log of all updates shall be maintained.

Maintenance, SOG 501-03

DECLARING A VEHICLE UNSAFE TO OPERATE

1. Scope

This standard applies to ambulances, fire apparatus, and support vehicles owned or operated by the department. It was promulgated to:

 - A. Ensure that ambulances, fire apparatus, and other motorized vehicles are safe to operate by identifying a list of major defects that would render a vehicle unsafe to operate.
 - B. Establish a procedure to be used by the operator of a vehicle to place a vehicle judged to be unsafe out of service.
2. Procedure for Placing a Vehicle Out of Service
 - A. The operator of any apparatus or motorized vehicle shall have the authority to place the apparatus or vehicle out of service whenever one or more of the following defects are discovered:
 1. A failure of the braking system that results in the vehicle being difficult or impossible to stop.
 2. A failure of the windshield wipers during inclement weather. Note: On a sunny day, the failure of the wipers would not be a justifiable reason to remove the vehicle from service.
 3. The failure of the headlights, brake lights, or taillights during a period of darkness.
 4. A flat tire.
 5. The inability to engage or operate a fire pump.
 6. A failure of the hydraulic system or other component that prevents the operation of an aerial device.
 7. A failure of the power steering system.
 8. A failure of the coolant system causing the engine to overheat.
 9. A failure of the HVAC system in the patient compartment of an ambulance during periods of temperature extremes where the failure to provide heat or cooling would compromise patient care.
 10. Battery, alternator, or electrical system failure that prevents the vehicle from being started or that results in a discharge of the electrical system.

11. Failure of the mobile two-way radio if a portable is unavailable to replace the mobile radio.
12. Any defect that, if not immediately corrected, would cause further damage to the apparatus or vehicle or would endanger the lives of either the general public or personnel assigned to it.
- B. Whenever a defect is discovered in an apparatus or vehicle that routinely responds to emergency incidents that would require the apparatus or vehicle to be placed out of service, the officer or person responsible for the apparatus or vehicle shall notify Dispatch that the apparatus or vehicle is out of service.
- C. If there is a reserve apparatus or vehicle available to replace the unit being placed out of service, the officer or person in charge of the apparatus or vehicle shall transfer personnel and all necessary equipment to the reserve and notify Dispatch of the change when the company is back in service.
- D. If a reserve is unavailable, the Fire Chief or acting chief shall be contacted and asked for instructions as to the disposition of personnel and equipment.
- E. The officer or person in charge of the apparatus or vehicle shall be responsible for having the repairs made that will return the apparatus or vehicle to service.
 1. During normal business hours, the Fire Chief or his designee shall be notified about the defects so that repair work can be scheduled.
 2. On nights, weekends, and holidays, the defects shall be noted on the Equipment Checklist and the logbook, and the Fire Chief notified as soon as practical.
- F. Whenever an apparatus or vehicle is placed out of service, a sign (out of Service) shall be taped to the inside of the windshield so that it obstructs the driver's normal range of vision.
3. Items That Require Repair but Do Not Justify Placing a Vehicle Out of Service
 - A. Any defect shall be repaired as soon as possible. Most defects do not necessitate placing an apparatus or vehicle out of service even though the defect may be annoying or might hamper normal operations.
 - B. Most notable would be the failure of one or more audio or visual warning devices. Since most apparatus have two sirens and an air horn, the failure of any one of these would not cause the vehicle to be placed out of service or prevent the unit from running emergency calls. The failure of all of the audio warning devices or warning lights would prevent the unit from running emergency calls, but would not require that the unit be placed out of service in the event that a reserve were not available.
4. Responsibilities
 - A. It is everyone's responsibility to ensure that the vehicle or apparatus to which they have been assigned is safe to operate. Whenever any defect is discovered, it shall be reported in accordance with departmental policies and shall be repaired as soon as possible.
 - B. The burden of determining whether or not a vehicle is safe to operate shall rest primarily with the assigned driver of the vehicle. The driver has the primary responsibility of maintaining the vehicle and is the one crewmember most familiar with its operational characteristics.
 - C. Officers shall be responsible for ensuring that vehicles assigned to their command are in proper working order and are properly maintained.

Maintenance, SOG 502.01

MARKING AND INVENTORYING EQUIPMENT

1. Scope

This standard establishes an accountability system for the management of the material assets of the department, excluding buildings and motorized vehicles. It was promulgated to:

 - A. Prevent the loss or theft of material assets by providing an identification and labeling system.
 - B. Identify the station or apparatus that an item is assigned to.
 - C. Establish an inventory system for material assets.
 - D. Establish responsibilities for the acquisition and repair of equipment.
2. Labeling
 - A. All non-consumable items shall be marked or labeled by some permanent means. The mark or label shall identify the item as being the property of the department.
 - B. Generally, items may be marked or labeled as follows:

1. Cloth and other porous items shall be marked with indelible ink.
 2. Metallic items shall be marked with an electric engraver or die stamps.
 3. Apparel and protective clothing items shall be marked in accordance with the manufacturer's instructions.
- C. Color coding:
Each station or major piece of apparatus may be assigned an exclusive primary color with which to mark its equipment.
1. The color coding shall be done in a neat but conspicuous manner. On multiple company operations, the color coding will facilitate returning equipment to its assigned apparatus.
 2. All engine and truck companies shall be marked with their assigned primary colors.
- D. Fire hose:
Each section of fire hose shall be stamped with the name of the department, its unique inventory number, and the month and year that it was tested for acceptance per SOG 503.02, Fire Hose Testing.
3. Inspection and inventory of equipment and tools
- A. The department shall record and maintain a master equipment list, as prescribed by the City Manager's Office.
 - B. The inventory shall be updated each time a new piece of equipment is acquired or an old one is discarded.
 - C. The master inventory list should include the following:
 1. Inventory number.
 2. Description of the item.
 3. Date the item was acquired.
 4. Purchase price, vendor, and purchase order number.
 5. Assigned location.
4. Responsibilities - The following individuals shall be responsible for:
- A. Communications officer:
 1. Maintaining an up-to-date inventory of all two-way radio equipment, station alerting systems, repeaters, antennas and towers, base stations, pagers, and related accessories.
 2. Purchasing, labeling, and issuing communications equipment to individuals, companies, and stations.
 3. Supervising the repair of defective communications equipment.
 - B. Medical Equipment officer:
 1. Maintaining an up-to-date inventory of all medical supplies and equipment.
 2. Purchasing, labeling, and issuing supplies and equipment to individuals, companies, ambulances, and stations.
 3. Replacing and disposing of expired drugs and supplies.
 4. Supervising the repair of defective EMS equipment.
 - C. Supply officer:
 1. Maintaining an up-to-date inventory of all tools, spare parts, and related equipment.
 2. Purchasing, labeling, and issuing tools and related equipment to companies, ambulances, and stations.
 3. Supervising the repair of tools and related items.
 - D. SCBA officer:
 1. Maintaining an up-to-date inventory of all SCBA and respiratory protection equipment.
 2. Purchasing, labeling, and issuing equipment to individuals, companies, and stations.
 3. Supervising the inspection, testing, and repair of SCBA and respiratory protection equipment.
 - E. Equipment officer:
 1. Maintaining an up-to-date inventory of all fire hose, ladders, and loose equipment owned by the department.
 2. Scheduling and supervising the required testing and repair of these items.
 3. Purchasing, labeling, and issuing these items to stations, companies, and individuals as appropriate.
 - F. Technology officer:
 1. Maintaining an up-to-date inventory of all computer hardware, software, and related accessories owned by the department.
 2. Purchasing, labeling, and issuing these items to stations, companies, and individuals as appropriate.

3. Scheduling and supervising the maintenance of equipment and software.
- G. Haz mat officer:
 1. Maintaining an up-to-date inventory of all equipment, disposables, chemicals and foams, protective clothing, reference materials, and related items used for hazardous materials incidents.
 2. Purchasing, labeling, and issuing these items.
 3. Supervising the repair of items used for hazardous materials incidents.
- H. Officers:
 1. Marking and labeling all material assets assigned to their command.
 2. Reviewing the Driver's Daily Apparatus Checklist to ensure accuracy and completeness.
 3. Reporting the damage, destruction, or theft of any item.
- I. Drivers:
 1. Marking and labeling all items assigned to their vehicles.
 2. Conducting an inventory of the items assigned to their vehicles at the beginning of their tour of duty.
 3. Recording any discrepancies on the Driver's Daily Apparatus Checklist.

Maintenance, SOG 503.01

FIRE HOSE

1. Scope

This standard establishes guidelines for the maintenance and storage of fire hose. It was promulgated to:

 - A. Establish guidelines for the proper care of fire hose.
 - B. Establish a procedure for promptly repairing damaged sections of fire hose.
 - C. Create and maintain an inventory of spare fire hose that can be placed in service whenever it is needed.
2. Cleaning
 - A. The life expectancy of a section of fire hose is determined by the care it receives. Hose is susceptible to mechanical injury, heat and fire damage, mold and mildew, and damage due to chemical contact and excessive pressures.
 - B. Each section of fire hose shall be inspected and cleaned after each use. All dirt, oil, and other foreign matter should be carefully removed by either clear water, a brush, or a mild soap or detergent. The hose should then be rinsed thoroughly.
 - C. After being cleaned, sections of fire hose should be properly dried unless the hose is of single-jacket, rubber construction. Rubber hose may be loaded wet after it has been cleaned. It is still possible, however, for mold to develop if wet hose is stored for a long period of time without proper drying. This may result in damage to the hose.
3. Repair
 - A. Whenever a section of hose is taken out of service for repair, it shall be cleaned, dried, and properly tagged and logged. The tag shall include a description of the defect.
 - B. All female hose couplings need to be fitted with gaskets. Couplings should be inspected periodically, and gaskets that have deteriorated or are missing should be replaced. A stock of spare gaskets is maintained in the workshop at each fire station for this purpose.
 - C. Petroleum products should not be used on threads or any part of a coupling.
 - D. To prevent permanent damage, the hose on each apparatus shall be reloaded every six months unless the entire load has been laid at a fire or for training. During one of the reloads, the annual hose test will be conducted.
 - E. As a general rule, no vehicle should drive over a hose. During an incident, however, it may become necessary for an emergency vehicle to drive over a hoseline. In such a case, the line should be charged to reduce the likelihood of damage.
4. Storage
 - A. After the hose has been properly cleaned and dried, the spare sections shall be rolled for storage. The hose should be rolled with the male coupling inside, then placed on a hose rack until it is needed.
 - B. Hose racks shall be placed in well-ventilated areas and out of contact with direct sunlight.
 - C. Hose shall not be stored out of doors or left on drying racks.

5. Responsibilities
 - A. The hose and equipment officer shall ensure that each section of fire hose is permanently marked and numbered as prescribed by SOG 502.01, Marking and Inventorying Equipment.
 - B. Officers shall maintain a complete record of all fire hose assigned to their company or station. The record shall include the date a section of fire hose was received, test records, in-house repairs, and the date a section was repaired. This information shall also be included as a part of the company log.
 - C. Drivers shall be responsible for maintaining the proper quantity of fire hose on their apparatus. Hose loads shall be maintained in a neat manner, and all hose shall be loaded in accordance with SOG 603.04, Hose loads.

Maintenance, SOG 503.02

FIRE HOSE TESTING

1. Scope

This standard regulates the acceptance of new sections of fire hose and establishes procedures for conducting the annual service tests. It was promulgated to provide a reasonable degree of assurance that the fire hose, couplings, and nozzles used by the department will perform as designed.
2. Test Procedure
 - A. Prior to testing, each section of hose shall be subjected to a physical inspection to determine whether it is free of debris; exhibits any evidence of mildew or rot; or is damaged from chemicals, bumps, cuts, abrasion, and vermin. Any section of hose that fails the physical inspection shall immediately be placed out of service until repaired.
 - B. Hose shall be tested by using the hose testing machine. The test area shall be relatively flat and free of any objects that might damage the hose.
 - C. The service test for hose of less than five inches in diameter shall be conducted as follows:
 1. Connect the hose to the hose tester.
 2. The total length of any hoseline in the test layout shall not exceed 300 feet. Hoselines shall be straight and without kinks or twists. Hose that has been repaired or recoupled shall be tested one section at a time.
 3. Connect the tester to a hydrant.
 4. Connect a nozzle or shutoff device to the end of the hose. The appliance should be secured to prevent an uncontrolled reaction in the event of a hose rupture.
 5. Fill the hoseline to be tested with water and bleed off all trapped air.
 6. Close the nozzle and increase the pressure to 50 psi. Check for leakage. Tighten couplings as necessary. Mark the location of the couplings with a suitable marker.
 7. Clear the area and increase the pressure slowly until the pressure reaches 250 psi for a service test or 400 psi for an acceptance test if manufactured prior to July 1987. Hose manufactured after July 1987 shall be tested to the pressure marked on the hose jacket. Hold for five minutes. Inspect for leaks or damage. Remember: Never straddle a hoseline! Consult NFPA 1962, Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles, if you have any questions about this matter.
 8. Bleed off pressure on conclusion of the test.
 9. Record the test date, etc., in the permanent hose record.
 10. Hose that fails the test by bursting or leaking or because of coupling failure due to slippage or leakage shall be tagged and placed out of service.
 11. After the test, all hose shall be cleaned, drained, and dried before being placed in service or storage.
 - D. Tests for four-inch supply line and sections of soft suction hose shall follow the same procedure outlined in Item C, above, except that the service test pressure shall be 200 psi and the acceptance test pressure shall be 400 psi. Ensure that the hose is service tested while lying flat. Booster hose shall be tested to 110 percent of its maximum working pressure.
 - E. Nozzles and other appliances shall also be inspected during the annual fire hose service test to ensure that the nozzles and appliances are undamaged, clear of obstructions, and fully operational. Any nozzle or appliance found to be in disrepair shall be tagged and logged, removed from service for repair.

3. Responsibilities
 - A. The hose officer shall be responsible for:
 1. Ensuring that all new sections of fire hose purchased by the department are designed and constructed in accordance with the provisions of NFPA 1961, Standard on Fire Hose.
 2. Conduct an acceptance test on each section of fire hose before it is placed in the hose inventory. The test shall comply with the provisions of NFPA 1962, Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.
 3. Schedule and supervise the annual service test. Every section of fire hose in the department's inventory shall be tested in accordance with NFPA 1962.
 4. Conduct a service test after a section of hose has been repaired.
 5. Officers shall be responsible for all fire hose assigned to their command. Any section of fire hose that is discovered to be defective, is improperly marked, or has an out-of-date test shall be taken out of service. The hose officer shall be contacted for instructions.

Maintenance, SOG 503.03

FIRE HOSE RECORDS

1. Scope

This standard establishes an inventory and record-keeping system for fire hose. It was promulgated to:

 - A. Provide an inventory of all fire hose owned by the department.
 - B. Provide a history of the service life of each section of fire hose.
 - C. Determine the amount of hose carried on an apparatus.
 - D. Determine the location and status of each section of fire hose at any given time.
2. Master Hose Record
 - A. The hose officer shall maintain a separate record for each section of fire hose. The record shall be maintained as long as the section of hose remains in the hose inventory
 - B. Fire hose records shall be maintained within Firehouse software.

Maintenance, SOG 504.01

SELF CONTAINED BREATHING APPARATUS

1. Scope

This standard establishes guidelines for the inspection and maintenance of self-contained breathing apparatus (SCBA). It was promulgated to:

 - A. Provide a reasonable degree of assurance that an in-service SCBA will function properly.
 - B. Require that any SCBAs that do not function properly be removed from service and repaired.
 - C. Comply with the applicable rules, regulations, and standards concerning SCBA equipment.
2. General
 - A. All SCBA equipment shall comply with the provisions of the edition of NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for the Fire Service, that was in effect at the time that the equipment was purchased.
 - B. SCBA equipment shall also comply with the applicable rules, regulations, and standards promulgated by other appropriate agencies.
3. Inspection

SCBA equipment shall be inspected periodically to determine its readiness for use and to discover and repair any damage or excessive wear sustained by the unit. The frequency of inspection is as follows:

 - A. Before and after each use:
 1. Before each use, each SCBA assigned to an apparatus should be inspected for the following:
 - a. Cylinder pressure: The minimum pressure should not fall below 90 percent of the full cylinder pressure. Example: A 4,500-psi cylinder should not contain less than 4,050 psi.
 - b. Low-air alarm: This should sound when the cylinder valve is opened.
 - c. Facepiece: This should be clean and free of debris, and it should seal properly to the wearers face.
 - d. Exhalation valve, bypass valve, and operation: All should function normally.

2. After each use, each SCBA shall be inspected for the following:
 - a. Low or empty cylinder: Cylinders should be cleaned, low cylinders should be refilled, and empty cylinders should be replaced with fully charged ones.
 - b. Components and facepieces: Shall be cleaned, checked for excessive wear or damage, sanitized, and checked for proper function.
 - c. Caution: Anytime an SCBA has been used in a contaminated atmosphere, the unit shall be completely decontaminated prior to being returned to service.
- B. Daily inspection:
 1. Each piece of SCBA equipment assigned to an apparatus shall be inspected at the beginning of each shift and after every use.
 2. The inspection shall be made to ensure that the SCBA is fully charged, clean, free of damage, and fully operational.
 3. Cleaning, refilling cylinders, or minor repair shall be done by the driver of the apparatus as needed.
 4. Any unit showing damage or that does not function properly shall be removed from service and tagged and logged with a description of the defect. The defects shall be noted on the Driver's Daily Apparatus Checklist.
- C. Monthly inspection:
 1. Each SCBA shall be inspected monthly, in accordance with the manufacturer's instructions.
 2. The monthly inspection shall be performed on the first day of each month. Any unit that fails the inspection and that cannot immediately be repaired shall be tagged and logged with a description of the defect, and the unit shall be placed out of service.
 3. All spare cylinders and SCBA units shall also be inspected.
 4. The completed checklists shall be forwarded to the SCBA officer.
- D. Semiannual inspection:
 1. All SCBAs shall be inspected and serviced every six months by the SCBA officer or by an authorized repair facility.
 2. The inspection and servicing shall include the following:
 - a. Disassembly and cleaning of the regulator and other major components, such as the low-air alarm, facepiece, etc.
 - b. Replacement of all worn parts.
 - c. Reassembly of the SCBA and testing for proper function.
- E. Annual inspection:
 1. Internal inspections of SCBA cylinders are recommended annually to determine any condition that may contribute to the deterioration of a cylinder. Checks shall be made for rust, corrosion, moisture, damage, and evidence of oil or hydrocarbon contamination.
4. Breathing Air Supplies
 - A. All breathing air produced for use in an SCBA shall comply with the testing and quality requirements of the Compressed Gas Association G-7.1 Commodity Specifications for Air, for Grade E Air. Tests shall be conducted quarterly by an independent testing service to determine whether the air quality meets or exceeds these requirements. The test results shall be filed and posted.
 - B. The breathing air that is produced by the department's compressors meets the air quality standards for SCBA equipment. It also meets the requirements for SCUBA equipment.
 - C. Any air cylinder suspected of containing contaminated air or air that does not meet the department's air quality standards should be emptied and purged.
 - D. All SCBA cylinders shall be maintained at 90 percent of their rated storage capacity as stamped on the cylinder. Cylinders containing less than 90 percent of their rated capacity shall be segregated from full cylinders until they are refilled.
 - E. The SCBA officer shall ensure that all fire suppression personnel are capable of properly operating all breathing air compressors and cascade systems. Proper operating procedures and precautions shall be posted in a conspicuous location at each fill station.

- F. Prior to filling a cylinder, personnel shall visually inspect all cylinders to ensure that none are damaged or defective and that they are within the current hydrostatic test date. Defective or out-of-date cylinders shall not be filled and shall be removed from service. (NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, 5-3.7.3 requires that cylinders be hydrostatically tested within the applicable periods specified by the manufacturer and the applicable government agency. (every 5 years for steel or aluminum cylinders, every 3 years for composite cylinders).
5. Records
- A. The SCBA officer shall ensure that the following records are kept:
 - 1. A complete inventory of all SCBA units, cylinders, cascades, fill stations, special tools, spare parts, and related equipment.
 - 2. Individual records for each regulator and harness assembly. The records shall include inventory and serial numbers, date of purchase, vendor, manufacturer, RO. number, assigned location, maintenance and repair history, history of parts replacement, upgrades, and performance tests.
 - 3. Individual records shall be kept for each cylinder. The records shall include inventory or serial numbers, date of purchase, vendor, manufacturer, RO. number, assigned location, hydrostatic test dates, and a history of inspection and repair.
 - 4. Individual maintenance and repair records shall be kept for each breathing air compressor, cascade system, fill station, purification system, and any ancillary equipment used to produce or store breathing air.
 - B. The SCBA officer shall also keep a permanent file of all quarterly air quality tests.
6. Responsibilities
- The Fire Chief shall appoint an officer to the collateral duty of SCBA officer.
- A. The SCBA officer shall be responsible for the management and oversight of the SCBA inspection and maintenance program, including all cascade systems, breathing air compressors, and the mobile cascade system carried on the rehab unit. The SCBA officer shall ensure the timely repair of any defective piece of SCBA equipment.
 - B. Officers shall be responsible for the care and maintenance of the SCBAs, cascade systems, and breathing air compressors assigned to their command.
 - C. Every person assigned to fire suppression duty shall be responsible for knowing how to use and care for the SCBAs assigned to his apparatus. In addition, each firefighter shall be issued his own individual SCBA facepiece. The facepiece shall be kept clean and in proper working condition.
 - D. It is the duty of each individual to promptly report and correct any deficiencies found with any piece of SCBA equipment. If the equipment cannot immediately be repaired, the equipment shall be taken out of service.

Maintenance SOG 504.02

CLEANING OF SCBA

- 1. Scope:

This procedure provides for cleaning and disinfecting the Scott Air-Pak Mask Mounted Regulators, Backpack Assemblies and Facepieces.
- 2. Facepiece Cleaning
 - A. Fully extend all facepiece straps. Visually inspect the head harness and netting for tears, burns, rips or other signs of damage.
 - B. Inspect the facepiece lens assembly. Check for damage in the rubber seal area, damage in this area indicates the mask should be removed from service. Check the facepiece nose cup (if installed). Ensure that the nose cup is securely installed on the voicemitter duct. Check the condition of the inhalation valve assemblies for wear and deterioration.
 - C. Clean the facepiece with water (a mild detergent may be used, if needed). A soft sponge or cloth may be used to scrub dirty areas.
 - D. Disinfecting SCBA face pieces.
 - 1. Effective immediately, the use of hypochlorite or iodine solutions are no longer authorized for disinfecting Scott SCBA face pieces or regulators. Scott Health and Safety has eliminated the use of these products due to corrosion concerns.

2. The only approved chemicals for disinfecting SCBA's are isopropyl alcohol and Scott Multi-Wash.
3. The recommended procedure for face pieces is to wash with soap and water and allow to dry. When the face piece is dry, wipe the surfaces with isopropyl alcohol and allow to air dry.
4. Although Multi-Wash is approved for use on face pieces, it is not recommended due to cost of the product.
5. Scott Multi-Wash will be used as necessary to sanitize the mask-mounted regulator.
- E. The cleaned and disinfected facepiece should be rinsed thoroughly in clean water. This step is very important to prevent possible dermatitis. The facepiece should then be allowed to air dry in a clean area.
3. Backpack Assembly Cleaning
 - A. Fully extend all straps. Examine the harness assembly for tears, cuts, and excessive wear. Check buckles, shoulder adjusters and slides for proper function.
 - B. If the webbing requires cleaning, Water and a mild detergent may be used for a thorough scrubbing. Prior to applying water to the backpack assembly, an air cylinder should be connected. (This will prevent moisture from entering the primary reducer!)
 - C. Thoroughly rinse the backpack assembly. The area surrounding the high pressure hose and air cylinder connection should be thoroughly dry prior to removing the air cylinder. This can be accomplished by towel drying or by blow drying with an air hose.
4. Regulator Assembly Cleaning
 - A. Ensure that prior to applying any water to the regulator, an air cylinder with at least 500psi is connected and turned on!
 - B. Remove soil from the external surfaces of the regulator using a mild dish washing detergent with warm water and a sponge or soft cloth.
 - C. Inspect the inside of the regulator assembly through the sensing port. If dirt or soil is present, forward the regulator assembly to authorized personnel for thorough cleaning.
 - D. Rinse the regulator assembly with clean water. Shake excess water form the regulator. Operate the purge valve for a period of approximately five seconds to remove any further moisture from the inside areas of the regulator.
 - E. A thorough cleaning and disinfecting shall be accomplished on a semi-annual basis. This shall be accomplished by authorized personnel and shall be conducted in accordance with the Scott Field Level Maintenance Manual.
5. Air Cylinder Cleaning
 - A. Cylinders should be examined for damage, including the thread areas. In addition, the hydrostatic test dates should be checked prior to filling any tank. (every 3 years for composite tanks and every 5 years for aluminum tanks).
 - B. Cylinders may be wiped cleaned or washed with water and a mild detergent.
 - C. Following cleaning the cylinder valve should be cracked open momentarily to purge any debris or moisture from the valve opening.

Maintenance, SOG 505.01

GROUND LADDERS

1. Scope

This standard establishes guidelines for the maintenance, inspection, and service testing of ground ladders.
2. General
 - A. Ground ladders used for firefighting purposes shall be constructed in compliance with the provisions of NFPA 1931, Standard of and Design Verification Tests for Fire Department Ground Ladders.
 - B. Ground ladders used for non-firefighting purposes shall be constructed in compliance with the applicable OSHA standards.
3. Inspection and Care
 - A. Ground ladders shall be inspected and tested as required by NFPA 1932, Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders.

- B. A visual inspection shall be performed on the 15th day of each month and after every use. The inspection shall include, but not be limited to, the following items:
 - 1. Check the heat sensors, if present, for evidence of heat exposure.
 - 2. Test the rungs for snugness and tightness.
 - 3. Check the bolts and rivets for tightness.
 - 4. Check the welds for cracks and defects.
 - 5. Check the beams and rungs for cracks, splintering, breaks, gouges, checks, wavy conditions, or deformation.
 - 6. Check the butt spurs for excessive wear or other defects.
 - 7. Conduct an operational check of the roof hook assemblies on roof ladders.
 - 8. Check the halyards and wire cables on extension ladders for snugness, wear, and defects.
 - 9. Clean, lubricate, and conduct an operational check of the pawl assemblies on extension ladders.
 - 10. Lubricate the ladder slide areas as needed.
 - C. Aluminum and fiberglass ladders shall be waxed with an automotive paste wax as needed to maintain the finish, to inhibit corrosion, and to inhibit surface deterioration.
 - D. Ground ladders shall be maintained as free of moisture as possible and shall be wiped after being sprayed with water or used in the rain.
 - E. Ground ladders shall not be painted except for the top and bottom 18 inches of each section for purposes of identification or visibility.
 - F. Any ladder that shows signs of failure during the visual inspection shall be removed from service and either repaired or destroyed
4. Annual Service Test
- A. Ground ladders shall be service tested annually in accordance with the provisions of NFPA 1932. In addition, a service test shall be conducted whenever a ladder is suspected of being unsafe; has been subjected to overloading, heat exposure, or direct flame contact; or has other unusual conditions and after any repair work.
 - B. Use caution when performing service tests on ground ladders to prevent damage to the ladder or injury to personnel during testing. The test load shall be placed on the ladder in a manner so as to avoid any shocks or impact loading. Personnel involved in the testing should be aware of the potential for sudden and dramatic failure of the ground ladder undergoing the service test.
 - C. Any sign of failure during the service test shall be sufficient cause for the ladder being removed from service and repaired or destroyed as ordered by the Fire Chief
 - D. The results of a service test shall be recorded on the Ground Ladder Record Form.
 - E. The tests to be performed are:
 - 1. Horizontal bending test, except for folding ladders.
 - 2. Roof hook test for roof ladders.
 - 3. Hardware test for extension ladders.
 - 4. Hardness service test for metal ground ladders.
 - 5. Folding ladder horizontal bending test.
 - 6. Rung-twist test.
 - F. Service tests shall be scheduled by and conducted under the supervision Annual Certifications Officer.

Emergency Operations, SOG 600.01

GLOSSARY OF TERMS

- 1. Scope

This standard lists and defines common terms used by operations personnel to manage fire control and rescue incidents.
- 2. Definitions
 - A. Aid station: Where triage takes place and necessary EMS personnel and equipment are located to provide aid to fire victims and fire service personnel. The person in charge may be either a fire service or an EMS person. The person assigned should be at least paramedic certified. All activities should be coordinated through the command post.
 - B. All clear: The primary search has been completed.

- C. Command post: The location at which the primary command functions are executed. The command post is manned by the incident commander and other support personnel as required. The command post shall designate frequencies to be used by command support operations.
- D. Incident commander (IC): The person with overall responsibility for a particular incident. The person will use the radio term Command and may use a geographical identifier when multiple operations occur, e.g., 'Main Street Command.'
- E. Attack unit: Usually the first piece of fire apparatus on the scene, the attack unit sets up hoselines to fight the fire. It can consist of more than one unit if necessary.
- F. Working fire: A fire that requires firefighting activity on the part of most or all of the personnel assigned to the alarm.
- G. Sector: A smaller, more manageable unit of command delegated by the incident commander to provide management and command for specific functions or geographical areas. Sectors shall be designated as Sector 1, 2, 3, etc., and shall be assigned on a clockwise basis. For high-rise operations, the sector above the fire shall be designated before the sector below and be numbered according to the floor number. For example, if a fire is on the 21st floor of a 30-story building, the sector above the fire would be Sector 22. Other sectors may be designated by location or function, such as root interior, rehab, triage, transportation, etc.
- B. Sector commander: A person in charge at a given area of the fire ground. The sector commander shall be assigned by the incident commander and coordinate operations through the command post and shall operate on the command frequency.
- I. Staging area: That location where incident personnel, apparatus, and equipment are assigned in an available status. The staging officer shall coordinate activities through the command post. If necessary, the command post shall assign a staging frequency that will normally be the primary alarm channel. Dispatch shall be responsible for move-ups and shall report them to the staging officer.
- J. Support officer: An aide assigned to the incident commander and normally located in the command post. The incident commander may require all activities such as water supply, staging, etc., to be coordinated through the support officer.

Emergency Operations, SOG 600.02
INCIDENT COMMAND SYSTEM

- 1. Scope
 - This standard establishes guidelines for the management of fire and rescue incidents.
- 2. General
 - A. It shall be the policy of this department to implement the incident command system (ICS) for all fires, haz-mat incidents, rescues, and EMS responses that require two or more ambulances.
 - B. The ICS shall also be used at all incidents in which the scope and complexity of the incident exceeds the capabilities of routine operations.
- 3. Command.
 - A. There are three levels or types of command:
 - 1. Forward command
 - 2. Mobile command
 - 3. Fixed command
 - B. Forward command: Means to lead from the front and is the exact opposite of a fixed command position. Forward command is task-oriented and should be used:
 - 1. When the incident requires further investigation.
 - 2. When the incident requires an immediate, aggressive, hands-on action and it may not be appropriate to pass command.
 - 3. During any incident by company commanders who may not be in charge of a specific sector or function but who are actually performing an assignments., manning an interior hoseline, ventilation, search and rescue, etc.
 - C. Mobile The commander moves around. Normally this should be limited to sector commanders.
 - D. Fixed command: A command post is established in a safe, secure environment that allows for efficient, effective operations.

- E. Passing Command: command is passed from one incident commander to another by the following means:
 - 1. The first-arriving officer may designate another officer as Command if it is known that the other officer will arrive momentarily.
 - 2. Command may be passed at the command post on arrival of a senior, more experienced command officer, at the request of Command, or on the senior officer's assessment that it is necessary to assume command.
- 4. Establishing Command
 - A. On initial arrival, the first-arriving officer or unit shall:
 - 1. Notify Dispatch by radio of his arrival.
 - 2. Provide a brief size-up of the situation found on arrival. The following information shall be provided at minimum:
 - a. Fires:
 - (1) The size and construction of the building or situation encountered
 - (2) The extent of involvement.
 - b. EMS: 'Out checking' or 'One-car rollover,' etc.
 - c. Instruction to other units.
 - d. Designation of Command.
 - e. Level I or Level II staging.
 - f. Request for additional assistance-e.g., a second alarm.
 - g. Orders; lay supply line, reduce code, disregard, etc.
 - h. Actions you are taking:, investigation, pulling preconnect, etc.
 - B. Subsequent arrival of other units:
 - 1. Notify Dispatch of arrival.
 - a. Notification of status: 'Engine Two staged at the hydrant at Elm and McKinney.'
 - b. Ask Command for instructions.
 - C. Incident commander:
 - 1. Shall use the term Command on all radio traffic. May also use a geographical designation, 'Elm Street Command.'
 - 2. Shall identify the type of command (i.e., mobile or fixed) and the location of the command post.
 - 3. Shall designate sectors.
 - a. Fires: Staging, Rehab, sector 3 (rear), etc.
 - b. EMS: Transportation, Rehab, Triage, Staging, etc.
 - 4. Designate support functions: Safety, Water Supply, etc.
 - 5. Shall complete Tactical Worksheets on all incidents in which the system is used.
 - 6. Shall terminate command whenever appropriate.
 - 7. Shall conduct a post-fire critique or postmortem, as required.

Emergency Operations, SOG 600.03
MINIMUM COMPANY STANDARDS

- 1. Scope

This standard establishes recommended minimum standards of performance for fire and rescue companies. It was promulgated to maintain the proficiency of fire and EMS companies.
- 2. General

This standard establishes a series of evaluations for fire and rescue operations. These evaluations simulate tasks commonly performed during routine incidents..
- 3. Responsibilities
 - A. Company officer: Each company officer shall train with his respective company on at least a weekly basis. A company officer is responsible for the performance levels of his assigned company, and his company shall be capable of successfully performing all of the evolutions contained within this standard.

- B. The OIC shall assist companies on their respective shifts in maintaining proficiency in basic fire and rescue skills and will provide training aids and materials available as well as technical assistance.
- 4. Evaluation Procedures
 - A. Company evaluations are based on performance and time standards.
 - 1. The department has established a maximum time limit to properly complete each evolution.
 - 2. Performance is measured by observing the correct procedures and techniques established by the department.
 - 3. Safety in all phases of an evolution is a prime consideration and shall not be compromised for speed.
 - 4. If possible, the evaluation will take place at a site selected to simulate realistic fire ground conditions, such as abandoned buildings or buildings under construction.
 - 5. During the evaluations, the evolutions will simulate actual emergency operations. This means that company members will wear full protective clothing and SCBA.
 - B. After the company has completed an assigned evolution, it may be assigned additional tasks from the list of evolutions located in the appendix. An error or safety violation that occurs when basic tasks are being performed will be noted on the evaluation form and may justify additional training and reevaluation. Fine adjustments to engine pressure, relief valve, and governor setting, as well as removing kinks, must be done to avoid task errors. However, this will not be a part of the timed portion.
 - C. See appendix for Evolution Check sheets.

Emergency Operations, SOG 600.04
POSTMORTEMS

- 1. Scope

This standard was promulgated to establish the guidelines for preparing and conducting a postmortem critique of a fire control or rescue incident. This standard requires the completion of a written postmortem for all emergency incidents that involve one or more of the following:

 - A. A fire fatality.
 - B. More resources than the initial assignment
 - C. A mass casualty incident.
- 2. Definitions
 - A. Critique: A post-incident review of the problems encountered, what went right, and the lessons learned during a fire control or rescue incident.
 - B. Postmortem: A written report published after the review of a major incident that includes all the relevant facts concerning the incident. The report shall include a review of the problems encountered, the lessons learned, a summary of the on-scene operations, and any recommendations for changes in SOGS, etc.
- 3. Procedure
 - A. A post-incident critique shall be conducted in the following instances:
 - 1. A working structure fire-a fire that requires a considerable effort to extinguish and may require the response of additional apparatus.
 - 2. A ground-cover fire that requires the response of three or more companies.
 - 3. A haz-mat incident that requires a minimum of a first-alarm assignment.
 - 4. An EMS incident that requires the response of three or more companies.
 - B. A critique shall be conducted as soon as practical following the incident and shall include:
 - 1. A review with the companies that responded to the incident.
 - 2. If practical, a review with the entire on-duty shift.
 - 3. A review of applicable SOGS.
 - C. In addition to a critique, a postmortem shall include:
 - 1. A narrative of the incident, including a summary of the operations.
 - 2. A review of problems or obstacles encountered.
 - 3. A review of operations that went well.
 - 4. A diagram of the incident.
 - 5. Recommendations for changes in SOGS, commendations, etc.
 - 6. A critique with all shifts.

4. Responsibilities
 - A. The incident commander shall ensure that a critique is conducted in accordance with the guidelines established by this standard. The critique shall be conducted as soon as practical following the incident.
 - B. The incident commander shall also have a postmortem published and critiques conducted in accordance with this standard.
 - C. The incident commander shall also forward to the Fire Chief within 72 hours of an incident a narrative of the operations conducted, including statements by each company officer.

Emergency Operations, SOG 600.05
TACTICAL GUIDELINES

1. Scope

This standard shall regulate the management of all emergency incidents to which the department responds. It was promulgated to:

 - A. Establish rules and procedures to manage fire control and rescue activities.
 - B. Produce standard and predictable fire control and rescue results.
2. Goals and Objectives
 - A. A fire is the direct result of a failure of our fire prevention efforts. The best fires are the ones that never get started. Therefore, it is the goal of this department to prevent fires and to save lives and property.
 - B. In pursuit of this goal, it shall be the policy of the department to-
 1. Do no harm! Take no action that will cause further injury to a person or intentionally damage property.
 2. Be safe! Always obey all the safety rules and procedures promulgated by the department.
 3. Be nice! Always treat each other and members of the public with respect.
3. Operational Priorities

Three priorities must be addressed at every incident to which the department responds. These priorities are discussed below in order of importance.

 - A. Life safety/rescue:
 1. Primary Search: It shall be standard procedure to extend a primary search in all involved and exposed occupancies that can be entered safely. The thermal imaging camera shall be used in all such searches. The completion of the primary search process is reported using the standard radio reporting term 'All clear'.
 2. Rescue efforts: Extend rescue efforts in the following order:
 - a. The most severely threatened.
 - b. The largest number of people.
 - c. The remainder of the fire area.
 - d. The exposed areas.
 3. Firefighter safety: Due to the hazardous nature of firefighting, the safety of firefighters is of primary importance. Therefore, the following safety rules are to be observed:
 - a. All persons involved in firefighting or other hazardous situations shall wear full protective clothing and SCBA. No one, regardless of rank, shall enter a hazardous atmosphere without SCBA.
 - b. The incident commander and sector commanders shall be responsible for persons operating in hazardous locations and shall make sure that all personnel are accounted for.
 4. Victim Recovery: The fire department shall conduct a secondary search after the fire is out and shall assist in the recovery of all fire victims. On recovery, the appropriate authorities will be notified. At no time shall the names of injured or deceased firefighters or civilians be mentioned on the radio.
 5. Rehab Sector: At large working fires, multiple alarms, etc., a rehab sector will be set up in an accessible, uncongested area. The incident commander shall give whatever support is necessary to assist the rehab sector.

- a. At every incident, at least one paramedic will be assigned to monitor the physical condition of the members present. The paramedic shall have the authority to relieve members of their duties for a period of time, if necessary.
 - b. The aid station will be responsible for reporting the status of the members under their supervision to the incident commander.
6. Safety officer: At least one member will be assigned as safety officer by the incident commander at a working incident. Duties will normally be performed by the line officer in charge. The safety officer shall have the authority to correct any violations of established safety SOG's. Following the incident, all violations will be reported to the incident commander in writing.
- B. Fire control:
1. It is standard procedure to attempt to stabilize fire conditions by extending, wherever possible, an aggressive, well-placed, and adequate interior (offensive) fire attack effort and to support that aggressive attack with whatever resource and action may be required to reduce extension and to bring the fire under control.
 2. Initial attack efforts must be directed toward supporting primary search and rescue operations. This operation may be in conjunction with the use of the thermal imaging camera to both find victims and the fire.
 3. Fire streams are to be operated only on fires, not into smoke.
 4. The following operations are to be initiated at every incident:
 - a. Size-up.
 - b. Rescue/life safety.
 - c. Exposure protection.
 - d. Confinement.
 - e. Extinguishment.
 - f. Property conservation.
 5. Write off property that is lost and protect exposed property based on the most dangerous direction of spread. Always attack structure fires from the unburned side! Do not continue operations in positions that are essentially lost.
 6. Fire stream management:
 - a. It is the responsibility of each engine company to provide its own uninterrupted, adequate supply of water. 'Provide' does not necessarily mean to lay a supply line or pump the water, but rather to get an adequate, reliable supply of water into the pump by whatever means available.
 - b. When in doubt, lay hose. The company officer shall make this decision. Remember, it is better to pick up a dry line that was not used than to need a line that was not laid out.
 - c. Factors relating to the type of line pulled:
 - (1) Size.
 - (2) Placement.
 - (3) Speed.
 - (4) Mobility.
 - (5) Supply.
 - d. Booster lines shall not be pulled as the first line on working structure or automobile fires. Hoselines of 1½ inches shall be the minimum size pulled.
 - e. Hoseline placement:
 - (1) Place the first stream between the fire and the persons endangered by it.
 - (2) If no life is endangered, place the first stream between the fire and the most severe exposure.
 - (3) The second line should be taken to the secondary means of egress.
 - (4) A third line should back up the first.
 - (5) Assist rescue.
 - (6) Protect exposures.
 - (7) Support confinement.
 - f. Operate heavy streams, if necessary, but not when an interior attack is taking place. Do not combine interior and exterior attacks. Before heavy exterior streams are operated, the incident commander must instruct Dispatch to advise all personnel via radio.
 - g. Shut nozzles down when necessary. Do not operate into ventilation holes! Also, do not apply water to the roof in a mistaken effort to extinguish fire.

- C. Property conservation:
 1. After rescue and fire control considerations, it shall be standard procedure to commit whatever fire ground resources are required to reduce loss to an absolute minimum. All members are to perform in a manner that consistently reduces loss during fire operations.
 2. Property conservation activities shall include but are not limited to:
 - a. Prompt interior and exterior foreground lighting.
 - b. Proper ventilation.
 - (1) Mechanical (PPV).
 - (2) Natural.
 - c. Salvage.
 - d. Overhaul.
 - e. Proper fire stream management.
 3. If necessary, the incident commander shall call for fresh or additional personnel to complete property conservation activities.

Emergency Operations, SOG 600.06
FIRE COMPANY SURVEYS

1. Scope

This standard requires company commanders to prepare tactical surveys for target hazards within their company's first-due area. It was promulgated to:

 - A. Establish guidelines for preparing a standardized tactical survey of target hazards within the district.
 - B. Provide a system for making tactical surveys readily available to incident commanders.
2. Definitions

The following definitions will assist in the preparation and use of tactical surveys:

 - A. Construction Type: NFPA 220, Standard on Types of Building Construction, identifies five types of construction:
 1. Type I: Fire-resistive construction.
 2. Type II: Noncombustible construction.
 3. Type III: Ordinary construction.
 4. Type IV: Heavy timber.
 5. Type V- Wood frame.
 - B. Fire flow: The rate of water flow needed to fight or confine a fire. Fire flows range from a minimum of 600 gpm for a single-family detached dwelling to a maximum of 12,000 gpm for large manufacturing or industrial complexes.
 - C. Fire load: The sum, measured in pounds per square foot, of the combustible contents and construction materials contained in a building. Fire loads vary from 5 lbs./sq. ft. in residential occupancies to more than 60 lbs./sq. ft. in hazardous occupancies.
 - D. Flame spread: A numerical expression of the relative rate at which flame will spread over the surface of a material. It is not an indication of fire resistance.
 1. Class A: 0-25.
 2. Class B: 26-75.
 3. Class C: 76-200.
 4. Class D: 201-500.
 5. Class E: Greater than 500.
 - E. Occupancy: An indication of the general use of a building. There are nine standard occupancy classifications:
 1. Assembly.
 2. Commercial.
 3. Educational.
 4. Hazardous.
 5. Industrial.
 6. Institutional.
 7. Mercantile.
 8. Residential.

9. Storage.
- F. Occupant load: The number of people present at the time of the emergency. Occupant loads vary by occupancy type and the time of day. Consider occupants with special needs when preparing the tactical survey, e.g.: non-ambulatory patients in a nursing home.
- G. Risk: The probability of a fire or other emergency governed by existing conditions favoring the event and the presence of causative agents. Also known as a fire hazard.
- H. Target hazard: A building or occupancy that is potentially hazardous to multiple loss of life or that could potentially require a significant commitment of resources to manage a fire control or rescue event.
- I. Tactical survey: A plan developed by the first-due fire company to manage a fire control or rescue event in a specific building or occupancy. The tactical survey is prepared in accordance with the recommendations contained in this standard.
- a. Individual target hazards will be identified within each station's first-due area based on the possibility that a fire or other emergency could result in:
 1. Multiple life loss or injuries.
 2. A significant number of people placed in potential jeopardy.
 3. The required fire flow exceeding the capability of the first-alarm assignment.
 - b. The survey team should record the following information:
 1. Construction type and building size.
 2. Occupancy and occupant load.
 3. Phone contacts and owner.
 4. Site plan, accessibility, and any unusual security measures.
 5. Fire load and contents.
 6. Calculation of the fire flow requirement using the NFA formula:
$$\text{Required fire flow} = L \times W / 3 \times \text{number of floors involved}$$
$$L = \text{Building Length}$$
$$W = \text{Building width}$$
 7. The survey team should also identify the adequacy of the water supply and estimate the resources necessary to manage the event.
 8. The presence or absence of built-in detection and suppression systems Note the location of fire department connections, valves, shutoffs, fire doors, etc.
 9. Record the location of building services, utility shutoffs, meters, etc. Note any unique features or special hazards that might present problems for responding personnel.
 10. The Company Inspection form shall be filled out to maintain records of these surveys.
4. Responsibilities:
- A. Company officers shall be responsible for the preparation and maintenance of tactical surveys for target hazards within their respective first-due areas.
 - B. The fire chief shall be responsible for reviewing each tactical survey to ensure its accuracy prior to distributing the surveys to all of the companies.
 - D. The Fire Chief shall be responsible for identifying the target hazards to be surveyed and for ensuring strict compliance with this standard.
 - E. The department Administrative Assistant shall be responsible for maintaining a file of the completed inspection reports.

Emergency Operations SOG 600.07
EQUIPMENT RESPONSE PLAN
(revised 7/09)

1. Scope
This standard is a guideline for the numbers and types of equipment to respond initially to various emergency calls within the district.
2. General
 - A. Public service: (non-emergency functions): whatever equipment is necessary.
 - B. Automatic fire alarm: 1 engine, 1 ladder.
 - C. Outside fires (open burning): 1 engine

- D. Dumpster fires: 1 engine
 - E. Gas leaks: 1 engine, 1 ladder
 - F. Any fire within, or threatening a structure: 1 engine, 1 ladder
 - G. Vehicle fires
 - 1. car or motorcycle: 1 engine
 - 2. semi or freight truck: 1 engine
 - 3. truck with known haz-mat: 1 engine, 1 ladder, FC-1
 - 4. ship: 1 engine, 1 ladder, FC-1
 - H. Hazardous material incident: 1 engine, 1 ladder or foam engine (OIC to base on info gathered), FC-1
 - I. Train accident, or fire: 1 engine, 1 ladder, FC-1
 - J. Structure fires: 1 engine, 1 ladder, FC-1, FI-1
 - K. Special rescue: 1 engine, 1 ladder
 - L. Vehicle crash:
 - 1. accident with injury: 1 engine
 - 2. accident with reported fire: 1 engine, 1 ladder
 - 3. accident involving mass casualty or large truck: 1 engine, 1 ladder, FC-1
 - M. Bomb threats: 1 engine
 - N. Mutual aid call: requested equipment
 - O. Second and greater alarms: OIC to request off duty personnel to be recalled
 - P. Medical calls:
 - 1. 1 engine when requested
 - 2. 1 medic when requested
3. Also see appendix for MABAS.

Emergency Operations, SOG 601.01

HIGH-RISE BUILDINGS

- 1. Scope

This standard lists and defines terms essential to the management of fire control and rescue incidents in high-rise buildings.
- 2. General

The definition of a high-rise building varies by community. Definitions include more than four stories, more than 75 feet above grade.
- 3. Definitions
 - A. Combination wet standpipe system: A system of piping and fire pumps built into a structure to supply water under pressure for firefighting purposes. Fire department connections are provided so that fire department pumpers can supplement either the water supply or pressure. Combination wet standpipes are generally equipped with dry hose at valved outlets. Fire pumps operate on demand.
 - B. Dry-standpipe system: A system of piping that includes a fire department connection built into a structure for firefighting. Water for firefighting is supplied by fire department pumpers through an external siamese and piping to fire department hoselines that may be connected to outlets on various floors.
 - C. Exterior or external exposure: The hazard of ignition to a building or its contents from a fire in an adjoining building or some other exterior source.
 - D. HA: An abbreviation for heat-activated device (thermostat).
 - E. HVAC: An abbreviation for heating, ventilation, and air-conditioning system.
 - F. Interior or internal exposure: The hazard of ignition to a room or its contents from a fire within the same building.
 - G. Limited-load area: A surface area that may appear to be solid but that is actually designed to carry certain maximum-weight loads.
 - H. Non-required exit: A means of egress in addition to required exits.
 - I. Occupancy: The use or function of a building or a portion thereof
 - J. Occupant load: The number of people normally occupying a building or floor.
 - K. Pipe and duct shaft: A vertical or horizontal enclosed passageway housing service utilities, piping, and ducts.

- L. Plenum: A container that encloses a volume of gas under greater pressure than the atmosphere surrounding the container e.g., ductwork.
- M. Poke-through construction: A method used to bring service utilities into a building area of a given floor by holes through the concrete floor. Ducts, service pipes, wiring, and the like are connected through these holes to the master utilities in the attic space of the floor below.
- N. Programmed elevator: An elevator controlled by electronic devices. These devices automatically schedule stops at various floors to serve the demands of building occupants during periods of peak traffic.
- O. Required exit: A legal means of egress for occupants of a building.
- P. Scissor stairway: Two stairways in the same shaft that serve alternate exits or alternate floors. Scissor stairways may or may not include common landings.
- Q. Smoke tower: An enclosed stairway accessible from each floor only through balconies open to the outside air. Smoke and fire won't normally spread into the smoke tower even though the doors are left open.
- R. Stack effect: The accelerated movement by convection of enclosed, heated air, as in a smoke stack or chimney.
- S. Structural Load design: The total weight that a structure or portion thereof is engineered to support.
- T. Wet-standpipe system: A system of piping that contains water for firefighting purposes and is built into a structure. A wet standpipe is generally equipped with dry fire hose at valved outlets.

EMERGENCY OPERATIONS SOG 602.01
CARBON MONOXIDE

1. Scope:

This standard was promulgated to ensure the safety of personnel operating on the fire ground in the presence of carbon monoxide. It also addresses response to calls for carbon monoxide in residences.
2. General.
 - A. Carbon Monoxide (CO) is an odorless, tasteless, colorless gas that can be deadly. CO is a product of incomplete combustion, and is produced by natural gas fueled appliances, fires, and motor vehicles.
 - B. CO poisoning is difficult to diagnose. Its symptoms can be similar to the flu, which may include: headache, nausea, fatigue, vertigo, and change in mental status.
 - C. O.S.H.A. has established a safe working level of 35 ppm exposure over an 8 hour period. The U.S. E.P.A. has established that residential levels not exceed 9 ppm over an 8 hour average.
3. Carbon Monoxide Meters
 - A. Department CO meters are provided to measure the level of CO present in the atmosphere.
 - B. Meters shall be checked on a regular basis, and batteries charged as needed.
 - C. Periodic maintenance, including recalibration shall be performed by designated personnel on a scheduled basis.
 - D. Company officers shall see that their meter is stored in a safe and secure location on their assigned apparatus.
4. Response to CO Complaints
 - A. Dispatch shall attempt to verify if any persons at the scene are exhibiting signs of CO poisoning.
 1. If they are, an ambulance shall be dispatched with the engine company.
 2. If they are not, a single engine company will be dispatched.
 - B. Company officers are responsible to determine the level of response to a CO complaint. If there are no reports of possible CO poisoning, the response should be slow time.
5. On Scene Procedures
 - A. Determine if occupants are exhibiting any signs of CO poisoning, if so call for EMS response.
 - B. Survey the premises with the CO meter, paying attention to gas appliances, furnaces, and outside sources such as attached garages.
 - C. If a level of CO is detected take the following steps:
 1. For a level below 9 ppm advise the occupants that they are not in danger.
 2. For levels above 9 ppm, shut off any suspect sources, and ventilate the structure. Call East Ohio Gas and advise them of the situation. Advise the occupants to have any suspect appliances checked by qualified personnel.

3. For levels above 35 ppm, recommend that persons evacuate the premises, and perform ventilation. Personnel should be using SCBA at this level. Advise East Ohio Gas of the situation. Advise occupants that this is a dangerous condition.
4. For levels over 100 ppm, inform the occupants that there is a potentially lethal concentration of CO, and evacuate immediately. Ventilate the structure, and notify East Ohio Gas of the situation. All personnel entering the structure shall be using SCBA.
- D. After the CO has been vented from the structure, and if the source has been identified and dealt with properly, the occupants may return at their discretion. Advise them to call 911 if their detector alarms again.
6. Fire Scene Carbon Monoxide Levels
 - A. Personnel operating at fire scenes are exposed to high levels of CO. SCBA worn during firefighting operations protects the wearer from this CO. Frequently SCBA are removed once the fire is extinguished. This practice may expose the member to levels of CO that may still be in the dangerous, or lethal level.
 - B. Personnel operating at fires should continue to wear SCBA inside the structure until it can be determined that CO has been reduced to a safe level of 50 ppm or less.
 - C. This can be accomplished by the use of positive pressure, and other forms of ventilation.
 - D. Levels of CO should be checked with a proper meter, and be below 50 ppm, before allowing members to work in the affected area without SCBA.

Emergency Operations, SOG 603.01

EMERGENCY VEHICLE PLACEMENT

1. Scope

This standard regulates the placement and positioning of emergency vehicles at fire control and rescue incidents.
2. General Rules For Positioning Emergency Vehicles
 - A. Apparatus function shall regulate placement. The first-arriving companies should position themselves to maximum advantage and to go to work. Later arriving units should place themselves in a manner that builds on the initial plan and allows for expansion of the operation. However, at no time shall apparatus be positioned in a manner as to place it in an unnecessarily dangerous position.
 - B. Apparatus that is not being used should be staged in an uncommitted position that will not congest the incident site and will facilitate performing a maximum number of evolutions. Likewise, private vehicles brought to the scene by off-duty or support personnel should:
 1. Not block the street. Leave the street open at all times to permit the movement of additional apparatus.
 2. Park at least one block away and never in a cul-de-sac or in front of the buildings involved in the incident.
 3. Do not park in front of fire hydrants, automatic sprinklers, or standpipe connections.
 4. Do not block private driveways.
 5. Do not run over or park on fire hose with your vehicle.
 - C. When placing or positioning an emergency vehicle at an incident, consider the following items:
 1. Leave an access lane open down the center of the street.
 2. Do not park in such a manner as to make the emergency vehicle an exposure.
 3. At fires, avoid heat and smoke. Guard against possible building collapse.
 4. Do not become trapped. Allow adequate room to reposition the vehicle if necessary.
 5. Beware of overhead power lines.
 6. Try to use hoselines and equipment off of apparatus at the immediate scene to maintain better control and not strip all the apparatus.
 7. On multiple alarms, an officer shall be assigned to stage apparatus and deploy them per the incident commander's request.
 8. Take maximum advantage of key hydrants to avoid excessive lays and to ensure maximum use of the water supply.
 9. Do not park too close to another emergency vehicle. Allow sufficient room to deploy hoselines and to remove stretchers, ladders, and other equipment from the vehicle.

- D. The first-arriving engine company at a fire should normally proceed just past the front of the fire, laying a supply line if necessary. Front does not necessarily mean the front of the building. It may mean the area of heaviest involvement or primary access. Driving past the structure this way will enable its crew to see three sides of the building.
 - E. Position the engine to use its deck guns, floodlights, etc. Take care to leave room for ladder or support companies. If the building has a wide frontage, position the engine at the entrance that provides the best access to the fire.
 - F. Unless otherwise directed, the second-arriving engine company at a working fire should proceed to the rear or secondary access point and go to work.
 - G. If nothing is showing, the second-arriving engine should stage at the nearest hydrant and await orders if the first-arriving company did not lay hose.
 - H. Truck companies should initially stage in such a position as not to congest the incident scene. A truck company should position itself for maximum use as ordered by the incident commander.
 - I. Additional arriving companies should stage at least one block away and request orders from the incident commander or the staging officer. Companies should commit only when ordered to do so. These companies should report the number of personnel in their respective companies, as well as their staging location. Example: 'Engine Company Two staged one block south with three personnel.' Staged companies should check their map books to locate key hydrants, etc.
3. Medical Incidents
- A. If an engine or truck company arrives before the medic unit, the company should leave clear access for the medic unit and not block the incident site.
 - B. Due to the danger of oncoming traffic at motor vehicle accidents, the engine or truck should be parked so as to provide a barrier for personnel.
4. Staging
- A. Level I Staging.
 - 1. First engine to scene.
 - 2. Second engine and additional engines-one block away and report location. Check map books.
 - 3. First truck company to scene.
 - 4. Privately owned vehicles-park at least one block away, not blocking the street, driveways, or hydrants.
 - 5. Level I staging begins on arrival of the first company. The first company gives a situation report and advises the action to be taken.
 - 6. Additional companies advise staging location.
 - 7. If additional companies lay, report so to Dispatch.
 - B. Level II Staging-Multiple Alarms/Mass-Casualty Incidents
 - 1. Command designates the staging area and staging officer.
 - 2. All companies and personnel report to the staging area assignment.
 - 3. POV's report to one block of staging area.
 - 4. Dispatch shall designate a channel for staging and inform Command.
 - 5. 'Staging' shall be used as the radio identifier. Staging maintains a log of the personnel and apparatus available.
 - 6. Staging should maintain a reserve of apparatus and personnel unless instructed otherwise.
 - C. Level III Staging: Multiple Alarms/Mass-Casualty Incidents
 - 1. To be used when severe weather makes Level II staging inadvisable, such as during floods, tornadoes, and winter storms.
 - 2. Companies will back in at a fire station or other covered facility and await orders.
 - 3. Privately owned vehicles shall not obstruct the staging area.
 - 4. Dispatch shall designate a channel for staging and shall report the status to Support or Command.
 - 5. 'Staging' shall be used for a radio identifier. Staging shall maintain a log of the personnel and apparatus available.
 - 6. Staging should maintain a reserve engine and ladder company in the department affected. Use move-ups.

Emergency Operations, SOG 603.02

PERSONNEL DEPLOYMENT ON THE FIREGROUND

1. Scope
This standard regulates the deployment of personnel at the scene of a fire control incident.
2. General
 - A. It shall be the policy of the department to dispatch a minimum of 6 personnel to a reported structure fire on the initial alarm. Incident volume may occasionally reduce the number of personnel available to respond. In such cases, the incident commander should alter the tactical operations to ensure adequate firefighter safety.
 1. To assemble the recommended minimum number of personnel at an incident, it will normally be necessary to dispatch one engine, one truck, and one ambulance on the initial alarm.
3. Offensive/ Interior Operations
 - A. Assembling 6 personnel at a fire control incident will allow for an aggressive interior attack with a maximum fire flow of 500 gpm, and it will also enable the proper support functions to be performed.
 - B. Personnel should be deployed as follows:
 1. Command 1
 2. Pump operator/aerial operator 2
 3. Search and rescue, Ventilation, forcible entry, and/or salvage 2
 4. Hoselines 2
 5. Paramedics-aid station 2
 6. Rapid intervention team (RIT) 2 (second arriving engine, mutual aid)
 - C. Individual Company Assignments
 1. First-arriving engine company:
 - a. Proceed past the structure to size up its three visible sides and then position appropriately.
 - b. Lay supply line if necessary or notify another engine to bring one in.
 - c. Place the first attack line into service to support containment, rescue, and exposure protection. Always attack from the unburned side.
 - d. At night, place exterior lighting in service and illuminate the front and sides of the building.
 2. Second-arriving engine company:
 - a. Level I staging at nearest hydrant.
 - b. Lay supply line if required.
 - c. Go to rear of building if possible.
 - d. Place a second line in service as a backup to the first line, but do not oppose the first line.
 - e. Assist rescue.
 - f. Cover secondary exposure.
 - g. Supplement exterior lighting.
 - h. Establish RIT.
 3. First-arriving truck or squad company:
 - a. Front or front corner of the building.
 - b. Ladder as required.
 - c. Search and rescue:
 - d. Ventilation:
 - (1) Positive pressure.
 - (2) Natural: Open roof as ordered by Command.
 4. Third-arriving engine: If not ordered to lay:
 - a. Level I stage, do not block street.
 - b. Report number of personnel to the incident commander.
 - c. Report to scene equipped as advised by Command.

Emergency Operations, SOG 603.03

FIRE STREAMS

1. Scope

This standard shall apply to all fire control and rescue incidents where hoselines must be deployed and water is used to mitigate the situation. It was promulgated to:

 - A. Establish guidelines for developing effective firestreams.
 - B. Establish guidelines for the proper placement of firestreams at a fire control or rescue incident
2. General
 - A. Tactical success during firefighting operations depends to a large degree on the timely development and placement of adequate fire streams.
3. For a fire stream to be adequate, sufficient pressures are needed to provide effective reach. Select hoselines and nozzles that provide sufficient volumes to meet fire flow demands.
3. Hoseline Selection
 - A. Initial hoselines should be deployed based on the following-
 1. Hose of a sufficient size to meet the fire flow demand.
 2. The proper safety factor to personnel operating the line.
 3. Adequate personnel available to deploy the line effectively.
 4. Sufficient water supply to meet fire flow demand.
 5. The time required and work involved in deploying stream.
 - B. Stream comparisons:
 1. Initial hose streams will commonly use preconnected lines of either 1 ¾ or 2 ½ .
 2. 1 ¾-inch lines will normally be equipped with breakdown nozzle, At 100 psi, flows of 95 to 200 gpm are available.
 3. 2½-inch lines will normally have fog nozzles. At 100 psi, flows of 120 to 250 gpm are available.
 4. For defensive operations, smooth-bore 2½-inch nozzles are carried on all engine companies. Tips of 1-inch provide 210 gpm and 1⅛-inch tips provide 266 gpm at 50 psi.
 5. Deck guns have stacked tips and at 80 psi are capable of delivering
 - 1.38 inches - 502 gpm
 - 1.50 inches - 598 gpm
 - 1.75 inches - 814 gpm
 - 2.00 inches – 1062gpm
 6. Portable master stream devices are equipped with both straight tips and 500 gpm fog nozzles.
 7. Aerial fog nozzles provide 350 to 1,000 gpm at 100 psi.
4. Placement
 - A. Order of deployment:
 1. Place the first line between the fire and the victim to provide an escape route.
 2. If there is no life hazard, place the first line between the fire and the most severe exposure.
 3. Place the second line to support the first line or to protect a secondary means of egress.
 4. Use additional lines to support attack positions.
 - B. Rules of placement:
 1. Always attack structure fires from the unburned side.
 2. The safest attack route in wildland fires is from the burned side.
 3. Never combine interior and exterior attacks.
 4. Use the direct attack method in interior operations
 5. Defensive Fire/ Exterior Attack
 - C. Large fires require large volumes of water. Whenever possible, avoid using handlines and opt for portable monitors and deck pipes instead.
 - D. The best results are normally obtained from smooth-bore nozzles. They provide greater reach and penetration. Fog lines may be necessary in some cases to protect apparatus and personnel.
 - E. Elevated streams:
 1. Use to protect exposures.
 2. Use through windows.
 3. Never use in vent holes.

Directing an elevated stream through a properly made ventilation hole in a roof will negate the beneficial results of the vent. The stream will act as a cover that arrests ventilation, drives fire to other areas, and often forces firefighters out of the building.

Emergency Operations, SOG 603.04

HOSE LOADS

1. Scope
This standard regulates the loading and transporting of fire hose on apparatus.
2. General
 2. For the purposes of this standard, a hose load may refer to both the total complement of hose carried on an individual apparatus and to the manner in which the hose is carried on an apparatus.
 - B. There will be some variation in both the amount of hose carried on an apparatus and the manner in which it is loaded due to number, size, and arrangements of the various hosebeds an apparatus built by different manufacturers.
3. Definitions:
 - A. Attack line: Any hose that is manually deployed and supplies water from an apparatus or standpipe discharge to a nozzle used to control or extinguish fire.
 - B. Combination lay: A hoselay in which hoselines are laid in both directions, forward (from a water source to a fire) and reverse (from a fire to a water source).
 - C. Forward lay: Advancing or deploying a supply line from a water source to the fire or incident scene.
 - D. Hard suction: A 10-foot length of non-collapsible, rubberized hose with a steel core that is used for drafting.
 - E. Hosebed: An area or compartment on an apparatus designed to carry or transport hose.
 - F. Hose carry: A method of moving and deploying fire hose.
 - G. Hotel pack: A compact bundle of hose normally used in standpipe operations.
 - H. Hose rack: A portable or fixed storage unit for fire hose.
 - I. Hose record: A permanent record provided for each section of hose, listing the history of an individual section of hose from the time of purchase until it is taken out of service. It is the responsibility of the hose officer to maintain the hose record.
 - J. Preconnect: An attack hose connected to a discharge when the hose is loaded so as to reduce deployment time.
 - K. Reverse lay: A method of laying hose from a fire or incident scene to a water source.
 - L. Service test: Hydrostatic pressure testing of fire hose conducted at least annually.
 - M. Supply line: Hose from a water source or supply to the intake of an apparatus, sprinkler system, or standpipe.
4. Supply Lines
 - A. The department uses large-diameter hose (LDH) supply lines on all front-line engine companies. Each engine should carry a minimum of 1000 feet of 4 inch hose coupled in 100 foot sections. The hose is carried on the apparatus in a flat load. Shorter sections are carried in rolls to facilitate deployment.
 - B. Reserve engines may carry 1000 feet of 2 ½ inch supply line in lieu of LDH. The 2 ½ inch hose is coupled in 50-foot lengths. This hose is loaded flat and is divided into two beds of 500 feet each. The hose shall be loaded for a forward lay (i.e., the last coupling on top will be female) and the two beds shall be connected to facilitate laying a single line.
 - C. Each engine shall carry a minimum of 300 feet of 2 ½ inch supply line. This hose is used to supply portable master stream appliances, standpipes, and automatic fire sprinkler systems.
5. Attack Lines
 - A. The number and lengths of attack lines vary by apparatus due to the limitations imposed by the number and sizes of hosebeds found on a given apparatus.
 - B. Preconnects: 1 ¾ -inch. loaded in flat load.
 - C. Preconnects: 2 ½ -inch. Each engine company will normally carry a preconnect of 2 ½ inch hose. loaded in a flat load

Emergency Operations, SOG 603.05

WATER SUPPLIES

1. Scope
This standard requires that an adequate and reliable water supply be established at each incident.
2. General
 - A. For firefighting efforts to be effective, an adequate and reliable supply of water must be available. The adequacy and reliability of potential sources of water are constantly changing due to weather, system demands, and many other factors beyond the department's control.
 - B. Each member shall be aware of the potential fire flow demands within his district and shall identify available options for developing, a sufficient volume of water to adequately combat any fire that might occur.
3. Responsibilities
 - A. The water supply officer shall:
 1. Serve as a liaison with the water department.
 2. Furnish an accurate and up-to-date hydrant map to each fire station and fire company.
 3. Identify areas where additional hydrants are needed and work with the water department to have them installed.
 4. Maintain and distribute an up-to-date list of hydrants that are out of service.
 - B. Company officers shall be responsible for:
 1. Knowing the correct location and capacity of each fire hydrant and static water source within their first-due area.
 2. Conducting tests of hydrants in high risk areas within their districts to ensure that they are working properly.
 3. Reporting high grass, weeds, and other hydrant obstructions to the fire marshal's office for correction.
 4. Maintaining an up-to-date list of hydrants that are out of service within the district.
 - C. Drivers shall be responsible for knowing the correct location and capacity of each fire hydrant and static water source within the district. Drivers shall also be responsible for ensuring that a street and hydrant map is maintained in their assigned apparatus and that the map is current and up to date.
4. Operational Procedure
 - A. Each engine company shall be responsible for providing its own uninterrupted water supply on the fire ground. The ability to do so will be predicated on:
 1. The required fire flow.
 2. The available water supply.
 3. The number of personnel available.
 4. The numbers and types of available apparatus.
 - B. Calculations of required fire flow:
 1. The following factors influence the required fire flow:
 - a. Construction type.
 - b. Contents.
 - c. Occupancy.
 - d. Exposures.
 - e. The presence or absence of extinguishing systems.
 2. For a quick reference during a fire ground operation, use the National Fire Academy Formula for the required fire flow:
Required fire flow = $L \times W / 3 \times$ number of floors involved
W = Building width.
L = Building length.
 3. As a general rule of thumb, the following minimum flows are required:

Residential	500 gpm
Light commercial	1,000 gpm
Heavy commercial	1,500 gpm
Industrial	over 2,000 gpm
 4. The required fire flow may be reduced by 50 percent if an automatic fire sprinkler system is present.

- C. Water supplies may be established by:
 - 1. Booster tank operations: For demands of less than 250 gpm or brief duration. Water may be transferred from other apparatus by 4-inch lines.
 - 2. Supply lines: A 4-inch line from a hydrant or static source via drafting. This is the most dependable source and should be used whenever Possible. When in doubt, lay a line.
 - 3. Tender shuttle: The use of water tenders (aka tankers) to transport water in areas without hydrants. Tenders are available from Plymouth Twp. and Jefferson.

Emergency Operations, SOG 603.06

VENTILATION

- 1. Scope

This standard applies to incidents involving structures and confined spaces where the prompt removal of smoke, heat, and other products of combustion is necessary to quickly and safely extinguish the fire.
- 2. General
 - A. Prompt and efficient ventilation is necessary to mitigate the potentially harmful effects of smoke, heat, and other contaminants within structures and confined spaces.
 - B. If unchecked, smoke and heat contribute to property damage and can injure and kill those who become trapped.
 - C. Smoke and heat also hinder firefighters in their efforts to perform search and rescue operations as well as suppression.
 - D. Therefore, it is the policy of this department to provide prompt and proper ventilation in all buildings and confined spaces in which smoke, heat, or other products of combustion are present unless otherwise ordered by the incident commander.
- 3. When to Ventilate
 - A. Ventilation shall always be performed whenever:
 - 1. Heat, smoke, and other products of combustion are present.
 - 2. Hose crews cannot effectively make an interior attack due to excessive heat and poor visibility.
 - 3. Heat, smoke, and other products of combustion block escape routes for the occupants of the structure.
 - B. When performing ventilation, the following safety precautions should be observed:
 - 1. Read the smoke. Observe conditions that might indicate that the potential for flashover or backdraft is present.
 - 2. Never direct hose streams into ventilation openings.
 - 3. Always have charged hoselines in place prior to beginning ventilation.
 - 4. Maintain communications.
 - 5. Wear full protective clothing and SCBA.
 - 6. Always consider structural soundness.
 - 7. Exercise caution whenever using power saws, axes, and other sharp instruments.
 - 8. Secure a lifeline to any firefighter who is on a potentially weakened roof.
 - 9. Remember that improper ventilation techniques may contribute to fire spread.
- 4. Types of Ventilation
 - A. Natural: Accomplished by making use of wind currents. Open the building on the leeward side to allow the smoke to escape, and then open the windward side to provide fresh air currents.
 - B. Mechanical: Use of electric or gasoline-powered fans or blowers to evacuate smoke from a building or confined space.
 - 1. Negative pressure: Exhaust smoke from the building.
 - 2. Positive pressure: Blow fresh air into the building to force the smoke out.
 - C. Horizontal: Generally inflicts less damage to the building than vertical ventilation, since it is typically accomplished through available portals such as doors and windows.
 - D. Vertical: May also take advantage of natural building features, such as skylights, shafts, and rooftop stairways. Many times, the only option is to cut ventilation openings into the building itself.

Emergency Operations, SOG 603.07

SEARCH AND RESCUE

1. Scope
This standard was promulgated to ensure the safe and efficient conduction of search and rescue operations at fire scenes.
2. General
 - A. Search and rescue should be performed according to an efficient, well planned procedure, which includes the safety of the personnel doing the search.
 - B. The object of the search effort is to locate possible victims, not to make additional ones by endangering the search team.
 - C. Prior to beginning the search, all members of the team should be familiar with the search plan, and the overall objective. This includes defining the area to be searched.
 - D. Search activities shall be conducted by at least two members.
 - E. Company officers must maintain an awareness of the location and function of their crew during search efforts.
 - F. A look at the floor below the fire may provide clues to the layout of the floor to be searched.
 - G. Whenever a search is conducted on a floor above the fire, or where crews may be exposed to fire conditions, a charged hose line should be provided as soon as possible for the protection of the crew.
 - H. If search crews are operating without a hose line, a lifeline is recommended in conditions of limited visibility.
 - I. The AFD ladder company normally functions as the primary search and rescue company at all incidents of fire.
 - J. The thermal imaging camera is integral to all searches, and shall be assigned use by the OIC at all fire scenes. Reference SOG 603.08 below.

Emergency Operations, SOG 603.08

THERMAL IMAGING CAMERA

1. The thermal imaging cameras are carried on AFD fire companies and must be checked daily for operational readiness.
2. Use of these devices are required for all search and rescue operations involving incidents of fire.
3. The company assigned search and rescue by the OIC shall put the cameras into service as soon as possible at all fire incidents, or other incidents, requiring search and/or rescue.
4. The cameras shall also be used to assist first due hose crews in their operations, and in overhaul operations to assist in finding hidden fire and improving overall visibility and scene awareness. This use is secondary to life safety searches.
5. The cameras may be used in all other instances it is designed for, including; hot light ballasts, outside or inside searches for civilian or fire personnel, and video taping fire scenes.

Emergency Operations, SOG 604.01

SUPPORT OF AUTOMATIC SPRINKLER SYSTEMS

1. Scope
This standard regulates emergency operations in buildings equipped with automatic fire sprinkler systems. It was promulgated to:
 - A. Establish guidelines for emergency operations in buildings equipped with automatic fire sprinkler systems.
 - B. Ensure that automatic fire sprinkler systems are properly supported so that they perform as designed.
 - C. Ensure that activated automatic fire sprinkler systems are restored to service properly and that the fire has been extinguished.

2. General
 - A. It shall be the policy of this department to support and supplement automatic fire sprinkler systems that have activated during a fire.
 - B. It shall be the responsibility of all personnel to know which buildings within the city are equipped with automatic fire sprinkler systems and to be familiar with the location of fire department connections and control valves.
3. Operations
 - A. System support:
 1. An engine company should lay a supply line to the fire department connection (FDC) and then supplement the system by pumping two 2 1/2-inch. It is best to connect to both inlets of a sprinkler siamese, since doing so decreases friction loss. It also provides safety and redundancy if one of the lines bursts.
 2. Pumping pressures:
 - a. Pipe schedule: 150 psi at the fire department connection plus 5 psi per floor in multiple-story buildings.
 - b. More water may be required depending on the number of heads operating, building size and height, etc. Engine companies shall adjust pressures accordingly.
 3. System Restoration
 - a. The system should not be shut off until the fire is extinguished, and only then by order of the incident commander. The member shutting off the Main shall remain at the control valve until relieved by the incident commander.
 - b. Prior to shutting off the system, the water flow may be stopped by using sprinkler wedges.
 - c. Before leaving the scene, ensure that the system is placed back into service.

Emergency Operations, SOG 604.02
STANDPIPE OPERATIONS

1. Scope

This standard applies to the management of incidents in buildings equipped with standpipe systems.
2. General
 - A. It shall be the policy of this department to use standpipe systems, when provided, to support interior firefighting operations. In buildings equipped with standpipes, the following operations shall be performed:
 1. At least one engine company from the initial-alarm assignment shall lay a supply line and support the standpipe system by pumping ideally two 2 1/2-inch lines into the standpipe connection. A minimum of 150 psi should be supplied to the standpipe connection for elevations under 100 feet. Add five psi for each additional floor above 100 feet.
 2. All interior operations shall be conducted using fire department hose. The first line shall be connected below the fire floor. Additional lines shall be added as needed.
 3. A check shall be made to ensure that all water supply valves are open and that the fire pump, where provided, is operating properly. A secondary check shall be made to ensure that all hose outlets not in use are closed.
 4. The incident command system shall be used. An interior sector shall be established and sectors shall be assigned by floor numbers or other identifying areas such as the roof or lobby. Communications shall be established among all sectors.
 5. A lobby control shall be established at the point of entry and no unauthorized persons shall be admitted. The names of all persons entering shall be recorded as well as their time of entry and exit.
 6. In high-rise buildings, an interior staging area shall be established on a floor below the fire floor. Reserve personnel and equipment shall be assembled and shuttled to crews operating on the fire floor.
 7. At minimum, the initial attack crews shall take the following equipment into the building:
 - a. Appropriate protective equipment and SCBA's.
 - b. Standpipe hose packs along with the appropriate adapters and spanner wrenches.
 - c. At least one ax, one pike pole, one pry bar, rope, hand lights, portable radios, and any other equipment the company or incident commander may deem appropriate.

- d. Equipment assignment:
 - 1) Officer: SCBA, portable radio, hand light, axe.
 - 2) Driver: SCBA, rope, pike pole.
 - 3) Firefighter: SCBA, hotel pack, pry bar.
- e. Other equipment might be taken as the crew size varies or as ordered by the incident commander.
8. The incident commander shall immediately cause proper ventilation and lighting operations to commence to adequately support interior rescue and firefighting efforts.
9. As soon as possible, efforts should be made to provide an adequate and continuous supply of air for all SCBA's.
10. All other operations shall be conducted per established SOG's and tactical guidelines.

Emergency Operations, SOG 605.02

MOTOR VEHICLE FIRES

1. Scope

This standard was promulgated to ensure the safety of members involved in suppressing motor vehicle fires.
2. General Guidelines
 - A. The number and variety of motor vehicles increases everyday. It is impossible to identify all of the problems that may be encountered when fighting a vehicle fire. Nevertheless some commonalities do exist, and the guidelines of this standard should be followed whenever possible.
 - B. The IC should always remain cautious and assume the worst until he can be certain that conditions are safe. E.g.; hazardous materials carriers.
 - C. If the fire appears to be the result of an accident, the IC should consider the mechanism of the accident in developing his strategy for managing the incident.
 - D. The first priority at the scene is rescue. The IC must assume someone is trapped in the vehicle until it is ascertained that all the occupants are out.
 - E. The second priority is the safety of the responders. Remove spectators to a safe distance. Do not place firefighters in harms way unnecessarily.
 - F. Control the flow of traffic for the safety of the responders.
3. Procedures
 - A. Apparatus placement:
 1. Keep apparatus upwind and uphill from a burning vehicle.
 2. Apparatus should not be placed closer than 100' from a burning vehicle if possible. If the vehicle is a haz-mat carrier, the distance should be increased according to the DOT guidebook.
 3. The driver should position the apparatus to block at least one lane of oncoming traffic. Ideally the placement would allow the driver to view the fire from the pump panel while not exposing him to traffic.
 4. Secure sufficient room for additional apparatus, ambulance etc.
 - B. Safety precautions:
 1. Members engaged in firefighting operations and rescue shall wear full protective clothing and SCBA. Protective clothing shall not be removed until the possibility of re-ignition has been removed.
 2. The presence of broken glass and other sharp objects mandates that personnel wear gloves and other protective clothing even after the fire is out.
 3. Stabilize the vehicle as soon as possible to prevent movement.
 4. If it is necessary to open the hood, hatch, or other opening, use a prop to hold it up to prevent accidental closing.
 5. Disconnect the battery as soon as possible.
 6. If the operation takes place in darkness, illuminate the scene as soon as practical.
 7. Be aware of the hazards of: airbags, energy absorbing bumpers, power lines in the area, hollow driveshafts, high pressure hoses, and exploding tires.
 8. Establish an adequate water supply. Hose streams should be adequate for the volume of fire. Typically the minimum size deployed should be a 1 ½" line.
 9. Never stick your head into a burning vehicle, or crawl underneath it.
 10. Be aware of class D metal fires.

- C. Fuel spills:
 1. A fuel tank may become ruptured during a fire or accident, causing a spill or runoff. Take precautions to contain the spill and prevent ignition.
 2. Be aware of LPG, and LNG fueled vehicles. A leak involving these fuels poses special problems, as does the possibility of fuel tank rupture due to flame impingement. It is critical that these vessels be cooled during a fire.
 3. Do not remove the fuel cap until you are sure that there is no excess pressure in the tank.
 4. Do not turn your back on a burning vehicle. Keep hoselines charged until there is no possibility of resignation.
 5. Prohibit smoking.
 6. Prevent sparks from tools, saws, etc.
 7. A fuel leak may be stopped by using lead wool, wood plugs, etc., or by turning off valves.

Emergency Operations, SOG 606.01
ASSISTANCE TO POLICE OPERATIONS

1. Scope:
This procedure is a guideline to assist Ashtabula Fire Department personnel in making decisions to support police agencies during special operations.
2. General:
The Ashtabula Fire Department's role in supporting police operations is to:
 - A. Provide special city assets and equipment managed by the fire department.
 - B. Provide medical support to police and civilians involved in the incident.
 - C. Provide fire suppression service.
 - D. Assist with hazardous materials identification, containment and advice on disposal.
 - E. *The Ashtabula Fire Department, when assisting police, will not involve members in active danger areas. Units and personnel are only to be staged in cleared safe areas.*
3. Determination of incident type:
 - A. Responding fire officers will determine what type of incident they are assisting the police with. This can include safety and weapon status, safe staging areas, equipment requests, hazmat potential, explosives or fire potential, and injuries.
4. Staging/ Liaison:
 - A. Responding fire units to active police actions will rendezvous with police command in a safe staging area.
5. Specific incident types: The following are guidelines to assist fire personnel with specific responses.
 - A. Equipment delivery: Ladders, Fans, SCBA's, forcible entry equipment, etc. may be requested for use in police operations. The fire role is to deliver to a safe staging area near the incident and instruct trained law officers in its use for deployment within dangerous areas.
 - B. Medical services: Paramedic calls to active police actions will be to safe or cleared areas. No medical treatment will be rendered to patients in custody until the patient has been checked for weapons.
 - C. Hazmat: Fire personnel will consult with police agencies to identify, contain and decontaminate police scenes when necessary and safe. MSDS information should be obtained for any agents needed to utilize.
6. General recommendations and related information:
 - A. Sensitive operations communication. Efforts to minimize radio transmissions that can be scanner-received by citizens, news media and felons will be made in police/fire communications. Patient names, police locations and SWAT operational tactics communications are sensitive and should be restricted to landline telephone communications or (if necessary) cellular telephone communications. This precaution is imperative in:
 1. Hostage situations
 2. SWAT team interface
 3. Bomb Threats
 4. Child abuse
 5. Drug lab or hazmat police action
 6. Rape investigations

- B. The Ashtabula Fire Department will not provide uniforms, bunker gear, vehicles or equipment to law enforcement agencies where the intent is to mislead a suspect into identifying a law officer as a firefighter.
- C. Siren/emergency warning light use: Police and assault-type medical calls function best with a minimum neighborhood attention and activity. Fire personnel will shut down warning equipment operation several blocks away from police actions and meet with the officer in charge of the scene outside of the immediate hazard area. This procedure is not intended to restrict fire personnel from protecting traffic hazard or other scene hazards with the use of warning lights where needed.
- D. Traffic safety: Fire and medical incidents require emergency pedestrian traffic at and around highway/street collision accidents. Police are encouraged to provide a minimum of one lane width protection on (both) sides of the working incident. Should police personnel be unavailable, it is the priority of the incident commander to provide scene safety through traffic direction. Fire personnel will make all efforts to expedite in-traffic operations so normal traffic flows can be restored promptly. Traffic jams represent hazards to the public, creating additional injury accident conditions.

Emergency Operations SOG 606.02

BOMB THREATS

- 1. Scope

This department from time to time may receive a “bomb threat” against a school, business or other occupancy. Most of these threats are false, however there is always the possibility of the threat being real. The handling of these calls will be under the jurisdiction of the Ashtabula Police Department, but this department may receive the report, and may be called to assist the police in handling the call. Therefore the guidelines that follow should be used.
- 2. Receiving the Call
 - A. Person receiving the call reporting a bomb must obtain the following information if possible.
 - 1. Has a device been found?
 - 2. What did the caller say?
 - 3. Was the caller: male, female, young, old, have an accent?
 - 4. Was a time of detonation given?
 - 5. Is there any other information available?
 - B. Advise the caller:
 - 1. It is advisable to evacuate the building
 - 2. Do not disturb any unusual packages, containers, etc. if one is located. If a device is found, evacuate.
 - 3. To follow their standard evacuation procedure.
 - C. Notification
 - 1. Immediately notify Ashtabula Police Department.
 - D. Response
 - 1. Response to a bomb threat shall be upon the request of the police department.
 - 2. Radio traffic should be ceased within a five block area of the scene.
 - 3. Searches for the device shall be the responsibility of the police department.
 - 4. Using department members to conduct the search will be up to the discretion of the OIC.
 - 5. If a device is found, it will be left untouched, and the premises evacuated of all personnel.
 - 6. Police will have responsibility for the disposal of the device.

Emergency Operations, SOG 607.01

DOWNED WIRES

- 1. Scope

This standard establishes safety guidelines for dealing with downed utility wires.
- 2. General Safety Concerns
 - A. Overhead wires may carry up to 240,000 volts of electricity.

- B. A dead wire may become energized at any time due to back-up systems or the actions of utility workers in other locations. For this reason treat all downed wires as energized!!!
 - C. Metal objects, as well as wet roadways or surfaces create a potential for the transmission of electrical energy.
 - 1. Be alert for metal fences, sheds, etc., that may be energized or may become energized.
 - 2. Consider 15 to 20 feet as being charged when initially approaching downed wires on wet surfaces or pavement.
 - D. Cable and telephone wires are not energized conductors. When damaged these wires may become energized if in contact with power lines.
3. Operating Guidelines.
- A. When downed wires are encountered, a danger zone of one span in either direction should be considered for safety.
 - B. Dispatch should be advised as to the type of wires downed (Primary, Secondary, Cable, Telephone), any life or fire hazards that the wires are creating and the exact location of the problem.
 - 1. A pole number should be given if this information can be obtained without undo risk to members.
 - 2. Dispatch should utilize this information to assist the utility company in prioritizing their response.
 - C. Firefighters should not attempt to cut or move wires. Only in extreme circumstances should this rule be excepted!
 - D. The immediate danger zone should be identified and secured (Barrier tape, blocking the roadway, cones, etc.) to prevent the public from entering an area where energized wires may be encountered.
 - E. Downed wires resulting in a Class A fire require additional considerations.
 - 1. When possible, suppression efforts should be withheld until the utility company can deenergize the wires.
 - 2. If fire streams are required with the presence of energized wires, fog streams should be utilized with a minimum of 100psi nozzle pressure.
 - F. Downed wires in contact with a vehicle represent a significant hazard to both the responders and any occupant(s) present.
 - 1. When possible, the occupant(s) of a vehicle should be advised to remain in the vehicle.
 - 2. Only in extreme situations should members attempt to dislodge the downed wire. Any attempts to dislodge the downed wire should be well thought out in advance with firefighter safety being paramount

Emergency Operations, SOG 607.02
NATURAL GAS EMERGENCIES

- 1. Scope

This guideline establishes a general outline and recommendations for a variety of situations involving natural gas.
- 2. Safety Concerns
 - A. Natural gas is lighter than air and has a flammable range of 4 to 14% in air.
 - B. Natural gas has an odorant (mercaptan, a sulfur type odor) added to it. However this odorant tends to be “lost” as it travels over large distances. This odorant is noticeable at levels of 1%.
 - C. Gas pressures may range from 2 to 60psi at the street to as little as $\frac{1}{4}$ psi inside residences.
 - D. Natural gas is non-toxic, however it is capable of displacing oxygen. This displacement of oxygen can cause false sensor and LEL readings to be indicated on meters.
 - E. Non-intrinsically safe electronic and communications should not be utilized in the vicinity of a suspect natural gas leak.
 - F. Under no circumstances should fire department personnel attempt to stop a leak on plastic pipe. Any fluid traveling through a pipe generates static electricity. Plastic pipe is an insulator, and it is probable that the pipe may have a static charge up to 30,000 volts. A person grabbing the pipe will likely discharge this current, creating a spark, and potentially igniting the gas.

3. Tactics
 - A. Inside Leaks
 1. Request utility response.
 2. Determine location, intensity and duration of leak.
 3. Utilize the above information to determine the extent of evacuation required.
 4. Eliminate ignition sources in the path of the leaking gas.
 5. If possible, shut valve to isolate leak, this should be accomplished utilizing non-sparking tools.
 6. If practical and safe to do so, ventilate structure.
 - B. Outside Leaks
 1. Request utility response.
 2. Approach the leak from upwind.
 3. Eliminate ignition sources in the path of the leaking gas.
 4. Remove life safety hazards, secure the area and await the arrival of the appropriate utility.
 - C. Gas Leaks Involving Fire
 1. Request utility response.
 2. The fire should not be extinguished until the flow of gas can be stopped.
 3. Exposures should be protected and life hazards should be removed.
 4. Await arrival of utility.

Technical Rescue 608.01

CONFINED SPACE RESCUE OPERATIONS

1. Scope

This procedure applies to all Ashtabula Fire Department employees responsible for emergency response.
2. Purpose

The purpose of this procedure is to establish guidelines for conducting confined space rescue operations. Confined spaces include tunnels, pipes, tanks, and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements or attics. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave-ins or fires occurring within the space. Pre-incident planning is an important factor in dealing with these situations.
3. Tactical Considerations
 - A. Phase I Arrive On-Scene. Take Command. Size-Up.
 1. The Primary Assessment
 - a. Command should attempt to secure a Responsible Person or witness to the accident to determine exactly what happened.
 - b. An immediate assessment of the hazards present to rescuers should be done.
 - c. If no witness is present, Command may have to look for clues on the scene that may indicate what has happened.
 - d. An assessment of the victim(s) should be done.
 - e. Command should determine how many victims have been affected.
 - f. Command should determine how long the victims have been down, the mechanism of injury, and the survivability profile of the victim
 - g. **An early decision must be made as to whether the operation will be run in the rescue or recovery mode.** Ask alarm times, from Dispatch to first on-scene companies, plus reaction time.
 - h. Establish communications with the victim as soon as possible.
 - i. Locate confined space permit and all other information about the space.
 2. The Secondary Assessment
 - a. The Confined Space
 1. Command should determine what type of confined space this is.
 2. What type of products are stored in this space.
 3. What known hazards are present; mechanical, electrical, etc.
 4. Location and number of victims affected.
 5. Diagram of confined space, including entry and egress locations.

6. Structural stability of the confined space.
 7. Hazardous material size-up.
 8. Obtain copy of permit.
- b. On-Scene Personnel and Equipment
1. Command should determine if there is an adequate number of trained personnel on scene to do the rescue/recovery; if first response personnel are adequate or if a MABAS needs to be filled. The Tech Rescue Team may be paged for equipment and personnel.
 2. Command should consider the effect of temperature extremes on personnel, and consider early rotation of personnel operating on scene, approximately every 15 to 20 minutes, 30 minutes in the winter.
 3. Command should consider if the proper equipment is on-scene to complete the operation. This includes, but is not limited to:
 - a. Atmospheric monitoring equipment. Command shall have at least one hazardous materials response unit with hazmat support unit to provide atmospheric monitoring.
 - b. Explosion proof lighting.
 - c. Explosion proof communications.
 - d. Supplied air breathing apparatus or remote air.
 - e. Cascade system.
 - f. Victim removal systems/equipment.
 - g. Ventilation equipment with necessary duct work.

B. Phase II Pre-Entry Operations

1. Make the general area safe.
 - a. Establish a perimeter. The size of the perimeter should be dictated by the atmospheric conditions, wind direction, structural stability, etc.
 - b. Stop all unnecessary traffic in the area.
 - c. Assure vehicles park downwind from incident if vehicles are running.
 - d. Establish ventilation to general area if necessary.
 - e. Assign Lobby Sector at perimeter entrance.
 - f. Assign Safety Sector.
 - g. Assign Rehab Sector.
2. Make the rescue area safe.
 - a. Command should assign a Hazard Sector to determine exactly what hazards and products are within the confined space.
 - b. Hazard Sector shall do atmospheric testing in the space to determine oxygen level, flammability, and toxicity. Based on readings, Hazard Sector should advise Command of the proper level of personal protective equipment. Any instruments used to monitor the confined space shall have:
 1. An audio-alarm.
 2. Be calibrated to 10% of the LEL of the calibrant gas.
 3. Have the audio-alarm set for:
 - O₂ %, low and O₂ enriched
 - flammability 10% alarm set
 - toxicity carbon monoxide 35 ppm
 - hydrogen sulfide 10 ppm
 4. Any O₂ readings below 12%, Command should recognize that the LEL reading will not be accurate.
 5. Hazard Sector shall give Command atmosphere readings at least every 5 minutes with an announcement of offensive or defensive mode (i.e., rescue or recovery).
 6. The Hazard and Ventilation Sectors are extremely important parts of a confined space operation. They should be staffed by personnel with thorough knowledge of atmospheric monitoring and ventilation technique.

- c. Utilities, including electrical, gas and water should be secured and locked out. If it is not possible to lock/tagout/blankout, Safety Sector shall post a guard to assure the utilities are not turned on during the operation.
 - d. Any product that is in or flowing in the confined space must be secured and blanked off if possible. It may be determined that the space must be drained of any product prior to entry.
 - e. Any manufacturing or processing equipment must be shut down prior to entry. If possible, all equipment should be locked/tagged out and brought to a zero energy state.
 - f. The structural stability of the confined space should be evaluated. If there is a potential for collapse, appropriate measures must be taken to assure the structural stability of the space.
3. Ventilation.
- a. Command should assign a Ventilation Sector to establish the proper ventilation of the confined space.
 - b. Consider the effects on the atmosphere that positive or negative pressure ventilation will have (i.e., increase or decrease flammability of atmosphere). It could require both positive and negative ventilation (pushing and pulling). This will be based on the vapor density or molecular weight of the product.
 - c. Consider negative pressure ventilation if there is only one entry point. Atmospheric monitoring will be required to ensure a non-explosive environment is present in the exhausted vapor area.
 - d. Consider the effects the exhaust is having on the operation.
- C. Phase III Entry Operations. Victim Removal.
- 1. Selection of personnel.
 - a. The proper personnel shall be selected to make entry into the confined space. minimum of two persons should be assigned to make entry. All personnel on the entry team shall have vital signs taken and recorded prior to entry, if time permits.
 - b. Command shall assign a Rescue Team. The Team shall provide a minimum 2:1 ratio of personnel outside the confined space to support personnel inside. This shall include a standby rescue team with a 1:1 ratio to provide immediate assistance to personnel in the confined space.
 - c. All entry and back-up personnel should be properly trained in confined space rescue procedures and capable of carrying out the rescue/recovery.
 - 2. Selection of personal protective equipment.
 - a. The proper level of personal protective equipment should be worn by all entry and back-up personnel. This shall include helmet, gloves, proper footwear, goggles, turnouts, Nomex or PBI jumpsuits, and a Class II harness as a minimum, Class III is recommended.
 - b. All entry and back-up personnel shall wear SABA or SCBA when making entry into the confined space. SABA (supplied air breathing apparatus) is recommended.
 - c. If entry personnel use an SCBA, they shall enter no farther than one half the amount of supplied air minus 500 lbs. EXAMPLE: 2000 PSI tank gauge pressure--1/2 = 1000 PSI minus 500 PSI = 500 PSI usage.
 - d. Entry personnel shall use personal air monitoring devices that monitor flammability and O₂ as a minimum.
 - e. Entry personnel shall have a Class II or III harness on prior to entry. Class III harness shall be used if inversion of the rescuer is possible.
 - 3. Communication and lighting.
 - a. If the confined space has a flammable atmosphere, entry personnel should have intrinsically safe or explosion proof communication equipment. If this equipment is not available, it may be decided to use a tag line for communication or a message relay person. Remember, these are Class I/Division I A-D type atmospheres until proven otherwise.
 - b. Ensure that the proper type of lighting is used. If explosion proof lighting is not available, then cyalume type lights must be used by the entry team.

4. Orientation of confined space.
 - a. Prior to entry into the confined space, obtain a blue print or diagram of the space. All entry and backup personnel should be made aware of the layout of the space to be entered.
 - b. All entry and back-up personnel, Command and Safety shall be made aware of the action plan and the back-up plan prior to entry.
 - c. Rescuer tag lines may or may not be appropriate in the confined space, depending on the specific layout. It could be an entanglement hazard.
5. Victim removal equipment.
 - a. If possible, the entry team should bring a supply of breathable air for the victim.
 - b. Pure oxygen shall not be used in a confined space that has a potentially flammable atmosphere. Rescuer should not remove their breathing apparatus and give it to the victim.
 - c. Entry team should consider the necessary victim retrieval equipment prior to entry. This includes respiratory protection for the victim.
6. Assessing condition of victim.
 - a. Upon reaching the victim, entry personnel should do an immediate primary survey of the victim. If appropriate, treatment should be started immediately.
 - b. A quick but thorough secondary assessment of the victim should be done. If time permits, entry personnel should attempt to treat serious injuries prior to removal.
 - c. If indicated, complete C-spine precautions should be administered. NOTE: Because of the difficulty removing the victim from the space, optimum C-spine precautions may not be possible.
 - d. If the victim is conscious, he/she should be encouraged to wear the appropriate breathing apparatus.
7. Patient packaging.
 - a. After treatment of immediate life threatening injuries, the victim(s) should be packaged up for removal from the space. This may include using a backboard, stokes basket, ked board, LSP half back, or some other similar device designed for extrication.
 - b. Prior to removal from the space, the entry team should secure any loose webbing, buckles, straps, or any other device that may hinder the extrication process.
8. Victim removal system.
 - a. Prior to removal of victim, the entry team should have determined the appropriate method of extrication. This may include a vertical or horizontal haul system constructed of ropes, pulleys, and other hardware, with a minimum of a 2:1 mechanical advantage.
 - b. As a general rule, entry personnel should never allow the victim between the rescuer and the point of egress.
 - c. At times, the situation may preclude the use of that procedure due to the fact that one rescuer may have to pull the victim while the other rescuer pushes the victim. NOTE: If the victim is obviously deceased, The Investigators may want to leave the body and related equipment in place for investigative purposes.
9. Transfer to treatment sector.
 - a. Immediately after reaching the point of egress, entry personnel shall transfer the victim to treatment personnel.
 - b. ALS level examination should be conducted on the victim.
 - c. If the victim is contaminated from product inside the space, a Decontamination Sector and corridor shall be set up and used prior to transport of victim.

D. Phase IV. Termination

1. Preparation for termination.
 - a. Personnel accountability.

- b. Remove tools and equipment used for rescue/recovery. If there has been a fatality, Command may consider leaving tools and equipment in place for investigative purposes.
 - c. If entry personnel and/or equipment have been contaminated during the rescue/recovery, proper decontamination procedures shall be followed prior to putting the equipment back in service.
 - d. Secure the scene. Prior to turning the property back over to the R.P., one final reading of atmospheres shall be taken and recorded. Command may consider activating the CID if the situation dictates it.
 - e. Consider debriefing.
 - f. Return to service.
- E. Sectors
- 1. Establish command early.
 - a. Assign Safety Sector.
 - b. Assign Lobby Sector.
 - c. Assign Ventilation Sector.
 - d. Assign Rescue Sector.
 - e. Assign Hazard Sector when T.R.T. or H.M.R.T. units arrive.
 - f. Assign Treatment Sector.
 - g. Assign Staging Sector.
 - 2. Consider ambient conditions.
 - a. Heat. Consider rotation of crews.
 - b. Cold. Consider effects of hypothermia on victim and rescuers.
 - c. Rain. Consider the effects of rain on the hazard profile.
 - d. Time of Day. Is there sufficient lighting for operations extending into the night.
 - e. Consider the effect on family and friends; keep family informed.
 - f. Consider news media; assign a P.I.O.
 - g. Command should call for an OSHA representative if there has been a serious injury or death.

Emergency Operations, SOG 608.02

ROPE RESCUE

- 1. Scope

These guidelines are designed to provide guidance to the Ashtabula Fire Department Technical Rescue Team personnel, and other personnel who may be involved in a rope rescue operation. .
- 2. Purpose

To provide guidelines for the safe and effective use of the technical rope rescue equipment during emergency operations.
- 3. Definitions
 - A. High-Angle Rope Rescue – a situation where rope rescue operations are performed in an environment in which the load is predominately supported by the rope rescue.
 - B. Low-Angle Rope Rescue – a situation where rope rescue operations are performed in an environment in which the load is predominately supported by itself and not the rope rescue system (e.g., flat land or mild sloping surface).
- 4. General Guidelines
 - A. It must be understood “High Angle” rope rescue operations are to be attempted only as a last option. All other means of access and egress must be considered first. It should also be understood that this SOG is not intended to be all inclusive. During rope rescue operations judgement, experience, training and coordination among team members is an absolute necessity.
 - B. While often times it is much simpler and easier to use power equipment found on the scene such as cranes, derricks, fork lifts, etc. The use of such equipment for patient transfer is a violation of federal OSHA law. Only as a last resort should such equipment be used.
- 5. Size Up
 - A. During the initial stages of a potential incident in which rope rescue may be used it is necessary for the Incident Commander to obtain certain key information. The following information needs to be gathered.

1. What is the victims location?
 2. How is he/she suspended or supported?
 3. Is the patient injured?
 4. Is the victim "hanging" or simply "stranded"?
 5. Can the victim be reached by any other method?
 6. Is there an on-going rescue attempt by untrained personnel or by-standers?
- B. If the information that is gathered suggests that a rescue by rope is the only method usable to rescue the victim, the following shall be completed.
1. Is this a rescue or recovery?
 2. Is adequate Technical Rescue Team personnel available?
 3. Establish a visible command and control access area.
6. Rescue Operations
- A. NFPA Standard #1903 will be followed as conditions warrant whenever possible.
 - B. All victim loads will be at least two separate lines of at least ½ inch in diameter. Both lines will be attached to separate bombproof anchors.
 - C. All victim transport systems i.e.; SKED Stretcher, Class II Harness, etc., must be securely attached to the victim. No free, short non-secured rides will be permitted.
 - D. Any point where the rope passes a stationary object must be padded or the direction of the rope altered to prevent rope chaffing.
 - E. All single line rappels will be bottom belayed. If a bottom belay is not possible, a top belay will be used.
 - F. Minimum protective clothing will be worn at all times when on an emergency scene (helmets and gloves).
 - G. Any non-essential personnel shall be removed from the rigging and operations area.
 - H. A clearly established "Incident Command" and "Safety Officer" will be established.
7. Termination
- A. Upon completion of the incident, Command will verify all personnel are accounted for and that all equipment has been returned to its proper place.
 - B. All documentation of the incident is to be turned over to the Incident Commander.
 - C. Any rope used in the rescue is to be put out of service until it can be thoroughly inspected and status has been determined.
 - D. Any equipment damaged in the rescue must be pulled out of service and placed in a secure area for servicing.

Emergency Operations, SOG 608.03

STRUCTURAL COLLAPSE OPERATIONS

1. Scope
This procedure applies to all Ashtabula Fire Department employees responsible for emergency response.
2. Purpose
To establish guidelines for conducting building/structural collapse operations.
3. Tactical considerations
 - A. Phase I Arrive On-Scene. Take Command. Size-Up.
 1. Arrive On-Scene.
 - a. First arriving company officer should take Command and begin an immediate size-up of the situation.
 2. Spotting Apparatus.
 - a. The first-in company should spot the apparatus in a position that it will not be affected by a secondary collapse of the structure. Consideration should also be given to traffic conditions and if they will be affected.
 3. Staging.
 - a. Command should institute Level 1 and Level 2 staging procedures immediately. The management of emergency and civilian traffic is critical from the onset of structural collapse operations.
 4. Assess the Need for Additional Resources.

- a. Command should immediately begin to assess the need for additional resources. If additional resources are necessary, Command should ask that the SCO Team be paged and have dispatch fill the appropriate MABAS box(es).
 - b. Command should identify a Level 2 staging area. If it is later determined that the additional resources are not needed, Command can return those units to service.
 - c. Command should assess the need for outside heavy equipment early, and request mobile cranes, front-end loaders, etc., with large capacity.
5. Assess the Hazards.
 - a. Command should do an immediate hazard assessment or should delegate that responsibility to a Safety Sector officer. Some hazards associated with structural collapse are:
 1. Potential for secondary collapse.
 2. Explosion with fire due to broken gas and electrical lines.
 3. Falling debris.
 4. Toxic atmosphere, etc.
 6. Secure the Hazards.
 - a. Safety Sector should secure all hazards as soon as possible. This will include shutting off the utilities (i.e., gas, electric and water). If it is not possible to secure all hazards, Command should notify all rescue personnel operating on scene of the hazards present. During Phase I of structural collapse operations, Command must consider the fact that if strong control of the incident is not gained quickly, it could easily escalate into an out-of-control situation. A typical structural collapse operation will have a lot of unorganized, well-intentioned efforts by civilian personnel.
- B. Phase II Pre-Rescue Operations
1. Removal of Surface Victims.
Initial on-scene companies should be directed in rescuing victims that can be seen on the surface. Rescuers must be aware of all the physical hazards present at the scene of a structural collapse.
 2. Establish a Perimeter.
While initial rescue of surface victims is going on, Command should establish a perimeter around the whole collapse site and keep all incoming civilian personnel out of the immediate area.
 3. Establish Transportation Corridor.
During initial stages of a campaign operation, Command should attempt to ensure that there will be roadways into and out of the collapse site. This may include establishing liaison with the Police Department and having them re-route all traffic well around the collapse site.
 4. Establish Victim Staging Area.
Command should designate Treatment and Transportation Sectors. An area should be established away from the hazards of the collapse to account for, treat, and transport victims.
 5. Remove All Civilian and Non-Essential Personnel.
After initial surface victim removal has been completed, Command should ensure that all personnel are removed from the collapse site. This will allow for the removal of all civilians and the re-grouping of rescue personnel so that a specific action plan can be instituted for the search and rescue of the remaining trapped victims. At this time, Command should order a PAR from sector officers. Members previously operating in the collapsed structure should be quickly debriefed as to building layout and possible location of victims.
 6. Establish Building Triage Team.
After all personnel have been removed from the collapse site, Command should establish building triage teams. This may include structural engineers and/or fire department personnel that are specifically trained in the recognition of structural collapse. Prior to these teams engaging in triage activity, Command shall notify them as to the specific action plan and building marking system. If there is a possibility of hazardous materials involvement, Command should assign a Hazmat Technician to each building triage team.
- C. Phase III Rescue Operations
1. Establish Action Plan for Search Teams.
After all personnel have been removed from the collapse site and all personnel accounted for, Command shall establish a specific action plan for the search and rescue of the remaining victims. This action plan shall be distributed to all rescue personnel that will be operating at the collapse site.

2. Establish Action Plan for Search and Rescue.
Prior to beginning search and rescue operations, Command shall design specific search teams. This may include personnel with technical search equipment (i.e. acoustic, fiber optic, etc.), dog teams, or firefighter using the hailing (call-out) method of searching for victims. After the building triage teams have completed evaluations of buildings, the search teams will conduct searches of those buildings. Search teams should use standard building marking system after building has been searched. If building teams determine that the building is structurally unstable, search and rescue teams shall not enter until appropriate shoring and stabilization has been accomplished. After the removal of all personnel from the collapse site and before resuming building triage and search, a lobby control shall be established and no personnel will return to the collapse site without going through lobby control.
3. Establish Rescue Teams.
Rescue teams will follow search teams that have searched previously triaged buildings. Each rescue team shall consist of at least two (2) trained members of the Technical Rescue Team. If there is a possibility of hazardous materials involvement, each rescue team shall have at least one (1) Hazmat Technician with air monitoring equipment. Rescue teams are not to attempt rescue in a building that has been determined to be unsafe by the building triage teams. Command should assign each rescue team a specific radio designation.
4. Locating Victims.
After the search teams have searched a building and received a “positive” find (i.e. acoustic or fiber optic positive reading), the building should be verified again by another means if possible (i.e. search dogs or hailing system). If the building is known to have live victims trapped, rescue teams shall attempt to locate the victims. If the rescue team must support structural components of the building prior to entry, they shall do so and make the area as safe as possible.
5. Breaching Walls, Floors and Roofs.
If at all possible, rescue teams should attempt to gain access vertically. The horizontal breaching of walls should be done only if there is no other means to reach the void space that victims may be trapped in. Horizontal breaching of load bearing walls may precipitate a secondary collapse of the structure. The potential for secondary collapse is less if rescue teams breach structural members from above or below. Prior to breaching a structural load bearing member, a specially trained structural collapse specialist (structural engineer, architect, technical rescue specialist) should approve and oversee the breaching operation. If the atmospheric conditions are not known in the room of desired entry, a “pilot” hole shall be punched to monitor the atmosphere prior to breaching operations.
6. Confined Space Entry and Rescue.
After the victim has been located, the rescue team should treat that space the victim is located in as a confined space. Rescue team members should proceed with the rescue, following confined space rescue operations guidelines. The rescue team leader shall designate the proper method of entry into the space and shall ensure the safety of the entry rescuers. All spaces shall be monitored for flammable, toxic and oxygen deficient atmospheres before entry is made. All members making entry shall be on SCBA with appropriate tender to rescuer ratio of 1:1.
7. Rescue and Extrication of Victims.
Once the team has located the victim(s) an immediate assessment of the victim shall be done. Rescue teams should consider the effect lifting objects off the victim will have on that victim (i.e. crush syndrome). The rescuer shall determine the safest and most effective method of victim extrication. The rescue team leader shall ensure the safety of the extrication of the victim.
8. Transfer to Treatment Sector.
Once the victim has been removed to a safe location, he/she shall be transferred to the Treatment Sector for ALS assessment.
9. Removal of Rescue Teams from the Building.
After all located victims have been removed from the building, the rescue team should “pull out” of the building and update the marking system. Rescue teams should keep in mind that

any cribbing and shoring in place should be left in place. The removal of those systems could precipitate a secondary collapse.

D. Phase IV Selected Debris Removal.

1. Locating Victims.

- a. If rescue teams have not been able to locate the victims through other methods, then they should be located by removing debris. If there is a potential for live victims, rescue teams must be very careful when removing debris so as not to cause a secondary collapse or further injury to the victims(s).
- b. If a victim location is known, either by family members or previously rescued victims, an attempt should be made to remove debris to reach that victim. In light-weight frame construction buildings, this could be accomplished by cutting and hand removing structural members. If the building is of reinforced concrete, it may require breaking large pieces into smaller and more manageable size pieces. This may also require the use of a crane to pick up and move the structural components to reach potential victims.
- c. Rescue team members should assist in the break-up and removal of structural components. A safety officer shall oversee all of these operations to ensure site safety for all operating personnel. If structural components are removed from the site, they should be marked in some way so as to I.D. them with the particular building for future investigative purposes.
- d. As debris is removed, all operations should be stopped periodically to search (acoustic, dog team, hailing) for victims. After enough debris has been removed to reasonably ascertain that there are not any victims, then search and rescue operations can be suspended in that building.

E. Phase V General Debris Removal/Termination.

1. Prior to beginning Phase V, Command shall call for a PAR (SOG 801.01.1 Section 5)
2. After it has been determined that no victims could be found alive in the building, a general debris removal can begin. If there is a potential for deceased victims to be trapped in the rubble, removal crews should be alert for signs of those deceased victims.
3. During general debris removal, if heavy equipment operators spot a sign of a deceased victim(s), a selected debris removal shall be conducted to remove the victim(s) respectfully. Coroner and/or other investigative personnel should be notified to handle the removal of the body(ies).
4. As debris is removed, each dump truck load shall be marked as to the general area found and final location of the debris. This will help investigators to complete their investigations and reports.
5. Command may elect to turn general debris removal over to the Responsible Party for final disposition of the building. If this is done, the R.P. should be notified of the proper handling of debris for investigative purposes.
6. Prior to termination of the incident, Command shall account for all personnel that have been operating at the collapse site. Each company officer should ensure crew and equipment accountability before returning to service. If Command has not previously addressed the issue of C.I.S.D., he/she may consider doing so during the termination phase.

F. Additional Considerations.

1. Heat.
Consider rotation of crews.
2. Cold.
Consider the affect of hypothermia on victims and rescuers.
3. Ambient Conditions.
Consider the affects of rain or snow on the hazard profile.
4. Time of Day.
Consider having proper lighting on scene for night time operations.
5. Keep Family Informed.
Consider the effect on family and friends.
6. Assign a P.I.O.
Consider news media.

Emergency Operations, SOG 608.04
TRENCH RESCUE OPERATIONS

1. Scope

This procedure applies to all Ashtabula Fire Department employees responsible for emergency response.

2. Purpose

Trench Rescue Operations present a significant danger to fire department personnel and may involve complex requirements for shoring, hand tools, earth-moving equipment and other specialized resources. The safe and effective management of these operations requires special considerations. **Therefore, it shall be the policy of the Ashtabula Fire Department to NOT allow the entry of any personnel into an unsafe trench or excavation.** This procedure identifies some of the critical issues which must be included in managing these incidents. For the purpose of emergency response, an excavation shall be defined by any depression, hole, trench or earth wall, man-made or natural, of four feet or greater. Cave-ins and collapses generally occur because of unstable soil conditions combined with improper or inadequate shoring. The potential for additional collapse must always be considered as a primary hazard and personnel must be aware that any action may disrupt the temporary stability and cause an additional collapse. The temporary stability, at any point in an operation, may be disturbed by removing soil or debris, by adding weight near the edge of an open cut, by vibration (such as vehicle movement), rain or simply by the passage of time.

3. Tactical Considerations

A. Phase I Arrive on Scene. Take Command. Size-up.

1. Arrival on scene.

- a. First arriving company officer should take Command and begin an immediate size-up of the situation.
- b. Spotting apparatus. The first-in company should spot the apparatus at least 50 feet from the location of the trench failure. Command should dictate Level 1 staging at least 150 feet from the scene.

2. The primary assessment.

- a. Command should determine exactly what has happened.
- b. Assess the potential hazards to the rescuers.
- c. Secure a (responsible party), job foreman or witness to the accident.
- d. An immediate assessment of the victim's injuries should be determined.
- e. Determine how many victims are affected by the accident.
- f. If no witness is present, Command may have to look for clues on the scene as to what has happened.
- g. If there are victims, Command should determine how long the victim has been buried.
- h. An early decision must be made as to whether this operation will be run in rescue or recovery mode.

3. The secondary assessment

- a. Assess on-scene capabilities. Fill the appropriate MABAS assignment, including calling for the Tech Rescue Team.
- b. Assess the need for additional resources.
- c. Assign personnel. Safety Sector, Extrication Sector, Treatment Sector.

B. Phase II Pre-Entry Operations

1. Make the general area safe.

- a. Create a hot, warm, and cold zone.
 1. Hot zone extends from 0-50 feet.
 2. Warm zone extends from 50-150 feet.
 3. Cold zone extends from 150-300 feet.
- b. Control traffic movement.

1. Shut down roadway.

2. Re-route all non-essential traffic at least 300 feet around the scene.

c. Control the crowd.

1. Remove all non-essential civilian personnel to at least 150 feet from the incident.
2. Remove all non-essential rescue personnel at least 50 feet from the incident.

- d. Shut down all heavy equipment operating within 300 feet of the collapse.
2. Make the rescue area safe.
 - a. Control all hazards in the area, i.e., utilities, electric, gas, water.
 - b. De-water the trench if necessary.
 - c. Monitor the atmosphere in the trench.
 - d. Ventilate the trench if necessary.
 - e. Identify soil type and condition.
- C. Phase III Entry Operations.
 1. Make the trench lip safe.
 - a. Approach the trench from the ends if possible.
 - b. Look for unidentified hazards (i.e., fissures, unstable spoil pile).
 - c. Assess spoil pile for improper angle of repose and general raveling.
 - d. Remove any tripping hazards (i.e., shovels, shores, tree roots.).
 - e. Provide level area for ground pads.
 2. Make trench safe
 Extrication Sector will be responsible for entry operations. Extrication Sector shall ensure that all personnel operating in the hot zone are wearing steel-toed boots, helmet, eye protection and gloves.
 - a. Place ingress and egress ladders in trench. There should be at least 2 ladders placed in the trench no more than 50 feet apart.
 - b. Decide on shoring system to be used (i.e., hydraulic shore, pneumatic shore, timber shore).
 - c. Create a safe zone in the un-collapsed portion of the trench (possibly from both ends). This shall be accomplished using an approved shoring system, i.e., pneumatic, hydraulic or timber.
 - d. Remove the dirt from the collapsed zone. Rescuer shall remain in the safe zone while removing the dirt from the collapsed zone.
 - e. Secure all unsecured utilities, pipe or any other obstruction in the trench.
 3. Victim removal/accidents without cave-in.
 - a. Create a safe zone around the victim.
 - b. Remove objects trapping the victim (i.e., pipes, lumber, machinery).
 - c. Assess victim's condition.
 - d. Proper patient packaging.
 - e. Remove victim from the trench (vertical haul, horizontal haul).
 4. Victim removal/accidents with cave-in.
 - a. Create a safe zone.
 - b. Begin dirt removal, operating from a safe zone (buckets, small shovels, by hand).
 - c. Continue extending safe zone into collapse zone.
 - d. Continue dirt removal.
 - e. Uncover victim to below the diaphragm .
 - f. Begin patient assessment if possible (ABC's)
 - g. Begin ventilation if possible.
 - h. Completely uncover the victim.
 - i. Proper patient packaging.
 - j. Remove the victim from the trench (vertical haul, horizontal haul).
 5. Treatment.
 - a. ABC's primary survey.
 - b. C-Spine precautions.
 - c. Secondary survey.
 - d. Consider moving the victim from danger prior to providing definitive care.
 - e. Follow local protocol.
- D. Phase IV Termination.
 1.
 - a. Personnel accountability.
 - b. Remove tools and equipment from trench. If there has been a fatality, Extrication Sector may consider leaving tools and equipment in place for investigative purposes.
 - c. Remove trench shoring system (last-in/first out).
 - d. Re-stock vehicles.
 - e. Consider debriefing.

- f. Secure the scene. This may include leaving the shoring in place or covering the trench.
- g. Return to service.
- E. Additional Consideration.
 - 1. Sectors established.
 - a. Safety sector.
 - b. Lobby sector.
 - c. Extrication sector.
 - d. Treatment sector.
 - e. Staging sector.
 - f. Resource sector.
 - 2. Consider ambient conditions.
 - a. Heat.
 - Consider rotation of crews.
 - b. Cold.
 - Consider affects of hypothermia on victim and rescuers.
 - c. Rain/Snow.
 - Consider the affects of rain or snow on the hazard profile.
 - d. Time of Day.
 - Is there sufficient lighting for operations extending into the night.
 - e. Keep family informed.
 - Consider the affect on family and friends.
 - f. Assign a P.I.O.
 - Consider the news Media
 - g. Call for OSHA.
 - Command should consider calling on OSHA representative to the scene if there has been a serious injury or death.

Emergency Operations, SOG 608.06

WATER RESCUE

1. Scope

This standard regulates the management of rescue incidents involving persons trapped in bodies of water such as lakes, ponds, and creeks or as a result of flooding or recreational accidents.
2. General
 - A. The safety of the victims and the rescue workers is of paramount importance. Always think before you act. Size-up must be a continuous process.
 - B. Rescue workers must ensure that they do not become victims themselves.
 - C. Most water rescues exceed the capabilities of a single engine company. Therefore, never hesitate to summon additional resources.
 - D. Rescue priorities:
 1. Safety of the rescue workers.
 2. Safety of the victims.
 3. Body recovery.
3. Definitions
 - A. Eddy current: An area of generally calmer water behind an obstruction in the current, along the shore at comers or rapidly widening areas. A good place to rest or to try to get out of moving water.
 - B. Eddy fence: A visible line where the current changes to the opposite direction of the main flow and creates an area of eddy current.
 - C. Hydraulic: Also known as a hole, a keeper, or the drowning machine. This is probably the most dangerous area of moving water and occurs anytime water suddenly drops from a higher to lower level. The most dangerous areas are from two to six feet deep. This can occur over automobiles, rocks, or just about any obstacle in moving water. It is nearly impossible to swim in a hydraulic due to the aeration of the water. Learn to identify hydraulics and avoid them.
 - D. River left/river right: Used to indicate the appropriate side of a stream. Face downstream to orient yourself to river left or right. This way, stream banks will have the same name no matter who is describing them.

- E. Strainer: A buildup of debris that restricts the flow of water. Strainers are very dangerous-avoid them.
 - F. Upstream/downstream V's: Upstream V's point to obstacles. Downstream V's point to areas of greater water flow.
4. Risk Techniques:
- A. The following rescue scenarios are listed in order of their potential risk:
 - 1. Shore-based: Least risky. Use poles, floats, throwbags, etc., to make contact with the victim. Avoid entering the water whenever possible.
 - 2. Tethered boat or float and rope system: A boat or float that is tethered at either two or four control points may be able to reach victim. Rope systems range from throwbags to very extensive and complicated tyrolean and two-drag systems.
 - 3. Free boat: A boat that is either paddled or motor powered and not tethered to the shore.
 - 4. In-water contact: Swim to the victim, physically contact him, and return him to the shore. This is very risky!
 - 5. Helicopter: The last resort when other means have failed or are obviously impossible.
 - B. Basic safety rules:
 - 1. Wear a personal flotation device in or near the water. This is mandatory.
 - 2. Wear a rescue helmet in the water.
 - 3. Do not wear structural protective clothing in or near the water.
 - 4. Do not overextend yourself
 - 5. Do not become the victim.
 - 6. Always bathe thoroughly after entering any body of water due to the pollution hazard.
 - C. Equipment:
 - 1. Personal flotation device (PFD): Must be worn at all times during a water rescue when in or near the water. Inspect PFDs for rips, tears, flotation compartments that leak, etc., prior to each use.
 - 2. Helmet: It is strongly advised that the rescuer wear a swift water rescue helmet anytime he is in the water. Inspect the helmet for cracks, loose padding or straps, and any other abnormal condition prior to each use.
 - 3. Rope: Should be clean and dry before storing. Rope that is used for water rescue should never be used for any other purpose.
 - 4. Knives: Should be securely fastened to the shoulder strap of the PFD of the rescuer entering the water. These knives should only be used in water rescue operations.

Emergency Operations, SOG 609.01

TRAFFIC MANAGEMENT

- 1. Scope:

This guideline establishes the procedures that OIC's shall follow and establish while supervising crews that are on and near roads and other places where vehicle traffic is or may be moving. It is designed to help the OIC protect department members from being struck by a vehicle and injured or worse. The OIC is ultimately responsible for the safety of the department personnel who are operating at incident scenes.
- 2. Guideline:
 - a. Fire apparatus shall be positioned in a blocking position, so if it is struck it will protect members and other persons at the incident scene. When acting as a shield, apparatus emergency/warning lights shall remain on.
 - b. All additional responding vehicles, when arriving on the scene, shall position beyond the traffic barrier unless their function requires placement before barrier.
 - c. One or more of the following warning devices shall be used to warn oncoming traffic of the emergency operations and the hazards to members operating at the incident:
 - 1. Apparatus warning lights.
 - 2. Fluorescent orange traffic cones.
 - 3. Illuminated warning devices such as highway flares.
 - 4. Other warning devices appropriate to warn oncoming traffic of the emergency operations.
 - d. When employees are operating at an incident and their assignment places them in potential conflict with motor vehicle traffic, they shall wear a garment that meets the ANSI/ISEA 107-2004, Class 2 or 3 "Standard for High-Visibility Public Safety Vests" with fluorescent and retro-reflective material.

- e. OIC's should consider requesting additional apparatus or law enforcement support in situations where vehicle traffic is traveling at a high rate of speed, or the volume of traffic is especially hazardous.

Emergency Medical Services, SOG 700.01

GENERAL PATIENT CARE

1. Scope
This standard shall apply to all members who provide prehospital care, treatment, or transportation for the sick and injured. It was promulgated to establish guidelines for members to follow when in contact with a patient.
2. General
The Ashtabula County Emergency Services Protocol shall be considered the EMS treatment protocol for the Ashtabula Division of Fire and will be the guiding standard for medical care and the procedures associated with it.

Emergency Medical Services, SOG 700.02

MASS-CASUALTY INCIDENTS

1. Scope
This standard applies to emergency medical incidents involving five or more patients.
2. General
 - A. For the purposes of this standard, any emergency medical incident that involves five or more patients shall constitute a mass-casualty incident and shall be managed according to the provisions of this standard and the department's incident command system outlined in SOG 600.02, Incident Command System.
 - B. The Ashtabula County MCI shall be adopted and used during MCI situations.

Emergency Medical Services SOG 700.03

PARAMEDIC ENGINE COMPANY

1. Scope
This standard was promulgated to increase the availability of Advanced Life Support (ALS), shortening response times to targeted area's of Ashtabula, and increasing the resources available to the residents. For these reasons, the Ashtabula Fire Department will implement a Paramedic Engine company.
2. General
 - A. Staffing: The first due Engine Company shall have a paramedic assigned to it at all times that a paramedic is on duty, regardless of rank or seniority. There are NO exceptions. When unexpected circumstances preclude this, the Contracted Ambulance Provider (currently Community Care Ambulance Network) will be contacted and advised that the Paramedic Engine company is not available. At all times the Engine company will be staffed with one EMT & an AED. The AFD guideline for working fire Alarm Card amplification:
 1. Standard AFD first alarm response; E-1, L-1 and total manpower of 6-8 on the responding apparatus. Command system. FC-1, FI-1, call-in crew and utilities.
 2. Immediately upon confirmation of a working fire, AFD dispatch will call for Ashtabula Twp Engine Co.
 - a. If ATFD is not available an Engine from should be dispatched; as above.
 3. Dispatch shall wait for tactical radio traffic to be complete and then tone out for call-in crew and Chief officers.
 - a. Call-in crew shall proceed to scene as soon as manning is in place. They shall call out to dispatch and proceed in emergency fashion unless dispatch advises fire is under control or ordered to back down their response by Command.
 4. Updated AFD Alarm Cards should be used.

- B. Dispatching: The CAP will provide tone alerting on the AFD primary dispatch frequency when the Paramedic engine company dispatch criteria have been met. The following table will illustrate the dispatch criteria:
1. The following are situations, which require simultaneous dispatch of the Paramedic engine & the ALS unit from the CAP.
 - a. Motor vehicle accidents
 - b. Industrial accidents
 - c. Chest pain/ Cardiac related
 - d. Cardiac Arrest/ not breathing calls
 - e. Potential multiple trauma calls
 2. The following are situations in which the Paramedic engine will be dispatched prior to the ALS unit from the CAP.
 - a. ALS related calls south of US Route 20.
 - b. A delay in the availability of an ALS unit from the CAP, this would include situations in which a mutual aid ambulance is coming into the city.
 - C. In the event that the ALS Eng Co. is committed to a working structure fire, or other fire related response, the ALS Eng Co. will remain committed and will **not** be available to respond to any medical calls. It shall be the responsibility of the CAP's dispatch center to determine that the ALS Eng Co. is committed and unavailable for calls.
 - D. Tone notification will be via the primary AFD dispatch frequency with the appropriate AFD tone (to be provided to the CAP by AFD). AFD will provide the necessary authorizations to the CAP in order for the CAP to obtain the FCC licensing required to operate in the fire band.
3. Response Considerations:
- A. Whichever responding entity reaches the patient first will assume primary responsibility for management of the patient. In the event that AFD arrives on scene first the AFD Paramedic may elect to continue care enroute to the hospital or, make report to the Paramedic from the CAP, who will then assume responsibility for care of the patient.
 - B. In the event that the AFD Paramedic elects to provide care during transport, the AFD Paramedic will become responsible for documentation of care on forms provided by the CAP, in a manner consistent with usual practices of the CAP.
 - C. Expendable & disposable supplies will be exchanged via the CAP's inventory either at the scene or as soon as reasonably practical thereafter. Obtaining reimbursement for disposable supplies will be the responsibility of the CAP.
 - D. In circumstances where AFD has provided primary response (the CAP's ALS unit has a delayed response time), the AFD Paramedic will begin treatment of the patient & contact the CAP for an ETA of the transport unit. If in the judgment of the AFD Paramedic the delay is deleterious to the patient, mutual aid will be contacted for a transport unit, and the CAP will be advised of this decision.
4. Medical Oversight:
- A. AFD will obtain & maintain any required certifications or licenses required to practice. Ashtabula County EMS medical protocols will be utilized.
 - B. QA/QI will be accomplished via a coordinated effort between the CAP, AFD

Emergency Medical Services, SOG 701.01
INFECTION CONTROL

1. Scope:
To provide a comprehensive infection control system which maximizes protection against communicable diseases for all staff members, and for the public that they serve.

2. General
 - A. This policy applies to all personnel providing Fire suppression, emergency medical services and medical transportation services. Ashtabula Fire Dept. recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency responses, including in-station operations. The health and welfare of each person is a joint concern of the personnel, the Fire Chief and the Ashtabula Fire Dept. While each person is ultimately responsible for his or her own health, the Ashtabula Fire Dept. recognizes a responsibility to provide as safe a workplace as possible. The goal of this program is to provide all personnel with the best available protection from occupationally acquired communicable disease.
 - B. It is the policy of this Fire Department:
 1. To provide fire suppression & emergency medical service to the public without regard to know or suspected diagnoses of communicable disease in any patient.
 2. To regard all patient contacts as potentially infectious. Universal Precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material.
 3. To provide all staff members with the necessary training, immunizations, and Personal Protective Equipment needed for protection from communicable disease.
 4. To recognize the need for work restrictions based on infection control concerns.
 5. To prohibit discrimination against any person for health reasons.
 6. To regard all medical information as strictly confidential.
3. Blood-Borne Pathogens Exposure Control Plan
 - A. In accordance with the OSHA Blood-Borne Pathogen standard 29 CFR 1910.1030 the following exposure control plan has been developed. OSHA requires employers to perform an exposure determination concerning which employees may incur occupation exposure to blood or other potentially infectious materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment (PPE) if employees are considered to be exposed even if they wear PPE. This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:
 1. Emergency Medical Technicians (All Levels).
 2. Firefighters
 - B. OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:
4. Compliance Methods
 - A. Universal Precautions will be observed at this facility in order to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious regardless of the perceived status of the source individual.
 - B. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, PPE shall be utilized. At this facility the following engineering controls will be utilized:
 1. Sharps traps - in drug boxes
 2. Protective IV needles
 3. Protective Bristol Ject syringes
 - C. The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of controls is as follows:
 1. Sharps traps will be inspect daily with other equipment.
 2. Protective style syringes and IV needles shall have their packages inspected for its integrity when exchanging them at the hospital.
 - D. Hand washing facilities are also available to the employees who incur exposure to blood or OPIM. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility hand washing facilities are located:
 1. Men's restroom(s)
 2. Women's restroom
 3. *The sink in the kitchen shall not be used to wash your hands if they are potentially contaminated.*
 - E. If hand-washing facilities are not feasible, the employer is required to provide an alternative. In this facility the alternative hand washing facility is:
 1. Waterless antiseptic gel, located in all fire apparatus

- F. After removal of PPE and especially after removing gloves employees shall wash hands and any other potentially contaminated skin area immediately or as soon as possible.
 - G. Hands shall also be washed:
 - 1. After each patient contact
 - 2. Before completing patient documentation
 - 3. Before preparing food
 - 4. Before eating
 - 5. Before and after using restroom facilities
 - 6. After performing decontamination or cleaning
 - 7. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.
5. Needles
- A. Contaminated needles or other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. Should it be absolutely necessary to recap a needle it shall be done in a “one handed” style to prevent accidental injury. In this facility needle recapping is only permitted for the following procedures:
 - 1. Following IV initiation with concurrent failure of the protective mechanism of the IV needle.
 - 2. Following administration of IV piggyback drip if a sharps container is not immediately available.
 - 3. Following discontinuation of an IV piggyback drip if a large sharps trap is not immediately available.
6. Work Area Restrictions
- A. In work areas where there is a reasonable likelihood of exposure to blood or OPIM. Employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lens. Food or beverages are to be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or OPIM are present.
 - B. Food will be properly prepared and cooked. Hands will be washed before and after preparing food. Food will be returned to the refrigerator {if appropriate} before leaving the building if a meal is interrupted by a call.
 - C. Any food stored in the refrigerator will be stored in a safe manner. Generally speaking only plastic and stainless steel make acceptable storage containers for food. Storage of food in aluminum containers should be avoided.
 - D. Mouth pipetting/suctioning of blood or OPIM is prohibited. The “DeLee” suction device is not to be used.
 - E. All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets or blood or OPIM.
7. Specimens
- A. Specimens of blood or OPIM will be placed in a container, which prevents leakage during the collections, handling, processing and transport of the specimens.
 - B. If outside contamination of the primary container occurs the primary container shall be placed within a secondary container, which prevents leakage during the handling, processing and transport of the specimens.
8. Personal Protective Equipment
- A. PPE used at this facility will be provided without cost to employees. PPE will be chosen based on **anticipated** exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees’ clothing skin, eyes, mouth or mucous membranes under normal conditions of use and for the duration of time, which the PPE will be used.

- B. PPE will be provided to employees in the following manner:
 - 1. Ordinary latex exam gloves
 - 2. "High" risk exam gloves
 - 3. Complete PPE kits are available on all apparatus and replacement kits are available in the re-supply cabinet. They contain the following:
 - a) Fluid impervious gown
 - b) Eye protection
 - c) Face mask
 - d) Gloves
 - e) Cap & shoe covers
 - f) Antiseptic towelette
 - g) Bio hazard bag
 - C. All PPE will be cleaned or replaced by the employer at no cost to the employee.
 - D. Face shields on helmets shall not be used for infection control purposes.
 - E. All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All PPE shall be removed prior to leaving the work area.
 - F. Gloves shall be worn when it is reasonable anticipated that employees will have hand contact with blood or OPIM, non-intact skin and mucous membranes. Gloves will be available in all department vehicles.
 - G. Disposable gloves used at this facility are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
 - H. Masks in combination with eye protection devices are required to be worn whenever splashes, spray, splatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can reasonably be anticipated.
 - I. Gowns and other barrier protection will be worn when exposure to blood or OPIM is likely to contaminate or saturate duty uniforms.
9. Contaminated Equipment
- A. Equipment, which has become contaminated with blood, or OPIM shall be examined prior to servicing or shipping and shall be decontaminated before being shipped or serviced.
 - B. Durable patient care equipment shall be decontaminated following each actual contamination.
 - C. Decontamination will be accomplished by utilizing the following methods:
 - 1. Hard surfaces shall be cleaned with soap & water then sprayed with a 10% solution of bleach (10% bleach solution may be mixed by adding 1 cup of bleach to 2 ½ cups of water) and allowed to air dry. To insure maximum effectiveness this solution shall be mixed fresh prior to use.
 - 2. Soft surfaces shall have any residual liquids blotted and absorbed, the surface shall then be cleaned with soap & water, sprayed with 10% solution and allowed to air dry.
 - 3. Contaminated turn out gear & helmets shall be decontaminated in a manner consistent with the manufacturer's recommendations.
 - D. All contaminated work surfaces will be decontaminated as soon as feasible following contamination.
 - E. Any broken glassware, which may be contaminated, will not be picked up directly with the hands. The broken sharps will be swept into a dustpan and disposed of in a double thickness biohazard bag.
10. Regulated Waste Disposal
- A. All contaminated sharps shall be discarded as soon as feasible in sharps containers, which are located in the ambulances & drug boxes.
 - B. Regulated waste {blood or fluid soaked dressings/bandages, alcohol preps, EET, combitubes, IV set ups, IO needles, Dextrose Stick strips etc.} shall be placed in bio hazard containers.
 - C. No Bio-Medical waste will be stored in the living areas. All bio-medical waste will be taken to ACMC in approved containers as soon as practical.
 - D. All potentially infectious waste will be removed from the scene prior to departure. Should delay to remove the waste not be possible due to patient condition, have the scene secured until another unit can be summoned.

11. Laundry Procedures
 - A. All employees who handle contaminated laundry will utilize PPE to prevent contact with blood or OPIM. Contaminated uniforms will be laundered and facility will be determined by the department.
12. Hepatitis B Vaccine
 - A. All employees who have been identified as having exposure to blood or OPIM will be offered the Hepatitis B vaccine (HBV), at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or OPIM unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.
 - B. Employees who decline the HBV will sign a waiver, which uses the wording in Appendix A of the OSHA standard.
 - C. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.
13. Post Exposure Evaluation & Follow-up
 - A. When the employee incurs an exposure incident it shall be reported to the Shift Commander.
 - B. The following exposure incidents shall be immediately reported to the Shift Commander:
 1. Needle stick injury
 2. Break of the skin caused by a potentially contaminated object.
 3. Slash of blood or OPIM into the eyes or other mucous membranes.
 4. Mouth to mouth resuscitations without the use of a barrier device.
 - C. This report will include at a minimum:
 1. The details of the task being performed at the time of exposure.
 2. The means of transmission.
 3. The portal of entry.
 4. The type of PPE in use at the time of exposure.
 5. The Infection Exposure Report form shown in the Appendix will be utilized and will be turned in prior to leaving on the shift on which the exposure occurred.
 - D. All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up will include the following:
 1. Documentation of the route of exposure & the circumstances related to the incident.
 2. If possible, the identification of the source individual and, if possible the status of the source individual. The blood of the source individual shall be tested {following consent} for HIV/HBV infectivity.
 3. Result of testing of the source individual will be made available to the exposed employee with the exposed employee informed about applicable laws and regulations concerning disclosure of the identity & infectivity of the source individual.
 4. The employee will be offered the option to having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted, and then the appropriate action can be taken and the blood sample discarded.
 5. The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Services or the CDC.
 6. The employee will be given appropriate counseling concerning precaution to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
 7. The Infection Control Coordinator is to assure that the policy outlined here is effectively carried out at well as to maintain records related to this policy.
14. Interaction with Other Healthcare Professionals
 - A. A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:
 1. If there is a question about the employee's ability to receive the HBV.
 2. Whenever the employee is sent to a health care professional following an exposure incident.
 - B. Health care professionals shall be instructed to limit their opinions to:
 1. Whether the HBV is indicated and if the employee has received the vaccine, or for evaluation following an incident.

2. That the employee has been informed of the results of the evaluation.
 3. That the employee has been told about any medical conditions resulting from exposure to blood or OPIM. No personal information shall be referenced in this opinion.
15. Training
- A. Training for employees will include an explanation of:
 1. The OSHA standard for BloodBorne Pathogen's. Epidemiology and symptomatology of BloodBorne Pathogen's, Modes of transmission of BloodBorne Pathogen's.
 2. This Standard Operating Guideline.
 3. Procedures, which may cause exposure to blood or OPIM.
 4. Control methods used to control exposure.
 5. PPE.
 6. Post exposure evaluation & follow-up.
 7. Signs & labels used at this facility.
 8. HBV program.
 - B. All employees will receive annual refresher training.
16. Record keeping
- A. All records required by the OSHA standard shall be maintained by the Infection Control Coordinator.
17. Public Relations
- A. On-scene public relations will be handled by the incident commander.
 - B. The public/media should be reassured that the infection control/PPE is used as a matter of routine to increase the safety of **everyone** involved. The fact that PPE or precautions are being used does not imply that the patient may have a communicable disease.
 - C. No medical information shall be released on the scene. Any media inquiries shall be directed to the Fire Chief for reply. Patient confidentiality shall be maintained at all times.
 - D. Non-Ashtabula Fire Dept. or CCAN personnel shall only be used in patient care operations as a last resort in extreme/highly unusual circumstances.
18. Handling Contaminated Laundry
- A. Contaminated laundry is laundry which has been soiled with blood or other OPIM or may contain sharps.
 - A. Contaminated means the presence or the reasonably anticipated presence of blood or OPIM on an item.
 - C. Sharp means any object that can penetrate the skin including but not limited to, needles, scalpels, broken glass or sheet metal.
 - D. Contaminated laundry shall be handled as little as possible and with minimum of agitation.
 - E. Contaminated laundry shall be bagged at the location where it was used and shall **not** be sorted or rinsed in the location of use.
 - F. Should uniforms become contaminated they shall be removed at the earliest possible time and contaminated skin shall be washed.
 - G. Contaminated uniforms shall be placed in a red bio-hazard bag in a manner that minimizes agitation to prevent aerosolization of contaminants and universal precautions shall be observed. This disrobing shall be conducted in a shower facility to facilitate any subsequent decontamination that may become necessary. The Shift commander shall arrange for transportation of the laundry to the contractor for decontamination.
19. Transportation of Contaminated Laundry
- A. Contaminated Ashtabula Fire Dept. uniforms shall be placed in bio-hazard bags and transported to the contractor in a manner which minimizes the possibility of damaging the bio-hazard bag or its contents.
 - B. The laundry shall be given to the contractor personnel. Any paperwork required by the contractor shall be completed by the Shift Commander.
 - C. Contaminated laundry shall only be handled in a manner consistent with this policy. Under no circumstances shall contaminated laundry be washed at Ashtabula Fire Dept. or taken home to be laundered.
 - D. Provisions shall be made to have sufficient uniforms in house to allow immediate changing of contaminated or potentially contaminated laundry.

Emergency Medical Services, SOG 702.01
AMBULANCE OPERATIONS

1. Scope
To provide a guideline for safe and efficient operations for medical emergencies.
2. Policy
 - A. All personnel shall adhere to general safe driving and response procedures at all times.
 - B. All personnel shall adhere to general scene safety procedures at all times, including Body Substance Isolation procedures.
3. Procedure
 - A. Ambulance placement
 1. The driver shall position the ambulance so as to provide the shortest, easiest and safest access to the patient.
 2. The driver shall position the ambulance to protect personnel from traffic and any potential harm.
 3. The driver shall make every attempt to avoid being blocked in by other vehicles and minimize the amount of backing required.
 - B. On scene operations
 1. The officer or acting officer in charge shall assume command of the scene.
 2. Communicate the need for additional resources as soon as the need is recognized.
 3. Establish patient contact and establish a treatment plan based on the appropriate Ashtabula County Medical Center protocol.
 4. Confer with Medical Command when appropriate.
 5. Begin gathering patient information and document all treatments and findings as they are found.
 6. Establish a plan for patient removal based on patient and personnel safety.
 7. Load and secure the patient in the ambulance.
 - a. All non patients accompanying the patient must be secured in the front passenger seat with a seat belt.
 - C. Transportation
 1. Transportation to the appropriate emergency department should be done in the safest and most efficient way possible.
 2. In most cases transportation should be to the closest emergency department, however, patients may be transported to either Brown Memorial or Memorial Hospital of Geneva if they request.
 3. At least two (2) or more emergency medical technicians or higher shall be present to transport patients. A non-emergency medical technician may drive the ambulance if two (2) EMT's are present in the squad.
 4. A report shall be given to the receiving hospitals emergency department regarding the patient's condition, treatment provided and estimated time of arrival. The ambulance member calling in the report to the emergency department shall ask if any questions or orders are required from medical command.
 5. The ambulance personnel shall unload the patient at the emergency department and move the patient to the room or bed as directed by medical command.
 6. All necessary information shall be reported to the nursing staff.
 7. All pertinent information required for Department reports and billing information should be, if possible, obtained and stored following patient privacy laws.
 8. All patient personal belongings and medications shall be turned over to the emergency department.
 - D. At emergency department
 1. The cot and all equipment used shall be disinfected and cleaned.
 2. The cot shall be remade using clean linens provided at the emergency department.
 3. All disposable equipment used during the call shall be replaced at the emergency department.
 4. The fire dispatch shall be notified if the ambulance will be out of service due to extended cleaning or any other reason an abnormal amount of time is required.
 5. If the drug box is used and the pharmacy is open it shall be replaced. If the drug box cannot be replaced, use the box off Rescue 2.
 6. All controlled substances shall be wasted with the proper paperwork while witnessed by emergency department staff.
 7. The fire dispatch shall be notified when the ambulance is back in service and available.

- E. Documentation and Reporting
 - 1. All pertinent information shall be gathered by the ambulance personnel and documented on squad sheet.
 - 2. If it is possible to obtain billing authorization, every attempt should be made to get the patient's signature.
 - 3. Ambulance personnel should attempt to obtain a hospital face sheet from the hospitals' emergency department or registration.
 - 4. A copy of ambulance run sheets shall be copied and one copy shall remain with emergency department and the other to the Fire Department for reporting.
 - 5. The member that assumed primary patient care responsibility shall document the response in Firehouse upon returning. All care rendered must be specifically and accurately documented.
 - 6. A copy of the Firehouse report shall be faxed to the receiving facility upon completion of the report for the patient's permanent medical record.
 - 7. A copy of the report and the emergency department face sheet shall be forwarded to the Chief.
 - 8. A quality assurance program will assist Fire Department members with providing the highest quality of care to the patients.

Emergency Medical Services, SOG 702.02

AMBULANCE STAFFING AND MAINTENANCE

- 1. Scope
 - To provide a guideline for daily ambulance staffing and ambulance inspection, care and maintenance.
- 2. Policy
 - A. The officer in charge of the shift each day shall make the proper provisions for staffing the ambulance each day.
- 3. Procedure
 - A. In general the ladder company shall be designated as the ambulance personnel.
 - B. The guidelines for staffing the ambulance are based on the States requirements and shall be adhered to.
 - 1. Two emergency medical technicians shall be required for any medical response.
 - 2. Every effort shall be made to have at least one paramedic on the squad.
 - 3. Contingencies for meal hours, or any other reason department staff is out of quarters shall be made once that person leaves quarters.
 - 4. Provisions shall be made by the ambulance personnel to bring required fire suppression gear in case of a fire incident after the medical response.
 - C. The ambulance shall be checked daily according to the provided Medic 1 check sheet.
 - 1. All equipment should be checked for adequate amounts required for an entire shift.
 - 2. All supplies that have an expiration date shall be checked on Wednesday of each week and replaced if necessary.
 - 3. The provided drug box and controlled substance dates and tag number shall be checked daily.
 - 4. Vehicle shall be checked on Wednesday according to the Medic 1 check sheet.

Communications, SOG 800.01

GLOSSARY

The department in both written and oral communications commonly uses the following terms:

- 1. Academy: A facility used to train recruits to be firefighters. May also refer to a facility or complex where in-service training is conducted.
- 2. Aid station: A designated location at an incident where EMS personnel treat the sick and injured. The person in charge of an aid station will normally be a paramedic and will coordinate activities with the command post. The aid station may also be divided into sectors such as Triage, Treatment, and Transportation.

3. Alarm: An incident or event that requires a response by one or more fire companies or medical units. There are several types of alarms:
 - A. Automatic alarm: A request for emergency service from an alarm company or a security office on activation of a smoke or heat detector or of a fixed extinguishing system. The flow of water within a fixed system, the closure or opening of a valve, or the activation of a fire pump may also result in the transmission of an alarm signal.
 - B. Box alarm: The response assignment dispatched to a reported fire in a building or structure.
 - C. General alarm: An incident that requires the response of all of the department's personnel and apparatus.
 - D. Multiple alarm: A request for additional assistance at an incident to which a box alarm assignment has been previously dispatched. Multiple alarms are designated as second alarm, third alarm, etc.
 - E. Still alarm: A minor incident that requires non-emergency response.
4. All Clear: A phrase used on completion of the primary search of a fire building indicating to all personnel that the search has been completed and that no victims were found.
5. Assignment: A predetermined designation of the units to respond to a given type of incident; the entire complement of apparatus assigned to any given incident; the assignment of any given unit.
6. Automatic Aid: A programmed plan that responds the closest available company to an incident even though the closest company may be from a different political jurisdiction.
7. Back in: A term used to indicate that a company is back in its assigned quarters.
8. Base Station: A fixed two-way radio station located either in the Dispatch office or the watch office of a fire station.
9. Chiefs car: The official automobile assigned to a chief officer.
10. Call: An alarm for a fire or emergency.
11. Callback: (1) The recall of off-duty personnel back to duty for an incident or event. (2) A telephone number provided by 911 to contact a person who reports a fire.
12. Call-in crew: A recalled company of firefighters.
13. Call-out: Person being notified to report to an incident site to be responsible for the property.
14. Can Handle: A message from a unit at the scene of an incident indicating that no further assistance will be required.
15. Catch A Hydrant: An order to a responding engine company to perform a forward lay of a supply line.
16. Charge: To turn on the water and fill a hose with water and pressure.
17. Code 2: A MVA with no injuries.
18. Code 4: A MVA with injuries.
19. Code 16: A dead body
20. Code 100: A bomb threat.
21. Code RED: APMC code for a confirmed fire in the building.
22. Command: The radio identifier for the officer in charge of an incident. Also known as the incident commander or IC.
23. Command Post: A designated location at an incident where the primary command functions are executed. The incident commander, support personnel and representatives from other agencies as required, will staff the command post.
24. Controlled burn: Planned burning, allowed only by permit, conducted to remove fuel, abate a hazard, or clear a building site prior to construction.
25. Critique: A formal process following an incident and conducted by the personnel who responded so as to analyze their actions, correct deficiencies, and identify those tasks that were performed correctly.
26. Detail: The assignment of one or more personnel to temporary duty with another company or work group.
27. Detection: The act or system of discovering or locating fires.
28. Dispatch: (1) To order a fire company or medic unit to respond to a certain location, incident, or event. (2) The radio identifier for the department's emergency communications center.
29. Disregard: An order to one or more responding units that their services are not needed and that they should return to service.
30. District: A designated geographic area of service delivery normally covered by a single fire station. It may also refer to the entire area covered by a single fire department regardless of the number of stations.
31. Drill: A training session.
32. Drill Tank: A training structure at AFD.

33. Elapsed time: The time used to complete any assignment.
34. Emergency: A radio term used to clear the radio of all radio traffic. A specific message or set of instructions should follow the term emergency.
35. Emergency Traffic: The act of clearing a radio channel of all nonessential communications.
36. En route: Indicates that an apparatus or other unit is responding to an incident.
37. ETA: Estimated time of arrival.
38. Exposure: A building, vehicle, or other property that is endangered by fire in an adjacent building, a vehicle, or property.
39. False Alarm: An alarm for which no fire or emergency existed or for which fire department response was unnecessary.
40. Fill in: The dispatch of another apparatus or medic unit to replace companies not available to answer their regular assignments. Also see Back in.
41. Fire danger: A term indicating the risk of a fire.
42. Fire ground: The operational area at a fire.
43. Fire school: An accredited university offering regular programs in fire science. May also refer to a recruit school or training academy.
44. First due: The first company rated on an alarm assignment for a given location that is nearest in response time and travel distance.
45. First in: The first company or unit to arrive at an incident.
46. FPB: Fire Prevention Bureau
47. Front line: Apparatus and medic units normally staffed at all times.
48. Fully Involved: A size-up report that indicates that the entire area of a building is so involved with heat, smoke, and flame that immediate access to the interior isn't possible until some measure of control has been achieved with hose streams.
49. Hazard: Any condition that poses a threat to property or that might result in injury or death.
50. Haz Mat: A term pertaining to hazardous materials.
51. Incident: A fire, medical call, or other emergency that requires one or more fire companies or medical units to be dispatched to render aid. See also Alarm.
52. Incident command system: A systematic plan for conducting operations during an incident. See SOG 600.02, Incident Command System.
53. Incendiary: A fire believed to have been deliberately set.
54. Incipient: A fire of minor consequence or in initial stages.
55. Initial alarm: The first notification received by the department indicating that a fire or emergency exists.
56. In service: (1) A report indicating that an apparatus or ambulance is fully functional and available to respond to an assignment. (2) A radio message indicating that an apparatus or ambulance has completed its previous assignment and is available for the next call. (3) A radio message indicating that a company or medic unit has left its quarters and will be monitoring the radio for any assignments.
57. Investigation: (1) Sending an individual, company, or unit to check for smoke, heat, steam, another indication of fire. (2) The act of determining the cause and origin of a fire. (3) The act of determining whether or not a complaint received by the department concerning the actions of one or more of its employees was proper and within the scope of his duty.
58. Journal: A daybook or record book maintained by a captain of all activities, alarms, visitors, etc.
59. Location: A specifically designated place to which fire apparatus or medical units are dispatched in answer to an alarm or request for assistance.
60. Log: A chronological record of events, such as the Dispatch Log or Incident Log.
61. Malicious false alarm: A false alarm of fire deliberately sounded to inconvenience the fire department and to cause a disturbance or excitement rather than one sounded by accident or error.
62. Message: A radio communication consisting of a contact call, response, text, and acknowledgment
63. Move up: The movement of fire companies from their assigned stations to cover vacated stations so as to give coverage to districts stripped of normal protection.
64. Mutual aid: Two-way assistance by fire departments of two or more communities freely given under prearranged plans or contracts so that each will aid the other in time of emergency and also provide for joint or cooperative response to alarms near jurisdictional boundaries.
65. MVA: Abbreviation for Motor Vehicle Accident.
66. Nothing showing- A report given by the first-arriving unit at an incident indicating to Dispatch and other responding companies that no smoke, fire, or other emergency situation is apparent.

67. OIC (Officer in Charge): Ranking officer on duty or on scene.
68. Operator: A fire alarm operator, dispatcher, or tele-communicator.
69. Out of service: A report indicating that an apparatus or ambulance is not available to respond to an alarm. This report should be accompanied by a message indicating the estimated length of time that the unit will be unavailable.
70. Over the air: Via radio transmission.
71. Overcome: The state of a person being incapacitated by heat, smoke, or toxic gases so as to be rendered helpless and possibly unconscious.
72. Patient: Someone who is sick or injured and requires the assistance of the department. A patient may also be referred to as a victim, citizen, customer, individual, person, man, woman, or child. A patient should never be referred to as a subject, perpetrator, or suspect!
73. Patrol: To travel a specified route to prevent or correct conditions that might create a hazard.
74. Permit: Official permission given in writing to allow a special activity.
75. Platoon: An organized group of firefighters who are assigned to work the same tour of duty. Also known as a shift.
76. Probationary firefighter: see recruit
77. Progress report: A periodic radio report required from an incident commander to update Dispatch on the status of an incident.
78. Quarters: The fire station to which a given company or unit is assigned.
79. Rear: The side of a building or incident directly opposite the main street front or command position.
80. Recall: To call off-duty personnel back to their stations or to a major incident.
81. Recall crew: A company of recalled firefighters.
82. Receiver: A mobile or base radio unit that allows a person to hear a radio message on a specific channel or frequency.
83. Recruit: (1) A new employee during the first 12 months of his employment. Also known as rookie. (2) The act of encouraging people to apply for employment with the department.
84. Rehab: This term can refer to either the actual rehab vehicle or to a designated location at an incident. The purpose of rehab is to provide rest, refreshments, and medical evaluation to working personnel.
85. Rekindle: An instance where, due to re-ignition, the department is called back to a location where the fire was thought to have been extinguished.
86. Relieved: (1) Used to describe a fire company that is dismissed from further duty at the scene of an emergency. (2) Used to describe the routine act of changing shifts. (3) Used to describe the temporary dismissal of an individual by an OIC due to a pending disciplinary action.
87. Repeater: A radio that receives a signal from another radio and rebroadcasts the signal with greater signal strength.
88. Reserve: Apparatus or ambulance units not on frontline duty but available in case a frontline unit is undergoing repairs. It is also available to be staffed by off duty personnel when necessary.
89. Respond: To answer an alarm in accordance with a prearranged assignment or on the instruction of the Dispatch operator. To proceed to the scene of an incident or other event.
90. Responding: A term indicating that orders to proceed to an alarm have been received and the apparatus or medical unit is on its way.
91. Response: The act of responding to an alarm. Also, the entire complement of personnel and apparatus assigned to an alarm.
92. Response time: An interval of time measured from the receipt of a request for emergency service until the first unit or apparatus arrives at the scene of an incident.
93. Rig: A fire apparatus.
94. Riser: A vertical water pipe used to carry water for fire protection to elevations above grade, such as a standpipe or sprinkler riser.
95. Roster: A list of fire department personnel and their duty assignments. Also, a list of apparatus and motor vehicles owned by the department.
96. Run: A fire or medical alarm.
97. Run card/sheet: The card filled out by Dispatch for each incident dispatched. Also known as the Alarm and Fire Record Card.
98. Running card: A card showing fire company assignments for a given location, including multiple-alarm assignments.

99. Sector: A specific task assignment (e.g., Staging), a geographic area (e.g., north sector), or an operational area (e.g. interior sector) of an incident that is designated and assigned by the incident commander. This is a command and control function. Sector commanders should coordinate their activities with the incident commander and use their assignment as their radio identifier. During high-rise operations, the sector designation corresponds to the floor of the building.
100. Shift: A working tour e.g., 24 hours on, 48 hours off. Also refers to a group of workers on a given shift. See also Platoon.
101. Signal: A radio message referring to the strength of a radio transmission and the listener's ability to hear and understand the message.
102. Staging: A designated location(s) at an incident where apparatus, equipment, and personnel are assembled for deployment. The person in charge of a staging sector will coordinate his activities with the incident commander and will use the term Staging as his radio identifier. When more than one staging area or sector is used at an incident, a geographic identifier will be used, such as Forward Staging.
103. Station: A building or quarters that houses on-duty personnel, apparatus, and medic units.
104. Street Index: A complete listing of all streets, roads, and highways located within the department's response district. The Street Index is organized alphabetically and numerically by block number. In addition, the index lists cross streets and major landmarks AFD uses the Polk Index.
105. Support: In incident command, those logistical functions that aid the resolution of the incident.
106. Suppression: The total work of extinguishing a fire, beginning with its discovery.
107. Territory: A geographic area served by a single fire station or the entire area served by a department. See also District.
108. Tied Up: A fire company or medical unit engaged for a period of time and unable to respond to incidents.
109. Time of arrival: The time as indicated on the radio log that the first unit arrived at an incident. Also, the time that other responding companies arrived.
110. Tour of duty: Any given on-duty period worked by an individual or group of employees.
111. Transmitter: A mobile or base radio that allows voice messages to be sent by way of a given frequency.
112. Turnout time: The interval of time as measured from the receipt of an alarm until a fire company or medical unit reports en route or notifies Dispatch that it is responding.
113. Two-way radio: A mobile or base radio unit that allows both the transmission and receipt of audio messages.
114. Under control: A fire is sufficiently surrounded and quenched so that it no longer threatens destruction of additional property.
115. Wash down: The cleansing or removal of gasoline, diesel fuel, or other petroleum products from a roadway following a motor vehicle accident. Originally meant to wash the product down into a ditch or storm sewer. Now the product has to be collected due to environmental regulations.
116. Watch: An interval of time during which a person is assigned to a specific duty. In some jurisdictions, this duty is served at the watch desk in the watch office.
117. Watch desk: The desk in a fire station at which the various communications equipment is placed and alarms are received and recorded.
118. Watch office: An office in which the watch desk is placed.
119. Water supply: In incident command, the officer assigned to provide an adequate supply of water to meet the fire flow demand at a given incident.
120. Wildland fire: A fire involving natural groundcover such as grass, brush, and trees.
121. Working fire: A fire that requires firefighting activity on the part of most or all of the personnel assigned to the alarm.

Communications, SOG 801.01

RADIO PROCEDURES

(Revised 8/08)

1. Scope
This standard establishes guidelines for the use of two-way radio communications equipment. It was promulgated to promote the most efficient and effective use of the radio communication system.
2. General
 - A. The department operates a base/remote radio system. The system uses a base remote transmitter/encoder located at Ashtabula Township Fire Dept. and a base at Ashtabula Fire Station 1. The base remotes are set to transmit on frequency 1, which, on the base remotes only, is the City Fire frequency. *
 - B. All radio and emergency phone conversations shall be recorded by the dispatching agency. These recordings shall be available on demand to the Ashtabula Fire Chief.
 - C. There shall be maintained at Ashtabula Fire Departments main station a switch on the phone system capable of re-routing emergency 7 digit fire calls to that station.
 - D. The department's radio's contain 8-32 channels, which have been assigned as follows:

Bank One

- 1: City Fire
- 2: Tactical
- 3: Fire 1
- 4: Fire 2
- 5: Fire 3
- 6: Fire 5
- 7: ATFD
- 8: CCAN
- 9: APD
- 10: Sheriff
- 11: Coast Guard (MARINE 21)
- 12: Public Works
- 13: AC AMB
- 14: Intercity
- 15: Tactical
- 16: City Fire

Bank Two

- 17: Hospital
- 18: Sheriff-REPEATER
- 19: EMA/DSA
- 20: TRUM H1
- 21: TRUM H2
- 22: TRUM FD
- 23: TRUMTAC1
- 24: TRUMTAC2
- 25: TRUMTAC3
- 26: TRUMTAC4
- 27: PORT HM1
- 28: KENT FD1
- 29: KENT FD2
- 30: WEATHER
- 31: MARINE 22
- 32: MARINE 10

* The base remotes first four (14) channels vary from above as follows:

Base Radio

- 1: City Fire
- 2: Fire 1
- 3: Fire 2
- 4: Fire 3
- 5: Fire 5
- 6: Fire 6
- 7: APD
- 8: CCAN
- 9: Public Works
- 10: Sheriff
- 11: Inner City of Ashtabula Fire Department
- 12: APMC
- 13: EMA
- 14: Coast Guard 16

- E. It is the responsibility of all personnel to remain in radio contact with Dispatch while they are on duty. Therefore, they should notify Dispatch when they change location or status.
- 3. Restricted Activities
 - A. The radio system is designed for emergency communications and those activities that support the accomplishment of the department's mission. Therefore, a number of subjects are inappropriate when using the system. Common sense and good judgment should always be the user's guide when deciding the appropriateness of a message.
 - B. Personnel who use a two-way radio should realize that the radio does not afford the user the same level of privacy as when making a telephone call.
 - C. The following items are inappropriate and should never be broadcast over a two-way radio:
 - 1. Any term that would be offensive to someone of another race or gender.
 - 2. Profanity.
 - 3. Any discussion of an athletic event or political contest.
 - 4. The name of a deceased firefighter before the proper notification of family members.
 - 5. Business of a personal nature.
- 4. Channel/Frequency Assignments
 - A. All incidents shall be dispatched on the primary channel. Routine, non-emergency traffic will be conducted on this channel unless otherwise instructed by Dispatch. Therefore, all members should monitor this channel at all times.
 - B. Emergency operations should be conducted on the tactical primary channel, unless otherwise ordered by the Incident Commander.
 - C. At large-scale incidents, the incident commander may request Dispatch to assign a separate frequency/channel to staging, water supply, and other support operations.
 - D. Frequency/channel 12 has been designated as the medical control channel. Units shall use this channel to contact the hospital emergency room.
- 5. Terminology
 - A. Use plain speech or clear text when transmitting over a two-way radio. The department does not use any system of 10 codes (exception is 10-4 meaning OK or understood) or CB lingo. The department does not use numeric codes as follows: CODE RED is the APMC term for a confirmed fire.
 - B. A distinctive vocabulary of words, phrases, and terms has been developed for use in radio conversations. These terms simplify and clarify radio conversation as well as contribute to brevity. (See Section 6, part C, below.)
 - C. The department also uses the 24-hour clock rather than the traditional 12-hour clock. The 24-hour clock is often referred to as the military clock. All references to time used in two-way radio communications will be expressed in the 24-hour format. For example, 9:00 A.M. is expressed as 09:00 hrs (pronounced zero nine hundred hours). 9:00 P.M. is expressed as 21:00 hrs (twenty-one hundred hours).
- 6. Sending/Receiving Messages
 - A. To ensure that a radio message will be clear and understandable, the user of a two-way radio should observe the following practices:
 - 1. Always speak in a conversational tone and at a moderate speed.
 - 2. Speak directly into the microphone. While speaking, keep your lips within a half-inch of the microphone.
 - 3. Remain calm. Always speak distinctly and clearly, pronouncing each word carefully.
 - 4. Phrase your message naturally, not word for word. Avoid lengthy discussions, and be clear and to the point!
 - 5. Use ordinary conversational strength. If surrounding noise interferes, speak louder, but do not shout.
 - 6. Remember that a high-pitched voice transmits better than a low-pitched voice.
 - 7. The speaker as necessary should repeat figures, difficult words, and important messages. The repeated portion should be preceded by the phrase "I repeat."
 - 8. Communication and message traffic shall be in accordance with the Basic Telecommunicator Manual used in training 911 dispatchers.
 - B. Message format:
 - 1. Identify the unit or function sending the message, as well as the unit or function to whom the message is being directed. Example: 'Engine One to Command.'

2. Wait for the unit being called to acknowledge, and then keep the message brief and to the point. Example: ‘Engine One to Command.’ ‘Command to Engine One, go ahead. ‘Engine One to Command, the primary search is complete. We have an All clear.’
 3. Use procedural words and phrases whenever possible.
 4. Use phonetic spelling when using words or terms that might be difficult to understand or may be spelled a variety of ways.
- C. Clear text words and phrases defined:
1. Affirmative - yes
 2. Call by phone or landline - use a telephone or cellular phone
 3. Clear - understood
 4. Clear of scene - assignment is completed, units are leaving the scene
 5. Disregard - cancel present assignment and return to service
 6. Emergency - term used to gain control of radio channel to report an emergency. All radio users will refrain from using the channel until cleared by Dispatch
 7. Emergency traffic only - radio users will confine radio transmissions to an emergency in progress or a new incident. Radio traffic that includes status information (e.g., response, conditions, location, availability) will be authorized during this period.
 8. Enroute - responding to destination
 9. In quarters - indicates a unit is in station
 10. In service - on the radio, available for a call
 11. Negative - no
 12. On location - has arrived at the scene of an incident
 13. Out of service - indicates that a unit is unavailable to respond to a call
 14. Received - understood
 15. Report - provide a status on the progress of an incident
 16. Resume normal traffic - radio channel is cleared for normal traffic
 17. Respond, responding - indicates a unit should proceed to or is proceeding to an incident
 18. Stand by - stop transmitting
 19. Under control - fire or incident is under control
 20. Unreadable - radio signal is unclear. In most cases try to add the specific trouble (e.g., background noise, static, etc.)

Communications, SOG 801.02

ALARM DISPATCHING

(Revised 8/08)

1. Scope
To establish specific guidelines for emergency dispatching of the Ashtabula Fire Department.
2. Dispatch Tone Alerts
 - A. There are two tones used in dispatching AFD fire units.
 1. Two company assignment:
Structure fires, Haz-Mat incidents, natural gas inside buildings, second alarms, and automated fire alarms from industry, commercial or residential.
 2. One company assignment:
Fires involving: vehicles, grass, trash, brush, dumpsters or open burning,
Other calls: motor vehicle crashes, EMS, odors, etc. The OIC may choose to respond “on the slow” information he has received from dispatch.
 3. Medical tones from EMS contract agency: These tones are direct from the EMS provider. These tones are to be acknowledged by Dispatch Center.
 4. When dispatching units to mutual aid requests, the two company tone (long tone) shall be used for all requests regardless of what company (ies) have been requested.
 - B. All tones shall be repeated twice between the hours of 2300 and 0700, before commencing with the alarm message.
 - C. When companies are out and there is another alarm; the alarm should be toned as appropriate; prefaced with the phrase “Ashtabula Fire you have another alarm for a”. The OIC will advise dispatch what actions to take to fulfill the alarm.

3. Radio Procedure Operations Guideline
 - A. Preface all initial alarm dispatches with “KDX-436 Ashtabula Fire respond <E-1, etc> to <message>.”
 - B. When an incident is complete the last radio message should be “KDX-436 is clear”.
 - C. Alarm assignment sheet is located in the appendix.
 - D. When an alarm is received from a security company monitoring automated alarms, the security company operator is to be notified it is their responsibility to contact a call out person for the alarm, and to notify dispatch with an ETA when this is accomplished. The dispatcher shall record the name and phone number of the operator calling in the alarm.
 - E. Alarm cancellations: If an alarm has been dispatched and apparatus are enroute; Dispatch shall notify the responding companies of the cancellation. The OIC shall determine whether to continue the response.
 - F. Dispatchers shall endeavor to repeat all radio communications. They may abbreviate the repeated message.
 - G. When contacting utilities or other requested resources on the telephone for Ashtabula Fire; the dispatcher shall identify themselves as “Ashtabula Fire Department Dispatch”.
 - H. The dispatcher shall record a run card for each alarm received.
 - I. The dispatcher shall fax all pertinent incident information to Ashtabula Fire after the incident is complete. Fax phone number is 992-2691.
4. Emergency Evacuation Tone
 - A. When requested by Command to sound the Emergency Evacuation, acknowledge the request and immediately sound the tone three (3) times, followed by the message: “Emergency! All units evacuate the structure immediately! Repeat, all units evacuate the structure immediately!” (SOG 405.06 section 5D).
5. Roll Call (Dispatch part)
 - A. Following an evacuation tone, a “Roll Call” may be requested by Command. Roll Calls may also be requested at other times.
 - A. When a roll call is requested by Command, Fire Dispatch may be asked to perform the roll call. Proceed as follows:
 1. Acknowledge the request for a roll call
 2. Starting with the first due company ask for a report.
 3. Continue through all the units on your radio log in the order of arrival on scene.
 4. If a unit does not respond try a second time then move on to the next company.
 5. Advise command of the results when finished
 6. Time Benchmark
 - C. Upon confirmation of a working fire, dispatch shall notify command when a 20 minute time period has elapsed from receipt of alarm. See Dispatch S.O.G. 801.01.1 Section 6.
 1. The message shall be transmitted similar to this “dispatch to command, please acknowledge the 20-minute benchmark”.
6. Working Fire Procedure
 - A. Immediately upon confirmation of a working fire, AFD Dispatch will call for an Ashtabula Twp. FD Eng Co.
 1. ATFD will communicate with Command on the primary AFD frequency.
 2. Unless otherwise assigned the ATFD engine company will function as the RIT team.
 3. In the Event ATFD is unavailable the next engine in the alarm sequence should be dispatched.
 - B. Dispatch shall page the appropriate recall company, fire chief and fire inspector and ATFD Chief.
 1. Dispatch shall notify command when the recall engine is sufficiently staffed (3).
 2. Command will determine if the recall engine responds to the fire or stands by at the station.
 3. When staffed, the recall engine becomes the first due company for other calls.
 4. Should the recall engine not be available, the next engine in the alarm cards should be dispatched.

Communications, SOG 801.03
RADIO NUMBERS/CALL SIGNS
(revised 7/09)

1. Scope
This standard establishes guidelines for the assignment of radio identifiers to apparatus and personnel equipped with two-way radios.
2. Fire Department Radio Identifiers:
 - A. Engine 1 assigned to First due engine
 - B. Ladder 1 assigned to First due aerial
 - C. FC-1 assigned to Fire Chief
 - D. FI-1 assigned to Fire Inspector/Investigator, Captain
 - E. FI-2 – FI-4 assigned to Fire Investigators
 - F. Rescue 2 assigned to Rescue/backup first due engine
 - G. Engine 3 assigned to Reserve Engine 3/Foam Supply
 - H. Utility 1 assigned to Utility 1
 - I. Medic 1 assigned to Ambulance Squad
3. Portables
 - A. All fire apparatus have been assigned one or more handheld two-way radios. Use the following designations whenever transmitting:
 1. An officer shall use “portable ” following the apparatus identifier.
 2. Hosemen will use their name “your name” followed by the apparatus identifier (Firefighter Balog on E-1 to Command), if they are using another portable at a scene.
 - B. All administrative and fire prevention personnel have also been assigned portable radios. When an inspector or other individual uses his portable radio, he will simply use his assigned radio number.

Communications, SOG 802.01
RADIO MAINTENANCE

1. Scope
This standard regulates the maintenance and repair of two-way radios and communications equipment.
2. General
 - A. Two-way radios, pagers, base stations, and station alerting systems are all vital components of the department’s emergency notification and communications system. It is imperative that all equipment function properly on demand.
 - B. Members who have been issued a pager, two-way radio, or other communications device are responsible to maintain their assigned equipment in proper working order.
 - C. Captains (company officers) are responsible for the proper operation of all communications equipment assigned to their command.
3. Repair Procedure
 - A. Whenever a two-way radio or other piece of communications equipment is in need of repair, the proper service agency shall be notified. If the repair facility is open, the item shall be taken to the shop for repair before the facility closes for the day.
 - B. Station alerting systems and other essential equipment is critical to emergency operations and must be repaired immediately. Therefore, the on-call technician should be notified and asked to respond as soon as possible.
 - C. Not all equipment is of such a critical nature that it has to be repaired immediately. If a replacement item is available or if an alternative method of communications is available, the repairs may be postponed until the repair facility is open for business. For example, if the two-way radio in an apparatus doesn’t operate properly, it will usually be possible for the apparatus to use a portable radio until the mobile unit can be repaired.
 - D. All communications equipment owned by the department shall be maintained and repaired by a qualified facility.

- E. Pagers, telephones, and other communications equipment leased from a private vendor shall be returned to the Chief for repair in accordance with the lease agreement.
- F. Disposable items such as batteries may be obtained by contacting the communications officer.
- G. All radio equipment in need of repair shall be reported to the communications officer. The communications officer shall keep a record of all the repairs made to the department's equipment and shall include a summary of the repair activity in his monthly report to the Fire Chief.

Communications, SOG 803.01

PAGING

- 1. Scope
This standard establishes guidelines for use of the department's paging systems.
- 2. General
 - A. The department issues alphanumeric pagers from a private vendor and issues them to its members. These pagers are leased and may be accessed from the fire department alarm office and dispatch via alphamate machines, e-mail and internet.
 - B. The department and the dispatch center has established a system to send SMS text messages to members cellular telephones. This can be done via the NotePager Pro software that has been installed on several computers.
 - C. Some department members do not carry alphanumeric pagers, only cellular telephones. The paging software has been programmed to determine which method of communication is best.
 - D. The list of pager numbers will be maintained at station 1, and by dispatch, as well as group assignments and recall procedures.
 - E. The administrative assistant will be responsible for maintaining and programming the pagers, as well as updating the pager lists, and informing dispatch of any changes in procedure.
 - F. Ashtabula Fire Department personnel can be paged individually or by groups. Individuals are entered by last name.
- 3. Pager Recall Procedures:
 - A. Some department members do not carry alphanumeric pagers, only cellular telephones. The paging software has been programmed to determine which method of communication is best.
 - B. Press page. (alphamate will ask for name or number)
 - C. Type AS, BS, CS, DS, or individual's name.

GROUPS

- AS = A-SHIFT
- BS = B-SHIFT
- CS = C-SHIFT
- DS = ALL PERSONNEL
- FPB = INVESTIGATORS
- HZ = HAZMAT TEAM
- CF = COUNTY FIRE
- CH = CHIEFS

- D. Enter. (alphamate will ask for message or canned message)
- E. Type @1, @2, @3, @4, @5, @6 or type message other than canned message.
 - CANNED MESSAGES
 - @1= Engine company recalled.
 - @2= Ladder company recalled.
 - @3= Engine company & Ladder company recalled.
 - @4= All hands recalled.
 - @5= Investigators recalled.
 - @6= Hazmat team recalled.
- F. Enter. (canned message will appear)
- G. Enter. (message sent to group selected)
- H. Members on recall shall, if practical, call dispatch on a non-emergency number to advise they have received the page and are enroute to station.
- I. If there is no response to an initial page within 5 minutes the next due recall crew shall be paged, and the command officer informed.

- H. The department's telephones are to be used for official business only. Members shall not be permitted to use fire department phones to conduct personal business or part-time work activities.
 - I. Personal calls shall not disrupt work or training activities. Out of respect for coworkers, personal calls shall be of a reasonable duration.
 - J. Long-distance calls shall be limited to department business. Personal long distance calls, if necessary, shall be limited to personal emergencies, and shall be logged.
 - K. Each member of the department is required to provide the department with a telephone number that is their primary contact number. At no time, however, shall this telephone number be furnished to anyone other than another member of the department without that member's permission.
 - L. No telephone shall be installed in or removed from a fire station or apparatus without the consent of the Fire Chief.
 - M. Voice Mail: Several members of the department have been provided with voice mail. The voice mail system allows callers to leave messages when the number they call is busy or unattended.
3. Dispatchers
- A. When contacting utilities or other requested resources on the telephone for Ashtabula Fire; the dispatcher shall identify themselves as "Ashtabula Fire Department Dispatch".
 - B. When answering the 7 digit emergency numbers, the dispatcher shall answer either "Ashtabula Fire Department Dispatch" or "Fire Dispatch", "What is your emergency?".

Communications, SOG 806.01

Computer, Network & Internet Use Policy

- 1. Scope

This standard regulates the use of the departments computers, network and internet connection. It was promulgated to maximize the efficiency the department's information handling and computer use.
- 2. General
 - A. Numerous computers, computer software and other technology are available to department members. This technology is available to support the departments core mission of protecting the residents and occupants of Ashtabula.
- 3. Guidelines for Use
 - A. Technology users' responsibilities go beyond network use. Ashtabula Fire Department addresses software, copyright, E-mail, security, and other issues as well as networking in this policy.
 - B. Unless otherwise specified, the following regulations shall apply equally to employees and contractors employed by the fire department. Employees and contractors may have additional obligations owing to the nature of their positions and/or access privileges.
 - C. Ashtabula Fire Department's computer network system is a local and wide area technology network providing access to public networks.
 - D. The use of the network system is solely for the purpose of facilitating the exchange of information to further communication, education, and research and is consistent with the professional philosophy of the Ashtabula Fire Department. The network and the messages transmitted and documents created on it are the property of the department. The department has the right to supervise the use of such property.
- 4. Network
 - A. The use of the Ashtabula Fire Department's network is to promote the exchange of information to further education and research, and is consistent with the professional philosophy of the Ashtabula Fire Department.
 - B. The network is not for private or commercial business use, political or religious purposes.
 - C. Any use of the network for illegal activity is prohibited.
 - D. Use of the network to access obscene or pornographic materials is prohibited.
 - E. Sending material likely to be offensive or objectionable to recipients is prohibited.
 - F. Using programs that harass network users or infiltrate a computing system and/or damage the software components is prohibited.
 - G. Users shall make the most efficient use of network resources to minimize interference with others.
 - H. Any use of the network that accesses any outside resources must conform to this policy.

- I. Subscriptions to listservs, bulletin boards, and on-line services shall be consistent with the purpose for which DSL was established and shall not result in any financial obligation to the department without prior approval of the Fire Chief.
 - J. Users shall respect the rights and property of others and will not improperly access, misappropriate, or misuse the files, data, or information of others.
 - K. Users shall not share their account with anyone or leave the account open or unattended.
 - L. Users shall keep all accounts and passwords confidential and not accessible to others.
 - M. Users shall change passwords regularly, using combinations of letters and numbers and avoiding standard English words and names.
 - N. Users shall be responsible for making back-up copies of critical documents.
5. Software
- A. Users shall be responsible to take precautions to prevent viruses on Ashtabula Fire Department equipment.
 - B. The Fire Chief or designee shall approve the installation of all software on department computers. Freeware, shareware, and other educational software may be installed temporarily with the consent of the Chief following submission of a brief overview of the software, the license (if applicable), and information regarding the purpose and lengths of time to be used. Assistance to install this software may be provided in-house. Should permanent installment be desired, further application to the Chief will be required.
 - C. Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the department's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.
6. E-MAIL
- A. E-mail is provided for the purpose of exchanging information consistent with the professional philosophy of the Ashtabula Fire Department.
 - B. Network and/or internet E-mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
 - C. E-mail cannot be used for political or religious purposes.
 - D. E-mail messages are subject to department review at any time.
 - E. Mail should be deleted regularly from E-mail directories to conserve file space. Interpretation, application, and modification of this Network/Internet Acceptable Use Policy is within the sole discretion of the Ashtabula Fire Department. Any questions or issues regarding this policy should be directed to the Fire Chief.
7. SYSTEMS
- A. System usage is limited as follows:
 - a. Some computers contain either sensitive or personal information concerning department members that must stay private. Members will not attempt to subvert security measures on any department computer.
 - b. No member will attempt to access electronic information surreptitiously or by deception.
 - c. Members who are using a computer that is primarily by a different department member shall make every attempt to preserve the "personal" settings on the system.

Communications, SOG 807.01

Passwords

- 1. Scope
 - This standard regulates the use of passwords and system security measures. It was promulgated to protect critical department information and technology systems.
- 2. General
 - A. The department has computers, voice mail and other technology that is password protected.
- 3. Guidelines for Use
 - A. Members who primarily use one computer, telephone mailbox, cellular telephone, or computer program will establish their own passwords.

- B. members temporarily using a system or software that requires a password will have a password assigned by the department.
- C. To insure access to critical information or technology, members who have created passwords to protect systems will supply the Chief with a list of the protected technology/system and the corresponding password.
- D. Should the password/security measure be changed, the updated information will be supplied to the Chief in a timely manner.

Fire Prevention, SOG 900.01

FIRE PREVENTION BUREAU

1. Scope

The Fire Prevention Bureau (FPB) plays a critical role in fulfilling the fire department mission of saving lives and protecting property.
2. The FPB is headed by a Captain who is also a fire marshal; other members of the FBP include fire marshals, fire inspectors and juvenile fire setter educators, who are collaterally and voluntarily assigned to FPB duties. The roles and responsibilities are as follows:
 - A. Fire Chief.

The Fire Chief is responsible for overall operation of the department including the FPB. Within the FPB, the Fire Chief is responsible to monitor the activities of the FPB, provide strategic direction, authorize the filing of criminal citations and provide the requisite support for the bureau to fulfill its mission.
 - B. Captain FPB.

The FPB captain is responsible for daily operations within the FPB. These include scheduling fire inspections, fire prevention activities, overseeing cause and origin investigations, acting as a liaison with outside agencies and maintaining the overall readiness of the FPB to fulfill its mission..
 - C. Fire Marshal.

Fire Marshals are appointed by the department following successful completion of the Ohio Fire Marshal/Fire Academy's "Fire Investigation Law Enforcement" class and the prerequisite classes. AFD Fire Marshal's are responsible to investigate the cause and origin of fires and perform fire inspections.
 - D. Fire Inspectors.

Inspectors are certified by the State of Ohio upon successful completion of the Fire Safety Inspector's class. Inspectors are responsible to complete the fire inspections assigned to them.
 - E. Juvenile Fire Setter Educators.

Juvenile Fire Setter Educators have completed the course of study established by the Ohio Fire Academy and National Fire Academy. These educators are responsible to present the curriculum developed by the Ohio Fire Marshal/National Fire Academy to juveniles referred to the FPB.
 - F. FPB Common Responsibilities and Expectations.
 1. Perform their duties with the highest level of professionalism and integrity.
 2. Maintain a professional working relationship with the community and other stakeholders.
 3. Maintain the reputation of the fire department while protecting lives and property.
 4. Fully and accurately maintain all records and forms.
 5. Seek and maintain high levels of professional knowledge and experience.
 - G. Responding Company Officers Responsibilities.
 1. Initiate an investigation when losses exceed \$150 or another compelling reason exists.
 2. To the extent possible, direct fire suppression and overhaul activities in a manner that will preserve evidence.
 3. Maintain a perimeter and control access to fire scenes.
 4. Limit the access of FD personnel to essential activities.
 5. Refer public inquiries concerning the status and results of fire investigations to the FPB.
 - H. Work Schedule and Recalls.
 1. The FPB Captain (FPBC) will work a 40-hour week that consists of four ten hour days. The other members of the FPB are assigned to the bureau collaterally and continue to work the normal fire department work schedule.

2. The FPBC is assigned to be recalled on all first alarm assignments. In the event the FPBC is unavailable to respond, the OIC will recall one of the off duty Fire Marshal's (preferably this member shall not be on the "recall" company).
3. Small or nuisance fires may be investigated by a fire Marshal assigned to one of the responding companies.

Fire Prevention, SOG 901.01

FIRE SAFETY INSPECTIONS

1. Scope
This standard establishes guidelines for fire inspectors assigned to conduct fire prevention inspections.
2. General
 - A. It is the goal of the department to prevent fires and to save lives and property. In pursuit of this goal, it shall be department policy to inspect all nonresidential properties as often as practical.
 - B. A secondary goal of the inspection process is to allow all members to become familiar with the buildings within their first-due response areas. The information obtained during an inspection will be of assistance in the preparation of a Company Inspection form for the occupancy.
 - C. The Captain FPB shall manage the company inspection program.
 1. A permanent inspection file will be maintained for each building, occupancy, and/or business. A copy of each inspection report will be placed in the file each time the occupancy is inspected.
 2. A monthly report that lists the number of inspections conducted during the prior month by each fire inspector will be prepared by the Captain of the FPB.
 3. Instruction in the proper techniques for conducting fire prevention inspections shall be provided to each member by the inspection office.
 4. The Captain FPB shall meet with members periodically to review problems and to answer questions that may arise.
3. Conducting the inspection
 - A. Fire Safety Inspectors shall be responsible for inspecting all of the buildings and occupancies assigned to their company by the Captain FPB.
 - B. A total of two re-inspections will be conducted before a citation is issued. Citations may only be issued by a member of the FPB office and must be co-signed by the Fire Chief
 - D. The success of the company inspection program depends on the goodwill and voluntary compliance of the owner or manager of each business. A member's politeness and professionalism will go a long way toward making the inspection program a success.
 - E. On entering the occupancy, the company officer shall ask to speak to the manager or OIC. The Fire Safety Inspector shall introduce and identify himself to the responsible party and explain the purpose of his visit. He should ask the responsible party to accompany the inspection team. This will allow the team to explain the principles of fire prevention as well as point out and correct hazards.
 - F. The exterior of the building or occupancy should also be surveyed to determine the location of doors, windows, utility meters and shutoffs, construction features, etc. Note also the two closest fire hydrants or water sources.
 - G. Many hazards can be corrected immediately on discovery. Note minor violations on the Inspection Report Form. No re-inspection will be required if all of the violations can be corrected during the inspection.
 - H. All areas of the building or occupancy shall be inspected in an orderly and systematic manner.
 - I. The results of each inspection or re-inspection shall be accurately recorded on the Inspection Report Form.
 - J. Some violations are serious enough to require that a citation be issued immediately- such violations include locked or obstructed exits, exceeding the posted occupancy load, or any violation that constitutes an immediate threat to health or safety.
 - K. If a problem is discovered that involves an automatic fire sprinkler system, standpipe, or other suppression/detection system, the inspection team shall notify the fire protection engineer (FPE) or other appropriate official such as the inspector.

- L. After completion of the inspection, the Inspection Report Form should be signed by the owner or other responsible party. If a reinspection is required it shall be scheduled when the Inspection Report is filed.
- M. If no hazards are found, check the box on the Inspection Report Form stating that the premises were found to be reasonably fire safe at the time of the inspection.
- N. Thank the responsible party for his assistance prior to leaving.
- 4. Re-inspections
 - A. When violations are found during a routine inspection, it will be necessary to conduct a re-inspection after the owner or manager has had a reasonable period of time to correct the violations.
 - B. The first re-inspection will normally be scheduled 30 days after the original inspection.
 - C. Serious violations discovered during a re-inspection that were not discovered or that did not exist at the time of the routine inspection should be recorded, and the occupant shall be asked to correct those deficiencies as well.
 - D. Deficiencies that remain uncorrected from the initial inspection may be cited under section 1501.99 of the Codified Ordinances of Ashtabula

Fire Prevention, SOG 902.01

DETERMINATION OF CAUSE AND ORIGIN

- 1. Scope

This standard establishes that every fire and explosion incident in the district be investigated by the department to determine its origin and cause. It was promulgated to:

 - A. Establish guidelines for the safe and systematic investigation or analysis of fire and explosion incidents.
 - B. Assist in the compilation of data.
 - C. Prevent similar events from occurring in the future.
- 2. General Policies
 - A. It shall be the policy of the department to determine the origin and cause of fires and explosions that occur.
 - B. Investigations and analysis of fires and explosions shall be conducted in accordance with the recommendations contained in NFPA 921, Guide for Fire and Explosion Investigations.
 - C. Fire cause will be classified in one of the following categories:
 - 1. Accidental: Not the result of a deliberate human act.
 - 2. Natural: Without human intervention-e.g., lightning.
 - 3. Incendiary (arson): Deliberately set.
 - 4. Undetermined: The cause cannot be proved.
- 3. Responsibilities
 - A. The incident commander shall:
 - 1. Ensure that an accurate determination of the origin and cause of a fire or explosion has been made prior to conducting overhaul operations or concluding operations and returning to service.
 - 2. Request that an investigator be dispatched to an incident in the following circumstances:
 - a. The incident commander is unable to accurately determine the origin and cause of a fire or explosion.
 - b. There is evidence to suggest that the fire was deliberately set.
 - c. A civilian or firefighter was injured or killed.
 - d. An automatic fire detection or suppression system failed to activate properly.
 - 3. Maintain custody of the scene and shall not allow evidence to be disturbed until the investigator authorizes the incident commander to remove debris or other materials from the incident site or authorizes suppression personnel to leave the scene.
 - B. Members shall:
 - 1. Observe the conditions on arrival and report anything out of the ordinary to the incident commander or investigator.
 - 2. Preserve any evidence that they discover and not disturb any debris or other materials until so ordered by the incident commander.

- C. The investigator shall:
 1. Conduct a thorough investigation of each incident to which he is dispatched and make a determination as to origin and cause.
 2. Prepare investigation reports and maintain case files as required.
 3. Make arrests, serve warrants, and testify in court as required.

Fire Prevention, SOG 902.02

FIRES REQUIRING AN INVESTIGATION

1. Scope

Under Ohio Revised Code 3737.24, the Fire Department has the authority *and* the obligation to investigate major fires to determine the origin and cause of the fire. The question for the Company Officer then is what constitutes a major fire or what level of investigation is appropriate for each fire that we respond to.
- A. Suspected Arson

Any fire or explosion that causes significant loss to any structure or vehicle, or death or injury to any person, or where the OIC suspects the fire may be an Arson, should be investigated by a member of the Fire Prevention Bureau trained in origin and cause determination.

 1. Response

The Fire Investigator usually responds automatically to any incident when the OIC reports smoke or fire showing in his on scene report, or orders the first alarm to be filled. If there is no response within 20 minutes, attempt to page FI-1. If FI-1 cannot be reached, page one of the other investigators.
- B. Minor Fires

Fires with minimal or no loss where the cause of the fire is readily determined to be accidental or unintentional and there is no indication of arson only requires the OIC to do his incident report. Examples of this might be food on the stove with no extension, or small open burning incidents.

 - a. Damage Assessment

If the minor fire is in a structure or a vehicle, the OIC or his designee should take some photos to document the amount of damage and then obtain the owner name and contact information and submit it to the Fire Prevention Bureau for filing and follow up as needed. If the minor fire is determined or suspected to have been caused by a juvenile playing with fire, gather the child's and the parent/guardian's name information for referral to the Juvenile Fire Setters program.
- C. Needed Information

Photos, if there is any loss or damage.
Owner/Occupant name and phone number
Juvenile and parent/guardian name and number

Fire Prevention, SOG 903.01

PERMITS FOR CEREMONIAL FIRES, BONFIRES, ETC.

1. Scope

These guidelines apply only to ceremonial fires, bonfires, or open-fires employed by schools, boy scouts, and similar groups whose primary purpose for an open-fire is for the visual appreciation of such groups. These guidelines are not intended to grant permission to conduct open burning of any other nature.
2. Location

Ceremonial fires, bonfires, etc., shall not be located within fifty (50) feet of any combustible structure. Due consideration shall be given to overhead wiring and similar exposures when selecting a burning site. Fires will be permitted only in areas that are accessible to Fire Division apparatus. A Fire Department representative must inspect the site beforehand.
3. Size of area of fire

The Chief of the Fire Division, the Captain of the Fire Prevention and Inspection Bureau, or his duly Authorized agent, shall determine the allowable size of any pile of combustible material that is to be burned. However, in no case shall the pile exceed six (6) feet by six (6) feet by four (4) feet in height. There shall not be more than one such pile permitted at any one site. No additional material will be added, once the pile is ignited.

4. What can be burned.
Only “clean” or free burning combustible material such as dry kindling wood and scrap lumber, shall be burned. No roofing material, plastics, overstuffed furniture, mattresses or any substance that gives off copious amounts of acrid smoke shall be burned. Due to the fly particles that develop when burned, the use of newspaper, paper, cardboard and similar material is limited to that required to “Start” the fire.
5. Adult attendant required.
At least one adult shall be in direct attendance at every fire site and when good judgment dictates, as many attendants as deemed by the Chief of the Fire Division, the Captain of the Fire Prevention Bureau, or his duly authorized agent, shall be provided.
6. Use of fuels to start fire.
No flammable or combustible liquids shall be used as a “starter” or a “propellant” for any fire coming within the scope of these guidelines.
7. Fire watch.
It is the responsibility of the party obtaining the permit to establish a fire watch and to make sure the fire is extinguished with water before he or she leaves the property.
8. Special fire permit required.
Applications for a special Fire Permit must be obtained from the Air Quality Control Section of the Permits and Inspection Division. If these applications are approved by Air Quality Control, they are forwarded to the Fire Division. The proposed fire site is then inspected by the Fire Prevention Bureau. If the above guidelines are met, the permit is issued to the applicant.
9. Revocation of special permits.
Violation of any of the provisions in these guidelines may result in the revocation of the Special Permit issued. The Chief of the Fire Division reserves the right to cancel any permit due to changes in climatic conditions such as tinder dry periods, windy days, etc., between the date when the permit is applied for and the actual date of the fire.

Fire Prevention, SOG 904.01
ESTIMATING FIRE LOSS

1. Scope.
To establish general guidelines that will provide suppression fire officers with tools to allow for a reasonably accurate, consistent, and meaningful manner in which to estimate fire loss within the Ashtabula Fire Department’s jurisdiction.
2. Policy.
All fire incidents that occur within the jurisdiction of the Ashtabula Fire Department shall have an established approximate dollar loss and total property value documented in the NFIRS (National Fire Incident Reporting System) Report.
3. Procedure.
 - a. It shall be the responsibility of the Incident Commander, Company Officer or Fire Marshal to determine approximate fire loss and fire loss potential (actual property value) on all fires occurring within the jurisdiction of the Ashtabula Fire Department. These estimates are to be calculated by using the guidelines, which are listed below, for estimating structure and vehicle loss.
 - b. The Fire Suppression Company Officer will be responsible for the completion of the NIFRS Report for each incident to which they respond. If a Fire Investigator has been called and is conducting a formal fire-scene origin/cause investigation, that Fire Investigator will be responsible for those dollar loss figures.
 - c. Loss values will be determined by utilizing the most current available information provided by a local property claims service company. The following figures shall be used when computing structural fire loss damage: The room or building size dimensions should simply be stepped off for your square foot estimate. Remember, this is only an estimate. Exact figures are not necessary.

1. Smoke damage only	\$ 2.75 per square foot
2. Partial Fire Damage to structure	\$ 45.00 per square foot
3. Total Loss – Residential	\$100.00 per square foot
4. Total Loss – Commercial	\$120.00 per square foot
5. Detached Garage/Shed	\$ 65.00 per square foot

Note: *The estimated loss for the contents of a completely furnished residential occupancy is calculated at fifty percent (50%) of the total property value.*

Fire Prevention, SOG 904.02

ESTIMATING MOTOR VEHICLE FIRE LOSS

1. Scope.

Fires involving motor vehicles will have all data fields entered, including a detailed narrative per departmental NFIRS guidelines. Loss values will be determined by utilizing the most current available information in the Kelly Blue Book Used Car Guide (www.kbb.com). Please refer to the following instructions:

 - a. Go to an internet site search engine.
 - b. Type in www.kbb.com (Kelly Blue Book).
 - c. Add to your favorites.
 - d. Click on used car values – then hit ‘go’.
 - e. You may be prompted to enter a Zip code. If so, enter the Zip code which covers the incident location.
 - f. Select year, make, and model.
 - g. Select Blue Book – “Private Party”.
 - h. Select ‘Trim’.
 - i. For requested mileage, enter 15,000 miles times the age of the vehicle; then disregard options.
 - j. Select ‘Fair’ or ‘Good’.
 - k. You can now press “Get Pricing Report” for a dollar value for your reported loss.

Note: All vehicles are typically classified as a total loss when either the engine compartment or the interior has been gutted.

Fire Prevention, SOG 905.01

USE OF WEAPONS AND DEADLY FORCE

1. Purpose

Members of Ashtabula Fire Department assigned to the Fire Prevention Bureau are empowered by municipal ordinance 1501.14 and ORC 737.27 to investigate fires, interview witnesses and suspects, and perform all other acts necessary to the effective discharge of their duties. In the performance of these duties, Fire Investigators may encounter dangerous subjects and situations. The purpose of this document is to provide guidelines for the use of weapons and deadly force by Fire Investigators in the course of their duties. This document does not restrict the lawful use of privately owned weapons for recreational or sporting purposes.
2. Use of deadly force
 - A. Fire Investigators who are acting within the scope of their employment shall use only that force which he reasonably believes is necessary to effect an arrest, detention, or complete the mission.
 - B. Fire Investigators who are acting within the scope of their employment shall be justified in the use of deadly force under the following circumstances:
 1. To defend himself from what he reasonably believes to be an imminent threat of serious physical harm or death.
 2. To defend another person from what he reasonably believes to be an imminent threat of serious physical harm or death.
 - C. Deadly force is not limited to the use of firearms, but also includes any device or action which can be expected to cause death.

- D. Deadly force is NOT justified against a fleeing suspect, unless defending another from imminent threat of serious harm or death. (see B 2)
- 3. Use of Weapons and Force Continuum
 - A. Fire Investigators may only carry firearms which have been issued or approved by the department and for which he has qualified to use.
 - B. Fire Investigators shall not use or handle weapons in a careless or imprudent manner.
 - C. Fire Investigators shall not discharge warning shots from their firearm for any purpose.
 - D. Fire Investigators shall not discharge their firearm at any person, animal or thing, whenever reasonable risk exists of striking an innocent bystander, unless he believes that imminent danger to himself or another supersedes that risk.
 - E. Fire Investigators shall not draw, display, or point their firearm at any person, unless he believes he is defending himself or another from imminent threats of serious physical harm or death.
 - F. Fire Investigators shall shoot the prescribed City of Ashtabula Division of Police Combat pistol course at least two times a year and be certified by the firearms instructors.
 - G. If a Fire Investigator is carrying a firearm in the course of his duty, ID and badge must be on his person and available to be shown if inquiry is made.
 - H. Fire Investigators will use the Use of Force Continuum chart as a guideline according to their level of training and weapons available to them.
- 4. Approved Firearms and Ammunition
 - A. Revolvers
Revolvers are to be of not less than .38 Cal. or more than .41 Cal. and have a barrel length of not less than 3 inches with a round capacity of not less than 5.
 - B. Semi-Auto Pistols
Pistols are to be of not less than .380 Cal nor more than .45 Cal and have magazines with a round capacity of not less than 5 nor more than 17.
 - C. Ammunition
Ammunition shall be factory made and of a type designed for effective self defense or Police tactical use. Bullets should be of a controlled expansion or hollow-point construction.
- 5. General Procedures
 - A. Whenever a Fire Investigator is conducting an investigation, he should notify the Chief or Officer in charge of his location, and then when he clears that location.
 - B. Whenever a Fire Investigator has reason to believe he may be confronted with a dangerous situation, he should be accompanied by another Fire Investigator or Police Officer.
 - C. Whenever a Fire Investigator sees a dangerous situation developing, he should retreat from the situation and call for back up if he is able to.
 - D. Whenever Fire Investigator arrests a suspect, the suspect should be transported in a Police vehicle.

Fire Prevention, SOG 906.01

LEADS

Law Enforcement Agency Data System

- 1. Purpose
To insure the proper use and delivery of information from the Law Enforcement Agency Data System (LEADS).
- 2. Definitions
Fire Investigator/Fire Marshal – any member of the Ashtabula Fire Department who has successfully completed Fire Investigation Basic, Advanced and the State Fire Marshal’s Fire Investigation Law Enforcement course.
- 3. Procedures
 - A. All Fire Marshals shall complete LEADS training and follow all LEADS procedures per the Ashtabula Police Department and approved by the APD TAC officer.
 - B. All Fire Marshals will be assigned a badge number and must use this badge number for all LEADS, CCH requests. Fire Marshal’s ORI number for certified/licensed arson investigations is OH-0254100.
 - C. A copy of LEADS procedures shall be in the FPB office for reference. Any questions shall be forwarded to an APD TAC officer.

- D. All LEADS/CCH documents shall be shredded when an investigation is ruled closed.
- E. All information obtained from LEADS shall only be used in connection with an official investigation. Privacy of all records shall be maintained.
- F. Any information obtained from LEADS can only be shared with Law Enforcement Personnel, Fire investigators, Arson Investigators and Incident Commander as necessary.
- G. Any violation of policies or procedures shall result in the loss of access to LEADS and may result in disciplinary action.

Directives SOG, 1000.01

DIRECTIVES

1. Scope

Directives are written orders issued by the Fire Chief. They may alter, amend, supplement or rescind other SOG's, orders, or directives. They are issued, altered, or removed only on the order of the Fire Chief.

2. Directives will be listed by order of date issued.