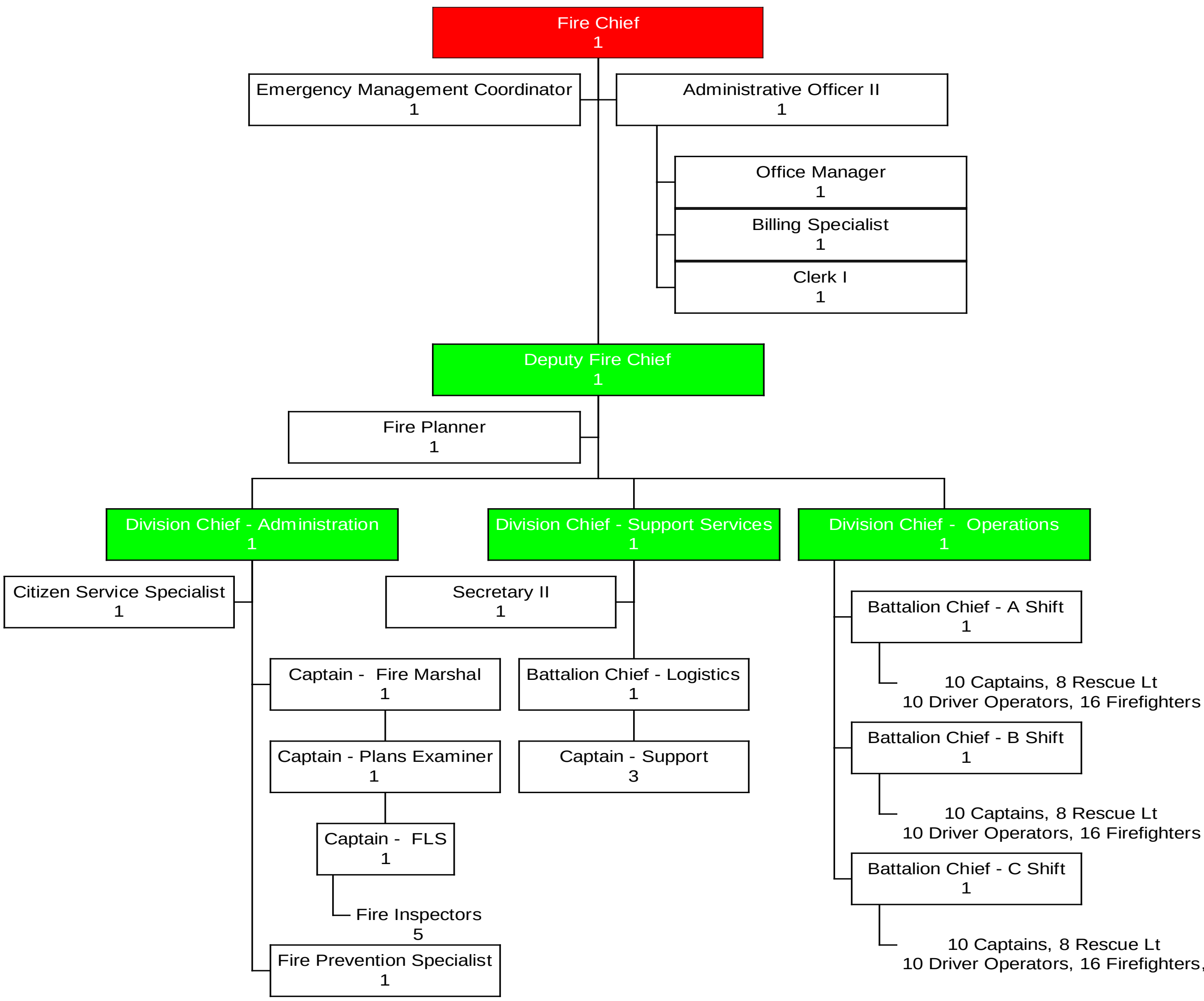
OPERATIONS AND POLICIES MANUAL

Sunrise Fire Rescue
Operations & Policies Manual
Index April 30, 2013

ORGANIZATIONAL CHART



SECTION 1

ORGANIZATION

SUNRISE FIRE-RESCUE

MISSION STATEMENT

Anticipate and meet the needs of the community while providing the highest level of fire-rescue services.

OPERATIONS AND POLICIES MANUAL

INTRODUCTION

This Sunrise Fire Rescue Department (SFRD) Operations and Policy Manual (OPM), has been promulgated to assure delivery of Department goals set forth in the Mission Statement. As such, it has been approved by the Fire Chief. The Fire Chief shall have the right, subject to review by the City Manager, to issue, amend, revoke or make special exception to this OPM and any General Orders or Administrative Bulletins. The OPM, revisions or amendments to the OPM, as well as new or revised General Orders, Administrative Bulletins and/or other City work rules or policies will be issued to employees with a receipt that must be signed by each employee acknowledging his/her receipt and understanding of the document. It shall be the responsibility of all Fire Department employees to thoroughly familiarize themselves with the OPM, General Orders, Administrative Bulletins, and City work rules and policies, and to conform with and abide by them. In the event of improper action, or breach of discipline, it will be presumed that each Fire Department employee was familiar with the requirements of the OPM, General Orders, Administrative Bulletins, and City work rules and policies.

INTERPRETATION

This manual sets forth official procedures for the guidance of all SFRD members, and is intended to address duties and responsibilities in a general manner.

Division members shall exercise their best judgement in extraordinary situations not covered by the OPM. The OPM shall be adhered to in most circumstances, but not to inhibit initiative based on prudent judgement for unusual incidents, particularly in emergency situations.

GUIDELINE

This manual follows an organized numerical format. Appropriate Table of Content revisions will accompany future alterations of this manual. Quick reference to a particular section's Table of Contents will provide subject location as well as the most recent date of section alteration(s).

General Orders will be issued, as needed, to modify or promulgate Department policy. These orders will be retained for one year. Once issued, General Orders shall be incorporated into the OPM at least once a year.

The content of this Operations and Procedures manual is purposely stated in a broad format. Interpretation and application by department members should bear in mind the Department's goals as set forth in our mission statement.

SECTION 10

DISASTER PLANS

MASS CASUALTY INCIDENTS

The current version of the Department's Mass Casualty Incident Plan is incorporated by reference in the Florida Regional Common EMS Protocols.

CIVIL UNREST PLAN

PURPOSE

The following general information about the unrest experienced during the 1992 Los Angeles riot, indicates why a *CIVIL UNREST* Plan is important to the Fire Rescue Service:

- **Fire Rescue members feared for their lives while performing their duty.**
- **Fire Rescue members became targets.**
- **Fire Rescue members received verbal abuse.**
- **Fire Rescue members sustained gunshot wounds or were injured by rioters.**
- **Law Enforcement officials were unable to hold positions.**
- **45 deaths occurred.**
- **1000 fires occurred, (600 were structures).**
- **77 Strike Teams (Task Forces) were used.**
- **One Billion Dollars in loss.**

All personnel involved with the riot agreed that **Incident Command, Mutual Aid, Cooperative Law Enforcement, and Communications** were the key issues in dealing with the problem. In response to these concerns, the City of Sunrise Fire Rescue Department has prepared this plan to prescribe duties and responsibilities, establish lines of authority, and document a predetermined plan of action for dealing with civil disturbances, unrest or violence.

DEFINITIONS

***Unrest* and / or *Civil Unrest* and *Civil Disturbance* -** applied in this Plan, the terms *Unrest*
and/or *Civil Unrest* and *Civil Disturbance* shall be understood to mean:

***UNREST / CIVIL UNREST* -** A real or perceived state of uneasiness, disquiet, *or social unrest* within the community.

***CIVIL DISTURBANCE* -** A state of uneasiness, disquiet, *or social unrest* within the community, as evidenced by the appearance of organized disturbance; resulting in injury / death of persons, and / or damage / destruction of property.

Source: The American Heritage Dictionary, New College Edition.

MISSION

To continue to provide Fire Suppression and Medical Rescue Service during periods of civil disturbance, as long as these services can be provided without unreasonable risk to Fire-Rescue Department members.

AUTHORITY TO ACTIVATE AND/OR MODIFY THE PLAN

The authority to activate and/or modify this Plan is vested with the Fire Chief or designated alternates. These positions will co-direct all emergency activity under provisions of this Plan, with the Fire Chief having ultimate authority. The designated alternates to activate this Plan shall be assigned by the Fire Chief as to serve in the best interest of the City and residents of Sunrise.

MEMBER RESPONSIBILITY

It shall be the responsibility of all Fire-Rescue Department personnel to thoroughly familiarize themselves and conform with this Plan.

PREPARATORY STAGE

This stage includes maintaining year-round emergency preparedness. Also included are the necessary maintenance of, and procurement of vehicles, vital equipment, and supplies to enable the Fire-Rescue Department to fulfill its mission. The Fire-Rescue Department must remain cognizant of potential secondary Field Operations Centers (FOC), and possible changes in normal work schedules, i.e., (25 / 25). Ongoing training will emphasize the members' responsibility to respond to the Fire Rescue Department's needs during civil disturbances.

Private ALS / BLS Providers responsibilities for transporting of 9-1-1 patients during the disaster will be defined by the FOC; or when activated, by the Emergency Operations Center (EOC).

Secondary locations for equipment, vehicles and supplies will be identified by the FOC for easy distribution and more importantly to decrease the possibility of a total loss at a single location.

NOTIFICATION

Most calls for assistance originate through the Sunrise Police Department, and are then conveyed to the Fire Rescue Communications Operators. When the alarm reference is determined to be *Unrest* or *Civil Unrest*, without the probability of a *Civil Disturbance***,** the Communications Center shall immediately notify the Fire Chief, who will determine if an advanced state of Fire Rescue Department readiness is appropriate, i.e., declaring a *Civil Disturbance Alert*. When the alarm reference is determined to be *Unrest* or *Civil Unrest* with probability of, or actual *Civil Disturbance* within the City of Sunrise, the Communications Center shall immediately notify all Staff personnel via pager group call.

Resultant to an alarm reference of "Civil Disturbance Alert" or "Civil Disturbance" the Communications Center shall immediately alert the Fire Rescue Department-at-Large, utilizing the paging and station tone alert procedures. The Communications Center shall also immediately request the appropriate law enforcement agency Communications Supervisor to dispatch an officer(s) to determine the need for Fire Rescue services.

OPERATIONAL PHASES. The Fire Rescue Department Civil Disturbance Plan incorporates three operational phases comprised of the activities shown herein.

PHASE I - CIVIL UNREST ALERT
Pre-emergency Alert Activities

PHASE II - CIVIL UNREST RESPONSE
Immediate Emergency Activities

PHASE III - POST-EMERGENCY RESPONSE
Recovery, Salvage, and Survey

PHASE I - CIVIL UNREST ALERT

ON-DUTY MEMBERS

On receipt of a *CIVIL UNREST* Alert all Fire Rescue Department members shall review the Fire Rescue Department *CIVIL UNREST Plan* and make necessary adjustments for the particular situations that may be presented by the anticipated incident.

The following preliminary operations will be implemented when the announcement is made that a *CIVIL UNREST Alert* has been placed in effect. The Command Staff will activate the FOC, and as needed, implement the IMS.

Incident Command shall be established by the Battalion Chief, in the area of potential disturbance. Incident Command shall be established at the most effective location providing Incident Command safety, staging, and support services, i.e., schools, malls, etc. (Typically, such location is in proximity to a Law Enforcement Field Command Post). Specific boundaries of the potential alert area(s) shall be identified as rapidly as possible. This information shall be furnished to the Communications Center for transmission to Fire Rescue Department field forces over all channels.

In the event the Sunrise Public Safety Complex is identified as an anticipated target for civil disturbance / violence, administrative support members shall familiarize themselves with, and adhere to the *Protection of Essential Records Policy* for the Department. If such disturbance / violence is anticipated prior to the next normal work period, administrative members will be directed to safeguard essential records and equipment before being released from duty. (See Attachment A).

Upon the identification of the *CIVIL UNREST* area(s), the Battalion Chief shall direct the station evacuation of all Fire Rescue Department companies/units located within the defined area(s). Said units shall evacuate their station and report to the Staging Area designated. Companies/units adjacent to the disturbance area(s) shall be alert for further orders via radio while en route to their designated Staging Area.

No transfer of units, or members, will be made without the direct authority of the FOC. Task Force Units will not independently return to a station without approval of the FOC.

Incident Command, in concert with the FOC, will authorize Task Force response(s), based on knowledge of the situation and law enforcement intelligence reports. The supervision of related field force activities and all requests for equipment or support will be coordinated through Incident Command.

All field members shall evaluate their station and vehicles. Security of fire and rescue alarm reports, station logbooks and records must be addressed. See Section Four (4) of Attachment A. All items requiring attention relating to a potential direct involvement in a *CIVIL UNREST*, must be brought to the attention of the applicable field supervisor, i.e., station/vehicle security, fuel, emergency electric power.

As appropriate, members are encouraged to minimize use of battery-powered items (including portable radios) in order to conserve battery reserve.

Certain serviceable emergency vehicles not currently in service shall be fueled and equipped for stand-by emergency deployment. Where necessary and practical, accelerate repairs to vehicles, radios, and other vital equipment. Designated vehicles may be relocated within the city as directed by the FOC.

Certain Fire Rescue Department members will receive specific assignments with regard to special staffing. Pre-packaged and pre-designated supplies for off-site locations may be made available for distribution.

Fire Rescue members will work their regular shifts unless otherwise specified. Extra units may be placed in service by the FOC if the situation escalates significantly.

Shift changes will be coordinated by the FOC. Members may be directed to report to a rendezvous point for transport to duty locations.

The FOC shall maintain a *Chronological Emergency Log* of related significant incident events. A complete record of all members working in an overtime status, and the related overtime forms, will also be kept by the FOC. All members are responsible for the completion and routing of overtime forms through the immediate supervisor to whom they were assigned during the incident.

Affected Field Members Shall

Review this Plan and immediately secure station quarters and exterior equipment.

Prepare Fire Rescue Department vehicles for potential response, securing all exposed exterior equipment in compartment(s), under seats, etc.

Attach stack-tip 1¼" nozzle to barrel of deluge gun, ladder pipes, fly pipes, and pre-connect lines if not pre-piped.

Inspect all medical supply levels and advise of pressing needs. Increased inventory levels may be advisable for certain items. Make an effort to recover any displaced equipment from receiving facilities.

Top off all fuel tanks and vehicles.

Top off all emergency generator fuel / LP tanks.

Set freezers at coldest setting and fill all water containers.

Assist other personnel in securing station against damage.

Prepare spare Fire Rescue Department vehicles stored in stations in a similar manner, as directed.

Stand by for assignment to Staging Area. Fire Rescue stations within the disturbance area shall be secured and locked prior to departure.

Implement evacuation procedures when directed. In evacuating stations, the station commander shall insure: station security, disconnection of the main electrical panel switch and emergency generator batteries, and removal of station radios. Journals, all spare portable radios, batteries, chargers and equipment will be removed. Computer(s) shall be logged-off the network and turned off. Bring all personal protective clothing at the station to the Staging Area.

Logistics Branch

Upon notification of a *CIVIL UNREST* Alert, Logistics Branch members may be requested to remain on-duty.

Preparations may be made to distribute necessary supplies and / or equipment, as directed.

Place all spare equipment and radio batteries on full charge, and deploy any available extra chargers as directed.

Check and ready the medical detail equipment for possible distribution, as directed by the FOC.

OFF-DUTY MEMBERS

Recall To Duty

Field Members. During an emergency, the Fire Rescue Department may order the recall of off-duty members on a limited or total basis as circumstances may indicate.

In the event of an ordered member recall, the Fire Rescue Department may order the Public Information Officer (PIO) to contact radio and television stations requesting special bulletins advising off-duty Fire Rescue members to report for duty.

Upon learning of a declared emergency, all off-duty members shall make telephone contact with the Fire Rescue Department's **voice mail information line (954-746-3418)** for information on working conditions and/or specific instructions regarding recall to duty. The voice mail message will be modified appropriately as incident conditions warrant. ***Unless Otherwise Directed, Do Not Telephone the FOC.***

Members on Light Duty Assignment. Those members on light duty assignment are to contact the department’s Administrative Officer, (746-3417), for information on working conditions and / or recall instructions.

Failure to Report for Duty. As part of a public safety function, members recalled to duty shall report expeditiously to their assigned locations as defined in this plan. Failure to report for duty is a breach of the public confidence entrusted to us. Therefore, failure to report for duty shall result in corrective action.

Whenever members have been recalled to duty, the FOC shall record the names and time of arrival-for-duty of said persons.

The Fire Rescue Department will make every effort to use the procedure for the recall of off-duty members, as outlined in applicable departmental guidelines. Recalled individuals, with their personal protective clothing, shall report to a designated Fire Rescue Station, Staging Area or other specified rendezvous point.

Utilization of Recalled Members. Recalled members may be utilized to:

a) Form Task Force(s) using Fire Rescue Department vehicles / units as called for in the Plan.

b) Augment Operational Task Forces.

c) Form relief crews for Operational Task Forces.

Inability to Safely Report for Duty. If *CIVIL UNREST* results in your inability to safely report for duty at your assigned duty-station, or the closure / relocation of your assigned duty-station, contact the FOC for alternate assignment. If conditions are such that you are unable to reach the FOC, report in person to the nearest **in-service** Sunrise Fire-Rescue Department location for assignment.

PHASE II - CIVIL UNREST RESPONSE

GENERAL ADMINISTRATIVE GUIDELINES

Upon announcement of an actual *CIVIL UNREST*, Phase II will be implemented. Any additional staffing requirements of the FOC will be addressed. Recalled members will be mobilized as needed.

GENERAL OPERATIONAL GUIDELINES

FOC Staff will address any potential or realized risk of damage to Fire Rescue interests within the Public Safety Complex and/or Fire Rescue stations/unit locations. The FOC shall be the center of field operations for all Fire Rescue units. All affected units shall maintain contact with the FOC by phone or radio at all times.

The FOC will, in cooperation with the Communications Center, establish and maintain an ongoing telephone triage procedure for all incoming 9-1-1 calls involving responses within area(s) affected by *CIVIL UNREST*.

In the event that the primary Communication Center is disabled, the EOC will be used as the backup dispatching center for all Fire Rescue units.

To meet any indicated additional staffing requirements, operational members will be augmented by the immediate past shift that shall be contacted for recall to duty.

Recalled members shall report to a stipulated location, and shall be placed in service, as needed, for relief and/or staffing of additional units. Appropriate staffing of units will be maintained at all times.

If National Guard, law enforcement, or other vehicles and personnel are assigned to Fire Rescue, they may be quartered in Fire Rescue Department stations, as directed by the FOC. Arrangements for housing external personnel and equipment for extended periods will be established in the FOC.

Administration

Senior Staff Responsibilities. Respond to their assigned location, and ensure un-interrupted Fire Rescue Administrative function, and Fire Rescue Operational support as assigned.

Battalion Chief Responsibilities. Report in person to the FOC for duty assignment(s).

a) Familiarize themselves and their subordinates with this Plan, and with search and rescue procedures within their respective districts. Grid patterns should be prepared well in advance of any crisis situation. (See The City of Sunrise Hurricane Preparedness Plan, pages 55-57.)

b) Assume assignment(s) as provided in this Plan and ensure medical triage, treatment patient transport services.

Administrative Support Members

a) If indicated by the FOC, initiate action to secure all records as required in Attachment A "Protection of Essential Records in a Local Disaster".

b) Provide additional support as directed.

Fire Life Safety Branch Members. Uniformed Branch members are subject to assignment to the EOC (primary) or FOC (secondary).

They may subsequently be assigned as Task Force Investigators and shall report to Incident Command. In such case, their primary responsibility shall be the collection of information and the completion of related reports. Responsibilities shall include arson investigation, possibly augmented by law enforcement personnel, the State Fire Marshal's Office and ATF. At the conclusion of the disturbance they shall also perform damage assessment with the Building Department.

Training Branch Members. Upon notification of a *CIVIL UNREST*, Branch members are subject to assignment to the EOC or FOC as determined by the Fire Chief.

Logistics Branch Members. Upon notification of a *CIVIL UNREST*, members of the Logistics Branch may be required to staff the PSC or other location to insure adequate logistical supplies are readily available for deployment.

Operations - The Field Operations Center (FOC) is located at 10440 W. Oakland Park Boulevard. The Incident Management System (IMS) shall be adhered to during incident activities directed from the FOC.

FOC Staffing May Include

Fire Chief
Deputy Fire Chief
Division Chiefs
Fire Rescue Department Medical Director
Battalion Chiefs
Rescue Lieutenants
Additional Fire Rescue Department members, as needed

Responsibilities

a) Respond to their assigned location, and ensure uninterrupted Fire Rescue Department Operational function.

b) Provide for: Safe Fire Rescue Department operations, the well-being of all citizens and Fire Rescue Department members, and to minimize injury and property loss in the Fire Rescue Department's areas of responsibility within the City.

c) In concert with the Division Chief for EMS, determine activation of the Medical Resource Coordination Center (MRCC) during this incident.

Additional FOC Members. As needed, on-duty and / or recalled members may be mobilized for incident related staffing needs, Communications Center supervision, Task Force Aide(s), Intake Control Officer, Logistics Branch, FEMA/Overtime Records Clerk(s), Telephone Operator(s).

Minimum Staffing (Field Members). Field unit minimum staffing requirements shall be determined by the FOC, and shall reflect the anticipated / realized severity of *CIVIL UNREST*(s).

Recall, Field Members - Main Staging Area(s) for staffing may be established, thus, all members shall be attentive to directions given upon recall. Staging Area(s) may include a

Staffing Group which will coordinate with Incident Command on any staff / equipment requests. Recall will be in accordance with appropriate overtime recall procedures.

Deployment of Field Units

a) On direction from the FOC, relocation of certain Fire Rescue Department units may be necessary prior to, or subsequent to Phase II; depending on the anticipated / realized severity of *CIVIL UNREST*(s):

b) Each crew will advise the FOC when they determine that their station and unit(s) are prepared for an incident. Those crews which must evacuate their normal stations will advise when they have arrived at assigned Staging Areas, or are secure at their temporary shelters.

Response During CIVIL UNREST(s)

a) General Policy. A *CIVIL UNREST* that involves violence presents unique problems not normally encountered in everyday emergency operations. New dangers require careful thought, common sense, and a high degree of concern for the safety of Fire Rescue Department members.

All members will seek safe refuge during a *CIVIL UNREST*. Crews in-quarters are expected to seek maximum shelter within their locations, and to provide for their own safety and that of their equipment. Every effort will be made by the appropriate Battalion Chief to give periodic incident updates to crews within their respective district. It is each Battalion Chief's responsibility, if feasible, to maintain radio contact with each of their assigned stations.

Employing the Incident Management System (IMS), Fire Rescue Department members will continue to provide services as long as conditions permit. As civil conditions in a particular area deteriorate to the point where emergency personnel are clearly at risk, field forces may be forced to suspend responses within specified geographic parameters. When such an order is given, no crew may venture into specified disturbance area(s).

There may be varying degrees of *CIVIL UNREST*, from small isolated incidents to major multiple confrontations. All responders are cautioned to avoid verbal or physical contact with persons in a defined critical area(s). Only Task Force(s) will receive authority to operate in disturbance area(s).

Rapid mobilization of fire rescue forces may be necessary, therefore, all members should ensure personal protective gear is available for immediate response to any area.

b) **Fire Response, General Procedures.** Safety of Fire Rescue Department members is a priority. Always have law enforcement protection.

All Fire Rescue Department members and vehicles are to remain in a group.

Move injured persons to a safe area for treatment.

Hose lines, when laid, should be kept as short as possible, i.e., 200' to a maximum of 500'. **Note:** Picking up hose is a vulnerable time for Fire Rescue Department members.

Stop fires that will cause conflagrations.

Stop fires that will move into residential areas.

Stop exposure fires.

Use heavy streams.

Knock fire down, no overhaul, no ventilation, no roof venting.

No interior attack, unless life threatening, and it is thought victim(s) can be saved.

The Communications Center will give the Sunrise Police Department Communications Supervisor the location of all Fire Rescue Department station locations servicing the disturbance area.

c) **Formation/Response of Task Force(s).** The following procedures shall apply in the formation/response of TASK FORCE(S):

Incident Command shall insure a *"Task Force Alarm Information"* form, (See Attachment B), is completed for each Task Force response. Completed forms will be given to Task Force Investigators.

Incident Command shall be assigned a Task Force Aide. Resources are to be committed to an incident in the disturbance area only if there is a threat to life or property. Or, commitment may be made if it is determined by the Task Force Battalion Chief that life or significantly valued property is expected to be saved, without undue danger to Fire Rescue members.

All Fire Rescue Department Command and supervisory units operating in the disturbance area will be staffed with a minimum of two persons. All Engine Companies will have at least four (4) members. Rescue units shall be staffed with three (3) individuals. Mandatory recall of members may be used to achieve staffing levels. Immediate action may require an engine to be taken out of service, with members assigned to Task Force Units to meet staffing requirements. Members recalled on overtime, may upon arrival be utilized to activate out-of-service units.

Fire Rescue Department vehicles shall be kept on main thoroughfares, avoiding dead end streets or alleys where members and/or vehicles may become trapped. When parking Fire Rescue Department vehicles, consideration for potential bombardment of objects from rooftops should be made.

In a defined critical area, emergency vehicle warning lights should not be used unless absolutely necessary as they provide targets. The use of sirens should be limited, as they increase excitement and give perpetrators the results they desire when used.

Fire Rescue Department efforts will be directed to the control and confinement of fire scenes and /or the care of the sick and injured, without undue risk to Fire Rescue Department members. A Task Force should move together and shall remain intact as much as possible. In attacking fires, remain mobile in case evacuation is necessary. If ordered to evacuate by the Task Force Battalion Chief, try to get nozzles and/or equipment back on the vehicle(s). Shut down the hydrant, if possible, but it may be necessary to leave hose at the scene. Confine firefighting to the outside of the building where possible, except when rescue is required.

In instances of entrapment or attack upon Fire Rescue members / equipment, the Battalion Chief shall utilize the Fire Rescue radio in accordance with departmental emergency communications procedures to broadcast -- "Fire Rescue Task Force Unit(s) in trouble", specifying location.

The Communications Center will immediately confirm assistance from the Police Department, and advise the FOC and Incident Command.

If gunfire begins, immediately take cover. A **rapid intermittent blowing** of a Task Force unit's air horn will be the signal to **TAKE COVER.**

Long continuous blowing of a Task Force unit's air horn will indicate **"PREPARE TO MOVE OUT"** and shall be at the order of the Task Force Battalion Chief. Should members be attacked by rioters, they will use appropriate means necessary to protect themselves. At no time will Fire Rescue members use firearms, or have them in their possession.

In situations when the Task Force Battalion Chief believes Fire Rescue Department members are in imminent danger, every reasonable attempt shall be made to withdraw members and vehicles from the area. The Battalion Chief shall confer with law enforcement and / or Incident Command, on an appropriate escape route and direct the team to a safe area. Extreme circumstances may result in the order to abandon their position and committed equipment.

In the event vehicle(s) in the Task Force must be abandoned or become disabled in a defined critical area, (specific "hot spot" location), all members shall leave on other vehicles assigned to that Task Force. Prior to abandonment, radio systems shall be disabled by removing microphone handset(s) from the control head(s), removal of fuses, or if this is not possible, by cutting the control line and turning off the radio.

Pumpers shall be connected to separate hydrants where feasible, but in no case shall pump operators be left alone. **NOTE: Potential for sabotage requires ALL hydrants to be flushed prior to making hose connections.** Hydrant wrenches shall be immediately removed from hydrants and kept under the control of the pump operator in order that they may not be taken and used as weapons.

Fire Rescue Department members should be alert for open hydrants to prevent unnecessary water loss in fire areas and immediately close same. Members should be alert not to expose themselves to incidents while performing these duties.

Fires may originate on main thoroughfares. It is extremely important in these cases, to get lines to the rear of buildings in order to prevent extension of fire to adjacent structures. Lines should also be placed at extreme sides of the fire scene as quickly as possible to prevent extension. It will be found in some cases that the main fire itself cannot be supplied with sufficient lines for extinguishment.

Overhauling operations may also have to be abandoned where there are numbers of fires burning simultaneously.

If possible, when deck guns are to be used, they should be employed at ground level, with the apparatus behind Fire Rescue Department members for protection; as conditions permit.

At fire scenes with heavy fire and smoke showing, engine companies shall 0drop large diameter hose of a 200' to maximum 500' lay.

Reports from bystanders that there is a person trapped should be treated in the following manner: The informant should be requested to accompany Fire Rescue members to the location of the trapped person. **NOTE:** Many times such a scenario is a ruse used by troublemakers to separate forces.

d) Staging Area - The Staging Officer shall direct the formation and response of Task Force(s) at the Staging Area.

A Task Force will consist of two fire engines, one Rescue unit (if needed), and a Fire Battalion Chief (Task Force Battalion Chief). Ladder / Platform trucks will respond on request as necessary.

A Task Force Battalion Chief may alter the make-up of a Task Force Team to achieve objectives. Report alterations to the FOC and Incident Command.

Task Force Teams will respond and function as a group. Single companies/units shall not separate and operate independently at other locations, unless authorized by the Task Force Battalion Chief for a temporary and specific purpose.

Teams will be numerically designated, i.e., Task Force One (1), Task Force Two (2), etc. The Task Force Battalion Chief is responsible for establishing radio communications between a Task Force and Incident Command.

A Task Force or Fire Rescue unit will not respond to any incident in the disturbance area until security has been confirmed by the Police Department.

If a Task Force observes another emergency incident while responding to, or working on an assignment, the Communications Center is to be notified. The Communications Center will then dispatch the closest available Task Force, with the approval of Incident Command.

Under no conditions are Fire Rescue Department members to report to a defined critical area on their own initiative.

The SFRD *"Task Force Assignment Form"* is to be used when assigning members to a Task Force (See Attachment C).

Company Officers shall complete this form for each of their assigned units.

All Fire Rescue reports are to be completed in a timely manner, unless extraordinary circumstances dictate an exception. Respective Task Force unit(s) will contact the Communications Center and request the alarm number(s) and related basic information.

The following resources and services will be a component part of a Staging Area:

1¾", 2½", and large diameter supply hose and nozzles, (strictly for replacement of hose lost or destroyed during such conditions).

Fuel tank trucks for refueling of vehicles at Staging Area(s).

Members of Rescue units for treatment and transportation of injured persons, from treatment/loading area(s) to hospitals, or other emergency treatment locations.

Food, cots, blankets, and necessary facilities for rest (rehab) will be provided.

Arrangements will be made for the feeding of Fire Rescue Department members as conditions require.

e) Rescue Response, General Procedures - Members assigned to rescue units shall:

Insure all medications are secured in locked storage.

Enter area(s) of *CIVIL UNREST* with a Task Force Team or police escort only.

Make every effort to avoid separation of entities, maintaining a unified force.

Employ the Fire Rescue Department's "load and go" trauma treatment philosophy, leaving the area of disturbance ASAP.

Remove patients to a safe area.

Communications. As often as possible, all communications in the disturbance area will be via assigned radio channels.

The Task Force Battalion Chief will use *Task Force One (1), Task Force Two (2),* etc., when contacting Incident Command. There shall be no use of individual engine company, rescue unit numbers when contacting Incident Command, except when absolutely necessary. In communicating within the Task Force, engine company, rescue unit numbers shall be used. There is no restriction on the use of telephones, if necessary.

A Fire Rescue Department Staff Officer shall be assigned to Fire Rescue Communications to assist in coordination of the Task Force(s). A Fire Rescue Department Rescue Officer shall also be assigned to assist in coordination of transport, triage teams, and overall medical operations.

The FOC shall coordinate related information on the disturbance with the Police Department, including the Sheriff's Aviation Fire Rescue Department. Use of aviation units are recommended to define *safe zones* and *escape routes* for Task Force use. Other resources are to be considered, i.e., monitoring of TV/ radio news coverage.

Mutual Aid. The Communications Center will, upon request from the FOC, request Mutual Aid companies. Duration of the incident and safety of all personnel will determine needs.

Law Enforcement. A ranking Police Department Officer will be requested to report to Incident Command and serve as Liaison with the Fire-Rescue Department. Zone officers will respond with each Task Force. Notification to the PD of a fire location, with violence, will bring additional PD members.

In lieu of the above, a unified command structure will be implemented with law enforcement.

PHASE III - POST-EMERGENCY RESPONSE

ON-DUTY MEMBERS

Recovery, Salvage / Survey. Post-emergency operations will be implemented at the discretion of the Field Operations Center.

Search and recovery of the sick and injured, protection of property, and the safety of Fire Rescue Department members will be priority. Grid search patterns shall be formulated by each affected station during Phase I/II, and will target damaged areas within each affected station's response zone. (See the City of Sunrise Hurricane Preparedness Plan, pages 55-57.)

As prioritization of alarms becomes necessary, Fire Rescue Department responses will be assigned in coordination with the FOC and the Communications Center.

Rescue units will assist engine companies in search and recovery operations, where appropriate, and as available.

Any necessary special or heavy equipment, i.e., cranes, dozers, etc., will be requested through the FOC.

If standing water is utilized for fire suppression activities, it must be checked for contamination from any combustible liquids.

Use caution when driving in affected areas after the disturbance(s). You can expect downed power lines, and all types of debris to be in the streets. If it should become necessary to enter areas of potential risk, do so only with your Battalion Chief's approval, and ONLY when accompanied by police officers.

The FOC is to be notified of any roadway blockages / hazards discovered while mobile in the area.

Salvage operations and damage assessments will be initiated after the completion of rescue operations.

Fire Life Safety Branch members may be utilized in assessing large damage loss areas.

All Fire Rescue Department members, and supervisors in particular, should be aware of potential emergency worker physical and emotional health issues, i.e., rehabilitation and Critical Incident Stress Management (CISM).

ATTACHMENT A

PROTECTION OF ESSENTIAL RECORDS IN A LOCAL DISASTER

1) A local disaster is defined as fire, flood, explosion, or storm that might cause the destruction of essential operating records of a department, Fire Rescue Department, or office.

2) Fire Rescue reports at individual stations should be safeguarded by relocating them to a secure storage location within the station.

3) Most essential records of the Fire Rescue Department are located at the Public Safety Complex. Department members assigned to the PSC will prepare all Department offices for severe conditions as follows:

    a) All material and records stored in cabinets, desks, bookcases, etc., below a 6" level should be removed and relocated to a higher elevation.

    b) Boxes, file cabinets, desks and other vulnerable items should be covered with plastic sheeting to prevent damage from blown or dripping water.

    c) All items of electric equipment should be disconnected and secured.

    d). Furniture should be moved away from windows and doorways wherever possible.

4) All Logistics supplies below a 6" level should be removed and relocated to a higher level.

ATTACHMENT B

TASK FORCE ALARM INFORMATION

DATE:___________ALARM NO. ____________DISPATCH TIME:_____________

1) Address of Fire: ____

2) Type of Occupancy: _____________ Name of business: _____________________

3) Number of Floors: ___________ Sq. ft. of building: _________________________

4) Number of businesses in building: _____Roof Construction: __________________

5) Type of building construction: ____

6) Number of apartment units, if possible: ___________________________________

7) Percent building destroyed: _______ Contents: ____________________________

8) Insurance agency of building: ____

9) Insurance agency of contents: ____

10) Address of exposures damaged: ____

11) Vehicle Fires: a) Make/Model/Year: _____________________________________

b) Percent destroyed: ______ c) Est. damage: ____________________________
(Note: Separate damage estimate required on each building/vehicle).

12) Owner of building/vehicle: ____

13) Owner, Agent or Lease: ____

Additional information: ____

____

____
INVESTIGATOR / TASK FORCE AIDE DATE

ATTACHMENT C

TASK FORCE ASSIGNMENT FORM

DATE ON-DUTY: ___________TIME: ___________DATE OFF-DUTY_________TIME: ________

TASK FORCE COMMANDER:_______________________ TASK FORCE # _______

OFFICER: ____

COMPANY AND RESCUE UNIT NUMBERS: _______ _______ _______

_______ _______ _______

_______ _______ _______

MEMBERS ASSIGNED: (On-duty) __________________________________

____

____

____

____

____

____

MEMBERS RECALLED: __________________________________

____

____

____

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APPENDICES

PURPOSE

The purpose of this plan is establish the operational framework whereby the City of Sunrise Fire Rescue Department can effectively prepare for, respond to, and recover from the impacts of a major disaster or catastrophic event. The types of hazards threatening the City of Sunrise mean that emergency situations could occur with little or no warning, or may be predictable within a relatively short time in advance of their impact. Because of this, the Department must be prepared to mobilize and deploy rapidly under disaster conditions. It is the policy of the City of Sunrise to be adequately prepared for effective response to all emergency situations and disasters, using its own personnel and resources. When and if needed, resources will be made available through bilateral mutual aid agreements with adjacent municipalities and governmental organizations, as well as through assistance provided by higher levels of government. This plan is also consistent with the concept of operations used by the County, State, and Federal disaster response thereby facilitating coordination between all levels of government. This plan addresses the basic policies, planning assumptions, concept of operations, assigned responsibilities, and other mechanisms and strategies through which City government will mobilize resources and conduct activities to guide its overall emergency response and recovery efforts.

GLOSSARY OF TERMS

ADVISORY:

An official announcement issued by the National Hurricane Center, identifying a hurricane's position, speed and intensity. Advisories are issued daily at 0500hrs., 1100hrs., 1700hrs. and 2300hrs. when a hurricane is active. Special advisories are issued in between as necessary. An advisory is issued when hurricane conditions are a possible threat to a certain area.

"CEASE EMERGENCY ACTIVITY" ORDER:

An order, issued by the Fire Chief or his/her designees, to stop all Fire/Rescue outside operations. Upon receipt of this order, all personnel shall cease operations and return immediately to quarters.

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP):

A guide to the emergency response by the City of Sunrise to disasters and catastrophic events.

EMERGENCY OPERATIONS CENTER (EOC):

Located at Fire Station 59. Directors from all departments, citywide, assemble and work under the direction of the Director of Public Safety or his/her designee.

EMERGENCY SUPPORT FUNCTION (ESF):

Categories or types of emergency assistance and services needed following an emergency or disaster.

"EYE" OF HURRICANE:

A relatively calm area near the center of the hurricane, lasting from several minutes to more than an hour, and ending suddenly when winds return from the opposite direction. These winds are often more forceful than prior to the passing of eye. Personnel should not assume the storm has passed or is over.

FIELD OPERATIONS CENTER (FOC):

This is the Fire-Rescue Department command center located at the PSC. Key personnel from the Fire-Rescue staff operate this center and work under the direction of the Fire Chief or his designee.

HURRICANE WATCH:

Issued when there is a threat of hurricane conditions within 24 to 36 hours. It indicates that a hurricane is near enough that everyone in the area covered by the "Watch" should listen for subsequent advisories.

HURRICANE WARNING:

Issued when hurricane conditions - winds of 74 mph or more and dangerously high tides and waves - are expected in 24 hours or less.

HURRICANE PROBABILITY PROJECTION:

Given by the National Hurricane Center, in advisories, that lists the percentage probability that the center of the storm will pass within 65 miles of a specified location within the next 72 hours.

HURRICANE:

A fully developed tropical cyclone registering sustained winds of 74 mph or more. Storms are rated by Saffir-Simpson category scale and can be up to 500 miles wide in size.

NATIONAL HURRICANE CENTER IN MIAMI:

One of three national weather centers operated by the National Weather Service (NWS). It has National and International responsibilities for the North Atlantic.

PERSONAL READINESS PLAN:

A Fire Department individual's personal plan for hurricane preparation at home.

RECALL:

Summoning of part or all fire department employees to return to work.

SHELTER:

A pre-established location set by County Officials, for people who must evacuate their property for safety.

STORM SURGE:

An extreme high tide, topped by violent waves, produced by the winds and low pressure associated with a hurricane. Nine out of ten people who die in hurricanes drown in the storm surge.

STORM WARNINGS:

May be issued by the NWS when winds of 55-73 mph are expected. If a hurricane is expected to strike a coastal area, storm warnings usually will not precede hurricane warnings.

STATION OFFICER:

On-duty Officer, unless otherwise specified, that is responsible for activities and supervision in an individual Fire Station.

TROPICAL DEPRESSION:

A disturbance that has developed rotary circulation at the surface and a constant wind speed of 38 M.P.H. or less.

TROPICAL STORM:

Distinct rotary circulation with sustained winds ranging from 39 to 73 mph.

CATEGORIES OF STRENGTH - SAFFIR - SIMPSON SCALE 1-5

CATEGORY 1: Sustained winds (constant speed for at least one minute) 74-96 mph with higher wind gusts.

Generally produces storm surge (wall of water up to 50 miles wide just to the right of where eye makes landfall) 4 to 5 feet.

Waves of 10 - 30 feet.

Damage primarily to shrubbery, trees, unanchored mobile homes and possibly poorly constructed signs.

Low-lying coastal roads inundated.

CATEGORY 2: Winds 96 - 110 mph with higher gusts (wind speed higher than sustained lasting as little as two seconds).

Some wind gusts of 140 mph.

Storm surge generally 6-8 feet and waves.

Considerable damage to shrubbery and tree foliage, some trees blown down.

Major damage to exposed mobile homes and poorly constructed signs.

Some damage to roofs, windows and doors.

No major damage to buildings.

Coastal roads and low-lying escape routes inland cut by rising water two to four hours before the arrival of the hurricane eye.

Evacuation of some shoreline residences and low-lying island areas required.

MAJOR:

CATEGORY 3: Winds 111 - 130 mph, gusts to 160 mph.

Storm surge 9 - 12 feet.

Foliage torn from trees, large trees blown down.

Practically all poorly constructed signs blown down and mobile homes destroyed.

Some damage to roofs, windows and doors.

Some structural damage to small buildings.

Serious flooding at coast.

Low-lying escape routes inland cut by rising water three to five hours before the arrival of the hurricane eye.

Large structures battered by waves and floating debris.

Terrain five feet or less above sea level flooded eight miles inland or more.

Evacuation of low-lying residences within several blocks of shoreline possibly required.

CATEGORY 4:Winds 131 - 155 mph, gusts over 175 mph.

Storm surge generally 13 - 18 feet.

Shrubs and trees blown down.

All signs blown down.

Extensive damage to roofs windows and doors.

Complete destruction of mobile homes.

Terrain ten feet or less above sea level flooded as far as six miles inland.

Major damage to lower floors of structures near shore due to flooding and battering by waves and floating debris.

Low-lying escape routes cut by rising water three to five hours before the arrival of the hurricane eye.

Major erosion of beaches.

Massive evacuation of all residences within 500 yards of coast possibly required, and of single story residences on lows ground within two miles of the coast.

CATEGORY 5: Winds 156 mph +, sustained to 200 mph reported.

Storm surge 20 feet.

Shrubs and trees blown down.

All signs blown down.

Complete destruction of mobile homes.

Extensive shattering of glass in windows and doors and complete failure of roofs on many residences and industrial buildings.

Small buildings overturned or blown away.

Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of coast.

Low-lying escape routes inland cut by rising water three to five hours before the arrival of the hurricane eye.

Massive evacuation of low-lying residential areas within five to ten miles of coast possibly required.

ASSIGNMENT/RESPONSIBILITIES OF PERSONNEL

1. **FIRE CHIEF:**

   a. Shall be assigned to the City of Sunrise Emergency Operations Center.

   b. Shall work with the Director of Public Safety to coordinate overall emergency operations.

   c. Shall direct overall Fire/Rescue operations, which will include ESF's 4, 8, 9 & 10.

   d. Shall assume the responsibilities of the Sunrise Emergency Management Coordinator.

   e. Shall keep the Director of Public Safety advised regarding the operational status and readiness of the Fire Department.

   f. Shall mobilize the Fire-Rescue Department in the event of an emergency if deemed necessary.

   g. Shall establish lines of succession for key personnel.

   h. Shall maintain communications with the City of Sunrise representative at the Broward County Emergency Operations Center.

2. **DEPUTY FIRE CHIEF:**

   a. Shall be assigned to the Fire-Rescue Department Field Operations Center.

   b. Shall direct the immediate field operations of the Fire/Rescue Department.

   c. Shall act as the Fire Rescue Department Public Information Officer (PIO) or assign a designee to operate in that capacity.

   d. Shall maintain communications with the Fire Chief and advise him of developments.

   e. Shall select and assign personnel to fill vacant emergency operations positions as needed.

3. **BATTALION CHIEFS:**

a. SHIFT BATTALION CHIEFS:

1. If it is deemed necessary to utilize more than one shift Battalion Chief, one Battalion Chief will be assigned to command the East districts of the city (Battalion 39) and one will be assigned to command the West districts of the city (Battalion 83). They will utilize their assigned vehicle as well as, either the Rescue Lieutenant's vehicle or the spare Battalion Chiefs vehicle, as directed by the Fire Chief. The third combat Battalion Chief will be assigned as needed.

2. Shall work with the Fire-Rescue Department Field Operations Center coordinating all Fire Department manpower and equipment during emergency Fire/Rescue operations.

3. Shall deploy equipment and firefighters at the scene of emergency.

4. Shall maintain communications with the Fire-Rescue Department Field Operations Center.

5. Shall respond to emergencies as directed by fire dispatch or the Field Operations Center.

6. Shall request, as needed, communications equipment, supplies, evacuation coordination, and other materials through the Fire-Rescue Department Field Operations Center.

7. Shall arrange for the release of on-duty personnel to protect their personal property.

8. Shall ensure adherence to all hurricane procedures.

9. Shall maintain applicable records and reports.

b. LOGISTICS BATTALION CHIEF:

1. Shall be assigned to the Fire-Rescue Department Field Operations Center.

2. Shall be responsible for the acquisition and disbursement of Fire Department emergency equipment and supplies.

3. Shall insure the serviceability of front line and reserve apparatus.

4. Shall maintain a list of sources of equipment that might be needed during a disaster.

5. Shall maintain a supply of basic or common equipment parts that might be needed in emergency conditions.

6. Shall be responsible for insuring power equipment and generators are functional.

7. Shall coordinate with Public Works to secure Fire-Rescue Department property.

8. Shall maintain communications with First Vehicle Services.

4. **DIVISION CHIEFS:**

a. OPERATIONS DIVISION CHIEF:

1. Shall be assigned to the Broward County Emergency Operations Center.

2. Shall maintain communications with the City of Sunrise Emergency Operations Center.

3. Shall be responsible for over all operational issues involving ESF’s 4, 9 & 10 (see City of Sunrise CEMP).

4. Shall prioritize calls holding and issues call assignments when the cease activity order is lifted.

5. Shall assign off-duty personnel re-called.

b. EMS DIVISION CHIEF:

1. Shall be assigned to the Fire-Rescue Department Field Operations Center.

2. Shall be responsible for ESF 8 (see City of Sunrise CEMP).

3. Shall coordinate the procurement of medical supplies and equipment.

4. Shall maintain communications with area hospitals and Broward County Medcom.

5. Shall monitor all communication links and arrange repair or substitution of communications equipment.

6. Shall direct the operations of the Fire-Rescue Dispatch Center.

7. Shall ensure that all communication systems between the Fire-Rescue Department and other communication centers are maintained and in proper working order.

8. Shall ensure that all essential communication personnel are on duty.

9. Shall ensure that the MCC is operational.

c. **SUPPORT SERVICES DIVISION CHIEF:**

1. Shall be assigned to the City of Sunrise Emergency Operations Center.

2. Shall maintain communications with the City of Sunrise representative at the Broward County Emergency Operations Center.

d. **TRAINING DIVISION CHIEF:**

1. Shall be assigned to the Fire-Rescue Department Field Operations Center.

2. Shall fill vacant positions of staff personnel in any of the various assignments.

e. **FIRE-LIFE SAFETY DIVISION CHIEF:**

1. Shall be assigned to the Fire-Rescue Department Field Operations Center.

2. Shall direct overall functions of Fire-Life Safety staff.

3. Shall fill vacant positions of staff personnel in any of the various assignments.

4. Shall assist with post storm damage assessment.

5. **LOGISTICS LIEUTENANT:**

1. Shall be assigned to the Fire-Rescue Department Field Operations Center under the direction of the Logistics Battalion Chief.

6. **TRAINING LIEUTENANT:**

1. Shall be assigned to assist the EMS Division Chief with overseeing dispatch as needed.

7. **RESCUE LIEUTENANT:**

If it is deemed necessary to utilize more than one Rescue Lieutenant, one Lieutenant will be assigned to the East districts of the city (Lieutenant 39) and one will be assigned to the West districts of the city (Lieutenant 83). They will be assigned to ride with the East/West Battalion Chiefs as a combined unit. The third Rescue Lieutenant will be assigned as needed.

8. **ADMINISTRATIVE OFFICER:**

a. Shall be assigned to the Fire-Rescue Department Field Operations Center.

b. Shall maintain a special Hurricane Log of activities of the Fire-Rescue Department, personnel, expenditures, etc., for the purpose of compiling disaster reports.

c. Shall maintain personnel re-call accountability.

9. **COMPANY OFFICERS:**

a. Shall supervise the personnel under their command in rescue and firefighting operations.

b. Shall maintain communications and consult with the Field Operations Center.

c. Shall be familiar with all sources of water supply.

d. Shall maintain company personnel and material records at the scene of an emergency, i.e. deaths, injuries, hours-worked equipment and supplies used, etc.

10. **DRIVERS:**

a. Shall maintain the operational readiness of the apparatus.

b. Shall maintain fuel, oil, battery charge and water at recommended levels.

c. Shall be familiar with all sources of water supply.

11. **FIREFIGHTERS:**

a. Shall promptly execute all orders.

DEVELOPING A "PERSONAL READINESS PLAN”

As emergency service workers, all fire/rescue personnel must be well educated and familiar with hurricanes. There is abundant information available for everyone associated with government to study and review. Firefighters will be counted on heavily by the public to be there when disaster strikes. It can be said that a calamity such as a hurricane is an important "Moment of Truth" for all of us. While it is to be expected that many of the public will not be prepared for a major storm, there is no excuse for fire departments and their employees to be in the same condition. Professionalism dictates that we must be ready.

During the hurricane season (June lst through November 30th) all fire-rescue personnel shall maintain a keen awareness of the tropical storm situation in the Atlantic and the Caribbean. As storms develop and move in a potentially threatening course we must all be prepared to take whatever actions that will be necessary if our area is hit. As soon as "Hurricane Watch" is issued for our area by the National Weather Service, all fire-rescue personnel shall immediately initiate their "personal readiness plans". These plans should include everything that must be done, in advance, that will insure the safety of the firefighter's family and possessions while he or she is away at work helping the community. Without such a plan both the firefighters and the community will suffer. (Refer to Appendix I for information regarding the development of a personal readiness plan).

SECURING FIRE STATIONS

Immediately upon the issuance of a **hurricane watch** all Station Commanders will prepare their stations by:

1. Insuring that all doors, windows, and other openings are secured with shutters, panels, or materials as supplied by the city.

2. Securing all City owned property that is inside the garage areas and outside the station. All loose equipment or articles not permanently secured are to be stored or tied down in a safe area.

3. Checking all apparatus for operational readiness, i.e.; fuel, oil, water, etc.

4. Making preparation for receipt of additional personnel and supplies.

5. Insure that emergency generators are fueled and tested.

6. Remove all loose equipment and materials from floors and window areas to protect them from possible water damage.

7. When the cease activity order is issued all apparatus will be placed in the garage areas, nose in, with the back of the apparatus placed as close to the garage doors, as is safely possible, to help give added structural support to the doors and minimize the likelihood of the apparatus cab being damaged during the storm.

STATION MANAGEMENT

In the event of a hurricane, it is possible that additional Fire-Rescue Department personnel will be on duty. Therefore, the regularly scheduled on-duty Station Commander will remain the Station Commander until the end of their normal shift. At shift change, the next scheduled Station Commander shall assume this role, even if all personnel are being held over. If at any time during the incident and the situation warrants it, a staff officer may be placed at each Fire Station to act in a command capacity.

CEASE EMERGENCY ACTIVITY ORDER

As hurricane conditions intensify, a time may come when it will be too dangerous to continue outside operations. At this point a "Cease Emergency Activity" order will be issued. The Fire Rescue Department Field Operations Center through the Battalion Chief(s) will initiate this order. In certain emergency cases it may be necessary for the Battalion Chief(s) to contact the Field Operations Center and request a cease emergency activity order for their area only, if unsafe conditions develop. Upon receipt of a "Cease Emergency Activity" order, fire-rescue personnel shall terminate outside operations and return to their assigned quarters immediately.

EVACUATION OF FIRE STATIONS

There may be conditions that will require the Emergency Management Coordinator, the Fire Chief or their respective designees to order the evacuation of a specific fire station. In the event that the order is given to evacuate a fire station, the following actions shall be taken:

1. All bunker gear shall be removed from the station to the reassigned location.

2. Station logbooks shall be removed and turned over to the Battalion Chief.

3. All apparatus shall be relocated per the Field Operations Centers direction.

4. All computer hardware shall be relocated per the Field Operations Center direction.

5. Any other equipment/supplies shall be removed as directed by the Field Operations Center.

6. Elevate documents and files, which are not being removed, to as high a location as is practical within the station.

7. Insure that the station is secured.

APPARATUS AND PERSONNEL PLACEMENT

STATION	NO. PERSONNEL	APPARATUS
Sta. 39	3-4	Engine 39
	2-3	Rescue 39
	1	Battalion 39
	1	Lieutenant 39
Sta. 59	3-4	Engine 59
	2-3	Rescue 59
	2-4	Platform 59
Sta. 72	3-4	Engine 72
	2-3	Rescue 72
Sta. 83	3-4	Engine 83
	2-3	Rescue 83
	3-4	Engine 183*
	2-3	Rescue 183*
	1	Battalion 83*
	1	Lieutenant 83*
Sta. 92	3-4	Engine 92
	2-3	Rescue 92
	2	Hazmat 92*
	3-4	Engine 192*
	2-3	Rescue 192*
	2	Dive 92*
EOC/FOC	1-3	MCC*
	5-15	Staff
	2-4	Dispatch

NOTE: These are recommendations only. The Fire Chief or his designee may elect to modify these recommendations as needed.

*** If placed in service**

STAGES OF PREPAREDNESS

PHASE I - Hurricane Watch

1. Immediately notify all Administrative staff of Phase I status.

2. Conduct a briefing.

   a. Preview specific assignments.
   b. Preview availability of personnel and equipment.

3. All personnel go on stand-by status, secure property and family in preparation to report for duty and activate their personal readiness plans.

4. All personnel are to maintain phone availability and be ready to report to duty immediately if a recall is ordered.

5. All uniformed Department personnel shall keep abreast of National Weather Service advisories.

6. All Station Officers will have all apparatus and equipment inspected for serviceability. All vehicles and equipment will be fueled and kept topped off. If any repairs or servicing is needed the Logistics Battalion Chief will be immediately notified.

7. All Station Officers will see that all personnel under their control review this plan.

8. Assist in warning the general public, if so directed.

9. Secure all Fire Stations.

10. Patrol certain zones to insure that builders have provided tie downs for all construction materials, if so directed.

11. All reserve apparatus will be checked for readiness and equipped as directed by the Field Operations Center. The condition of these units will be reported to the Shift Battalion Chief.

12. The Shift Battalion Chief(s) shall begin making arrangements for on duty personnel to be released to initiate their personal readiness plans, if applicable.

13. The EMS Division Chief will locate and test all emergency radio equipment and ensure that there is an ample supply of charged portable radio batteries for all Department radios.

14. The EMS Division Chief will contact Broward County Medcom and ascertain what backup provisions are planned for medical communications and triage. Additionally, he will coordinate equipment and supply requests for rescue units.

15. The EMS Division Chief will contact all local hospitals and establish communications with them as to any special needs from the Fire-Rescue Department, procedures to follow during the emergency, and availability of beds.

16. The Logistics Battalion Chief will determine total fuel supplies including outside sources that can be used.

17. All personnel who are released from duty for any reason shall take their bunker gear with them.

18. All off-duty personnel shall call the hurricane hotline (746-3418) to obtain periodic updates on Department preparations and to receive information on what actions the employee must take.

19. Activate the City's Emergency Operations Center.

20. Prepare emergency supplies for distribution to the Fire Stations.

21. The Fire Chief may cancel authorized leaves and Kelly Days as required.

22. Perform all necessary fire and rescue duties until such time as weather conditions prohibit further operations and a cease activity order is issued

PHASE II - Hurricane Warning

1. Appoint staff to their posts and implement functions.

2. Allow for on-duty personnel to secure their homes, if applicable.

3. Increase readiness posture when notified of a hurricane warning.

4. The Fire Chief, or his designee, may cancel authorized leaves and Kelly Days as required.

5. Distribute hurricane equipment and supplies for use by the Fire-Rescue Department, if so directed.

6. All Fire-Rescue Department personnel shall remain readily available for emergency recall.

7. In the event of recall follow the procedure outlined under emergency recall.

8. Evacuate fire station(s) and/or the PSC**, if** so directed, and move apparatus to their assigned locations.

9. Send representative to the Broward County Emergency Operations Center (EOC).

10. Maintain contact with the Broward County EOC for hurricane updates.

11. Perform all necessary fire fighting and rescue operations as directed or required until such time as weather conditions require the issuance of a cease emergency activity order.

PHASE III - Emergency Operations

1. City Emergency Operations Center (EOC) in operation.

2. Fire-Rescue Department Field Operations Center in operation.

3. Fire-Rescue Department will continue all requests for emergency response until conditions are deemed unsafe. The Fire-Rescue Departments Field Operations Center will issue a cease activity order at that time, through the Shift Battalion Chief(s).

4. Maintain close liaison with the Fire-Rescue Department Field Operations Center advising on firefighting and rescue operations, status of equipment and other significant activities or conditions.

5. Maintain close liaison with the Broward County EOC.

6. Monitor all station and communications status.

7. Be prepared to dispatch firefighting and rescue forces to other localities as directed.

8. During the height of the hurricane, take necessary actions to protect personnel and equipment from wind and flood damage.

9. Once a cease activity order is issued, screen and prioritize all calls for recovery period operations.

<u>PHASE IV</u> - Recovery

1. Check all communications links, establish a workable communications system, and conduct a roll call.

2. Inventory all stations for supplies and damaged equipment.

3. The "Snapshot" damage assessment method will be used to facilitate gathering **GENERAL** damage assessment information during a disaster incident. This should be completed as soon as weather and conditions permit a view of the neighborhood from outside the facility. (Refer to Appendix 2 for specific information regarding the "Snapshot" damage assessment method).

4. Fire department personnel may be required to clear roads as necessary to allow emergency response.

5. Resume emergency responses as soon as possible.

6. First estimate the amount of physical destruction and injuries then determine the need for county and statewide mutual aid.

7. Conduct search and rescue operations, if warranted. (Refer to Appendix 3 for specific information regarding search and rescue operations).

8. Station Commanders must be prepared to coordinate all activities until communications links are restored. Documentation of all activities and assignments is essential.

9. Maintain accurate and complete records of all expenditures for manpower, material, gallons of fuel, equipment, etc. used throughout the emergency.

10. The SFRD will operate under established policies during and after a hurricane. In addition to regular emergency response, all members must be aware that the response and recovery stages of a disaster will require additional and unusual efforts on the part of emergency workers. Members must be prepared to respond to a variety of requests from the public.

11. The Incident Management System will be utilized.

12. Focal points in the community may be the area clubhouses and fire stations. Information may be distributed at these locations.

13. Assist damage assessment teams, when called upon, in survey damage to structures.

14. Be prepared to utilize City Fire Stations, the Public Safety Complex, and/or other locations as temporary field hospitals, if so directed.

15. In a disaster, many demands will be placed on emergency workers. It is expected that each situation will be dealt with in an appropriate, professional manner. But most of all, it must be done with safety being of primary importance.

16. Return to normal staffing as soon as the situation dictates.

"SNAPSHOT" DAMAGE ASSESSMENT

1. **PURPOSE**

To facilitate gathering of GENERAL damage information during disaster incidents, the Department has adopted a "SNAPSHOT" damage format which has been adopted Countywide. The "SNAPSHOT" report is an assessment tool designed to provide timely general damage assessment reports to the Field Operations Center.

2. **"SNAPSHOT" DAMAGE ASSESSMENT REPORT**

The "Snapshot" report is designed to provide a quick indicator, in the form of a simple number, reflecting the observed damage **to 100% of a geographic area.** Following a large-scale disaster, hourly reports from individual units will be significant in the required long-term planning process. Units will be expected to provide reports from various locations within their assigned grids. **Again, designed to provide a quick assessment of conditions, this report is not intended to be precise.** (See Appendix 2, "Snapshot" damage assessment instructions/"snapshot" damage assessment form).

3. **NORMAL PREPAREDNESS**

Station officers shall ensure that all personnel are familiar with these procedures.

4. **NOTIFICATION OF POTENTIAL DISASTER**

a. Confirm Fire-Rescue assessment tasks assigned by the FOC.

b. Distribute and review assessment tools with assigned members.

c. Review responsibilities, including assessment procedures.

d. Assure all members review and prepare for post-incident assessments/grid searches.

5. **SUSTAINED EMERGENCY INCIDENTS**

a. Each SFRD field unit shall conduct a primary "Snapshot" Damage Assessment (<1hr.) after it is safe to return to the field.

b. Each SFRD field unit shall assist in conducting secondary "Snapshot" reports in coordination with the FOC.

c. Each SFRD field unit shall utilize the "Snapshot" damage assessment report to conduct periodic secondary assessments, known as a "Windshield Survey" (>1-4 hr.), and advise the FOC of conditions.

RECALL

When the National Hurricane Center/National Weather Service issues a hurricane watch, all off-duty shift and staff personnel shall be prepared to report to duty if so ordered by the Fire Chief or his/her designee. If deemed necessary, there will be additional personnel on duty immediately before, during, and after the storm.

Personnel are encouraged to make personal preparation far in advance of a storm so that final preparations are minimal. **All** personnel are expected to conduct personal readiness activities after a watch is issued to enable them to report for duty as needed. The shift on duty when a warning is issued may be required to remain until relieved by the Fire Chief or his/her designee. Personnel reporting to work prior to a storm, or recalled for a storm, will bring with them sufficient toiletries, clothing, bedding and food to last for several days.

No on-duty personnel will be released from duty for securing of personal homes except when specific permission is given by the Fire Chief or his/her designee. Should a hurricane **watch** precede a hurricane **warning** by 12 hours or more, the Department will consider all personnel whom subsequently report for their normal duty as having completed their personal readiness activities. In such circumstances, it is not anticipated that personnel will be relieved to secure their personal homes. Should a hurricane **warning** be issued in less than 12 hours from a hurricane **watch** the Department will attempt to relieve on-duty personnel for a maximum of four (4) hours in order that they may secure their personal homes. Relief from duty, for a maximum of four (4) hours, may be permitted once additional personnel are called-in for coverage. The Fire Chief or his designee may elect to wait until the end of the regular shift should the timing of the hurricane **warning** occur during the later part of regular shift.

Personnel called-in for storm coverage will report to the Public Safety Complex (PSC), or other specified location, to receive their assignments from the Fire Department Field Operations Center. All personnel reporting will make sure they are logged in when they arrive. Contact the Sunrise Fire-Rescue hurricane hotline (746-3418), for specific information regarding recall and where to report.

The Fire Chief reserves the right to cancel all authorized leave and Kelly Day's if emergency conditions require additional manpower. It is not anticipated that any new leaves will be approved once a hurricane **watch** is issued. All personnel already on authorized leave or Kelly Day's must contact the Fire Rescue hurricane hotline to find out whether their leave is being canceled and how the individual(s) in question can be reached, if it becomes necessary.

FOOD PLAN

The following is a guideline for food supplies needed to function independently at Fire Stations, the City of Sunrise Emergency Operations Center and the Fire-Rescue Field Operations Center during a hurricane for a period of 72 hours. Stored, prepackaged meals and bottled water may be used as a back up to supplement any fresh supplies that can be obtained prior to a hurricane. These meals **will only** be used in the event that fresh food supplies are not available due to loss of electricity or depletion of these items at grocery stores. These supplies will be stored at the PSC, or other designated locations, and distributed if applicable. The Station Commanders will be responsible for assigning a specific individual to handle supplies at the station level. These provisions are only for emergency workers who are working during the hurricane emergency!

1. **EATING UTENSILS**

   a. 100 firm disposable plates
   b. 100 disposable knives, forks, spoons
   c. 100 cups
   d. 100 disposable bowls
   e. 100 disposable drinking cups

2. **DRINKING WATER**

   a. A minimum of 50 gallons of water at each location to be used for drinking and cooking. Water will be placed in collapsible containers, but will be filled only if impact on our geographic area is imminent.

   b. Tap water can be used for cleaning. Tap water can be disinfected by boiling or by adding plain, household bleach.

3. **FOOD**

   a. A minimum of 3 days worth of pre-packaged food for 100 employees.

STORAGE OF EMERGENCY WATER

Various sources recommend home storage of a two-week supply of water. The amount often recommended is seven gallons per person for drinking and food preparation, and another seven gallons per person for other limited uses such as hand washing, teeth brushing and dish washing (total 14 gallons per person for two weeks). Both glass and plastic containers are commonly used for water storage at home. Containers should be clean and sanitary. Glass containers are breakable and somewhat heavy compared to plastic, but they are not permeable to vapors and gases, the amount of leaching (dissolving) of chemicals from glass into water is insignificant. Plastic containers are lightweight and substantially more resistant to breakage than glass.

If plastic containers are used, care should be taken to assure that they are made of plastic approved for food contact by the Federal Food and Drug Administration. Polyethylene plastic is approved for food contact and is commonly used for containers of various sizes, including large 55-gallon drums. Certain types of plastic containers are not intended for food contact (such as vinyl plastic waterbeds, or trash containers) and may leach undesirable chemicals into stored water. Leaching of chemicals from approved plastics is negligible.

For long-term storage, water should be sterilized or disinfected. Water stored in thoroughly clean plastic or glass containers can be chemically disinfected for long-term storage by treating each gallon with 16 drops of liquid chlorine bleach, (Clorox or Purex type bleaches, containing 4 to 6**%** sodium hypochlorite). One teaspoon of bleach disinfects 5 gallons of water. This level of treatment will prevent growth of microorganisms during storage.

Water stored in plastic containers should not be stored near gasoline, kerosene, pesticides or similar substances. Vapors from these substances could permeate the plastic and affect the water. Thick-walled polyethylene containers are significantly less permeable to vapors than are thin walled containers. Be certain, when selecting a storage container for water, that it has a tight fitting cap or lid to prevent entrance of contaminants and evaporation of water. Because sunlight has an adverse effect on plastic, water should be stored away from direct exposure to sunlight.

Sterilized or disinfected water, stored in clean, food-contact approved containers with secure lids or caps should be safe for use even after many years of storage. Replacement of stored water with fresh water should be necessary only if the stored water becomes contaminated in some way or if the container should begin to leak. Be certain to label each container so that there will be no question about its contents. Include the date and information on the method of disinfecting used.

AFTER THE STORM

The following list of "things to expect" is not offered as a prediction of doom. Although most of the items are negative, this is intended as a realistic list of problem areas that we can expect to face following a hurricane.

Recognizing that problems will appear and giving some thought to them prior to a disaster are steps toward overcoming them. Some of the areas require specific actions; some will diminish with time; some are inherent in disaster operations and must simply be accepted.

1. Emergency equipment and field units will commit without being dispatched. There will be an air of urgency and more requests for aid than units available to send.

2. Communications will be inadequate. The radio system may not function. If it is functioning, air traffic will be incredibly heavy.

3. Citizens may volunteer to help, but their commitment will usually be short-term, until their immediate problem is addressed.

4. Water will be contaminated and unsafe for drinking. The water system may be shut down, supplying no water for fighting fires, which may be caused by electrical shorts or gas leaks.

5. Staging will be essential.

6. Electric power will be unavailable in sections of or throughout the city.

7. Phone service will be erratic or nonexistent. Pay phones may work when other phones do not.

8. There will be an epidemic of flat tires unless they have been filled with a "no flat" substance.

9. Portable toilets will be in demand.

10. Off duty personnel may be unable to return to duty as ordered.

11. The same buildings/areas will be searched more than once unless they are clearly marked.

12. Some on-duty personnel may leave their post to be with their families.

13. All media representatives should be referred to the Public Information Office.

14. Very few citizens will utilize evacuation/mass care centers; they will prefer to stay with friends, relatives, or camp out on their property.

15. The identification of workers and volunteers will be a problem: it will be difficult to determine who is working where and on what.

16. There will be many rumors.

17. Emergency responders will require rest and must be relieved. This applies to everyone, even yourself.

18. Equipment will be lost, damaged, or stolen and may never be accounted for.

19. Some units may “disappear”. You will not be able to reach them and will not know where they are or what they are doing.

20. Someone will get the bill. Record keeping by all levels of the organization is essential.

21. Representatives from public agencies from throughout the United States and many foreign countries may come to observe the operations or offer assistance. They will be a significant problem.

22. Some citizens and media representatives will question your decisions.

23. There will be a general lack of necessary information. Coordinators may wait for damage/casualty assessment information to establish priorities.

24. Communication between the City’s EOC and the Department’s FOC and the outlying stations may be inefficient and sporadic.

25. Things will get better a long time after they became considerably worse than anticipated.

MUTUAL AID/OUTSIDE AID

1. Intra-county mutual aid will follow the Broward County Mutual Aid Plan as set forth by the Broward County Fire Chief's Association. However, it should not be expected that these resources would be available after a hurricane.

2. Determine the need for statewide mutual aid assistance. Activation will be through the Broward County Mutual Aid System and/or the Statewide Mutual Aid Agreement for Catastrophic Disaster Response and Recovery.

3. It can be expected that people from outside of the area affected by the hurricane will show up in an attempt to help. Fire stations are a natural gathering point for these unrequested volunteers. All responding outside aid/mutual aid, assigned specifically to the City of Sunrise, will be directed to a staging area located at the Public Safety Complex or other designated location(s). Outside aid/mutual aid assigned to Broward County, as a whole will be directed to a State designated staging area, as directed by the Broward County Emergency Operations Center.

4. Credentials and capability must be evaluated whenever possible. All incoming units will be briefed on their responsibilities and our expectations of them. Once this is accomplished, crews (vehicles and manpower) may be assigned to tasks by the Fire Department Emergency Operations Center.

5. As units are assigned they shall be designated and marked (duct tape on windshield) according to the Sunrise station of origin. The following system shall be used:

   A number corresponding to the sequence of assignment shall designate the unit, the station number shall follow.

   Examples: The first unit assisting Station 72 shall be 172, second unit will be 272, etc.

   A listing of units, personnel and capabilities will be kept at each station and the Emergency Operations Command Post.

6. If necessary and appropriate, Sunrise personnel may be assigned to each relief unit to serve as radio operators and map-readers. The mutual aid company officer will retain supervision of their personnel; Sunrise employees will serve as guides and document the activities of the relief units.

SUMMARY

The Hurricane Procedures as written represent a guideline from which to begin operations in the event of a possible emergency storm situation. In the event of a hurricane emergency the Sunrise Fire-Rescue Department may implement these procedures in total or implement less stringent or more stringent procedures based on the anticipated intensity and expected landfall of a specific hurricane. Individual employees of the Sunrise Fire-Rescue Department are not granted the authority to make these decisions. The Director of Public Safety or his designee will make this determination. These procedures will be evaluated, revised, and updated as determined necessary. Sunrise Fire-Rescue and the City of Sunrise will continue to maintain a close working relationship with the Broward County Division of Emergency Preparedness.

Appendix 1

PERSONNEL READINESS PLAN*

ALL personnel will report as directed and are **STRONGLY** advised to have in their possession the following items, packed in a bag or bags with their name marked on the outside:

- 3 sets - uniforms, and 1 jacket
- 5 each, pairs socks, T-shirts, underwear
- 1 extra pair shoes
- 2 bath towels, sheets, pillow, blanket
- Toilet articles for 3-4 day stay:

  Toothbrush and toothpaste
  Deodorant
  Soap
  Shampoo
  Razor and cream
  Other personal items

- Rain gear
- Bunker gear
- Flashlight with good batteries
- Prescribed medications
- Mosquito repellant
- 3-4 gallons of water
- 3-4 day supply food (that would not require refrigeration
- or cooking) suggestions:

  Bread/muffins/crackers
  Peanut butter/jelly
  Canned fruit/vegetables/soup
  Canned meats (tuna, chicken, turkey)
  Chips/snacks/pretzels/nuts
  Fresh fruit

- **OTHER ITEMS AS DEEMED NECESSARY BY THE INDIVIDUAL**

*Special thanks to Miami-Dade Fire Rescue

BEFORE THE STORM

1. **If you or your family are going to evacuate, you must do the following**:

   Prepare the interior & exterior of your house, according to your plan.

   Shut off electricity to your home at the breaker terminal.

   Shut off gas system at outside source.

   Unplug all electrical appliances.

   Lock all doors and windows. Lower blinds and close curtains and shutters.

   Fill bathtub and other clean containers with water.

   Cover or wrap furniture and other important items with plastic.

   Move items that might be ruined in case of flooding.

   Be certain vital documents and computer discs are wrapped in water tight containers and stored in a safe place.

   Leave the address and telephone number of where you are going posted prominently on an interior wall.

   Call families or other trusted people and inform them of your destination.

   Leave early in daylight hours if possible.

   Leave car radio on; turned to a local station for news and weather bulletins.

   Obtain directions to where you are going in advance.

   Pack vital documents that you must take in watertight storage and take with you.

2. **If you are planning to go to a shelter, you must bring the following Items: (one set per person)**

Battery operated radio
Blankets, pillows, and/or sleeping bags
Cards, games & books
Drinking water
Eating utensils
Extra batteries
Identification, valuable papers but only a minimal amount of cash
Medicine
Non-perishable food
One flashlight per person
Diapers, Depends or other items of special need

3. **If you are planning to evacuate to another location, you must determine, well in advance, what items you will need to bring, and prepare accordingly. Use the checklist above as a starting point.**

4. **You must carefully assess your home to plan what measures you need to take to ensure safety and minimize damages.**

These measures include:

Trim all trees before the storm, especially those near the buildings. This should be done prior to the start of the hurricane season.

Dispose of all trash and debris on a regular basis.

Purchase window protection or pre-drill anchor holes for plywood covers.

If you decide to use plywood panels or aluminum panels, these should be stored in a readily accessible place and you must be certain that you have someone available to put them up.

Do not tape your windows. While taping may slightly reduce the splintering of glass, it will not keep the window from breaking.

Make a list of all the outdoor items that need to be moved indoors (such as patio furniture, plants and planters, bicycles, toys and so forth) and make sure that you have adequate space to move them indoors.

Again be certain that you have someone available to move the items indoors.

Assess the potential damage to items on the first floor of your building, in the event of flooding.

Develop a plan to move valuable items to a higher spot, if possible.

Park your car(s) in a garage, if possible. If a garage is not available, park away from trees, close to building.

5. **Should it be necessary to evacuate, you will need to plan for your pets.**

Pets are not allowed in Red Cross Shelters.

If you go to stay in another facility, there may not be room for your pets.

<u>You need to look into the following options:</u>

Your pets can stay at home; our pets have strong survival instincts. Leave adequate food and water for a few days. Leave them in the most protected room in your house. Be sure there is adequate ventilation.

Arrange a layer of plastic and a layer of paper or cardboard in the area.

Have your pets stay with a neighbor, a parent, or friend.

Your vet may have boarding facilities. You may need to make a reservation.

Do not sedate your pet.

Do not leave pets in a car.

Be sure to tag your pet with proper I.D. and rabies tag.

6. **You will need to develop a comprehensive list of all the supplies you need**.

A two-week supply is recommended.

If you will not have enough money to purchase all these supplies at once, make a plan to buy a few things each week until you have everything you need.

Monitor shelf life on perishable items.

Designate a storage place for all your items. Do not place any items where they could be damaged by water on the floor.

Keep the size of your family in mind when buying supplies.

Try to buy sizes of food that you can use in one meal for the whole family. Many canned foods deteriorate rapidly when open. Remember refrigeration and ice may not be available. Select items that can be eaten at room temperature with no cooking.

You must plan carefully if your family requires special diets. Consult a dietician now about how to modify diets if perishable goods are not available.

Don't waste valuable time with elaborate last minute shopping expeditions in the hectic pre-disaster hours. The lines will be long and many items may not be available.

7. **The supplies you need can be divided into the following categories:**

Water
Food
Medications, (Prescription and Over the Counter), Personal
Hygiene Items, and First Aid
House wares
Hardware
Leisure

DRINKING WATER

This is the most important item to have on hand. For a two-week supply, you will need 14 gallons of drinking water per person. It is not necessary to buy bottled water. Start collecting containers now. Sterilize them by putting a little bit of chlorine bleach (plain) in water, slosh around and rinse thoroughly before filling with water from the tap during pre-disaster time.

For bathing and sanitary purposes you may use water stored in the bathtub and other jugs and bottles. Clean tub and rinse with a solution of bleach and water. Caulk the tub drain and fill. Remember that this water is **not** for drinking.

FOOD

Below is a list of suggested foods to have on hand:

Any special diet needs (hand grinder, etc.)

Crackers/rice/cakes
Bread/muffins/bagels
Peanut butter/jelly
Nuts/dried fruits/raisins
Canned juice
Canned vegetables
Canned fruit/applesauce
Canned beans
Canned soups
Canned meats/fish (tuna, chicken, turkey)
Milk (choose evaporated, dry powder or shelf stable varieties
Cheese (shelf stable varieties or in jars)
Hard candy (especially for diabetics)
Instant drink mixes (coffee, tea, and juices)
Cookies/granola bars
Fresh fruits (bananas, apples, and oranges)
Baby food/formulas pet food
Cereal (little boxes)
Chips/snacks/pretzels
Instant pudding mix

MEDICATIONS/PERSONAL HYGIENE ITEMS/FIRST AID

Prescription medications (2-4 week supply)
Insulin
Aspirin
Laxatives
Antacid
Diarrhea medications
Cough/cold/allergy medications
Dental products (toothpaste, toothbrush)
Tampons/sanitary napkins
Disposable diapers/incontinence supplies
Toilet paper
Sunscreen
Insect repellant
Soap/washcloths
Contact lens solution
Pet medications
Bandages, tweezers, tincture of iodine, etc.

HOUSEWARES

Remember you may need a two- (2) week supply!

Film/camera (for documenting pre-storm and post-storm possessions/damage).

Large plastic trash bags with ties (use to protect important documents, furniture, clothing, blankets and pillows).

Small plastic trash bags with ties and bucket (for use as a makeshift toilet and also to bag up food waste after each meal.

Paper towels, plates, bowls, cups, napkins.

Plastic eating utensils.

Aluminum foil.

Chlorine bleach (plain, not lemon, add 8 drops of bleach per gallon or use water purification tables).

Clean, empty containers for storing drinking water (save these throughout the year).

Ice chests (coolers).

Baking soda to deodorize the refrigerator, freezer and ice chests.

Pet supplies (litter, scooper, etc).

Pre moistened towelettes.

Matches/butane lighters (store in plastic bags).

Liquid detergent.

Cleaning supplies.

Bug spray (ants and roaches will take over).

HARDWARE

Manual can and bottle openers.

Battery operated radio and/or TV.

Extra batteries for radios, flashlights, lantern, etc.

Battery operated lanterns and enough flashlights for each person. Candles and kerosene lights can cause fires and severe burns. Never leave burning candles unattended.

Light weight fire extinguisher.

Silicone caulking for bathtub drains.

Folding stove and many cans of Sterno. (Do not use charcoal or fuel burning stoves indoors)

Chain saw, gassed up, oiled and ready.

Safety goggles for use with chainsaw.

Generator (know how to operate it safely).

Unleaded fuel for generator (store in approved containers)

Mops, buckets, rags.

Tools (hammers, nails, drills, tape, saw,, pliers, axe, crowbar, etc).

If you have a gas grill, make sure you have the propane tank filled. If power is out after this storm, you can cook OUTSIDE. **DO NOT USE THE GAS GRILL INDOORS.**

Charcoal.

Plastic boxes for storage of important documents/supplies.

Roll of roof plastic and a bucket of roofing tar.

Tape.

Rope (for removing trees).

Working gloves.

Heavy-duty extension cords for generators

Inflatable rafts.

Clothesline and clothes pins (to string up in the yard and dry things out).

Mosquito netting.

Sleeping bags.

Patch kits for tires.

LEISURE SUPPLIES

Books & magazines.

Games.

Arts and crafts.

Sports equipment.

Tapes and battery operated tape player.

Hand held video games.

Extra batteries.

DURING THE STORM

1. **If you and your family decide to stay in your home, you must make the following preparations:**

During the emergency watch period:

Check water/food supplies.
Check hurricane supplies.
Check first aid kit/medications.
Check document kit.
Fill up all vehicles with gas.
Make arrangements for pets.
Arrange a time, location and number where you can be contacted after an emergency.

During the emergency warning period:

Fill containers with water and put in freezer.
Turn up refrigerator/freezer to highest setting.
Pick up all items in the yard and patio and store them inside. Close all windows.

Put up indoor protection.
Clean tubs with bleach solution.
Seal tubs with silicone caulk and fill with water.
Disconnect gas tanks and turn off main gas line.
Cover furniture/valuables with plastic (don't forget photo albums/videos).
Remove paintings, photos, plaques from walls; wrap in plastic and store in protected area.
Move furniture away from windows.
Unplug TV and take down antenna (use **extreme** caution around power lines).
Prepare your pool:

- Lower water level 1 ft.
- Add extra chlorine
- Turn off electricity to pool equipment
- If pump is exposed, wrap it up with waterproof covering and tie securely.

Unplug all electricity equipment. You may wish to shut off the electricity at the breaker terminal (power surges can damage electrical equipment).

Clear all desk tops, table surfaces.

Put all supplies in your safe room.

Have a mattress nearby as protection **during the hurricane.**

Remain indoors. Do not go outside, even during the lull when the eye passes, unless repairs crucial to survival are necessary. Wind and rain may stop for a few minutes up to 30 minutes. Beware! The wind will suddenly pick up again from the opposite direction possibly with greater intensity than before.

Stay away from windows.

Do not leave a window open.

If electricity goes off, use flashlights instead of candles or kerosene lamps. A gust of wind through a door or window could start a fire and the fire department may not be available to respond. Do not cook during the storm.

Conserve refrigeration by opening refrigerator/freezer doors as little as possible.

DO NOT leave your safe room.

AFTER THE STORM

1. **You must decide if it is safe to remain in your home after the disaster. Ask yourself the following questions:**

   Is the structure physically safe? Is the roof, ceilings, walls, steps, entrance, or floor heavily damaged?

   Did the structure remain watertight? If not, how extensive are the leaks?

   Are your supplies adequate?

   Will clean-up efforts be too exhaustive and time consuming at this time?

   Can the facility be secured from potential looting?

   Will your family be secure and feel safe and "relatively" comfortable?

   Can at least minimal services be delivered to this location?

<u>Remember:</u> Family reactions to extensive damage will vary widely, but commonly the general view is that "we can make do". Often, it is difficult to leave the scene of a disaster, and deserting a formerly familiar and comforting space is perceived as 'fainthearted" A typical response to shock is unwillingness to leave the familiar surroundings, no matter how desperate the situation.

2. **If you decide you are staying, it is very important that you take extreme safety measures after the disaster.**

   It is a very unfortunate fact that many more people died **<u>after</u>** Hurricane Andrew, than before or during.

3. **After a disaster it is not safe to assume that you are out of danger.**

   The following steps must be taken to insure your safety:

   Stay tuned to radio or TV stations until you hear the official "all clear". They will provide information regarding relief sites and how to survive and cope.

   Before going outside, make sure you have on sturdy shoes to help avoid cuts from debris, falls, etc.

   Venture outdoors carefully. Stay away from all downed power lines. Remember, even though the line is down it can still be "live".

Watch out for snakes, wildlife and insects that have moved to higher ground.

4 **Cleaning up after a disaster can be a strenuous, tedious task.**

Working in the heat can be dangerous to your health.

Pace yourself. Do not "overdo"

Drink lots of water.

Use motorized equipment very carefully. Take your time and read the instructions carefully.

Serious injuries can occur when chainsaws snap back or when the chain breaks. Wear safety goggles and work gloves.

Do not cut trees or limbs that are touching or even near power lines.

5. **Know how to safely connect and operate your generator.**

Turn off electricity at the main circuit breaker or fuse box before using.

A portable generator should **only** be operated outside the house where there is good ventilation.

Portable generators (not commercial) require approximately 5 gallons of unleaded gasoline per eight hours.

Store gasoline in approved containers in a safe space.

6. **Do not use tap water. Assume a "boil water order" is in effect until you are informed it has been lifted.**

7. **Use caution when cooking and lighting with open flames.**

8. **Check your home for structural damage.**

If structural damage is severe, you may need to move out. Have damage checked and certified for safety.

9. **Do not call police or utility company to report downed power lines, broken gas or water lines.**

10. **Do not light candles or matches in case of gas leaks.**

11. **Never use a grill in the house. The fumes from the gas or coals are dangerous.**

12. **Do not sightsee! You will hinder emergency operations.**

13. **Observe posted curfews... carry I.D. with you to regain entrance to your home.**

SURVIVAL

1. **The need to be self-sufficient will be great**

2. **You may be housebound for 2 weeks or longer and have little or no ability to get supplies/services.**

3. **You need to know basic survival techniques as they apply to:**

   Water
   Food
   Medical
   Sanitation
   Security
   Leisure

4. **Water will be the most sought after commodity after a disaster. People can go quite some time without food, but not without water. The possibility of dehydration is increased due to people working and living in the heat and humidity. <u>This is your most important hurricane supply</u>.**

BOIL WATER ORDER

Water supplies may be contaminated during a hurricane. The public health Department will issue a boil-water order immediately after the hurricane passes. The boil-water order will remain in effect for at least 72 hours, or longer. During this time, use only your pre-stored water for drinking or cooking.

If you did not store sufficient water and must use water from the tap, strain the water through a paper towel or several layers of thick cloth to remove dirt.

You can also let the water settle in a container for 24 hours, by which time any solid particles should sink to the bottom. Then use one of the following methods to purify the water:

Boil water for three to five minutes at a rolling boil, or

Add four water purification tablets per gallon (from drugstore), or

Add 12 drops of two percent (2%) tincture of iodine per gallons, or

Add eight drops of household bleach (without lemon or other additive) per gallon.

People and pets should only drink disinfected water.

Tap water must be disinfected before use for cooking.

Water saved in clean containers will be good for 2-3 weeks. If in doubt, add a few drops of bleach per gallon before drinking.

Use disinfected water for brushing teeth.

Dishes can be washed in tap water if rinsed in extra chlorine water (15 drops per quart)

Showering or bathing in tap water is generally safe.

Use disinfected water to wash hands before handling contacts to avoid eye infections.

Avoid using well water (after sewage contamination high levels of chemicals will remain).

Keep soap and disinfected water near the toilet for hand washing.

Use tap water to flush toilets.

5. **Food (When in doubt, throw it out!)**

Avoid milk, custard, cream cheese, cottage cheese and hard cooked eggs, all spoil rapidly.

Meat (hamburger, pork, fish and poultry) spoils rapidly and should be discarded if they've been without refrigeration for several hours. Don't trust your sense of smell.

6. **Handling food waste**

Without air conditioning, food waste will rapidly start to smell. Use small plastic garbage bags big enough for one meal’s refuse. Tie or seal and place in a larger bag or can outdoors.

7. **Food in the freezer**

If the power's off for one or two days only and your freezer is full of big cuts of meat or casseroles **AND** you keep the door shut, most likely your food will stay frozen and be fine. Some guidelines and suggestions:

A full freezer stays cold longer than a less-full freezer (consider freezing plastic jugs of water to fill it).

Meats and solid items stay frozen longer than do baked goods.

Re-freezing partially thawed food is a risky business. Generally, if the foods still contain ice crystals, they're OK to refreeze, though their quality may suffer.

Dry ice keeps food frozen for about 1-4 days, depending on the freezer size and contents. use 50 pounds for a 20-cubic foot freezer.

8. **Medical** (if you get sick)

If Diarrhea strikes, drink plenty of fluids to avoid dehydration. High-sugar fluids, such as Gatorade, apple juice or soft drinks, will make it worse. These drinks can be used if diluted with an equal amount of water.

Children especially are at risk of dehydration when diarrhea strikes. Danger signs: decreased urination, sunken eyes, extreme thirst, unusual drowsiness and no tears when the child cries.

For adults, there's a way to ward off diarrhea disease if it hits a family: take two tablets of Pepto-Bismol (bismuth salicylate) every half-hour for a total of eight doses. This is not recommended for anyone under 16.

9. **Sanitary**

Be sure to separate household garbage and debris. Priority pickup will be given to household garbage.

Place garbage as far away from the home as possible. In the heat, garbage and rotting food will smell and attract insects.

10. **Security**

If the windows are broken or doors blown in, measures should be taken to secure your facility or home.

11. **Leisure**

If possible, try to follow regular daily routine.

The days will be long and HOT!

Your Emergency Plan should include age appropriate and functionally appropriate leisure activities. You should have a box set aside with these materials. Some suggestions are:

Games
Arts and crafts
Puzzles
Books
Magazines
Handheld video games (have extra batteries), cassette tapes, board games, sports equipment, and any other activities your family will enjoy
Remember the TV will not be available!

Appendix 2

"SNAPSHOT" DAMAGE ASSESSMENT INSTRUCTIONS

1. During an incident, such as a hurricane, continuously monitor the status of personnel, equipment and the facility.

2. As soon as weather permits begin assessment of the City.

3. Based upon visual observations of structures and conditions complete a citywide "snapshot" damage assessment. Utilizing the Broward County grid map, complete one form for each area of the City. The appropriate grid map designator must be indicated on each form.

    a. Determine the approximate percentage of structures (25%, 50%, 75%, or 100%) which have been 25% destroyed and circle that number in the first column.

    b. Repeat step "a" for the next 3 columns, 50%, 75%**,** and 100%.

    c. Total the numbers circled and place that total on the line marked "Snapshot Score".

    d. The total percentage of structures must equal 100.

4. Estimate the number of inches of standing water in the area and enter this amount on the line marked "Flooding".

5. Fill in the lines marked "status of members", "Response Units", "Facility", and "Roadway conditions" following the instructions on the form.

6. Identify your reporting location (i.e. Sunrise) on the appropriate line in the top left-hand corner of the form.

7. Reporting:

    a. If radio communications are operational report "Snapshot" information to the City of Sunrise EOC. If radio communications are not in a "repeater" mode, relay your report to your Battalion Chief (See pg 28 for reporting to FOC).

b. If no radio communications are available attempt to telephone the information to the City of Sunrise EOC.

c. If none of these communications systems are operational, send the information to City of Sunrise EOC via a messenger.

8. If report is made via voice communications retain the Snapshot form for documentation.

9. The City of Sunrise EOC will relay this information to the Broward County EOC via the City of Sunrise representative located at there.

"SNAPSHOT" DAMAGE ASSESSMENT REPORT

LOCATION: ____________ GRID: ___________ DATE: ____/____/____ TIME: ____________

Observed damage to 100% of the surrounding area

NO DAMAGE =VALUE OF 0	25 PERCENT OF BUILDING	50 PERCENT OF BUILDING	75 PERCENT OF BUILDING	100 PERCENT OF BUILDING
SUSTAINED 25% OR LESS DAMAGE	1	2	4	6
SUSTAINED 50% DAMAGE	2	4	6	8
SUSTAINED 75% DAMAGE	4	6	8	10
SUSTAINED 100% DAMAGE	6	8	10	16

1) Snapshot Score: _____________ Flooding: _______(inches)

2) Status of Employees: (1 = No injuries, 2= Minor injuries, 3 = Serious injuries, give specifics.)

3) Response Units: (1 = All in-service, 2 = in-service/need repairs, 3 = out-of-service.)

4) Roadway Conditions: (1 = Clear, 2 = Minimum blockage, 3 = Major blockage.)

Indicate: Signals Working? Yes / No Street Signs Intact? Yes / No

5) **Target Hazard damage: Report the name of any damaged Target Hazard to the Command Post immediately, i.e., hospitals, chemical plants etc. Also, indicate the percentage of damage to the building(s).**

6) **Search and Recovery: Utilizing the Grid Search Plan, list all living and dead victim(s) found/ removed from collapsed buildings in each grid. In the space provided below, list victims found and indicate how many are adult and pediatric. Do not report the same victim count to the Command Post more than once.**

	TRAPPED VICTIMS	EXTRICATED VICTIMS
LIVING:		
Adults:	_____	_____
Pediatric:	_____	_____
DECEASED:		
Adults:	_____	_____
Pediatric:	_____	_____

Search and Rescue Operations

1. Each team will be assigned search areas according to damage and potential for citizens needs.

2. Search areas will correspond with Fire-Rescue Department districts. These districts will then be assigned an identifier number based upon the Broward County grid system. The county map has been divided into one (1) square mile blocks.

3. All team response efforts will be coordinated through the Fire-Rescue Department Field Operations Center. Information on searches shall be maintained at the station of origin and relayed to the Fire-Rescue Department Field Operations Center as soon as possible.

4. All fire-rescue members shall wear appropriate protective gear during all search and rescue operations.

5. During the primary search the emphasis is on saving those who survive the disaster. Triage is essential.

6. Unless otherwise directed, to conduct a search and rescue operation, the team shall use an outward sweeping circular pattern from the station.

7. In affected areas, search and rescue teams will speak with any residents encountered to account for all household members. If unable to account for occupants in devastated structures, team members will make a thorough search of the entire structure.

8. There may be some buildings that will have significant hazards so that operations cannot proceed until the hazards are mitigated i.e. structure on fire, haz mat spill, etc.

9. Search and reconnaissance teams should be deployed as soon as possible to evaluate each building and to determine if search and rescue operations are viable. Structure/Hazard evaluation markings should be performed during this phase and prior to the initiation of rescue operations.

   9.1 Emergency personnel conducting structure searches shall outline a 24" x 24" square box at any accessible entrance into any compromised structure. Aerosol cans of spray paint shall be used for this marking system. It is important to mark all normal entry points to a building under evaluation to ensure that search and recovery teams approaching the building can identify that it has been evaluated and discern its condition.

9.2 Specific markings shall be clearly made inside the box to indicate the condition of the structure, and any hazards at the time of this assessment. Normally, the square box marking would be made immediately adjacent to the entry point identified as safe. An arrow shall be placed next to the box indicating the direction of the safe entrance, if the structure/hazards evaluation marking must be made somewhat remote from the safe entrance.

9.2.1 The depiction of the systems various markings are as follows:

Structure is accessible and safe for search and rescue operations. Damage is minor or the structure is completely pancaked with little danger of further collapse.

Structure is significantly damaged. Some areas are relatively safe, but other areas need strong, bracing or removal of falling and collapse hazards.

Structure is not safe for search and rescue operations and may be subject to sudden additional collapse.

Arrow located next to a marking box indicates the direction to safe entrance, should the marking box need to be made remote from the indicated entrance.

Team members may be in jeopardy. This symbol indicates that a hazardous material condition exists in or adjacent to the structure. Considerations for operations **should** be made in conjunction with hazardous materials technicians.

9.3 All team members must be aware of the possibility of, and look for, other structure/hazards evaluation markings made on the interior of the building.

9. 4 Subsequent Assessment **-** As each subsequent assessment is performed throughout the course of the mission, a new time and date entry will be made below the previous entry or a completely new marking box made if the original information is not correct.

9.5 The illustration below shows the various components of a properly completed structure/hazards evaluation mark:

7-15-96
1310 HRS
HM Natural Gas
Eng. 92 SFRD

This depiction indicates a safe point of entry exists above the marking (possibly a window, upper floors, etc). The single slash across the box indicates the structure may require some shorting or bracing before continuing operations. The assessment was made on July 15, 1996 at 1:10 PM. There is an indication of natural gas in the structure. This evaluation was made by Engine 92, Sunrise Fire-Rescue Department.

9.6 It should be noted that appropriate search assessment marking, explained below, would be placed on each of the specific areas within the structure, i.e. rooms, hallways, stairwells, etc. during interior search and rescue, to indicate conditions in separate parts of the building.

9.7 Total building collapse **-** If the structure has totally collapsed, mark the roadway surface immediately in front of the collapsed structure. All markings shall be 24"x 24".

10.0 Search Assessment Marking **-** In the areas searched, a separate distinct marking system is necessary denoting information relating to the location of victim (s). **This separate** search assessment marking system is designed to be used in conjunction with the structure/hazards evaluation marking system. Members performing the search function will draw an "X" that is 24". X 24". with orange color spray paint. This "X" will be constructed in two operations - one slash drawn upon entry into the structure (or room, hallway, etc.) and a second crossing slash drawn upon exit.

Single slash drawn upon entry to a structure or area indicates search operations are currently in progress.

Crossing slash. A crossing slash will be drawn upon search and rescue members completing the search of the structure.

10.1 Distinct markings will be made inside the four quadrants of the X to clearly denote the search status and findings at the time of this assessment. The marks will be made with carpenter chalk or lumber crayon. The illustrations shown to the right define the search assessment marks.

LEFT QUADRANT - Identifier of rescue team completing ENG. 92 search, (i.e. Engine 92, Sunrise Fire Rescue).

TOP QUADRANT - Time and date task force members left the structure, (i.e., 7-15-96 @ 1400 HOURS).

RIGHT QUADRANT - Personnel Hazards, RATS.

BOTT0M QUADRANT - Number of live and dead victims removed from inside the structure (i.e. "O” = NO VICTIMS, "L" = live, ”D" = DECEASED)

10.2 Search and Rescue Team members shall use orange colored spray paint to mark the exact location of a victim. In addition, surveyors tape may be used as a flag to denote the appropriate area, in conjunction with the spray paint marking.

10.2.1 It is important that markings are made specific to each area of entry or separate part of the building. If an area is searched and no victims are found, it must be noted with an X. It is also important that situation updates be noted as they are available, to reduce needless duplication of search efforts. Previous search markings would be crossed out and a new marking would be placed next to it with the most recent information.

11.0 Dissemination of information: **-** Members using the marking system will be inundated with additional information relative to the incident. Information needs to be acknowledged and appropriately disseminated - in most cases this information would not be noted on the structure marking.

11.1 Generally, the Battalion Chiefs will be in a position to transmit additional information received to the appropriate element, i.e. Command, Search and Rescue, Medical, etc.

11.2 It is important to clearly identify each separate structure within an area when important information is disseminated to other operational entities. The primary method of identification should be the existing street name and building number, if known. Obviously, such identification is not always possible due to site conditions. In these situations, it is important that supervisory members establish a workable identification method for each specific structure.

11.3 There will be some buildings that will have significant hazards so that operations cannot proceed until the hazards are mitigated. These would be given **"NO GO"** assessments, i.e., structure on fire/collapse hazard, Haz Mat spill, etc. Follow-up marking of the structure must occur during the search and reconnaissance phase.

Employee/Name	Date/Time In	Assignment	Date/Time Out

CITY OF SUNRISE
EMERGENCY OPERATIONS CENTER

EXTENSION	ASSIGNMENT
845-1000	Director of Public Safety
845-1001	ESF's: 2, 13, 16, 17
845-1002	ESF's: 4, 8, 9, 10
845-1003	ESF's: 5, 7
845-1004	ESF's: 1, 6, 11, 14, 15, 18
845-1005	ESF's: 3, 12, 19
845-1006	Emergency Management Coordinator
845-1007	EOC Fax – Alpha Page
845-1008	EOC Non-Emergency Line
845-1009	EOC Operator
980-5784	EOC Cell Phone

NINE (9) EMERGENCY PHONES IN THE PSC

572-2214 -Police Chief's Office, 4th Floor
572-2221 -Fire, lst Floor Room 1099
572-2222 -Fire, lst Floor Room 1119
572-2223 -Fire, lst Floor Room 1154
572-2224 -P. D. Traffic Dept., lst Floor
572-2226 -P. D. Detectives, 2nd Floor
572-2227 -P. D. Records, 3rd Floor
572-2228 -P. D. Dispatch, 3rd Floor
572-2212 -Front Desk

SEVEN (7) EMERGENCY PHONES IN CITY HALL

572-2456 - City Manager's Office, 5th Floor
572-2455 -Mayor's Office, 4th Floor
572-2453 -Management Information Services, 3rd Floor
572-2454 -City Attorney's Office
572-2452 -Finance Department, 2nd Floor
572-2451 -Public Service
572-2450 -Front Desk Switchboard, 1st Floor

FIRE RESCUE OPERATIONS

746-3418 - Sunrise Fire Rescue Hurricane Hotline
831-4011 - Broward County EOC/Sunrise
382-5839 - Broward County EOC/Sunrise Fax
831-4091/4092 - Broward County ESF 4
831-4093/4094 - Broward County ESF 8
831-4095/4097 - Broward County ESF 9
831-3801/4099 - Broward County ESF 10

FOR INTERNAL USE ONLY DO NOT RELEASE PHONE NUMBERS

EMERGENCY SUPPORT FUNCTIONS

ESF NUMBER	ESF TITLE	LEAD AGENCY
ONE	Transportation	Leisure Services
TWO	Communications	Police Department
THREE	Public Works & Engineering	Utilities Department
FOUR	**Firefighting**	**Fire-Rescue Department**
FIVE	Information & Planning	Purchasing Department
SIX	Mass Care	Leisure Services
SEVEN	Resource Management	Finance Department
EIGHT	**Health/Medical Services**	**Fire-Rescue Department**
NINE	**Search & Rescue**	**Fire-Rescue Department**
TEN	**Hazardous Materials**	**Fire-Rescue Department**
ELEVEN	Food & Water	Leisure Services
TWELVE	Utilities Services	Utilities Department
THIRTEEN	Military Affairs	Police Department
FOURTEEN	Public Information	Leisure Services
FIFTEEN	Volunteers/Donations	Leisure Services
SIXTEEN	Law Enforcement/Security	Police Department
SEVENTEEN	Veterinary Concerns	Police Department
EIGHTEEN	People with Special Needs	Leisure Services
NINETEEN	Recovery & Mitigation	Planning & Development

SECTION 2

HUMAN RESOURCES

FIREFIGHTER/EMT

NATURE OF WORK

This is a shift level position primarily concerned with emergency and non-emergency activities of both the fire suppression and EMS components of the Fire-Rescue Department.

ILLUSTRATIVE TASKS

Perform general firefighting duties at a fire, fire related incident, medical emergencies, or dive/hazardous materials scenes as assigned.

Perform under dangerous, hazardous or strenuous conditions with skill, ability and courage.

Protection of life and property through firefighting and emergency medical services.

Mitigation of the effects of natural and man-made disasters using resources available.

Operate and effectively utilize all hose lines, nozzles, hose equipment, and appliances to extinguish fire or protect exposures.

Operate and effectively utilize all forcible entry tools and equipment.

Operate, function on and effectively utilize all Department ladders.

Operate and effectively utilize all extrication equipment.

Conduct rescue and building searches when required.

Locate, confine and extinguish fires.

Perform salvage and overhaul functions.

Perform proper ventilation using all the tools or equipment as may be made available by the Department.

Evacuate persons or property from hazardous environments.

Perform on medical rescue scenes as assigned.

Assist in performing scheduled mechanical check-out of their assigned vehicle.

Assist with the scheduled check-out of all equipment carried on their assigned unit.

Assist with the scheduled check-out of any medical equipment, medical supply inventories, and assist with the replenishment, replacement, and/or repair of these items as required.

Document and notify the appropriate authorities of any mechanical or operational defects found during vehicle or equipment check-out.

Maintain the interior and exterior cleanliness of their assigned vehicle at all times.

Operate City vehicles in a safe and lawful manner at all times.

In the event that the vehicle they are operating is involved in a motor vehicle accident they are responsible for filling out any accident reports or other forms of documentation as required by City policy and/or Florida State Statute.

Assist in the completion of proper documentation of fire calls as directed by the Station Officer. Such documentation shall be done in a concise, complete, legible and accurate manner.

Report to the officer in charge at a firefighting emergency, in full protective clothing with SCBA, for an assignment of duties.

Responsible for informing the Driver/Operator or Company Officer of any problems or missing equipment and/or equipment/tools from any vehicle at all times.

At all times represents the Department in a professional, courteous and considerate manner when dealing with fellow employees, City officials, or superiors within the Department, as well as employees and officials of other municipalities, County or private agencies and the public.

Participate in all Department training activities as assigned. This includes keeping all handouts, aids, maps, etc., as issued and maintaining notes or records of training or classes.

Participate in community service activities and special details as assigned.

Perform general maintenance work to care for Department property or equipment.

Perform general station cleaning duties.

Perform all Department activities in a safety conscious manner and utilize Body Substance Isolation (BSI) on all medical emergencies.

Perform all other tasks and/or duties as required or assigned and for which the Firefighter has been trained.

Perform other tasks and/or duties as required or assigned by their superiors.

KNOWLEDGE, SKILLS AND ABILITIES

Maintain a high degree of physical and mental fitness and have the ability and strength to perform potentially hazardous and/or dangerous tasks under emergency conditions while using and wearing full protective clothing and a self-contained breathing apparatus with face mask.

Successfully complete and pass all firefighter skills evaluations as required by the City and the Department.

Have the ability to efficiently and effectively operate all tools, appliances and equipment supplied by the Department that are used during fire suppression, extrication, ventilation, forcible entry, salvage or the overhaul process.

Have a firm working knowledge of current methods and techniques used in firefighting.

Have the ability to keep equipment clean and operationally safe.

Have the ability to drive a vehicle on emergency and non-emergency responses.

Have a working knowledge of the City's demographics and geographics and have a firm understanding and ability to properly utilize the Department mapbook and any other appropriate maps.

Know the location of all area hospitals and be able to reach these facilities, from any area within the City or nearby areas adjacent to the City, using the safest and most expedient route.

Have the ability to read and comprehend the various memoranda, bulletins, orders, policies, and other written documents concerning procedures and operations as set forth by the Department or other governmental agencies.

Have the ability to effectively communicate with fellow employees and the general public.

Have the ability to properly conduct himself/herself in a professional manner when dealing with the public.

Have the ability to react calmly, promptly and correctly in emergency situations.

Have the ability to understand and follow oral or written instructions in emergency and non-emergency settings.

Have the ability to get along with fellow employees in close proximity for extended periods of time.

Have the ability to make clear, concise reports both orally and in writing.

Have a working knowledge of the City's fire hydrant and water distribution systems.

Have the ability to cooperate in all phases of daily assigned activities.

Have a basic working knowledge of the Incident Management System.

Have a basic working knowledge of Medical Triage procedures.

Maintain a high degree of physical fitness and have the ability and strength to function physically under adverse conditions. Reasonable physical fitness compliance is expected.

FIREFIGHTER/PARAMEDIC

NATURE OF WORK

This is a shift level position primarily concerned with emergency and non-emergency activities of both the fire suppression and EMS components of the Fire-Rescue Department.

ILLUSTRATIVE TASKS

Performs all duties of a Firefighter, plus:

Oversee the scheduled mechanical check-out of an assigned vehicle. This check-out includes all fluid levels, emergency signal equipment, safety equipment and systems, brakes, and any other equipment or vehicle components and systems that allow for safe mechanical operation of the vehicle.

Insure that proper documentation and notification is made to the appropriate authorities regarding any mechanical or operational defects found during vehicle and equipment check-out.

Insure that interior and exterior cleanliness, of an assigned vehicle, is maintained at all times.

Insure the completion of the scheduled check-out and control of medical equipment, medical supply inventories, medications, as well as oversee the replenishment, replacement, and/or repairs of these items as required.

Administration of appropriate patient care at the EMT and Paramedic skill levels, as defined by Florida Statutes, in all emergency medical situations. This administration of care shall be based upon the Department medical protocols and any other policies and/or procedures set forth by the Department.

Direct and oversee the appropriate patient care administered by an EMT assigned to their unit.

Insure the completion of all appropriate documentation of fire, Basic Life Support, or Advanced Life Support medical calls as required or directed by the Station Officer. This documentation shall include, but not be limited to, patient medical reports and State fire reports. Such documentation shall be done in a concise, complete, legible, timely, and accurate manner. In the event that the EMT completes in part or in total, the required documentation, the Paramedic shall review this documentation and correct or cause to be corrected any deficiencies noted.

Participate in Quality Assurance activities as directed by the EMS Division.

Perform other tasks and/or duties as required or assigned by their superiors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Have all knowledge, skills, and abilities of a Firefighter, plus:

Successfully complete and pass all Firefighter/Paramedic skill evaluations as set forth by the EMS Division.

Have a firm working knowledge of current medical, rescue and emergency procedures and protocols.

Ultimate responsibility for the safe and efficient operation of the rescue unit, and all equipment therein, as assigned.

Have a thorough working knowledge of the Incident Management System.

Have a thorough working knowledge of Medical Triage procedures.

MINIMUM QUALIFICATIONS

Have all minimum qualifications of a Firefighter, plus:

1. Certified by the State of Florida Department of Health Bureau of EMS as a Paramedic. For Firefighters hired after October 1, 1997, they must, once they are certified, maintain that certification as a condition of employment.

2. Certification by the American Heart Association as an Advanced Cardiac Life Support provider.

SPECIAL CRITERIA

The Paramedic classification is subdivided into two categories, Paramedic and Paramedic I. The movement through the categories is dependent upon field evaluations and results in additional incentive pay. This criteria allows an opportunity for an employee to determine a comfortable and appropriate level of responsibility and provides a mechanism for which to obtain this objective.

While the above mentioned categories are to be used as a guideline for personnel resource and staffing considerations, the categories are intended to be flexible enough to allow the Battalion Chief, or designee, to reasonably provide certified and qualified personnel on a given unit while insuring that an overtime situation is not created. That is, an attempt must be made to place the most highly qualified person in charge of a given unit. Decisions relating to this issue must be based on reasonable judgement and with coordination between the Battalion Chief, or designee, and the Rescue Lieutenant.

FIRE INSPECTOR

NATURE OF WORK

This is a skilled technical and clerical position concerned with inspection, prevention and investigation components of the Fire-Rescue Department.

Employees in this classification are responsible for inspecting buildings under construction and existing buildings/premises to ensure compliance with applicable laws, codes, ordinances and standards.

Work is reviewed by a supervisor through observation and analysis for adherence to established policies and procedures.

ILLUSTRATIVE TASKS

Perform the duties of Firefighters, if qualified, plus:

Inspect new and existing buildings/premises, fire hydrant locations, fire protection and suppression systems: including sprinkler and standpipe systems, mechanical smoke control and all fire related life safety systems.

Assist in performance and acceptance tests of all fire protection and life safety equipment, evaluating their operation under working conditions.

Assist the Department to provide and present Fire Prevention Programs to schools, industries, business and the general public.

Attend meetings, when required, to represent the City regarding matters of interest to the Fire-Rescue Department.

Prepare reports on activities, including recommendations made and action taken.

Perform related work as required and as directed.

REQURED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of laws, codes, and ordinances, relative to fire and life safety.

Knowledge of building construction, materials and methods.

Knowledge of principles, practices and procedures of fire prevention, inspection, investigation and fire prevention programs.

Ability to read, understand, and interpret plans and specifications, and determine their compliance with codes, regulations, and established standards.

Ability to maintain records and prepare concise reports.

Ability to establish and maintain an effective working relationship with departmental and City officials, other municipal and County employees, and the general public.

Ability to operate City vehicles and possess a valid and current driver's license.

MINIMUM QUALIFICATIONS

State of Florida Firefighter Certification.

State of Florida Emergency Medical Technician Certification.

State of Florida Fire Inspector Certification.

Broward County Fire Inspector Certification as described in the Broward County Local Amendments to the Florida Fire Prevention Code.

Graduate from an accredited high school or possession of an acceptable equivalency diploma, under Section 633.34 (1) and Fire Minimum Standards requirements under section 633.34-35 of Florida State Statute.

Certification in CPR by the American Heart Association (Healthcare Provider) or the American Red Cross equivalent.

Possess a valid and appropriate State of Florida Class D driver's license or chauffeur's license and complete a certified EVOC program (Chapter 322, Florida Statutes, and Rule 64E-2, of the Florida Administrative Code.)

DRIVER/OPERATOR

NATURE OF WORK

This is a tested, shift level position primarily concerned with emergency and non-emergency activities as they relate to the Fire-Rescue Department's motorized pumping and ladder apparatus.

ILLUSTRATIVE TASKS

Performs all duties of a Firefighter, plus:

Determine the appropriate water pressures required, during pumping operations, according to type of hose layout and other conditions.

Locate firefighting apparatus in a position consistent with tactical conditions existing at an emergency scene, exercising care to avoid blocking the street to other apparatus.

Assist in hose evolutions as outlined in departmental hose layout procedures, and operate pumping and other mechanisms to supply appropriate water pressures.

Operate all aerial apparatus in a manner consistent with departmental operating procedures regarding aerial operations.

Be responsible for equipment assigned to his/her vehicle at an emergency scene or training exercise.

Assist the company in repairing, replacing, replenishing and returning to operational readiness, all equipment used at a fire or other emergency.

Shall give their undivided attention to his/her duties, avoiding any visiting or idle conversation while the apparatus is in operation.

Reverse flush and thoroughly clean the pump and all other equipment used after any fouled or salty water has been introduced into the pump.

Examine and clean the pump strainers after each pumping operation.

Operate the apparatus according to orders from their company officer and/or established departmental procedures. Where conflict occurs between the Rules and Regulations and the orders of the officer, they shall advise the officer of the conflict, and then abide by the decision of the officer.

Perform other tasks and/or duties as required or assigned by their superiors.

KNOWLEDGE, SKILLS AND ABILITIES

Have the ability to effectively and efficiently operate all Fire-Rescue motorized pumping and ladder apparatus and all equipment carried on-board these units.

Shall have a thorough knowledge of fire service hydraulics.

Maintain a thorough knowledge of the mechanical principles governing the operation of engines, pumps, priming devices, aerial ladders, hydraulic systems and other mechanical equipment relating to firefighting apparatus.

Have a working knowledge of hydrant locations, water main size and locations, buildings equipped with sprinkler systems, including the location of the siamese, and all places of public assembly.

Have the ability to maintain and operate firefighting apparatus efficiently, effectively and safely under both emergency and non-emergency conditions.

Have a thorough knowledge of all aspects of aerial ladder operations and ladder company functions.

Maintain a high degree of physical fitness and have the ability and strength to function physically under adverse conditions. Reasonable physical fitness compliance is expected.

RESCUE LIEUTENANT

NATURE OF WORK

This is a tested, shift level position primarily concerned with the emergency and non-emergency activities of both the fire suppression and EMS components of the Fire-Rescue Department with special emphasis in the EMS Division.

ILLUSTRATIVE TASKS

Performs all duties of a Firefighter, plus:

Administrative

Insure that all rescue personnel are kept fully informed of changes in policy, procedure and law as it pertains to the EMS Division.

Assist, when directed, with Quality Assurance (QA) evaluations on assigned rescue run reports and prepare and forward these reports and summary sheets to the EMS Captain. QA evaluations and summary reports shall be based on the criteria set forth in the Department's EMS QA evaluation policy.

Assist the EMS Coordinator and/or Medical Director in reviewing all training materials, EMS policies, and medical protocols as requested.

Participate and assist in the coordination of community service activities and special assignments.

Assist in scheduling special EMS related details.

Operational

Keep informed as to the status of assigned rescue personnel, vehicles and equipment, as well as Emergency Department shut-downs or diversion status in order to maintain the highest level of pre-hospital emergency medical care possible.

Insure that assigned equipment and equipment components are properly maintained in accordance with existing policy and procedures.

Notify the EMS Captain of any EMS equipment failure.

Insure that complete and accurate check-outs of assigned rescue vehicles, equipment and medical supply inventories are conducted as scheduled.

Insure that EMS inventory, rescue supplies and medications are accounted for at all times and shall make supplies available for the restocking of assigned vehicles and stations on a scheduled basis as directed by the EMS Captain.

Document in writing, to the EMS Captain, any problems or lack of cooperation from a EMT or Paramedic during the evaluation process.

Make written recommendations regarding the utilization status of EMTs and Paramedics who have been evaluated.

Responsible for informing the Battalion Chief and EMS Captain, of any potential problems, within the EMS Division, as soon as possible.

Evaluate Emergency Medical Technicians (EMT) and Paramedics in the field and hospital settings and prepare written skills evaluation forms as required by departmental policy or when directed to do so by superior officers of the Department. Included in this evaluation process is the responsibility of informing the EMT or Paramedics being evaluated as to the evaluation criteria, evaluation process, and results of their evaluations through a process including discussion, critique, and record review.

Assist in teaching in-service medical procedures, proper use of rescue equipment, medical protocols and policies, and Basic Life Support and Advanced Life Support skills to all Department Fire-Rescue personnel on a scheduled or as needed basis.

Perform other tasks and/or duties as required or assigned by their superiors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Assist in periodic testing of medical skills and knowledge examinations when requested.

Perform other EMS tasks and/or duties as required or assigned by their superiors.

Perform re-evaluations of current EMT's and Paramedics on an as needed basis.

Be thoroughly familiar with all phases of rescue work.

Be thoroughly familiar with all written reports utilized on EMS related calls.

Have a firm working knowledge of all medical equipment and possess the ability to troubleshoot problems.

Exhibits resourcefulness in emergencies with a proven ability to direct and command personnel.

Maintain a high degree of physical fitness and have the ability and strength to function physically under adverse conditions. Reasonable physical fitness compliance is expected.

FIRE CAPTAIN

NATURE OF WORK

This is a tested and highly accountable suppression position with the Fire-Rescue Department responsible for maintaining a supervisory role and appropriate technical direction in the areas of Fire Suppression, Rescue/Medical Operations, Fire Prevention, and Personnel Management, as well as coordinating the administrative and equipment/supply needs appropriate to the position.

ILLUSTRATIVE TASKS

Perform all duties of a Firefighter, plus:

Perform the duties as a Fire Captain, as assigned and directed by the Fire Chief, or designee.

Respond to fire and medical alarms, emergencies and other details.

Direct the various duties of Firefighters and Paramedics under their command.

Direct the maintenance of fire stations and equipment assigned to their command.

Assist the Battalion Chief in the direction of station activities.

Assist with course instruction in fire and rescue/medical training.

Supervise and participate in company drills.

Participate and assist in fire prevention programs as directed.

Participate in the operation of fire department communications systems.

Coordinate all activities as assigned.

Responsible for the condition and appearance of their station and all equipment housed within.

Insure that all fire and rescue vehicles, equipment and components are properly maintained in accordance with existing policy and procedures.

Responsible for advising the Battalion Chief, or designee, of any discrepancies and/or problems that develop throughout the shift.

Responsible for the proper grooming, uniforms, general appearance, and conduct of all of their subordinate personnel.

Maintain a proper and complete log of all shift activities.

Insure compliance with all Departmental regulations including, but not limited to, Rules and Regulations, OPM's, Administrative Bulletins, General Orders, Medical Protocols and the union contract.

Conduct a daily roll call and formal line-up in order to accept or relay information relating to the off-going or on-coming shifts.

Responsible for carrying out all assigned duties in a timely fashion, as directed by superior officers.

Insure that all personnel are kept fully informed of changes in policy, procedure and law as it pertains to the job pursuant to information provided by the department.

Insure that complete and accurate check-outs of all assigned vehicles, equipment and supply inventories are conducted as scheduled.

Insure that all reports are prepared in a concise, complete, legible and accurate manner.

Insure that all assigned personnel perform all Department activities in a safety conscious manner and insure that all personnel utilize Body Substance Isolation when handling medical emergencies.

Perform pre-fire planning and any necessary follow-up to insure that all pre-fire documentation is complete.

Perform fire-cause determination and fire investigations within their scope of ability and training.

Perform other tasks and/or duties as required or assigned by their superiors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Have all knowledge, skills, and abilities of a firefighter, plus:

Be thoroughly familiar with, and knowledgeable of, departmental operating procedures, bulletins, orders, and collective bargaining agreement.

Ability to appropriately assign personnel, according to policy, in an effective manner conducive to the delivery system.

Knowledge of fire detection and alarm systems that are available in the City.

Knowledge of the principles of fire hydraulics.

Have a firm working knowledge of the City's fire hydrant and water distribution systems.

Have a firm working knowledge of current methods and techniques used in firefighting.

Have a firm working knowledge of current medical, rescue, and emergency procedures and protocols, as applicable.

Be thoroughly familiar with all phases of rescue work.

Be thoroughly familiar with all written reports and Department forms as they relate to the job.

Ability to effectively control stressful situations with regard to the public as well as subordinate employees.

Have the ability to drive and operate all Department vehicles in emergency and non-emergency situations.

Have a thorough working knowledge of the Incident Management System. To include completion of the National Incident Management System ICS 700,800,100,200,300 and 400.

Resourcefulness in emergencies with the ability to direct and command personnel.

Ability to accurately and effectively evaluate personnel on an on-going basis and via an employee performance appraisal system.

Maintain a high degree of physical fitness and have the ability and strength to function physically under adverse conditions. Reasonable physical fitness compliance is expected.

SPECIAL CRITERIA

From time to time a Fire Captain may be assigned to a position of Training Captain, Fire Life Safety Captain, or Logistics Captain, each having a different nature of work and minimum qualifications. Tasks will be as directed by the Fire Chief or his designee.

EMS SHIFT SUPERVISOR

NATURE OF WORK

This is a shift level assignment however; candidates serving in this position have successfully met all of the criteria as set forth in OPM 200.06, Fire Captain. A person serving in this position reports directly to the shift Battalion Chief for operational issues, and to the Battalion Chief of the Support Services Division for administrative duties.

PURPOSE:

Work includes responsibility for EMS delivery; responding to calls to provide assistance to medical personnel or establish command at a major incident

DUTIES AND RESPONSIBILITIES:

- Orients new staff, coordinates training of Paramedics and Emergency Medical Technicians on shift, assigns and reviews work, maintains work standards.
- Maintains records and reports for all EMS activities.
- Develops comprehensive training programs covering specialty or other assigned areas; conducts EMS training.
- Coordinates recovery of EMS equipment left at area hospitals.
- Performs work safely, and in accordance with departmental safety policies and procedures.
- Maintain administration logs and accurate inventory of all controlled substances.
- Insure that all rescue supplies and medications are accounted for at all times and shall make supplies available for restocking all Sunrise ALS and BLS units on a scheduled basis.
- Oversee and insure adequate supply of oxygen is available at all times.
- Insures maintenance of equipment used for special details
- Participate in and assist in the coordination of on-shift community service activities and special assignments as directed by the Fire Chief or his designee.
- Maintain knowledge of new or modified operational protocols and procedures and insures that all personnel are kept fully informed of changes in policy and laws, as they pertain to the EMS division.
- Act as the first line liaison for the EMS division when problems arise between department personnel and personnel of a medical facility.

- Review completed medical records to insure that all rescue related reports are prepared in a concise, complete, accurate manner and are submitted in accordance with established quality assurance (QA) policies.
- Compile and retrieve requested EMS run reports from the HIPPA archives and insure the overall security of those records.
- Performs other related duties as assigned.

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EMS CAPTAIN (NON SHIFT)

NATURE OF WORK

This is a non-shift, bid position within the Support Services Division. Candidates serving in this position report directly to the Deputy Chief of Administration and have successfully met all of the criteria as set forth in OPM 200.06 Fire Captain.

PURPOSE:

The EMS Captain is responsible for the oversight of various medical licensing for the Department. He/she maintains accurate licensing and certification records for all personnel and fleet vehicles of Sunrise Fire-Rescue. He/she is further responsible and oversees the acquisition and maintenance of medical supplies and equipment. Assists in and recommends budgeting processes for medical supplies and equipment. Provide new and recurring medical training for all Fire-Rescue personnel.

DUTIES AND RESPONSIBILITIES:

- Orients new staff, coordinates training of Paramedics and Emergency Medical Technicians on shift, assigns and reviews work, maintains work standards.
- Maintain personnel EMS files
- Create and administer EMS training for personnel
- Maintain CPR records for personnel and public
- Order EMS equipment and supplies
- Research new EMS equipment and training topics
- Represent department at various county meetings
- Create and maintain purchase orders for EMS supplies
- Aid in the reconciliation EMS billing
- Acts as EMS liaison for vendors offering EMS products or services
- Contact person for Social Service issues
- Acts as the point of contact and assists in quality assurance issues pertaining to EMS
- Maintain Infectious disease records
- Performs other related duties as assigned

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FIRE LIFE SAFETY CAPTAIN

NATURE OF WORK

This is a non-shift position within the Fire Life Safety Bureau of the Administrative Division. Candidates serving in this position have successfully met all of the criteria of Fire Captain as set forth in OPM 200.06 and reports directly to the Fire Marshal.

PURPOSE

Work involves supervising Fire Life Safety Inspectors working within the bureau. Work may also include the ability to serve as the Plan Review Captain or act as the Fire Marshal in his or her absence. From time to time this person may be required to conduct Fire Safety inspections.

DUTIES AND RESPONSIBILITIES

- Directs and supervises the daily scheduling of annual fire inspections and re-inspections, monitor and schedule various specific tests (hood, alarm, smoke, sprinkler, ect.).
- Recommends measures to eliminate fire hazards.
- Provides technical assistance to fire company officers.
- Records and reports any violations of codes or ordinances and ensures all violations are corrected before construction is performed.
- Insures notices of correction.
- Performs other related duties as assigned

PLAN REVIEW CAPTAIN

NATURE OF WORK

This is a highly technical, non-shift position within the Fire Life Safety Bureau of the Administrative Division. Candidates serving in this position have successfully met all of the criteria of Fire Captain as set forth in OPM 200.06 and reports directly to the Fire Marshal.

QUALIFICATIONS

The Plan Review Captain shall have the requirements as set forth in chapter F-5 (Appointment and Duties of a Fire Plans Examiner) of the current Broward County Local Amendments to the Florida Fire Prevention Code. Work may also include the ability to serve as the Fire Life Safety Captain or act as the Fire Marshal in his or her absence.

PURPOSE

Work includes the review of plans, blueprints, and detailed shop drawings for compliance as they relate to the Florida Fire Prevention Code, all associated construction codes, and local amendments to such codes. Work involves facilitating the City's building department with the reviews, and meet with contractors as needed. From time to time this person may be required to conduct Fire Safety inspections.

DUTIES AND RESPONSIBILITIES

- Reviews residential and commercial construction, alteration and repair plans for compliance with required codes and ordinances, advises contractors of code violations and ensures remedial actions are taken.
- Takes corrective measures on observed violations. Reviews plans for residential, commercial and industrial structures prior to issuing of permits.
- Records and reports any violations of codes or ordinances and ensures all violations are corrected before further construction is performed.
- Issues notices of correction.
- Promotes positive relations between contractors, professional builders, residents and city officials; communicates building code information and performs other related duties as required.

LOGISTICS CAPTAIN

NATURE OF WORK

This is a non-shift, bid position within the Support Services Division. Candidates serving in this position report directly to the Battalion Chief of the Support Services Division and have successfully met all of the criteria of Fire Captain as set forth in OPM 200.06.

PURPOSE

The Logistics Captain is responsible for overseeing the acquisition, maintenance and repair of vehicles, equipment, buildings, supplies and/or services. He/she is responsible for the implementation of new and existing system/equipment to Department standards.

DUTIES AND RESPONSIBILITIES

- The employee is responsible and accountable for knowing and working in accordance with the department's Health & Safety Policy.
- Co-ordinates the safety inspections of all Fire Department vehicles and equipment to ensure applicable standards are met.
- Responsible for the annual service tests and inspections of all applicable vehicles and equipment.
- Process and track work orders for vehicles, stations and equipment
- Coordinate station repairs with Central Services and or subcontractors as necessary.
- Issue replacement uniform items as requested.
- Conduct in-house repair and maintenance where appropriate.
- Responsible for inventory control of parts and supplies.
- Responsible for inventory control of station wear and turn out gear.
- Provide effective communications with the City's Fleet Department, Facilities Department, contractors and suppliers to ensure all work is performed accurately and effectively.
- Be available for emergency call back to perform duties for which he/she is qualified.
- Attend and participate in appropriate job related training and educational events as well as appropriate department related planning and informational meetings.
- Maintains proficiency in the operation of all necessary technology to fulfill job requirements.

- Actively participates in and leads the Service & Maintenance and Clothing program areas.
- Ensures that departmental vehicles and equipment are maintained in a state of operational readiness.
- Performs other related duties as assigned.

Note: Coordinates vehicle status with the shift Battalion Chief. Maintains a vehicle status log for the morning report

SPECIAL OPERATIONS CAPTAIN

NATURE OF WORK

This is a shift level position assigned to the Special Operations Station. Candidates serving in this position have successfully met all of the criteria of Fire Captain as set forth in OPM 200.06 and reports directly to the shift Battalion Chief.

PURPOSE:

Work includes maintaining a working knowledge of all vehicles and equipment assigned to the Special Operations Team. Oversees inspection of expiration dates and conduct or facilitate periodic maintenance as manufacturer recommends. Assist in the development of performance objectives for recurring training and orientating new members assigned to the team.

DUTIES AND RESPONSIBILITIES:

- Assist with conducting and providing training for all Hazardous Material, Technical Rescue, and Dive team members, to maintain compliance with OSHA, NFPA, FEMA or other applicable standards.
- Develops classes and lesson plans for all of the Special Operations disciplines.
- Schedule training classes, drills, testing and special events for the Hazardous Materials Technical Rescue or Dive teams.
- Maintain inventory control and maintenance of Hazardous Materials, Technical Rescue or Dive equipment.
- Recommends purchasing specifications and OPMs for necessary specialized Hazardous Materials, Technical Rescue or Dive equipment.
- Recommends equipment budget for the Hazardous Materials, Technical Rescue or Dive teams.
- Attend meetings concerning Hazardous Materials, Technical Rescue or Dive teams.
- Monitor operational needs of the Hazardous Materials, Technical Rescue or Dive teams, such as staffing requirements and equipment needs.
- Provide initial training for new members of the Hazardous Materials, Technical Rescue or Dive teams.
- Performs other related duties as assigned.

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TRAINING CAPTAIN

NATURE OF WORK

This is a non-shift, bid position within the Support Services Division. Candidates serving in this position report directly to the Division Chief of Special Operations and have successfully met all of the criteria of Fire Captain as set forth in OPM 200.06.

PURPOSE

Works with command staff to assess and meet the training needs for the Department. Develops, coordinates, and delivers classes and training to Department personnel. Has primary responsibility to ensure that fire department personnel are proficiently trained to perform their assigned tasks, meet minimum state and national standards of training, and insures that required certifications are kept current.

DUTIES AND RESPONSIBILITIES

- Plans, organizes and directs the department training activities.
- Develop and maintain training records.
- Participates in the pre-fire plan process.
- Participates in orientation classes for Firefighter Recruits, Driver Operators, Rescue Lieutenants, and Captains.
- Tracks and evaluates probationary employees.
- Assists as directed by the Fire Chief, to participate in special projects.
- Adheres to and promotes safe work practices and follows safety policies and rules.
- Attends classes as needed to maintain Florida State certifications.
- Coordinates training at off site locations.
- Develops and delivers training in accordance with the NFPA and State of Florida guidelines.
- Prepares training materials for distribution.
- Develops departmental policies for assigned area of responsibility and provides technical assistance and review for departmental policies; interprets department policies and procedures to employees.
- Develops short and long-range plans for the department and assigned areas of responsibility.
- Designs compliance programs and training for hazardous materials regulations and requirements.

- Makes recommendations for the annual budget to include such materials as equipment, supplies, improvements and related needs.
- Participates in staff meetings and provides input in areas of responsibility;
- Performs training and evaluation of fire personnel.
- Performs research and implements programs to ensure the Training Division operates in an efficient and effective manner.
- Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments.
- Keeps Fire Chief and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing problems.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new development in assigned work areas.
- Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations.
- Promotes positive community relations.
- Performs other related duties as assigned.

Fire Marshal

NATURE OF WORK

This is a highly responsible staff position, appointed by the Fire Chief, who coordinates and oversees the Fire Life Safety Bureau within the Administrative Division of the Department.

An employee in this class of work is responsible for performing various administrative and technical assignments of considerable difficulty relating to Fire Prevention, Safety, and Fire Code Compliance.

ILLUSTRATIVE TASKS

Assist in the development of programs for all levels of the organization in the areas of Fire Prevention and Life Safety:

Manage and maintain all applicable records and documentation with local, state and federal agencies, as it pertains to Fire Prevention and Life Safety issues:

Prepares reports on the activities and those working within the Fire Life Safety Bureau:

Assists in the development of performance standards and measures:

Assists with the development of emergency preparedness and disaster planning:

Provides information for budget preparation as well as monitors the budget of the Fire Life Safety Bureau.

Promotes a professional and harmonious goal-orientated attitude within the department and resolve conditions that impair this achievement:

Shall work as the department's liaison with various groups, organizations, contractors, and officials, to advance the department with regard to the implementation of the latest Fire Life Safety code or standard:

Performs other duties as assigned by the Fire Chief or his designee:

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

To be eligible for appointment as the Fire Marshal, such person shall be certified by the Board of Rules and Appeals and shall meet one or more of the following qualifications:

1. A Florida Registered Professional Engineer and /or a Degree in Fire Science and/or a Degree in Fire Prevention and shall have been certified as a County Fire Inspector for three (3) years.
2. A County Certified Fire Plans Examiner with at least five (5) years of experience which shall have been within the jurisdiction of the Code.
3. Ten (10) years experience as a Fire Inspector, five (5) years of which shall have been within the jurisdiction of this Code and shall be a Broward County and State Certified Fire Inspector.
4. Have been fulfilling the duties of the duties of a Fire Marshal/Fire Code Official with five years continuous service as such.

DUTIES AND RESPONSIBILITIES

Provides assistance to Administrative Division Chief to ensure the professional operation of the Fire Life Safety Division

Provides direction and guidance for scheduling and completion of required inspections of the Life Safety Division

Functions as Fire Code Official for the City which includes fire code interpretation, fire code management, plan review management, code research, and enforcement when necessary

Communicates with Fire Life Safety Captain for resolutions to complete annual inspections and eliminate fire hazards

Communicates with Fire Life Safety Captain to ensure code compliance from inspection reports

Communicates with Fire Plan Review Captain for completion of daily plan review

Administers direction, guidance, and assistance to the Fire Plan Review Captain when necessary

Confers with other City Departments, Attorneys, Architects, Engineers, Contractors, Unsafe Structure Board, Code Enforcement Board, and other Fire Code Officials to resolve outstanding issues

Maintains working knowledge of all aspects of Fire Life Safety

Attends Staff meetings, Fire Inspector Association meetings, and Fire Marshal Meetings

Responds to reports of suspicious fires, fires involving injury or when loss of life has occurred, fires of large property loss, or other serious emergency incidents as deemed necessary in support of Incident Commander

Keeps Division aware of any code changes affecting their day to day inspections
Reviews and evaluates the Captains in the Division on annual basis as necessary

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BATTALION CHIEF

NATURE OF WORK

~~This job title consists of supervisory duties.~~ This is a shift level assignment that consists of supervisory duties. A person serving in this position reports directly to the Operations Deputy Chief for all operational issues.

ILLUSTRATIVE TASKS OF ADMINISTRATIVE BATTALION CHIEF

Develop and manage programs for all levels of emergency response functions of the department.

Manage and maintain all applicable records and documentation with local, state and federal agencies, as well as all in-service and applicable training documents.

Prepare reports on activities and those within his/her purview.

Confer with other Department members on a regular basis to review on-going activities and planning.

Promote a professional and harmonious goal-oriented attitude within the department and resolve conditions that impair this achievement.

Assist in the development of performance standards.

Assist with the development of emergency preparedness and disaster planning.

Assist with budget preparation as well as monitor bids and contracts within his/her purview.

Shall work as a liaison with various groups and organizations to advance the department with regard to state-of-the-art equipment acquisition and procedure institution.

Performs other duties as assigned by the Fire Chief.

ILLUSTRATIVE TASKS OF OPERATIONS BATTALION CHIEFS

Responsible for coordinating the emergency and non-emergency activities within the Sunrise Fire-Rescue Department Operations Division.

Supervise and coordinate emergency operations, including fire fighting, disaster response, hazardous materials control, extrications, major medical incidents and other emergency situations.

Request additional resources for control of the incident if required. Take command upon arrival at incidents and serve as a member of the command team or staff at major incidents.

Determine best emergency incident management plan/control system and implement that plan by directing, assigning and controlling resources accordingly and request additional resources if required.

Plan, organize, supervise, and control the activities and functions of personnel in their assigned district.

Conduct pre-fire and post-fire conferences with station officers within assigned district to evaluate performance and revise or develop operational plans and procedures.

Ensure that the goals of the City and the Department are being met.

Cause citizen complaints to be investigated and take appropriate action.

Make inspections of fire apparatus and fire stations in assigned districts to ensure operational readiness, cleanliness, and safety in the environment.

Inspect, in coordination with station officers, and under the direction of the Fire Chief and/or Fire Marshal/Inspectors, fire scenes to determine the origin and cause of fires and detect arson.

Inspect incident scenes after control and/or hazard mitigation has been accomplished to ensure safety of occupants and the occupancy.

Audit fire and rescue records and reports to ensure minimum performance standards are maintained.

Maintain an awareness and familiarity within the City to note and resolve problems through appropriate channels (normally City departments).

Conduct investigations into accidents, equipment losses, and disciplinary matters as appropriate.
Determine the most efficient and cost-effective means of carrying out the goals and objectives of the Department from the general guidelines of the Fire Chief pertaining to staffing, budget restraints, etc.

Assure the proper use of equipment and supplies provided for fire-rescue services. Assure proper equipment and supplies are on-hand.

Keep subordinates informed of changes that affect them and/or the day-to-day operations of the Department.

Shall keep the Deputy Chief and Fire Chief fully informed on all matters pertaining to the Fire-Rescue Department, its needs and requirements.

Conduct inspections and make recommendations to the Deputy Chief and Fire Chief, as necessary to enhance the efficiency of the Department.

Perform other duties as deemed necessary by the Fire Chief.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to establish and maintain effective communications and working relationships with members of the Fire-Rescue Department, other applicable agencies, and the public.

Ability to make clear, concise reports both orally and in writing.

Knowledge of departmental Rules and Regulations, Policies, General Orders, Administrative Bulletins, OPMs, Medical Protocols, and Union Contract.

Knowledge of fire department organization, operations and public management.

Be thoroughly familiar with all department forms and the correct procedure for documentation of situations that may occur in the course of Fire-Rescue related services including, but not limited to, Worker's Compensation and Employee Injury Reports.

Ability to plan, assign, delegate and direct the work of personnel.

Exemplary written and oral communication skills.

Ability to conduct special studies, analyze and interpret findings and prepare and effectively present factual reports.

Resourcefulness in emergencies with proven ability to direct and command personnel.

Ability to drive a vehicle on emergency and non-emergency responses.

Ability to operate computers utilizing managerial level software programs.

Knowledge of firefighting and emergency medical skills consistent with the level of service provided by the Department.

Maintain a high degree of physical fitness and have the ability and strength to function physically under adverse conditions. Reasonable physical fitness compliance is expected.

SUPPORT BATTALION CHIEF

NATURE OF WORK

This is a non-shift position within the Support Services Division. Candidates in this position have a high level of administrative duties reporting to the Deputy Chief of Administration. Candidates serving in this position have successfully meet all of the criteria as set forth in OPM 200.08 Battalion Chief and are appointed by the Fire Chief.

PURPOSE

The Support Battalion Chief is responsible for the oversight of all logistical issues within the Department. He/she is responsible and oversees the acquisition and maintenance of facilities, fleet, uniforms, radios, breathing apparatus and expendable and non expendable supplies needed for the Department. He/she is further responsible for entering into maintenance contracts with various vendors for all facilitates and logistical needs of the organization. They will further develop scheduling programs for annual testing and maintenance of equipment and vehicles as set forth in NFPA maintaining appropriate records.

DUTIES AND RESPONSIBILITIES

- Responsible to oversee and co-ordinate preventative maintenance, routine maintenance and repairs for Fire Department vehicles, equipment and buildings.
- Responsible for maintaining and updating the Department’s vehicle replacement schedule.
- Responsible for maintaining and updating the Department’s equipment replacement schedule.
- Provide research, reports, documentation or analytical reports for major purchases and/or service and maintenance items.
- Provides other duties not specified as assigned

BATTALION CHIEF OF EMERGENCY MANAGEMENT

Nature of Work

Manages and provides services in the area of emergency management, including preparedness, response, recovery, and mitigation. This is a combination non-shift, shift position within the Emergency Management Department. Candidates in this position have a high level of administrative duties for half of their schedule, and serve as the relief shift Battalion for the other half. When in the administrative role they report directly to the Fire Chief. Candidate serving in this position have successfully met all of the criteria as set forth in OPM 200.08 Battalion Chief and are appointed by the Fire Chief.

Purpose

Performs administrative and professional work in the area of emergency management. An employee assigned to this classification is responsible for emergency management planning, training, and operations including budgeting process and grant coordination. Develop and implement comprehensive emergency management training programs. May represent the City at a wide range of meetings for the purpose of discussing disaster response.

Principle Duties and Responsibilities

- Implements the Standardized Emergency Management System and the national Incident Management System.
- Maintains and updates the Emergency Operations Plan, Hazard Mitigation Plan, and applicable standard operating procedures.
- Coordinates, prepares, and implements grant program applications and grant program management.
- Presents reports and presentations, both verbal and written, to community groups, and media.
- Assists local community groups in the development of emergency preparedness planning.
- Coordinates the readiness of the Emergency Operations Center (EOC) and the Mobile Command Unit, including equipment and supplies.
- Designs and conducts emergency management exercises/drills.
- Coordinates and trains volunteer forces (CERT)

- Maintains knowledge of current trends, legislation, and best practices related to disaster and emergency preparedness.
- Provides other related services as directed.
- Provides mass prophylaxis when needed.

Last Issued / Revised ~~10/2001; 07/28/2010; 08/04/2013;~~ 04/30/2013

FIRE DIVISION CHIEF

NATURE OF WORK

This is a highly responsible staff position coordinating the emergency and non-emergency activities of the Department as assigned.

An employee in this class of work is responsible for performing various administrative assignments of considerable difficulty relating to planning, organizing, supervising, and participating in one of the following areas: Operations, Administration, or Support Services. An important aspect of working in this class is ensuring that personnel activities are accomplished in conformance with City and departmental policies, collective bargaining agreements and other pertinent rules and regulations. Employees serve at the scene of major fires and other emergencies when required and are expected to maintain proficiency in combat firefighting techniques. Considerable initiative and independent judgement is required in establishing programs and procedures for the area of assignment. Typically a forty (40) hour work week is assigned. However, employees are subject to recall during off-duty hours when emergencies arise. Under the direction of the Deputy Fire Chief of Operations, work is reviewed through conferences, staff meetings and reports submitted.

ILLUSTRATIVE TASKS

Plans, organizes, supervises and controls the activities and functions of a specialized component of the department; assists in the development of department policy, procedures, rules and regulations; prepares, reviews and analyzes internal and external reports to determine trends and report the results of that analysis with recommended responses to the Fire Chief.

Develops schedules and work programs for fire personnel, conducts meetings as needed with appropriate staff to coordinate programs and provide communication to all levels; completes performance evaluations on subordinates, approves requests for leave, serves as first or second respondent in the grievance procedure as appropriate, administers discipline, counsels and provides career development for immediate subordinates.

Monitors records and reports, submits reports and recommendations as needed to properly inform the Deputy Fire Chief and other concerned authorities of activities.

Responds when needed to all extra alarm fires, air crashes, high-rise fires and major disasters to assist the officer in charge, relieves fatigued or injured firefighters or staff/company officers, observes activities of fire personnel and provides to the Deputy Fire Chief information and critiques regarding employee performance.

Participates in conferences and seminars to gather and disseminate information applicable to the Sunrise Fire-Rescue Department and to keep abreast of technological advances and problems related to the fire rescue service; coordinates activities and speakers for seminars held by the department.

Supervises maintenance of assigned apparatus and other equipment; supervises requisition and inventory of supplies and equipment and arranges for needed equipment.

Oversees and coordinates the day-to-day administrative staff activities of the department to assure a consistent high quality service delivery; meets regularly with operating field commanders and the Fire Chief to recognize, evaluate and solve operational or personnel difficulties.

Confers with public officials and members of the public on the types, levels and quality of services being rendered by the division and/or the department; promotes a professional and harmonious goal-oriented attitude within the division and resolves conditions which impair this achievement; investigates citizen complaints and takes appropriate action.

Maintains a complete and accurate system of records, reports and similar documents which reflect the activities of the division.

Develops, prepares and executes the budget for assigned area of responsibility, reviews and approves expenditures of funds in a prudent and responsible manner, prepares recommendations for specifications of new equipment.

Within limits of delegated authority, participates in the selection, testing, training, promotion, safety, discipline, placement and appraisal of department personnel.

Assists in the coordinating of commission agenda items and various types of required information which relates to the division.

Attends staff meetings.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles, practices and techniques of modern firefighting.

Extensive knowledge of the rules, regulations and standard operating procedures of the department including fire prevention laws and ordinances.

Extensive knowledge of modern fire suppression, emergency medical and fire administration terminology and services.

Extensive knowledge of firefighting equipment.

Extensive knowledge of provisions of collective bargaining agreements with which the department must comply.

Considerable knowledge of instructional methods and techniques applicable to fire training.

Working knowledge of effective supervisory techniques, rules and regulations and of affirmative action requirements.

Working knowledge of the principles, methods and techniques of personnel management and records keeping.

Ability to perform combat firefighting and rescue tasks.

Ability to react calmly and decisively under emergency conditions.

Ability to plan, organize and supervise programs of in-service training.

Ability to teach, by classroom and demonstration methods, the practices and techniques of firefighting when assisting the training officer.

Ability to plan, assign, supervise and review the work of designated staff.

Ability to prepare and present clear, concise and timely reports, both orally and in writing.

Ability to express oneself clearly, both orally and in writing.

Ability to establish and maintain effective working relationships with City employees, representatives of private organizations and the general public.

Skill in the use and maintenance of firefighting vehicles, apparatus and related equipment.

Skill in firefighting strategy and tactics, emergency medical services field operations, tactical considerations of hazardous materials incident management and community disaster management.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from an accredited college or university with a Bachelor Degree in Fire Science, Public or Business Administration or related field. Supplemental training through the National Fire Academy is preferable; considerable fire protection experience as a Fire Captain or Battalion Chief.

Special Operations Team Member

ELIGIBILITY CRITERIA*

1. One (1) year of continuous service with Sunrise Fire-Rescue Department and successful completion of probationary period.

2. Completion of a 160 Hour Hazardous Materials Technician Course. Said course must be State of Florida Bureau of Fire Standards and Training approved, International Association of Firefighters curriculum.

3. Certification by the State of Florida Bureau of Fire Standards and Training as a Florida Hazardous Materials Technician.

4. Completion of **all** of the following operations level Florida Association of Search and Rescue (FASAR, also known as FLUSAR) courses with accompanying certificate.
   - Confined Space Rescue Operations Level
   - Rope Rescue Operations Level
   - Trench Rescue Operations Level
   - Structural Collapse Operations Level
   - Vehicle Machinery Rescue (VMR) Operations Level

5. Completion of the FASAR Team Member Evaluation Form (skills checkoff) as administered by Special Operations Team Officers.

6. Completion of the “HAZARDOUS MATERIALS TECHNICIAN COMPETENCY ASSESSMENT CHECK-OFF” provided by the State Emergency Response Commission (SERC). Note: This is required for the Florida State Haz Mat Technician Exam.

7. Approval for assignment on the Special Operations Team by the Fire Chief based on compliance with the above criteria and the existence of a special operations team vacancy in the same rank as the individual seeking assignment.

ASSIGNMENT /RETAINMENT CRITERIA

1. Members assigned to the Special Operations Team, upon being promoted will only continue to be assigned to the Special Operations Team so long as a vacancy exists in the rank to which they were promoted to. Lacking any such vacancy, the individual will be placed on inactive status, assignment status revoked, and eligible for reassignment only when a vacancy occurs within the same rank as the individual, unless recommended by the Fire Chief for operational needs.
2. All members of the Special Operations Team shall complete the SERC "HAZARDOUS MATERIALS TECHNICIAN COMPETENCY ASSESSMENT CHECK-OFF" skills checklist, and the Completion of the FASAR Team Member Evaluation Form (skills checkoff) once every two years. Members failing to complete these skills checks, or failing to demonstrate competency may loose Special Operations Team assignment at the decision of the Fire Chief.

ASSIGNMENT BY POSITION

1. The Maximum number of Special Operations Team positions by rank and shift are:

- Staff Officers and non-shift personnel (As determined by the Fire Chief)
- Battalion Chief 4
- Captain 15 (maximum of 5 per shift)
- Drivers 12 (maximum of 4 per shift)
- Lieutenants 9 (maximum of 3 per shift)
- Firefighters 9 (maximum of 3 per shift)

*These criteria are mandatory for all personnel seeking special operations team assignment after January 31, 2012. Personnel assigned to the special operations team immediately prior to January 31, 2012 may not meet all the above criteria but will be "grandfathered" into the position so long as a vacancy exists in the particular rank level for which the individual currently holds.

ENTRY LEVEL FIREFIGHTER

MINIMUM QUALIFICATIONS

1. State of Florida Firefighter Certification.

2. Graduation from an accredited high school or possession of an acceptable equivalency diploma, under Section 633.34 (1) and Fire Minimum Standards requirements under Section 633.34-35 of the Florida State Statute.

3. Certification in CPR by the American Heart Association (Healthcare Provider) or the American Red Cross equivalent.

4. Possess a valid and appropriate State of Florida Class D driver's license or Chauffeur's license and complete a certified EVOC program (Chapter 322, Florida Statutes, and Rule 64E-2, of the Florida Administrative Code).

2\. Personnel hired after October 1, 1997 must meet and maintain State of Florida Paramedic certification as described in 64E-2, FAC.

DRIVER OPERATOR

ELIGIBILITY CRITERIA*

1. Three (3) years of continuous service with Sunrise Fire-Rescue Department. Service time will be reduced by one (1) year with an applicable, job-related Associate or Bachelor Degree.

2. Personnel promoted after October 1, 1997 must meet and maintain State of Florida Paramedic certification.

3. Successful completion of **Fire Apparatus and Procedures** course from a community college, Florida State Fire College, or an equivalent course as approved by the Fire Chief.

All criteria must be met by the application closing date, unless otherwise specified.

Reference materials will include but are not limited to:

Selected sections from Sunrise Fire-Rescue Operations and Policies Manual
Current Editions of the following:

- IFSTA Pumping Apparatus: Driver/Operator Handbook,
- IFSTA Aerial Apparatus: Driver/Operator Handbook,
- Selected Chapters of NFPA 1002,
- Sunrise Fire-Rescue Apparatus Guide Books

Chapter 316, State of Florida Statues regarding emergency vehicle operations (sections 316.072 and 316.126).

Last Issued / Revised: 7/1/2009

RESCUE LIEUTENANT

ELIGIBILITY CRITERIA*

1. Three (3) years of continuous service with Sunrise Fire-Rescue Department. Service time will be reduced by one (1) year with an applicable, job-related Associate or Bachelor Degree.

2. Current State of Florida Paramedic License.

3. Paramedic I rating within the Department.

❖ All criteria must be met by the application closing date, unless otherwise specified.

Reference materials will include but are not limited to:

1. The Departments Operations and Policy Manual.
2. Florida Regional Common EMS Protocols.
3. The current Collective Bargaining Agreement.
4. Sunrise Fire Rescue Map Book.
5. The most current version of the DOT Emergency Response Guide.

FIRE CAPTAIN

ELIGIBILITY CRITERIA*

1. Six (6) years of continuous service with Sunrise Fire-Rescue Department. Service time will be reduced by one (1) year with an applicable, job-related Associate or Bachelor Degree.

2. Must fall into one of the three criteria
   a. Driver-Operator appointed before February 22, 2005
   b. Rescue Lieutenant for 2 years and in permanent status
   c. A Fire Inspector with Sunrise Fire Rescue for 2 years (Personnel meeting eligibility criteria under this method are eligible only for assignment as a Fire Captain in the Fire Life Safety Division)

3. Possess and maintain a current State of Florida Paramedic certification.

4. Municipal Fire Officer I State certification.

5. Certification by the Board of Rules and Appeals and State of Florida as a Fire Safety Inspector (Fire Inspector eligible candidates only)

All criteria must be met by application closing date, unless otherwise specified.

Reference materials will include but are not limited to:

Sunrise Fire-Rescue Operations and Policy Manual
Florida Regional Common EMS Protocols
The current Collective Bargaining Agreement
Fire Chief's Association of Broward County, Inc. Incident Command Procedures
The Department of Transportation, Emergency Response Guide book.

Last Issued / Revised: 03/20/2007

BATTALION CHIEF

TESTING ELIGIBILITY CRITERIA*

1. Municipal Fire Officer I certification or applicable Associate/Bachelor's Degree.

   An applicable Associates Degree, or preferably a Bachelor Degree will be required in future examinations for Battalion Chief (expected in April 2009).

2. Must meet and maintain State of Florida Paramedic certification as described in 64E-2, FAC

3. Posses a valid and appropriate State of Florida Class E (or greater) driver's license **and** successful completion of a certified EVOC program(Chapter 322, Florida Statues, and Rule 64E-2 of the Florida Administrative Code)

4. Candidate must be a Captain that is in "Permanent" status.

*Must be met by application closing date.

PROMOTIONAL ELIGIBILITY CRITERIA**

1. Nine (9) years of continuous service with Sunrise Fire-Rescue Department. Service time will be reduced by one (1) year with an applicable, job-related Bachelor Degree.

2. Three (3) years at the rank of Captain.

**Must be met by promotion date, unless otherwise specified.

Note: Any person promoted to the rank of Battalion Chief is subject to assignment to any position within the rank of Battalion Chief at any time.

SECTION 202

Employee Performance Evaluation Program

EMPLOYEE PERFORMANCE EVALUATION PROGRAM

SECTION 1 - OVERVIEW

Employee performance evaluation systems provide a valid basis for personnel decisions such as compensation, promotion, training, retention, and performance-related disciplinary action. Increasing employee productivity, improving organizational effectiveness, and achieving better human resource utilization are also enhanced by an effective performance evaluation system. The purpose of this manual is to familiarize employees with the SFRD performance evaluation system and to assist supervisors in evaluating the performance of employees. Any questions supervisors may have should be directed to the Administrative Officer.

It is important that supervisors do the very best job when evaluating employees. In doing so, management will have the ability to identify superior performance, as well as productivity and training requirements. It will allow the employees to get a "pat on the back" when deserved, to know what is expected of them, and to know whether they measure up to their supervisor's expectations.

The knowledge derived from performance evaluations benefits the employees, their supervisors, and the organization as a whole.

Employee benefits include:

* Feedback on performance
* Understanding of performance expectations
* Participation in goal-setting
* Identification of training and development needs

Supervisor benefits include:

* Increased managerial effectiveness
* Documentation of employee performance

Organization benefits include:

* Increased organizational effectiveness
* Basis for determining applicable merit-based pay increase

An employee performance evaluation form should be completed for each Firefighter I, II and Fire Lieutenant prior to their evaluation anniversary date. The rating forms will be sent to the appropriate officer approximately two weeks prior to the expected date of completion.

Performance evaluations are sometimes erroneously viewed as a waste of time at best, and destructive to the supervisor/employee relationship at worst. It is important that each supervisor understands that an effective performance appraisal system may well be a time-consuming, difficult, and sometimes discomforting task. As a rater, the supervisor will do a disservice to the employee if the supervisor does a "hurried" job and/or is late in returning the completed form. However, by carefully reading this manual and following the guidelines, each supervisor can play a key role in improving the productivity of the SFRD work force, and enhance each supervisor's effectiveness. Each supervisor should also remember, that his/her effectiveness as a rater will be considered by his/her supervisor in his/her own rating.

EMPLOYEE PERFORMANCE EVALUATION PROGRAM

SECTION 2 – RATING

A rater's personal point of view, values, and preferences can distort what the rater sees and believe to be true. There is no such thing as a totally objective observation.

It is important for each supervisor/rater to recognize and control any biases in order to make observations as objective as possible. There are four common biases at work during performance management: "Haloing," "Stereotyping," "Just Like me," and "Projection."

The positive or negative general reactions supervisors have to others (or ourselves) can affect how he/she interprets what happens in specific situations. This is called the "halo effect." Sometimes it is a kind of "mental glare" that is extremely negative (sometimes referred to as the "horn" effect), letting the observer see only faults and mistakes. Sometimes it is extremely positive, filtering out any negatives or problem areas.

Few people are always good or bad. If the supervisor finds him/herself thinking about someone only in extremely positive or negative terms, he/she should stop and do something about any distortions or biases that may be obvious.

Stereotyping comes from each person's early value programming and experiences. People make judgments about physical appearances, age, sex, race, and many other judgmental criteria. Stereotyping occurs when a supervisor uses this type of information to categorize and judge an employee's performance. Performance management must be based on observed behavior and results, not on some set of artificial judgments brought about by stereotyping.

People often select and attract other people who make a good "match" for the organization. People who share similar organizational values, style and philosophy with the evaluator do not, based on this alone, necessarily deserve a favorable evaluation. We must be careful not to succumb to a positive halo effect just because an employee's philosophy and values may be similar to our own or that of the organization.

On the other hand, supervisors may be tempted to put negative halos on people who may be "different". The "just like me" or the "not like me" observations should be set aside in performance management.

When assumptions are made about the reasons an individual behaves the way they do, we are projecting. It is projection when the reasons come from the observer and not the person being evaluated. When a supervisor attempts to project or "read-in" attitudes and motives for other's behavior, the conclusions often say more about the observer's behavior than that of the person being evaluated. Projection does not have a place in performance management.

Additional biases that should be avoided include:

Recency:	Giving too much weight to recent events.
Initial Impression:	Distorting subsequent information based only on initial impression.
Leniency:	Grading everyone higher than deserved.
Contrasting:	Evaluating an employee relative to the last person graded.
Central Tendency:	Placing everyone in the middle of the scale.
Attribution:	Taking credit vs. blaming. Providing an evaluation based on feedback from previous personal encounters with the person being evaluated.

EMPLOYEE PERFORMANCE EVALUATION PROGRAM

SECTION 3 – DEFINITION OF RATING TERMS

The following definitions will help a supervisor/rater determine what level of competency the employees being evaluated have achieved and should be used to select the appropriate rating.

UNSATISFACTORY

This is the lowest performance category rating. It includes that performance obviously below what is required. This category describes a level of performance that should significantly improve within a relatively short period of time if the individual is to remain in the position. An employee whose job performance is "Unsatisfactory" will be periodically re-evaluated. If an employee's job performance improves to "Satisfactory" or above during the re-evaluation period, the employee shall be granted his/her merit increase on a delayed (without retroactivity) basis.

NEEDS IMPROVEMENT

This is the performance category rating just below that of satisfactory or acceptable performance. The individual may be near the level of competent performance; however, the performance leaves something to be desired and the need for further developmental effort is recognized. The individual may still be in the trial-and-error phase of learning but shows definite promise of becoming satisfactory within a reasonable, expected period of time. It may also include those whose performance may meet standards in some areas but not in others. As when rated in the "Unsatisfactory" category, an employee whose job performance "Needs Improvement" will be periodically re-evaluated. If an employee's job performance improves to satisfactory or above during the re-evaluation period, the employee shall be granted his/her merit increase on a delayed (without retroactivity) basis.

SATISFACTORY

A rating of satisfactory should be assigned to those employees who have demonstrated consistently competent work. This standard of work performance is attainable most of the time by a majority of fully qualified employees. This is the level of performance for consistently acceptable performance on the job. The individual is doing a satisfactory quantity of work in a reasonable and expected manner. It is consistently solid performance that meets or may slightly exceed that which is required for the position.

ABOVE AVERAGE

This is the level of performance that is noticeably above satisfactory. It means that the individual is consistently performing in a manner well beyond the normal, expected performance of a satisfactory employee, often exceeding standards in several critical areas.

EXCELLENT

Performance of this kind is exceedingly rare and is generally reserved for the truly exceptional employee. A distinguished individual who consistently performs in an excellent manner and gets the best possible results even under the most difficult of circumstances. The performance of such an individual is easily recognized by all as truly distinguished.

EMPLOYEE PERFORMANCE EVALUATION PROGRAM

SECTION 4 – ESTABLISHING PERFORMANCE STANDARDS & COMPLETING THE RATING FORM

In this section, the performance standards are addressed. Performance standards are the knowledge, skills, ability, and attitudes on which employees are rated.

Every employee in the City of Sunrise Fire-Rescue Department works within a broad job classification. Job class specifications describe the knowledge, skills, experience and education requirements of an individual suited to perform a job within the classification. Each position within a classification has a purpose and scope, duties and responsibilities. It is essential to identify and convey these specific expectations that are expressed here as job performance standards. Caution must be exercised to not rely on or evaluate only one or two components of an employee's responsibility.

The employee performing the job must clearly understand the job standards and the conditions that will exist when the job is successfully done. These performance standards should be discussed with the employee. Employee performance evaluation is an ongoing process and may need to be modified as requirements and situations change. It is therefore most advantageous when the employee knows in advance what is generally expected and the criteria which the evaluator will be using in the appraisal process.

The following are the elements found in PART II of the performance evaluation form. The examples of performance standards shown here are for satisfactory employees. By carefully reviewing these examples of what constitutes satisfactory performance, it should be apparent that when work performance is less than that portrayed in the examples, such an individual would be rated less than satisfactory. Thus, performance that is clearly more than that necessary for a satisfactory performance would be rated higher.

RATING FACTORS - ***Section A of the rating form***

KNOWLEDGE OF PRINCIPLES AND PRACTICES INVOLVED IN WORK

Depth of knowledge and application of job skills necessary for performing assignments are possessed. Enhances depth of knowledge and skills related to current duties and responsibilities through training and development. Possesses knowledge of applicable resources and uses them effectively (e.g. Reference Materials). Performance of assigned projects and duties is consistent with currently accepted techniques, standards and procedures. Conclusions and recommendations reached through application of job skills are substantiated and documented where necessary. Equipment and tools are used correctly as applicable.

Communication Skills

Ability to express thoughts and disseminate information clearly both verbally and in writing. Ability to clearly understand information received verbally and in writing. Information is communicated to appropriate parties as necessary. Written reports, records, memos, etc., are clear, concise and rarely contain errors. Run Reports (fire, patient, state, etc.) are completed in a concise and timely manner and forwarded appropriately. Oral reports and presentations are clear, well organized and accurate. Verbal communication (face-to-face, radio, and/or telephone) is clear and accurate. Demonstrates a clear understanding of information through effective listening and reading skills. Few and only minor problems occur because of lack of effective communication. All work-related accidents are reported to supervisor upon occurrence.

Punctuality/Attendance

Regularity of attendance and punctuality. Leave time is used responsibly as authorized. Sick leave is accumulated or usage is verified as applicable/required. Sick leave concerns are identified and resolved in a timely manner. Supervisor is given proper notice of absences. Conforms to established work schedules. Arrives to work allowing adequate time to prepare for duty. No unnecessary delays in starting work at specified time. No abuse of meal periods, breaks, quitting time, or other absences. Works any necessary overtime to fulfill responsibilities of position and performs without complaint. Arrives on time and prepared for daily scheduled events (training classes, details, etc).

Amount and Quality of Work

Acceptable amount and quality of work. Demonstrates ability to complete a large volume of work while maintaining high quality. Completes projects expeditiously. Meets deadlines. NOTE - Further examples of employee output in terms of both the amount of work performed and the quality of work completed necessitates very job-specific statements. For example, performing acceptable work for a firefighter may include satisfactory compliance when asked to perform a specific duty either on the fire scene or in an emergency medical situation. All work is completed with a high regard for safety, regardless of the situation.

Safety

Understands the importance of a safe working environment. Fire and rescue skills are completed in a safe manner with all due regard for the firefighter, other members of the team, and any potential victim. Follows strict safety criteria when working with fire and medical equipment. Wears all necessary protective clothing and equipment. High regard for infectious disease criteria. Has a consistently safe driving record and routinely obeys all necessary traffic laws.

Planning and Organizing Work

Ability to organize work and resources, sets goals and attainable objectives, uses time and resources effectively. Takes an active role in goal setting, project planning and internal affairs of the department/division and achievement of the work group. Problems or deviations arising in established plans, schedules and work activities are handled promptly and correctly; obtains supervisor's approval as appropriate. When not performing required assignments, time is utilized for the job-related benefit of the individual and the department/division. Personal matters, non-work related activities, visitors, telephone calls, etc. do not interrupt work performance. Determines and assigns resources required to reach objectives. Economy is exercised in the use of available resources (i.e. supplies, equipment, tools, etc.). Work is organized in a logical and efficient manner.

Working Without Direct or Detailed Supervision

Exhibits initiative, motivation, self-reliance. Demonstrates creativity and originality. Demonstrates ability and desire for advancement (i.e. potential). Actively pursues advanced training and development. Innovative ideas are advanced and encouraged in solving problems and improving the effectiveness of the work group. Potential improvements in fire rescue operations are identified and recommended. Readily accepts responsibility and follows through to completion as necessary. Suggestions are made in the proper manner and readily tried to improve work methods. Demonstrates self-reliance by completing work independently. Performs duties without prompting and close supervision.

Working With Others

Has a good working relationship with peers, supervisors and subordinates, contributes to an atmosphere of positive morale in the work place. Demonstrates professional conduct in working relationships. Conflicts or problems in the work group are usually resolved without intercession of another authority. Accepts and supports administrative decisions. Works with supervisor and other members of the work group in building an effective team. Accepts suggestions and supervision without complaint. Assists co-workers as needed and does not disrupt their work. Problems in working relationships are resolved without disruption of work.

Acceptance of Change

Ability to solve novel and/or crisis situations; ability to adjust to change, and take appropriate action to effect change in the organization. Displays willingness to learn new and/or different methods and techniques. Accepts and adjusts to changing work situations and/or assignments. Demonstrates ability to improvise under atypical situations. Takes appropriate action to resolve a crisis situation. Demonstrates ability to handle extraordinary emergency situations. Composure is maintained under stress.

Initiative

Exhibits inner motivation and self reliance. Demonstrates ability and desire for advancement. Actively pursues advanced training and development. Innovative ideas are offered. Readily accepts responsibility and follows through to completion as necessary. Demonstrates self-reliance by completing work independently.

Judgment

Ability to use discretion and make proper decisions. Demonstrates the ability to foresee the possible outcome of a chosen course of action and decide accordingly. Scope of knowledge or authority is not exceeded in handling work situations. Appropriate decisions are made independently whenever possible or with the supervisor's assistance if the situation dictates.

Technical Proficiency

Demonstrates an appropriate degree of proficiency in the technical aspects of the job, staying abreast of changes and developments in the field. Takes additional steps to attain additional skills and training to improve performance, stays up-to-date. Work products and outcomes utilize current professional standards and techniques. Designs and implements new operating procedures, when necessary, using new and appropriate knowledge and skills. Follows up on suggestions for changes or improvements in procedures or practices.

Public Contact

Demonstrates good working relations with citizens, internal and external agencies, and the community. Promotes a positive public image for the City. Demonstrates tact and courtesy in meeting with the public. Problems and complaints from the public are handled in a positive, helpful manner. The employee should not have sustained complaints made against him/her by members of the public, and by the same token, commendation/appreciation letters should be duly noted.

Appearance

The employee is well groomed and professional appearing. Projects a good public image. Good personal hygiene is apparent. Uniforms are neat appearing, clean, and worn according to departmental policy. Good grooming and appearance is consistent and applies on calls, at training sessions, or at other times while on duty and particularly when dealing with the public.

ADDITIONAL RATING FACTORS FOR ALL SUPERVISORS - *Section B of the rating form*

Utilization of Resources

Demonstrates consistent and systematic methods of managing programs, developing and implementing policies, and the ability to interface with management support systems. Successfully encourages new employees to become an asset to the department/division. Tasks are assigned in a fair manner and work is evenly distributed among employees. Upper level managers are advised of programs, plans, etc. on a timely basis. Anticipates and appropriately handles actions which may impact other work units. Sees the "whole picture" and takes necessary factors into account. Exercises management responsibility for implementing cost reduction programs. Understands the process involved with utilizing various fire rescue resources and does not hesitate to request assistance when necessary.

Administrative Decision Making

Makes sound, logical, decisions based on thorough analysis of all relevant facts. Decisions are in accordance with departmental and City policies and rules. Decisions are consistent with the nature and scope of the work performed. Decisions are made in the interest of fairness and without bias. Uses discretion in performance of duties (i.e. considers proper time, place, and circumstances). Demonstrates ability to anticipate the effect of decisions. Anticipates unexpected or unusual circumstances in order to make appropriate decisions. Is able to render important decisions in a timely manner while on the scene of an emergency.

Accomplishing Objectives

Determines and assigns resources required to meet objectives. Motivates employees to be productive and reach full potential. Assignments are made in a fair and impartial manner considering the needs of the department/division and the capabilities of the employee. Assures the effective accomplishment of objectives through establishing standards, measuring results, and taking corrective action. Demonstrates ability to effectively interface, vertically and laterally, within the organization as well as with management support systems.

EMPLOYEE DEVELOPMENT - *Part III on the rating form*

This section is to be completed for all employees. It allows supervisors to identify training needs, solicit employee views, and to facilitate communication. This section also is used to identify employee awards and commendations provided during the evaluation period. The evaluator shall include recommendations for improving subsequent performance.

ANNUAL PERFORMANCE CERTIFICATION - *Part IV on the rating form*

This is the "overall" performance rating for the employee during a particular rating period, and that which determines the merit increase. This part is to be completed for each employee. The rater will then affix his/her signature and title, date the form, and forward the entire performance evaluation form to his/her supervisor. A rating of "Unsatisfactory" or "Needs Improvement" cannot be balanced by any other rating. Therefore, in order to receive an overall rating of Satisfactory, an employee must be rated Satisfactory or better in all categories. A rating of <u>Unsatisfactory</u>, <u>Needs Improvement</u> or <u>Excellent</u> should be explained in "General Comments" (Part III, (4).

SUPERVISOR REVIEW - *Part V on the rating form*

This area is to be initialed and dated by the evaluator's supervisor and by the Fire Chief before review of the evaluation by the employee. The Fire Chief will check the appropriate box for approval or disapproval of the merit increase.

EMPLOYEE REVIEW/REMARKS - *Part VI on the rating form*

This part of the performance evaluation form is provided for the employee to make any written comments concerning the evaluation. The employee is asked to sign the form with name, title and date included.

EMPLOYEE PERFORMANCE EVALUATION PROGRAM

SECTION 5 - THE PERFORMANCE EVALUATION INTERVIEW

Planned frequent communication and feedback on job performance throughout the year helps overcome apprehension during the actual evaluation interview. However performance evaluations do not always go smoothly and tension may still exist. The guidelines listed below are designed to assist the evaluator in reducing tension and conducting a positive, meaningful evaluation.

1. Have the "tools" which you need for the meeting.
   - A quiet, private location with no interruptions
   - Relevant work records for discussion
   - The completed Performance Appraisal Form

2. Start the appraisal with a warm-up period.
   - Take the time to develop rapport and discuss the appraisal process including the need for action and commitment
   - Review the information on hand that was used to measure the employee's performance

3. Be candid and be specific. Candidly get to the point in discussing the employee's job performance. The quality and effectiveness of the entire performance evaluation will hinge on the ability of the supervisor to be direct and candid in discussing what was expected and how well the job has been done.

4. Build on the employee's strengths. This approach enables the employee to work toward his/her greatest potential. The employee must use his/her strengths to accomplish a job, he/she cannot use weaknesses.

5. Be a positive listener. Non-verbal communication often says more than words.

6. At the conclusion of the interview, the evaluator should have answered these four questions for the employee:
   - How am I doing?
   - Where do I go from here?

- What are my major skills and abilities?
- What areas of my performance need improvement?

EMPLOYEE PERFORMANCE EVALUATION PROGRAM

SECTION 6 - CHECKLIST FOR PROCESSING THE PERFORMANCE

1. Have you reviewed the Performance Evaluation Instruction Manual?

2. If the employee has been supervised by others (or worked with others) during the appraisal period, have you received input from those individuals?

3. Have you reviewed the employee's personnel file?

4. Have you requested the input of the Battalion Chief or other appropriate supervisor?

5. Have you rated all applicable performance standards?

6. Have you provided justification statements for all ratings of "Unsatisfactory", "Needs Improvement" or "Excellent"?

7. Have you signed and dated the form prior to issuance to the employee?

8. Has the evaluation been reviewed and signed by the evaluator's supervisor and the Fire Chief?

9. If the performance evaluation is rated as "Unsatisfactory," or "Needs Improvement", have you advised the employee that he or she will be receiving a follow-up evaluation?

10. Make sure that the employee signs and dates the form and has had an opportunity to review all attachments.

ASSESSMENT/EVALUATION OF PROBATIONARY PERSONNEL

Purpose

The purpose of evaluating newly employed Sunrise Fire-Rescue personnel during their first year (probationary period) is to ensure they can perform their job properly, safely, efficiently and legally. The evaluation processes are designed so deviations from proper and accepted procedures can be identified early on, and subsequent counseling and professional development provided.

Responsibilities

Battalion Chiefs

Battalion Chiefs should attempt to assign each probationary employee on their shift to a different company officer every three months. Additionally, the Battalion Chief should ensure that all probationary employees on his/her shift are formally evaluated every three months by the company officer to which they have been assigned.

Station Commanders

Station Commanders shall complete a daily probationary performance report for each probationary employee assigned during a twenty-four hour shift, complete a formal performance evaluation at (or very close to) the 4th, 8th, and 11th month benchmarks of the employee's tenure, be familiar with the Probationary Firefighter Training Program - Station Officer Guidebook, regularly review the probationary employee's assigned manual and logbook, and assist in completing the necessary requirements.

Training Division

The Training Division is responsible for: providing a basic orientation to all new employees, explaining the various assessment and evaluation processes to the new employee, scheduling and administering a written and practical exam at the sixth and eleventh month periods, reviewing and filing of all daily performance reports.

Completion of Assessment/Evaluation Forms:

1. 4th, 8th, and 11th Month Performance Evaluation:

Should be completed in accordance with the Performance Evaluation Program Instruction Manual which has been issued to all officers. When completed, it should be forwarded to the respective shift commander who, after reviewing, shall forward the 4th and 8th month evaluations to the Training Division. The 11th month evaluation is forwarded to the Fire Chief's office.

2. Daily Probationary Performance Report:

Report Completed By - Print name of station (acting) commander completing the report.

Completed for each probationary employee at the conclusion of each shift, as follows:

Name, Date, Station - Self-explanatory

Rated Areas: The daily probationary performance report utilizes the same thirteen areas of evaluation as the formal employee evaluation form. For each of these areas (on the daily probationary report), the employee is rated based on his/her performance during the most recent shift. Entries are either Excellent, Satisfactory, Unsatisfactory, or if appropriate, Not Applicable. Rating factors are explained in section 202.04 of the SFRD *Operations and Procedures Manual*.

Comments:

The evaluator should include any comments that he/she believes are pertinent. If any of the preceding categories were marked "Unsatisfactory" or "Above-Satisfactory", comments must be added explaining same.

Signature of Person Completing Report:

It may be appropriate to have a Rescue Lieutenant complete the report if that supervisor spent a considerable amount of time with the probationary employee during the shift; **HOWEVER**, The station commander or acting station commander must review and sign the report.

Signature of Probationary Employee:

The probationary employee for whom the daily report has been completed must sign the report before it is forwarded. Additionally, the person completing the report will review the report with the probationary employee.

Name of Other Person Contributing to Report:

Occasionally, another member such as a Rescue Lieutenant may be asked to contribute their observations to this report. If so, print the name of that person in this space.

Routing:

When the Daily Probationary Performance Report is completed, the white copy is sent to the Training Division, the yellow copy is sent to the Shift Commander, and the pink copy is retained at the station level.

3. Employee Manual and Logbook

Station Commanders are responsible for regularly checking the Probationary Employee Manual and Logbook assigned by the Training Division to each new employee. Station Commanders are responsible for assisting the probationary employee in completing assignments in a timely and accurate manner.

Station Commanders should regularly check and assure that the new employee rides at least ten shifts on a rescue unit and ten shifts on an engine company, EVERY SIX MONTHS.

SECTION 3

GERNERAL POLICIES

CHAIN OF COMMAND

The Sunrise Fire-Rescue Department is a paramilitary organization, utilizing a specific rank structure to maintain appropriate command and control of operations and personnel. A predetermined Chain of Command is established to facilitate effective communications during both emergency and routine situations.

Personnel are expected to utilize the Chain of Command appropriately, at all times, when communicating with peers, subordinates and superiors. It is expected, under normal situations, that personnel address matters at the appropriate level. Personnel are discouraged from breaching the Chain of Command without permission or acknowledgment of the direct superior. There will be at times, situations dictating a breach in the process, however, the most effective method of communication within the organization will be accomplished by properly utilizing the Chain of Command.

The Chain of Command is further outlined in the Organizational Chart.

KELLY DAY BIDDING

I. STATEMENT OF POLICY

In an effort to consistently complete the Kelly day bidding process, the following criteria has been established to achieve this goal.

II. GENERAL GUIDELINES

1. Kelly days shall be bid in October, prior to vacation bidding, for the upcoming calendar year. It is the responsibility of the respective Battalion Chief to insure this process is accurately completed.

2. Kelly Days for applicable Battalion Chiefs are assigned at the discretion of the Fire Chief (or designee) and shall be excluded from any other criteria regarding the bid process.

3. "Rank and Seniority"* shall be utilized in the bidding of Kelly days.

4. A minimum of five (5) and maximum of six (6) personnel shall be assigned per Kelly day, one of each which must be a Captain, Rescue Lieutenant and Driver/Operator.

5. There shall be no more than four (4) personnel assigned off between the ranks of Captain, Rescue Lieutenant and Driver/Operator on any given Kelly day.

6. A maximum of one (1) Rescue Lieutenant shall be assigned per Kelly day. At such time it becomes necessary (i.e., when there is more than seven (7) Rescue Lieutenants per shift), additional Rescue Lieutenants shall be evenly distributed to a maximum of two, three, etc., per Kelly day assignment.

7. The Shift Commander has the right to any special consideration necessary to maintain the shift's "state of readiness" and insure that an adequate number of qualified personnel are routinely available.

*Seniority = Time in Grade within the current rank

PERSONAL APPEARANCE

I. STATEMENT OF POLICY

A. The grooming of individual members of this Department must be consistent with the conditions under which they are employed. It is the goal of the Sunrise Fire-Rescue Department to comply with acceptable safety standards.

B. Safety standards for personal grooming and procedures for implementation are hereby established with the following guidelines. The responsibility for compliance, at all times, shall be with the individual employee performing Fire-Rescue duties.

C. Company Officers and Battalion Chiefs are responsible for the enforcement of this policy. Violations will be documented to file. Personnel in violation will be given 72 hours to comply with this policy (eight hours for day personnel). Violations may result in disciplinary action.

D. When violations are detected and an investigation reveals that a subordinate officer has tolerated violations of these standards or has been selective in the enforcement of these standards, disciplinary action may be taken against that officer for the failure to properly supervise.

E. This directive establishes policy for grooming standards of the Sunrise Fire-Rescue Department. Public confidence in firefighting and emergency medical services personnel is related to personal appearance. Our goal is to create and maintain a standard that expresses a positive image and a high level of professionalism for the Sunrise Fire-Rescue Department.

II. STANDARDS

A. Hair

The hair and sideburns will be maintained neat and well-groomed, so as to present a professional image. No ragged or unkempt hairstyles, style extremes, or unnatural hair coloring is permitted.

1. The front of the hair may not extend below the eyebrows when naturally combed.

2. The side hair may cover only that portion at the ear above the center line of the ear canal.

3. The back of the hair will not extend over the bottom of the collar of the buttoned uniform shirt when in a standing position looking forward. The hair may be worn “up” to satisfy the intent of this standard.

4. Excessive grease or oils are prohibited. Mousse (non-alcohol-based) may be applied for neatness.

B. **Beards**

1. Beards or facial hair shall be prohibited for members required to use self-contained breathing apparatus (SCBA).

2. All lip-beards and goatees are prohibited.

3. The face is to be clean-shaven, except for an acceptable mustache.

C. **Mustaches**

1. Mustaches must be neatly trimmed.

2. Mustaches may be worn but shall not extend into the seal of the self-contained breathing apparatus.

3. Handlebar-type mustaches are allowed as long as they are neatly trimmed, not excessive, and do not connect with the sideburns.

D. **Sideburns**

1. Sideburns shall be kept neatly trimmed and close to the face to avoid any possibility of a defective mask face-piece seal.

2. Sideburns may not extend below the bottom of the ear canal.

3. Muttonchops and flared sideburns, and those connecting with the mustache are prohibited.

E. **Jewelry**

Jewelry can be worn only as indicated below. However, it is important to point out that use of jewelry warrants caution, particularly rings and bracelets, due to the dangers related to heat and electrical conductivity, as well as the potential danger of jewelry to be caught in mechanical devices. Except as described in the Collective Bargaining Agreement, the City is not responsible for the repair or replacement of any jewelry items that may be lost, worn, or broken during the course of duty. Jewelry items are worn at the discretion of the employee.

1. Earrings are prohibited.

2. One bracelet may be worn as long as it is not excessive and does not present a safety hazard (i.e. too loose).

3. Necklaces may be worn as long as they are kept inside the T-shirt at all times.

4. Rings that are excessively large or pretentious are prohibited.

5. Only one ring per hand permissible.

F. **Cosmetics**

1. No fingernail polish is to be worn.

2. Cosmetics worn by employees must not be excessive or extreme. No unnaturally dark or bright lipstick may be worn.

G. **Fingernails**

Fingernails shall be no longer than 1/4" from the tip of the finger.

H. **Personal Hygiene**

All members shall be well groomed and clean in their appearance.

UNIFORM POLICY

It is the intent of the SFRD to insure that all Fire-Rescue personnel maintain the highest levels of professionalism and integrity. Our successes are achieved only by maintaining the confidence and respect of the public during the performance of our duties, whether dealing with emergency or non-emergency situations. The following uniform policy is hereby in effect.

A. <u>POLICY</u>

1. The term "uniform" applies to those items provided by the City, specifically, a complete set of clothing including dress shirt (with patches), pants, tee-shirt, jacket, jumpsuit, badge, and collar ornaments (if applicable). See **<u>B</u>** below.

2. Rules regarding uniforms will be strictly adhered to. All uniforms are to be clean and pressed and are subject to daily inspection by the Lieutenant, Captain, and/or Battalion Chief. A more comprehensive inspection will be held during quarterly station inspections.

3. It is the responsibility of all personnel, and ultimately all officers, that uniforms are worn properly.

4. All members, upon the initiation of employment with the City of Sunrise, will be issued appropriate and adequate uniforms. It is the responsibility of the members to insure the whereabouts and condition of issued uniforms at all times. Uniforms will be replaced by the City of Sunrise on an as-needed basis by written request, unless said uniform is damaged or lost due to employee negligence, in which case the employee is financially responsible for the cost of replacing the damaged or lost items.

5. All uniforms and equipment assigned to members shall remain his/her property during their term of employment. At the time of termination from the City of Sunrise Fire-Rescue Department, members are responsible for returning issued equipment and uniforms in a clean and orderly condition. Items unaccounted for are the financial responsibility of the individual.

B. UNIFORMS AND ACCESSORIES

1. Class A Uniform

White long-sleeve dress shirt (issued on as-needed basis)
Black tie
Dress pants
Badge
Name tag
Collar ornaments
Jacket (if appropriate)
Dress hat
Black belt
Black shoes

2. Class B Uniform

Short-sleeve dress shirt (blue or white depending on rank)
Uniform tee-shirt
Navy work pants
Badge
Name tag
Collar ornaments (if applicable)
Jacket (if appropriate)
Black belt
Black shoes
Baseball-style cap (optional)

3. Class C Uniform

Uniform tee-shirt or
Uniform golf shirt *
Navy work pants
Jacket (if appropriate)
Black belt
Black shoes
Baseball-style cap (optional)
*for special details, requires Fire Chief's approval.

4. **Class D Uniform**

Jumpsuit
Uniform tee shirt (optional)
Badge
Collar ornaments (if applicable)
Black belt (if applicable)
Black shoes
Baseball-style cap (Optional)

5. **Accessories**

Official accessories are to be worn as follows, for all ranking personnel.

a. Badge - To be worn on dress shirts above the flap of the left breast pocket. On jumpsuits, the badge is to be worn in the badge holder or above the left breast pocket. Badges will be silver in color for all rank below that of Lieutenant. For the ranks of Lieutenant and above, badges will be gold in color.

b. Name tags - to be worn on the seam above the flap of the right breast pocket on dress shirt (embroidered on jackets and jumpsuits).

c. Collar accessories (bugles) are to be worn by all personnel holding the rank of Lieutenant and above. The bugles are to be worn parallel to the point of the collar. When the individual is wearing a tie, the bugles are to be worn straight up and down. The color of the bugles will be the same as the badge, as indicated above. No other collar accessories will be allowed. The number of bugles to be worn is guided by the following: Lieutenant (1); Captain (2-uncrossed); Battalion Chief (2-crossed); Division Chief (3-crossed); Deputy Chief (4-crossed); Fire Chief (5-crossed).

d. One service pin may be worn 1/2" above the center of the nametag on dress shirts, jumpsuits, or jackets. In lieu of a service-related pin, a union pin or an American Flag pin can be substituted as long as it does not exceed 1 inch in size.. However, at no time can more than one pin be worn. A departmental commendation award can be worn in addition to the one pin maximum.

e. Patches will be provided with dress shirts, jumpsuits, and jackets.

C. GENERAL INFORMATION

1. Employees will have full Class B uniform available at the commencement of their respective shift. After determining the schedule for the day, it can be decided if the Class B or Class C uniform will be worn.

2. Class B uniforms will be worn whenever personnel are participating in special details, public relations programs, inspections, educational classes, City and/or Department meetings, while at the Public Safety Complex, and any other time as requested by the company officer or Battalion Chief.

3. Class B uniform shirts should not be worn for any responses or training requiring the use of bunker gear.

4. Jumpsuits may be worn between 2000hrs and 0800hrs only while responding to calls and during training exercises, unless as noted in #2 above, providing that uniformity is maintained at all times among personnel on an individual unit (i.e., all or none in the unit). Special consideration by the Station Commander may be made for personnel when their Class B uniform is contaminated. Crew uniformity is still required in this instance.

5. At no time will a member of the SFRD wear an issued uniform, or part thereof, while off-duty. On-coming employees are allotted a maximum of one (1) hour prior to the commencement of their shift to wear their uniform. Off-going employees are allotted a maximum of one (1) hour following the completion of their shift to change into civilian clothes.

6. No changes are to be made to the uniforms which would cause it to vary from standard issue, except as noted herein.

   a. A baseball-style cap, that is department approved, may be considered part of the daily uniform. The only approved cap is that which is issued by the Department. No pins may be added or any other alterations made to the cap.

   b. Department approved shorts may be worn during designated physical fitness training periods. At no time may shorts or sneakers be worn while responding to calls.

c. White socks may be worn only during approved training or physical fitness training periods. White socks may not be worn with low cut department approved shoes. When wearing low cut oxford uniform shoes, individuals must wear navy blue or black socks.

d. Sweat shirts and sweat pants may be worn only during scheduled physical fitness training periods. These garments shall not be worn while responding to calls.

7. All members shall wear a Department issued black belt and black shoes with the uniform. Shoes will be kept clean and shined.

8. Shirts must be properly buttoned and tucked in at all times while wearing the Class A, B or C uniforms. Exception will be made for the top button when not wearing a tie.

9. No part of the uniform will be worn while an employee is under suspension.

10. When off-duty engagements require the wearing of a uniform, the appropriate uniform will be worn. Questions regarding the appropriate uniform will be immediately directed to the Operations Division Chief.

RULES OF CONDUCT

These Rules of Conduct shall govern the official and unofficial actions of every member of the Sunrise Fire-Rescue Department. All members of the Department are expected to operate in a highly self-disciplined and responsible manner, and shall maintain themselves in a positive, productive, and mature way. Any failure to follow the general rules of conduct will be construed as a breach of discipline. This includes all uniform and civilian employees, both on and off duty.

While not all-inclusive, the following identifies infractions that may lead to disciplinary action:

A. **Unbecoming and Inappropriate Conduct.**

1. Courtesy and civility toward the public, and other members of the Department, shall be displayed at all times by all members of the SFRD. Members are to conduct themselves in a professional manner at all times. Remember that you work for the citizens of the City of Sunrise. Be polite, courteous, and as helpful as possible on all emergency and non-emergency scenes. Do not become abusive or indifferent.

2. Intolerance in the form of discrimination or sexual harassment, in action or speech, toward any person because of nationality, race, religion, disability, or sex, shall not be shown, displayed, voiced, or expressed, by any member of the SFRD, at any time. Harassment in the workplace includes influencing or offering to influence or threatening the career, pay, or job of another person on the basis of that person's protected category (e.g., nationality, race, religion, sex, etc). Harassment also includes unwelcome or deliberate or repeated comments, gestures, physical contact of a sexual nature, jokes, insults, cartoons, magazines, or innuendoes relating to sex, national origin, race, disability, or religion; or personal conduct that could reasonably be construed as offensive, in a work or duty-related environment.

3. Members shall conduct themselves at all times in such a manner as to reflect most favorably on the fire service, the SFRD, and the City. Conduct unbecoming a member shall include any conduct which adversely influences the morale or efficiency of the SFRD. Also included is any conduct that has a tendency to destroy the public's respect for

firefighters and paramedics, and any conduct that has a tendency to destroy the public's confidence in the operations of the Fire Service, and/or the City.

4. No member of the Department shall use coarse, profane, or insolent language, or be disrespectful to another member in an attempt to berate or discredit the member, other City employee or citizen.

5. Each member shall cooperate with other members of the Fire Department, and other City Departments, as necessary for efficient operation.

6. Members shall not encourage or participate in, deliberations or discussions, or any activity, which would convey censure toward other members or employees of the SFRD.

7. Members will not be involved in fistfights or physical or verbal altercations of any type while on duty, except as a last means of self-defense.

8. No member shall purchase, possess, or consume intoxicating liquors, beer, wine, or any alcoholic beverage, nor shall they use any kind of mind-altering substance while on duty, or at any time (on or off duty) while in uniform, or report for duty while under the effect of these intoxicants, or with any such substance in their system.

9. Members shall not operate any City vehicle on or off duty after using any alcohol or controlled substance.

10. Members shall not transport alcohol in City vehicles on or off duty.

11. No member shall report for duty or remain on duty while using any controlled substance, except when the use is for therapeutic purposes pursuant to the instructions of a physician who has advised the member that the substance does not adversely affect the employee's ability to safely perform his job. Nonetheless, all members must inform their superiors of any prescription drug use prior to reporting for duty.

12. No member shall be intoxicated in public, in such a manner as to bring discredit to the Fire Service, or to the City.

13. Members are prohibited from having firearms or other weapons in the workplace. This includes prohibition against carrying or possessing firearms, or other weapons, on City property or in any City vehicle on or off duty. Included in this prohibition is weapon storage in personal vehicles.

14. Unauthorized or illegal possession of any property which comes under the employee's control or into the employee's possession by virtue of his or her official capacity as a member of the department is prohibited.

15. Violation of any law, ordinance or rule of the United States of America, the State of Florida, Broward County, City Charter, Code of Ordinances, City Personnel, Policy and Departmental Rules and Regulations, and departmental directives and procedures may lead to disciplinary action, up to termination.

16. Disposition of any criminal charge (e.g., including but not limited to conviction, plea of nolo contendre, dismissal, pre-trial intervention program, etc.) which occurred while on or off-duty must be reported to the Chief within twenty-four (24) hours. Members must report to the Fire Chief any on or off duty arrests and receipt of any traffic citation that may result in suspension or loss of driving privileges, within twenty-four (24) hours of the arrest or traffic citation/incident.

17. Falsification, misstatement, exaggeration, or concealment of material facts in connection with employment, promotion, investigation or other proceedings.

18. Insolence, indifference, or evading duty is absolutely forbidden.

19. Members of the SFRD are not permitted to gamble on City property, whether on or off duty.

20. Members of the SFRD must promptly and thoroughly obey lawful orders from a supervisor while on-duty.

21. Unauthorized use of City or Department bulletin boards and the removal or posting of material without permission is prohibited.

22. Members of the SFRD shall not use their job status, uniform, badge, or I.D. to demand special privileges (for example, but not limited to, attempting to gain entry to a special place or event). Members will comply with the Code of Ethics provision in this document and will not use their position with the department for personal gain or influence.

23. Members shall not participate in any political activity while on duty, in uniform or while representing the Department.

24. Members of the SFRD shall be prompt and efficient in the performance of their duties.

25. Members of the SFRD are expected to fully participate in all training and educational sessions that they attend.

26. Members of the SFRD, while in the station or at a fire or rescue scene, shall display themselves in a professional manner most conducive with the efficient discharge of their duties.

27. Members shall not permit any unauthorized person to enter or ride in a City vehicle or to enter into a station without express authorization from a Chief Officer.

28. Members of the SFRD shall never take, or remove, anything from any person, building, residence, or any location, for their own personal use or personal gain or for the personal use or personal gain of another person.

29. No member of the SFRD shall knowingly make any type of false statement or report.

30. Members of the SFRD shall address Officers by the Officer's official title.

31. If asked, members of the SFRD must give their correct name and rank. Members must work competently in their positions to insure that all department-sponsored programs operate effectively.

32. Members will not use tobacco products except in designated areas. Smoking **<u>and</u>** the use of other tobacco (inclusive of smokeless tobacco) products is prohibited in all Department buildings and emergency and non-emergency vehicles. Smoking **<u>and</u>** the use of tobacco products are

permitted only outside of SFRD buildings. Smoking **<u>and</u>** the use of other tobacco products are strictly prohibited on any emergency scene or in any situation in which members are in contact with the public.

33. Members will not condone or participate in any form of hazing.

    Hazing includes, but may not be limited to:

    Disorderly conduct, assaulting, fighting, threatening, intimidating, coercing or harassing employees, supervisors, any City official, or any other person.

34. No member will conduct him/herself in an immoral or indecent manner; sexual relations of any kind are not permitted on duty or at any time in uniform.

35. No member will loan, sell, trade, dispose of, or give away any property belonging to the Department or the City without the written permission of the Fire Chief or his designee.

36. Members will not use City time, facilities, City telephones, or any other City resource as a means of conducting business other than that which is related to their position with the City.

37. Members shall not recommend or suggest the services of an individual or organization to the public when a member of the Department would profit from such a referral. This includes, but is not limited to: lawyers, bondsmen, wrecker services, etc.

38. Members are not allowed to wash their private vehicles while on-duty. Members are also not allowed to conduct maintenance on their private vehicle while on duty or at any time on SFRD property, except for emergency repairs.

39. Personnel are not permitted to solicit the public for the purpose of fundraising while on duty and/or in uniform unless approved in advance by the Fire Chief.

B. Reporting for Duty

The Fire-Rescue Department is a 24-hour public safety agency. Thus, all employees of this department are subject to call at any time to ensure prompt and efficient service to our citizens. Any employee called to work during his or her time off (or asked to remain on a shift) will respond promptly by reporting to the designated station or other location as directed by a superior member. Failure to report to work as ordered without legitimate reason may subject the employee to disciplinary action, up to and including termination.

1. Employees must have telephones in their residences, and must report any change in telephone number or address to their immediate supervisor within 24 hours of the change.

2. Members must have a Class B uniform available at shift change, and report for duty clean-shaven and neat appearing (See Grooming and Uniform Policies).

3. Members calling in sick, late, or for **<u>any</u>** other reason must contact Dispatch (primary) or the Shift Commander (secondary).

4. Members must call in sick as prescribed in the Union Contract and OPM 300.11.

5. No contact by a member within 30 minutes after their scheduled duty shift will be considered absent without leave (AWOL refer to OPM 302.01).

6. Members who call in, prior to 0800 hours of their duty day, for the purpose of advising the Battalion Chief that they will be late will be charged with lateness. And will be allowed to report to duty.

7. Members are to report to work on time for their scheduled duty time

8. Repeated or excessive lateness may subject an employee to discipline.

9. Members may not claim sick leave when physically fit and may not falsify any sick or injury report.

10. EMTs and Paramedics are required to have an appropriate and current EMT or Paramedic Certificate and a current Healthcare Provider level CPR card on their person while on duty and must immediately notify the SFRD of any loss, suspension or revocation of any certification.

11. Members are required to have an appropriate and current Florida driver's license on their person while on duty and must immediately notify the SFRD of any loss, revocation, or suspension.

12. Line-up - Members of the SFRD shall utilize a formal line-up to inform all personnel of missing or damaged equipment; changes in rules or regulations; changes of orders or procedures; new orders or directives; and to pass on any information essential to the efficient operation of the Department. During morning line-up, or when relieved of duty, members shall exchange all current information concerning new or changed orders, equipment, apparatus, supply deficiencies, repairs needed, or repairs completed. Also, members shall exchange necessary keys, radios, etc.

13. Members of the Fire-Rescue crew shall log into the proper record book, all repairs and maintenance completed as well as fuel, oil, etc. added to their respective emergency vehicle.

14. Members shall have their bunker gear properly secured on their emergency vehicle or available at all times while on duty. Bunker gear will be removed at the conclusion of each shift. Bunker gear will then be hung properly on the storage rack or if being transported placed in the protective clothing storage bag.

15. Members must be aware of all SFRD equipment and know the location and proper operation of this equipment.

16. All Fire-Rescue Department personnel are responsible for complying with all Departmental directives, including, but not limited to, **OPM's, Administrative Bulletins, General Orders, and Departmental Operating Protocols**. Likewise, personnel are

expected to check station boards on a daily basis to familiarize themselves with departmental activities and other pertinent issues.

17. All in-service SCBA/PASS units will be checked daily and deemed functional during the morning equipment check.

18. All personnel are required to provide the Department with an accurate and current address and telephone number as well as emergency information (i.e. emergency notification, blood type, etc.).

19. Members will thoroughly acquaint and remain knowledgeable of the geographical characteristics of the City.

20. Members will maintain compliance with their respective job descriptions at all times.

C. Station Duties

1. Members will ensure that the station and assigned vehicles are clean, maintained, and fueled at all times.

2. Members shall be held responsible for departmental property.

3. Members shall be responsible for knowing and following all rules, regulations, written orders, OPM’s, protocols, daily worksheets, special assignments and verbal orders, as given.

4. Members will stock, supply and make ready for service, all units as soon as the unit returns from an alarm, per departmental policy.

5. Members shall clean and wipe down vehicles returning from alarms, as needed.

6. Members shall immediately report any missing or damaged equipment to the Station Commander as appropriate.

7. Members shall be in proper uniform during the performance of their duties (See Uniform Policy).

8. Members are not allowed in any supervisor's office, unless directed to be there by an Officer.

9. Members are not allowed in the dispatch center, unless they are on official Fire Department business.

10. Pay-per-call phone calls are not allowed. Long distance calls can only be made with the use of a personal calling card.

11. Personal phone calls may be made or received on phones designated for said use but shall be limited to no more than ten minutes, and shall in no way interfere with the performance of the member’s duties. Nothing herein shall prevent the officer in charge from restricting calls for just cause.

12. All personnel will keep their personal effects in their assigned lockers. This includes clothing, gym workout gear, personal bags, etc. Items left on the bed or on the floor are to be kept in an orderly fashion.

13. The Fire Station doors will be closed and secured at all times when the station is unattended, and daily at 2100 hours.

14. Members will refrain from unnecessary noise and other distractions during sleeping hours.

15. Each Fire Station will be opened up each morning by no later than 0730 hours.

16. Members must be out of bed by no later than 0700 hours each morning. Living quarters will be cleaned and vehicles will be started and cleaned prior to line-up.

17. Visitors to the stations will be treated with courtesy and respect. Visitor’s wil1 be allowed in the station between 1700 and 2100 hours, but only with the permission of the Station Commander as appropriate. Reasonable exceptions can be made by the Station Lieutenant or Captain as appropriate. However, visitors will not be allowed in the station after 2100 hours, unless approved by the Fire Chief.

18. X-rated videos and materials are prohibited in the stations.

19. Unless committed to an incident, or to training exercises, all assigned rescue and engine apparatus are to be kept inside the respective station. Other exceptions include vehicle checkout and apparatus field day.

20. No member will leave the immediate station area without permission from a superior officer. If it is deemed necessary by the officer to leave the immediate station area, the member will be in constant radio contact and will insure that the officer logs the member in and out.

21. Members are to park their personal vehicles in approved locations. No personal vehicles are allowed in the station or in the immediate proximity of the apparatus bay or aprons for any reason.

22. Grocery shopping will be allowed one time per shift for each station providing: the shopping will be done in-zone (out-of-zone with Battalion Chief approval); one member will remain with the emergency vehicle at all times; the shopping will be completed as soon as reasonably possible (not to exceed 30 minutes); the vehicle will remain in-service during shopping and; the vehicle will not be parked in the fire lanes, but rather, will be located in such a manner so as to not interfere with vehicular or pedestrian traffic.

23. Emergency vehicles will be parked in a manner to allow a forward departure, without backing.

24. Safe-backing procedures will be complied with at **<u>all</u>** times, for all emergency vehicles, without exception. Emergency lights will be operating to caution traffic and a safety person, unless committed to emergency care or activity, will be on the ground and available to guide the vehicle being backed. Drivers are cautioned to not back up unless eye-to-eye contact is maintained with the safety person.

D. Battalion Chiefs

1. Battalion Chiefs shall keep an accurate file of all General Orders, Administrative Bulletins, Union Contract, OPM's, Medical Protocols, notices, and other pertinent information issued by the SFRD.

2. Discipline

   a. Battalion Chiefs will not discipline members, except for just cause.

   b. Battalion Chiefs shall report subordinates' inability or unwillingness to perform his/her job, to any degree which may adversely affect the operation of the Department.

   c. Battalion Chiefs or any Officer will be cognizant of, and take appropriate action on violations by any member. Any officer who knowingly fails to take such appropriate action is subject to disciplinary action.

3. Battalion Chiefs are required to keep accurate and up-to-date logbooks and to maintain a neat and orderly office environment at all times.

4. Battalion Chiefs are required to respond to alarms as directed by the Fire Chief.

5. Battalion Chiefs are required to complete all necessary and appropriate paperwork in a complete, concise, and timely manner. This includes the paperwork and forms generated by their respective shift personnel.

E. Freedom of Speech and Media Issues

Members of the Department will be able to exercise their constitutional rights of free speech. However, lawfully established limitations concerning freedom of speech are to be observed.

1. Media issues involving emergency responses, public relations programs, and other Department-specific issues will be referred to the Fire Chief's office or a Department Public Information Officer (PIO). Members are not to make news releases or statements on medical or fire ground matters, or on any other Department issues.

2. Courtesy and civility toward the public and members of the Department, and the media shall be displayed at all times.

3. Members of the Department may cooperate with members of the general public who are requesting information concerning the general nature or procedures of the Department. Members of the Department shall be guided by the dictates of sound moral conscience and legal responsibility when responding to such information requests.

4. Members will not give statements concerning litigation in which the City or the Department is a party in a civil case without the prior knowledge and approval of the Fire Chief. A court order, subpoena or other legal process directing or seeking statements from a member does not require the approval of the Fire Chief for compliance, however, notice of the court order, subpoena or legal process must be given to the Fire Chief or a Battalion Chief immediately after the member is served or otherwise provided a copy of the court order, subpoena or other legal notice.

STATION STAFFING

STATEMENT OF POLICY

Personnel/unit assignment criteria exist based on the number of personnel on duty per shift. It is operationally necessary to schedule thirty-three (33) personnel per shift. Day / Staff assignments will be determined by the Fire Chief pursuant to budgetary authority.

In the event that, due to unscheduled leaves such as illness, emergency leave, etc., it will be necessary to provide a minimum of thirty-one (31) personnel per shift.

The Battalion Chief will schedule, whenever possible, a sufficient number of Paramedics and EMT's at all stations to adequately provide two paramedics and one EMT on all ALS Suppression Units. Staffing for Rescue Units shall be two (2) Paramedics.

Battalion Chiefs will limit the number of personnel who are off per shift to comply with this assignment policy and will take into consideration Kelly days, light duty assignments, etc. The intent of this policy is to maintain consistency between the three shifts and other assignments to provide appropriate coverage to the City as resources permit. There may be occasion to deviate from this intended format as dictated by operational needs (e.g., probationary evaluations). Battalion Chiefs are encouraged to use appropriate judgment when allowing time off and in the course of normal scheduling. Extenuating circumstances regarding staffing, station assignments or other personnel related issues will be dealt with on an individual basis and approved by the Fire Chief or designee.

Although these assignments are "bid" periodically, the Battalion Chief (or the Fire Chief) has the authority to make any necessary changes, at any time, in order to meet the needs of the shift and the organization. In addition, the Battalion Chief may, at his/her discretion, consider any request for exchange of position in rotation, reassignment or other situations that may arise. Such modification shall be approved by the Fire Chief.

UNIT ASSIGNMENTS

Overtime, while used reservedly, is automatically approved in order to bring the total personnel strength to a minimum of thirty-one (31) personnel per shift. This assumes that all units are in service. Overtime and any other extenuating circumstances will be handled on an individual basis and coordinated by the Battalion Chiefs. The Fire Chief may elect, at his discretion, to authorize additional overtime to accomplish enhanced staffing as conditions warrant.

Staffing patterns shall be directed as outlined in the Staffing Table (below). Battalion Chiefs may deviate from this table as circumstances require in emergency or unusual situations. Such deviations must subsequently be reviewed by the Fire Chief.

STAFFING	31	32	33	34	35	36
UNIT						
E39	3	3	3	3	3	3
E59	3	3	3	3	3	4
E72	3	3	3	3	3	3
E83	3	3	3	3	3	3
E92	3	3	3	3	3	3
R39	2	2	2	3	3	3
R59	3	3	3	3	3	3
R72	3	3	3	3	3	3
R83	2	2	2	2	3	3
R92	2	2	3	3	3	3
Aerial	2	3	3	3	3	3
B39	1	1	1	1	1	1
EMS39	1	1	1	1	1	1

Staffing Table

STATION ASSIGNMENT / ROTATION

STATION ROTATION

It is the intent of this directive to implement a station assignment/rotation schedule that is fair and consistent to all personnel, and that meets the operational needs of the Fire-Rescue Department. This schedule shall serve as a fundamental guideline in achieving this goal.

It is anticipated that a station bidding process will be scheduled by the Fire Chief every two years. During the month of October in odd numbered years all Operations and non Operations personnel shall "bid" assignments that will initiate on January 1st of the next year (the even years). The "bid" process will utilize a "Rank and Seniority" model similar to those used for the assignment of Kelly days and annual leave.

Stations 39, 59, 72, 83 and "relief" positions shall be available to all personnel to bid, including Special Operations Team personnel. Station 92 and Aerial personnel shall be available only to persons meeting the current requirements, as determined by the Fire Chief, for Special Operations assignment. The Battalion Chief will fill any bid vacancies at Station 92 with qualified personnel. This may mean that a person's bid cannot be granted in order to meet operational needs of the Special Operations Team. Stations will have five available positions for assignment (Station 72 will have seven positions). All remaining positions will be designated as "relief" and assigned by the Battalion Chief as needed.

Upon implementation of the schedule, all personnel assigned to a station shall remain as a crew, whenever possible, and rotate together through the pre-designated rotation, every three months. The station rotations are outlined as follows:

Station 39 ← → Station 72 (even years) and Station 59 ← → Station 83 (odd years)

OR

Station 59 ← → Station 83 (even years) and Station 39 ← → Station 72 (odd years)

Personnel assigned to Special Operations will remain at Station 92 and will not rotate. Whenever possible, qualified relief personnel shall be utilized to fill vacated positions at Station 92 whenever they occur.

STATION ASSIGNMENTS

Battalion Chiefs are responsible to assign personnel in such a manner as to optimally meet the Department's State of Readiness at all times. The general guideline to minimally fulfill this need is as follows: (Based on a staffing table of 31 personnel as seen in OPM 300.06 Section 1)

A. EMS Shift Supervisor*

1. One Paramedic Captain per shift

*Shall be approved by the Fire Chief

B. Station 39

1. One Captain per station
2. One Driver Operator per station
   Note: Between the rank of Captain and Driver Operator one must be minimally certified to Paramedic status
3. One Rescue Lieutenant per station
4. Two Firefighter/Paramedic or One Firefighter/Paramedic and One Firefighter EMT per station as staffing allows

C. Station 59

1. One Captain per station
2. One Driver Operator per station
   Note: Between the rank of Captain and Driver Operator one must be minimally certified to Paramedic status
3. One Rescue Lieutenant per station
4. Three Firefighter/Paramedic per station as staffing allows

D. Station 72**

1. Two Captains (1Special Op's)
2. Two Driver Operators (1Special Op's)
   Note: Between the rank of Captain and Driver Operator , one must be minimally certified to Paramedic status
3. One Rescue Lieutenant
4. Three Firefighter/Paramedic per station as staffing allows

**However, aerial personnel must be members of the Special Operations Team.

E. Station 83

1. One Captain per station
2. One Driver Operator per station
   Note: Between the rank of Captain and Driver Operator one must be minimally certified to Paramedic status
3. One Rescue Lieutenant per station
4. Two Firefighter/Paramedic per station or One Firefighter/Paramedic and One Firefighter EMT per station as staffing allow.

F. Station 92

1. One Captain
2. One Driver Operator
   Note: Between the rank of Captain and Driver Operator, one must be minimally certified to Paramedic status
3. One Rescue Lieutenant
4. One Firefighter/Paramedic
5. One Firefighter/Paramedic or Firefighter/EMT as staffing allows
6. For bid purposes, five (5) personnel must be assigned members of the Special Operations Team as determined by the Fire Chief
7. Battalion Chief's will schedule as many Special Operations personnel as possible; however, the minimum staffing will include four Hazardous Materials Technicians, two Rescue Divers and two Confined Space Rescue workers whenever possible.

8. Battalion Chiefs shall consider the number, and types, of certifications held when staffing the Special Operations station. Battalion Chiefs should seek to achieve a “best fit” of staffing with Department needs.
9. The TRT, Hazardous Materials Response Unit, and Dive Team Response Unit will not have personnel assigned to them, but are considered in-service providing that adequate specialty team personnel are on duty. Battalion Chiefs should place an appropriate number of specialty team members in the station housing the particular specialty units. On occasion, personnel may be moved during shift to maintain appropriate staffing.

During absences such as Kelly days, annual or sick leave or similar occurrences, the Battalion Chief shall temporarily reassign the most qualified personnel in an attempt to meet the minimum staffing requirements.

For scheduling purposes Battalion Chiefs’ should refer to the staffing table in OPM 300.06 Section 1.

NON- OPERATIONAL PERSONNEL

Bid assignments in this category are bid at the same time as the Operational bid process and shall be in effect for the same two year rotation as the Operational bids. The current bids subject to this process can be found in OPM 200.06 sections one through seven. All non operational bids shall be approved by the Fire Chief.

VACATION BID PROCEDURE

STATEMENT OF POLICY

It is the intent of the SFRD to provide a vacation-bidding schedule that is fair to all personnel and consistently applied. Paramount to this policy is the recognition that a reasonable effort will be made to provide senior employees with an opportunity of a priority choice of vacation times. Likewise, due consideration is intended for those employees with less seniority.

GENERAL GUIDELINES

A. When assigning annual leave, or any other type of leave, the minimum scheduled number of personnel on duty shall be thirty-one (31).

B. Routine scheduling of annual leave shall allow a minimum of one Captain, one Rescue Lieutenant, one Driver/Operator, and one FFI to be scheduled off. After this minimum criterion has been met, additional personnel may be scheduled off, following the same process under the Rank and Seniority*format. This format is intended to assist personnel in acquiring their primary and/or secondary bids (see Procedure, A., 3, below).

Battalion Chief's will bid for vacation time separately from the rank and file during the same bid period. Their leave requests will not impact the rank and file during the bid process and will require approval by the Fire Chief or designee.

When the Fire Life Safety Division has a full compliment of personnel vacation bidding shall allow a minimum of one FLS Captain and two Fire Inspectors to be scheduled off.

C. The Battalion Chief may utilize personnel assigned out-of-class for the purpose of scheduling time off (to include the rank of Battalion Chief as well). This shall be limited to the assignment of one (1) out-of-classification per rank. Working out-of-class assignment will not be used as a basis for denial of annual leave during the seniority bidding process. Additional requests for working out-of-classification may be approved by the Fire Chief or designee.

D. In the event that extenuating circumstances arise, such as a state of emergency, absences or restrictions due to illness, worker's compensation, or light duty assignment, it may be necessary to cancel previously approved time off in order to maintain appropriate staffing levels. Additionally, subsequent requests for vacation leave on future dates will consider persons off the regular schedule and the need to maintain adequate staffing requirements.

PROCEDURE

A. Seniority Bidding

1. Annual vacation bidding for the upcoming calendar year will be submitted during the first two (2) weeks of November. This will be the only bid period for the entire upcoming calendar year. Battalion Chiefs will approve or disapprove bid requests based on this policy by December 1 of the bid year. Bid requests will not be "held" for future approval/disapproval.

2. All employees are entitled to submit no more than five (5) separate bids. Each bid shall be submitted in a single continuous block (excluding Kelly days), up to the maximum number of hours employees earn in a single year (e.g., if you earn five days a year, you may submit for five continuous days in a single block, plus Kelly day). The benchmark for determining an employee's maximum available hours (shifts) for each year is January 1st. All bids submitted must be prioritized by the employee applying for the time off.

3. All employees will be afforded the opportunity of making two (2) "passes" at the bid process. Thus allowing all employees a reasonable opportunity of choosing alternative dates if needed.

4. The denial of any or even all vacation bids from an employee during the annual bid process will not be a reason or basis for the employee to exceed the annual leave cap as outlined within the labor agreement.

B. Consideration of Rank Structure

1. Battalion Chiefs (or designee) will collect all vacation requests during the bidding weeks mentioned above. The scheduling will take place, and be completed, at the end of the bidding period.

2. From the group of Captains requesting time off for a given day, the most senior Captain (time-in-grade) will be assigned the vacation day. If no Captain is requesting time off, go to #3 below.

3. From the group of Rescue Lieutenants, the most senior Rescue Lieutenant (time-in-grade) will be assigned the vacation day. If no Rescue Lieutenant is requesting time off, go to the group of Driver/Operators and allow vacation time according to seniority. If no Driver/Operator is requesting time off, go to the group of FFI's and allow vacation time according to seniority.

4. The rotation will continue in this manner (one Captain, one Rescue Lieutenant, then one Driver/Operator, one FFI, then one Captain, one Rescue Lieutenant, then one Driver/Operator, etc.) until all available vacation slots are filled.

GENERAL INFORMATION

A. The vacation schedule will be constantly updated and will be available from the Battalion Chief for review.

B. This policy is not meant to conflict with any existing contractual language or existing policies regarding vacation scheduling. This policy simply provides a means of selection that is both consistent and fairly applied.

C. Any problems which result from the application of this policy should be brought to the attention of the Fire Chief (or designee) for resolution.

Non-seniority Bidding

A. Outside of the above-designated bidding procedure, vacation requests will be considered on a first-come, first served basis.

*Seniority = Time in Grade within the current rank

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WORKING OUT-OF-CLASS PROCEDURE

STATEMENT OF POLICY

It is important to provide a working out-of-classification policy that is consistently applied to all three shifts, as well as one that limits excessive station reassignment.

PROCEDURE

A. SCHEDULED TIME-OFF

Scheduled time-off refers to time that, in most cases, will provide sufficient forewarning to make necessary arrangements prior to the shift in question (i.e. vacations, leaves of absence, etc.).

1. The Battalion Chief, or designee, will schedule out-of-class personnel from existing, current eligibility lists, for any applicable position, according to "ranking", which implies the highest test score and/or placement on a given promotional examination. If an existing promotional eligibility list does not have an adequate number of personnel, as determined by the Fire Chief, alternative procedures for determining eligibility to work out of class may be used.

2. Working out of classification, when utilized to approve annual leave, will not be subject to cancellation by the battalion chiefs and will immediately be noted on the shift schedule to reflect that change. A rank will be considered filled when working out of class has been scheduled. Subsequent vacancies within or below the rank that the out of class personnel was pulled from should be filled with additional working out of classification personnel if available or overtime personnel if not and not by bumping down the employee originally scheduled to work out of class.

3. Employees who have been scheduled to work out-of-class will be considered as part of that rank for the same time period worked.

B. NON-SCHEDULED TIME-OFF

Non-scheduled time-off refers to an employee's absence for a reason that **does not** provide sufficient forewarning to make necessary arrangements prior to the shift in question (i.e. sick, emergency vacation, bereavement, etc.).

1. The Battalion Chief, or designee, will upgrade a qualified, eligible person when a vacancy occurs. If two or more personnel in the station are qualified, the highest placement on the eligibility list prevails. If no qualified person is available at a given station, a qualified and eligible person from another convenient station will be selected based upon placement on the eligibility list, or the alternative selection method, if applicable.

GENERAL INFORMATION

A. Battalion Chiefs, or their designees, should make a special effort to schedule and notify qualified, eligible personnel when an out-of-class assignment is expected or known to exist. Reactive, "morning-of-the-shift" scheduling is discouraged.

B. Under no circumstances will the provisions of this policy necessitate the need for overtime. An even distribution of credentialed personnel (i.e. Driver/Operators, Paramedics, etc.) should alleviate this potential problem.

OVERTIME POLICY

STATEMENT OF POLICY

In an effort to provide a mechanism for scheduling overtime in those situations in which all other scheduling options have been exhausted, and provide personnel equal access to the opportunity for overtime, this procedure shall be uniformly applied.

GENERAL GUIDELINES

1. Employees who have not yet completed their probationary year are not entitled to overtime and their names are not yet on the overtime list. Their name(s) will be added at the end of their probationary period.

2. Battalion Chiefs (or designees) should carefully scrutinize the daily morning reports to be sure that all possible working-out-of-classification adjustments have been made prior to considering overtime.

3. Working out-of-classification is to be used as the initial mechanism for filling vacancies only when overtime can be prevented by its use. If overtime cannot be prevented by the use of working-out-of-classification, then overtime will be utilized according to the outlined procedures.

4. The overtime list is to be followed, from the top down, based on the minimum rank and qualification of the vacant position for which overtime is required.

5. The overtime list is to be used to fill the vacant position with an individual of equal rank and who possesses the necessary minimum qualifications for the vacant position.

6. Overtime will be offered to employees in 24-hour blocks, unless only a 12-hour block is available. If a 24-hour block of overtime is available the employee may accept the full 24 hours, or elect to take either the “front” (0800-2000 hours) or “back” (2000-0800 hours) block. If applicable, the remaining 12-hour blocks will be offered to the next available employee on the list.

Should an employee accept only 12-hours of overtime, they will remain available on the list for the remaining 12-hours. After accepting or rejecting the remaining 12-hour block offered, the employee will be moved to the bottom of the list.

7. Employees out of work on Worker's Compensation shall be afforded an opportunity to work overtime on their return to work, to a maximum of one year retrospective from when they return to work

8. To minimize the time necessary to secure personnel, this policy provides for a "Deletion List". Employees may notify the Battalion Chief's office prospectively, via memo or email, when they will be unavailable to work overtime thereby placing them on the deletion list. This practice will be limited to annual leave. Kelly Days will be included only if coupled with annual leave.

PROCEDURE

1. When personnel are called for overtime between the hours of 0700-0900, one of three situations will occur:

   A. The employee will accept the overtime offered (12 or 24 hours) and be marked off accordingly. If a 12-hour block is accepted, the employee will maintain availability for an additional 12-hour block.

   B. The individual will reject the overtime offered, and will be marked off for a 12-hour block.

   C. The employee was unavailable to be contacted, resulting in the loss of a 12-hour block.

2. For work hours from 0900-0700 employees must be directly contacted for the purpose of securing overtime. If the individual is not directly contacted, they will be marked off as a "No Contact', and remain on the list. In this event, the next available employee shall be contacted. Direct contact is defined as employer-to-employee communication between the Battalion Chief (or designee) requesting the overtime and the employee being notified. Movement will continue in this fashion until the overtime position(s) are filled. All notations on the overtime list will be initialed.

Employees called to work overtime after 1200 hours will have the choice of working either the remainder of the first 12-hour block (2000 hours), or the 24-hour block (0800 hours). In either event, the employee will be marked off as taking only a 12-hour block of overtime.

Pagers and answering machines are not to be used as primary (0700-0900 hours) alerting devices for overtime. If an answering machine receives the call and the employee does not pick up, the Battalion Chief is expected to leave a brief message indicating that the employee was notified. This message should include the date and time of the call. It will be considered a no contact (NC).

3. Personnel to be bypassed on any given shift include the following:

    a. Persons participating in a time exchange for any part of the overtime shift.
    b. Persons assigned to days in which the overtime conflicts with their regularly scheduled hours of duty (M-F, 0800-1700).
    c. Persons assigned to a detail for any part of the overtime shift.
    d. Persons assigned on Worker's Compensation.

4. Personnel that accept overtime but who later terminate their tour of duty for reasons such as sick, emergency or any other type of unscheduled leave will be paid only for the time actually worked and will forfeit the remainder of their assigned overtime shift (12 or 24 hours).

5. While most overtime will be initiated between 0730 and 0830 hours, there may be occasion to call in overtime during other hours throughout the shift (e.g., employee sent home due to illness or injury). In this case, only personnel who work overtime for eight (8) or more hours will be treated as though an overtime shift was worked. Personnel who work less than eight (8) hours will not be taken out of the overtime rotation, and will remain at their previous position on the overtime list.

6. If there is advance knowledge of an overtime shift, and the next person on the appropriate list will be going off-duty at the commencement of the overtime shift; it would be a courtesy to advise that person prior to the termination of his/her shift that overtime is likely. This may alleviate some of the concern that overtime calls are being missed because the employee was en route home during the time they were called.

7. If any errors are made on the overtime list, the mistakes are to be explained in the comments section by the person correcting the mistake.

8. It is the responsibility of each employee on the overtime list to provide a current primary contact number to his/her respective Battalion Chief. Employees may additionally provide a secondary contact medium, for discretionary use by the Shift Commander, when securing overtime from 0900-0700 hours.

TIME EXCHANGE

A. The TIME EXCHANGE procedure is identified in the Union Contract.

LEAVE DOCUMENTATION

Court Time

When submitting for court time compensation, employees must provide a copy of the subpoena and a court process report that can be obtained at the courthouse. Personnel required to appear in court on the morning following their respective shift will be released from duty at 2000 hours.

Fire Department Related Court or Deposition Appearances

Members subpoenaed by any court as a result of on duty related activities will be compensated per the current Union contract.

Members will receive subpoenas after they have been accepted by the department administration.

Members who directly receive a subpoena must immediately provide notice and a copy of the subpoena to the Fire Chief.

Monies obtained as a witness fee in cases where the City is compensating an employee shall be forwarded to the Administrative Officer as soon as the same is received.

Members appearing under subpoena in a court or for deposition, either on or off duty, shall appear in regulation uniform. Written request for exception to this provision may be approved by the Fire Chief for cause.

Jury Duty Summons

Personnel who are notified of selection for jury duty shall notify their Shift Commander immediately by providing a copy of the summons and forwarding it through the chain of command. During on-duty days, personnel are to report to their regularly scheduled assignment for the remainder of their shift after being released by the court. Monies received for jury duty during regularly scheduled duty days less mileage allowance, shall be forwarded to the Administrative Officer as soon as possible. Personnel required to appear in court on the morning following their respective shift will be released from duty at 2000 hours.

Bereavement Leave

When a member is eligible for bereavement leave as outlined in the labor agreement, notification shall be made via chain-of-command

1. If requested by the Fire Chief, further verification will be provided.

Procedure for Calling in for Unscheduled Leave

Employees calling in sick must do so at a minimum of 1 hour prior to the start of their scheduled duty shift. Personnel reporting an unscheduled leave (e-leave, sick, or FMLA) for duty shall contact the Dispatch Center’s administrative line at (954) 578-4759, regardless of the time of day. When reporting sick or other types of unscheduled leave, it will be necessary to leave a telephone contact number in the event the Shift Commander needs additional information from the employee. When calling in for emergency leave, be prepared to inform the Dispatcher of the nature of the emergency leave and the anticipated time you will be available for duty. The on-duty Shift Commander shall retrieve this information daily, at 0700 hours, from the Communications Center, in order to prepare for the on-coming shift. Calling in after 0700 hours may result in disciplinary action.

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PAYROLL DOCUMENTATION

1. Daily time sheets <u>must be signed</u> by all personnel on duty. Failure to sign the Daily Time Sheet may result in loss of pay for that shift.

2. Any overtime stated on the Daily Time Sheet up to and including two (2) hours must be initialed by the Station Officer or Battalion Chief.

3. Any overtime stated on the Daily Time Sheet in excess of two (2) hours must be accompanied by a completed Overtime Authorization Form.

4. Overtime Authorization Forms must be filled out for any overtime exceeding two (2) hours and must accompany all Daily Time Sheets. One Overtime Authorization Form must be filled out and signed by each individual working overtime. These forms will be available at the station or through the Battalion Chief (or designee).

5. Daily Time Sheets and Overtime Authorization Forms must be given to the on-duty Battalion Chief (or designee) who will then arrange to have them delivered to the Administrative Officer by the next morning.

   A. For shifts occurring on Friday, Saturday, or Sunday, these payroll forms are to be delivered to the Administrative Officer by 0900 hours on the following Monday.

   B. For shifts occurring on a City holiday, the payroll forms are to be delivered to the Administrative Officer by 0900 hours on the following day.

6. The Daily Time Sheet and any accompanying Overtime Authorization Forms must be completely filled out and signed or initialed (as indicated above), without exception. The Station Officers and the Battalion Chiefs are expected to insure that this is accomplished. It is the responsibility of each employee to insure that the appropriate forms are completed and signed.

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SICK LEAVE

In order to establish a guideline for appropriate sick leave use, the following policy will be in effect.

The current guidelines used for performance evaluations states that:

"*sick leave is accumulated or usage is verified as applicable/required.*"

Shift personnel earn 144 hours per year and non-shift personnel earn 96 hours per year. Personnel who use unexcused sick leave in an amount that is more than 144 hours, or who use sick leave in a way that shows a pattern of usage, for example, greater than expected sick days on Saturday/Sunday (i.e. 3 days a year) or three (3) sick days next to Kelly days, may be rated "Needs Improvement" in the annual performance evaluation category of "Punctuality/Attendance" (which rating may result in the deferment of a merit increase). Excessive use of unexcused or other misuse or abuse of sick leave may also result in disciplinary action.

Generally, the following table may be used as a guideline for assessing the use of sick leave as it relates to an individual's annual performance appraisal. Of course, supervisors must still consider tardiness and other factors when determining an appropriate rating for this category.

Rating	Unexcused Sick Hours- Shift
Excellent	0-24
Above Average	25-72
Average	73-144
Needs Improvement	145-196
Unsatisfactory	197 and above

Submission of a valid physician's note, for any sick leave even before 144 hours, will result in the sick leave usage being classified as "excused". Unexcused sick leave, at or above 144 hours, will result in the requirement that future sick leave be justified with a physician's note. Excused sick leave will not generally be considered during the performance appraisal process.

EMERGENCY ANNUAL LEAVE

In order to establish a guideline for appropriate emergency leave use, the following policy will be in effect.

The labor agreement permits the use of emergency annual leave only under the following circumstances:

> ***…"in order to care for a sick spouse, child or parent domiciled in the employee's home if no other person is able to care for such persons."***

When requesting the use of emergency annual leave, personnel must advise who (i.e. the spouse, child, or parent who is domiciled with the employee) in the household is sick and the reason that other potential caregivers are unable to provide the care. Should a caregiver other than the employee become available to take over the care-giving needs sometime during the employee's shift (as would be expected in almost all instances), the employee must advise the Battalion Chief (via the Dispatch call-in process identified in 300.11) of the time that the employee would be able to report for duty during the shift, if directed by the Battalion Chief (or designee).

Generally, the following table may be used as a guideline for assessing the use of emergency annual leave as it relates to an individual's annual performance appraisal. Of course, supervisors must still consider tardiness and other factors when determining an appropriate rating for this category.

Rating	Number of Occurrences'	Hours-Used
Excellent	0 - 2	0 - 24
Above Average	3 - 4	25 - 48
Satisfactory	5 - 8	49 - 72
Needs Improvement	> - 8	> - 72

Submission of a valid physician's note, for any emergency leave will result in emergency leave usage being classified as "excused".

MEMORIAL SERVICE

Purpose

The purpose of this procedure is to provide proper management of Department actions in the event of the death of one of our Firefighters, their immediate family member or a firefighter in the tri-county area.

Intent

To ensure that the Fire Department offers assistance and guidance to the deceased member's family by:

- Determining the family's wish as it relates to the Fire Department's assistance and/or participation in the Memorial Service.
- Identify the levels of service (Honors) available to the family for the memorial ceremony.

General Information

A. These procedures are designed to assist and guide key individuals in accomplishing task assigned to them.

B. The conditions prevailing after the tragedy will, without a doubt, require specific organizational commitments to successfully meet each of the following objectives:

1. Superior Organization and Coordination Efforts.
2. Effective Communication between all parties concerned.
3. Prevent "overload" on any one or more employees as it relates to task that must be accomplished.
4. To ensure Moral and Emotional Support are provided to the next of kin and Fire Department Personnel.
5. To meet the Request and needs as determined by the surviving Family.

C. It is most important to emphasize that Fire Department personnel involved with the coordination effort of any funeral have a clear understanding of his/her role(s).

D. The Fire Department's responsibility does not include the duties of a funeral director but does include working closely with that entity in order to accomplish shared goals that are in the best interest of the deceased member's family.

E. The three sections that should be reviewed for familiarity are:

1. Initial Funeral Preparations
2. Funeral Types and Honors
3. Responsibility and Duty Description

F. Fire Department Employees should be familiar with the procedures outlined herein.

G. In the event of a death, the Department is expected to act immediately, performing certain required tasks to assist in helping overcome the initial trauma and reducing anxiety to both the immediate family and immediate co-workers as well as to the overall Department.

H. A determination should be made regarding the level of honors funeral that the deceased should receive, i.e., line of duty or line of duty related death or non-line of duty death honors. This decision will act as an initial guide on the suggested Department type of funeral service to be offered. This also acts as a guide on how the Department and the family will interact.

I. The Fire Chief or his designee will inform personnel when to:

1. Lower the American Flag at each station to half-mast.
2. Place a one inch black band across their badge.

J. The next step recommended is to review the responsibility and duty descriptions of the following key personnel:

1. Survivor Action Officer (S.A.O.).
2. Family Liaison Officer (F.L.O.).
3. Benevolent Representative (B.R.)
4. Procession Officer (P.C.O.).
5. Honor Guard Coordinator (H.G.C.).

Preparatory Considerations

A. There are certain considerations that the Department should be aware of before the occurrence of a tragic event. The following considerations will significantly reduce the amount of confusion, anxiety, and emotional trauma that affect family friends and co-workers in the event tragedy strikes.

1. Chaplain/Clergy

   The Fire Department chaplain can serve the Department's personnel on a day-to-day need. The Department chaplain can act as an assistant or liaison to the family's choice of clergy in helping the family with various spiritual needs.

2. Personnel Information

   Complete and thorough information should be immediately made available. Information should identify the following:

   a. Complete name of employee.
   b. Next of kin.
   c. Alternate next of kin.
   d. Religion and/or church or place of worship affiliation.

3. Funeral Director

   Contact should be made with the local funeral director to introduce and explain Fire Department Funeral Protocols, i.e., Honor Guard participation in case there are any types of various needs the protocol may call for.

4. Florist

   Special floral arrangements that may be considered:

   a. Maltese Cross
   b. Fire Department Badge
   c. Fire Department Patch

   Note: Oftentimes the above design may show a cracked or broken article to signify the fire fighter's loss.

5. <u>Fire Department's Family Awareness</u>

   Every fire fighter and his or her family should be aware of the services available prior to a tragedy striking.

   Having this type of relationship with the family can certainly reduce some of the initial anxiety experienced during this tragic time.

<u>Responsibility of Notification</u>

A. Prompt and judicious notification of the next of kin is of extreme importance in the case of line of duty death.

B. Notification to the next of kin should always be made prior to the release of <u>any</u> information to the news media regarding the death of a fire fighter.

C. Notification shall be made by the Fire Chief or his designee (in person whenever possible).

   Note: Official notification serves to assure the next of kin a valid, knowledgeable source is providing them information regarding circumstances surrounding the death of their loved one.

D. The notification officer should always be prepared to assist the next of kin with the immediate emotional trauma associated with the notification. A friend, co-worker, friend of the family or a clergy member (Department chaplain) may be of assistance.

E. The person making the notification shall:

   1. Familiarize themselves with the circumstances of the death and the personal data concerning the deceased before making the notification.

   2. Determine:

      a. If the family has a particular person, specifically a close family friend and Department member, to act as Family Liaison Officer.

b. At what level the family would like the Fire Department to participate and/or assist in the Memorial Service.

3. Once the notification has been made the Fire Chief or his designee will authorize an official announcement be released to the news media.

Duty Descriptions of Key Personnel

A. Survivor Action Officer

1. The Fire Chief will assume the position of Survivor Action Officer or appoint someone to act as his representative in providing liaison with the next of kin.

2. The Survivor Action Officer is a direct representative of the Fire Chief and should receive the full cooperation of the entire Fire Department.

3. The Survivor Action Officer is responsible for the management of several important activities. His principal concern is the ongoing welfare of the next of kin.

4. He will render whatever assistance is necessary in settling the personal affairs of the deceased member's family through the crisis.

5. The Survivor Action Officer coordinates the activities of a number of "key" personnel assigned to handle specific aspects of the funeral arrangements and to assist the surviving family. Some of the "Key" Personnel include:

a. Family Liaison Officer: 24-hour notification for surviving family, information source, and logistical contact.
b. Procession Officer: Arranges and directs the funeral procession.
c. Ceremonial Service Officer: (Honor Guard coordinator or designee)

6. Additional duties of the Survivor Action Officer include:

a. Assure next of kin notification has occurred.

b. Assure Department notification of death has been completed.
c. Ensure appropriate press release is made to media from the Public Information Officer.
d. Arrange to have flags lowered to half-mast (where appropriate) and bunting placed on station(s).
e. Notify police department.
f. Notify other local city fire departments.
g. Personally collect all of the deceased's personal items from the station and forward same to the Family Liaison Officer.
h. Conduct a coordination meeting with key personnel as soon as possible (Family Liaison Officer, Procession Officer, and Ceremonial Service Officer/Honor Guard Coordinator).
i. Ensure that the Public Relations Bureau (PIO) remain the key contact persons for outside agencies, news media, and other departments in relation to the death and subsequent ceremony.
j. Call the final key personnel coordinators meeting together, and establish what the family would like to have in relation to the type of Fire Department services that are available.
k. Establish timetables.
l. Identify times and places for group gatherings in accordance with ceremonies.
m. Provide key personnel and agencies with the schedule of events and any special instructions.
n. Contact other support agencies to coordinate their assistance with key personnel:
   (1) Honor Guards (as available)
   (2) Honorary Pallbearers

B. Family Liaison Officer

1. Should respond to the deceased's residence and provide reassurance and support to the family during or after formal notification is made by the Fire Chief or his designee.

2. Must be prepared to discuss all parameters of the funeral process and its ceremonies, and counsel the family in its decisions.

3. Must be in constant communication with the Survivor Action Officer, relaying the information as to the family's request and level of involvement in the funeral process.

4. The family will determine if they wish to use immediate family members as pallbearers, and the Family Liaison Officer can assist if the family wishes to use deceased member's co-workers or other members of the Department as pallbearers.

5. Must assist the family in determining:

   a. Will the deceased be in uniform?
   b. Obtain all articles of clothing that the deceased will wear (except shoes) and deliver them to the funeral director or officer.
   c. Obtain a recent photograph of deceased for funeral director (Personnel File or family may have a photo).
   d. Deliver background information on deceased to individual delivering funeral eulogy.
   e. Determine what ceremonies will take place at the cemetery.

      (1) Type of Honor Guard Presentation
      (2) Band (bagpipe, bugle ensemble)
      (3) Readings
      (4) Eulogy and who will deliver it (clergy or Fire Chief)
      (5) Firing Squad (if veteran)
      (6) Taps
      (7) Last Alarm 3 bells (line of duty death or death directly related to injuries suffered as a result of line of duty)
      (8) Will a pumper be used to carry the coffin (Line of duty death only), or will a conventional hearse be used instead?
      (9) Will a pumper or ladder truck be used as a flower car?
      (10) Will personnel walk alongside the vehicle used to carry the coffin?
      (11) Identify and determine any other special considerations on behalf of the family: special request, etc.
      (12) Maintain 24-hour contact with family for their assistance and the same contact with the Survivor Action Officer.

f. The Family Liaison Officer may assist and/or provide direction for the Family as they begin to deal with the following items:

(1) Autopsy reports, birth certificates, marriage certificates, beneficiary documents, VA or military records.
(2) All Fire Department benefit entitlement.

C. Benevolent Representative

1. This person must work closely with the Family Liaison Officer in:

a. Notifying and coordinating all activity with organizations that should or could provide benefits to the deceased and family.
b. Coordination of activities with volunteers to assist the bereaved family (food, lodging, etc).
c. Assist the Family Liaison Officer with any immediate financial assistance that may be needed.

2. The Benevolent Representative should also be familiar with and obtain the necessary forms from organizations that must be completed by the bereaved family.

a. Credit Union
b. City Of Sunrise
c. Fire Fighter's Pension Fund
d. Pay Roll Check
e. Life Insurance Plan
f. Workers Compensation
g. Fire Fighter's Union Life Insurance Plan
h. State Of Florida Fire Fighter's Death Benefit Act (if applicable).

D. Procession Officer

1. The Procession Officer has the primary responsibility of coordinating the funeral procession from the funeral home to the church and then finally to the cemetery. The following duties fall within his responsibility:

a. Attend the coordination meeting and determine the following:

(1) Name of funeral home.
(2) Name of church.
(3) Name of cemetery.
(4) Tentative time schedule.
(5) Will procession involve walking?

c. The Procession Officer should then develop a simple, systematic scheme for staging and coordinating vehicles at each location.

He should determine any special considerations the procession may involve by contacting the Family Liaison Officer. These include:

(1) Will the procession drive past the deceased's home, fire station or other significant landmark?
(2) Will a special line up of equipment be needed at any point in the procession?
(3) Will crossed aerial equipment be used over the cemetery entrance for funeral units to proceed under?
(4) Coordinate the vehicle staging at the church and cemetery with the appropriate key people.

c. Upon completion of the above and any other details necessary for accomplishing the task, the Procession Officer may need to contact the local police department if the funeral home has not already made these arrangements.

(1) Determine a route.
(2) Determine appropriate traffic control.
(3) Request local police department to coordinate efforts with other police departments along the procession route.
(4) Develop maps indicating the route and any other specific instructions. These maps should be made available at the funeral home prior to the beginning of the service.

Note: The protocol for aligning the proper sequence of vehicles in a procession is basically as follows from first to last:

(a) Police escort
(b) Vehicle transporting the flowers
(c) Hearse/pumper caisson
(d) Immediate family limousines or cars
(e) Pall bearers and honor guard.
(f) Fire Chief's vehicle.
(g) Dept. Apparatus and visiting units
(h) Staff and Department vehicles.
(i) Municipal Officials and Administrators (Mayor, City Manager, Commissioners).
(j) Other municipal vehicles.
(k) Friends of family - private vehicles.
(l) Rear - Police or Fire vehicle (all lead and rear vehicles must be equipped with lights and sirens). Note: With extremely large funerals, it may be advisable to form the vehicles two abreast while moving.

(5) Depending on the level of "Honors" provided, the Procession Officer has the responsibility of contacting other Fire Departments to determine the number of apparatus and vehicles that will be provided for the procession.

(6) Once the above has been established, the Procession Officer must assure the following items are taken care of in relation to the Fire Department vehicles.

(a) Apparatus cleaned and hose bed stripped if there is not a vehicle available without hose.
(b) Bunting placed on the apparatus to be used.
(c) Hose bed adapted to easily facilitate casket placement and removal (a casket mount system cab be located Metro Dade Fire Rescue).

E. Honor Guard Coordinator

1. Is primarily responsible for the coordination and preparation of the events when the procession vehicles are stopped and people exit the vehicles.

2. Is responsible for being the liaison with the cemetery staff.

3. Additional duties include:

a. That he attends the coordination meetings and determines from the Survivor Action Officer and Family Liaison Officer the following information:

(1) What type of interment will be used?
(a) Burial
(b) Crypt
(c) Cremation

(2) Does family wish to have:

(a) Taps Played
(b) Firing Squad (when appropriate)
(c) Last Alarm 3 Bells (line of duty death only)

b. Upon receiving the above information the Honor Guard Coordinator should be responsible for:

(1) Scheduling and coordinating the sequence of events with the Survivor Action Officer.

(2) The development of the formation of personnel and issuing of orders as appropriate and consistent with Military Standards (see section on Military Standards).

Uniform and Dress

A. Fire Fighters shall wear the dress uniform, which includes white long sleeve shirt and pants pressed, shoes shined and tie with gold or silver tie clip.

Note: Off duty personnel are encouraged to wear the Department Dress Uniform out of respect for the family and the fallen Fire Fighter(s).

B. Pallbearers, Ushers and Honor Guard

1. Shall wear the Department dress uniform with shirt and pants pressed, shoes shined and belt buckles polished.

2. In addition, the above personnel will wear white gloves, hat and tie.

Level of Honors Provided

A. Death "In the Line of Duty"

Any Department Fire Fighter who dies at the scene of a call or succumbs later to injuries that were sustained related to an alarm may receive the following honors:

1. One Engine - casket in the bed if requested

2. As many apparatus, rescue units, staff vehicles possible within the Department.

3. Invitation to other Departments to provide apparatus and equipment for the procession.

4. Drive by assigned station.

5. Bunker gear (helmet, coat and pants) placed in line up of personnel at assigned station.

6. Minimum of six Pallbearers (can be additional Honorary Members).

7. Minimum of five Honor Guard Members posted at 15-minute intervals, two at the casket, two at the door and one at the register.

8. Honor Guard Procession and Flag Folding Ceremony (Seven Honor Guard Members)

9. Crossed Ladders

10. Fire Fighter's Last Alarm

11. Family will be presented with the American Flag and Medal of Valor from the Fire Chief or his designee.

B. Death "On Duty"

Any Department Fire Fighter who dies "On Duty" but not related to an alarm may receive the following Honors:

1. One Engine (casket located in hearse)

2. As many apparatus, rescue units, staff vehicles possible within the Department.

3. Invitation to other Departments to provide apparatus and equipment for the procession.

4. Minimum of six Pallbearers (can be additional Honorary Members).

5. Minimum of five Honor Guard Members posted at 15-minute intervals, two at the casket, two at the door and one at the register.

6. Honor Guard Procession and Flag Folding Ceremony (Seven Honor Guard Members)

7. Family will be presented with the American Flag by the Fire Chief or his designee.

C. Death "Off Duty"

Any Department Fire Fighter who dies "Off Duty" (from injuries not related to an alarm), may receive the following honors:

1. One Engine (casket located in hearse)

2. As many apparatus, rescue units, staff vehicles possible within the Department.

3. Minimum of six Pallbearers (can be additional Honorary Members).

4. Minimum of five Honor Guard Members posted at 15-minute intervals, two at the casket, two at the door and one at the register.

5. Family will be presented with the American Flag by the Fire Chief or his designee.

D. Death of a "Retired Fire Fighter"

Any Fire Fighter who is retired from the Fire Department and whose funeral service will be held in either Dade, Broward or Palm Beach County may receive the following Honors:

1. As many Department Staff Vehicles as possible.

2. Minimum of three Honor Guard Members posted at 15-minute intervals, two at the casket and one at the register.

3. Flag Folding Ceremony (Four Honor Guard Members)

If possible have 1 to 2 Honor Guard Members posted at the front door.

E. Death of a “Firefighter’s immediate family member”

Any retired or active Firefighter’s immediate family member from the Fire Department and whose funeral service will be held in either Dade, Broward or Palm Beach County may receive the following Honors:

Honor Guard Members posted at the front door. (Time intervals depend on number of Honor Guard Members).

F. Death of a Firefighter in the Tri-County area:

1. Make one spare apparatus or support unit available depending on circumstances of death with Union Representatives on unit.

STATION FLAGS

POLICY

It is the policy of Sunrise Fire-Rescue Department to maintain and display flags from all of its facilities. This policy will establish Departmental procedures for the maintenance and display of various flags from the fire stations. This document will also provide a guideline as to how the flags will be displayed and the specific days in which the flag should be flown at half-staff in accordance with National observations.

FLAG MAINTENANCE

Flags will be lowered and inspected annually or sooner if visible damage is noted. In the event a flag has become damaged, it will be lowered, folded, and forwarded to the Logistics Division. A request for a replacement flag shall also be submitted.

GENERAL DISPLAY

When displaying the flags at Stations with only one flag pole (i.e. Stations 72 and 92), the United States flag shall be flown at the top of the halyard, followed by the department flag. *(See photos 1.1 &1.2)*

photo *1.1*

photo 1.2

When displaying the flags at Stations with three flag poles (i.e. Stations 39 and 59), the United States flag shall always be flown from the staff furthest to the viewer's left, with the department flag flown under it. The Florida State flag will then be flown from the staff directly to the right of the United States flag, followed by the City flag, which will be flown from the staff directly to the right of the State flag. *(See photos 1.3 & 1.4)*

photo 1.3

photo 1.4

When displaying the flags at Station 83, the United States flag shall always be flown from the staff furthest to the viewer's left. The Florida State flag will then be flown from the staff directly to the right of the United States flag, followed by the City flag, which will be flown from the staff directly to the right of the State flag. The Department flag will be flown from the last staff on the viewer's right. *(See photo 1.5)*

photo 1.5

HALF-STAFF DISPLAY

Flags will be flown at half-staff under the following circumstances.

A. On National Fallen Firefighters Memorial day, the first Sunday in October, all flags will be flown at half staff from 0800 until 0800 the following day.

B. On Memorial Day, the last Monday in May, all flags will be flown at half-staff from 0800 to 1200 hrs.

C. On May 15th, Peace Officers Memorial day, all flags will be flown at half-staff from 0800 until 0800 the following day, unless that day falls on Armed Forces Day *(the 3rd Saturday in May)*. If both of these holidays fall on the same day, all flags will be flown at their peak.

D. Upon the death of great individuals, or current or former government officials, the President can direct flags to be flown at half-staff “as a mark of respect to their memory”.

   1. Flags will be flown at half-staff for a period of 30 days from the death of the president or former president.

   2. Ten days from the death of the Vice president, the sitting or former Supreme Court Chief Justice, or the Speaker of the House of Representatives

   3. From the day of death to the day of Internment of an Associate Justice of the Supreme Court, the Secretary of an Executive or Military Department, a former Vice President, or the Governor of a state, territory, or possession of the U.S.

   4. On the day of death and the following day for a member of Congress.

E. All flags will be flown at half-staff by order of the Fire Chief or Chief’s designee.

HALF-STAFF/LOWERING/RAISING PROCEDURE

A. When the United States flag is being raised or lowered, personnel present will form a single row facing the flag, stand at attention, and render a military salute.

B. Personnel raising the flag will attach the flag to the halyard and briskly raise it to the top of the flag pole.

C. The United States flag is raised first and lowered last.

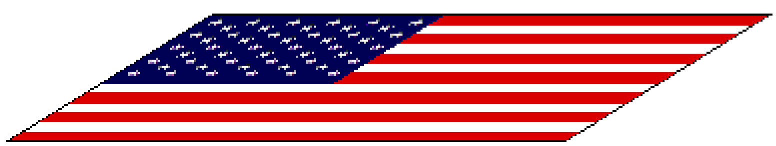
D. Personnel lowering the flag will do so slowly and ceremoniously until the flag is lowered to the mid-way point of the flagpole for a half-staff presentation, or completely for removal and folding.

E. If a half-staff presentation is ordered, the flags will be lowered in order, from the viewer's right to left. The United States flag will be the last to be lowered to the half-staff position.

FLAG FOLDING

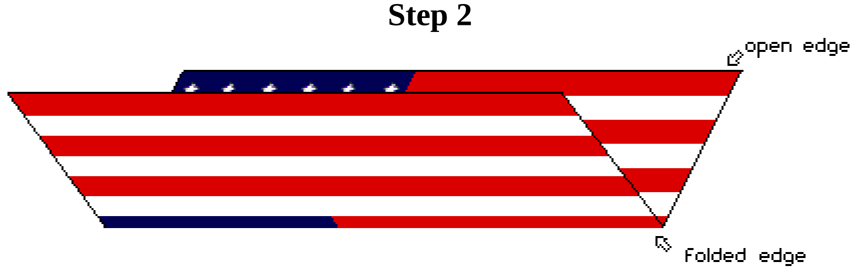
This flag fold is reserved for the United States Flag alone.

Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

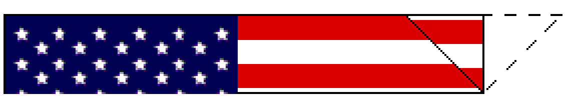
Step 3

Fold the flag **again** lengthwise with the blue field on the **outside**.

Step 4

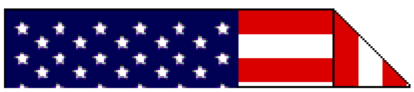
Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

Step 5



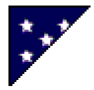
Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.

<u>Florida Fallen Firefighters Memorial Flag</u>

The Florida Fallen Firefighters Memorial Flag will be displayed by order of the Chief or Chief's designee. When ordered, the memorial flag will be flown in place of the department flag until interment.

It is the station commander's responsibility to see that these guidelines are followed.

RECOGNITION PROGRAM

It is the intent of the Fire Chief and his staff to recognize any person, whether a Sunrise Fire-Rescue Department member, other City department member, civilian, or group that has gone beyond what is normally expected.

With this in mind, the Department has established the following guidelines to create a method of recognizing those involved in extraordinary events.

- Establish an Awards Review Board responsible for reviewing commendations and recommending award citations to members of this department, citizens, agencies, or groups performing acts or services commendatory in nature.

- Evaluation and classification of the different types of awards to be presented for each degree of commendatory acts or service.

- Establish a procedure for award distribution.

- The Awards Review Board shall meet quarterly to review all recommendations for awards. The chairperson may call for additional meetings as the need arises.

- The Awards Review Board shall consist of the following members:

    1. (1) Staff representative.
    2. (1) Shift representative.
    3. One member selected by the Fire Chief.

- All recommendations are to be submitted to the review board. Officers throughout the chain of command are encouraged to include further recommendations and/or comments on the memo form.

- Upon recommendation of an award, the Board shall forward to the Fire Chief for approval. A letter of commendation should be presented as soon as practical. Certificates and ribbons shall be presented at the annual awards presentation ceremony.

All members of this department are encouraged to submit recommendations for awards. It shall be their duty to do so whenever they believe that a Sunrise Fire-Rescue Department member, other City department member, citizen, or group performed acts that deserve recognition by our department.

It is the duty of all officers to submit requests for awards for members of their command who have performed acts, which may merit consideration by the department.

All acknowledgments and requests for awards must be forwarded properly and all departmental or public recognition must be provided with the express knowledge of the Fire Chief.

COMMENDATIONS AND GUIDELINES

1. THE MALTESE CROSS

To be awarded posthumously to a SFRD member who loses his/her life in the performance of his/her duties under honorable circumstances.

2. MEDAL OF HONOR

To be awarded to a SFRD member who voluntarily distinguished him/herself by extraordinary heroism.

The act must be in excess of normal demands and of such a nature that a firefighter was fully aware of the imminent threat to his/her personal safety and acted above and beyond the call of duty at the risk of his/her own life.

3. MERITORIOUS SERVICE AWARD

To be awarded to a SFRD member for outstanding performance of a difficult task involving personal risk to the firefighter's safety when, because of the firefighter's actions, a serious injury or loss of life was prevented.

May also be awarded for other outstanding actions of a nature, which brings unusual credit to the department and its members.

4. DISTINGUISHED SERVICE AWARD

To be awarded to a SFRD member for outstanding performance of duty under unusual or difficult conditions. The actions must involve the protection of life or property, unusual thoughtfulness, conscientiousness, and initiative but not limiting exposure to physical danger.

Or, to member(s) of another fire department for excellent assistance earned while aiding, assisting, or working with members of the Sunrise Fire-Rescue Department.

5. UNIT CITATION/FIREFIGHTER CITATION

To be awarded to a unit (company/station) or individual for performance as an efficient and valuable unit/firefighter to the department either in outstanding performance or general duties over extended periods of time, or for specific tasks.

6. FIREFIGHTER OF THE YEAR

To be awarded, at the discretion of the Fire Chief, to a SFRD member who has obtained a medal of honor, meritorious award, distinguished service award or a unit/FF citation. This will be issued on an annual basis as an award presentation.

7. CIVILIAN CITATION

May be awarded to civilians whose actions result in meritorious action such as life saving or assistance to a firefighter with disregard for the recipient's life or safety.

COMMENDATION AWARDS

1. MALTESE CROSS -- Medal and framed certificate.

2. MEDAL OF HONOR -- Medal with framed certificate.

4. MERITORIOUS SERVICE AWARD-- Ribbon (red/white/blue).

5. DISTINGUISHED SERVICE AWARD -- Ribbon (red/white).

6. UNIT CITATION/FIREFIGHTER CITATION-- Certificate.

7. FIREFIGHTER OF THE YEAR – Certificate, plaque and ribbon

9. CIVILIAN CITATION -- Certificate.

CORRECTIVE ACTION/DISCIPLINARYPROCESS

BACKGROUND

The Sunrise Fire-Rescue Department will use progressive corrective action in order to create a willingness to conform to departmental standards and instill the dedication and perseverance expected of all personnel.

Progressive corrective action process will be utilized for dealing with job-related behavior/performance that does not meet expected outcomes. The primary purpose for corrective action is to assist the employee in understanding that either a performance problem or an opportunity for improvement exists. The process features increasingly formal efforts to address the problem or opportunity at hand. When appropriately applied, the progressive corrective action process can actually be a positive action, not a negative one. It should build employee confidence and ability.

POLICY

The Sunrise Fire-Rescue Department is committed to providing services that are fair, effective, and impartially applied. Fire-Rescue Department members are subject to the highest standards of conduct and will respect the rights of all other members and citizens. The ultimate objective of every member will be the voluntary compliance with department standards in addition to the moral obligation to perform their duties to the best of their ability. Any department member who does not adhere to these standards of conduct, either through deliberate action or negligence, will be subject to corrective action.

The Fire-Rescue Department will accept and investigate complaints of employee misconduct from any citizen, public official or another member.

COMPLIANCE

All Fire-Rescue Department personnel are responsible for complying with all Departmental directives, including, but not limited to, **City Ordinances, OPM's, Administrative Bulletins**, **General Orders, and Departmental Operating Protocols.** Supervisory personnel are responsible for the enforcement of all departmental directives. Violations of these directives by **any** department member may result in corrective action.

This policy establishes procedures for the implementation of the Corrective Action Process. There are three steps in the Corrective Action Process; Coaching, Counseling, Formal Administrative Process.

Each incident will be handled on an individual basis and all extenuating circumstances will be taken into consideration. Infractions or problems should generally be resolved, if possible, at the lowest level possible in the chain of command through the Corrective Action Process.

Corrective Action Process – (Informal Process)
The corrective action process is used during employees' annual evaluation or when a deficiency or opportunity for improvement exists to help resolve day-to-day issues, attitude/behavior issues, and under performance. Coaching should be the primary method to focus on corrective modification. However, some situations may require a plan to guide the employee and supervisor through a more structured process, the Counseling Process.

Coaching: (Process between subordinate and supervisor)

Coaching is a measure taken by a supervisor when necessary to improve or modify an employee's performance. Coaching is not considered disciplinary action. This should be the daily interaction between the subordinate and the supervisor to correct or modify a behavior.

Coaching is the foundation of training. Coaching itself can be progressive, one or more interactions between subordinate and supervisor may resolve or modify the behavior. Repeated coaching lends itself to be understood that more or additional training and or effort is needed, therefore making it progressive. Coaching that requires additional effort should be documented in the FRMS as training.

Counseling: (Process between subordinate and supervisor, along with Battalion Chief)

Coaching should be the focus of behavior modification. However, some situations may require a written plan to better guide the employee and supervisor through a more structured process. This type of informal processes is counseling. Like coaching counseling is not considered discipline. It is merely a progressive process that is grounded in a written plan.

To establish a written plan all parties will meet together to create a written plan. A written plan will have several components: Statement of the problem or issue that needs modification; what actions need to be modified or changed to be successful; and a timeline.

1) Statement of the problem, all parties should agree on the most concise and actual issue to the point.

2) List actions are needed to modify/change behavior or performance to be successful. *What are we going to do to fix it*? These statements are written in the positive. The parties will develop tasks with successful completion points.

3) A timeline needs to be established. Timelines tend to keep processes on track. Employees and supervisors need to know there is an end. Timelines are a decided by all parties, and rarely exceed beyond 90 days.

Counseling reports shall provide a complete and accurate account of the written plan. The report should include any supporting documentation known (training records). The counseling report will be signed by the officer and Battalion Chief presenting the report to the individual. All reports will become official fire department record.

Failure to achieve the specific actions identified within the agreed upon timeline may lead to the Formal Administrative Process.

<u>Immediate Action</u>

An employee may be immediately restricted from duty if, in the opinion of the Battalion Chief, the employee is physically or mentally impaired, or the safety and well-being of on-duty personnel or the public is jeopardized to the point that the primary mission of the Fire-Rescue Department could become compromised by the actions of the impaired member. Restricted from duty, means that the individual employee is removed from their vehicle assignment and temporarily assigned to non-operational duties. The Fire Chief, or in his absence, the Deputy Fire Chief or designee, will be notified of this situation immediately. The Fire Chief, or designee, will make an appropriate determination as to the status of the employee. The removal from duty status of a member of the Department, by the

Battalion Chief, will require that a comprehensive report of the incident be forwarded to the Fire Chief from the Battalion Chief as soon as reasonably possible

FORMAL ADMINISTRATIVE PROCESS:

The formal process will adhere to the F.S. 112.80, known as the "Firefighter Bill of Rights".

There are three step to the formal process; Informal inquiry *"Fact Finding"*, Formal investigation, Administrative proceeding "pre-determination".

Weingarten Rights

Employees have *Weingarten* rights only during investigatory interviews. An investigatory interview occurs when a supervisor questions an employee to obtain information which could be used as a basis for discipline or asks an employee to defend his or her conduct.

If an employee has a reasonable belief that discipline or other adverse consequences may result from what he or she says, the employee has the right to request union representation. Management is not required to inform the employee of his/her *Weingarten* rights; it is the employees' responsibility to know and request.

When the employee makes the request for a union representative to be present management has two options:

(1) Stop questioning until the representative arrives.
(2) Call off the interview

"Informal inquiry" means a meeting by the Fire Chief or designee with a firefighter about whom an allegation of misconduct has come to the attention, the purpose of which meeting is to mediate a complaint or discuss the facts to determine whether a formal investigation should be commenced. Not all insistences require an *Informal Inquiry*. This is merely a brief discussion to determine if a *Formal Investigation* is needed. Weingarten Rights apply.

Results from the *Informal Inquiry* will either recommend the item return to the process, or proceed to a *Formal Investigation.*

“Formal investigation” means the process of investigation ordered by Fire Chief or designee, for the purpose of gathering evidence of misconduct. Weingarten Rights apply.

Results from the *Formal Investigation* will either determine if there is insufficient evidence to charge the employee, or in fact charges are recommended. If charges are recommended, the item will proceed to the *Administrative proceeding.* These proceeding will be conducted by Fire Chief or designee. Notes from the meeting will be provided to the employee, unless declined or waived.

“Administrative proceeding” means any non-judicial hearing which may result in the recommendation, approval or order of disciplinary action including suspension or discharge of a firefighter. These proceeding will be conducted by the Fire Chief. As a result of the Administrative Proceed, the fire chief will issue a “Discharge of Discipline to the employee.

<u>Discharge of Discipline</u>
The Discharge of discipline is based on severity, frequency and in general progressive in nature. In most case, Verbal reprimand, written reprimand and suspension, demotion and termination will be considered. All discipline will be consistent with City Ordinance Article I, Section 10.2.

<u>Medical/patient issues</u>
Since medicine is the applied practice of science, it is necessary to conduct quality review that involves HIPPA protected PHI and the need to review and discuss with personnel to improve quality. Therefore, quality assurance reviews of medical/patient issues are handled in compliance with F.S. 401.425. Should the medical review process determine on cursory review the item can go through an Informal Process, that process will be handled the same. If the event requires a Formal Process, the quality review will stop and item will be forwarded to Formal Process review. Information gathered from the quality review will not be part of the formal process.

LATENESS/AWOL

In an effort to maintain adequate staffing and reduce unnecessary overtime situations, occurrences of Lateness/AWOL will result in the following immediate action to be taken by the Shift Commander. This policy should assist in allowing employees the opportunity to explain their behavior before any possible disciplinary action is taken. Lateness as defined in OPM 300.11 (Leave Documentation, Procedure for Calling in Unscheduled Leave) and AWOL as defined in OPM 300.05 (Rules of Conduct, Reporting for Duty).

All documentation will be forwarded to the Operations Division Chief (or designee) for investigation and processing.

1. Interim coverage for the AWOL employee must be assured.
2. An attempt will be made to locate the individual employee and determine the reason for their AWOL.
3. If possible, the employee will be directed to report for duty immediately.
4. Appropriate paperwork documenting the AWOL will be prepared and will note the time the employee arrived for duty.
5. Should contact and/or reporting to duty not be possible, appropriate coverage will be maintained as per the existing policy.

APPARATUS MAINTENANCE PROCEDURES

Maintenance of Department Vehicles

Daily Check-out of Emergency Apparatus

Each of the various types of emergency apparatus has a specific daily checkout sheet. This form must be completed each shift for all vehicles. The Hazardous Materials/Special Operations truck, however, in addition to a daily mechanical checkout, has a checklist which spans an entire week. A part of this checklist is assigned to each day of the week and must be completed accordingly by the Haz Mat/Special Ops personnel on duty at the station. The Dive-Rescue vehicle, in addition to a daily mechanical checkout, shall have its equipment checkout sheet completed every Saturday.

Completed checkout sheets should be reviewed by the Station Lieutenant for items which require immediate attention such as safety items, severe leaks of air or fluids, no headlights, etc. The Logistics Officer and/or City Garage should be contacted for situations requiring immediate attention. Completed checkout sheets should then be routed to the Logistics Officers with the exception of the Haz Mat Check-Out, which is forwarded to the Haz Mat Coordinator and the Dive Check-Out, which is forwarded to the Dive Team Coordinator.

Fire Pump Check-Out

Any and all in-service apparatus equipped with a fire pump shall have the pump operated during the daily checkout procedure. The pump pressure shall be raised to approximately 150 PSI (the primer operated), and the relief valve/pressure governor tested for operability daily. Oil-less primers operated 3 to 5 minutes. Oil primers 30 – 60 seconds.

Aerial Device Check-Out

Any and all SFRD in-service apparatus equipped with an aerial ladder/device shall be operated daily during the checkout procedure. The ladder shall be raised, extended and rotated. Hydraulic reservoir levels shall be checked visually.

Generator/HRT Power Packs

Any and all SFRD in-service apparatus equipped with on-board generators, portable generators, and hydraulic rescue tool (HRT) power packs, shall have each started and operated daily, and where applicable, fuel levels checked. Let run 3-5 minutes. All saws should be started and run, fluids checked.

Fuel Levels

The fuel levels in all SFRD vehicles shall be maintained at the 3/4 level or more at all times.

The fuel levels in all SFRD gas-powered tools, generators, power packs, etc. shall be full when stored on the apparatus.

Staff Vehicles

Any and all vehicles assigned to staff members, inspectors or other members assigned to days, shall be checked on a regular basis for proper fluid levels, proper tire inflation and proper operation of all lights, windshield wipers, horns, emergency warning systems, and tread wear.

Additionally, operators of Staff vehicles are responsible for ensuring that the vehicle is kept clean - inside and out.

Apparatus Field Days

Field days, during which the various apparatus of SFRD shall be cleaned and maintained in greater detail, will be scheduled for each Sunday morning. Engines, rescues and aerial ladders shall have two alternating schedules of maintenance that are predetermined and routinely assigned on the Monthly Activity Schedule. The Haz Mat and Dive truck shall have separate schedules.

These maintenance schedules and the objectives to be accomplished are as follows:

SCHEDULE A

Engine, Ladder and Rescues

- Sweep out all compartments

- o Wipe all hand tools
- o Lubricate compartment door locks and latches (WD40 or equivalent)
- o Check and lubricate fire extinguisher brackets
- o Wipe down dashboard and all cab interior surfaces*
- o Sweep cab floors
- o Wash unit
- o Armoral tires

*Do Not Armoral steering wheel, seats, brake or accelerator

- o Wash and wax entire unit

SCHEDULE B

Engine and Ladder

- o Connect pump to hydrant
- o All PIRV valves or intake stortz connections will be removed, screens behind these appliances will be removed, plumbing inside scraped with spanner wrench and wire brush, particles removed and not allowed to travel inside pump
- o Pump water through discharges
- o At least one gate should have a nozzle attached and flowed to 150 PSI
- o Back flush pump
- o Operate relief valve
- o Lubricate discharge handles and drains where necessary with white lithium or grease gun
- o Lubricate front suction butterfly of applicable wye
- o Check deluge gun(s) for operability and ease of motion, lubricate with WD40 as necessary
- o Check and lubricate deluge hold-down clamps
- o Check deluge gauge for readability
- o Check and lubricate with WD40, where necessary, all ladder and hard suction bracket clamps
- o Check ladder halyard for fraying, etc.

Aerial Ladder Device

- o Check aerial ladder for crack in structural members and welds
- o Check cables for wear and tear, tension, etc.
- o Check Nylatron blocks for wear and tear; lubricate per Driver's manual
- o Flow water through water-way; lubricate water-way and ladder as necessary per E-One manual
- o Check emergency power switch

- o Check override switches
- o Lubricate outriggers as necessary per Driver/Operator manual
- o Rotate and extend aerial

Rescue

- o Spray a mild degreasing solution onto the A/C intake fans located under vehicle on the step side (358, 359, 360, 362, 373, 374 & 375)
- o Rinse with hose once solutions have been allowed to work for 5 minutes
- o Wipe counter top, cabinet doors, etc. with disinfectant (Virahol)
- o Mop interior floor with light bleach (1:100) solution
- o Wipe down Lifepak casing with Virahol
- o Med Box - clean all trays and outside
- o Clean all suction units
- o Wipe down and disinfect all backboards

In an effort to enhance existing procedures dealing with vehicle repairs, the following revised procedure shall take effect.

1. Three-part Vehicle Repair Form(s) will be utilized when requesting repairs to vehicles. This form <u>must be completed with sufficient detail</u> to allow repair/requests to be effectively provided in a timely manner.

   A. The front (white) copy and the attached middle (yellow) copy will be placed on the provided binder and <u>kept in each vehicle</u>. The middle (yellow) copy will eventually become a record for the city garage and will be removed upon completion of repairs.

      The back (pink) copy will be forwarded through proper channels to the Logistics Division.

2. All completed Vehicle Repair Forms shall be faxed to the city garage (954-749-4078) and Sunrise Fire Rescue Logistics (954-746-3455) immediately upon completion. This will allow all orders for work to be closely monitored and coordinated between the departments.

   This procedure will reduce delay from the time that repairs become needed until the city garage receives this information. All pertinent information will be immediately placed in the unit binder and will be available to the mechanics as soon as the vehicle arrives at the garage.

Binders should be left on the driver's seat upon entry into First Vehicle Services **and** upon exit from First Vehicle Services.

As repairs are made, the mechanics will check off all items repaired thus allowing Fire Department personnel to confirm and verify that appropriate repairs were completed. It is imperative that Fire Department personnel receiving the repaired vehicle take the time to confirm that repairs were made. At this point in the process, the white copy will be available in the vehicle binder and can serve as a reference of which repairs were made. Once all repairs from a vehicle repair form are completed, the white copy can be sent to Logistics to insure continuity of paperwork.

All vehicles taken to the City garage for repair will be taken to the City Garage compound. Vehicles requiring repair should not be left outside the compound regardless of the time of day. All vehicle keys should be given directly to an attendant in the garage office or, placed in the garage office "drop box".

4. There are at times, situations dictating that units report to the City garage for immediate repairs without going "out of service". These may include safety repairs and "quick fixes". During such occurrences it is imperative that unit personnel report to the city garage supervisor on duty. Under no circumstances are fire department personnel to request repairs/consultation from mechanic personnel in the repair yard.

5. Once repairs are completed, the Fire-Rescue Department will be contacted. At this point, the vehicle is ready for service.

6. All requests for repair must be properly documented, in sufficient detail, in order to facilitate immediate repair.

Station Duties

At no time shall any person make alterations or modifications to any fire station, fire department vehicle or fire department equipment without the written permission of the Fire Chief, or designee. Such prohibited activities may include, but are not limited to, running telephone and cable lines, hanging of pictures, artwork, etc. and the drilling, cutting or breaching of any structural or electrical component. This policy obviously includes computer programs, computer bulletin board access/online services or any modification unless operationally necessary and approved.

Any request for modification, etc. shall be submitted, in writing, to the Fire Chief for approval. Upon approval, specific directives, supplies or logistical arrangements will be supplied to insure proper completion of the project. Absolutely no work is to be initiated prior to written approval. Also, all personnel are reminded that department equipment is for official use only.

Maintenance of Fire Rescue Facilities

In addition to the daily upkeep and cleaning that commonly occurs, the station shall be divided into specific areas, along with corresponding days each week. On the designated days, these areas will be thoroughly cleaned. Extra time should be spent to perform functions that are not completed on a daily basis. Such activities may include extensive cleaning of windows, bays, patios, walkways and the exterior, as well as other items that may arise. The Department will not utilize shift/non-shift employees for maintenance of lawns and shrubbery at fire stations or other City buildings.

It is the responsibility of the Station Officer to insure this schedule is adhered to and completed routinely. The Battalion Chief shall regularly inspect the facilities and apparatus to monitor compliance with this program.

The following is a breakdown of assignments to be completed by all Stations on a daily basis.

1. **Sunday:** Apparatus Day; which will include back flushing of pumps, removing equipment from compartments, and cleaning both compartments and equipment as necessary. The cab area will also be cleaned and windows washed. The vehicle will be washed thoroughly. Rescue units will have their interior and exterior

compartments emptied and cleaned. The patient area will be wiped down with a 10 % bleach solution or disinfectant and the floor mopped. The cab area will also be cleaned windows washed and the exterior thoroughly washed. Reserve suppression apparatus assigned to the station will have their pumps back flushed and all reserve apparatus will be washed thoroughly.

2. **Monday:** Kitchen Day; including the cleaning of all kitchen storage areas, cabinets, stove, oven, hood filters. The on duty shift conducting the field day will empty and clean its refrigerator, etc. The hood filters should be removed and cleaned with a degreaser.
3. **Tuesday:** Bathroom Day; includes the cleaning of all toilets, sinks, showers, locker rooms and laundry areas. The tops of lockers will be dusted and the floors in both areas swept and mopped.
4. **Wednesday:** Dormitory Day; dormitory common areas and weight room will be thoroughly dusted, floors will be swept or vacuumed and mopped where appropriate.
5. **Thursday**: Lobby & Office Day; Watch and Lieutenants Offices, Lobbies, Station 92 classroom, adjacent hallway and common areas. These areas will be thoroughly dusted, the floors will be swept and mopped. These areas will be free of any clutter and kept in a neat and orderly fashion.
6. **Friday:** Living Area Day; Dining and Day Rooms, will be thoroughly dusted, floors will be swept and mopped and free of any clutter. The courtyard and patio areas will be hosed down. Patio furniture will be wiped down and the barbecue grill will be cleaned. If the station has a hood system in this area, it will also be cleaned with degreaser
7. **Saturday:** Apparatus Bay Day; all apparatus should be removed from the station and the bay floors hosed out and scrubbed with degreaser. Bunker gear racks straightened and all Bunker gear stored neatly, and any cobwebs removed. Loose hose should be placed on hose racks, and all other equipment should be stored in their proper location. All Storage, Mechanical, Bunker gear, Medical, Generator, Electrical rooms, and aprons, and should be cleaned and hosed out if needed. The exterior grounds of the station should be policed for debris and liter.

Bi Annual Cleaning*:*

In addition to the daily field days the Department will incorporate a Bi Annual Cleaning policy which will occur during the months of January and July. This Summer and Winter schedule will provide a through cleaning and maintenance of all Fire Stations and will include.

1. The washing of all windows inside and those outside that can be reached without the aid of a ladder.
2. All furniture will be moved and the floors swept and mopped or vacuumed.

3. All refrigerators will be pulled out the floors swept and mopped.
4. Patio furniture will be hosed down and scrubbed with soap and water.
5. All bays, stairwells, pole wells, and other areas will be cleaned of all cob webs. Fire pole will be polished. (care should be used not to wet electrical fixtures or openings).
6. All A/C intake and exhaust vents, and plenum grills will be dusted and cleaned.

Maintenance of Administrative Facilities

All personnel assigned to administrative facilities, including P.S.C., Dispatch Center or other designated locations, are expected to keep their respective work areas clean and neat at all times. All work areas shall be free of clutter, maintaining a professional appearance. It is the responsibility of the Support Services Division Chief to perform routine inspections and insure compliance.

VEHICLE OPERATIONS

VEHICLE PARKING

Apparatus, rescue vehicles, fire engines and the ladder truck will be parked in the bay areas whenever possible to prevent damage to equipment and supplies.

The prolonged running of the apparatus in the bay can be dangerous due to the accumulation of exhaust fumes. Vehicle checkouts should be conducted on the station apron.

When parking emergency vehicles during non-emergency situations, personnel should position the apparatus in a manner as to facilitate a quick and safe response. This includes backing apparatus into spaces and parking at locations remote from vehicular and pedestrian traffic. Vehicles shall not be parked in areas designated as Fire Lanes, or other locations officially marked and designated as non-parking areas.

SAFE BACKING PRACTICE

When backing any Fire-Rescue vehicle, the unit's warning lights shall be used to caution civilian traffic. At all times when staffing permits, as the emergency vehicle is being backed up, the following steps are to be adhered to:

The Officer's and Driver's Responsibilities

1. The Officer is responsible for the safe operation of the vehicle and its personnel.
2. The Officer is responsible for following and enforcing this policy. In this case – deploying spotters when backing up or as necessary to allow the safe movement of the vehicle.
3. The Driver is in control of the vehicle and therefore responsible for its movement. He/she should not move the vehicle until directed by the Officer and when the spotter has been deployed in a backing up situation.
4. If the Driver loses sight of the spotter, he/she shall stop the vehicle until they are back in his/her sight.
5. If at any time the driver feels that the situation is not safe, he/she should stop the vehicle until the situation is corrected. This may mean getting out and physically walking around the vehicle and down the road to where the vehicle is headed.

The Spotter's Responsibility

1. The spotter is responsible for directing the driver while backing up the vehicle.
2. The spotter needs to be constantly aware of the surroundings while performing this function.
3. The spotter needs to be constantly looking and listening for other vehicles and people that may enter the path of the vehicle that is backing up.
4. The spotter must either stop the oncoming hazard or stop the vehicle being backed up.
5. The spotter must be aware of objects and direct the driver safely around them.
6. The spotter must not only look at the ground level obstructions, but also LOOK UP for overhead hazards. This is especially important when backing aerial devices.
7. The spotter shall maintain visual contact with the driver at all times. This requires the spotter remain in the line of sight of the mirrors at all times and must stand at a safe distance from the rear of the vehicle (not on the tailboard).
8. At night the spotter shall use a flashlight to help the driver see them, the spotter shall also wear a traffic vest or bunker coat. Never point the flashlight directly in the mirror of the driver.
9. The spotter shall use hand signals to direct the driver. The hand signals should be exaggerated so that the driver is clear on the direction.
10. In congested or tight areas, more than one spotter may be necessary. Consideration should be given to placing one spotter at the rear and one at the front in these areas especially when moving aerial apparatus.

VEHICLES OFF ROAD

At no time should any apparatus be driven off any hardened or paved roadway.

ON-BOARD GENERATORS AND AIR CONDITIONERS

Vehicle operators are to assure that all generators and air conditioners are **off** prior to starting a vehicle. The practice of starting vehicles under the load of either a generator or an air conditioner is damaging to the electrical system as well as the generator or air conditioner.

Similarly, electrical accessories, lights, fans, etc. should be turned off prior to starting or shutting off the vehicle.

USE OF TRAFFIC CONTROL DEVICES

Personnel shall utilize emergency traffic signals when exiting fire stations for emergency responses wherever available and applicable to the response.

TAKE HOME VEHICLES

City vehicles are for use only for official business and for the employee's transportation directly to and from work.

Take home vehicles are assigned to personnel at the Fire Chief's discretion.

Passengers other than City employees (unless authorized by an appropriate supervisor) are not permitted in take home vehicles.

All traffic incidents (tickets, accidents, etc.) must be immediately reported to an on-duty Battalion Chief. The Battalion Chief will initiate an investigation, if necessary.

Use of alcohol while operating a take home vehicle is strictly prohibited. Transporting alcohol in a take home vehicle is not permitted.

DAILY ACTIVITY SCHEDULE

The execution of the daily activity schedule shall be the responsibility of the Station Officers, under the approval of the Shift Commander. Because of the nature of the associated responsibilities on the personnel, an exact schedule cannot be practical. It is however, necessary to insure that specific activities are consistently carried out during the duration of each and every shift. Shift personnel are expected to perform housekeeping duties in and around fire stations. Routine policing for trash and other forms of debris in fire station parking lots and other exterior areas of the fire station is expected. Routine upkeep of Fire-Rescue equipment and apparatus is included. The Department will not normally require shift/non-shift personnel to perform major repairs to City buildings and properties.

Station Officers are to insure the following activities are consistently completed. This does not limit the Station Officer from completing additional assigned tasks as determined by the Fire Chief (or designee) or from demonstrating initiative in conducting activities consistent with the Department Mission.

1. Delivery of emergency services.
2. Shift change with line-up.
3. Vehicle and equipment check.
4. Vehicle, equipment, and facilities maintenance.
5. Pre-scheduled training.
6. Company level training.
7. Special details and events.
8. Physical training.

OPERATIONAL STATE OF READINESS

In order to maximize appropriate protection for our community, the non-emergency movement of units will be closely monitored. Units shall strive to conduct non-emergency movement only when necessary, taking into consideration the current level of citywide activity. The purpose of this policy is to assure the best possible deployment of resources at any given time. Ongoing monitoring of system activity by all personnel will provide that ability.

Therefore, the following procedure shall be in place with regard to non-emergency movement of fire-rescue units.

This policy shall apply to all field units, specifically ALS engines, rescues, ladders, and specialized units such as dive and hazardous materials units. For purposes of this policy, the primary station district for all units shall be the station to which the unit is assigned.

Movement of Units Within Their Primary Station Response Area

Station Officers shall be responsible for all units assigned to their station. Accordingly, unit movement within the district shall be allowed with the permission of the Station Officer. Units shall obtain the approval of the Station Officer before conducting, or modifying, non-emergency movement within the district. Station Officers are not permitted to provide 'blanket' permission for such movement. Station Officers shall know, with a reasonable degree of certainty, the location and purpose of movement by units under their command.

Movement of Units Outside Their Primary Station Response Area

The on-duty Battalion Chief shall be responsible for all non-emergency unit movement when that movement occurs across district boundaries. Units shall obtain permission from the Battalion Chief for such movement if such movement is outside their primary station district. In addition, units shall assure that their station officer is aware of such movement as well.

Under normal conditions, no district shall be vacant of all of the primary response units assigned to it. At least one unit must remain in its designated district at all times, except for active incidents. If it is necessary that more then one unit from a district may have to be placed out of district for a scheduled event, prior approval from the Battalion Chief must be obtained.

Meetings, training sessions, details or other out-of-district activities shall be conducted in such a manner as to support the objectives of this policy.

If the Battalion Chief is unavailable for consultation (i.e., managing an incident in a different part of the City) and movement outside of the primary district is essential, the unit shall first obtain permission from the Station Officer and then check with dispatch to determine if such movement can be accomplished without adversely impacting Citywide protection. However, units shall minimize the need to conduct such movement when the Battalion Chief is unavailable to review the request.

Fuel Levels

Company officers, Driver/Operators, Rescue Lieutenants or other persons responsible for a vehicle, shall be constantly aware of fuel levels. A minimum capacity of three-quarters (3/4) of a tank of fuel shall be maintained while in pre-deployment status. To maintain these fuel levels, units shall refuel when returning from calls, training or details, keeping in mind the coverage and deployment standards of this policy.

Reserve and/or un-staffed apparatus will adhere to the same fuel requirements as in-service equipment. This shall be the responsibility of the respective station officers.

Personnel Readiness

All personnel shall be aware of the potential to respond to various forms of emergencies immediately upon assuming duty and at all times during the assigned shift. Specific attention shall be given to monitoring radios and telephones for incoming alarms and persons seeking aid/assistance at the fire stations.

All personnel shall insure that assigned/required equipment is readily prepared for use in proper condition in order to minimize turnout time while in quarters or on assignment.

Turnout time for all personnel and units should not exceed sixty (60) seconds, under normal conditions. Battalion Chiefs are responsible for insuring that the target time is met. Station Officers shall immediately report potential delays in reaction time to the Battalion Chief.

Purpose

The purpose of this policy is to create greater accountability for the transferring of information among personnel on a daily basis. The policy also streamlines the amount of paperwork that is generated daily by each station.

The Daily Station Report is a three-part form, which incorporates all of the pertinent payroll information on the top half of each sheet, while the bottom half of the form contains information related to station, shift and vehicle activities. The top half of the Daily Station Report shall also be considered the Daily Time Sheet as referenced in **OPM 300.12.** The fields of the first page are as follows and should be filled out as such.

1. **Shift**: The shift working (i.e. A, B, C)
2. **Day**: The day of the week
3. **Date**: Today's date
4. **Station**: The Station number for which report is being generated. "PSC" will be used for B39/Lt39
5. **Officer**: Name of officer responsible for that station.
6. **Employee Name**: Name of employee reporting for duty
7. **Employee Signature**: The signature of employee reporting for duty
8. **Time in**: The time that employee reported for duty
9. **Time out**: The time that employee is relieved of duty
10. **Total Hrs**: The total number of hours worked that shift
11. **OT Hrs**: The number of overtime hours worked by an employee. (e.g. if an employee is held over for 1 hour then 1 would be entered in this field)

12. **OT Auth**: The initials of the officer authorizing the overtime (Note: overtime lasting more than two hours requires an overtime authorization form)
13. **Time Exchange For**: Name of employee filling in for another employee (if applicable).
14. **OOC**: Out of Class field: If during the shift an employee is bumped up to a position or rank above that which they currently hold they are to circle the appropriate class which they are assuming.
15. **OOC Hrs**: Enter the total number of hours an employee has been assigned to working “Out of Class”.
16. **Payroll Comments**: Are comments reserved to justify Overtime. (e.g. FF’s Jones and Smith held over due to Log NO. ###)
17. **Officer in Charge’s Signature**: The Engine Company Officer will be the Officer in Charge and their signature is required.

The bottom half of the second and third page has an area called the **Daily Officer Report.** The Officer in Charge is to enter information accordingly. There are a total of four sections to this half of the form and the Officer in Charge shall complete these sections on a daily basis.

It will be the Officer in Charge who is responsible for all phases and components of their Station’s performance and activities. They will assure that all OPM’s, General Orders, and other procedures will be strictly enforced and adhered to. For purposes of this policy, when multiple officers are assigned to a station the Officer in Charge (or Station Officer) will be the Lieutenant functioning as the Engine Company Officer.

The first area has 12 fields that serve as a checklist for Officers to use in highlighting the days activities. Within the 12 field areas are **six bolded** categories, that when checked, **require** additional information to be added to the bottom of the report in the blank space area.

Section One:

1. **Safety:** The Officer has assured a brief check of all personnel PPE equipment (Bunker gear, helmets, gloves, etc.), SCBA and all other safety equipment carried on apparatus. Further, appropriate use of safety equipment and procedures were used throughout the shift. Any safety issues/problems should be noted in the comments, likewise if the shift had no issues or problems this too should be noted.
2. Review of Information: Signifies that the Officer has reviewed with all station personnel any new OPM, General Order or Administrative Bulletin that was recently issued.
3. Vehicles Clean: Denotes that all apparatus have been cleaned and are operationally ready for the relief companies.
4. Station Duties: Denotes that station field day duties have been completed per OPM 303.02 (Station Duties) and the station has been prepared for shift change.
5. Training Logged: All appropriate training was entered into the records system for the shift.
6. **Details Logged:** To be checked anytime the station is detailed to a special event (i.e., flow test, Fire Prevention, Public Ed., and Show and Tells occurring in the station). A brief description of the event is required.

7. **Incident Report:** Means an incident occurred requiring additional paperwork to be generated. A brief description of the incident and paperwork completed shall be noted.
8. Probation Evaluation: The officer completed the necessary evaluation forms for any probationary firefighter assigned to them for the shift, if applicable.
9. **Worker's Comp:** An incident has occurred requiring a worker's comp packet to be filled out. A brief description shall be provided in the comments.
10. **Work Orders:** Checked for any station work order, vehicle repair form, or the red tagging of any equipment, that was done. A brief description shall be provided in comments.
11. Inventory: Checked on the assigned day when station inventories and benevolent supplies have been completed.
12. **Student Rider:** Checked whenever there is a student rider riding in the station. The name of the student and educational affiliation shall be entered in the blank area of Section Three.

Section Two:

The second area includes four fields that mimic the older logbook and requires the entrance of vehicle numbers and personnel assigned to those units for that day.

Engine No.		Rescue No.		Ladder No.		Other Apparatus

Section Three:

The third area is a blank area for entry of pertinent data, comments, or events that occur during a shift. There are situations that will automatically necessitate information to be entered in this area, such as checking of one of the six bolded categories in Section Two above.

Information entered in this section shall be of sufficient detail to be clear and complete for subsequent review by others. (i.e. "item red-tagged and sent to PSC for repair" or "FF Smith injured on call #03-9999. Treated on-scene and sent to workers comp clinic."

Section Four:

The signature line at the bottom of the page requires the signature of both the off-going and on-coming Officers to indicate all pertinent information has been transferred. The signature of the on-coming Officer denotes that they are accepting responsibility for the Station and have been briefed of relevant information from the off-going shift.

Paperwork Flow:

Once the Daily Station Report has been completed, the flow of paper work will be as follows: The top two pages will be removed and routed to the Public Safety Complex. The bottom hard stock copy, furnished with a three-hole punch, will be placed in a three ring binder at the Station - this copy will act as the Station Log Book.

The on-coming Battalion Chief will collect all of the Station Reports and separate page one from page two. Page one will be forwarded for payroll processing. Page two will be reviewed by the Battalion Chief to assure that all additional paperwork has accompanied the Daily Station Report (i.e. comp packets, incident report, etc). Once this is completed the Battalion Chief will place all of the Daily Station Reports in the off-going Battalion's box.

Battalion Chiefs will review their own shift reports for completeness and accuracy. Sign the report in the lower right hand corner and place them by station into the appropriate three ring binder that will be kept in the operations area of the Public Safety Complex.

All of the binders will be purged annually and archived at the Public Safety Complex.

FIRE HOSE TESTING AND MAINTENANCE

PURPOSE

To establish standard guidelines for fire hose testing and maintenance; documentation and reporting of test results, in accordance with recommendations set forth by the National Fire Protection Association Standard 1962.

All City of Sunrise Fire-Rescue firefighting hose shall be inspected and service-tested within 90 days prior to being placed in service for the first time and at least annually thereafter. Fire hose, in service, and on apparatus, shall additionally be rotated twice yearly. As part of the testing procedure, fire hose rotation will be included as part of this process.

INTENT

All fire hose, whether on apparatus or in station storage will be inspected and pressure tested annually.

RESPONSIBILITY

A. Battalion Chief of Logistics will assign hose testing and rotation schedules to each Shift Battalion Chief prior to February 15th of each year.

B. Shift Battalion Chiefs will monitor the hose testing program to ensure it is completed before the end of March.

C. The second rotation of supply hose will occur during the month of September.

D. Company Officers will supervise the inspection and testing of hose.

ACCOUNTABILITY

A. Company officers will record test results for each length of hose assigned to the station and unit on the Fire Rescue Hose Testing Form. The completed forms shall be returned to the Logistics Division upon completion of testing.

B. Hose on which the engraved inventory numbers cannot be plainly read will be re-etched. If the numbers are not readable, the Battalion Chief of Logistics will be contacted to arrange for re-etching.

C. The Battalion Chief of Logistics will review all test results.

D. All hose that fails the pressure test, or is otherwise defective, will be red tagged by the company officer with the reason for removal from service noted. The tag will be attached to each individual length of hose and the Logistics Division will be contacted and arrange for the appropriate repairs to be made.

PROCEDURE

A. Supply hose and attack hose shall be tested by taking the following steps:

1. A hose-testing machine shall be utilized, and positioned in the most convenient configuration possible. The hose-testing machine shall be thoroughly checked before commencing any service testing session. It shall be additionally checked each time that it is transported to a new testing site. The machine shall be carefully examined for damaged components that might fail during the test. If any damage is discovered, the hose-testing machine shall not be used until the damaged component(s) is repaired or replaced. Such damage shall be immediately reported to the Logistics Division for repair.

2. Each length of hose to be tested simultaneously shall be of the same service test pressure and, collectively, shall not exceed 300 feet. The hose test layout shall be straight, while lying flat, without kinks or twists.

   Exception: Hose that has been repaired or re-coupled shall be tested one length at a time.

3. The test layout shall be connected to the outlet side of the water supply valve on the hose-testing machine. A test cap with a bleeder valve shall be attached to the far end of each hose line in the test layout. If a test cap is not available, a nozzle with a non-twist shutoff shall be permitted to be used.

4. With the test cap valve or the nozzle open, the pressure shall be raised gradually to 45-psi ± 5 psi. After the hose layout is full of water, all the air in each hose line shall be exhausted by raising the discharge end of each hose line above the highest point in the system. The nozzle or test cap valve shall be closed slowly, and then the outlet water supply valve shall be closed.

5. With the hose at 45-psi ± 5 psi, it shall be checked for leakage at each coupling and the coupling tightened with a spanner wrench where necessary. Each hose shall then be marked at the end or back of each coupling to determine, after the hose has been drained, if the coupling has slipped during the test. Utilizing a black marker pen on the hose surface where the coupling and hose meet will facilitate marking of the hose.

6. All personnel other than those persons required to perform the remainder of the procedure shall clear the area.

7. The pressure shall be raised slowly at a rate not greater than 15 psi per second until the service pressure is attained and then maintained, by pressure boosts if necessary, for the duration of the stabilization period. The stabilization period shall be not less than 1 minute per 100 ft of hose in the test layout.

8. After the stabilization period, the hose layout shall hold the service test pressure for 3 minutes without further pressure boosts.

(Step 9 or 10)

9. **Fire hose manufactured in July 1987 and after:** The service test pressure for fire hose manufactured in July 1987 and after is stenciled on each length of hose and reads "Service Test to . . . PSI per NFPA 1962."

10. **Fire hose manufactured prior to July 1987:** The service test pressure for fire hose manufactured prior to July 1987 is as follows:
    a. 1 ¾" - 250 psi
    b. 2 ½" - 250 psi
    c. 4" - 200 psi
    d. 5" - 200 psi
    e. Booster Hose - 110% of the normal highest working pressure

11. While the hose test layout is at the service test pressure, it shall be inspected hose for leaks. The inspecting personnel shall walk the test layout at a distance no closer than 15 ft. to the left side of the nearest hose line in the test layout. The left side of the hose line shall be defined as that side that is to the left when facing the free end from the pressure source. Personnel shall never stand in front of the free end of the hose; on the right side of the hose; closer than

15 ft. on the left side of the hose; or straddle a hose in the test layout during the test.

12. If the hose test layout does not hold the service test pressure for the 3-minute duration, the service test shall be terminated and the length(s) of hose that leaked shall have failed the test. The test layout shall be drained and the defective hose removed from the test layout. The service test shall be restarted beginning with step 3.

13. After 3 minutes at the service test pressure, each test cap or nozzle shall be slowly opened to drain the test layout.

14. The marks placed on the hose at the back of the couplings shall be observed for coupling slippage. If the coupling has slipped, the hose shall have failed the test.

SAFETY PRECAUTIONS

A. Do not stand near or over couplings.

B. Do not straddle hose.

C. Be alert for sudden ruptures.

D. Personnel attending hose lines must wear helmet, eye protection, and gloves.

E. Observe all general safety rules.

GENERAL HOSE CARE AND MAINTENANCE

A. After testing, all hose shall be thoroughly cleaned, drained, and dried before being placed in service or storage.

B. Hose shall be removed from the apparatus and reloaded so that the folds occur at different positions with sufficient frequency to prevent permanent folds setting in the lining (rotate the hose).

C. Dirty fire hose must be cleaned with water and swept with a broom to clean.

D. A mild detergent solution and scrub brush should be used on fire hose that is oily or greasy.

E. Cleaned hose must be thoroughly rinsed and dried.

F. When loading supply hose, there should not be any flipped couplings. To accomplish this, use a "dutchman" to insure all straight pulls of hose.

All new hose placed in service after October 1, 1998 shall be marked as follows: An inventory control number shall be engraved into the female coupling of all threaded hose and shall be engraved into one of the two storz couplings on large diameter hose (LDH).

The inventory control number shall consist of the following components:

- First two digits – year of purchase

- Third digit - Size of hose rounded to lowest full inch

1.5	=	1	4"	=	4
1.75	=	1	5"	=	5
2.5	=	2			
3	=	3			

- Last three digits – a sequential, three digit ID number for each length of hose purchased in that year.

EXAMPLES:

A length of 3" hose purchased in 1999

Engraved as 993001

A length of 1.75" hose purchased in 1998

Engraved as 981107

A length of 5" hose purchased in 2000

Engraved as 005017

The Logistics Division shall be responsible for maintaining hose inventory records. Any problems with markings, damaged hose, etc. shall be referred to the Logistics Division.

COMPANY LEVEL TRAINING PROGRAM

The following establishes policy and procedures for the Company Training Program of the Sunrise Fire-Rescue Department. Program purpose and responsibility will be set forth, as well as specific responsibilities for each position involved in the program.

PURPOSE

The purpose of the Company Training Program is to provide each member of the Sunrise Fire-Rescue Department, Operations Division, with the opportunity to increase and maintain their knowledge and skills in areas which pertain to daily duties.

RESPONSIBILITIES

A. Company Officers***** - are responsible for completing the training assigned to a station for each month. This includes Acting Captains and "floating" Captains who are responsible for checking the Company Training Log each shift to determine which Training Objectives are still in need of completion, and assisting in completing these objectives. All Company Officers (and Acting) are responsible for delivering the training, ensuring completion and completing all necessary paperwork/records associated with the training.

Company Officers are responsible for assessing company training needs and ensuring that training is delivered to station personnel each shift. If there is no assigned training from the Training Division, the Company Officer is responsible for identifying training topics and delivering the training. Stations 39, 83, and 92 are to conduct a minimum of 3 hours of bona-fide training each shift (Monday through Saturday). Station Maintenance is not bona-fide training. Special details such as hose testing, ladder testing, and pump testing can be substituted for training.

B. Company Personnel - all company personnel are required to participate in training whenever it is conducted.

***Company Officer = A minimum rank of Captain/Acting Captain**

C. Battalion Chiefs - Battalion Chiefs (and Acting) are responsible for ensuring that the Company Officers assigned to their shift are completing the monthly Training Objectives in a timely manner. Battalion Chiefs will also ensure that company level training does not drastically affect the operational readiness of the shift. For example, three companies should not be out-of-service doing hose evolutions at the same time. The Battalion Chief is responsible for ascertaining what each station commander will be doing for training each day and placing it on the Morning Report. If a conflict in scheduling develops, the Battalion Chief will coordinate the training, e.g., Engine 39, at 0900, Engine 59 at 1100, and Engine 83 at 1300. Battalion Chiefs shall review the Records Management System (RMS) each shift to verify that training has been properly documented.

D. Training Officer(s) - The Training Division personnel shall develop performance objectives, monthly training objectives, and materials necessary to complete these objectives.

COMPANY TRAINING PROGRAM OVERVIEW

Each station is required to complete the following each month:

Station 39 - 3 hours of logged training per shift.
Station 59 - 1 hour of logged training per shift.
Station 72 - 1 hour of logged training per shift.
Station 83 - 3 hours of logged training per shift.
Station 92 - 3 hours of logged training per shift.

This permits slower stations to spend more time training and the busier stations from having the burden of attempting to complete the same amount of training, in addition to running a high volume call load.

The Special Operations Team will incorporate specialized training sessions into their training hours each month.

Training Division Resources

The majority of Training Division resources, including videotapes, books, manuals, hose dummies, etc., can be utilized by Company Officers to enhance training. Officers should attempt to call at least one shift in advance when in need of these materials.

SECTION 4

SAFTEY

Last Issued / Revised: 08/04/2003

DISPOSAL OF INFECTIOUS WASTE

In order to comply with County, State, and Federal laws regarding disposal of potentially infectious waste, several practices have been instituted and existing practices/policies are being reinforced.

1. Potentially infectious waste (biohazardous waste) shall be properly disposed of at the receiving emergency department that the patient(s) is/are brought to. This waste must be placed in properly designated biohazardous waste containers. This waste must be disposed of after each incident and not allowed to accumulate.

2. Biohazardous waste containers are in place at each fire rescue facility for the disposal of biohazardous waste not disposed of at the emergency department. This situation should only occur on ALS engine calls, non transport calls, and on medical incidents occurring at the Fire-Rescue facility. These containers must be lined with an approved biohazardous bag. The lid of these containers must be kept securely closed at all times. The biohazardous waste in these containers will be collected, by a licensed disposer, on a predetermined schedule assigned by the EMS Coordinator. Only biohazardous waste shall be placed in these containers. All other waste shall be segregated and placed in ordinary waste containers. Under no circumstances shall loose “sharps” containers be placed in these containers.

3. Sharps must be disposed of in containers specially designed for this purpose. These containers must be kept closed at all times when not in use.

4. **ALWAYS USE BODY SUBSTANCE ISOLATION WHEN HANDLING BIOHAZARDOUS WASTE.**

Strict adherence to these and other infection control practices/policies is vital to the safety of the public as well as all members of the Sunrise Fire Rescue Department. In addition, the law mandates strict adherence, with fines as high as $10,000.00 per violation. Any Sunrise Fire-Rescue Department personnel deliberately violating or ignoring Sunrise Fire-Rescue Department infection control practices/policies shall be subject to disciplinary action.

RESPIRATORY PROTECTION

POLICY

It is the policy of the Sunrise Fire-Rescue Department to maintain a comprehensive occupational safety and health program based upon sound engineering, education and training. This document establishes Departmental procedures and requirements for the protection of firefighters whose job requires the use of respiratory protection.

This document will also provide assistance to the firefighter in the use and care of respiratory protection.

GENERAL

It is a mandatory policy of Sunrise Fire-Rescue that all firefighters will wear a self-contained breathing apparatus (SCBA) or supplied air respirator (SAR) under the following conditions:

- While engaged in interior structural firefighting;
- While working in confined spaces where toxic products or an oxygen deficient atmosphere may be present;
- During emergency situations involving toxic substances and contaminated atmospheres;
- During all phases of firefighting inclusive of aerial operations and overhaul.

Firefighters donning SCBA shall ensure that their personal alert safety system (PASS) has activated prior to entering an area where respiratory protection is required.

Firefighters wearing SCBA shall conduct a seal check prior to each use.

Firefighters shall not remove the SCBA face piece at any time in the dangerous atmosphere. SCBA shall be used in accordance with the manufacturers instructions (see Appendix A).

All firefighters shall continue to wear an SCBA until the officer in charge determines, through monitoring or other means that respiratory protection is no longer required.

The use of the airline respirator located on HazMat 92, TRT 92 or aerial apparatus shall only be used for exterior firefighting operations, confined space rescue, trench rescue and certain hazardous materials incidents. The airline respirator shall be worn in combination with an appropriate escape type SCBA.

Protective Clothing

Firefighters wearing an SCBA shall be fully protected with the use of approved structural firefighting clothing that meet the requirements of the NFPA 1971 Standards for Firefighters. Protective clothing shall include turnout coat, bunker pants, gloves, boots, helmet, fire resistant hood, or when SCBA or inline air respirators are used for non-firefighting special operations, a Nomex/PBI jumpsuit, Nomex/PBI hood and Nomex/PBI gloves shall be worn.

Procedures for Interior Structural Firefighting

In interior structural fires, the fire department shall ensure that:

- At least two firefighters enter the immediately dangerous to life and health (IDLH) atmosphere and remain in visual or voice contact with one another at all times;
- At least two firefighters will be located outside the IDLH atmosphere to serve as a Rapid Intervention Team (RIT); and
- All firefighters engaged in interior structural firefighting will use SCBAs.

Note:

One of the two firefighters located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as the firefighter is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has been assembled.

There must always be at least two firefighters stationed outside during interior structural firefighting. They must be trained, equipped and prepared to enter if necessary to rescue firefighters inside. However, the incident commander has the responsibility and flexibility to determine when more than two outside firefighters are necessary given the circumstances of the fire. The two-in/two-out rule does not require an arithmetic progression for every firefighter inside, i.e. the rule should not be interpreted as four-in/four-out, eight-in/eight-out, etc.

One of the standby firefighters may have other duties such as serving as the incident commander, safety officer, or operator of fire apparatus. However, one of the outside firefighters must actively monitor the status of the inside firefighters and will not be assigned additional duties. The second outside firefighter may be involved in a wide variety of activities. Both of the outside firefighters must be able to provide support and assistance to the two interior firefighters; any assignment of additional duties for one of the outside firefighters must be weighed against the potential for interference with this requirement. Proper assignment of firefighting activities at an interior structural fire must be determined by the incident commander and is dependent on the existing fire conditions. Consideration of all worksite variables and conditions, and the judgment of the incident commander is critical.

The two firefighters entering an IDLH atmosphere to perform interior structural firefighting must maintain visual or voice communication at all times. Electronic methods of communication such as the use of radios **shall not** be substituted for direct visual contact between team members in the danger area.

TRAINING

Self-Contained Breathing Apparatus Training

Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance. No firefighter shall wear respiratory protection without training as specified in this document.

Each new firefighter will be given a comprehensive initial training before using respiratory protection and all operations personnel shall demonstrate SCBA proficiency on an annual basis.

New Recruit Training

New recruits shall be trained in accordance with NFPA 1404.

Annual Training

Annual training shall be provided to all firefighters of the Department, through drills, performance objectives, etc.

Each firefighter must pass a face piece fit-test during initial and annual training.

Fill Station Training (Station 59 and TRT 92)

SCBA cylinders will be filled only by firefighters who have completed fill station training.

RESPIRATOR FITTING AND SEAL CHECK

Each firefighter must pass a face piece fit-test conducted annually and/or when a firefighter has experienced a significant weight change, or has experienced facial trauma, reconstructive surgery, or major dental work that may interfere with a face piece seal, and during initial training. OPM 400.02 (Section 1) Respiratory Fit Testing contains the procedures for annual fit testing.

Inspection Before Use

When using SCBA, each firefighter shall select and wear the correct size face piece as determined by initial fit testing. A firefighter shall not wear respiratory protection unless the proper size face piece is available and the equipment is in proper working condition according to the manufacturer's specifications.

Effective Seal Required

An effective face-to-face piece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to enter the face piece, even with a positive pressure SCBA. Any outward leakage will increase the rate of air consumption, reducing the time available for use and safe exit. The face piece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment.

Nothing can be between the sealing surface of the mask and the face of the wearer, including but not limited to, eyeglasses, protective hoods, and beards or other facial hair.

Firefighters shall perform a seal check prior to every SCBA use. SCBA can only be worn when an adequate seal is achieved.

INSPECTION, STORAGE, MAINTENANCE AND AIR SUPPLY

Inspection

Regular periodic inspections are required to ensure that all respiratory protection equipment is properly operating and available for use.

Inspection Schedule

All SCBA and spare cylinders shall be inspected after each use and during the daily apparatus checkout. Guidelines for inspection are in the manufacturer's instructions found in Appendix A of this program.

SCBA units determined to be unfit for use shall be taken out of service, and tagged with a description of the particular defect and forwarded to Station 59 for repair.

In the event replacement or repair of SCBA components is necessary, it shall be performed according to the manufacturer's instructions and only by persons trained and certified by the manufacturer or returned to the manufacturer's service facility.

Firefighters will not subject SCBA units to unnecessary abuse due to neglect and/or carelessness. Caution must especially be exercised to protect the face piece section of the mask from being scratched or damaged.

Each SCBA shall be cleaned after each use. Only cleaning/sanitizing solutions for respiratory equipment will be used for cleaning and disinfection. (NOTE: the required SCBA cleaning procedures are found in Appendix A of this document.)

SCBA cylinders shall be hydrostatically tested within the period specified by the manufacturer and applicable governmental agencies. The Scott Carbon Fiber Cylinders used by Sunrise Fire-Rescue must be tested every five (5) years from the date of manufacture or date of last hydrostatic test. Escape cylinders are fiberglass and must be hydrostatically tested every three years. Maximum service life is 15 years for both cylinders.

Storage

All units shall be stored so that they are protected against direct sunlight, dust accumulation, severe temperature changes, excessive moisture, fumes and damaging chemicals. Care is to be taken so that the means of storage does not distort or damage rubber or elastomeric components.

Air Supply

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum air quality of Grade D. Sunrise Fire-Rescue shall ensure that private vendors supplying compressed breathing air provide a copy of the most recent inspection and certification.

The purity of the air from the Sunrise Fire-Rescue Department's air compressors shall be checked by a competent laboratory at least annually.

Sunrise Fire-Rescue personnel shall assure that sufficient quantities of compressed air are available to refill SCBA for all emergencies.

Air cylinders for SCBA shall be filled only by personnel who have completed fill station training.

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

MEDICAL EVALUATION

A medical evaluation to determine the firefighter's ability to wear a SCBA will be provided at the time of initial hiring. Only firefighters that are medically able to wear SCBA will be allowed to do so.

RESPIRATORY FIT TESTING

An annual fit test evaluation is required for all Sunrise Fire Rescue personnel who are expected to use a full face piece SCBA. This annual test is to be part of the effort to assure that proper fitting respiratory protective equipment is being provided to users to better assure their health and safety protection. Fit testing will be accomplished by trained personnel.

1. The test subject shall select a respirator/mask, which provides the most comfortable fit. Each respirator/mask represents a unique size, shape, and if fit and used properly will provide adequate protection.

2. The subject shall be shown how to put on the applicable respirator/mask, how it should be positioned on the face, how to set strap tension and how to determine a "comfortable" respirator.

3. The most comfortable mask shall be donned and *worn at least five minutes* to assess comfort. The test subject, without assistance from the test conductor or other persons, shall perform all donning and adjustments of the face piece. Assistance in assessing comfort can be given by discussing the points in #4 below. If the subject is not familiar with using the particular respirator/mask, the test subject shall be directed to don the mask several times and to adjust straps each time to become adept at setting proper tension on the straps.

4. Assessment of comfort shall include reviewing the following points with the test subject and allowing the test subject adequate time to determine the comfort of the respirator/mask:

   - Positioning of mask on nose (if applicable).
   - Room for eye protection (if applicable).
   - Room to talk.
   - Positioning mask on face and cheeks.

5. The test conductor shall break both ends of a ventilation smoke tube containing stannic oxychloride, or equivalent. Attach a short length of tubing to one end of the smoke tube. Attach the other end of the smoke tube to allow pressure air pump set to deliver 200 milliliters per minute.

6. The test conductor shall advise the test subject that the smoke can be irritating to the eyes and instruct the subject to keep the eyes closed while the test is in progress.

7. The test conductor shall direct the stream of irritant smoke from the tube towards the face seal area of the test subject. The person conducting the test shall begin with the tube at least 12 inches from the face piece and gradually move to within one inch, moving around the whole perimeter of the mask.

8. The following criteria shall be used to help determine the adequacy of the respirator/mask fit:

   - Chin properly placed.
   - Strap tension.
   - Fit across nose bridge (if applicable).
   - Distance from nose to chin (if applicable).
   - Tendency to slip.
   - Self-observation.

9. After selecting, donning, and properly adjusting a respirator/mask, the test subject shall begin the fit test exercise under the direction of the test conductor.

Fit-Test Exercise:

a) Breathe normally.
b) Breathe deeply. Be certain breaths are deep and regular.
c) Turn head all the way from one side to the other. Inhale on each side. Be certain movement is complete. Do not bump the respirator against the shoulders.
d) Nod head up-and-down. Inhale when head is in the full up position (look toward ceiling). Be certain that motions are complete and made about every second. Do not bump the respirator on the chest.
e) Talking. Talk aloud and slowly for several minutes. The following paragraph is called the Rainbow Passage. Reading it will result in a wide range of facial movements, and thus be useful to satisfy this policy.

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow

f) Jogging in place.
g) Breathe normally.

10. If at any time during the test, the subject detects the irritant smoke odor, the test has failed.

11. If the test is failed, the subject shall select and put on another respirator, and repeat the fit-testing exercise (#3). The process continues until a respirator/mask that fits well has been found.

12. Persons who have successfully passed this fit test may be assigned the use of the test respirator.

13. The test shall not be conducted if there is any questionable hair growth between the skin and the face piece-sealing surface. The tester shall determine this.

14. If the subject exhibits difficulty in breathing during the tests, she or he shall be referred to a physician to determine whether the subject can wear a respirator while performing assigned duties.

15. Because the sealing of respirators/masks may be effected under certain conditions, qualitative fit testing shall be repeated immediately when the test subject has a:

a) A significant weight change.
b) Significant facial scaring in the area of the face piece seal,
c) Significant dental changes: i.e.: multiple extractions without prosthesis, or acquiring dentures,
d) Reconstructive or cosmetic surgery, or,
e) Any other condition that may interfere with face piece sealing.

16. A summary of all test results shall be maintained for a period of not less than three years. The summary shall include as a minimum:

a) Name of test subject.
b) Date of testing.
c) Name of test conductor.
d) Respirators selected (indicate manufacturer, model, size, and approval number).
e) Testing agent

AIR MANAGEMENT

PURPOSE

The purpose of air management is to actively monitor and manage air consumption while performing firefighting functions, and to calculate air usage so that members exit the Immediately Dangerous to Life and Health (IDLH) environment prior to the activation of the low air alarm (This indicates the user is consuming their reserve air supply).

GENERAL

Historically, firefighters have worked until the low air alarm on their Self Contained Breathing Apparatus (SCBA) has activated. This alarm had served as the indicator for firefighters to leave the IDLH environment. Initiating egress after the activation of the low air alarm requires the individual to utilize the reserve air supply to exit the IDLH area. This has had tragic consequences. Evidence shows that firefighters do not call for help until they have consumed their reserve air supply. This practice puts the Rapid Intervention Team (RIT) at a severe disadvantage and lessens the likelihood of survival or successful rescue.

In addition, the sounding of multiple alarms (both PASS and low air) is commonplace, and therefore not seen as an indicator of a firefighter in trouble. Many firefighter testimonials have documented that individuals in trouble, with alarm bells ringing, went unnoticed by crews working in the same area.

POLICY

It shall be the policy of Sunrise Fire-Rescue that members exit the IDLH environment prior to the activation of the low air alarm. It is further intended to provide a guideline that stresses how critical air management is to the health and safety of its members. It is no longer acceptable for personnel to work in hazardous atmospheres until their SCBA low air alarm activates. The implementation of this policy will require members to exit the IDLH environment prior to the activation of the SCBA low air alarm. This is accomplished by requiring members to maintain an awareness of their air pressure at all times and provide an early notification of low air situations. In the event of alarm activation, members are required to provide immediate notification to their Officer, and then to Command. This policy also defines actions to be carried out in low air emergencies.

PROCEDURES

A. Individuals shall check their SCBA (daily check) upon arrival for duty.

B. Individuals shall check air pressure with their team or crew prior to entry into the IDLH environment.

1. Air pressure upon initial entry shall be at 90% (4050 psi) or above recommended full pressure as stated by the manufacturer.

C. Continually monitor air consumption and pressure as an individual and crew/group.

Below are some examples:

1. Regular time intervals (approximately every five minutes)
2. 10 minute CAD notification from dispatch
3. Change of work area (floor level change, area searched)
4. Passing of major landmarks within the structure
5. Completion of assignment and prior to accepting another assignment
6. As situation dictates

D. When the first member of any crew/group has their 50% heads-up-display activate (amber light flashing slowly) the officer/group leader shall give notification to the proper ICS functionary (command, division, ect.) that the team is at 50% air supply. This will allow the ICS functionary to pre-plan for replacing that crew/group in the IDLH atmosphere.

E. Managing your air level and request for relief is at the utmost importance so that egress from the IDLH area occurs prior to activation of the low air alarm and consumption of your reserve air supply.

F. If a low air alarm activates in the IDLH environment, it calls for an immediate radio transmission to Command specifying WHO you are, WHERE you are, and WHAT your status is.

1. Example: "Engine 59 to Command, Firefighter Jones and myself are on division two in the Bravo-Charlie corner. Our air status is 1100 and we are in sight of the door on the Bravo wall and exiting."

NOTE: Always address this radio transmission to the proper ICS functionary. For example, if assigned to Rescue Branch, radio transmissions shall be addressed to "Rescue Branch", not to Command. If assigned to a Division or Group, radio transmissions shall be addressed to the appropriate Division or Group Supervisor (e.g., Alpha Division). In all cases this information shall then be relayed to Command.

G. Command shall confirm that the Rapid Intervention Team Leader has received the message of air status, possible location and egress path for the crew/group, with the low air alarm activation.

H. The Rapid Intervention Team shall evaluate the need to reposition to confirm the member's exit.

I. The RIT Leader shall then track the member's remaining time in the IDLH area and notify Command if the member has not exited within one minute of low air notification.

J. Command shall evaluate the need for an immediate RIT response.

K. The crew/group shall constantly monitor the member in low air alarm. In situations of low visibility and with crews of three or more members, the member in low air alarm should be moved to the second position from the front and remain in touch contact at all times.

L. Member shall notify Command immediately upon exit from building.

M. All members shall maintain a heightened awareness of low air and PASS alarm activation.

N. A low air alarm activation without a notification to Command shall produce a call to Command from any crew or member in close proximity of the alarm to report low air alarm activation and the possible location. This should be considered an emergency until proven otherwise.

1 Example: “Engine 59 to Command, we hear a low air alarm in the building near the Bravo-Charlie corner”.

SCBA FILLING

PURPOSE

This policy is intended to support OPM 400.02 (Section 2) Air Management Policy, by mandating SCBA fill procedures and guidelines. It will further assure that all SCBA's and spare cylinders are filled to their capacity and ready for service.

PROCEDURE

Wednesday will be deemed "Air Fill Day" and, as such, all SCBA's and spare cylinders will be filled to their maximum capacity of 4500psi. The following will serve as the schedule.

1. Station 59 will be responsible for filling all spare bottles (in SCBA room) as well as the in-service bottles (including spares) on their apparatus @ Station 59.

2. Station 39 will be responsible for filling all in service bottles (including spares) on their apparatus @ Station 59.

3. Station 92 will be responsible for filling the spare bottles and the top off of the cascade system in TRT 92, as well as, the in service bottles (including spares) on all apparatus @ Station 92. This will also include any SCUBA bottles requiring filling.

4. Station 72 will be responsible for filling all in service bottles (including spares) on their apparatus @ Station 59.

5. Station 83 will be responsible for filling all in service bottle (including spares) on their apparatus @ Station 92.

6. If personnel levels permit, the TRT truck (unit 376) will be taken to the stations to fill bottles rather than units traveling to their assigned locations to fill bottles.

Note: All SCBA bottles must be filled **slowly** to prevent **"Hot Filling".** All bottles should be filled at a rate of 300psi to 500psi per minute not to exceed 600psi. This fill rate will provide an accurate fill reading.

This policy is not intended to replace the current practice of refilling SCBA bottles post incidents. After any incident that required air consumption all bottles are to be filled to capacity. This will be accomplished by following the outline above, or on larger incidents responding the TRT truck, or mutual aid air truck to the scene to facilitate this SCBA Fill Policy.

To maximize safety all SCBA's are to be in a designated SCBA bracket in the apparatus. All spare bottles are to be located in the various designated and secured locations of the apparatus. No bottles should be stored loose on shelving or within compartments unsecured. Furthermore no bottles shall be stored in a Station unless it is in a rack system.

PROTECTIVE CLOTHING

DEFINITION

FULL PROTECTIVE CLOTHING includes: helmet (with safety visor/shield); turnout coat and pants; boots; fire gloves, and hood. Goggles are also available and should be worn when the SCBA mask is not worn (for extrication operations, etc.).

PROCEDURE

A. Protective clothing shall be worn by firefighting personnel responding en route to calls whenever they are exposed or potentially exposed to the hazards for which it is provided (i.e. fire alarms, brush fires, vehicle and dumpster fires, gas leaks, chemical spills.)

B. Protective clothing is not required for the driver in a closed cab while responding to an alarm to the degree that the protective clothing impairs the ability to safely operate the vehicle.

C. The level of protective clothing during an overhaul operation will be at the discretion of the Incident Commander.

D. All personnel shall wear whatever protective clothing is required or appropriate to afford complete personal protection while operating on an EMS scene. Full protective clothing will be worn when operating forcible entry equipment, saws, extrication equipment, and gas-powered tools.

E. Personnel are required to wear only protective clothing assigned to them by the Department.

F. For visibility to oncoming traffic when not wearing full bunker gear (including pants and coat) or raingear with reflective trim, personnel operating in areas where vehicular traffic is anticipated must wear safety vests with reflective trim.

G. Face shields or safety goggles shall be utilized at any time the need for eye protection seems apparent.

H. Gloves shall be utilized at any time the need for hand protection seems apparent. Utility gloves shall not be used where the potential for thermal protection is needed.

I. It is the responsibility of persons in charge of units to insure all personnel including students and riders utilize safety vests when appropriate.

GENERAL INFORMATION

A. In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all foreseeable hazards shall be worn.

B. Personnel will not alter, deface, or write on any protective clothing in any way. Such alteration may void the fire retardant warranty. Liners on any piece of equipment are not to be removed or altered in any way.

ON-DUTY UNIT PLACEMENT OF PROTECTIVE CLOTHING

A. Protective clothing should be securely placed on each assigned unit. In no case shall protective clothing be placed in a patient compartment or a compartment shared with oxygen. Protective clothing shall be removed from storage/ transport bags and prepared for donning for all on duty personnel.

   Rescues (Extra cab) – Driver and officers gear should be placed in the extra cab portion of the unit, the 3rd persons gear should be placed in the Left rear compartment.

   Rescues (No extra cab) – Driver, officers and 3rd persons gear should be placed left side of vehicle in the double compartment and/ or the left rear compartment.

   Engines – Drivers gear should be placed in the driver compartment in the left rear passenger door area. Officer and Firefighters gear should be placed near their assigned seat.

B. Protective clothing should be removed from the unit after the completion of duty.

PROTECTIVE CLOTHING STORAGE AND TRANSPORT BAGS

A. The purpose of the Protective Clothing Bags is to protect personnel from contaminates and safely transport protective clothing. Personnel transporting protective clothing should keep protective gear secure and in storage/transport bags during transport in staff vehicles, personal vehicles and transporting to and from locations in non-in-service emergency vehicles.

B. Protective clothing should be allowed to ventilate contaminates during periods of non-use. Ventilating protective clothing during periods of non-use can be accomplished by hanging the gear on the racks provided in each station removed from bags.

INCIDENT/SCENE SAFETY

As a means of reducing the possibility of injury to any personnel, warning vests have been placed on all rescue units. Three vests have been issued to each unit.

These traffic-warning vests shall be worn by all rescue crewmembers whenever complete turnout gear (or raingear) is not being worn and the crewmembers are operating on a scene where there is vehicular traffic in close proximity, particularly when working at the scene of traffic accidents.

While these warning vests do not insure complete protection, they do increase an employee's on-scene visibility and therefore decrease the possibility that an individual will be struck by a vehicle. Normal safety precautions must be exercised on the scene of all emergencies.

EMPLOYEE ASSISTANCE PROGRAM

PURPOSE

The Employee Assistance Program (EAP) is a professionally run benefit. It is designed to provide a confidential service to employees whose personal problems presently or in the future could seriously affect their work performance.

ELIGIBILITY

The Employee Assistance Program is available to all employees. The EAP can also be an effective tool for supervisors who feel the changes in an employee's work performance may be caused by personal problems.

HOW IT WORKS

The primary function of the Employee Assistance Program is to assist people who need help with their personal problems. The EAP provides a specific number of counseling sessions. The EAP counselor and the employee/client then discuss whether the issues have been resolved or whether the client wishes to continue counseling. The EAP is both voluntary and confidential. An employee who initiates a request for assistance is under no obligation to pursue any course of professional help which he/she does not wish to follow. However, each employee is responsible for maintaining an acceptable level of job performance.

Job security or promotional opportunities will not be affected or jeopardized by a request for assistance or involvement in the EAP.

CONFIDENTIALITY

The EAP is completely confidential. No one is entitled to information about the employee unless he/she gives express written consent. The EAP counselor will discuss this with each employee in detail.

COSTS

Services of the EAP are a prepaid benefit. Each employee can use up to 6 free sessions under the EAP. If an employee decides to continue with counseling, he/she will be responsible for payment either through health insurance (if applicable) or his/her own resources. By the completion of the EAP services, the counselor will discuss the costs.

The current provider is Clinical Provider Organization (CPO). The contact number is 954-979-1611 in Broward, or 800-329-5EAP(327).

STATION/PERSONNEL INSPECTIONS

STATEMENT OF POLICY

It is the intent of the SFRD to identify needed resources, alleviate problems, and insure that the highest level of safety is provided at all times. In order to accomplish this, regularly scheduled station inspections will be provided.

MONTHLY INSPECTIONS

A. Inspections of all personnel will be completed by the Station Commanders at each station during shift change. Items checked will include, but are not limited to: grooming and uniform compliance; all personal protective gear; valid and current drivers' license, EMT and/or Paramedic certificate, CPR card and ACLS card, if applicable.

B. Lieutenants will be subject to inspection by the Battalion Chief.

C. Any problems noted during inspections will be documented and immediately forwarded to the Fire Chief via the chain-of-command.

QUARTERLY INSPECTIONS

A. Quarterly inspections of all personnel and stations will be completed by the Fire Chief and/or other designated staff personnel. The emphasis of these inspections will be on environmental and safety conditions, cleanliness of stations, and readiness and cleanliness of emergency vehicles.

B. Quarterly Inspections will include:

   1. The 0730 inspection will commence with a line-up inspection of all off-going personnel in Class B uniform. The personnel inspection will include dress/appearance; driver's license, EMT and/or Paramedic certificate, CPR card, City fuel card, City ID, and protective clothing inspection.

2. The 0800 inspection will commence with a line-up inspection of all on-coming personnel in Class B uniform and will include an inspection as noted above.

3. Station facilities will be inspected while vehicle check-out is underway. All areas and vehicles, are subject to inspection.

4. Administrative policy and procedure manuals will be inspected for completeness. Run reports, log books, inventory forms, etc. are subject to inspection.

5. A review will be made regarding pending vehicle and station work orders, station supplies, property disposal, new property issue requests, and property for City identification inventory tags.

6. A review will be made of linen disposal, infectious disease procedures, drug and medical supply equipment, and interior rescue unit cleanliness.

7. A review will be made to insure that bulletin boards are neat and up-to-date.

8. A review will be made to insure that books, videos, pictures, or other items of a sexual or provocative nature are not posted or available in the fire station.

MATERIAL SAFETY DATA SHEETS

The Occupational Safety and Health Administration requires certain manufacturers, distributors and employers to meet the requirements of the Hazard Communication Standard (29 CFR 1910.1200). Therefore, all Sunrise Fire-Rescue facilities shall make available for review, Material Safety Data Sheets (MSDS), to all employees.

Material Safety Data Sheets will assist in identifying any hazardous chemicals that are used and/or stored in or around the work place. These Material Safety Data Sheets will be posted in an obvious location where employees are free to review them at any time.

In addition, “right to know” training is provided annually for those personnel who use or come into contact with chemicals.

TRAFFIC PRE-EMPTION PROGRAM

INTRODUCTION

Sunrise Fire-Rescue participates in a countywide traffic pre-emption program designed to enhance safety when responding Code 3 while simultaneously assisting in the reduction of emergency response times.

EQUIPMENT

The traffic pre-emption equipment utilized in this program involves vehicle mounted low power radio transmitters and GPS locators. This phase of the program was completed, tested, and passed per the executed agreement. This is the equipment the satellites will "see" enabling them to predict the time to approach at an intersection, allowing emergency vehicles to pre-empt traffic signals accordingly. The radio transmitters communicate with the traffic signal boxes at each intersection.

The second phase, consisting of station re-radiators was also completed, tested, and passed per the same agreement. This equipment consists of an emitter positioned in the bay at each fire station that "sees" each apparatus in the bay and sends the position of those apparatus to overhead satellites via a re-radiating antenna placed on the station roof.

The control head in each apparatus allows the vehicle operator to monitor the status of the pre-emption equipment as well as reactivate the system after it has been disabled (described below).

OPERATION

The traffic pre-emption equipment is specifically wired to only be active while running Code 3, meaning the vehicle's overhead emergency lights must be on for the system to be "active". The green on/off button on the control head must be left depressed, then, when the overhead lights are turned on the on/off button will light up "green" in color followed by the system self-check. These self-check lights on the right of the control head should turn green showing all systems normal. The table below illustrates the designation of the Vehicle Control Unit Indicators:

Indicator	Color or Condition	Meaning
POWER	Green	Power applied to unit
ON/OFF Switch	Green Flashing Green	Power applied to unit Vehicle in Disable mode
DISABLE	Off Flashing Green	Vehicle not in Disable mode Vehicle in Disable mode
GPS	Amber Green	Not receiving GPS, radio not transmitting GPS has good 3D fix
RADIO	Amber Green	No communication between radio/GPS unit & vehicle control unit Good communication between radio/GPS unit and vehicle control unit

Once a unit has arrived on scene and the vehicle driver opens the driver's door, the pre-emption system is disabled. This wiring scheme allows units to operate at motor vehicle accidents without continuing to pre-empt traffic while on scene. ***When leaving the scene to transport a patient or to return to service, the vehicle driver simply "reactivates" the traffic pre-emption system by pressing the on/off button on the control head twice.***

POLICY

The traffic pre-emption program is designed to assist the Department in reaching its goals of safe Code 3 response for its personnel while simultaneously improving response time as outlined in the Introduction. As such, it is only to be used in conjunction with a Code 3 response to the scene of an emergency and likewise during patient transport to the local Emergency Department. Vehicle Operators should continue to drive as if the equipment were not in place in order to maximize their anticipation of other drivers' actions. The pre-emption devices will not be used for purposes other than those previously stated. Broward County Traffic Engineering will be providing periodic Quality Assurance documents to the Department via their computerized audit trail allowing the Department to match up uses of the traffic pre-emption equipment with known emergency responses by this agency.

VIOLENT INCIDENT PROCEDURES

The first priority is to provide a protected environment for SFRD personnel to work in. If a unit is dispatched to an incident where violence has occurred or is likely to occur, units will stage as indicated below

The following guidelines will describe how to manage a scene of a violent nature:

SIZE-UP

- While responding to the scene all members of the crew should be considering the violence potential of the call they are responding to. Any emergency call has a potential for violence involving firefighters. Depending on the type of the call, Dispatch will automatically contact PD for support. In some cases, PD may already be responding and actually be first on the scene.
- A shooting, stabbing, fighting (domestic or public) should be a red flag for more violence. A man down, suicide, and overdose must be closely evaluated for potential violence. Gang violence will receive automatic PD dispatch. Do not hesitate to call for PD if you believe the call is potentially violent.
- Size-up starts as soon as you receive a call. Initial and follow-up information available from Dispatch can be important. (In many cases, PD will be on the scene prior to our arrival and have us stage when the scene is still dangerous or unstable.)

  What to look for:

  - Is PD on scene?
  - Reference of the call?
  - Type of injuries?
  - Drugs/alcohol/altered mental status?
  - Is a fight still in progress?
  - How many units responding (need for staging)?
  - Is the perpetrator still on the scene?
  - How many people are involved?

STAGING OF UNITS

- Responding units will stage out of sight of the incident until advised by PD that the scene is secure. ***Communicate clearly to Dispatch you are staging and verify PD is responding.***

- While in the staging area, units will turn off emergency warning lights and audible warning devices.
- Crews will stay in their units while in staging in the event immediate evacuation is necessary.

THE SCENE

- String fire line tape to establish a barrier between firefighters and the crowd. Fire line tape is a good divider and provides a control line for PD to enforce. The tape is generally well received by citizens as needed by emergency personnel to provide control of an incident.
- Notify Police to secure traffic and crowds. This is the primary responsibility of police at the scene of a fire department emergency. When police arrive, a fire department member should establish liaison with the ranking police officer on scene. Explain to them what is needed to control the scene; more officers should be called if necessary.
- Provide for lighting when necessary. As more serious violence occurs after daylight hours, use of scene lights or a utility truck take away the cover of night. All emergency responders will be able to see more of the scene when good lighting is provided.

SAFETY AWARENESS

Some people may fear detection of criminal activity or do not respect our profession or us. They may have been the perpetrators of violence and may not want the patient to receive emergency care.

Some dangers signs:

- Antagonism toward crews.
- Verbal abuse.
- Lack of cooperation.
- Anyone may be a potential threat of danger even as passive and cooperative as they may seem.

When dealing with patients and others with an altered mental status as a result of alcohol/drugs or mental illness, we need to introduce ourselves as Sunrise Fire-Rescue Firefighters/Paramedics, and that we are there to assist them and ask what we can do to help.

Uniforms sometimes can be threatening to certain people. They may confuse us with the police department or may not like authoritative figures. To prevent confusion about who we are, introduce yourself as soon as possible.

Always be aware that a weapon may be on a person or near, but out of sight. Train yourself to look for them; between car seats, waistbands, jackets, and loose clothing.

Weapons come in two types:

- **Common** -- guns, knives.
- **Makeshift** -- anything that wasn't designed to be a weapon, but can be used as one.

SPOTTING THE APPARATUS (RESIDENCE)

- Turn off siren several blocks away if possible.
- Drive by slowly and pass the house.
- Spot the vehicle approximately 100 feet past the residence or 100 feet before. This will allow us to approach the scene from a safe position (direction).

APPROACHING THE BUILDING

- Do not slam door of apparatus or vehicle.
- Keep volume low on radio.
- Gain information before entering house.
- Look and listen before entering house.
- Listen for arguments or fights/number of voices you hear.

APARTMENT BUILDINGS

- Keep the elevator door on manual so it will remain open.
- Check stairwell doors to make sure they are unlocked to provide an escape route.

CONTACT AND CONTROL

- The contact person stands on the doorknob side of the door. This will require the person opening the door to open it wide to see you.
- If there is a screen or security door, position yourself on the doorknob side of the inner door. Be subtle and non-aggressive in positioning yourself. Greet the homeowner with a friendly demeanor.
- **NEVER STAND DIRECTLY IN FRONT OF THE DOOR.**

ENTERING THE STRUCTURE

- Introduce yourself.
- Dog -- ask for the dog to be secured.
- If they ask you to come in, ask them to open the door.
- If they insist you enter, ask them why they can't come to the door.
- Consider the risks involved when looking into a window.
- Scan room for weapons, alcohol, drugs, or signs of violence.
- Look for makeshift weapons.
- Look for signs of weapons (bulges in clothing, watch their hands).
- Keep crew in sight at all times. **Never leave a crewmember alone.**
- Have at least two crewmembers together at all times.
- Have the person who answered the door lead you to patient.

SEPARATING DISPUTANTS

- The scene that becomes violent when initially safe surprises firefighters nationwide every day. At any time, what looks like a routine call can turn into a deadly encounter.
- Injuries from domestic disputes may be reported as accidents (falls, etc.)
- Don't stand between disputants
- If not already done, ask PD to separate disputants by taking them to an area where they can't see or hear one another (at least two crew members should be together); separating them will help calm the situation.

SPOTTING THE APPARATUS AND APPROACHING A VEHICLE

- Park unit to the rear of the vehicle (a full length from vehicle).
- Park at a slight angle to driver's side (forms a protective barrier from oncoming traffic).
- Use safety cones where necessary.
- Use safety vests.

INTERVIEW STANCE

- If you suspect violence, stand at a partial right angle to the patient out of arms reach (they must turn to attack you).
- Don't stand against a wall.
- Don't fold arms (judgment).
- Don't put hands in pockets (appear unconcerned).

- Use physical barriers (coffee table, chair, etc.) between yourself and a potential violent person.
- If you see a weapon call PD.

DO

- Pay attention to any information provided by Dispatch.
- Be prepared to send an emergency alarm (orange button on *Astro XTS 5000R* portable radios).
- Once on the scene, be aware of your surroundings and impending danger.
- When approaching the scene and while on-scene, display a confident/in control attitude (Command presence).
- Look for the informal or designated leader of a potentially violent group and attempt to visually monitor and, if possible, make a personal contact to ease tensions.
- Clear the scene of potentially violent materials.
- Set up fire line tape to help secure perimeter.

DON'T

- Get lulled into a false sense of complacency.
- Ignore the potential for violence on any call we go to--including travel to and from the call and trips back and forth to the apparatus while on-scene.
- Ignore your gut feeling--when it doesn't feel right, it probably isn't.
- Be confrontational--be confident, but not abusive to anyone or any group.
- Be an easy target--call for the help early and be prepared to evacuate if the need arises.

Incident Safety Officer

Statement of Policy

The Fire Rescue Department recognizes the need for an Incident Safety Officer position on multi unit and Special Operations incidents in accordance with the most current edition of NFPA 1521. The Incident Commander shall establish an Incident Safety Officer as soon as possible, with this policy and OPM Section 600.01 Common Incident Command Procedures serving as guidelines. The Incident Safety Officer shall operate under the direct supervision of the Incident Commander and shall keep the Incident Commander apprised of all hazardous/unsafe conditions with a recommendation of action.

***The Incident Commander shall be the final authority on all recommendations and decisions made by the Incident Safety Officer.**

Crew Staffing

To meet this objective, the Incident Commander (IC) may assign an Engine Company as a **"Safety Company"**. The Company Officer shall be the Incident Safety Officer (ISO) and the balance of the crew will be assigned other duties such as, Battalion Aide, accountability, assistant safety officer, etc.

Training

The ISO must be Company Officer***** level or above, with documented training from the Training Division as a minimum. The training criteria shall be determined by the Fire Chief.

Responsibility

- The ISO shall continuously update the IC regarding conditions, hazards, and risks that may develop, have changed, failed to change, worsened or improved.
- The ISO shall correct, change or mitigate any imminently dangerous situation and advise the IC of the steps taken.
- The ISO shall ensure that the IC has established medical rehabilitation whenever the incident requires.

*** Company Officer = A minimum rank of Captain/Acting Captain**

- The ISO shall monitor communications to ensure that priority communications are not missed or ignored and that low-priority and nonessential radio traffic is not interfering with operations.
- The ISO shall ensure that all personnel are using appropriate PPE and Infection Control Procedures at emergency operations.
- The ISO shall evaluate all operations where motor vehicle traffic can directly impact the operation or the safety of personnel operating in these conditions. This shall include, but is not limited to; apparatus placement, the use of orange safety vests and helmets, charged hose lines, traffic flow, vehicle stabilization, fuel leaks, energized equipment, and all other associated hazards.
- The ISO shall, upon notification that any personnel have become injured, ill, or exposed, arrange for appropriate medical treatment and notify the IC.
- The ISO shall ensure that the appropriate authority institutes documentation and investigative procedures upon the injury or death of any personnel.
- The ISO shall advise the IC when the size, complexity or duration of the incident requires the use of an assistant or assistants.
- The ISO shall evaluate areas designated as a landing zone for hazards and the crew’s ability to access and transfer the patient to the flight crew.
- The ISO shall keep written documentation that will be pertinent during Post Incident Analysis.

General Information

The ISO, once assigned, shall not be distracted or self-direct themselves into performing other duties or assignments. This is especially important when a call for a firefighter down/missing occurs, as the ISO may be tempted to become involved with the teams conducting rescue operations and this is a time when the ISO is needed the most.

If there is no imminent threat to personnel safety the ISO should not stop personnel from performing tasks assigned by the IC nor direct unassigned personnel until the IC has been consulted.

INCIDENT SCENE SAFETY OPERATING GUIDELINES ON LIMITED ACCESS HIGHWAYS IN BROWARD COUNTY, FLORIDA

OBJECTIVES

To provide specific procedures to insure the safety of the general public and public safety personnel (Law Enforcement/Fire/Emergency Medical Services) while conducting emergency operations at the scene of an incident and to reduce delays by opening the roadway to traffic as quickly as possible.

DEFINITIONS

A. Limited Access Roadway - any Interstate Highway, U.S. Highway, State Route, or County Road with limited access.
B. Incident Commander – that person managing the incident scene.
C. Responsible Agencies – those agencies with specific responsibilities on the scene of emergency operations.

NOTIFICATION

It is the responsibility of the on-scene coordinator/incident commander to notify the necessary agencies needed to provide resources that will successfully mitigate the incident scene and restore normal traffic flow and conditions. These may include Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (FDEP), Department of Environmental Resources Management (DERM), private contractors, towing companies or additional public safety agencies.

COOPERATION

Cooperation among the personnel of all responsible agencies such as law enforcement and the fire department is essential.

When incidents involve injured persons and/or hazardous materials, the Incident Commander shall be the Fire Department until the injured persons have been treated and/or the exposure of hazardous materials is no longer a threat to the public. The Incident Command shall subsequently be turned over to the law enforcement agency with jurisdictional responsibility. Law Enforcement personnel should provide traffic control, if fire rescue personnel are working in the travel lanes. Fire department personnel will assist law enforcement personnel in restoring normal traffic flow as soon as it can be done safely.

RESPONSIBILITIES

A. Law Enforcement: traffic flow, scene control/security, and investigation
B. Fire Department: scene safety, medical treatment, and hazardous materials
C. Other Agencies: DERM, FDEP, FDOT

RESOURCES

Specific directions should be conveyed through communication operators by the first arriving units to help direct later arriving units when response problems are encountered or on-scene situations change. A request should be directed to the shift commander to provide an escort or traffic assistance to expedite emergency response, if necessary.

PROCEDURES

A. INCIDENT MANAGEMENT – The first arriving public safety agency will serve as the Incident Commander and advise other responding units of the situation. Upon arrival of other responsible agency representatives, a unified command incident management system will be instituted. The unified command system is responsible for interaction and coordination of individual agencies to develop one unified plan of action. The first arriving unit will also be responsible for directing the subsequent arriving units to assure safety of the incident scene.
B. LIAISON – The Incident Commander will establish a liaison with all incoming agency personnel upon their arrival on scene. Liaisons arriving later should report to the established command post for a briefing with the Incident Commander, unless otherwise instructed.
C. RESPONSE – Units responding to the incident should attempt to reach the scene at the reported location in the normal direction of travel, unless advised by their communications personnel. Units will proceed in the opposite direction to normal traffic flow only at the request of law enforcement unit(s) at the scene and only when it is confirmed that all traffic has been stopped in that section of the highway.
D. RESPONSE ZONE – If a specific response zone or responding agency or department cannot be identified, all on-scene personnel shall cooperate in a “good

faith" effort to immediately address all safety and environmental concerns until such time as the Incident Commander is identified.

County Roads – The appropriate agency will be contacted to respond.

State Roads – FHP will contact their dispatcher and request FDOT for assistance.

Turnpike – FHP will contact their dispatcher and request FDOT for assistance.

E. SCENE SAFETY – Only necessary operations will be allowed at the scene until deemed safe. All public safety personnel on-scene will make a coordinated effort to insure that these incident scene safety operating guidelines are followed. When emergency operations require personnel to work in conflict with motor vehicle traffic, emergency vehicles may be utilized as a shield from oncoming traffic, wherever possible.

When acting as a shield, vehicle warning lights shall remain on, and fluorescent and retro reflective, illuminated, or other appropriate warning devices shall be used to warn the oncoming traffic of emergency operations and possible hazards to emergency personnel operating at the scene.

Vehicle should be parked at an angle to protect personnel. To prevent a vehicle from colliding with personnel or equipment, the front wheels should be turned away from the incident scene. This procedure will require traffic to be routed into the remaining lanes, decreasing flow speed in those lanes. As soon as law enforcement start to control traffic flow, fire department and rescue vehicles should be repositioned or removed from the travel lanes to assist law enforcement with resumption of normal traffic flow.

Later arriving emergency assistance personnel should park their vehicles in front of the incident, as close as can be done safely, in the same lane, with emergency lights activated. This will provide a safety zone directly in front of the immediate scene, without further impeding traffic.

F. TERMINATION – Once emergency activities are ceased, the Incident Commander shall begin to scale down the incident, with the highest priority given to restoring normal traffic flow. This may include assisting towing companies to safely remove vehicles assisting environmental agencies and assisting law enforcement investigations.

It is the Incident Commander's responsibility to insure that when incident management is transferred to another agency, safety of those still working in the area is maintained. This includes private contractors, towing companies and environmental personnel.

All required reporting documentation should be completed prior to clearing the scene and transferring management to another agency.

G. INCIDENT CRITIQUE – A post-incident critique and follow up should be accomplished in-house and you are also encouraged to present your findings to the Freeway Management Team meetings on all large scale scenes or incidents that presented unusual challenges to your agency.

H. HAZARDOUS MATERIALS – These Incident Scene Safety Operating Guidelines (ISSOG) do not supersede any Hazardous Materials Response Safety Operating Guidelines. OSHA 29 CFR1910.120 is the mandated document for response to hazardous material incidents throughout the State of Florida.

I. TRAINING – It is incumbent upon each agency to educate and train their personnel who may be involved in the use of the ISSOG. The delivery of this required training will insure the successful implementation of this plan.

CARBON MONOXIDE MONITOR

STATEMENT OF POLICY

The Department has issued carbon monoxide gas monitors to be placed on each in-service pumper, the Platform, Battalion Chief's unit, and the EMS Captain's unit. The monitors are for the detection of carbon monoxide (CO) and shall be used on fire scenes according to the procedure listed below.

PROCEDURE

A. The monitors shall be used during all interior salvage and overhaul operations at structure fires as well as any environment where CO could possibly be produced.

B. The monitor shall be worn on an SCBA strap when SCBA is worn or on the flap of the top pocket of the bunker coat.

C. The monitor shall be activated, allowed to enter the gas reading mode in fresh air, and battery status shall also be determined prior to entering any environment where CO may be present.

D. The monitor has three alarms; visual, audible, and vibrating, which will activate when CO content reaches a low of 35ppm and a high of 70ppm. Personnel shall exit the hazardous area as soon as the low level alarm activates. If the area can be sufficiently ventilated personnel may return without donning SCBA. If ventilation is not practical then personnel shall don full SCBA and only enter the environment on air with Accountability and RIT in place. In either event, personnel should try to establish the cause of the CO production.

E. Personnel should not enter any environment where the oxygen content could be altered and gases other than CO could be displacing oxygen, as the monitor does not read any other type of gas and does not determine if low or high levels of oxygen exist.

F. The monitors shall be turned on daily and allowed to warm up and enter the gas reading mode. Whenever the monitor is turned on, it shall be done in an area that is free from possible CO contamination. The battery status will display on the LCD screen and shall be checked prior to turning the monitor off. The monitor uses a single “AA” alkaline battery which shall be changed when the battery power becomes low, indicated by the icon and a single beep every 30 seconds.

G. Monitors that appear damaged, have been dropped or submerged shall be red tagged and turned into the Logistics Division for evaluation. A spare monitor will be issued when available.

GENERAL INFORMATION

The availability and wearing of these monitors shall not preclude personnel from establishing and maintaining appropriate ventilation practices. The Operations Division Chief shall oversee a periodic function test (as described in the operating instructions) every 6 months and at the same time have each monitor battery changed. Any questions or concerns should be directed to the Training Division.

EMERGENCY ALERT POLICY

Statement of Purpose

The following standard will serve as a guide to the proper use of the emergency alert feature of the Sunrise Fire Rescue 800MHz portable radios.

It shall be the responsibility of all Fire Rescue personnel to know this policy and the related 800MHz Communications Policy (**OPM section 800.06**), specifically the sections that denote the operation of the portable radio in the **emergency alert mode** and how to access the individual ID number.
The portable radio emergency alert feature shall be used for perilous situations that are **not** covered by the "Mayday" policy. Some examples of such situations would be; weapons involved violent patients or bystanders, hostage or terrorist situations etc.

Guidelines

Each portable radio has a six digit individual ID number, that is mapped to a specific unit and position (i.e. portable radio 718103 will appear as Eng. 59 in Dispatch) each time the portable radio transmits, its corresponding Unit ID appears in the communication center. Therefore portable radios must stay with the unit and position the individual ID is assigned. As this is a **safety issue**, it shall be the responsibility of the Station Commander to ensure that each portable is in the correct position and being used by the person assigned to the radio's designated position.

No policy can cover every potential problem, as each emergency situation will differ in nature. So, there will have to be a coordination of efforts between the Fire and Police responses. If there is the possibility that a hazardous atmosphere/chemical attack has caused the emergency, then the first response to the scene should be Fire Rescue, whereas if there is the possibility of a violent person or hostage type situation, then the Police Department should be the first response. Units on any incident should strive to keep dispatch continually updated on their situation or changes in their surroundings.

While it is understood that accidental activation of the emergency alert may occur there shall be no impromptu or unannounced **tests** of the system.

<u>Operating Emergency Alert Button (EAB)</u>: (Top Orange Button)

To activate the EAB, the operator simply depresses the EAB and holds it down for approximately 2 seconds until it rapidly beeps.

When the EAB is activated, an audible alert is transmitted to Dispatch Console advising of an emergency status. The user's radio will also display the nomenclature upon the LCD Screen; "EMERGENCY" letting the user know that he/she is transmitting an emergency message.

EAB signals are sent at maximum power to facilitate better building penetration and will be heard at maximum volume regardless of the receiving radio volume setting.

To reset the EAB, the member can, either depress the EAB and hold it for approximately 2 seconds until a steady reset tone is heard, then release the button, or simply turn the radio off and then back on.

Note:

♦ When an Emergency Alert and subsequent voice communication are not acknowledged, the "Emergency Alert Tone" can be resent by briefly depressing the emergency button again

<u>Emergency Situations</u>

Once the orange emergency alert button has been depressed, the dispatcher will ask the unit whose individual ID is displaying, **"is everything 10-24"**. The appropriate response if you have an emergency shall be **to repeat back "10-24"**, which would then be followed by a brief explanation if possible. If the alert was accidental, then dispatch can be advised in plain English that no emergency exists.

If a unit responds **10-24** or there is no response to the dispatchers query, then the following shall occur:

- A code 3 police response to the incident location shall be initiated immediately.
- The Shift Commander shall be notified on a separate channel.
- A code 3 full station assignment shall be dispatched on a separate channel.
- The Shift Commander shall monitor both channels.
- A staff all call shall be initiated.

Fire Dispatch shall advise the Shift Commander and Police Department (On a different channel or by landline) the type of call the unit in trouble was dispatched to, as well as any pertinent information leading up to the emergency. When the response dictates that the Police Department should be the first to arrive; on a case-by-case basis the Shift Commander shall decide if the full station assignment shall use lights and sirens, and where the assignment should stage until the Police Department advises the scene is secure. When it has been determined that Fire Rescue should be the first arriving units, then the Shift Commander shall advise if and when it is safe for the Police Department to enter the scene. In either case it is imperative that both Police and Fire Commanders keep one another appraised of what is occurring on the scene. Any gaps in information may cause undue stress and entice a unit to enter the scene prematurely.

Accidental Activations

Accidental activations of the EAB may occur from time to time, in the event that an accidental activation occurs the operator or user of the radio should notify dispatch immediately so that the system can be reset. To reset the EAB see above under the operation of the EAB.

Spare Radios

The policy of bringing a portable in need of service to the on duty Battalion Chief shall continue. Spare radios six digit ID number have been programmed to read as a **Spare** in the communication center. It is therefore imperative that the Shift Commander maintain a close inventory as to what units have spare radios and their position on the unit.

EXPOSURE REPORTING PROCEDURE

EXPOSURE DETERMINATION

One of the keys to implementing a successful Exposure Control Plan is to identify exposure situations employees may encounter. To facilitate this in our operations, we have prepared the following lists:

- o Job classifications in which all employees have occupational exposure to bloodborne pathogens, shown in "A" below.
- o Tasks and procedures in which occupational exposure to bloodborne pathogens occur (these tasks and procedures are performed by employees in the job classifications shown in "A" below.)

The initial lists were compiled on or before May 5, 1992. The EMS Division Chief will work with department managers and supervisors to revise and update these lists of tasks, procedures, and classifications as necessary.

A. List of job Classifications in which employees have potential exposure to bloodborne pathogens.

Firefighter
Firefighter/Paramedic
Firefighter/EMT
Fire Inspector
Fire Marshal
Driver/Operator
Rescue Lieutenant
Captain
Battalion Chief
Division Chief
Deputy Chief
Fire Chief

B. Tasks and procedures in which occupational exposure to bloodborne pathogens occur. (These tasks and procedures are performed by personnel listed in the job classifications listed in "A" above.) These tasks include, but are not limited to:

1. During emergency conditions:
   ~Performing CPR
   ~Conducting patient assessment
   ~Providing supplemental oxygen therapy
   ~Maintaining airway control
   ~Suctioning the airway
   ~Obtaining intravenous access
   ~Obtaining blood samples
   ~Placing oropharyngeal devices
   ~Placing nasopharyngeal devices
   ~Placing combitube airway devices
   ~Tracheal intubation
   ~Cricothyrotomy
   ~Pleural decompression
   ~Controlling hemorrhage
   ~Bandaging wounds
   ~Splinting fractures
   ~Packaging and handling patients
   ~Patient defibrillation

2. During non-emergency conditions:
   ~Decontamination procedures
   ~Engineering control procedures
   ~General housekeeping procedures
   ~Transportation of biohazardous waste

*Florida State Statute 395.1025 requires receiving emergency departments to notify EMS agency Designated Officers within 48 hours of determining a patient transported to their ED has an airborne communicable disease.

CONFIDENTIALITY

According to Florida law, the identity of individuals tested for HIV and the results of those tests shall remain confidential. No persons shall have access to records containing HIV test results, except as authorized by The Department of Health, by rule or by law. The identity of HIV test subjects and test results may be disclosed only under specific circumstances as described in 381.004 Florida Statutes, and only to those who can demonstrate a legal "need to know".

The need to know shall not be construed to be an exception to the informed consent requirements of Chapter 64D-2. HIV test results **may** be provided to persons with a significant exposure **after** the significant exposure has occurred.

INFORMED CONSENT

No person in Florida shall perform a test to identify HIV, or its antigen or antibody, without first obtaining the informed consent of the person upon who the test is being performed, except as specified elsewhere in law. Informed consent shall be preceded by an explanation of the test, including its purpose, potential uses, and limitations and the meaning of its results.

Infection Control - Transmission

There are a number of viruses that must get inside the body to make you sick. Each has its own particular body cells that it prefers to attack. Viruses cannot act without being attached to another cell. Once attached, they direct the activity of that cell. Infectious substances are transmitted via an infected persons body fluids (i.e. saliva, sputum, blood, urine, vomitus and fecal matter). Generally the human skin is a barrier against exposure to infectious contaminants. If, however, the skin has open sores, cuts, or abrasions, this protective barrier is broken. Infectious contaminants can also enter the body through openings such as the mouth or sexual organs. Once inside the body viruses can then be absorbed into the blood stream. Some of these viruses are capable of stimulating the body to produce antibodies to defend it. If that has occurred from past exposure, the person may be immune to any later exposures.

For illness to occur, (1) There must be blood or other body fluids containing the virus, (2) an opening to the inner part of the body, (3) a means of getting the virus inside that opening, (4) a large enough amount of virus, (5), and a defense system that does not have immunity already built up.

Patients who cough and/or sneeze toward treatment personnel also increase the risk of exposure. A puncture wound resulting from an IV needle or other item that has been in contact with the patients blood or body fluid possess a significant exposure risk to treatment personnel.

In the general public and in the hospital setting, the most efficient route of transmission is directly from the infected person, not through an intermediary, such as a third person's hands. In other words, for a firefighter to take it home to a family member, the firefighter would normally first have to get the infection. Hands and clothing would not be expected to be an efficient means of transfer. Hand washing is the primary deterrent for transmitting infectious diseases.

Infection Control - Prevention

The objective of prevention is to establish protective measures to prevent or reduce the risk of direct exposure of members to infectious diseases. Fire Department members on emergency responses will find it difficult to determine if a patient has an infectious disease. When asking a patient about their medical history it is appropriate to ask if they have any infectious diseases. However, personnel should be aware that:

- Patients may not know they have an infectious disease

- Patients may not be honest with their response to questions.

The level of protective precautions taken by department personnel should be based on the patient evaluation and good judgement. Anyone can have an infectious disease; however, some target populations are considered a higher risk than others. All human blood and certain human body fluids should be treated as if known to be infections for HIV, HBV, and other bloodborne pathogens.

Infection Control - Medical Exposure Severity Rating

The Sunrise Fire Rescue Department uses a medical exposure severity rating system to assist the infection control representative in evaluating the seriousness of reported infectious disease exposure. It categorizes and defines two exposure levels firefighters may face when treating a patient, non significant and significant.

In all cases, it is presumed that the firefighter can immediately and thoroughly clean the exposed area (hands, forearms, face or eyes). If he/she is unable to wash or clean the affected area in a timely manner, then the severity of his/her exposure may be upgraded, depending on the circumstances. For the purpose of this rating system, bodily fluids can include a patient's blood, urine, feces, vomitus, saliva, tears, sweat, mucous, semen, vaginal secretions, placental fluids, and drainage from sores, wounds or other lesions.

ASSESS THE EXPOSURE/BLOOD OR BODY FLUID

A significant bloodborne exposure is a combination of one or more of the types of body fluids and one or more of the injuries listed below and requires immediate medical evaluation.

PREVENTION AND IMMUNIZATION PRACTICES

Purpose Each employer shall identify “at risk” employees based on job descriptions. (OSHA CFR 1910.1030)

Risk levels:

> **At-risk Employees.** Emergency medical and public safety employees are at risk for exposure to blood, body fluids, feces and/or respiratory secretions.
>
> **Low-risk Employees.** These employees are identified through job descriptions as having job tasks that are low or no “At-risk” to exposure to blood, body fluids, feces and/or respiratory secretions. For these employees timely postexposure prophylaxis rather than preexposure vaccination may be considered.
>
> **Special Risk Employees.** Periodic evaluation of job description may be done as indicated to evaluate certain tasks that may be considered at a higher level.

History of Immunity. Employees who are “at risk” for exposure to and possible transmission of vaccine preventable diseases should have on record of employment all immunizations currently recommended by the US Public Health Service. A medical evaluation that includes childhood immunity or immunization history for Measles, Mumps, Rubella, Tetanus, Diphtheria, Polio, Pertussis (Whooping cough) and Varicella zoster (chicken pox) should be obtained and recorded for these employees. This program should be completed at the time of hire or as part of a catch-up program. (CDC MMWR 1997:46 (No. RR18)). (NFPA 1581, 2-5.2.2).

INFECTION CONTROL PROGRAMS

> **Infection Control Officer.** Employers shall identify a Designated Infection Control Officer.
>
> **Education.** Employees shall have Bloodborne/Airborne Pathogen Training.
>
> **Immunization Programs.** Employers with vaccination programs shall offer vaccine product information and declination statements as determined by CDC and OSHA regulation. Employers shall make vaccines available to employees who initially decline and later decides to accept the vaccines within 10 days.

Medical records and test maintenance. All employees' medical records, immunization records and baseline testing shall be maintained according to applicable laws governing medical confidentiality. (29 CFR 1910.1030 (h)).

Needle-Stick Prevention Programs. Employers (where applicable) shall provide needleless systems. Needleless systems means a device that does not use needles for: (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps. (OSHA 29 CFR 1910.1030)

Hepatitis Vaccination Programs. All "At-Risk" employees shall have made available to them at employment (within 10 days) of initial assignment the Hepatitis vaccine and education, unless the employee has documentation of the following: completed vaccination series, record of immunity (positive titer), or medical contraindications. (29 CFR 1910.1030(f) (2)). Hepatitis A vaccination is strongly recommended and may be offered if specific local conditions dictate. (NFPA 1581, 2-5.2.2).

Influenza Vaccination Programs. "At-Risk" Employees are considered to be at significant risk for acquiring or transmitting influenza (the common Flu). Influenza vaccine should be made available to employees from October through February annually. (CDC MMWR 1997:46(No. RR-18) (NFPA 1581).

Periodic titer screening for immunizations. Routine periodic post vaccination screening is not recommended after initial titer level has been determined. Booster doses are not currently recommended. If the US Public Health Service recommends a routine booster dose(s) at a future date, such booster dose(s) shall be made available. (29 CFR 1910.1030(f) (1) (ii).

BASELINE AND ANNUAL SCREENING

Baseline Screening. Baseline screening for TB, Hepatitis A, B and C is indicated for presumptive laws requirements. Meningitis is also covered in the presumptive law but does not require a baseline screening. (FS 112.181 6(a) (b)). (Florida Pension Statue for police and firefighters only)

TB Screening. A tuberculin skin test (PPD) shall be performed for all "at-risk" annually. Employees who have previously tested negative and now test positive shall have a baseline chest x-ray and one follow-up a year later. All new positive TB test results shall have prophylactic treatment offered. (CDC MMWR 1994:43(RR13)).

POSTEXPOSURE MANAGEMENT

- **Provide personal first aid.**
- **Secure area to prevent further contamination.**
- **Remove contaminated clothing**
- **Wash the area well with soap and water or waterless hand cleanser.**
- **Notify Supervisor**
- **Assess the level of exposure (Significant or non-significant)**

Notification and Relief of Duty. EMS 39 and Battalion 39 be notified if a employee experiences an occupational exposure involving potentially infectious material. The supervisor should determine if the employee needs to be relieved of duty.

Assess the level of Exposure. An Occupational exposure is the "exposure to an other person's body fluids or airborne fluids. There are two types of occupational exposures, non significant and significant.

Non-Significant Exposure. Non-Significant exposures are occupational exposures that have little to no risk of transmission of diseases known at this time. All Non-Significant exposures need to be documented on the "Infectious Disease Exposure Report Form", so at a later date should said occupation exposure be reported by the CDC as having an increased risk, the exposure was documented.

Significant Exposure. Significant Exposures have increased risk of transmission and acquiring of disease(s). All Significant exposures need documentation and medical follow-up.

Assessing Exposures to Blood or Body Fluids. A significant bloodborne or body fluid exposure

Body Fluids:

- Blood, Serum, and all fluids visibly contaminated with blood
- Pleural, amniotic, peritoneal, synovial, and cerebrospinal fluids
- Uterine/vaginal secretions, semen, feces and urine

- Saliva

Action or Injury:

- Percutaneous (through the skin injuries such as, needlestick, laceration, abrasion, bites, ect.)
- Mucous membranes (e.g. eyes, nose, mouth)
- Nonintact Skin (e.g. cut, chapped or abraded skin). Consider the larger the area and/or the longer the material is in contact, the more difficult it is to verify that all relevant skin area is intact. Also, an increased risk if within 2 hours of shaving skin and scabs <24 hours, if skin is still open.

Assess the Exposure to Airborne Droplets. A significant airborne exposure is considered a combination of a source exhibiting signs/symptoms of suspected airborne illness and an incident that would place the employee at risk of droplet or airborne exposure.

Source: Any aerosolized exhalations containing droplets, sputum, lung secretions or saliva either by the source coughing, spitting, breathing or by a action by the employee such as suctioning or intubating AND the employee was wearing appropriate respiratory protection (HEPA mask, eye protection).

Actions by employee that have increased risk of airborne disease spread include; unprotected mouth-to-mouth CPR, suctioning of the nasopharnex or oralpharnex, active cough or gag reflex upon suctioning or insertion of tracheal tube, Combitube©, OPA, NPA or nasogastric tube.

REPORTING, MEDICAL ATTENTION, CONSENT AND TESTING

.

Report the Exposure. The employee or supervisor should begin filling out an Infectious Disease Exposure Form" and submit it to the Designated Infection Control Officer

Transport. A Significantly exposed employee should be transported to a designated facility within 2 hours for evaluation, testing and treatment options (preferably a facility that offers rapid HIV testing if the material was blood or body fluids). The employee and the source patient should be transported to the same medical facility.

Triage. The employee should be rapidly triaged as possible. The employee should present to the medical facility an Infectious Disease Exposure reporting Form and an Employer Information Sheet that contains specific information about the employer, the employees Designated Infection Control Offer, the employers employee compensation policy, and employers medical providers information for follow-up care.

Consent and Counseling.
Counseling shall be provided to and consent obtained from both source of the exposure and the exposed employee (29 CFR 1910.1030(f) (3)). The Employee's Compensation carrier will incur cost of testing for source and employee.

Informed Consent. Source and exposed employee consent to physician authorizing testing. The source will not incur any cost of said testing.

No Consent. (e.g. source is unconscious or denies consent) If consent cannot be obtained from the source of the exposure and blood sample is available, the facility may conduct testing without consent and the attending physician documents the need in the medical record of the employee.

Note: Florida's Omnibus AIDS Act provides for a court order for the source to comply and have testing completed. In this case, prophylaxis treatment may not be completed in a timely manner, medical protocol provides for an "unknown source" category.

Postexposure Testing for Blood and Body Fluids. *Moved consent and counseling.* The facility should perform an Acute Hepatitis Panel (CPT 80074), Rapid HIV and RPR (Syphilis) tests. Testing maybe added as per attending physician request.

Postexposure Testing for Airborne Droplet exposures. Focus on airborne droplet exposure is focused on alerting the medical facility that a significant exposure has occurred. Testing is administered by the facility targeting a myriad of airborne diseases. If TB exposure is suspected a tuberculin skin test (PPD) following the exposure should be performed on source and exposed employee. Do not perform tuberculin skin test (PPD) on exposed employee has been tested within the previous 12 weeks, or has a history of positive skin test reaction.

Hospital Notification. If no exposure was reported to the medical facility, and the medical facility determined through testing that and increased risk of disease transmission may have occurred, shall notify the agency of such event within 48 hours after determination. (F.S. Ryan White Act)

Discharge. The Infectious Disease Exposure Reporting form should be complete with a discharge summery that includes a description of all diagnostic tests performed on the employee. A copy of the form is routed to the Designated Infection Control Officer and a copy is provided to the employee.

Postexposure Medical Follow-Up. The employer is responsible to provide or make available postexposure monitoring as directed by the medical provider. Follow-up testing from blood and body fluid exposures will be performed after the initial, at week six, week twelve and week twenty-six after the exposure. Testing after one year may indicated for high risk significant exposures.

DOCUMENTATION

Employees are to complete the following forms for their respective situation.

Exposure Non-Significant

Infectious Disease Exposure Report Form

Exposure Significant

Infectious Disease Exposure Report Form*****
First Report of Injury or Illness
Supervisor Accident/Injury
Employee Incident (FD 30)
Sunrise EMS Report
Workers' Compensation Report from Employee. (2 Sections)

1. Employer Section: (Completed by employee)
2. Physician's Section: (Completed by Physician)

***** Complete first to receive treatment.

INJURY REPORTING PROCEDURE

STATEMENT OF POLICY

It is the intent of the Department to work in conjunction with the City's insurance carriers and the Risk Management Department regarding issues of Worker's Compensation and on-the-job injuries. All policies set forth by the City will be followed in all circumstances. The following represents policies specific to the Fire-Rescue Department. Any additional Worker's Compensation information will be provided to employees as it becomes available.

PROCEDURE

A. The following policy is in effect for all Fire-Rescue employees and is to be used in conjunction with Worker's Compensation policies provided by the Risk Management Department.

B. If an incident involves an injury or illness or it is likely that an injury or illness may result from the incident, Fire-Rescue employees are required to obtain and complete the following:

First Report of Injury or Illness *
Supervisor's Report Accident/Injury **
Report from Employee
Standard Patient Report
NFIRS-1 (Completed in RMS)
NFIRS-5 (Completed in RMS)
FD30 (for staff follow-up)

1. Call in Report of Injury to Risk Management at 954-572-2497 during hours of 9 a.m. and 5 p.m. (Monday – Friday).
If calling after these hours, leave voice mail message on 954-572-2497 with **details of injury, name of injured employee**, where injured employee was treated and phone number of employee and their supervisor's name.

2. Complete the First Report of Injury or Illness and the Supervisor Report Accident/Injury and fax the reports to Risk Management at 954-572-2278 immediately after completing the phone notification.

C. If there is **no** injury or illness resulting from an accident (i.e. minor vehicle damage) and it is unlikely that future injury or illness will occur as a result of the incident, the only reports that are necessary are the:

First Report of Injury or Illness *
Supervisor's Report Accident/Injury**
FD30 (for staff follow-up)

* If the employee is incapacitated or, for whatever reason, cannot sign this form, it is appropriate to write "unavailable" on the line designated for the employee's signature.

** It is appropriate for a Captain to sign this report.

Members who become ill or are injured during the execution of their duties are required to report the incident immediately to their immediate supervisor. Any follow-up care or further consideration will be dictated by the City's Worker's Compensation carrier as well as appropriate work-related injury policies.

Work related injury or illness Reports

Refer to the proper Operations and Policy Manuel for instruction.
401.01 Exposure Reporting Procedure
401.02 Injury Reporting Procedure
401.03 Vehicle Accident Reporting Procedure

1. Battalion or greater must be notified in order to arrange medical treatment, in the absence of an emergency.
2. Call in to report injury to Risk Management at 954-572-2497 during the hours of 9:00am and 5:00PM (Monday – Friday).
3. After Hours, Call and leave message on 954-572-2497 with **details of injury, name of injured employee**, where injured employee was treated and phone number of employee and their supervisor.
4. First Report of Injury or Illness and Supervisor Report are to be faxed immediately after completing the phone notification to 954-572-2382.

Forms to be completed

Accident No Injury **(OPM 401.02)** **☐ First Report of Injury or Illness** **☐ Supervisor Accident/Injury** **☐ Employee Incident (FD 30)** **If Auto Accident, refer to OPM 401.03** - **Vehicle W/O** - **Garage (Damage assessment)** - **Photos**	**Accident Injury** **(OPM 401.02)** **☐ First Report of Injury or Illness** **☐ Supervisor Accident/Injury** **☐ Employee Incident (FD 30)** **☐ Sunrise EMS Report** **☐ Workers' Compensation Report from Employee.** **(2 Sections)** **1. Employer Section: (Completed by employee)** **2. Physician's Section: (Completed by Physician)**
Exposure Non-Significant **(Blood or body fluid)** **(OPM 401.01)** **☐ Infectious Disease Exposure Report Form**	**Exposure Significant** **(Blood or body fluid)** **(OPM 401.01)** *** Infectious Disease Exposure Report Form** **☐ First Report of Injury or Illness** **☐ Supervisor Accident/Injury** **☐ Employee Incident (FD 30)** **☐ Sunrise EMS Report** **☐ Workers' Compensation Report from Employee.** **(2 Sections)** **1. Employer Section: (Completed by employee)** **2. Physician's Section: (Completed by Physician)** *** Complete first to receive treatment**
Chemical Exposure (not treated) **☐ First Report of Injury or Illness** **☐ Supervisor Accident/Injury** **☐ Employee Incident (FD30)** **☐ Chemical Exposure Report**	**Chemical Exposure Treated** **☐ First Report of Injury or Illness** **☐ Supervisor Accident/Injury** **☐ Employee Incident (FD 30)** **☐ Sunrise EMS Report** **☐ Workers' Compensation Report from Employee.** **(2 Sections)** **1. Employer Section: (Completed by employee)** **2. Physician's Section: (Completed by Physician)**

Note: Complete all necessary forms. Return any form not required in the same "Special Attention" interoffice envelope. This red envelope is to be used for work related injuries only.

VEHICLE ACCIDENT REPORTING

PURPOSE

The purpose of this document is to clarify and define the procedures necessary to report **ALL** vehicle accidents involving city vehicles (including minor damage such as scratches and broken lenses, etc).

VEHICLE ACCIDENT(S) (NON-INJURY)

1. The appropriate police department shall be notified for a report.

2. A Vehicle Incident Report must be completed and immediately forwarded indicating the vehicle number, extent of damage, personnel involved, and a brief description of the incident.

3. Notify the on-duty Battalion Chief.

4. If the unit can be safely driven, it shall remain out of service and taken to the City garage for evaluation and photos. Vehicles that cannot be safely driven shall be towed to the City garage. The Logistics Division must be notified.

   NOTE: If the garage is not open, the company officer shall determine if the vehicle shall stay in service and insure that the vehicle is taken to the garage at the first available opportunity (if safe operation cannot be determined, the vehicle shall be taken out of service).

5. Workers' compensation paperwork shall be prepared about the driver of the vehicle involved in the accident (see 401.02).

6. The Battalion Chief shall immediately notify, by phone, the Risk Management office of the accident. The Battalion Chief shall also insure that all appropriate paperwork is completed, including a cover letter describing the facts surrounding the incident. **ALL** paperwork, including cover letter, shall be immediately turned in to the Administrative Officer.

VEHICLE ACCIDENT(S) (WITH INJURIES)

1. Medical protocol shall be followed **FIRST**.

2. Notify the on-duty Battalion Chief.

3. The appropriate police department shall be notified for a report.

4. If the unit can be safely driven, it shall remain out of service and taken to the City garage for evaluation and photos. Vehicles that cannot be safely driven shall be towed to the City garage.

   NOTE: If the garage is not open, the company officer shall determine if the vehicle shall stay in service and insure that the vehicle is taken to the garage at the first available opportunity (if safe operation cannot be determined, the vehicle shall be taken out of service). The Logistics Division must be notified.

5. Workers' compensation paperwork shall be prepared on **ALL** personnel that are **SUSPECTED** of being injured in the accident (see 401.02).

6. The Battalion Chief shall immediately notify, by phone, the Risk Management office of the accident. The Battalion Chief shall have dispatch notify the Duty Chief and the Operations Chief. The Battalion Chief shall also insure that all appropriate paperwork is completed, including a cover letter describing the facts surrounding the incident. **ALL** paperwork, including cover letter, shall be immediately turned in to the Administrative Officer.

SECTION 5

ORGANIZATIONAL COMMUNICATIONS

INFORMATION SYSTEMS

In an effort to keep employees informed, copies of various minutes and reports will be disseminated as outlined below. The following outlines those documents that will initially be sent to the field.

Staff Meetings:

> Minutes from each staff meeting will be sent to each station. File copies are kept at PSC. Stations may dispose of old minutes after two weeks.

Monthly Reports of Responses and Incidents:

> Monthly reports, outlining responses by unit and Station will be sent to each Station. File copies are kept at PSC. Stations may dispose of old monthly reports after two months.
>
> From time to time, additional reports/minutes will also be delineated. Any questions regarding these reports can be directed to the Shift Battalion Chief.

PUBLIC RECORDS

Information pertaining to public records are part of the City Code Section 2-391 and are incorporated by reference.

For the purpose of this section, the term "public records" is defined as the books, records, documents, letters, memoranda, written proceedings, minutes, instruments, ordinances, resolutions, or copies of productions, prepared by, enacted or received by any city official, group, body, committee or board or city commission of the city pertaining to city business, with the exception, however, of confidential employment records.

Section 2-392 defines the custodian of the City's public records as the City Clerk.

Any requests for "public records" shall be directed to the Fire Chief's office. Personnel are not permitted to provide documents except as directed by the Fire Chief or designee.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Overview

The federal government implemented the Health Insurance Portability and Accountability Act (HIPAA) in 1996. Designed to be implemented in phases, the latest phase came into effect April 14, 2003. The primary concern for this organization involves the restriction on use and disclosure of protected health information (PHI). This PHI means information that is created or received by the Department and relates to the past, present, or future physical or mental health or condition of a patient, the provision of healthcare to a patient, and information that identifies a patient or for which there is reasonable basis to believe the information can be used to identify the patient. PHI includes information of persons living or dead.

Information concerning a patient you transport to the Emergency Department (ED) can be provided to the staff assigned to care for the patient at the ED but not to persons not directly providing care to that patient. It is still permissible to transmit patient information over telemetry, however, do not provide any identifying information over the air. For example, this would include the patient name, medical record numbers, Medicare/Medicaid numbers, social security numbers, phone/fax numbers, or vehicle ID/plate numbers.

Security of Completed Patient Reports

A central component of HIPAA is the security of PHI. As such, some of the common work practices in place today must be changed. For example, completed patient reports can no longer be left in plain view on the desk, or on station clipboards. Completed patient reports will be required to be stored in specific interoffice envelopes. Further, these envelopes must be stored in the station file cabinet (top drawer) until retrieved on station rounds. Other station paperwork should not be co-mingled with the patient reports. Once retrieved, the completed patient reports are to be forwarded to the EMS Shift Supervisor for collation and Quality Assurance review. After the review, they will be forwarded to the billing office still under interoffice envelope cover.

Notice of Privacy Practices

Additionally, a *Notice of Privacy Practices (NPP)* must be provided to each patient encountered by Fire-Rescue where a patient report is generated. The current patient report is being modified to include a section for the patient to sign for the NPP in non-emergent situations. For emergent patients, the NPP signature can be collected from a family member, much the same as the billing signature. Until the revised patient reports are available it will be necessary to document in the narrative that the NPP was provided to the patient.

Sanctions

HIPAA permits the Secretary of Health and Human Services to impose civil monetary penalties for non-compliance; therefore, employees violating this policy may be subject to discipline.

Privacy Officer

The HIPAA legislation requires a *Privacy Officer* to be selected and serve as the point of contact for patient complaints, subpoenas, and record requests. The Administrative Officer is the Privacy Officer for Sunrise Fire-Rescue.

Subpoenas

Fire-Rescue employees receiving a subpoena in connection with their employment with this agency can no longer request a copy of the patient report from our Records Custodian. The issuer of the subpoena should provide a copy, if requested, as they will have the appropriate releases from the involved parties.

Computer Information Systems Security and use Policy

SUMMARY

It is through the use of a clearly defined set of objectives and goals that an effective and efficient Computer Information Systems Policy is based. The requirements constitute the core around which a plan can be developed. Appropriate security and use measures must be in place to protect the confidentiality and integrity of all data stored on the City's computers. This policy is intended to define the computer and network security requirements for the City of Sunrise. The policy will also provide guidelines on the use of computing resources and implementing the controls necessary to meet the requirements. The requirements are grouped into three categories: a) General Controls, b) Application Controls, c) Administrative Controls.

POLICY

Overall responsibility for the Management Information Systems of the City of Sunrise shall be vested with the MIS Director.

General Controls will include a plan of organization and methods and procedures that apply to the overall computer operations of the City of Sunrise. They are to provide the reliability of, and security over, the information being processed and maintained. Controls must be provided over computer systems, programs, data files, telecommunications networks, and input and output devices and materials.

Application Controls will ensure the authority of data origination, accuracy of data input, integrity of processing, and verification and distribution of output. These controls must ensure only authorized data is processed, that it is processed promptly, accurately, and completely.

Administrative Controls will ensure there is a clear assignment of responsibilities and accountability for planning, managing and controlling the functions of the data processing environment, ensuring personnel are qualified, adequately trained and supervised and that there is a proper separation of duties.

PROCEDURE

System administration is a function of the MIS Department. The MIS Director/System Administrator is responsible for the secure operations of all computer resources. The

MIS Director/System Administrator also ensures that the system is accessed, used and maintained according to City of Sunrise policies.

A. The following <u>General and Administrative Controls</u> are the responsibility of the MIS Director/Systems Administrator:

1. Ensure appropriate safeguards are incorporated into the system and tested periodically.
2. Ensure a Disaster Recovery Plan exists.
3. Ensure the system is reviewed periodically to safeguard against unauthorized use.
4. Ensure control objectives are clearly defined.
5. Ensure that the appropriate technical, administrative, physical and personnel security requirements are established.
6. Ensure security specifications are delineated and properly implemented by the users.
7. Ensure system documentation exists and is current. The documentation should be sufficient to ensure effective operation by systems personnel, programmers and users.
8. Upon receipt of a new user request, assesses the appropriateness and proper authorization of the requested activity. This will include obtaining approval from the department responsible for the maintenance of the system. For example, the Finance Director must approve all access to the financial system. Once approval is granted and the propriety of the request is reviewed, establish a new user with proper authorities and restrictions or change the current user authorization.
9. Be responsible and accountable for all hardware and software owned or leased. The MIS Director shall establish and ensure compliance with approved guidelines for sub-custody, transfer and disposal.

B. The following <u>Application and Administrative Controls</u> are the responsibility of the MIS Director/Systems Administrator:

1. Ensure department managers are trained on the necessity for a separation of duties between the authorizing, processing, recording and reviewing of transactions.
2. Ensure each department has written procedures to enforce the intended function of these controls.
3. Ensure systems access is updated routinely to include: making changes according to the signed directives; reviewing security applications listings; removing users who are no longer employed by the City or have not used

the system in twelve (12) consecutive months; and removing users according to management's directives.

Individuals shall not be granted access to the City's computer systems and computer networks without the proper authorization. All requests for additions, modifications, and deletions to computer access will be in writing, signed by the department director specifically stating the access requirements of the user, and forwarded to the MIS Director for approval. Only MIS personnel with responsibility over systems, police officers and fire safety personnel using mobile data terminals to access specific Public Safety information, and other City personnel, with the direct approval of the MIS Director, will be granted approval to access City computers remotely. Remote use by non-City personnel may be authorized with the approval of the Finance Director and the MIS Director. It is the responsibility of each user to understand and adhere to the policies and procedures regarding password protection and the security of all hardware and software systems.

Access to the City's computer network and/or any of the City's computer systems may only be done through the use of City equipment. No one may use their own personal computing equipment to access any City systems without the express approval of the MIS Director.

C. The following Administrative Controls are the responsibility of the User:

1. User Identification – (userids). A userid is associated with a unique profile that is established for each user. The format used for the userid and the profile will be established by the MIS Department. All users will be assigned a unique userid by the MIS Department. Special menus that restrict user access may be defined in the user profile. Users may have their access restricted only to items listed on the menu.

2. User Guidelines. Each userid will be assigned to only one person. No one is to share his or her userid with anyone else. The MIS Director/Systems Administrator may disable a userid for a variety or reasons including, but not limited to: termination of employment; non-use of the account for twelve (12) consecutive months; or, notification of security violation (by management directive). Prompt, written notification must be given to MIS when a userid must be deactivated or removed from the system. After a predefined number of failed sign-on attempts, the system will lock the user out. The user must contact the MIS Department to reinstate access.

3. Passwords. Passwords are designed to prevent anyone but an authorized individual from using a profile. Each user is responsible for assigning and changing their password.

4. Password Guidelines:

    - Password structure will be determined and established by the MIS Department

    - The computer system forces each user to change his or her password every ninety (90) days. A new password must be selected each time. A password can only be used once.

    - A password is secret and should never be made known to another individual. It is the responsibility of the user to keep the password secret.

    - Avoid passwords that incorporate personal data elements (e.g., user's name, child's name, date of birth, etc.).

    - Passwords must not be posted on terminals, bulletin boards, or other locations where they may be disclosed.
    - If a password has been seen, guessed or compromised, it must be changed immediately and the MIS Department must be notified.

D. The following General and Application Controls are the responsibility of the User:

1. Protect passwords. Follow the password guidelines and do not share a password with anyone.

2. Protect unattended terminals. Always log out of the system before leaving a terminal unattended for extended periods of time. The MIS Department may establish procedures to automatically lock a terminal after extended periods of inactivity, requiring a password to resume operations.

3. Protect against viruses. Never bring unauthorized disks, diskettes, flash drives, etc. or personal software to work. Beware of borrowed or unsolicited software; these could contain computer viruses or malware designed to capture, alter or destroy data.

4. Protect equipment. Practice good housekeeping at all times, including no smoking, drinking or eating around a personal computer, terminal or workstation. Keep electrical appliances away from the computer and media.

   Protect all equipment used for remote access. This includes laptop computers, Blackberry devices, PDAs, and any other device that may contain City data or have access to the City network or data. MIS may establish procedures that will lock these devices after a predetermined period of inactivity, requiring a password or code to resume operations. The loss or theft of these devices must be reported immediately to the MIS Department. The MIS Department may then attempt to implement remote processes to wipe out and/or remove all data on these devices.

5. Protect files. Users are responsible for the integrity of the data.

6. Protect sensitive information. Sensitive information, specifically personnel and payroll data and accounting data require protection from unauthorized use or loss. Periodically review access privileges to sensitive information.

7. Protect media. Label all media and lock up software and removable media.

E. Internet/E-Mail use and procedures

DEFINITIONS:

1. The **Internet**, for the purposes of this policy, is defined as the World Wide Web; accessible from the City network for the purpose of conducting City business.
2. The **Intranet** is defined as an application, similar to the Internet that is restricted to and accessible only within the City's internal network.

3. **Electronic Mail (E-Mail)** is an alternative electronic communications medium provided by the City of Sunrise for the purpose of conducting City business.

All City employees must comply with Florida's public records law and state retention schedules for public records, including E-mail.

City employees may use E-mail and the Internet as communications tools subject to the rules established by this policy. When any E-mail is transmitted, both the sender and reader should consider if the communication falls within these rules

Only the MIS Department may install hardware and/or software necessary to have access to E-mail and the Internet.

F. Access and Use of the Internet and E-mail

1. E-mail may only be used for City business. Employee access to E-mail and/or the Internet must be requested by their Department Director and approved by the MIS Director.

2. **Internal E-Mail**. Internal E-Mail is E-mail transmitted internally to only City employees over the City network.

3. **External E-mail**. External E-mail is E-mail transmitted over the Internet to send and receive electronic documents, which may be public records and which were produced or received for official City business.

4. The following uses of the Internet and/or E-Mail do not constitute City business and are prohibited:
   - Soliciting or proselytizing for commercial ventures, chain letters, religious or personal causes, outside organizations or other similar, non-job related solicitations or purposes.
   - Any use that is insulting, derogatory, threatening, vulgar, obscene, disruptive, or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include unwelcome propositions or love letters; ethnic or racial slurs; sexually-explicit messages; profanity; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin or religious or political beliefs or any other characteristic protected by federal, state or local law
   - Sending copies of documents in violation of copyright laws.
   - Offering for sale non-City related items.
   - Any use that compromises the integrity of the City or its business in any way.
   - Any use that violates any rules of E-mail etiquette established by MIS.

5. **Abuse of E-mail. Abuse of this medium by engaging in prohibited acts will result in disciplinary action up to and including termination. Any employee who receives an offensive inappropriate email or attachment must immediately report it to the MIS Department and to the department director and Personnel Department.**

6. **Accessibility of E-mail THE CITY E-MAIL SYSTEM IS INSTALLED FOR THE PURPOSE OF FACILITATING CITY BUSINESS. THE SYSTEM BELONGS TO THE CITY AND THE CONTENTS OF E-MAIL COMMUNICATIONS ARE ACCESSIBLE AT ALL TIMES BY THE CITY. THESE SYSTEMS MAY BE ACCESSED AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE. ALTHOUGH YOU MAY HAVE A PERSONAL PASSWORD, YOUR E-MAIL CAN BE ACCESSED BY THE CITY WITHOUT YOUR KNOWLEDGE OR CONSENT TO MONITOR YOUR COMPLIANCE WITH THIS POLICY. NOTHING ON THE E-MAIL SYSTEM, THEREFORE, SHOULD BE CONSIDERED PRIVATE OR CONFIDENTIAL. MOREOVER, E-MAIL MESSAGES MAY BE SUBJECT TO THE PUBLIC RECORDS LAW AND ALL PUBLIC RECORDS WILL BE DISCLOSED UPON REQUEST IN ACCORDANCE WITH THE LAW'S PROVISIONS.**

G. E-mail as a Public Record

Florida's public records law, Chapter 119, Florida Statutes, defines public records as:

> "All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

This definition encompasses all materials made or received by an agency in connection with official business, which are used to perpetuate, communicate or formalize knowledge. All of these materials, regardless of form, are open for public inspection unless the legislature has specifically exempted them from disclosure.

1. **Exemptions to the Public Records Law**:

State and federal law exempts certain categories of documents from disclosure under the public records law. E-mail should not be used to transmit exempt information. Before a copy of any E-mail is released pursuant to a public records request, any exempt information must be deleted from the E-mail.

2. Responding to a Public Records Request for E-mail:
E-mail that falls within the definition of a public record that is retained should be provided. E-mail, which is a public record but contains exempt information, should be provided but the exempt information must first be deleted or redacted. If in doubt as to whether an E-mail message is a public record or contains exempt information, the department should contact the City Clerk and/or the City Attorney's Office, as necessary.

***3.* Transitory Messages**:
The record series entitled "Transitory Message", found in the state's general records schedule, is designed to cover certain E-mail communications, as well as other information with short-term administrative value. Transitory Messages are defined as follows:

> This record consists of those records that are created primarily for the informal communication of information, as opposed to communications designed for the perpetuation or formalization of knowledge. Transitory Messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. The informal tone of Transitory Messages might be compared to the communication that might take place during a telephone conversation or a conversation in an office hallway. Transitory messages would include, but would not be limited to: E-mail messages with short-lived, or no administrative value, voice mail, self-sticking notes and telephone messages.

4. Maintaining E-Mail Documents:
Transitory messages created as E-mail may be deleted. E-mail that is a public record can be deleted after it has been retained for the correct time period as determined by the retention schedules.

If External E-mail you send or receive is a public record, comply with the retention requirements of the public records law by printing the public record E-mail and storing the hard copy in the relevant subject matter file as you would any other hard-copy communication. It is the individual user's responsibility to maintain this public record ust as you would a letter received through normal mail.

H. Use of the Internet and E-Mail

The following rules apply to Internet and e-mail use:

1. **THE PROHIBITIONS SET FORTH UNDER "ACCESS AND USE OF E-MAIL" IN SECTION F OF THIS POLICY ALSO APPLY TO USE OF THE INTERNET AND ALL OTHER NON-CITY NETWORKS.** Use of the Internet via the City's Internet facilities and computer resources is prohibited except in the furtherance of City business. The MIS Director must approve employees who are to have Internet access.

2. **SOFTWARE AND SYSTEMS MAY BE UTILIZED THAT CAN MONITOR ALL INTERNET USAGE (FOR EACH AND EVERY USER) EACH WORLD WIDE WEB SITE VISIT, OR E-MAIL MESSAGE, AND EACH FILE TRANSFER INTO AND OUT OF THE CITY'S INTERNET FACILITIES AND COMPUTING RESOURCES. <u>NO EMPLOYEE HAS ANY EXPECTATION OF CONFIDENTIALITY OR PRIVACY AS TO THE EMPLOYEE'S INTERNET AND/OR E-MAIL USAGE.</u>**

3. The display of any kind of sexually explicit material may not be downloaded, archived, stored, distributed, edited or recorded using the City's Internet access or computing resources.

4. The City's Internet facilities and computing resources shall not be used to violate the laws and regulations of the United States, or the laws and regulations of any country, state, county or city.

5. Any software or files downloaded via the Internet into the City's network becomes the property of the City. Any such files or software may only be used consistent with their licenses and copyrights.

6. City Internet facilities and computing resources shall not be used to download or distribute pirated software or data.

7. City Internet facilities and computing resources shall not be used to propagate any virus, worm, Trojan horse, trap-door program code or any other program code intended to cause disruption or unauthorized access to any computer system.

8. City Internet and computing resources shall not be used to disable or overload any computer system network, or to circumvent any system intended to protect the privacy or security of another user.
9. Each employee using the City's Internet facilities shall identify himself or herself honestly, accurately and completely (including the City's name and the employee's title where requested). Employees shall not advise or make any claim

to the sender of E-mail communications that the contents of any E-mail will be kept confidential.

10. The unsolicited receipt via Internet of any material that violates this policy shall be immediately reported to the employee's department head and the MIS Department.

11. Any file that is downloaded will be scanned for viruses before it is run or accessed.

12. E-mail may not be used to transmit exempt information under Florida's Public Records Law if transmission will make the information non-exempt.

13. All users shall include the official City disclosure (see attachment "A") in all external emails.

Rules for Adherence: This policy stipulates the Computer Information Systems Security and Use Policy for the City of Sunrise. Departures from this policy will only be with the specific written approval of the MIS Director.

The Personnel Department will provide a copy of this policy to all new employees. All employees will receive and be required to sign the acknowledgement, consent and receipt form (Attachment "B") before being allowed access to any City computer systems and/or network.

It is essential that standards and guidelines be in place to ensure that licensing agreements and compatibility requirements are met with regard to computer hardware and software. Any unauthorized software or hardware found on the City's personal computers and/or computer networks is subject to immediate removal.
All computer-related hardware and software installed on City-owned personal computers and/or computer networks must be authorized and approved by the MIS Director. Purchase requisitions will require the approval of the MIS Director and the Budget Director. Users may purchase the items only after receiving all the required approvals.

All original software and licenses will be maintained and under the control of the MIS Department unless specifically exempted by the MIS Director.

<u>CONTACTS</u>
Computer/Telephone Support Line/Help Desk
MIS Department
4401 NW 103 Avenue
Sunrise, FL 33351
(954) 746-3420

<u>Personnel Department</u>
1300 Sawgrass Corp. Parkway, Suite 100
Sunrise, FL 33323
(954) 838-4522

APPROVED:

Bruce Moeller **City Manager**	**Date**

ATTACHMENT "A"

E-Mail Disclosure:

Please note that Florida has a broad public records law, and that all correspondence to me via email may be subject to disclosure.

This message, together with any attachments, is intended only for the addressee. It may contain information that is legally privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, use, or any action or reliance on this communication is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete the message, along with any attachments.

ATTACHMENT "B"

COMPUTER INFORMATION SYSTEMS SECURITY AND USE POLICY

EMPLOYEE ACKNOWLEDGEMENT, CONSENT AND RECEIPT FORM

FILL IN THE INFORMATION BELOW, SIGN AND RETURN THE ORIGINAL TO THE MIS DEPARTMENT. KEEP A COPY FOR YOUR RECORDS AND YOUR DEPARTMENT'S RECORDS. **PLEASE NOTE THAT YOUR COMPUTER ACCOUNT WILL NOT BE ESTABLISHED UNTIL THIS DOCUMENT IS RECEIVED IN MIS.**

I HAVE RECEIVED AND READ THE COMPUTER INFORMATION SYSTEMS SECURITY AND USE POLICY. I WILL COMPLY WITH THE POLICY AND AS A CONDITION OF MY USE OF E-MAIL AND THE INTERNET; I CONSENT TO HAVING MY E-MAIL AND INTERNET USE MONITORED BY THE CITY IN ACCORDANCE WITH THIS POLICY, AND I UNDERSTAND THAT VIOLATIONS OF THIS POLICY MAY SUBJECT ME TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF MY EMPLOYMENT.

Employee Name (Print or Type)	**Department (Print or Type)**
Signature:	**Date:**

IF YOU HAVE ANY QUESTIONS REGARDING THIS POLICY, PLEASE CALL EITHER MIS AT (954) 746-3420, OR PERSONNEL AT (954) 838-452

TELEPHONE/FAX SYSTEMS

City telephones and fax machines shall not be utilized for the purposes of operating personal interests such as secondary employment or other non-work related activities. Furthermore, City telephones shall not be utilized for any personal activities between the hours of 0800-1700 hours. During these times it is expected that phone lines are left available for business only activities.

Personal Communication/PDA’s and Imaging Devices

Purpose

To define the use of personal cell phones, PDA’s and Imaging Devices

Intent

To prevent distractions in the workplace and help ensure the safety of all personnel and the patients we serve, and to ensure the maximum degree of privacy and protection of all patient and business information consistent with the law and general principles of confidentiality.

I. Policy

A. Cellular phone use and use of personal digital assistants (PDAs) while on duty shall be limited to necessary work related calls made on work-issued phones.

B. Use of personal cell phones is only permitted during limited times when work responsibilities are not being performed.

C. Digital imaging devices, including those that are part of a personal cellular phone (e.g. camera phone) may not be used while on duty except with permission of the Fire Chief or his designee. When digital or photographic images are needed for work-related purposes, staff should utilize the department-provided imaging equipment, and all such image files is the property of the City of Sunrise as part of the patient’s medical record.

D. The City of Sunrise Fire-Rescue takes patient privacy and the protection of confidential information very seriously. The City of Sunrise Fire-Rescue also recognizes the value of appropriate photographs, video and other images to enhance morale and to instill pride in the workplace, which is why City of Sunrise Fire-Rescue does not outright prohibit the use of personal cell phones and digital imaging devices in limited situations.

II. Procedure

A. **Personal Cellular Telephones and Digital Assistants (PDAs)**

1. Personal cellular telephones are permitted to be carried while on duty, but must be placed on silent mode, and allow voice mail to

answer the call. Messages may be checked on "down time" when not actively involved in a Fire-Rescue call or performing work duties.

2. Personnel will not utilize a personal or department cellular telephone or PDA while driving except under very limited circumstances (such as when the vehicle is staffed only with a driver). If cellular communication is necessary for work-related communications, the person in the officer's seat or other onboard personnel should handle the telephone wherever possible. Personnel working aboard one-person vehicles will minimize the use of cell phones while operating department vehicles and do so only if absolutely necessary. Where necessary and possible, the department will install compatible hands-free cellular telephone equipment in appropriate vehicles where the driver may need to use a department cell phone.

B. **Digital Imaging Devices (Digital Cameras, Video, Photography)**

1. In the interest of protecting employee documents, patient confidentiality. Common sense should be used when using personal imaging devices while on duty and when not on an active incident.
2. Any images that are taken with personal or department issued imaging devices that involve a patient, emergency incident scene or the identity of the department in that image may not be distributed in any manner, including posting on publicly or privately accessible web sites or other Internet locations (such as Myspace.com, Facebook.com, etc.), without the express permission of the Fire Chief or his designee.
3. Any images, whether taken with department or personal imaging devices, may only be added to the City web site by the Cities webmaster. All such images (including those taken with a personal imaging device) then become the property of the City upon posting by the City.
4. Images taken with company-issued imaging equipment may not be downloaded or transferred to any other device (include personal imaging devices or flash drives or data storage devices) without the express permission of the Fire Chief or his designee.
5. Off duty use of imaging devices may only be done with the advance permission of the Fire Chief or his designee.

IDENTITY THEFT PREVENTION

PURPOSE

Sunrise Fire-Rescue, under the City of Sunrise Fire-Rescue's Identity Theft Prevention Program, is committed to providing all aspects of our service and conducting our business operations in compliance with all applicable laws and regulations. This policy sets forth our commitment to compliance with those standards established by the Federal Trade Commission under the Identity Theft Red Flags and Address Discrepancies under the Fair and Accurate Credit Transaction Act of 2003 ("the Red Flag Rules") at 16 C.F.R. §681.2, regarding the establishment of a written Identity Theft Prevention Program ("Program") that is designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or any existing covered account

SCOPE

This Program contains policies and procedures designed to identify, detect and respond appropriately to "Red Flags" for identity theft. It also contains policies and procedures for the periodic identification of covered accounts and for the general administration of the Program. This Program addresses our general approach to compliance with the Red Flag Rules. As a "creditor" with "covered accounts" under the Red Flag Rules, Sunrise Fire-Rescue is required to:

- Periodically identify covered accounts;
- Establish a written Identity Theft Prevention Program; and
- Administer the Identity Theft Prevention Program.

DEFINITIONS

A. "Account" means a continuing relationship established by a person with the Sunrise Fire-Rescue Department to obtain services for personal, family, household or business purposes and includes an extension of credit, such as the purchase or services involving a deferred payment.

B. "Covered account" means:

    1. An account that Sunrise Fire-Rescue offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions; and

2. Any other account that Sunrise Fire-Rescue offers or maintains for which there is a reasonably foreseeable risk to individuals or to the safety and soundness of Sunrise Fire-Rescue from identity theft, including financial, operational, compliance, reputation, or litigation risks.

3. "Identity theft" means a fraud committed or attempted using the identifying information of another person without authority.

4. "Identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any:

   a. Name, social security number, date of birth, official state or government issued driver's license or identification number, alien registration number, government passport number or employer or taxpayer identification number;
   b. Unique biometric data, such as fingerprint, voice print, retina or iris image, or other unique physical representation;
   c. Unique electronic identification number, address, or routing code; or
   d. Telecommunication identifying information or access device (as those terms are defined in 18 U.S.C. §1029(e)).
   e. Medicare number.
   f. Health care claim number.

5. “Program” means this written Identity Theft Prevention Program developed and implemented by the Sunrise Fire-Rescue Department.

6. "Red Flag" means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

7. "Service provider" means a person who provides a service directly to Sunrise Fire-Rescue and includes third party billing companies and other organizations that perform service in connection with Sunrise Fire-Rescue’s covered accounts.

PROCEDURE

A. Identify Covered Accounts

1. Sunrise Fire-Rescue will annually determine whether it offers or maintains covered accounts (see definition of “covered account” in this Program) and shall document that determination.

2. As part of this annual identification of covered accounts, Sunrise Fire-Rescue shall conduct an annual risk assessment of its accounts to determine whether it offers or maintains accounts that carry a reasonably foreseeable risk to patients or to the safety and soundness of Sunrise Fire-Rescue from identity theft, including financial, operational, compliance, reputation, or litigation risks. In determining whether Sunrise Fire-Rescue offers or maintains such accounts, Sunrise Fire-Rescue will conduct an annual risk assessment that takes into consideration:

   a. The methods it uses to open its accounts
   b. methods it uses to access its accounts; and
   c. Its previous experiences with identity theft.

3. The annual identification of covered accounts should ideally be conducted by an evaluation or audit team acting under the direction of the Fire Chief or other individual in charge of Program administration.

B. Identify Red Flags

1. Once Sunrise Fire-Rescue has identified its covered accounts, it shall identify Red Flags (see definition in this Program) for those accounts. This shall be conducted on an annual basis in conjunction with Sunrise Fire-Rescue’s identification of covered accounts. Sunrise Fire-Rescue will also identify red flags as they arise and incorporate them into this Program.

2. Sunrise Fire-Rescue shall consider the following factors in identifying relevant Red Flags for covered accounts, as appropriate:

   a. The types of covered accounts it offers or maintains;
   b. The methods it provides to open its covered accounts;
   c. The methods it provides to access its covered accounts; and
   d. Any incidents of identity theft that Sunrise Fire-Rescue has experienced.

3. Sunrise Fire-Rescue shall also consider the examples of Red Flags listed in Supplement A to Appendix A to 16 C.F.R. Part 681. The Program shall include relevant Red Flags from the following categories, as appropriate:

   a. Alerts, notifications, or other warnings received from consumer report agencies or service providers, such as fraud detection services;
   b. The presentation of suspicious documents;
   c. The presentation of suspicious personal identifying information, such as a suspicious address change;
   d. The unusual use of, or other suspicious address change; and
   e. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

4. Sunrise Fire-Rescue shall also incorporate Red Flags from sources such as:

   a. New and changing risks that Sunrise Fire-Rescue has identified; and
   b. Any applicable supervisory guidance from the FTC or other appropriate sources.

5. The following are Red Flags identified for Sunrise Fire-Rescue's covered accounts as of the most recent update to this Program:

   a. Patterns of activity on payment accounts that are inconsistent with prior history;
   b. Increases in the volume of inquiries to an account;
   c. The presentation of information that is inconsistent with other sources, e.g., the address, date of birth, or social security number listed for the patient does not match the address given or is inconsistent with other identifying information provided by the patient;
   d. Personal identifying information is identified by third-party sources as having been associated with known fraudulent activity;
   e. Personal identifying information of a type commonly associated with fraudulent activity (e.g., fictitious address, use of mail drop, or phone number that is invalid or associated only with a pager or answering service);
   f. The social security number provided by the patient is a duplicate of that of other patients;
   g. The address or telephone numbers given are the same or similar to those of other patients, particularly recent ones;

h. Attempts to access an account by persons who cannot provide authenticating information;
i. Requests for additional authorized users on an account shortly following change of address;
j. Uses of an account that are inconsistent with established patterns of activity such as: nonpayment when there is no history of late or missed payments;
k. Nonpayment of the first payment on the account;
l. Inactivity on an account for a reasonably lengthy period of time;
m. Mail correspondence sent to the provided address is returned and mail is returned despite continued activity in the account;
n. Notification of Sunrise Fire-Rescue of an unauthorized transaction by the patient;
o. Notification of Sunrise Fire-Rescue by the patient, a law enforcement authority, or other person, that it has opened a fraudulent account;
p. A complaint or question from a patient based on the patient's receipt of:

  - A bill for another individual;
  - A bill for a service that the patient denies receiving;
  - A bill from a health care provider that the patient never utilized;
  - A notice of insurance benefits (or Explanation of Benefits) for health services never received; or
  - A patient or insurance company report that coverage for legitimate healthcare service is denied because insurance benefits have been depleted or a lifetime cap has been reached.

q. A complaint or question from a patient about information added to a credit report by a health care provider or insurer;
r. A dispute of a bill by a patient who claims to be the victim of any type of identity theft;
s. A patient who has an insurance number but never produces an insurance card or other physical documentation of insurance;
t. A notice or inquiry from an insurance fraud investigator for a private insurance company or a law enforcement agency;
u. A security breach;
v. Unauthorized access to a covered account by personnel;
w. Unauthorized downloading of patient files;
x. Loss or theft of unencrypted data;
y. Inappropriate access of a covered account;

z. A computer virus or suspicious computer program;
aa. Multiple failed log-in attempts on a workstation;
ab. Theft of a password;
ac. The presentation of an insurance card or form of identification that is clearly altered; and
ad. Lost, stolen, or tampered facility equipment.

C. Detect Red Flags

1. Sunrise Fire-Rescue shall adopt reasonable policies and procedures to address the detection of Red Flags in connection with the opening of covered accounts and existing covered accounts, such as:

   a. Obtaining identifying information about, and verifying the identity of, a person opening a covered account; and
   b. Authenticating patients, monitoring transactions, and verifying the validity of change of address requests.

2. The following procedures have been adopted by Sunrise Fire-Rescue to address the detection of Red Flags as of the most recent update to this Program.

   a. **<u>Suspicious Documents at the Time of Transport:</u>** Sunrise Fire-Rescue personnel shall be on the alert for patients who present suspicious documents such as an insurance card or form of identification that appears to have been altered or does not match other information about the patient. Whenever possible, the crew shall attempt to verify the identity of the patient with someone who knows the patient and/or someone who has rendered care to the patient. <u>Personnel shall not delay the provision of care when verifying this information and should obtain this information after the transport when it could delay the provision of care.</u>
   b. **<u>ID Verification Before Discussing Patient Account Information or Change of Address:</u>** Before discussing any information related to a covered account with any individual, or making a change to address information in a covered account; Sunrise Fire-Rescue personnel shall sufficiently ascertain the identity of the individual.

      - If a patient or appropriate representative makes a telephone inquiry or request regarding a patient account, Sunrise Fire-Rescue personnel shall require the patient or appropriate representative of the patient to verify the date of birth, social security number (or at least the last 4 digits), and address of the patient to whom the account pertains.

- If the patient or appropriate representative of the patient presents in person to the business office of Sunrise Fire-Rescue Fire Rescue, he/she shall be required to provide a valid government issued photo ID in addition to the date of birth, social security number (or last 4 digits), and address of the patient to whom the account pertains.
- If the patient or appropriate representative of the patient is unable to provide the necessary information to verify the identity of the patient, Sunrise Fire-Rescue staff shall make a notation of the inquiry or address change request in the patient account file and alert an appropriate supervisor without providing access or honoring the address change request.

c. Under the HIPAA Privacy and Security Rules, Sunrise Fire-Rescue is required to implement policies and procedures regarding the protection of protected health information and to implement administrative, physical and technical safeguards to protect electronic protected health information. The following policies and procedures from Sunrise Fire-Rescue's HIPAA compliance program serve the dual purpose of detecting identity theft in connection with the opening of an existing covered accounts at Sunrise Fire-Rescue and they are hereby incorporated in this Program by reference:

- General Security of Electronic and Other Patient and Business Information
- Patient Access, Amendment and Restriction On the Use of PHI
- Levels of Access, "Minimum Necessary Standard" and Limiting Disclosure and Use of PHI and e-PHI
- Procedure for Requesting Amendment of PHI
- Access to the Information System and e-PHI
- Physical Security of PHI and e-PHI
- Electronic Information System Activity Review and Auditing
- Facility and Computer Access Point Controls
- Encryption and Decryption
- Use of Computer and Information Systems Equipment)

a. Computer Hardware/Peripherals/Software Inventory
b. City of Sunrise Fire-Rescue Administrative Policy

- Use of Electronic Mail and Facsimile Transmissions
  a. City of Sunrise Fire-Rescue Electronic Mail Administrative Policy
- Internet Access and Use
  a. City of Sunrise Fire-Rescue Administrative Policy
  b. Internet Administrative Policy

D. Responding to Red Flags

1. Sunrise Fire-Rescue will respond to Red Flags when it becomes aware in a manner commensurate with the degree of risk posed by the Red Flag. In determining an appropriate response, Sunrise Fire-Rescue will consider aggravating factors that may heighten the risk of identity theft. For example, notice to Sunrise Fire-Rescue that a patient has provided information to someone fraudulently claiming to represent Sunrise Fire-Rescue may suggest that identity theft is more likely.

2. Sunrise Fire-Rescue shall assess whether the Red Flag detected poses a reasonably foreseeable risk of identity theft and if it does, respond appropriately. If Sunrise Fire-Rescue determines that the Red Flag does not pose a reasonably foreseeable risk of identity theft, it shall have a reasonable basis choosing not to respond to the Red Flag.

3. If any personnel at Sunrise Fire-Rescue believe identity theft has occurred or may be occurring, he/she shall immediately notify a supervisor. The supervisor will contact the designated Red Flag Rule compliance officer who will determine the appropriate response.

4. Appropriate responses may include the following:

   a. Monitoring a covered account for evidence of identity theft;
   b. Contacting the patient;
   c. Changing any passwords, security codes, or other security devices that permit access to a covered account;
   d. Reopening a covered account with a new account number;
   e. Not opening a new covered account;

   f. Closing an existing covered account;

g. Not attempting to collect on a covered account or not selling a covered account to a debt collector;
h. Notifying law enforcement; or
i. Determining that no response is warranted under the particular circumstances.

5. **Patient Notification:** If there is a confirmed incident of identity theft or attempted identity theft, Sunrise Fire-Rescue will notify the patient after consultation with law enforcement about the timing and the content of such notification (to ensure notification does not impede a law enforcement investigation) via certified mail. Victims of identity theft will be encouraged to cooperate with law enforcement in identifying and prosecuting the suspected identity thief, and will be encouraged to complete the FTC Identity Theft Affidavit.

6. **Investigation of Suspected Identity Theft:** If an individual claims to be a victim of identity theft, Sunrise Fire-Rescue will investigate the claim. The following guidelines apply:

   a. The individual will be instructed to file a police report for identity theft.
   b. The individual will be instructed to complete the ID Theft Affidavit developed by the FTC, including supporting documentation; or an ID theft affidavit recognized under state law.
   c. The individual will be requested to cooperate with comparing his or her personal information with information in Sunrise Fire-Rescue's records.
   d. If following investigation, it appears that the individual has been a victim of identity theft, Sunrise Fire-Rescue will take the following actions:

      - Cease collection on open accounts that resulted from identity theft. If the accounts had been referred to collection agencies or attorneys, the collection agencies/attorneys will be instructed to cease collection activity.
      - Cooperate with any law enforcement investigation relating to the identity theft.
      - If an insurance company, government program or other payor has made payment on the account, the provider will notify the payor and seek instructions to refund the amount paid.
      - If an adverse report had been made to a consumer reporting agency, the provider will notify the agency that the account

was not the responsibility of the individual.

e. If following investigation, it does not appear that the individual has been a victim of identity theft, Sunrise Fire-Rescue or the collection agency will give written notice to the individual that he or she is responsible for payment of the bill. The notice will state the basis for determining that the person claiming to be a victim of identity theft was in fact the patient.

7. **Amendment of Records:** Patient medical records and payment records must be corrected when identity theft has occurred. This is necessary to ensure that inaccurate health information is not inadvertently relied upon in treating a patient, and that a patient or a third-party payer is not billed for services the patient did not receive. Patient records will be corrected in consultation with the patient and the patient's treating health care provider(s), and in a manner consistent with the Sunrise Fire-Rescue's HIPAA policy on amendments to medical records.

8. **Disclosure/Unauthorized Access to Unencrypted Data:** If there is a disclosure of, or an unauthorized access to, unencrypted computerized data containing a person's first name or first initial and last name and (1) a social security number, (2) driver's license number, or (3) financial account number (including a credit or debit card number), state law governing notification of patients will be followed.

9. **The Presentation of Suspicious Documents at the Time of Transport:** When a patient presents a suspicious document such as an insurance card or form of identification that is clearly altered or does not match other information about the patient, ambulance personnel shall:

   a. Note the nature of the incident and circumstances surrounding the incident in an incident report or other appropriate document so that the claim is "flagged" for review.
   b. If possible, attempt to obtain identifying information about the patient from other sources such as individuals who know or have treated the patient.
   c. Notify the individual in charge of Red Flag Rules compliance as soon as possible after the transport about the incident and the circumstances surrounding the incident.
   d. Before opening a covered account under the name given, the Red Flag Rules compliance officer, or other designated individual, shall make attempts to verify the identity of the patient though any means possible. If

it appears the patient has attempted to commit identity theft, the procedures for notification and investigation of the incident shall be followed.

E. Update the Program

1. Sunrise Fire-Rescue shall update this Program (including identifying Red Flags determined to be relevant) annually.

2. The update shall reflect changes in risks of identity theft to patients or to the safety and soundness of Sunrise Fire-Rescue's information. The review and update will be based on factors such as:

   a. The experiences of Sunrise Fire-Rescue with identity theft;
   b. Changes in methods of identity theft;
   c. Changes in methods to detect, prevent, and mitigate identity theft;
   d. Changes in the types of accounts that Sunrise Fire-Rescue offers or maintains; and
   e. Changes in the business arrangements of Sunrise Fire-Rescue including mergers, acquisitions, alliances, joint ventures, and service provider arrangements.

F. Administer the Program

1. **Program Oversight:** The Fire Chief shall designate an individual who is in charge of Red Flag Rules compliance. This individual shall be involved in the oversight, development, and implementation and administration of the Program. The individual shall be responsible for:

   a. Implementation of this Program;
   b. Reporting to the Fire Chief, or an appropriate designated committee of the Fire Chief, at least annually on compliance by Sunrise Fire-Rescue with this Program. The report shall address material matters related to the Program and evaluate issues such as:

      - The effectiveness of the policies and procedures of Sunrise Fire-Rescue in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;

      - Service provider arrangements;

- Incidents involving identity theft and management's response; and
- Recommendations for material changes to the Program.

2. After reviewing official annual reports, the Fire Chief or appropriate designated committee shall approve changes to this Identity Theft Prevention Program, as necessary.

G. Train Employees

1. Sunrise Fire-Rescue will conduct a general training session for all personnel to provide them with a general overview of this Program. All new personnel shall undergo such training during their orientation process. Documentation of training, including copies of all rosters and sign-in sheets showing the training dates and the names of attendees, shall be maintained for at least four years.

2. All staff that are responsible for the administration of the Program and staff who regularly deals with covered accounts should be trained on an annual basis.

H. Oversee Service Provider Arrangements

If Sunrise Fire-Rescue engages a third party to perform an activity in connection with one or more covered accounts (*e.g.*, billing companies, collection agencies), Sunrise Fire-Rescue will:

1. Review the third party's policies for preventing, detecting, and mitigating identity theft and determine if those policies are acceptable to Sunrise Fire-Rescue Fire Rescue; or

2. Require the third party to comply with the applicable terms of this Program through contract, or agreement.

RESPONSIBILITY

All members must keep themselves informed of Administrative Bulletins, General Orders, the Operations & Policies Manual, and Inter-Office Memorandums addressed to them.

STATEMENT OF POLICY

A. An administrative policy for the proper distribution of departmental written communications is necessary. Our goal is to provide a mechanism which is consistently applied and one which guarantees that all memoranda will be readily available to all personnel for review and compliance.

B. It is the responsibility of every member to have a working knowledge of all department policies, including those contained herein. It is the responsibility of all officers to provide regular and on-going reviews to insure that the books are complete and that all personnel within their command are familiar with, and understand the context of, all bulletins and orders. The following represents an explanation of various policies and the method by which written communications are distributed.

GENERAL ORDERS

General Orders are permanent policies that are not intended to change. Items included in this category are those of the highest priority.

PROCEDURE

A. General Orders are reviewed and signed by the Fire Chief prior to distribution.

B. Index pages will be provided by topic and by alphabetical order.

C. Documents which are revised or replacing previous documents, for any reason, will be provided with a note of revision or replacement at the top of the page(s) (i.e. REV/1-1-98 or REPL G.O. 97-14/2-2-90).

D. General Orders will be formally reviewed every year for update. This review process will be accomplished by the Labor Management/OPM Committee.

Last Issued / Revised: 08/04/2003

ADMINISTRATIVE BULLETINS

Administrative Bulletins are informational in nature. Included in this category are short-term announcements, classes, street closings, etc.

PROCEDURE

A. Administrative Bulletins are reviewed and signed by the Fire Chief prior to distribution.

B. Index pages will be provided by topic and by alphabetical order.

C. Documents which are revised or replacing previous documents, for any reason, will be provided with a note of revision or replacement at the top of the page(s) (i.e. REV/1-1-98 or REPL A. B. 97-14/2-2-90).

D. Administrative Bulletins will be formally reviewed every year for update. This review process will be accomplished by the Labor Management/OPM Committee.

PATIENT SIGNATURES

An authorized signature must be included with the patient report in order to bill patients. Included below is the text from the Health Care Finance Administration (HCFA) outlining acceptable methods of documenting authorization:

> If the patient is **physically or mentally unable to sign**, a representative may sign on behalf of the patient. The claim may be signed by a representative, legal representative, relative, friend, representative of an institution providing the care or support, or by a governmental agency providing the patient with assistance. In this instance, the party signing for the patient must indicate the patient's name followed by **"by"** and include their name, address, and relationship to the patient and the reason the patient cannot sign. The authorization is in effect indefinitely unless the patient, or the patient's representative, revokes this arrangement.

EXAMPLE: Patient unconscious, unable to sign.
John Doe by FF/PM/XX, Transporting Paramedic
10440 W. Oakland Park Blvd.
Sunrise, FL 33351

INCIDENT REPORTS

Statement of Policy

The need to accurately document all emergency and non-emergency runs made by the Sunrise Fire Rescue Department is obvious. To accomplish this goal, different run reports are used to document the activities of the various personnel responding to incidents. These run reports are:

1. The computerized NFIRS .
2. The Sunrise Fire-Rescue EMS Report.

General Guidelines

These reports are to be used for a specific type of run documentation.

The computerized NFIRS is used to document incidents electronically. Module 1 (NFIRS Basic) is used on all incidents with additional Modules attached depending on the nature of the incident. For example, a structure fire would include Module 3, and a Haz Mat incident would require Module 7. These examples are in addition to Module 1.

Subsequent units working at a structure fire would document their activity by attaching a narrative record to the incident.

The Sunrise Fire-Rescue EMS Report is to be used to document each patient treated, or in some incidents, patients that should be treated by Department personnel. The Sunrise Fire-Rescue EMS Report will use the City of Sunrise EMS Report Guidebook as the reference book to complete this type of report.

The following are required elements for complete documentation:

- Staple the patient's ECG (with patient name and log number) to the "card stock" copy when completing the report.
- All times for reporting purposes are in military format.
- At a minimum, two sets of vital signs are necessary and will include the time measured.
- Rescue Units transporting for Engine Companies must document their interaction with the patient from the time they receive them until they deliver them to the ED.

It is not acceptable for the Engine Company to write the only narrative appearing on the report.

- The process of obtaining Patient Authorization for insurance billing is unchanged from the past form. If the patient is unable to sign the form, it must be for a medical reason.
- The section under "Oral Intubation" is intended to remind personnel to verify tube placement with the EDD, $ETCO_2$ and SaO_2.
- Documentation of IV insertion will be in the narrative section and must include the size, location, and IV fluid used.

The unit clipboards have been updated to assist with documentation in the following areas:

- Medical Code numbers will reflect the best impression of the patient's chief complaint. Frequently used billing codes will be on the clipboard.
- The Health Care Finance Administration (HCFA) requires the ZIP Code of the incident location to be included in patient reports, as well as the mileage. This information will be included in the patient authorization section of the report.
- HCFA has also changed the way patients are classified for billing purposes. Of the numerous classifications devised by HCFA, only three (3) will be utilized by SFRD. They are defined below:
    1. BLS – Where medically necessary, the provision of Basic Life Support (BLS) services as defined in the National EMS Education and Practice Blueprint for the EMT- Basic including the establishment of a peripheral intravenous line.
    2. ALS1 – Where medically necessary, the provision of an assessment by an advanced life support provider and/or the provision of one or more ALS interventions. An ALS provider is defined as a provider trained to the level of an EMT-Intermediate or Paramedic as defined in the National EMS Education and Practice Blueprint. An ALS intervention is defined as a procedure beyond the scope of an EMT-Basic in the National EMS Education and Practice Blueprint.
    3. ALS-2 – Where medically necessary, the administration of at least three (3) different medications and/or the provision of one or more of the following ALS procedures: Manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest compression, surgical airway, intraosseous line.

Supplemental Patient Forms available in the event more narrative space is needed.

On multi-unit responses, all incident commanders are responsible for writing the overall detailed narrative of the incident. This should include unit assignments in a chronological and systematic order that will reflect an accurate picture of all events that occurred and the incident's outcome.

Whenever the electronic reporting system is down all reports shall be documented by hand on forms provided. The handwritten report shall contain all the times, log numbers and information that the electronic version requires. This is applicable and required in every situation including those times when the City may be operating during a hurricane or other disaster. If a blank form is not available then all information will be recorded on a blank sheet of paper and kept until such time that a handwritten or electronic report can be generated.

Furthermore, all Battalion Chiefs are responsible for the quality assurance and accuracy of the reports being generated in the reporting system. This would include but is not limited to the number of units on scene, the dollar loss to both property and contents and that all appropriate modules to the reporting system have been filled out in their entirety. Shift Commanders and Station Commanders shall ensure that every call for service is appropriately documented.

Required Reports

All members shall report or record, as applicable, all reports or records as may be required of them for the efficient operation of the Department.

False Reports

No member of the Fire Department shall knowingly make a false verbal or written report.

Alter, Forge, Tamper

No member shall alter, forge, or tamper with any Fire Department records, reports, files, or documents of any nature.

Destroy

Members shall not remove from its storage area, nor destroy or permanently remove from its file, any departmental report except by authority of the Fire Chief or his designee.

Non-Official Use of Property, Files, and Records

No member shall appropriate to his/her own use, or that of another, City property, files, or records, which have come into his/her possession without the written permission of the Fire Chief or his/her designee.

SECTION 6

INCIDENT MANAGEMENT

INCIDENT MANAGMENT SYSTEM

Sunrise Fire-Rescue personnel shall conform to the Incident Management System as adopted by the Broward County Fire Chiefs Association. The IMS is incorporated by reference.

INCIDENT COMMAND

PROCEDURES

FOR BROWARD COUNTY, FLORIDA

FIRE-RESCUE AGENCIES

PREPARED BY

FIRE CHIEF'S ASSOCIATION OF
BROWARD COUNTY, INC.
1998
(Revised 2001)

TABLE OF CONTENTS

INTRODUCTION

Lessons learned from Hurricane Andrew and other natural disasters, as well as recommendations from the Federal Government, the Florida Fire Chief's Association, and the National Fire Academy, serve to reinforce the need for ONE type of incident command system in Broward County, with a common vocabulary. It is for use by ALL governmental agencies, at all levels. The Fire Chief's Association of Broward County during the spring of 1996 officially adopted this approach.

It is the intent of this manual to serve as a reference and instructional guide for providing a single uniform Incident Command System to ALL of the Broward County, Florida Fire Rescue agencies. Moreover, it is hoped that all emergency response agencies in Broward County, such as Police, Emergency Management, Red Cross, Public Works, etc. adopt and utilize this system. Furthermore, these procedures were designed to meet the requirements of NFPA 1561 and are totally compatible with the incident command systems utilized by the Federal Government and recommended by the Florida Fire Chief's Association.

Undoubtedly, from time to time, this manual will require periodic change and updating. New concepts and procedures will be incorporated into this document with the participation of all the Fire Rescue agencies in Broward County. It is only with total cooperation and involvement from these agencies that this plan can remain effective.

Finally, for those seeking additional information and instructional assistance, the following will prove to be helpful:

"NIIMS Model Procedures for Structural Firefighting" - Fire Protection Publications - Oklahoma State University

"Incident Command System Student Manual" (NFA-ICS-SM) - National Fire Academy

"NIIMS Field Operations (FOG) ICS-420-1

Broward Fire Academy - Instructional Staff

ICS ORGANIZATIONS

Under the Incident Command System (ICS) the ultimate control and direction of all emergency response resources falls under a single individual, the Incident Commander, except where a Unified Command is established. The Incident Commander is responsible for the overall incident response effort and implementation of the appropriate portions of this plan. This Command System is quite flexible in that the Incident Commander can activate, consolidate, or delete various positions depending upon the needs of the incident. Although this structure is designed for full or partial implementation, it is important that all position roles are reviewed to ensure vital functions are not overlooked.

It is recommended that the person ultimately taking command at an incident is a Chief Officer or other qualified individual, highly trained and skilled in the Incident Command System. The Incident Command System is not rank structured, but can be filled from whatever positions are best suited for the needs of the individual organization.

The degree of plan implementation will again depend on the nature and magnitude of the incident. The following pages outline the roles and responsibilities of the various areas of the Command structure.

The ICS organizational structure develops in a modular fashion based on the kind and size of an incident. This modular escalation will allow a manageable span of control for all participants throughout the incident. Span of control is defined as the number of subordinates one supervisor can manage effectively. In emergency situations, the accepted limit is five.

The organization's staff builds from the top down with the responsibility and performance placed initially with the Incident Commander. As the need exists, four separate sections can be developed, each with several units, which may be established. These sections are identified as:

1. Operations - All activities directed toward hazard reduction and control

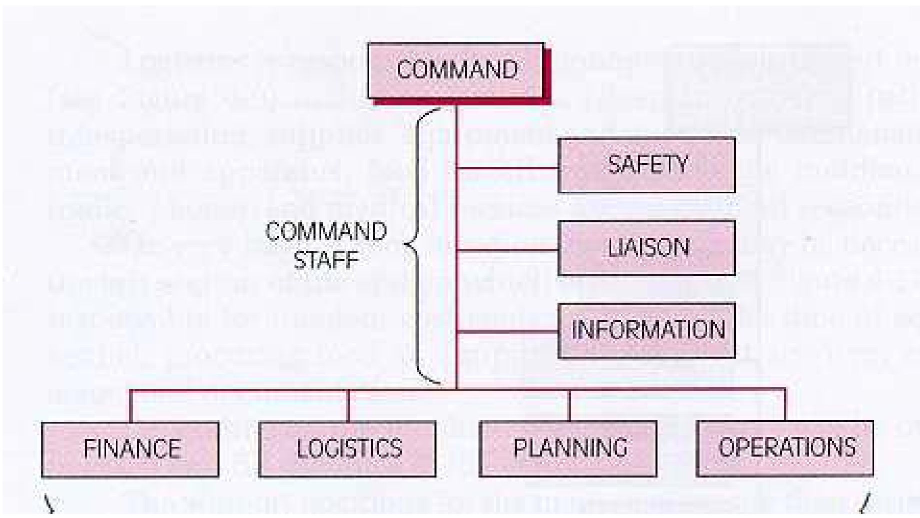
2. Planning - Collection, evaluation, and dissemination of information

3. Logistics - Provides support needs to the incident

4. Finance/Administration - Responsible for all costs incurred at the incident

In addition to these four sections, Command Staff may include the following:

1. Safety Officer
2. Public Information Officer
3. Liaison Officer
4. Incident Commander Aide



COMMAND SEQUENCE

Highly dynamic situations require sound, organized thinking. The Command Sequence is a standardized sequential thought process, which enables the Incident Commander to analyze situations, identify problems, and implement solutions based on basic skills and knowledge.

The Command Sequence consists of four parts:

1. **Incident Priorities**:
   * Life Safety - actions which reduce the threat of life or injury which involves civilians as well as responders. Life safety is always the first priority!

   * Incident Stabilization - Activities designed to stop the escalation of the incident.

   * Property Conservation - Efforts to reduce the long-term economic and social impact of the incident.

2. **Size Up:**
   * Size up involves gathering information about an incident, evaluating the information, and determining how a specific incident should be handled.

3. **Goals and Objectives:**
   * The application of information gathered in size up to determine the desired results of the operation. Goals considered in relation to incident priorities are listed as follows:

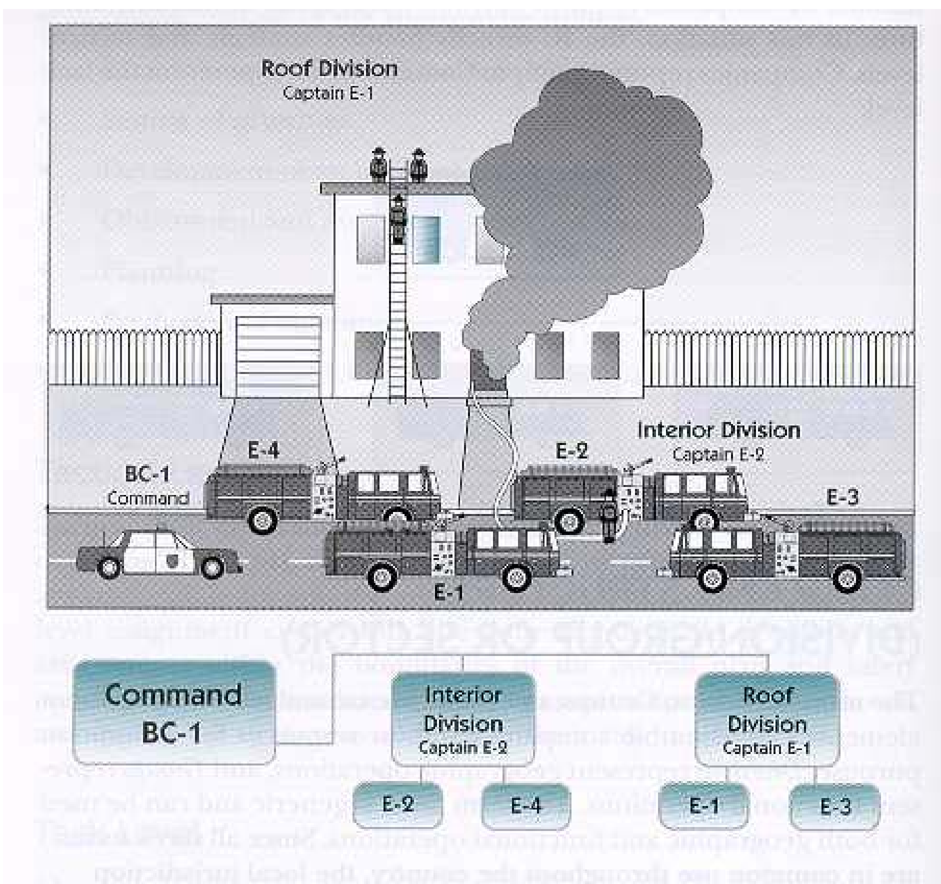
   Rescue
   Exposures
   Confinement
   Extinguishment
   Overhaul

4. **Tactical Operations:**
   Specific actions carried out to accomplish goals and objectives. Tactical operations can be considered to be the solutions to the problems.

COMMON TERMINOLOGY

It is essential that all cooperating agencies understand and utilize a standard terminology for organizational functions, resource elements, and facilities. Such standardization facilitates effective communications between all agencies involved at an emergency scene.

1. **Command Post:** Designated as the CP, the Command Post will be the location from which the incident operations are directed. There is only one Command Post for the incident. In a Unified Command structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the command post. The Planning function is also performed at the Command Post, and normally the field communications center would be established at this location. The CP may be co-located with the incident base if communications requirements can be met.



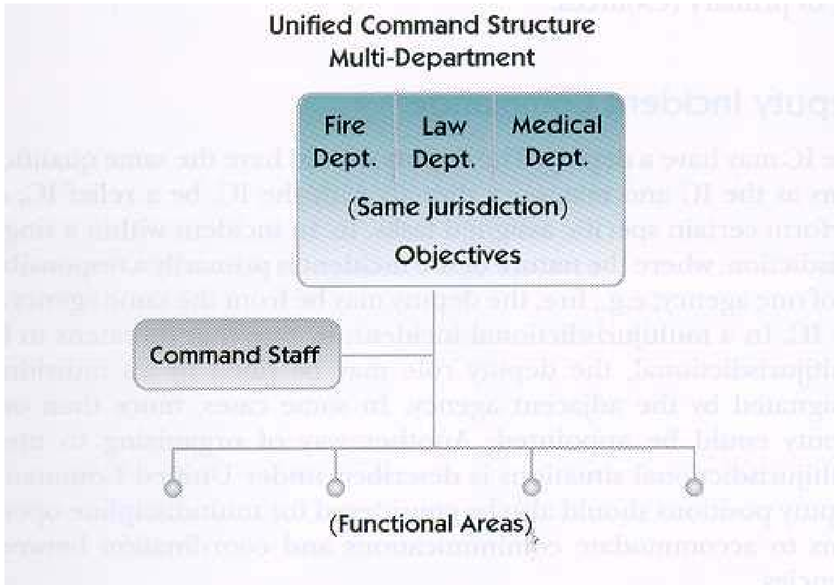
2. **Incident Base:** The Incident Base is the location at which primary support personnel activities are performed. The Base will house all equipment and personnel support operations. The Logistics Section may be located at the Base and normally the Base will not be relocated. If possible, Incident Base locations should always be included in the pre-incident plans.

3. **Staging Area(s):** These are established by the Operations Section Officer for temporary location of available resources on short notice. A Staging Area can be anywhere in which mobile equipment and/or personnel and equipment can be temporarily parked awaiting assignment. It may include temporary Sanitation Services and fueling facilities. The Operations Officer may establish, move and/or discontinue the use of Staging Areas. The Operations Officer will assign a Staging Area Manager to each Staging Area. The Staging Area Manager is responsible for the checking of all incoming resources, dispatching of resources at the request of the Operations Officer, and requests for services from the Logistics Section necessary for resources located in the Staging Area.

4. **Unified Command:** In a multi-jurisdictional incident, key officials from each jurisdiction contribute to the process of:

   Determining overall incident objectives
   Selection of strategies
   Insuring joint planning for tactical activities
   Insuring integrated tactical operations
   Making maximum use of all assigned resources

   The Unified Command structure could also be used to bring together different functional departments within a single jurisdiction. The implementation of the action plan will be done under the direction of a single individual - the Operations Section Officer - who is normally drawn from the agency having the greatest jurisdictional involvement.



5. **Landing Zone:** (helibase) These are temporary locations where helicopters can land and take off i.e. to pick up patients. Locations where helicopters are staged for possible action are known as helibases.

6. **Single Resources:** These are individual engines, truck, and rescue companies, etc. that will be assigned as primary tactical units. A single resource will be the apparatus, the personnel required to properly utilize it and the communications.

7. **Task Force:** Any combination of resources with common communications and a leader. Task Forces can be pre-designated to meet local needs. Typically, the maximum number of units to properly utilized it and the communications.

8. **Strike Team:** Are a set number of resources of the same kind and type, which have an established minimum number of personnel. Strike Teams will always have a leader and will have common communications among resource elements. Strike Teams can be made up of engine companies, or rescue units or hazmat units, or any kind of resource where a combination of similar elements becomes a useful tactical resource.

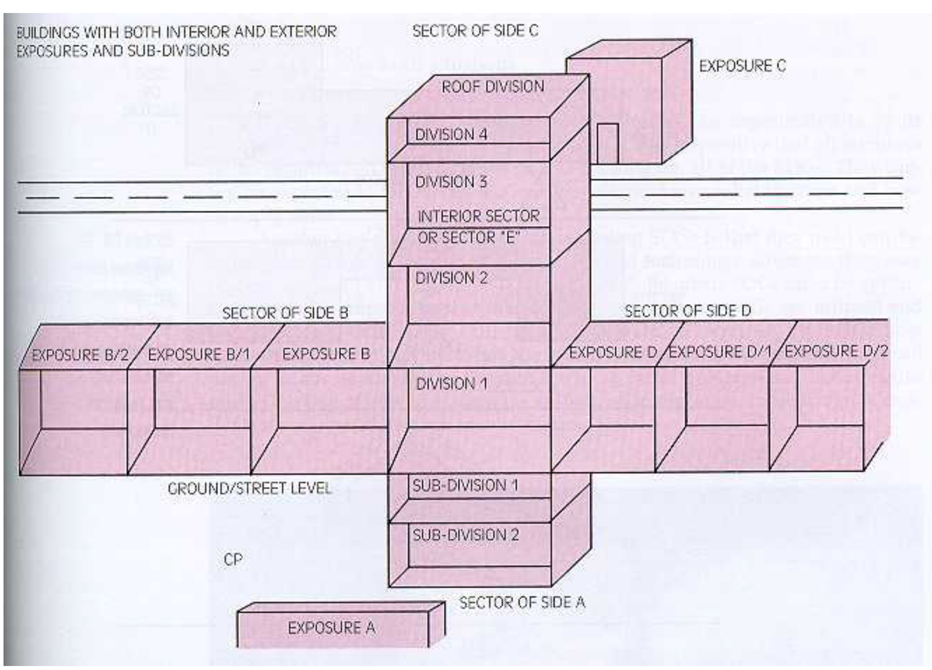
9. **Position Titles:**

Position	Title
Incident Command	Incident Commander
Command Staff	Officer (i.e. Safety Officer)
Section	Section Officer (i.e. Operations Section Officer)
Branch	Director (i.e. EMS Branch Director)
Division	Supervisor (i.e. Division "C" Supervisor)
Group	Supervisor (i.e. Ventilation Group Supervisor)
Task Force	Leader
Strike Force	Leader
Single Resource	Company Officer

10. **Divisions/Groups:** The IC shall determine the initial need for Groups and Divisions. As the operation increases in size and complexity, it shall be the responsibility of the Section Officers to recommend to the IC the need for additional Divisions/Groups. Safety of personnel and maintaining span of control is the primary reason for using Divisions and Groups.

Divisions are assigned to specific geographical areas. Structural situations will be designated by the letter system for the sides of the building with Division "A" being the front of the building (or legal street address side of the building), and numbers shall be used for floors i.e. Division 5 for the fifth floor.

Functional units (Groups) will be identified by the function they perform (Salvage Group, Triage Group, etc.). Unit Officers will report to the Division/Group Supervisor and receive orders prior to deploying their company to task work.

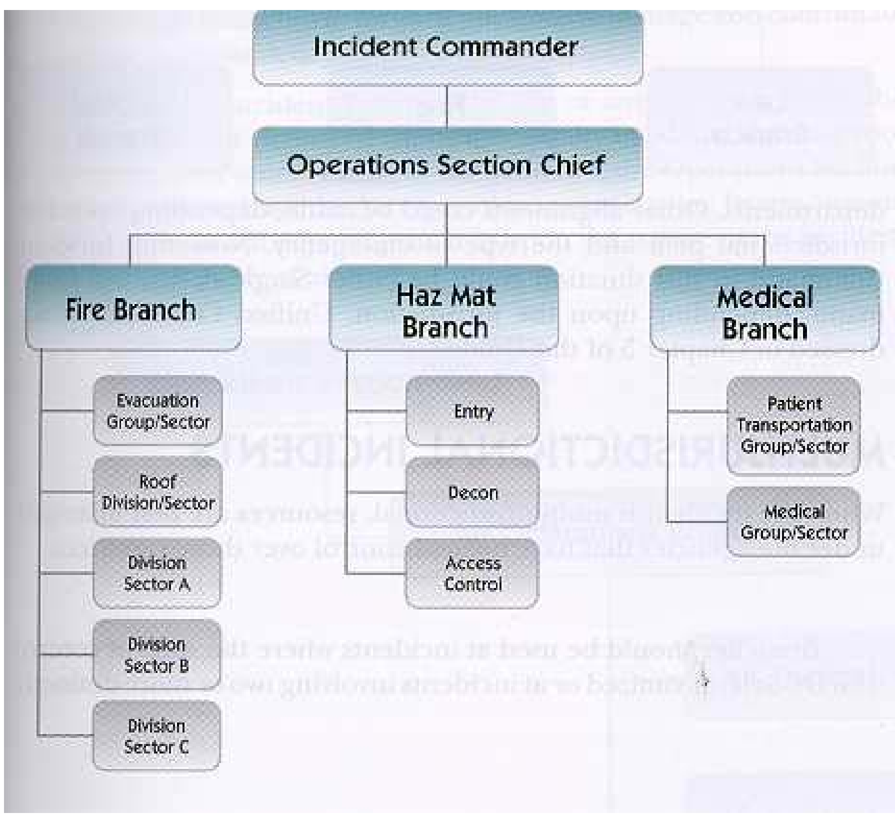


11. **Branches:** As the span of control begins to become complex, or the incident has two or more distinctly different operations (i.e. Fire suppression, Medical, hazmat, etc.) the organization can be further divided into Branches report to the Section Officers (most often the Operations Section) and oversee Divisions/Groups.

    Branches should ideally operate in their area of responsibility on separate radio channels (talk groups) and communicate to Operations on a different channel if possible. The radio designation of Branches should reflect the objective/function of the Branch (i.e. Branch I, Branch II, Branch III, etc.) When Operations implements Branch Directors, the Division/Group Supervisors should be notified of their new supervisor. This information should include:

    * What Branch the Division/Group has been assigned to
    * The radio channel/talk group that the Branch is operating on

    Generally, when the number of Division/Groups exceeds the span of control for the Section Officer, the IC should designate a multi-Branch structure and allocate the Division/Groups within those Branches.



12. **Rapid Intervention Team(s):** A team of at least two fresh firefighters, equipped with radios, lights, search lines, forcible entry tools etc. and staged at the Command Post for immediate and rapid deployment in the event of emergencies involving lost or trapped firefighters on the fire ground. At large complexes, several Rapid Intervention Teams may be staged near the various Divisions for more expedient deployment.

ESTABLISHING COMMAND

1. **Size Up:** The first unit to arrive at the scene of an incident must transmit an arrival and size up report along with the establishment of Command. The initial Incident Commander shall remain in Command until Command is transferred or passed, or the incident is stabilized and terminated. The first arriving unit activates the Command process by giving an initial radio report. This report should include:

   * Unit designation of the Company/unit arriving on scene

   * A brief description of the incident situation, (i.e. building type and dimension, hazmat release, mass casualty incident, etc.)

   * Obvious conditions (working fire, vapor release, multiple patients, etc.)

   * Brief description of action taken

   * Declaration of Strategy (this applies to structure fires i.e. fast attack mode)

   * Any obvious safety concerns

   * Assumption, identification and location of Command*****

   * Request or release of resources as required

   ***** Identification and location of Command shall be by geographical location or well-known landmark. Unit numbered Command locations shall not be used.

   Examples: "Engine 99 will be Palm Avenue Command"
   "Engine 2 is establishing Courthouse Command"
   "Battalion 10 is establishing Airport Command"

2. **Single Company Incident:** A single company incident (or engine and rescue) such as trash fires, vehicle fires, EMS incidents, etc., may only require that the Company or unit acknowledge their arrival on scene and the ability to handle the call without additional resources.

Examples: "Engine and Rescue 72 are arrival on scene of a dumpster fire with no exposure; Engine 72 can handle"

3. **Radio Designation:** The radio designation "Command" will be used along with the geographical location of the incident (i.e. "Atlantic Boulevard Command" or "Convention Center Command"). If the unusual situation should present that there are two incidents on the same street, the "hundred block" designator, defining a more exact location shall be used, (i.e. 700 Atlantic Boulevard Command). This designation will not change throughout the duration of the incident. The designation Command will remain with the officer currently in Command of the incident throughout the event.

4. **General Considerations:** The arrival of a ranking officer on the incident scene does not mean that Command is automatically transferred to that officer. Command is only transferred when the outlined transfer of Command process has been completed.

   Chief Officers and Staff Personnel should report directly to the Command Post for assignment by the Incident Commander.

   The Incident Commander has the overall responsibility for managing an incident. Simply stated, the Incident Commander has complete authority and responsibility for the incident. If a higher-ranking officer wants to effect a change in the management of the incident, he/she must be present on the scene and then utilize the formal transfer of Command procedure.

COMMAND OPTIONS

The responsibility of the first arriving unit or member to assume command of the incident presents several options, depending on the situation. If a Chief Officer, member, or unit without tactical capabilities (i.e. staff vehicle, no equipment, etc.) initiates Command, the establishment of a Command Post should be a top priority. At most incidents the initial Incident Commander will be a Company Officer. The following Command options define the Company Officer's direct involvement in tactical activities and the modes of Command that may be utilized.

1. **Nothing Showing Mode:** These situations generally require investigation by the initial arriving company while other units remain in a staged mode. The officer should go with the company to investigate while utilizing a portable radio to Command the incident.

   Example: "Engine 18 arrival at a two story office complex, nothing showing from 3 sides. Engine 18 establishing Rock Island Command and going to Nothing Showing Mode".

2. **Fast Attack Mode:** Situations that require immediate action to stabilize and require the Company Officer's assistance and direct involvement in the attack. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

   * Offensive fire attacks (especially marginal situations)
   * Critical life situations which must be achieved in a compressed time
   * Any incident where the safety and welfare of firefighters is a major concern

   When fast intervention is critical, utilization of the portable radio will permit the Company Officer's involvement in the attack without neglecting Command responsibilities. The fast attack mode should not last more than a few minutes and will end with one of the following:

   * The situation is stabilized
   * The situation if not stabilized and the Company Officer must withdraw to the exterior and establish a Command Post. At some point, the Company Officer must decide whether or not to withdraw the remainder of the crew, based on the crew's experience, in the hazard zone without radio communications capabilities.
   * Command is transferred to another ranking officer.

2. **Defensive Mode:** The defensive mode is utilized when conditions or hazards preclude direct entry into the hazard zone. The Company Officer's declaration of a defensive mode, signals to all responding units that complex operations will be Involved. The Company Officer assumes command and directs initial operations from a safe distance until Command is transferred to a higher- ranking officer.

   Example: "Engine 92 is on scene of an overturned chemical tanker with a large vapor cloud traveling east. Engine 92 is in the Command Mode and is establishing Sawgrass Expressway Command".

4. **Command Mode:** Certain incidents by virtue of their size, complexity, or potential for rapid escalation, require immediate, strong, direct, overall Command. In such cases, the Company Officer will initially assume an exterior, safe, effective and visible command position and will maintain that position until Command can be assumed by a higher Ranking Officer. Due to the Company Officer's distraction of having to run Command, the balance of the crewmembers shall not be assigned any perilous duties until the officer can rejoin them.

   Example: "Engine 92 is on scene of an overturned chemical tanker with a large vapor cloud traveling east. Engine 92 is in the Command Mode and is establishing Sawgrass Expressway Command".

Summary: A Company Officer assuming Command has a choice of modes and degrees of personal involvement in the tactical activities, but continues to be fully responsible for the Command functions. The initiative and judgment of the Officer are of great importance. The modes identified are guidelines to assist the Officer in planning appropriate actions. The actions initiated should conform to one of the above mentioned modes of operation.

GENERAL GUIDELINES FOR ICS

1. Receive your incident assignment, reporting locations, (check in location) Strike Team/Task Force assignment, and communications channel assignment from your dispatch center.

2. Upon arrival at the incident, check in on the assigned frequency (talk group) or at the designated check-in location.

3. Agency representatives from responding agencies (Mutual Aid) shall report to the Liaison Officer at the Command Post.

4. Use only clear text, common ICS terminology and plain English in all radio transmissions.

5. Receive briefing from immediate supervisor. Accountability of all personnel shall remain a priority, with each individual being responsible to one supervisor (Unity of Command), and each supervisor responsible for the accountability of all crews and crewmembers under his/her direction.

6. Acquire work materials, if applicable.

7. Organize and brief subordinates.

8. Assure the rehabilitation of all personnel who have performed on the incident as deemed necessary by the Rehabilitation Officer, Incident Commander, or other supervisor.

9. Respond promptly to demobilization orders (return to service) without undue delay.

10. When released, return to home agency (quarters) promptly.

TRANSFER OF COMMAND

As an incident escalates or de-escalates, there may be a need to transfer command. The following guidelines outline the transfer of command:

1. The Company Officer or Command Officer shall have command established and when possible, have established a visible command post. As soon as is practical, the necessary tactical worksheet should be started for the tracking of on-scene units.

2. Command can be transferred by radio, but should be done as a face to face briefing which includes current situation, current unit placements, assignments, and a review of the tactical worksheet.

3. Arrival of a Ranking Officer on a scene does not automatically cause command to be transferred. Assumption of command based on several factors, including potential escalation of the incident, personnel considerations, and IC capabilities, etc.

4. In formally transferring command, once the fact to face is completed and the tactical worksheet reviewed, command will notify communications of the transfer.

   Example: "Chief 22 to Dispatch, be advised Chief 22 is assuming Federal Highway Command".

5. It may be advantageous to have the officer being relieved remain with the new Incident Commander, in the role of the IC Aide or Operations Section Officer, since the initial action plan was established by this officer.

6. This formal process for transfer of command shall be used both as the emergency escalates and in the demobilization phase as situations are brought under control.

   Example: "Chief 22 to Dispatch, be advised Engine 22 will now be assuming Federal Highway Command".

PASSING COMMAND

In certain situations, it may be advantageous for a first arriving Company Officer to pass Command to the next arriving Company. This is indicated when initial commitment of the first arriving company requires a full crew (i.e. high rise or immediate rescue situation) and another company is in a position to assume Command.

Although sometimes used during exigent circumstances, the passing of Command to an officer who is not on scene is not advisable. The "Passing of Command" to a unit that is not on scene creates a gap in the Command process and compromises incident management. It is preferable to have the initial arriving Company Officer continue to operate in the fast attack mode until Command can be passed to an on-scene unit.

When a Chief Officer arrives at the same time as the initial arriving company, the Chief Officer should assume Command of the incident.

Should a situation occur where a later arriving Company or Chief Officer cannot locate or communicate with Command (after several radio attempts), they will assume Command and announce this over the radio, and initiate whatever actions are necessary to confirm the safety of the missing crew.

STAGING OPTIONS

It is imperative that the Incident Commander anticipates the need for additional resources early on in the incident. It is just as important that additional uncommitted resources are poised or stages near the incident for rapid deployment should the incident escalate or an unexpected turn of events suddenly occur. There are two levels of staging used to accomplish this objective.

1. **Level 1 Staging:** Level one staging occurs automatically during the initial stages of an incident unless directed otherwise by the Incident Commander. Second, third, etc. arriving units take up a position about one block away from the incident to avoid cluttering or "boxing in" the scene. Typically, the second due engine at a fire response will stage at the nearest hydrant, check the hydrant for operability and be prepared to lay a line. At this level, there is no Staging Officer.

2. **Level 2 Staging:** This is a more formalized and organized staging procedure. During Level two staging, a formal staging area(s) are designated. A Staging Officer is assigned and units are directed to the staging area(s). These types of staging areas are usually located in large open areas such as parking lots or fields and may be several blocks from the incident. It is extremely important that crews in a staging area(s) remain with their unit and not wander off. The crew and apparatus should be ready to deploy at a moment's notice. Units in Level two staging should park or be arranged so as not to block each other in and allow direct access to or away from the incident.

3. **Staging Area Identification:** Level two staging areas can be identified simply as "Staging" when only one staging area has been designated or, when two or more staging areas are used they can be identified by function or location, (i.e. EMS Staging, Fire Staging, West Staging, or K-Mart Staging).

POSITION DESCRIPTIONS

POSITION: INCIDENT COMMANDER

LOCATION: On scene at Command Post

RECOMMENDED STAFFING: First arriving officer until relieved by higher rank

REPORTS TO: Final Authority

ACTIVATION: Any situation requiring two or more units, or where in the judgment of the on-scene ranking officer, the ICS should be implemented for concerns of safety and scene control.

PURPOSE: The Incident Commander (IC) provides comprehensive leadership and direction to the response effort. The position is the focal point of all facets of operation within the Incident Command System (ICS).

RESPONSIBILITIES: The IC is ultimately responsible for all incident response activities including the development and implementation of strategic decisions and utilization of extended resources. This individual must process information to and from the primary Section Officers and staff operating within their span of control.

PROCEDURES:

1. Arrives on scene and establishes command or obtains incident briefing from previous Incident Commander.

2. Assesses the incident situation and conducts an initial strategy briefing with the current operations command personnel.

3. Activates elements of full ICS.

4. Briefs the command staff and primary Section Officers.

5. Participates in the preparation and authorizes the implementation of the incident action plan.

6. Determines needs to make informed command decisions and relates these needs to command staff.

7. Coordinates primary staff activities.

8. Manages overall incident operations.

9. Approves requests for and utilization of extended resources.

10. Authorizes release of information to the media.

11. Assures that adequate resources have been summoned and requests staging areas, if required.

12. Ensures the incident status worksheet is utilized and completed.

13. Obtains briefings from Section Officers, Command Staff, and other agency representatives on management concerns.

14. Reviews the progress of the incident and channels organizational efforts towards highest priority tasks.

15. Insures that safety procedures and disciplines are practiced.

16. Approves plan for demobilization and return to normal service of units.

17. Prepares a final incident summary for media briefing and departmental reporting process.

18. Ensures activation of the personnel accountability system.

POSITION: INCIDENT COMMANDER AIDE

LOCATION: Command Post

RECOMMENDED STAFFING: Any qualified individual assigned by Command

REPORTS TO: Incident Commander

ACTIVIATION: When deemed necessary by the IC to assist with maintaining paperwork and/or communications at the command post.

PURPOSE: The role of the Aide is to provide administrative and operational assistance to the IC, manage the command area, and process information that does not require the attention of the IC. This highly responsible position requires a thorough knowledge of department operating procedures, strategy and tactics, and general command terminology.

RESPONSIBILITIES: The Incident Commander Aide is responsible for site control and security of the command post, providing resource information, tracking command activities, assisting with liaison and press activities, and providing technical support and advice to the IC. The Aide may also be responsible for personnel accountability during the early stages of the incident.

PROCEDURES:

1. Sets up the incident command area and secures it with rope or fireline tape; obtains police assistance to maintain command security.

2. Obtains incident briefing and instructions from the IC.

3. Starts and/or maintains ICS worksheet/command boards; prepares ICS vests for distribution and logs all pertinent command information.

4. Assists with the research and interpretation of various resource and reference materials as needed.

5. Operates various communications equipment as needed; relays command directives to command staff, dispatch, and operating groups as directed/needed.

6. Disseminates and assist in the processing of the upward and downward flow of information.

7. Anticipates the needs of the IC and be prepared to react accordingly.

8. Assists the PIO by relating current incident information.

9. Assists the Liaison Officer with the management of agency representatives.

10. Observes operations and makes suggestions and recommendations to the IC.

POSITION: OPERATIONS SECTION OFFICER

LOCATION: On scene in forward area of at the Command Post

RECOMMENDED STAFFING: Available ranking officer

REPORTS TO: Incident Commander

ACTIVATION: On all incidents requiring the establishment of Command

PURPOSE: Encompasses the majority of incident mitigation activities. This includes all task-oriented resources participating at the scene.

RESPONSIBILITIES: Is a member of the General Staff, organizes initial incident control activities and subsequent implementation of the incident action plan.

PROCEDURES:

1. Obtains incident briefing from the Incident Commander.
2. Establishes divisions/groups as needed to initiate operational control measures.
3. Begins development work on the incident action plan needed for initial and immediate control of the incident.
4. Supervises operational aspects of the incident and the divisions/groups associated with that function.
5. Determines need for and requests additional resources.
6. Advises the Incident Commander of incident progress, special concerns, or requirements that may impact the development of an extended incident action plan.
7. Makes tactical decisions and changes to the operation on an immediate basis if needed.
8. Assembles and disassembles strike teams.

9. Assigns a Rehabilitation Officer and ensures that a remote area is established for this activity.

10. Assigns and implements branches if required.

11. Prepares a final summary of activity report for submission to the Incident Commander. Debriefs and critiques with all divisions and/or groups.

POSITION: BRANCH DIRECTOR

LOCATION: On scene

RECOMMENDED STAFFING: Available ranking officer

REPORTS TO: Operation Sections Officer/Incident Commander

ACTIVATION: Usually on large scale incidents where multiple units are operating and the use of divisions/groups does not maintain an adequate span of control, usually no more than five units per group/division.

PURPOSE: Member of the operational staff that controls and coordinates the activities of groups/divisions operating in a specific geographic of functional area.

RESPONSIBILITIES: Directs implementations of the portions of the incident action plan appropriate to the branch. Maintains information flow to the Operations Section Officer concerning specific needs and mitigation process.

PROCEDURES:

1. Obtains briefing from the IC or Operations Section Officer.
2. Develops with subordinates, alternatives for branch control operations.
3. Attends planning meetings as requested.
4. Reviews and modifies division and/or group assignments based on effectiveness of current operations.
5. Assigns specific work tasks to division/group supervisors.
6. Resolves logistical problems reported by subordinates.
7. Reports to Operations Officer when: Incident Action Plan is to be modified, additional resources are needed, surplus resources are available, hazardous situations or significant events occur.

POSITION: DIVISION/GROUP SUPERVISOR

LOCATION: On scene

RECOMMENDED STAFFING: Company Officers and higher

REPORTS TO: Branch Director/Operations Officer/Incident Command

ACTIVATION: When the IC's span of control is exceeded by the number of resources operating on-scene.

PURPOSE: To supervise the operations of up to five resources within a specific geographical area or with a specific function.

RESPONSIBILITIES: Implementation of the assigned portion of the incident action plan, assignment of resources within the group/division, progress reporting and resource status updates to the appropriate supervisor.

PROCEDURES:

1. Obtains briefing from Brach Director, Operations Officer, or IC.
2. Implements portion of action plan for division/group.
3. Provides available incident action plan to strike team/task force leaders.
4. Identifies increments assigned to the division/group.
5. Reviews assignments and incident activities with subordinates; assign tasks.
6. Advises supervisor of all changes in status of units assigned to division/group.
7. Coordinates activities with adjacent divisions.
8. Determines need for additional resources in division/group.
9. Resolves logistical problems within division/group.
10. Participates in the development of plans for the next operational period.

POSITION: SAFETY OFFICER

LOCATION: On scene

RECOMMENDED STAFFING: Any individual appointed by command, preferably an officer trained to NFPA Safety Officer, Florida Fire Officer I, and ICS level. Exception: At HazMat incidents, Safety Officer must be a HazMat Technician.

REPORTS TO: Incident Commander

ACTIVATION: Any time personnel will be operating in any type of hazardous atmosphere, or high-risk operation, or potentially dangerous situation.

PURPOSE: To ensure that all personnel at the scene are operating in as safe a manner as possible, consistent with all current standards and practices.

RESPONSIBILITIES: Is a member of the Command Staff with the foremost responsibility of this position being the safety of all emergency personnel operating at the scene. Continuously monitors and assesses situations for unsafe and hazardous conditions and developing countermeasures for assuring safety.

PROCEDURES:

1. Obtains briefing from the Incident Commander

2. Complies with NFPA 1521 or current safety standards and requirements.

3. Identifies hazardous situations associated with the incident, including flashover condition, building stability, escape routes for interior crews, line placement as it relates to scene safety, protective clothing, personnel protection, infectious disease control, HazMat scene control, entry level protection for HazMats, night time operations, and all other areas which constitute personnel safety and protection.

4. Participates in planning meetings to advise Incident Commander.

5. Should have emergency authority to halt and/or prevent unsafe acts.

6. Does initial investigation of accidents that have occurred within incident areas.

7. Establishes safety assistants or specialized input during unusual or specialized operations i.e. confined space, high angle rescue.

8. Insures that Rapid Intervention Teams and/or backup teams have been established, if necessary.

POSITION: PUBLIC INFORMATION OFFICER

LOCATION: On scene

RECOMMENDED STAFFING: Any individual appointed by Command

REPORTS TO: Incident Commander

ACTIVATION: Any incident involving significant operations or in which the media has responded and requires assistance.

PURPOSE: Is the focal point for the official release of information to the media. This is the contact person for the media representatives, and this person should release all incident information. Only one PIO should represent all the agencies involved in a Unified Command to avoid conflicting information.

RESPONSIBILITIES: Is a member of Command Staff and establishes and maintains a media gathering area, schedules regular media releases and briefings, and provides post-incident media briefings. To ensure the release of accurate information shall remain abreast of current incident information, operations, and status.

PROCEDURES:

1. Obtains briefing from the Incident Commander.

2. Begins logging and tracking incident information.

3. Sets up physical media area and utilizes police assistance, if necessary. Should be a safe area with a visual access to the incident if possible, yet sufficiently removed from the Command Post so as not to interfere with command functions.

4. Meets with media, provides them with information cleared by the Incident Commander, interviews and photo opportunities as soon as possible, upon approval of the Incident Commander.

5. Provides escort service into areas for media and VIP's; arranges meetings between media and incident personnel.

6. Responds to special requests for background information and updated information from the media.

7. Updates the Incident Commander on information released to the media and requests from the media.

8. Files all media releases with department recording process.

9. During long term incidents, PIO shall schedule and conduct regular press briefings.

POSITION: LIAISON OFFICER

LOCATION: On scene at Command Post

RECOMMENDED STAFFING: Any qualified individual assigned by command

REPORTS TO: Incident Commander

ACTIVATION: When separate point of contact is needed to the large number of agencies represented at an incident.

PURPOSE: Is a member of the command staff and is to function as a point of contact for agency representatives from other fire agencies, police, public works, private sector agencies, etc.

RESPONSIBILITIES: Should be from the agency with jurisdictional authority and will coordinate and maintain interagency communication and cooperation.

PROCEDURES:

1. Obtains briefing from the IC.
2. Provides a point of contact for assisting/cooperating agency representatives.
3. Identifies other agency representatives including method of communication.
4. Attempts when possible, to limit communications/contact to one person per agency.
5. Responds to any special agency needs or requirements.
6. Responds to requests from incident personnel for interagency contacts.
7. Monitors incident operations to identify interagency needs or problems.
8. Maintains a current list of status and degree of involvement of cooperating and assisting agencies assigned.
9. Participates in planning meetings to provide current status limitations and capabilities to other agency resources.

POSITION: REHABILITATION OFFICER

LOCATION: On scene

RECOMMENDED STAFFING: Any medically trained person appointed by Command

REPORTS TO: Operations Officer/Incident Commander

ACTIVATION: Any long-term incident or incident in adverse weather conditions where crew members are in need of replenishment of fluids, monitoring of vital signs, or rest periods.

PURPOSE: Provides for the rehabilitation and medical observation of personnel working at the scene of an incident.

RESPONSIBILITIES: Obtains fluids, ice, food, shelter, and other materials that may assist fire-rescue or other personnel in the performance of their duties. Monitors medical conditions of personnel utilizing the rehabilitation area and ensures medical care is provided, if necessary.

PROCEDURES:

1. Obtains briefing from the Operations Officer.

2. Establishes rehabilitation area, remote from the incident for the purpose of isolating personnel from the acute emotional stress of the incident and clear of the smoke, haze, or other hazardous by-products of the incident.

3. Required equipment: salvage cover, water, and ice, drinking cups, oxygen, EKG monitor, basic trauma box, medical personnel and ALS transport unit.

4. The Rehab Group shall receive personnel from the Operations Section and/or Command and shall maintain a log of the units/personnel in Rehab and document time in and time released back to scene.

5. Personnel shall be rotated in and out of Rehab on a first in, first out system but shall be released only when additional personnel are requested by command.

6. Personnel arriving at Rehab shall remove protective clothing to expedite the cooling process of the body. In situations involving hazmats, personnel must complete the decontamination process prior to reporting to Rehab.

7. Initial assessments of the physical condition of each person shall include pupils, skin color, skin temperature, pulse, respiration, and the ability to communicate clearly. All inappropriate conditions shall be noted and the person shall not be allowed to return to activity until their condition has improved to within normal parameters.

8. Personnel who suffer shortness of breath, chest pains, or other medical conditions, which in the opinion of the Rehab Officer may imply underlying medical problems, shall be monitored and not allowed to return to action until after consultation with the IC or designee.

9. All personnel who have been sent to Rehab and have expended two bottles of air or more shall have their vital signs evaluated. This includes pulse, blood pressure, respiration and lung sounds.

10. Personnel shall be encouraged to drink a sufficient quantity of water for every air bottle expended. Dehydration shall be of concern especially during periods of high temperature.

11. Rehab shall coordinate the distribution of food during long term incidents.

12. Rehab shall be deactivated during the demobilization process when so determined by Command.

13. Rehab shall advise Command of unusual circumstances or patterns, which are adversely affecting incident personnel.

POSITION: PLANNING SECTION OFFICER

LOCATION: On scene or at Emergency Operations Center (EOC)

RECOMMENDED STAFFING: Available Chief Officer appointed by Command

REPORTS TO: Incident Commander

ACTIVATION: When the incident has reached a size where the IC cannot effectively forecast the future action plan due to the incident size, or time constraints on the IC or incident complexity.

PURPOSE: Coordinates the preparation of the incident action plan. Apprises command of potential operational impacts and maintains alternative strategies for potential and possible incident developments. The Planning Section serves as the "clearing house" for information.

RESPONSIBILITIES: Develops and maintains the action plan. Collects and obtains information relative to the incident, identifying special resources as indicated by need, and providing vital information such as weather data, environmental data, special equipment needs, available water supply, etc. to the IC.

PROCEDURES:

1. Obtains briefing from the Incident Commander.

2. Identifies additional personnel needs for resources, documentation, etc. Updates command on weather changes, new resource needs, etc.

3. Obtains additional incident information to identify needs and resources available.

4. Coordinates command staff meetings to outline an incident action plan.

5. Prepares written incident action plan and forwards it to the Incident Commander.

6. Monitors incidents progress and append or alter the action plan as needed.

7. Identifies specific needs to logistics for procurement.

8. Assists the evacuation/sheltering planning as needed.

9. Provides for a demobilization and incident termination plan.

POSITION: FINANCE/ADMINISTRATIVE OFFICER

LOCATION: As designated by Command

RECOMMENDED STAFFING: Any qualified or trained individual appointed by Command (May be a civilian)

REPORTS TO: Incident Commander

ACTIVATION: When, due to incident length or complexity, attributable costs to the incident will be incurred and must be tracked.

PURPOSE: Coordinates all extraneous costs incurred relative to the incident. Included are personnel, overtime, equipment, special services and emergency purchase orders.

RESPONSIBILITIES: Tracks the use of reserve personnel and internal resources for overtime costs; all costs and documentation relative to line of duty injuries, damaged and/or destroyed equipment.

PROCEDURES:

1. Obtains briefing from the Incident Commander.

2. Plans organization of the Finance section and determines need for additional Finance/Administrative Section personnel and resources.

3. Assigns work locations and tasks to Finance Section personnel.

4. Participates in the preparation of the incident action plan.

5. Identifies any special financial needs.

6. Coordinates main hours tracking and recalls of off-duty personnel.

7. Insures prompt financial payments and insurance claims relative to injuries.

8. Maintains daily contact with agency(s) administrative headquarters in reference to financial matters.

POSITION: LOGISTICS SECTION OFFICER

LOCATION: On scene or at Emergency Operations Center (EOC)

RECOMMENDED STAFFING: Ranking Officer appointed by Command

REPORTS TO: Incident Commander

ACTIVATION: Any incident requiring move ups or mutual aid coverage

PURPOSE: Provides for the facilities, services, equipment, and supplies including unit move ups or mutual aid coverage for stripped areas due to incident magnitude to support incident operations.

RESPONSIBILITIES: Secures and maintains adequate communications to support the incident. If purchases are to be made, coordinate with Finance Section will provide for the personal service needs of all personnel operating at the incident.

PROCEDURES:

1. Obtains briefing from the Incident Commander.

2. Plans organization of the Logistics Section and determines the need for additional personnel and resources.

3. Assigns tasks and work locations to Logistics Section personnel.

4. Participates in preparation of the incident action plan.

5. Identifies current and future service/support requirements for the operations.

6. Reviews and provides input for the communications, traffic, and medical plans.

7. Identifies and provides support requirements of the personnel operating at the incident.

8. Coordinates and processes request for additional resources.

9. Ensures move ups or mutual aid requests are made and filled to cover areas stripped due to incident size.

POSITION: STAGING OFFICER

LOCATION: Near scene

RECOMMENDED STAFFING: Any officer appointed by Incident Commander

REPORTS TO: Operations Officer/Incident Commander

ACTIVATION: When units and personnel may overwhelm the ability of Command to immediately place these resources in an effective position.

PURPOSE: Manages the apparatus and crews in a manner that will help prevent congestion at the incident scene and create a resource pool for the Operations Section.

RESPONSIBILITIES: Locating and maintaining an area that allows for the effective retrieval of personnel and equipment; fills personnel/apparatus requests from the Operations Officer/Command; maintain a sufficient pool of these resources to support developing operations.

PROCEDURES:

1. Obtains briefing from the Operations Section.

2. Functions as a member of the Operational Staff, advising Operations Officer command of potential personnel/apparatus requirements.

3. Fills requests for personnel/apparatus. Advises units of where to report to and their assignment.

4. Insures that apparatus and personnel are positioned in such a way as to expedite their response to the incident scene.

5. Coordinates with police to insure ease of access from the staging area to the incident scene.

6. Shall notify Command or Operations Officer when resources fall below established levels.

7. Insures that crews remain intact with their assigned apparatus.

EMERGENCY EVACUATION PROCEDURE

The following procedures shall be used for an emergency requiring immediate evacuation from inside a structure or away from the hazard zone of an emergency scene.

1. Any person that recognizes a potential evacuation condition (i.e. building collapse, flashover, HAZMAT release, etc.) shall notify the Incident Commander immediately.

2. The Incident Commander shall make the decision to evacuate. The IC will announce "EMERGENCY TRAFFIC" and have the dispatch center sound the radio alert tone, and state, "ALL PERSONNEL EVACUATE THE BUILDING OR AREA IMMEDIATELY". This shall be repeated twice.

3. When the order to evacuate is given, all available and appropriately equipped units in the immediate vicinity will blow air horns intermittently (one second on, one second off) for 30 seconds.

4. All personnel shall immediately evacuate the building or area, report to a pre-designated safe area, and report to their company officer as soon as possible.

5. Company Officers shall report their status and that of their personnel to their Division/Group Officer as soon as possible.

6. Division/Group Supervisors shall report their status and that of their personnel to Operations Section (or Command) as soon as possible. It shall be the responsibility of Command to confirm that all personnel have been evacuated and accounted for.

7. If any personnel cannot be accounted for, all unnecessary operations shall be suspended and the focus of all resources shall be devoted to locate the missing personnel.

8. Command shall notify the dispatch center when all personnel have been accounted for. **If personnel are missing, no report will be announced over the radio as to personnel status. All communications shall be done face to face or over the telephone.**

UNIFORM APPARATUS DESIGNATIONS

AIR	Helicopter or fixed wing aircraft
AMBULANCE	BLS transport capable unit
ATTACK	Mini pumper
BATTALION	Area Command Officer/Shift Commander
BRUSH	Off-road vehicle with water tank and pump
DIVE	Dive team equipment vehicle
ENGINE	NFPA compliant Class A pumper
FIREBOAT	Boat with firefighting pump
FOAM	Vehicle or trailer other then crash truck with min 50 gal. Foam
HAZMAT	Hazardous Materials Team vehicle
LADDER	Straight aerial ladder of at least 75 feet
MCV	Mobile command vehicle
MEDICAL	ALS transport capable unit with civilian staffing
PLATFORM	Telescopic boom with platform of at least 75 feet
QUINT	Class A pumper with at least 75 foot straight aerial
RESCUE	ALS transport capable unit with cross trained firefighters
SNORKEL	Articulating platform device
SQUAD	Heavy, medium, or light rescue, or personnel carrier
SQUIRT	Class A pumper with 55-70 foot aerial/water tower
SUPPORT	SCBA refill truck
TANKER	Apparatus with minimum of 1500 gallons on-board water
TENDER	Foam tanker with minimum 1000 gallons foam
TRUCK	Airport crash truck with foam
UTILITY	Light/generator/ventilation vehicle

RAPID INTERVENTION TEAM GUIDELINES

BACKGROUND

OSHA 29 CFR 1090.134 (g) states that during interior structural firefighting, among other things, the employer shall insure that:

a) At least two employees enter the IDLH atmosphere and remain in visual or voice contact with one another at all times;
b) At least two employees are located outside the IDLH atmosphere; and
c) All employees engaged in interior structural firefighting use SCBA.

It is, therefore, the intent of this guideline to supply agencies with the basic information necessary to develop a procedure capable of addressing the standard. Utilization or adoption of these guidelines does not ensure compliance or relieve an organization of its responsibility to meet specific departmental needs.

RECOMMENDED PROCEDURE

1. The Incident Commander at the scene of a working fire, or smoke filled structure, shall, as soon as possible, assign a minimum of two firefighting personnel to fulfill the role of Rapid Intervention Team (RIT). If necessary, additional units shall be summoned to the scene to accomplish this objective. Unless the fire is in an incipient stage, or the rescue of trapped occupants is necessary, incident commanders should endeavor to have a RIT in place prior to the commencement of interior firefighting operations.

2. The RIT team shall equip themselves with the following minimum equipment:

   a. Full bunker gear including hoods and firefighting gloves
   b. A Complete SCBA with armed P.A.S.S. device
   c. One flashlight for each member of the RIT (personal lights OK)
   d. A search rope. On larger buildings, consider attaching two search ropes together or using a 300 foot line.
   e. Halligan tool and flat head axe
   f. One Spare Airpack with mask - Make sure bottle is full
   g. Two-way communications with the Incident Commander

RIT STANDBY

1. The RIT shall report to the command post unless otherwise directed by the Incident Commander. The Incident Commander should consider placing the RIT close to the building under certain conditions (e.g., CP long distance from building)

2. If conditions permit the Incident Commander should consider a quick 360o sizeup of the structure has been completed, with special attention to alternate exits (potential exits) from the building, securing of utilities or other considerations that command may utilize in case of a deployment of the RIT.

3. While in the standby mode, the RIT shall diligently monitor the fireground-operating channel to remain aware of conditions and potential problems. The RIT shall notify command, via radio, any time they leave the predesignated staging area. There is to be no freelancing.

RIT DEPLOYMENT

1. Upon being notified that a firefighter(s) is lost, missing, or trapped, the Incident Commander shall have Dispatch initiate the emergency alert tone and clear the radio channel of all radio traffic. The Incident Commander shall deploy the RIT if conditions permit, and shall attempt to ascertain the location/condition of the endangered crew. If necessary, all other normal fireground communications may be switched to another channel to permit the RIT and endangered crew to communicate freely.

2. Upon deployment, the RIT shall notify Command of the specific entrance they take into the structure. Additionally, the RIT shall secure a lifeline to the outside, and remain together at all times. The RIT shall assess, and if necessary, communicate to Command any such additional resource needs as hoseline protection, or extrication/forcible entry equipment.

3. Upon deployment of the RIT, the Incident Commander shall immediately assign a minimum of two firefighting personnel to assume the role of secondary (backup) RIT to standby outside the building. This RIT should, preferably, be a non-fatigued crew. The goal is to have at least a minimum of two "ready to go" personnel standing by outside the hazard zone anytime personnel (including other RITs) are operating inside the hazard zone.

RIT TERMINATION

Command shall continue to staff a RIT throughout the mitigation phase, until the possibility of danger to working crews has been eliminated.

P.A.S.S. ACTIVATION

1. The following procedure shall be utilized in the event of an emergency activation of a Personal Alert Safety System (P.A.S.S.) device while operating on scene.

2. On scene notification from any emergency worker shall include over the air transmission that a P.A.S.S. device has been activated. This transmission shall be directed to the affected Division Supervisor, if known, or directly to Command. When contacted, the Division Supervisor shall immediately notify Command.

3. Command shall activate emergency radio traffic procedures and attempt to contact the unit affected, or the Division Supervisor, for verbal confirmation of a downed emergency worker.

4. The Division Supervisor shall try to physically locate the audible alarm and determine which unit or person is unaccounted for. Additionally, the Division Supervisor shall perform an immediate roll call to determine who is unaccounted for.

5. Should roll call of the division be unsuccessful in identifying the downed worker(s), Command shall request a full roll call of all divisions.

6. After two verbal or radio attempts to contact the person of unit with the activated P.A.S.S. device, the Division Supervisor shall contact Command to activate a Search and Rescue Team (SAR) to locate and remove the downed worker(s).

7. The SAR shall come from the Rapid Intervention Team or nearest division where personnel are available and equipped with full SCBA cylinders. In either case the SAR shall be assigned under the direction of the Division Supervisor of the affected area or under the Operations Section Officer if the specific division is unknown.

8. In the event a Division Supervisor is in fact one of the downed workers, the Operations Section Officer shall assign the closest available Division Supervisor or the Safety Office to take charge of the SAR.

9. The Incident Commander shall notify dispatch and all on-scene personnel when the emergency condition has been corrected and normal operations are to resume.

10. Dispatch shall repeat the message over the on-scene frequencies that emergency traffic is cleared and all units should return to normal on-scene procedures.

MUTUAL AID COMMUNICATIONS PROCEDURAL GUIDELINES

INTRODUCTION

In an effort to effectively respond and mitigate emergencies interdepartmentally, among the fire-rescue agencies of Broward County, the following communications procedure has been adopted by the Fire Chiefs' Association of Broward County.

OVERVIEW OF MUTUAL AID SYSTEM

The Mutual Aid system within Broward County uses a mutual aid phone circuit (MARS system), 800 MHz radio system, and regular telephone lines to provide a redundant system for requesting mutual aid. The primary method of requesting Mutual Aid is the MARS circuit. This is a dedicated circuit designed so that whenever an agency picks up the telephone handset the speakers in ALL of the other Fire-Rescue communication centers become active. As the person who picked up the handset talks, the conversation is heard by all agencies. This method was chosen so that as the request is heard all communications centers can check the mutual aid book to see if any of the units that they dispatch are going to be requested. If they have units that are going to be requested, they can begin the process right away, thereby reducing the time necessary to get assistance on the way to the incident. This method not only increases speed but also increases awareness of incidents that are occurring within the County. It is imperative that all Fire-Rescue communications centers actively participate in this process to reduce reaction time (the amount of time to start units to an incident).

Besides the mutual aid phone circuit, an 800 MHz radio system and specific talk group for requesting mutual aid (System 12, Talk group "A") has been established. Ultimately, if both the mutual aid phone circuit and the 800 MHz system/talk group are unavailable, the 7-digit emergency telephone number is available to request mutual aid. This provides three levels of redundancy to assure that mutual aid requests are received and properly dispatched.

The Broward County trunked radio system has one logical "system" of 15 talk groups dedicated to Mutual Aid. System 12 has been designated as the Mutual Aid System. Within System 12, talk group "A" has been designated the MUTUAL AID CALLING CHANNEL. Talk groups "B" through "O" are available for assignment as tactical channels/talk groups during an incident.

PROCEDURE FOR USE OF MUTUAL AID SYSTEM

Requesting agencies may use several methods to notify Broward County Communications of a mutual aid request. These methods of notification include the MARS circuit (the primary method), radio (either mutual aid channel 12"A" or regular dispatch channel) secondly, or regular seven-digit telephone as last resort.

When requesting mutual aid the following information will be required:

- The agency requesting mutual aid
- District number of incident location
- Reference of call (i.e., Commercial Structure Fire)
- The address of the incident / Name of occupancy (i.e., Broward Mall, Smith Automotive)
- Number and types of equipment needed
- Special instructions (i.e., Staging location)
- Assignment of radio channel
- Grid Number (if readily available)

If the request is made via the MARS circuit, the announcement shall be as follows (for example):

"Plantation Fire Department to Broward County" - wait for acknowledgment
"Requesting mutual aid for a commercial structure fire in District 76"
"The address is 8000 W. Broward Blvd. at Burdines, Grid 876."
"Requesting three engines and one ladder"
"All equipment report to level II staging at the Broward Mall parking lot, southwest corner"
"Acknowledgment by appropriate agencies"
* If the appropriate agency does not immediately respond to the request, Broward County Communications' operator will intervene and coordinate the response.
* Appropriate agency repeats the information
* Plantation confirms

- Once the initial dispatch information has been disseminated the appropriate Communications center shall confirm the grid number and relay this information to the responding units(s) on the assigned radio channel.
- Field units shall make all mutual aid requests through their regular dispatch center. Additional requests for units to the same incident should continue to be

made through the Mutual Aid Communications System (MARS), via agencies' dispatch centers.

- All units responding mutual aid shall report their arrival to the Broward County Communications center via the mutual aid channel in addition to any other communications with their own centers.

- Upon the completion of use of an assigned mutual aid "talk group", the channel should be cleared by returning to 12"A" and advising Broward County Communications that the operation has been terminated.

GENERAL GUIDELINES

1. All communications will be done in plain English. No signals or codes shall be used. Communications shall be performed in clear text.

2. All communications with the primary dispatch center shall be done through the Incident Commander. This includes requests for additional resources, command transfers, and situation status reports.

3. Radio traffic shall be kept to a minimum. Communications, such as between the Incident Commander and the Section Officers or between a Division/Group Supervisor and respective units should be done face to face if at all possible.

4. In the event that emergency information needs to be broadcast, the radio alert tone and the announcement "EMERGENCY TRAFFIC" shall precede the message. The dispatch center shall repeat the message twice in its entirety. Until cleared by the Incident Commander, all routine radio traffic shall be suspended or taken to another channel.

5. During a multi-jurisdictional incident, the Incident Commander shall verify that responding mutual aid companies have the ability to communicate directly with Command. This shall be accomplished by one of the following:

    * Incoming units with compatible radio systems are instructed as to what radio frequency/talk group(s) are being utilized.

    * Responding units which do not have compatible radio systems shall have an additional radio equipped agency representative respond to act as a liaison at the command post and establish direct communications between these units.

    * The requesting agency shall provide radios to the responding mutual aid units thus allowing communications with the Incident Commander.

    * The responding agencies shall be teamed up with one of the on-scene units or division Supervisors that have communications with the Incident Commander.

SPECIAL OPERATIONS RESPONSE GUIDELINE

INTRODUCTION

In an effort to effectively meet Federal regulations and industry standards during the response and mitigation of emergencies involving specialized fire rescue operations such as hazardous materials, confined space and technical rescue, and dive emergencies, interdepartmentally, among agencies of Broward County, the following guidelines has been adopted by the Fire Chiefs' Association of Broward County.

BACKGROUND

Special Operations emergencies cover a wide range of incident scenarios. These scenarios vary in difficulty and resource requirements. Therefore, it becomes necessary to implement a standard but flexible plan of action that can be used for emergency response and resource deployment. Many departments countywide have limited resources when responding to special operations emergencies. It is therefore necessary to utilize mutual aid, including the coordinated response of one or more of the regional response teams.

DEFINITIONS

Special Operations - Any response to emergencies requiring specialized equipment and personnel trained to effectively mitigate emergencies involving hazardous materials, confined space and technical rescue, and dive emergencies.

Hazardous Materials Incident - Any incident involving the leak, fire or spill of any radioactive, chemical, or biological substance.

Rope Rescue Incidents - Any rescue attempt that requires rope and related equipment necessary to safely gain access to, and remove victims from, hazardous geographic areas with limited access such as high rise buildings, above or below grade structures, by means of rope systems.

Confined Space - Those areas that are not intended for continual occupancy, have limited means of egress, and have potential for physical, chemical or atmospheric engulfment.

Trench Rescue Incident - Any rescue operation in a narrow excavation made below the surface of the earth. In general, the depth is greater than the width, but the width of a trench is no greater than 15 feet.

Structural Collapse - Structural collapse or failure generally occur as a result of natural occurrences such as hurricanes, tornadoes, earthquakes or other unusual weather phenomenon's, fire or explosion, engineering errors, and other human factors including malicious damage and terrorist incidents.

Water Rescue Incident - Any rescue attempt that requires water rescue gear and related equipment necessary to safely gain access to, and remove victims from bodies of water, including lakes, canals, or other waterways.

Risk/Benefit Factor - The final consideration for each mission determining whether the risks involved merit the benefit.

GUIDELINES

The following guideline is established to provide first responders with recommendations to consider in the event of special operations responses to the following:

Hazardous Materials Incident

Category I and II hazardous materials incidents should be initially investigated by the first responder and assessed for the need for assistance by a regional response team. If needed, the first responder should request one (1) regional response team to assist.

Category III and IV hazardous materials incidents recommend the automatic response of two regional hazardous materials response teams.

Confined Space Emergency Incidents

When responding to a confirmed active incident the automatic response of two (2) regional response teams is recommended.

Consideration should be given to the need for a dedicated hazardous materials response team for the purpose of atmospheric monitoring during a confined space incident.

Rope Rescue Incidents

Non-Technical Evacuation (Evacuations that are less than 40 degrees inclination) should be first evaluated by the first responder. If assistance is needed, one (1) regional response team should be requested.

Technical Evacuation (Evacuations that are greater than 40 degrees inclination or on such rough terrain that the evacuation requires specific technical rescue training) recommends the automatic response of two (2) regional response teams.

Trench Rescue Incidents

When responding to a confirmed incident the automatic response of two (2) regional response teams is recommended.

Consideration should be given to the need for a dedicated hazardous materials response team for the purpose of atmospheric monitoring during a trench rescue incident.

Structural Collapse

When responding to a suspected incident the response of one (1) regional response teams is recommended.

When responding to an active incident, or when on scene and a structural collapse occurs the response of two (2) regional response teams is recommended.

Consideration should be given to post emergency incidents such as structural fires resulting in the loss of structural integrity. Consideration should be given to the need to deploy one (1) regional response team for the purpose of shoring and securing the integrity of the structure prior to performing fire cause and origin, evidence collection or other investigations within the structure or hazard zone.

Water Rescue Incidents

Rescue Operation (Mode) - Identified as such if there is a chance to save a human life. Generally the time frame for a rescue is identified as submersion time of up to one (1) hour. If assistance is needed, one (1) regional response team should be requested.

Recovery Operation (Mode) - Identified as such when there is no significant chance to save a life. Generally the time frame for a recovery is identified as submersion time of greater than one (1) hour. Additionally, the recovery operation may be for the sole purpose of supporting another agency's objective (vehicle or evidence recovery) where there is no human/victim (life) involvement. If assistance is needed, it is recommended that one (1) regional response team be requested. The responding dive team should, upon arrival, assess the scene for the need of additional divers/resources.

PERSONNEL ACCOUNTABILITY PROCEDURE

PURPOSE

This procedure identifies a system of incident site firefighter accountability. The purpose is to account for all firefighters, at any given time, within a small geographical area, within the "hazard zone" of an incident. Use of the system will provide enhanced personal safety for the individual firefighters and will provide the incident command organization staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone will be defined as any area that requires an SCBA, or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, the hot zone at a hazmat incident, etc.

ACCOUNTABILITY

Accountability involves a personal commitment to work within the safety system at an incident. Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability. Division/Group Officers will always maintain an accurate tracking and awareness of crews assigned them. This will require the Division/Group Officer to be in his/her assigned area and maintain close supervision of crews assigned to them.

All crews will work for Command or Sectors - no "freelancing." Crews arriving on the scene should remain intact for all intents and purposes. A minimum crew size will be considered two members and a radio will be required. A Lieutenant or other higher ranking individual must supervise all crews entering a hazard zone. All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness. If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew.

PASSPORTS - I.D. CARDS

To enhance accountability and to improve tracking of firefighters in the hazard zone, the "PASSPORT" system will be used. PASSPORTS involve an identification tag with at least the crewmember's name affixed, which is turned in to an Accountability Officer.

The Accountability Officer may be a driver, a Division/Group Officer, or a designated Accountability Officer, depending on the nature, type, and complexity of the incident.

SYSTEM COMPONENTS

This system utilizes a PASSPORT system to track assignments of personnel working within the hazard zone.

PASSPORT NAME TAGS:
Each member of the division will be assigned a plastic "name tag." The nametag is approximately 1" x 2" and engraved with the member's last name and the first two initials of the first name. This nametag will be stored on the collar of each member's bunker coat, helmet, or other similar location.

COLORS:

White	-	Chief Officers
Red	-	Company Officers
Yellow	-	Firefighters/Paramedics/Drivers/Others

PASSPORT UNITS:
Each emergency vehicle will be assigned a "passport unit." The passport unit is approximately 2" x 3" and engraved with the apparatus or unit number. The passport unit will be attached to a velcro area located at or near the center of the dashboard.

STATUS BOARDS:
Status boards will be carried by the Battalion Chief, the Duty Officer, or other designated supervisors.

TACTICAL BENCHMARK

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or "PAR") involves a roll call of personnel assigned. For the Company Officer, a "PAR" is confirmation that members assigned to his/her crew are accounted for. For the Sector Officer, a "PAR" is an accounting of all crewmembers, of all companies assigned to his/her sector. PARs should be conducted face-to-face within the company or with the Sector Officer whenever possible.

A personnel accountability report will be required for the following situations:

1. Any report of a missing or trapped firefighter (Command initiates a report of all crews on the scene).
2. Any change from offensive to defensive operations (Command initiates a report of all crews on-scene).

3. Any sudden hazardous events at the incident - flashover, back draft, collapse, etc. (Command initiates a report of all crews on the scene).

4. By all crews reporting an "all clear" (Company Officers of crews responsible for search and rescue will ensure they have accounted for their crews at the time they report an "all clear").
5. At each 30-minute interval of elapsed incident time.
6. At a report of "fire under control."

GENERAL RULES

The following rules must be followed for the accountability system to function properly:

1. PASSPORTS <u>never</u> enter the hazard zone.
2. PASSPORTS must be maintained at the Command vehicle during large or complex operations.
3. PASSPORTS must reflect only personnel presently in the hazard zone.

PASSPORT IMPLEMENTATION

Implementation of the PASSPORT system will occur at any incident that requires the use of Self-contained Breathing Apparatus. The objective of the PASSPORT system is to have PASSPORTS at the Command Post and that they are kept accurate, reflecting only those members entering the hazard zone.

For single company incidents, the PASSPORT will remain on the apparatus dash. The Driver/Operator will assume accountability responsibilities. On multi-company operations where SCBA is used, PASSPORTS will be delivered to the Command Post or Accountability Officer prior to entering the hazard zone.

LOST/MISSING FIREFIGHTERS

An absent member of a crew will be assumed lost or trapped in the hazard zone until otherwise determined safe. Company Officers must immediately report any absent member to the Sector Officer or Command. For any reports of missing firefighters, Command must request the next greater alarm assignment (i.e., first alarm to second alarm, second alarm to third alarm).

Command must next do an immediate roll call of all companies assigned in the hazard zone. Searches will begin in the last reported working area of the lost firefighter.

RESPONSIBILITIES

COMMAND

Command will be responsible for including personnel accountability as a major element of strategy and tactics. Command will react to all barriers that influence incident accountability and will ensure that all companies entering a hazard zone have radios and are supervised by a Company Officer or higher ranking officer. Command will make every effort to keep crews intact, however, if companies are split, Command will ensure continued accountability.

DIVISION/GROUP OFFICERS

Division/Group Officers will maintain accurate tracking of assigned companies. This requires the Division/Group Officer to be in the assigned location to monitor the companies assigned to the division/group.

COMPANY OFFICERS

Company Officers will ensure the PASSPORT unit reflects the names of the personnel currently assigned to the company. The Company Officer will keep all members assigned to the hazard zone intact at all times. When entering the hazard zone, the Company Officer will turn over the PASSPORT until to Command or the Accountability Group Officer and retrieve it upon leaving the scene. The Company Officer will exit the hazard zone with an intact crew any time a radio failure occurs. If a situation occurs that the entire crew is not assigned to the hazard zone, an individual must leave the hazard zone, or an individual is reassigned, (i.e., the Driver/Operator is at the Apparatus pumping), the Driver's or individual's name will be turned upside down to indicate that the Driver or individual are not in the hazard zone.

IMPLEMENTATION

The accountability system will be implemented at any incident requiring entry into a hazard zone.

SINGLE COMPANY RESPONSE

For single company responses, the PASSPORT until will remain on the dashboard of the unit.

MULTI-COMPANY RESPONSE

On multi-company responses, the PASSPORT units will be given to Command or the Accountability Group Officer.

2ND ALARM OR GREATER RESPONSES

The first unit on each geographic side of the incident will be the initial accountability location for all units arriving on that side of the incident. The PASSPORT unit of the first arriving unit will remain on the dashboard, and the driver of that unit will assume the role of accountability Group Officer until Command assigns a Division/Group Officer or an Accountability Group Officer. PASSPORT units will always remain outside of the hazard zones with the Accountability Group Officer or Command. When a crew has completed its assignment in the hazard zone, the PASSPORT unit is returned to the Company Officer for entry into rehab or reassignment.

TERMINATING THE PASSPORT SYSTEM

PASSPORT accountability will be maintained until a report of "fire under control" or "incident under control," at which time a report for all crews must be obtained. Command will determine at that time, based on the situation (i.e., fire or collapse) and risk, whether to continue the PASSPORT system.

Upon completion of assignments and release from the incident, Company Officers will pick up the PASSPORT at the Command Post and return it to the apparatus dash.

"MAYDAY" PROCEDURAL GUIDELINE

INTRODUCTION

In an effort to effectively respond to emergencies relating to trapped or endangered firefighters throughout Broward County, the following procedure is supported and adopted by the Fire Chiefs' Association of Broward County.

OVERVIEW

The following procedure was developed by the Mutual Aid Committee of the Fire Chiefs' Association of Broward County. The procedure is intended to prevent fire rescue personnel from being injured or killed while performing their duties. The "MAYDAY" procedure will allow companies to report perilous situations to incident commanders or the communications center. The procedure will also allow incident commanders to quickly react to potential critical situations such as structural collapse, cave-in, unsecured vehicles or other dangers that may cause serious injury or death to firefighters.

PROCEDURE

The term "MAYDAY" will be utilized whenever a fire rescue unit or crewmember encounters an immediately perilous situation such as a downed or trapped firefighter. The "MAYDAY" call will receive the highest communication priority from dispatch, command and all operating units. Units may initiate the "MAYDAY" procedure by verbally broadcasting the term "MAYDAY" over their two-way radio. "MAYDAY" shall not be used to access airtime for any other reason.

When a unit or crewmember reports an impending emergency by announcing their unit identifier, followed by "MAYDAY, MAYDAY, MAYDAY", the incident commander will gather all necessary information including confirmation of the nature of the problem (trapped, missing firefighter etc.). The incident commander shall immediately advise dispatch to initiate the "MAYDAY" protocol. Dispatch shall activate an alert tone and announce "MAYDAY, MAYDAY, MAYDAY, all unit stand by for MAYDAY traffic." Dispatch will then receive all emergency information from the incident commander and repeat the information for all monitoring units one time. Appropriate assistance will be dispatched to assist in the mitigation of the immediate emergency surrounding the "MAYDAY" announcement. Dispatch must control all airtime associated with the incident, disallowing all non-essential radio traffic. Units assigned to the initial incident may need to be reassigned to an alternative channel until the emergency has been resolved.

In the event the incident commander or dispatch does not acknowledge the "MAYDAY" alert, any available monitoring unit should respond to the alert and respond to the request for assistance. It is therefore necessary that all personnel are thoroughly familiar with this procedural.

At any time a unit, crew or individual initiates a "MAYDAY" request, an immediate Personnel Accountability Report (PAR) is required. Additionally, all nonessential incident operations shall be suspended, the area evacuated and the Rapid Intervention Team (RIT) be deployed as appropriate. The focus of other on scene resources shall be devoted to the location, protection and extrication of the endangered personnel.

INCIDENT MANAGEMENT SYSTEM

INTRODUCTION

Lessons learned from Hurricane Andrew and other natural disasters as well as recommendations from the Federal Government, the Florida Fire Chief's Association, and the National Fire Academy serve to reinforce the need for **ONE** type of Incident Management System in Broward County, with a common vocabulary. It is for use by **ALL** governmental agencies, at all levels. The Fire Chief's Association of Broward County during the spring of 1996 officially adopted this approach.

It is the intent of this manual to serve as a reference and instructional guide for providing a single uniform Incident Management System to **ALL** of the Broward County, Florida Fire Rescue agencies. Moreover, it is hoped that all emergency response agencies in Broward County, such as Police, Emergency Management, Red Cross, Public Works, etc. adopt and utilize this system. Furthermore, these procedures were designed to meet the requirements of NFPA 1561 and are totally compatible with the Incident Management Systems utilized by the Federal Government and recommended by the Florida Fire Chief's Association.

This manual will, from time to time require periodic change and updating. New concepts and procedures will be incorporated into this document with the participation of all the Fire Rescue agencies in Broward County. It is only with total cooperation and involvement from these agencies that this plan can remain effective.

Finally, for those seeking additional information and instructional assistance, the following will prove to be helpful:

- "NIIMS Model Procedures for Structural Firefighting" – Fire Protection Publications – Oklahoma State University

- "Incident Management System Student Manual" (NFA-ICS-SM) – National Fire Academy

- "NIIMS Field Operations (FOG) ICS-420-1

- Broward Fire Academy – Instructional Staff

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IMS ORGANIZATION

Under the Incident Management System (IMS) the ultimate control and direction of all emergency response resources falls under a single individual, the Incident Commander, except where a Unified Command is established. The Incident Commander is responsible for the overall incident response effort and implementation of the appropriate portions of this plan. This Command System is quite flexible in that the Incident Commander can activate, consolidate, or delete various positions depending upon the needs of the incident. Although this structure is designed for full or partial implementation, it is important that all position roles are reviewed to ensure vital functions are not overlooked.

It is recommended that the person ultimately taking command at an incident is a Chief Officer or other qualified individual, highly trained and skilled in the Incident Management System. The Incident Management System is not rank structured, but can be filled from whatever positions are best suited for the needs of the individual organization.

The degree of plan implementation will again depend on the nature and magnitude of the incident. The following pages outline the roles and responsibilities of the various areas of the Command structure.

The IMS organizational structure develops in a modular fashion based on the kind and size of an incident. This modular escalation will allow a manageable span of control for all participants throughout the incident. Span of control is defined as the number of subordinates one supervisor can manage effectively. In emergency situations, the accepted limit is five.

The organization's staff builds from the top down with the responsibility and performance placed initially with the Incident Commander. As the need exists, four separate sections can be developed, each with several units, which may be established. These sections are identified as:

1. Operations – All activities directed toward hazard reduction and control

2. Planning – Collection, evaluation, and dissemination of information

3. Logistics – Provides support needs to the incident

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4. Finance/Administration – Responsible for all costs incurred at the incident

In addition to these four sections, Command Staff may include the following:

1. Safety Officer

2. Public Information Officer

3. Liaison Officer

4. Incident Commander Aide

COMMAND SEQUENCE

Highly dynamic situations require sound, organized thinking. The Command Sequence is a standardized sequential thought process, which enables the Incident Commander to analyze situations, identify problems, and implement solutions based on basic skills and knowledge.

The Command Sequence consists of four parts:

1. **Incident Priorities:**

- Life Safety – actions which reduce the threat of life or injury which involves civilians as well as responders. **Life safety is always the first priority!**

- Incident Stabilization – Activities designed to stop the escalation of the incident.

- Property Conservation – Efforts to reduce the long-term economic and social impact of the incident.

2. **Size Up:**

- Size up involves gathering information about an incident, evaluating the information, and determining how a specific incident should be handled.

3. **Goals and Objectives:**

- The application of information gathered in size up to determine the desired results of the operation. Goals considered in relation to incident priorities are listed as follows:

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- Rescue
- Exposures
- Confinement
- Extinguishment
- Overhaul

4. ***Tactical Operations:***

- Specific actions carried out to accomplish goals and objectives. Tactical operations can be considered to be the solutions to the problems.

COMMON TERMINOLOGY

It is essential that all cooperating agencies understand and utilize a standard terminology for organizational functions, resource elements, and facilities. Such standardization facilitates effective communications between all agencies involved at an emergency scene.

1. **Command Post*:*** Designated as the CP, the Command Post will be the location from which the incident operations are directed. There is only one Command Post for the incident. In a Unified Command structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the command post. The Planning function is also performed at the Command Post, and normally the field communications center would be established at this location. The CP may be co-located with the incident base if communications requirements can be met.

2. **Incident Base:** The Incident Base is the location at which primary support personnel activities are performed. The Base will house all equipment and personnel support operations. The Logistics Section may be located at the Base and normally the Base will not be relocated. If possible, Incident Base locations should always be included in the pre-incident plans.

3. **Staging Area(s):** These are established by the Operations Section Officer for temporary location of available resources on short notice. A Staging Area can be anywhere in which mobile equipment and/or personnel and equipment can be temporarily parked awaiting assignment. It may include temporary Sanitation Services and fueling facilities. The Operations Officer may

establish, move and/or discontinue the use of Staging Areas. The Operations Officer will assign a Staging Area Manager to each Staging Area. The Staging Area Manager is responsible for the checking of all incoming resources, dispatching of resources at the request of the Operations Officer, and requests for services from the Logistics Section necessary for resources located in the Staging Area.

4. **Unified Command:** In a multi-jurisdictional incident, key officials from each jurisdiction contribute to the process of:

- Determining overall incident objectives
- Selection of strategies
- Insuring joint planning for tactical activities
- Insuring integrated tactical operations
- Making maximum use of all assigned resources

The Unified Command structure could also be used to bring together different functional departments within a single jurisdiction. The implementation of the action plan will be done under the direction of a single individual – the Operations Section Officer – who is normally drawn from the agency having the greatest jurisdictional involvement.

5. **Landing Zone:** (helibase) These are temporary locations where helicopters can land and take off i.e. to pick up patients. Locations where helicopters are staged for possible action are known as helibases.

6. **Single Resources:** These are individual engines, truck, and rescue companies, etc. that will be assigned as primary tactical units. A single resource will be the apparatus, the personnel required to properly utilize it and the communications.

7. **Task Force:** Any combination of resources with common communications and a leader. Task Forces can be pre-designated to meet local needs. Typically, the maximum number of units to properly utilized it and the communications.

8. **Strike Team:** Are a set number of resources of the same kind and type, which have an established minimum number of personnel. Strike Teams will always have a leader and will have common communications among resource elements. Strike Teams can be made up of engine companies, or rescue units or Haz Mat units, or any kind of resource where a combination of similar elements becomes a useful tactical resource.

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9. Position Titles:

Position	Title
Incident Command	Incident Commander
Command Staff	Officer (i.e. Safety Officer)
Section	Section Officer (i.e. Operations Section Officer)
Branch	Director (i.e. EMS Branch Director)
Division	Supervisor (i.e. Division "C" Supervisor)
Group	Supervisor (i.e. Ventilation Group Supervisor)
Task Force	Leader
Strike Force	Leader
Single Resource	Company Officer

10. **Divisions/Groups:** The IC shall determine the initial need for Groups and Divisions. As the operation increases in size and complexity, it shall be the responsibility of the Section Officers to recommend to the IC the need for additional Divisions/Groups. Safety of personnel and maintaining span of control is the primary reason for using Divisions and Groups.

Divisions are assigned to specific geographical areas. Structural situations will be designated by the letter system for the sides of the building with Division "A" being the front of the building (or legal street address side of the building), and numbers shall be used for floors i.e. Division 5 for the fifth floor.

Functional units (Groups) will be identified by the function they perform (Salvage Group, Triage Group, etc.). Unit Officers will report to the Division/Group Supervisor and receive orders prior to deploying their company to task work.

11. **Branches:** As the span of control begins to become complex, or the incident has two or more distinctly different operations (e.g., Fire suppression, Medical, Haz Mat, etc.) the organization can be further divided into Branches report to the Section Officers (most often the Operations Section) and oversee Divisions/Groups.

Branches should ideally operate in their area of responsibility on separate radio channels (talk groups) and communicate to Operations on a different channel if possible. The radio designation of Branches should reflect the objective/function of the Branch (i.e. Branch I, Brach II, Branch III, etc.) When Operations implements Branch Directors, the Division/Group Supervisors should be notified of their new supervisor. This information should include:

- What Branch the Division/Group has been assigned to
- The radio channel/talk group that the Branch is operating on

Generally, when the number of Division/Groups exceeds the span of control for the Section Officer, the IC should designate a multi-Branch structure and allocate the Division/Groups within those Branches.

12. **Rapid Intervention Team(s):** A team of at least two fresh firefighters, equipped with radios, lights, search lines, forcible entry tools etc. and staged at the Command Post for immediate and rapid deployment in the event of emergencies involving lost or trapped firefighters on the fire ground. At large complexes, several Rapid Intervention Teams may be staged near the various Divisions for more expedient deployment.

ESTABLISHING COMMAND

1. Size Up: The first unit to arrive at the scene of an incident must transmit an arrival and size up report along with the establishment of Command. The initial Incident Commander shall remain in Command until Command is transferred or passed, or the incident is stabilized and terminated. The first arriving unit activates the Command process by giving an initial radio report. This report should include:

- Unit designation of the Company/unit arriving on scene

- A brief description of the incident situation, (e.g., building type and dimension, Haz Mat release, mass casualty incident, etc.)

- Obvious conditions (working fire, vapor release, multiple patients, etc.)

- Brief description of action taken

- Declaration of Strategy (this applies to structure fires i.e. fast attack mode)

- Any obvious safety concerns

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- Assumption, identification and location of Command*****

- Request or release of resources as required

***** ***Identification and location of Command shall be by geographical location or well-known landmark. Unit numbered Command locations shall not be used.***

Examples: ***"Engine 92 will be Sawgrass Mall Command"***
"Engine 72 is establishing SMT Command"
"Battalion 39 is establishing Arena Command"

2. Single Company Incident: A single company incident (or engine and rescue) such as trash fires, vehicle fires, EMS incidents, etc., may only require that the Company or unit acknowledge their arrival on scene and the ability to handle the call without additional resources.

   Examples: ***"Engine and Rescue 72 have arrived on scene of a dumpster fire with no exposure; Engine 72 can handle"***

3. Radio Designation: The radio designation "Command" will be used along with the geographical location of the incident (e.g., "Atlantic Boulevard Command" or "Convention Center Command"). If the unusual situation should present that there are two incidents on the same street, the "hundred block" designator, defining a more exact location shall be used, (e.g., 700 Atlantic Boulevard Command). This designation will not change throughout the duration of the incident. The designation Command will remain with the officer currently in Command of the incident throughout the event.

4. General Considerations: The arrival of a ranking officer on the incident scene does not mean that Command is automatically transferred to that officer. Command is only transferred when the outlined transfer of Command process has been completed.

   Chief Officers and Staff Personnel should report directly to the Command Post for assignment by the Incident Commander.

   The Incident Commander has the overall responsibility for managing an incident. Simply stated, the Incident Commander has complete authority and responsibility for

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the incident. If a higher-ranking officer wants to effect a change in the management of the incident, he/she must be present on the scene and then utilize the formal transfer of Command procedure.

GENERAL GUIDELINES FOR IMS

1. Receive your incident assignment, reporting locations, (check in location) Strike Team/Task Force assignment, and communications channel assignment from your dispatch center.

2. Upon arrival at the incident, check in on the assigned frequency (talk group) or at the designated check-in location.

3. Agency representatives from responding agencies (Mutual Aid) shall report to the Liaison Officer at the Command Post

4. Use only clear text, common IMS terminology and plain English in all radio transmissions.

5. Receive briefing from immediate supervisor. Accountability of all personnel shall remain a priority, with each individual being responsible to one supervisor (Unity of Command), and each supervisor responsible for the accountability of all crews and crewmembers under his/her direction.

6. Acquire work materials, if applicable.

7. Organize and brief subordinates.

8. Assure the rehabilitation of all personnel who have performed on the incident as deemed necessary by the Rehabilitation Officer, Incident Commander, or other supervisor.

9. Respond promptly to demobilization orders (return to service) without undue delay.

10. When released, return to home agency (quarters) promptly.

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COMMAND OPTIONS

The responsibility of the first arriving unit or member to assume command of the incident presents several options, depending on the situation. If a Chief Officer, member, or unit without tactical capabilities (e.g., staff vehicle, no equipment, etc.) initiates Command, the establishment of a Command Post should be a top priority. At most incidents the initial Incident Commander will be a Company Officer. The following Command options define the Company Officer's direct involvement in tactical activities and the modes of Command that may be utilized.

1. Nothing Showing Mode: These situations generally require investigation by the initial arriving company while other units remain in a staged mode. The officer should go with the company to investigate while utilizing a portable radio to Command the incident.

   Example: "Engine 59 arrival at a two story office complex, nothing showing from 3 sides. Engine 59 establishing University Drive Command and going to Nothing Showing Mode".

2. Fast Attack Mode: Situations that require immediate action to stabilize and require the Company Officer's assistance and direct involvement in the attack. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

- Offensive fire attacks (especially marginal situations)
- Critical life situations which must be achieved in a compressed time
- Any incident where the safety and welfare of firefighters is a major concern

When fast intervention is critical, utilization of the portable radio will permit the Company Officer's involvement in the attack without neglecting Command responsibilities. The fast attack mode should not last more than a few minutes and will end with one of the following:

- The situation is stabilized

- The situation if not stabilized and the Company Officer must withdraw to the exterior and establish a Command Post. At some point, the Company Officer must decide whether or not to withdraw the remainder of the crew, **based on the**

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crew's experience, in the hazard zone without radio communications capabilities.

- Command is transferred to another ranking officer.

3. Defensive Mode: The defensive mode is utilized when conditions or hazards preclude direct entry into the hazard zone. The Company Officer's declaration of a defensive mode, signals to all responding units that complex operations will be involved. The Company Officer assumes command and directs initial operations from a safe distance until Command is transferred to a higher-ranking officer.

   Example: *"Engine 92 is on scene of an overturned chemical tanker with a large vapor cloud travelling east. Engine 92 is in the Defensive Mode and is establishing Sawgrass Expressway Command".*

4. Command Mode: Certain incidents by virtue of their size, complexity, or potential for rapid escalation, require immediate, strong, direct, overall Command. In such cases, the Company Officer will initially assume an exterior, safe, effective and visible command position and will maintain that position until Command can be assumed by a higher Ranking Officer. Due to the Company Officer's distraction of having to run Command, the balance of the crewmembers shall not be assigned any perilous duties until the officer can rejoin them.

   Example: *"Engine 92 is on scene of an overturned chemical tanker with a large vapor cloud travelling east. Engine 92 is in the Command Mode and is establishing Sawgrass Expressway Command".*

5. Summary: A Company Officer assuming Command has a choice of modes and degrees of personal involvement in the tactical activities, but continues to be fully responsible for the Command functions. The initiative and judgement of the Officer are of great importance. The modes identified are guidelines to assist the Officer in planning appropriate actions. The actions initiated should conform to one of the above mentioned modes of operation.

INCIDENT MANAGEMENT SYSTEM

TRANSFER OF COMMAND

As an incident escalates or de-escalates, there may be a need to transfer command. The following guidelines outline the transfer of command:

1. The Company Officer or Command Officer shall have command established and when possible, have established a visible command post. As soon as is practical, the necessary tactical worksheet should be started for the tracking of on-scene units.

2. Command can be transferred by radio, but should be done as a face to face briefing which includes current situation, current unit placements, assignments, and a review of the tactical worksheet.

3. Arrival of a Ranking Officer on a scene does not automatically cause command to be transferred. Assumption of command based on several factors, including potential escalation of the incident, personnel considerations, and IC capabilities, etc.

4. In formally transferring command, once the face to face is completed and the tactical worksheet reviewed, command will notify communications of the transfer.

   Example: *"Chief 39 to Dispatch, be advised Chief 39 is assuming Sawgrass Mall Command"*.

5. It may be advantageous to have the officer being relieved remain with the new Incident Commander, in the role of the IC Aide or Operations Section Officer, since the initial action plan was established by this officer.

6. This formal process for transfer of command shall be used both as the emergency escalates and in the demobilization phase as situations are brought under control.

   Example: *"Chief 39 to Dispatch, be advised Engine 92 will now be assuming Sawgrass Mall Command"*.

INCIDENT MANAGEMENT SYSTEM

PASSING COMMAND

In certain situations, it may be advantageous for a first arriving Company Officer to pass Command to the next arriving Company. This is indicated when initial commitment of the first arriving company requires a full crew (i.e. high rise or immediate rescue situation) and another company is in a position to assume Command.

Although sometimes used during exigent circumstances, the passing of Command to an officer who is not on scene is not advisable. The "Passing of Command" to a unit that is not on scene creates a gap in the Command process and compromises incident management. It is preferable to have the initial arriving Company Officer continue to operate in the fast attack mode until Command can be passed to an on-scene unit.

When a Chief Officer arrives at the same time as the initial arriving company, the Chief Officer should assume Command of the incident.

Should a situation occur where a later arriving Company or Chief Officer cannot locate or communicate with Command (after several radio attempts), they will assume Command and announce this over the radio, and initiate whatever actions are necessary to confirm the safety of the missing crew.

STAGING OPTIONS

It is imperative that the Incident Commander anticipates the need for additional resources early on in the incident. It is just as important that additional uncommitted resources are poised or stages near the incident for rapid deployment should the incident escalate or an unexpected turn of events suddenly occur. There are two levels of staging used to accomplish this objective.

1. <u>Level 1 Staging</u>: Level one staging occurs automatically during the initial stages of an incident unless directed otherwise by the Incident Commander. Second, third, etc. arriving units take up a position about one block away from the incident to avoid cluttering or "boxing in" the scene. Typically, the second due engine at a fire response will stage at the nearest hydrant, check the hydrant for operability and be prepared to lay a line. At this level, there is no Staging Officer.

2. Level 2 Staging: This is a more formalized and organized staging procedure. During Level two staging, a formal staging area(s) is/are designated. A Staging Officer is assigned and units are directed to the staging area(s). These types of staging areas are usually located in large open areas such as parking lots or fields and may be several blocks from the incident. It is extremely important that crews in a staging area(s) remain with their unit and not wander off. The crew and apparatus should be ready to deploy at a moment's notice. Units in Level two staging should park or be arranged so as not to block each other in and allow direct access to or away from the incident.

3. Staging Area Identification: Level two staging areas can be identified simply as "Staging" when only one staging area has been designated or, when two or more staging areas are used they can be identified by function or location, (i.e. EMS Staging, Fire Staging, West Staging, or K-Mart Staging).

POSITION: INCIDENT COMMANDER

LOCATION***:*** On scene at Command Post

RECOMMENDED STAFFING: First arriving officer until relieved by higher rank

REPORTS TO: Final Authority

ACTIVATION: Any situation requiring two or more units, or where in the judgment of the on-scene ranking officer, the ICS should be implemented for concerns of safety and scene control.

PURPOSE: The Incident Commander (IC) provides comprehensive leadership and direction to the response effort. The position is the focal point of all facets of operation within the Incident Management System (IMS).

RESPONSIBILITIES***:*** The IC is ultimately responsible for all incident response activities including the development and implementation of strategic decisions and utilization of extended resources. This individual must process information to and from the primary Section Officers and staff operating within their span of control.

PROCEDURES:

1. Arrives on scene and establishes command or obtains incident briefing from previous Incident Commander.

2. Assesses the incident situation and conducts an initial strategy briefing with the current operations command personnel.

INCIDENT MANAGEMENT SYSTEM

3. Activates elements of full IMS.

4. Briefs the command staff and primary Section Officers.

5. Participates in the preparation and authorizes the implementation of the incident action plan.

6. Determines needs to make informed command decisions and relates these needs to command staff.

7. Coordinates primary staff activities.

8. Manages overall incident operations.

9. Approves requests for and utilization of extended resources.

10. Authorizes release of information to the media.

11. Assures that adequate resources have been summoned and requests staging areas, if required.

12. Ensures the incident status worksheet is utilized and completed.

13. Obtains briefings from Section Officers, Command Staff, and other agency representatives on management concerns.

14. Reviews the progress of the incident and channels organizational efforts towards highest priority tasks.

15. Insures that safety procedures and disciplines are practiced.

16. Approves plan for demobilization and return to normal service of units.

17. Prepares a final incident summary for media briefing and departmental reporting process.

18. Ensures activation of the personnel accountability system.

INCIDENT MANAGEMENT SYSTEM

POSITION: INCIDENT COMMANDER AIDE

LOCATION: Command Post

RECOMMENDED STAFFING: Any qualified individual assigned by Command

REPORTS TO: Incident Commander

ACTIVIATION: When deemed necessary by the IC to assist with maintaining paperwork and/or communications at the command post.

PURPOSE: The role of the Aide is to provide administrative and operational assistance to the IC, manage the command area, and process information that does not require the attention of the IC. This highly responsible position requires a thorough knowledge of department operating procedures, strategy and tactics, and general command terminology.

RESPONSIBILITIES: The Incident Commander Aide is responsible for site control and security of the command post, providing resource information, tracking command activities, assisting with liaison and press activities, and providing technical support and advice to the IC. The Aide may also be responsible for personnel accountability during the early stages of the incident.

PROCEDURES:

1. Sets up the incident command area and secures it with rope or fireline tape; obtains police assistance to maintain command security.

2. Obtains incident briefing and instructions from the IC.

3. Starts and/or maintains IMS worksheet/command boards; prepares IMS vests for distribution and logs all pertinent command information.

4. Assists with the research and interpretation of various resource and reference materials as needed.

5. Operates various communications equipment as needed; relays command directives to command staff, dispatch, and operating groups as directed/needed.

6. Disseminates and assist in the processing of the upward and downward flow of information.

7. Anticipates the needs of the IC and be prepared to react accordingly.

8. Assists the PIO by relating current incident information.

9. Assists the Liaison Officer with the management of agency representatives.

10. Observes operations and makes suggestions and recommendations to the IC.

POSITION: OPERATIONS SECTION OFFICER

LOCATION: On scene in forward area of at the Command Post

RECOMMENDED STAFFING: Available ranking officer

REPORTS TO: Incident Commander

ACTIVATION: On all incidents requiring the establishment of Command

PURPOSE: Encompasses the majority of incident mitigation activities. This includes all task-oriented resources participating at the scene.

RESPONSIBILITIES: Is a member of the General Staff, organizes initial incident control activities and subsequent implementation of the incident action plan.

PROCEDURES:
1. Obtains incident briefing from the Incident Commander.

2. Establishes divisions/groups as needed to initiate operational control measures.

3. Begins development work on the incident action plan needed for initial and immediate control of the incident.

4. Supervises operational aspects of the incident and the divisions/groups associated with that function.

5. Determines need for and requests additional resources.

6. Advises the Incident Commander of incident progress, special concerns, or requirements that may impact the development of an extended incident action plan.

INCIDENT MANAGEMENT SYSTEM

7. Makes tactical decisions and changes to the operation on an immediate basis if needed.

8. Assembles and disassembles strike teams.

9. Assigns a Rehabilitation Officer and ensures that a remote area is established for this activity.

10. Assigns and implements branches if required.

11. Prepares a final summary of activity report for submission to the Incident Commander. Debriefs and critiques with all divisions and/or groups.

POSITION: BRANCH DIRECTOR

LOCATION: On scene

RECOMMENDED STAFFING: Available ranking officer

REPORTS TO: Operation Sections Officer/Incident Commander

ACTIVATION: Usually on large scale incidents where multiple units are operating and the use of divisions/groups does not maintain an adequate span of control, usually no more than five units per group/division.

PURPOSE: Member of the operational staff that controls and coordinates the activities of groups/divisions operating in a specific geographic of functional area.

RESPONSIBILITIES: Directs implementations of the portions of the incident action plan appropriate to the branch. Maintains information flow to the Operations Section Officer concerning specific needs and mitigation process.

PROCEDURES:

1. Obtains briefing from the IC or Operations Section Officer.

2. Develops with subordinates, alternatives for branch control operations.

3. Attends planning meetings as requested.

INCIDENT MANAGEMENT SYSTEM

4. Reviews and modifies division and/or group assignments based on effectiveness of current operations.

5. Assigns specific work tasks to division/group supervisors.

6. Resolves logistical problems reported by subordinates.

7. Reports to Operations Officer when: Incident Action Plan is to be modified, additional resources are needed, surplus resources are available, hazardous situations or significant events occur.

POSITION: DIVISION/GROUP SUPERVISOR

LOCATION: On scene

RECOMMENDED STAFFING: Company Officers and higher

REPORTS TO: Branch Director/Operations Officer/Incident Command

ACTIVATION: When the IC's span of control is exceeded by the number of resources operating on-scene.

PURPOSE: To supervise the operations of up to five resources within a specific geographical area or with a specific function.

RESPONSIBILITIES: Implementation of the assigned portion of the incident action plan, assignment of resources within the group/division, progress reporting and resource status updates to the appropriate supervisor.

PROCEDURES:

1. Obtains briefing from Brach Director, Operations Officer, or IC.

2. Implements portion of action plan for division/group.

3. Provides available incident action plan to strike team/task force leaders.

4. Identifies increments assigned to the division/group.

INCIDENT MANAGEMENT SYSTEM

5. Reviews assignments and incident activities with subordinates; assign tasks.

6. Advises supervisor of all changes in status of units assigned to division/group.

7. Coordinates activities with adjacent divisions.

8. Determines need for additional resources in division/group.

9. Resolves logistical problems within division/group.

10. Participates in the development of plans for the next operational period.

POSITION: SAFETY OFFICER

LOCATION: On scene

RECOMMENDED STAFFING: Any individual appointed by command, *preferably an officer trained to NFPA Safety Officer, Florida Fire Officer I, and ICS level.* Exception: At Haz Mat incidents, Safety Officer must be a Haz Mat Technician.

REPORTS TO: Incident Commander

ACTIVATION: Any time personnel will be operating in any type of hazardous atmosphere, or high-risk operation, or potentially dangerous situation.

PURPOSE: To ensure that all personnel at the scene are operating in as safe a manner as possible, consistent with all current standards and practices.

RESPONSIBILITIES: Is a member of the Command Staff with the foremost responsibility of this position being the safety of all emergency personnel operating at the scene. Continuously monitors and assesses situations for unsafe and hazardous conditions and developing countermeasures for assuring safety.

PROCEDURES:

1. Obtains briefing from the Incident Commander

2. Complies with NFPA 1521 or current safety standards and requirements.

INCIDENT MANAGEMENT SYSTEM

3. Identifies hazardous situations associated with the incident, including flashover condition, building stability, escape routes for interior crews, line placement as it relates to scene safety, protective clothing, personnel protection, infectious disease control, Haz Mat scene control, entry level protection for Haz Mats, night time operations, and all other areas which constitute personnel safety and protection.

4. Participates in planning meetings to advise Incident Commander.

5. Should have emergency authority to halt and/or prevent unsafe acts.

6. Does initial investigation of accidents that have occurred within incident areas.

7. Establishes safety assistants or specialized input during unusual or specialized operations i.e. confined space, high angle rescue.

8. Insures that Rapid Intervention Teams and/or backup teams have been established, if necessary.

POSITION: PUBLIC INFORMATION OFFICER

<u>LOCATION:</u> On scene

<u>RECOMMENDED STAFFING:</u> Any individual appointed by Command

REPORTS TO: Incident Commander

<u>ACTIVATION:</u> Any incident involving significant operations or in which the media has responded and requires assistance.

<u>PURPOSE:</u> Is the focal point for the official release of information to the media. This is the contact person for the media representatives, and this person should release all incident information. *Only one PIO should represent all the agencies involved in a Unified Command to avoid conflicting information.*

<u>RESPONSIBILITIES:</u> Is a member of Command Staff and establishes and maintains a media gathering area, schedules regular media releases and briefings, and provides post-incident media briefings. To ensure the release of accurate information shall remain abreast of current incident information, operations, and status.

INCIDENT MANAGEMENT SYSTEM

PROCEDURES:

1. Obtains briefing from the Incident Commander.

2. Begins logging and tracking incident information.

3. Sets up physical media area and utilizes police assistance, if necessary. Should be a safe area with a visual access to the incident if possible, yet sufficiently removed from the Command Post so as not to interfere with command functions.

4. Meets with media, provides them with information cleared by the Incident Commander, interviews and photo opportunities as soon as possible, upon approval of the Incident Commander.

5. Provides escort service into areas for media and VIP's; arranges meetings between media and incident personnel.

6. Responds to special requests for background information and updated information from the media.

7. Updates the Incident Commander on information released to the media and requests from the media.

8. Files all media releases with department recording process.

9. During long term incidents, PIO shall schedule and conduct regular press briefings.

POSITION: LIAISON OFFICER

LOCATION: On scene at Command Post

RECOMMENDED STAFFING: Any qualified individual assigned by command

REPORTS TO: Incident Commander

ACTIVATION: When separate point of contact is needed to the large number of agencies represented at an incident.

INCIDENT MANAGEMENT SYSTEM

PURPOSE: Is a member of the command staff and is to function as a point of contact for agency representatives from other fire agencies, police, public works, private sector agencies, etc.

RESPONSIBILITIES: Should be from the agency with jurisdictional authority and will coordinate and maintain interagency communication and cooperation.

PROCEDURES:

1. Obtains briefing from the IC.
2. Provides a point of contact for assisting/cooperating agency representatives.
3. Identifies other agency representatives including method of communication.
4. Attempts when possible, to limit communications/contact to one person per agency.
5. Responds to any special agency needs or requirements.
6. Responds to requests from incident personnel for interagency contacts.
7. Monitors incident operations to identify interagency needs or problems.
8. Maintains a current list of status and degree of involvement of cooperating and assisting agencies assigned.
9. Participates in planning meetings to provide current status limitations and capabilities to other agency resources.

POSITION: REHABILITATION OFFICER

LOCATION: On scene

RECOMMENDED STAFFING: Any medically trained person appointed by Command

REPORTS TO: Operations Officer/Incident Commander

INCIDENT MANAGEMENT SYSTEM

ACTIVATION: Any long-term incident or incident in adverse weather conditions where crew members are in need of replenishment of fluids, monitoring of vital signs, or rest periods.

PURPOSE: Provides for the rehabilitation and medical observation of personnel working at the scene of an incident.

RESPONSIBILITIES: Obtains fluids, ice, food, shelter, and other materials that may assist fire-rescue or other personnel in the performance of their duties. Monitors medical conditions of personnel utilizing the rehabilitation area and ensures medical care is provided, if necessary.

PROCEDURES:

1. Obtains briefing from the Operations Officer.

2. Establishes rehabilitation area, remote from the incident for the purpose of isolating personnel from the acute emotional stress of the incident and clear of the smoke, haze, or other hazardous by-products of the incident.

3. Required equipment: salvage cover, water, and ice, drinking cups, oxygen, ECG monitor, basic trauma box, medical personnel and ALS transport unit.

4. The Rehab Group shall receive personnel from the Operations Section and/or Command and shall maintain a log of the units/personnel in Rehab and document time in and time released back to scene.

5. Personnel shall be rotated in and out of Rehab on a first in, first out system but shall be released only when additional personnel are requested by command.

6. Personnel arriving at Rehab shall remove protective clothing to expedite the cooling process of the body. In situations involving Haz Mats, personnel must complete the decontamination process prior to reporting to Rehab.

7. Initial assessments of the physical condition of each person shall include pupils, skin color, skin temperature, pulse, respiration, and the ability to communicate clearly. All inappropriate conditions shall be noted and the person shall not be allowed to return to activity until their condition has improved to within normal parameters.

INCIDENT MANAGEMENT SYSTEM

8. Personnel who suffer shortness of breath, chest pains, or other medical conditions, which in the opinion of the Rehab Officer may imply underlying medical problems, shall be monitored and not allowed to return to action until after consultation with the IC or designee.

9. All personnel who have been sent to Rehab and have expended two bottles of air or more shall have their vital signs evaluated. This includes pulse, blood pressure, respiration and lung sounds.

10. Personnel shall be encouraged to drink a sufficient quantity of water for every air bottle expended. Dehydration shall be of concern especially during periods of high temperature.

11. Rehab shall coordinate the distribution of food during long term incidents.

12. Rehab shall be deactivated during the demobilization process when so determined by Command.

13. Rehab shall advise Command of unusual circumstances or patterns, which are adversely affecting incident personnel.

POSITION: PLANNING SECTION OFFICER

LOCATION: On scene or at Emergency Operations Center (EOC)

RECOMMENDED STAFFING: Available Chief Officer appointed by Command

REPORTS TO: Incident Commander

ACTIVATION: When the incident has reached a size where the IC cannot effectively forecast the future action plan due to the incident size, or time constraints on the IC or incident complexity.

PURPOSE: Coordinates the preparation of the incident action plan. Apprises command of potential operational impacts and maintains alternative strategies for potential and possible incident developments. The Planning Section serves as the “clearing house” for information.

INCIDENT MANAGEMENT SYSTEM

RESPONSIBILITIES: Develops and maintains the action plan. Collects and obtains information relative to the incident, identifying special resources as indicated by need, and providing vital information such as weather data, environmental data, special equipment needs, available water supply, etc. to the IC.

PROCEDURES:

1. Obtains briefing from the Incident Commander.
2. Identifies additional personnel needs for resources, documentation, etc. Updates command on weather changes, new resource needs, etc.
3. Obtains additional incident information to identify needs and resources available.
4. Coordinates command staff meetings to outline an incident action plan.
5. Prepares written incident action plan and forwards it to the Incident Commander.
6. Monitors incidents progress and append or alter the action plan as needed.
7. Identifies specific needs to logistics for procurement.
8. Assists the evacuation/sheltering planning as needed.
9. Provides for a demobilization and incident termination plan.

POSITION: FINANCE/ADMINISTRATIVE OFFICER

LOCATION: As designated by Command

RECOMMENDED STAFFING: Any qualified or trained individual appointed by Command (May be a civilian)

REPORTS TO: Incident Commander

ACTIVATION: When, due to incident length or complexity, attributable costs to the incident will be incurred and must be tracked.

INCIDENT MANAGEMENT SYSTEM

PURPOSE: Coordinates all extraneous costs incurred relative to the incident. Included are personnel, overtime, equipment, special services and emergency purchase orders.

RESPONSIBILITIES: Tracks the use of reserve personnel and internal resources for overtime costs; all costs and documentation relative to line of duty injuries, damaged and/or destroyed equipment.

PROCEDURES:

1. Obtains briefing from the Incident Commander.

2. Plans organization of the Finance section and determines need for additional Finance/Administrative Section personnel and resources.

3. Assigns work locations and tasks to Finance Section personnel.

4. Participates in the preparation of the incident action plan.

5. Identifies any special financial needs.

6. Coordinates man hours tracking and recalls of off-duty personnel.

7. Insures prompt financial payments and insurance claims relative to injuries.

8. Maintains daily contact with agency(s) administrative headquarters in reference to financial matters.

POSITION: LOGISTICS SECTION OFFICER

LOCATION: On scene or at Emergency Operations Center (EOC)

RECOMMENDED STAFFING: Ranking Officer appointed by Command

REPORTS TO: Incident Commander

ACTIVATION: Any incident requiring move ups or mutual aid coverage

INCIDENT MANAGEMENT SYSTEM

PURPOSE: Provides for the facilities, services, equipment, and supplies including unit move ups or mutual aid coverage for stripped areas due to incident magnitude to support incident operations.

RESPONSIBILITIES: Secures and maintains adequate communications to support the incident. If purchases are to be made, coordinate with Finance Section will provide for the personal service needs of all personnel operating at the incident.

PROCEDURES:

1. Obtains briefing from the Incident Commander.

2. Plans organization of the Logistics Section and determines the need for additional personnel and resources.

3. Assigns tasks and work locations to Logistics Section personnel.

4. Participates in preparation of the incident action plan.

5. Identifies current and future service/support requirements for the operations.

6. Reviews and provides input for the communications, traffic, and medical plans.

7. Identifies and provides support requirements of the personnel operating at the incident.

8. Coordinates and processes request for additional resources.

9. Ensures move ups or mutual aid requests are made and filled to cover areas stripped due to incident size.

POSITION: STAGING OFFICER

LOCATION: Near scene

RECOMMENDED STAFFING: Any officer appointed by Incident Commander

REPORTS TO: Operations Officer/Incident Commander

INCIDENT MANAGEMENT SYSTEM

ACTIVATION: When units and personnel may overwhelm the ability of Command to immediately place these resources in an effective position.

PURPOSE: Manages the apparatus and crews in a manner that will help prevent congestion at the incident scene and create a resource pool for the Operations Section.

RESPONSIBILITIES: Locating and maintaining an area that allows for the effective retrieval of personnel and equipment; fills personnel/apparatus requests from the Operations Officer/Command; maintain a sufficient pool of these resources to support developing operations.

PROCEDURES:

1. Obtains briefing from the Operations Section.

2. Functions as a member of the Operational Staff, advising Operations Officer command of potential personnel/apparatus requirements.

3. Fills requests for personnel/apparatus. Advises units of where to report to and their assignment.

4. Insures that apparatus and personnel are positioned in such a way as to expedite their response to the incident scene.

5. Coordinates with police to insure ease of access from the staging area to the incident scene.

6. Shall notify Command or Operations Officer when resources fall below established levels.

7. **Insures that crews remain intact with their assigned apparatus.**

COMMUNICATIONS

In order to maintain effective communications on the emergency scene, and avoid confusion among units responding from other agencies and jurisdictions, the following basic concepts shall be utilized:

INCIDENT MANAGEMENT SYSTEM

1. All communications will be done in plain English. No signals or codes shall be used. Communications shall be performed in clear text.

2. All communications with the primary dispatch center shall be done through the Incident Commander. This includes requests for additional resources, command transfers, and situation status reports.

3. Radio traffic shall be kept to a minimum. Communications, such as between the Incident Commander and the Section Officers or between a Division/Group Supervisor and respective units should be done face to face if at all possible.

4. In the event that emergency information needs to be broadcast, the radio alert tone and the announcement "EMERGENCY TRAFFIC" shall precede the message. The dispatch center shall repeat the message twice in its entirety. Until cleared by the Incident Commander, all routine radio traffic shall be suspended or taken to another channel. Department protocol shall be followed as outlined in the OPM.

5. During a multi-jurisdictional incident, the Incident Commander shall verify that responding mutual aid companies have the ability to communicate directly with Command. This shall be accomplished by one of the following:

- Incoming units with compatible radio systems are instructed as to what radio frequency/talk group(s) are being utilized.

- Responding units which do not have compatible radio systems shall have an additional radio equipped agency representative respond to act as a liaison at the command post and establish direct communications between these units.

- The requesting agency shall provide radios to the responding mutual aid units thus allowing communications with the Incident Commander.

- The responding agencies shall be teamed up with one of the on-scene units or division Supervisors that have communications with the Incident Commander.

INCIDENT MANAGEMENT SYSTEM

APPENDIX F: UNIFORM APPARATUS DESIGNATIONS

AIR	Helicopter or fixed wing aircraft
AMBULANCE	BLS transport capable unit
ATTACK	Mini pumper
BATTALION	Area Command Officer/Shift Commander
BRUSH	Off-road vehicle with water tank and pump
DIVE	Dive team equipment vehicle
ENGINE	NFPA compliant Class A pumper
FIREBOAT	Boat with firefighting pump
FOAM	Vehicle or trailer other then crash truck with min 50 gal. Foam
HAZMAT	Hazardous Materials Team vehicle
LADDER	Straight aerial ladder of at least 75 feet
MCV	Mobile command vehicle
MEDICAL	ALS transport capable unit with civilian staffing
PLATFORM	Telescopic boom with platform of at least 75 feet
QUINT	Class A pumper with at least 75 foot straight aerial
RESCUE	ALS transport capable unit with cross trained firefighters
SNORKEL	Articulating platform device
SQUAD	Heavy, medium, or light rescue, or personnel carrier
SQUIRT	Class A pumper with 55-70 foot aerial/water tower
SUPPORT	SCBA refill truck
TANKER	Apparatus with minimum of 1500 gallons on-board water
TENDER	Foam tanker with minimum 1000 gallons foam
TRUCK	Airport crash truck with foam
UTILITY	Light/generator/ventilation vehicle

SECTION 7

OPERATIONS

Last Issued / Revised: 08/04/2003

Operations

Consistent with current concepts of emergency operations, firefighting and emergency medical services crews are often assembled to operate in groups referred to as engine companies, ladder companies or rescue companies. Sunrise Fire-Rescue will achieve higher staffing levels for company operations by 1) assuring adequate personnel are dispatched to emergency incident locations, and 2) assembling engine, ladder and rescue crews together to form working companies as necessary.

The Incident Commander will be responsible for assuring that Sunrise Fire-Rescue crews are assembled into working engine, ladder or rescue companies at emergency incidents.

<u>Crew Staffing:</u>
Minimum crew staffing on an engine shall be three (3) personnel. Minimum crew staffing of the ladder shall be two (2) personnel. Minimum crew staffing of a rescue shall be two (2) personnel.

ENGINE COMPANIES

1. Basic engine company responsibilities and operations include a variety of functions including but not limited to:
   * fire ground operations
   * medical rescue
   * hazard abatement
   * non-emergency incident abatement
   * equipment and station maintenance.

   Methodology for specific tasks performed by engines are described in SFRD's Competency Based Learning Program Guidelines and Instructor Manual.

2. Tactical considerations for structure fires:
   Basic Offensive Plan:
   * Complete size-up upon arrival at scene.
   * Establish "command" following the Incident Management System.
   * Determined need for victim rescue.
   * Provide attack line for fast, aggressive interior attack.
   * Complete primary search.
   * Establish rapid intervention team.
   * Provide additional support activities.

   Basic Defensive Plan:
   * Complete size-up upon arrival at scene.
   * Establish "command" following the Incident Management System.
   * Determine stopping point of fire spread.
   * Prioritize fire steams (2 & 1/2" hose and larger).
   * Maintain sufficient resources to control spread.

3. ALS Operations:

Response Assignment:

* Responses of an ALS engine, for medical purposes, will be dictated by the OPM "Response Assignment Strategy" (Section 705.00).
* ALS engine may respond outside their district as primary medical provider if they are the closest ALS provider.

Responsibilities:

* The ALS engine paramedic will initiate ALS treatment and advise Dispatch as for the need of transport to a medical facility. The transport unit will respond "emergency" to the scene unless otherwise requested by the ALS engine paramedic.
* The ALS engine paramedic is responsible for transferring the "Primary Evaluation" form including patient information and care rendered.
* The ALS engine paramedic shall, after initiating patient care, contact the appropriate medical facility and provide them with all the necessary information pertaining to patient care.
* A reasonable decision must be made by the paramedics on scene regarding which paramedic will accompany the patient to the receiving hospital. In most incidents, the proper transfer of information will make it unnecessary for the ALS engine paramedic to accompany the patient. The condition of the patient and care rendered may influence this decision.

Engine Company Shutdowns:

* Recognition for the need of additional personnel needed during transport should be determined early into the incident and the Rescue Lieutenant requested to respond.
* The Rescue Lieutenant is the first choice in shutting down a unit to assist in transportation to the hospital.
* The jumpseat fire fighter is the first choice of engine personnel to supplement rescue staffing during transport.
* The loss of the jumpseat fire fighter does not mandate the need to remove the engine for service. The engine, with officer and driver, will advise Dispatch of their reduced staffing and remain in service on a limited call basis until normal staffing is resumed.
* **The practice of engine companies following rescue to the hospital for the sole purpose of picking up the jump seat firefighter requires permission from the shift commander.**

Emergency Scenes

1. All vehicle drivers will observe all traffic regulations at all times. Lights and sirens do not exempt any SFRD vehicle operator from traffic laws or from exhibiting extreme safety in emergency or non-emergency situations.

2. Full protective gear including SCBA and PASS will be worn while fighting a fire, or in any other situation in which an incident poses a health and safety risk to the individual.

3. Member will observe safety rules at all times.

4. Members of the SFRD, while on an emergency scene, will display the expertise needed to perform in the professional manner required by their position.

5. Members of the SFRD, on an emergency scene, must immediately and willingly obey the orders of a supervisor. Failure to do so represents insubordination.

6. Members must work, cooperate, and participate with other members at all times.

7. Members of the SFRD who become aware that they were exposed to, or come in direct contact with, a contagious disease or toxic substance, shall immediately notify their Officer, have the appropriate reports completed, and receive necessary medical treatment.

8. EMT's and Paramedics will follow current medical protocols. (There are a minimal number of circumstances in which an individual may deviate from the protocols. If the need to deviate from protocols does occur, the employee must be prepared to document why it was necessary).

9. No member will leave the immediate area of their respective responding emergency vehicle without the permission of the person or officer in charge of the vehicle or, in situations in which an Incident Management System is established, without permission from the Incident Commander.

10. While at an emergency scene or when dealing with the public in any situation, the greatest degree of silence compatible with an efficient discharge of duty will be required, and any noisy or boisterous conduct will be sufficient cause for censure, or other action, by the officer in charge.

11. Traffic warning vests are to be worn by all crewmembers when complete turnout gear is not being worn, or when operating on a scene in close proximity to moving traffic.

AERIAL COMPANIES

Aerial Company operations are an integral part of all fire ground operations. Specific tasks typically assigned to aerial companies, elevated fire streams or laddering a building beyond the capabilities of ground ladders can only be accomplished by the aerial company while other tasks can be reassigned to engine or rescue companies for completion.

RESPONSIBILITIES

Primary aerial company responsibilities and functions include, but are not limited to:
* Victim rescue
* Ventilation
* Laddering
* Forcible entry
* Elevated water streams
* Salvage
* Overhaul
* Secondary means of egress

Secondary functions include:
* Utility control
* Rapid Intervention Team
* Engine company operations
* BLS rescue

OPERATIONAL ACTIVITIES

Response assignments are covered in the section on Response Assignment Strategy and Basic Fire Attack.

Initial concerns on fire ground operations pertain to either apparatus positioning to perform aerial functions or staging out of vehicle travel lanes.

Aerial crews must be prepared to perform both primary and secondary functions as ordered by command. The aerial Lieutenant should also be prepared to assume command following the IMS.

RESCUE COMPANIES

RESCUE OPERATIONS

Rescue companies are composed of firefighter/paramedics and officers assigned to the medical rescue units.

Basic rescue company responsibilities and operations include a variety of functions including but not limited to:
* BLS assessment and treatment of patients using departmental medical protocols.
* ALS assessment and treatment of patients using departmental medical protocols.
* Establish communications with appropriate medical facilities.
* Provide patient transportation to hospital
* Vehicle extrication
* Fire ground operations

RESPONSES

Rescue units responses are covered by the Response Assignments Strategy.

FIRE GROUND OPERATIONS

As the first arriving unit at a non-medical scene, the following guidelines are in effect.
* Report via radio size-up of incident.
* Prepare to perform any and all engine company functions.
* Advise via radio initial actions, if any, taken prior to arrival of engine company, to mitigate the situation.
* Report to command your availability.
* Establishing command is not recommended.

As part of multi unit response to structure fire:
* Prepare to perform any and all engine company functions.
* Report to command for orders.

HAZ MAT OPERATION FOR ENGINE COMPANIES

PURPOSE

The following guideline is intended for an engine company response to an actual or potential hazardous material incident.

SCOPE

SFRD units, aside from a staffed and functioning Haz Mat team, are considered First Responders. As such, operational concerns deal primarily with scene safety and product identification.

PROCEDURES

1. While en route, check with Dispatch for additional information particularly:
    a. Material involved.
    b. Size of leak or spill.
    c. Possibility of immediate live endangerment.

2. Determine wind direction and velocity, approach incident upwind. Exercise caution appropriate to potential magnitude of situation.

3. Provide size-up on arrival to scene or near scene if appropriate.

4. Institute the Incident Management System.

5. Request proper assistance, i.e. Haz Mat Team, police, etc.

6. Identify situations that present immediate danger to life and isolate appropriately, evacuating all people including civilians, police and fire personnel.

7. Establish and define initial evacuation zone.

8. Immediate rescue should be attempted when the rescuers are:
    a. fully aware of the risk posed to them
    b. wearing full protective clothing and SCBA
    c. utilizing a bare minimum number of personnel

d. If the hazards are unknown or exceptionally life-threatening, the rescuers should consider waiting for the Haz Mat team.

9. Identify the material by:

   a. Consulting witnesses or facility personnel.
   b. Using DOT ERG book as initial guide.
   c. Identifying type and size of container.
   d. Container lettering or markings.
   e. Shipping papers.

10. Identify need and request additional resources, or as with some minor Category I spills, mitigate the situation with units on scene.

11. The <u>Uniform Classification System For Categorizing Hazardous Material Incidents</u> shall be used to report all hazardous material incidents to Dispatch.

12. Cleanup and recovery of all spilled and leaked materials is the responsibility of the property/vehicle owner. SFRD units <u>will not take possession</u> of recovered materials, remove them from scenes, or take them to a City facility.

SPECIAL OPERATIONS

DIVE TEAM OPERATIONS

PURPOSE

The Special Response Team's Dive Component was developed in order to safely and rapidly conduct underwater emergency operations and to assist in the recovery of property in underwater incidents.

SCOPE

All dive operations, including but not limited to, emergency victim rescues, body recoveries, and personal property recoveries, fall within the jurisdiction of the SFRD as stipulated in City Code.

STAFFING

Assigned divers must have completed Public Safety Diver or equivalent and Dive Rescue I courses and be assigned by the Fire Chief to be a team member.

For daily operations, the Dive Rescue component of the Special Response Team will be considered "in-service" only when staffed with at least two (2) Dive Team members, preferably stationed with the apparatus, who are able to perform all dive rescue functions. Team members physically or otherwise unable to perform dive duties shall report their status to the station commander who will inform the shift commander.

DAILY DUTIES

* The Dive Rescue Response Unit will be, on a daily basis checked for proper mechanical operation.

* Members of the Dive Rescue Team will provide a daily inventory check of the Dive Rescue Response Unit.

* All auxiliary equipment located on various apparatus, must be checked daily by Dive Team personnel.

* Documentation of all maintenance and check-outs are to be forwarded to the shift commander.

RESPONSES

* The Dive Rescue Response Unit will respond to all dive calls. Either Dive Team personnel or support personnel may drive the vehicle to the scene.

* It may be necessary to place other units out of service to accommodate the Dive Team response.

* Additional Dive Team personnel, at the Battalion Chief's discretion, may be assigned from other units to support dive team operations.

* The Battalion Chief in consultation with the Dive Rescue Coordinator or Dive Team members, shall render a decision directing a recall of off-duty Dive Team personnel to assist in dive operations.

OPERATIONAL GUIDELINES

* It is recommended that dive operations have a minimum of two (2) Dive Team members and two (2) support personnel prior to starting dive operations.

* All personnel participating in dive operations, in or out of water, must wear a personal flotation device when operating near the water.

* Specific operational guidelines for Dive Rescue Team operations are set forth in the SFRD Special Operations Manual.

All dive recovery activities must be appropriately documented including vehicle and owner information. This will assist the Billing Department when filing for the applicable recovery fees.

When providing mutual aid for dive incidents, it is not the department's normal practice to recover vehicles or other objects. Recovery operations can be hazardous to SFRD divers, time consuming, and tax SFRD equipment. Fees for recovery operations outside the City are not recoverable. Unless extraordinary circumstances are evident, the dive team shall not perform recovery operations when providing services outside the City.

USAR/DMAT DEPLOYMENT

PURPOSE

The Department actively participates in the FEMA sponsored Urban Search and Rescue (USAR) and Disaster Medical Assistance Team (DMAT) programs. Activation procedures for USAR/DMAT SFRD personnel are contained within this section.

DEFINITIONS

ACTIVATION: the formal request by FEMA to mobilize and respond the area USAR team. Members are to arrive at a designated point-of-departure within six hours of being activated.

ALERT: The formal notification by FEMA that an event has occurred and that the team activation may be pending.

MEMBERSHIP

Membership into the South Florida USAR Task Force is solely at the discretion of the Sponsoring Jurisdiction, which is the City of Miami Fire Department.

SFRD personnel who are active members of the Task Force must request and receive permission in writing from the Fire Chief, in order that they may be considered for activation status.

RESPONSIBILITIES

Department personnel participating in USAR/DMAT training activities, do so on their off-duty time. Individuals must make their own arrangements for training activities.

In the event of a possible alert, it is the responsibility of the team member to notify the shift commander of the pending activation without delay.

In the event of activation, it is the responsibility of the team member to notify the shift commander of the activation immediately. On duty members will remain on operational duty until relieved by the shift commander. Only personnel approved by the Fire Chief are permitted to be relieved of duty.

Upon activation, the shift commander shall take all steps necessary to maintain operational staffing levels on shift, including but not limited to station changes or overtime.

Alterations of the hours of duty of personnel and overtime hours are to be reported to the administrative officer by the shift commander.

Upon deactivation, team members shall immediately advise the shift commander of their ability to return to normal duty.

The Fire Chief must be notified by the shift commander of all USAR/DMAT activations.

TECHNICAL RESCUE

Technical rescue operations include incidents involving confined spaces, trench rescue situations, structural collapse and rope rescue situations. Both engine and rescue companies involvement in these types of incidents is limited primarily to recognition and specialty team support roles.

Recognition of the potentially dangerous situation to fire rescue personnel and other rescuers associated with these types of incidents is of paramount importance. Actions taken by improperly trained and under-equipped rescuers often lead to the injury or death to the potential rescuers themselves. Therefore the early recognition for the need for Specialty Team operations and the accumulation of resources is a priority.

The following guidelines for engine companies are common to most technical rescue operations.

1. Provide initial size-up of situation.
2. Establish "command" per the Incident Management System.
3. Establish safety zone.
4. Re-evaluate situation and request additional resources e.g., specialty team and additional engines and rescue.
5. Obtain information pertinent to rescue:
   * number and location of victims
   * physical characteristics (type, size, etc. of confined space, trench or structure
   * witnesses and job site foreman
   * potential electrical/mechanical/chemical hazards/hydraulic or water
6. Assure additional resources are responding:
   * Battalion Chief
   * Safety Officer or Operations Division Chief
   * ALS rescue
   * Specialty teams
   * Mutual aid

SCOPE

There is an increasing number of routine calls normally received, but also those emergencies that are unusual in nature; such as hurricanes, construction accidents, trench emergencies, building collapse, confined space rescue, water rescue, and rope rescue, etc.

Sometimes such calls involve a simple non-technical rescue and at times it involves a very long and complex technical rescue.

PURPOSE

The following Guideline is established to provide SFRD personnel and the Technical Rescue Team with procedures to follow for conducting technical rescue operations. This should not eliminate the team members use of their personal intelligence and/or past experience when dealing with unusual situations.

DEFINITIONS

CONFINED SPACE RESCUE

Confined spaces are defined as those areas which are not intended for continual human occupancy, have limited means of egress, and have the potential for physical chemical or atmospheric engulfment. Effective rescuing of victims from these types of areas often requires the combination of specialized tools and techniques for mitigation.

TRENCH RESCUE OPERATIONS

A narrow excavation (in relation to its length) made below the surface of the earth. In general, the depth is greater than width, but the width of a trench (measured at the bottom) is no greater than 15 feet (4.6m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measure from the forms or structure to the side of the excavation to 15 feet (4.6m) or less the excavation is also considered a trench. Specialized training and tools are often required to effect victim rescue.

ROPE RESCUE OPERATIONS

Rope rescue is defined as any rescue attempt that requires rope and related equipment necessary to safely gain access to, and remove victims from, hazardous geographic areas with limited access such as high rise buildings, above or below grade structures, by means of a rope system.

> **Non-Technical Evacuations:** Those evacuations that are, generally speaking, less than **40 degrees** inclination.

Technical Evacuation: Those evacuations that are greater than **40 degrees** inclination or on such rough terrain that the evacuation requires specific technical rescue training.

PHASE I: SCENE PREPARATION AND RECONNAISSANCE

Step One: Assessment

1. The first-arriving Company Officer shall establish Command after arriving on scene.

2. Secure responsible party or witness. Command should secure a witness as soon as possible after arriving on scene. This will help identify the problem and locate the patient(s).

3. Locating the victim(s). In most cases, Command will have to send a Recon Team to the area of the victim(s) to determine the exact location, number of patients, and nature of injuries. Command must designate a minimum of two personnel as the **Recon Team.** The Recon Team should have medical equipment to begin to administer first aid to the victim(s). If the terrain is greater than 40 degrees inclination, Command may decide to wait until the Technical Rescue Team (TRT) arrives with the proper equipment to reach the victim(s). The decision to wait for TRT to arrive should be based on the **risk/benefit factor** to the operation. Command may also choose to use the helicopter for aerial recon.

Step Two: Manpower and Equipment

1. <u>Assess the need for additional resources</u>. Recon Team should provide Command with enough information, or recommend the need for additional resources as soon as possible. Information that will be helpful in determining the need for additional resources would be: **Number of victim(s), location and condition of victim(s), estimated angle of terrain, distance of victim(s), and estimated time of evacuation**. Command should put in an early call for additional resources. If additional resources are not needed after a call has been put in, Command can return those units to service.

2. Assess the hazards. Command shall designate a Safety Group to identify all potential hazards to rescuers. The Safety Group will be responsible for securing those hazards or making all members aware of those hazards. The Safety Group shall also be responsible for assuring that all safety procedures are followed. The Safety Group usually consists of one member of TRT assigned to this function. A special call for additional personnel may be required.

3. Decide on **Rescue or Recovery**. Recon Team should advise Command whether the operation will be conducted in the Rescue or Recovery mode.

   If the operation is to be conducted in the Recovery mode, Command may wish to leave the victim(s) and any related equipment in place for investigative purposes.

4. Decide on an Action Plan. With the recommendation from the Recon Team, Command will have to decide on an Action Plan. Technical Rescue Operations Group and Safety Group shall be aware of the specific Action Plan.

PHASE II: PRE-RESCUE OPERATIONS

1. Make the General Area Safe. Command or his/her designee should begin to make the general area safe. This may include securing the area and not allowing civilian personnel into the area.

2. Make the Rescue Area Safe. Command or his/her designee should make the immediate rescue area safe. This may include removing all civilian personnel and all non-essential rescue personnel from the area. If it is not possible to secure all the hazards in the immediate rescue area, all personnel operating in that area shall be made aware of those hazards.

3. Pre-Rescue/Recovery. Depending on the Action Plan established, Command may want to establish a TRT Operations Group. The Technical Rescue Operations Group will be responsible for gathering all equipment and personnel to conduct the rescue, and support personnel to support the rescuers, during the actual rescue phase. The TRT Operations Group should have an alternative Action Plan, should the first choice plan fail.

This alternate plan should be communicated to all personnel operating in the rescue area.

PHASE III: RESCUE OPERATIONS

1. After pre-rescue operations are complete, the TRT Operations Group shall put forth the Action Plan for removal of the victim(s). Rescue operations should be conducted from low risk to high risk. Rescues should be conducted with the least amount of risk to rescuers necessary to rescue the victim(s). Low risk operations are not always possible, but should be considered first. If the rescue of the victim(s) is only possible by means of a high-risk operation, TRT Operations Group shall communicate with Command the risk/benefit of the operation.

2. The order of rescue from low risk to high risk would be:

   a. Talk the victim(s) into self-rescue. If the victim(s) is not exposed to a life-threatening situation, it may be possible to talk the victim(s) into self-extrication. If the victim(s) is exposed to a life-threatening situation, it may be best to advise the victim(s) to stay in place until a rope rescue system can be set up.

   b. For terrain less than 40 degrees inclination (non-technical), most first responders have the equipment and training to assist the victim(s) down. If the victim(s) is ambulatory, he/she can walk down with the assistance of rescuers. If the victim(s) is/are injured or unable to assist their own rescue, he/she should be packaged properly in a Stokes basket and carried to safety.

3. The Stokes evacuation should be conducted with a minimum of four attendants. Attendants should face the direction of travel during the evacuation. If appropriate, a tag line should be attached to the Stokes basket for assistance through unstable areas.

4. For **terrain of greater than 40 degrees** inclination, the Technical Rescue Team shall be called in to assist with the evacuation. If the victim(s) is/are ambulatory, he/she may be assisted down by rescuers with the use of a belay/tag line. If appropriate, rescuers should set up an anchor system for the belay.

5. If the victim(s) is not ambulatory, rescuers shall build an anchor system and prepare for a steep angle evacuation. The victim shall be packaged properly in a Stokes basket and prepared for the evacuation. There shall be at least four litter attendants assisting with the Stokes basket evacuation. Attendants should face the anchor during the evacuation. A separate raising/lowering line and belay line shall be set up for raising or lowering during steep angle evacuations.

6. For evacuations greater than 60 degrees, the Technical Rescue Team shall conduct the evacuation. **Evacuations greater than 60 degrees are considered high angle operations**. The TRT Operations Group, in conjunction with the Safety Group, should decide the most appropriate method of evacuating the victim(s). This may include putting the victim(s) in a harness or packaging them in a Stokes basket for raising and/or lowering.

7. In any case, a **15:1 Safety Factor** shall be maintained and a double rope technique shall be used if at all possible. If possible, a separate anchor should be used for the main line and the belay line. Proper care shall be taken to assure that the victim(s) will not come out of the harness or Stokes basket used to evacuate him/her. Whichever method of evacuation is used, the TRT Operations Group shall ensure the overall safety of the raising/lowering system. The TRT Operations Group shall designate the tasks of individual rescuers during the operation.

8. Helicopter operations are considered high risk operations. Several factors must be considered before deciding on the use of a helicopter for evacuations. Some of these factors are: **Time of day, Condition of Victim(s), Difficult Access to the Victim(s), and the Qualifications of** the Pilot and Rescuers. If Command, in conjunction with the TRT Operations Group, decides to use a helicopter for evacuation, a landing zone (L.Z.) shall be set up and a L.Z. Group shall be established, according to protocol.

PHASE IV: SAFETY CONSIDERATIONS

1. Assure all rescue personnel are equipped with the proper protective clothing; helmets, gloves, harnesses and eye protection.

2. Secure all utilities, gas, electrical and water supplies.

3. Perform lock-out/tag-out procedures.

4. Provide sufficient illumination, when necessary.

5. Issue portable radios to recon, rescue teams and to all groups.

6. Clear the area of personnel not usefully engaged in rescue operations.

7. Assure a safety belay line, whenever possible.

8. Assure that the Incident Commander, Operations Group and the Safety Officer are wearing appropriate vests.

9. Pay attention to negative psychological effects to rescuers.

10. Consider the need for CISM debriefing.

PHASE V: TERMINATION

1. After the victim(s) have been evacuated, he/she will be turned over to a Medical Group. An ALS evaluation shall be done on the victim(s).

2. Check personnel list and assure all personnel and equipment involved are accounted for. **Call for a PAR.**

3. Decon, inspect, inventory and replace all equipment.

4. Tag and place any equipment damaged or potentially unfit for further rope rescue use out-of-service until repaired.

5. Assure that all rope and equipment log forms shall be filled out appropriately.

6. A team briefing/post incident analysis shall be conducted on site or at the station as soon as possible.

7. Rescuers shall go through a psychological "debriefing" on scene or at the station as soon as possible, if deemed necessary.

8. Complete all required TRT logs.

9. Complete any required OSHA Report.

STRUCTURAL COLLAPSE

SCOPE

Structural collapse operations cover a wide range of incident scenarios. These scenarios will vary in difficulty from incident to incident. Therefore, it becomes necessary to implement a standard but flexible plan of action that can be used for rescue operations at all structural collapse incidents. Difficult collapse rescue operations will require the combination of specialized tools and techniques for effective mitigation.

In an effort to minimize risk to both personnel and victims, the following guidelines are established for entry and rescue for structural collapse operations.

PURPOSE

The following procedures are established to provide Sunrise Fire-Rescue personnel and the Technical Rescue Team with guidelines to follow in the event of a structural collapse incident. This should not eliminate the team member's use of their personal intelligence and/or past experience when dealing with unusual situations.

STRUCTURAL FAILURE CAUSES

Structural collapse or failure may occur for several reasons:

Natural occurrences. Hurricanes, tornadoes, high wind conditions, earthquakes, floods, snow, ice, rain loads and mud or land slides or movement.

Fire or explosion. The effects of fire weakening structural components. Including excessive water applied for extinguishment. Blast loading; interior or exterior, due to natural gas explosion, rupture of hazardous building contents and terrorist bombing.

Human factors. Accidental undesigned impact on the building due to airplane crash and/or vehicle crash. Intentional malicious damage to the building.

Engineering Errors. Poor design, poor detailing at connections of major elements and poor construction methods or materials used due to lack of codes or enforcement.

PHASE I: SCENE PREPARATION AND RECONNAISSANCE

Upon arrival at a "structural collapse", the first due Technical Rescue Team Officer shall obtain the following information from the first due Company Officer, Battalion Chief, structural engineer or job site foreman.

Step One: Assessment

1. Perform a 360 degree safety survey and size-up of the damaged area.
2. Establish a safety zone, two times the height of the building.
3. Locate and secure the job site foreman or a reliable witness.
4. Building occupancy and use.
5. Number of occupants.
6. Determine location and number of victims trapped.
7. Obtain blueprints, maps or have on-site personnel draw a sketch of the site.
8. Are rescue operations currently underway and by whom?
9. Determine the nature and extent of damage, mechanisms of entrapment and the danger of fire travel in confined spaces.
10. Determine electrical, mechanical and/or chemical hazards. The location of live electrical wires and main electrical panels.
11. Determine the possibility of ruptured gas mains or meters. Secure if possible and/or notify gas department.
12. Determine the possibility of flooding from burst mains, plumbing and sewers.

13. Determine the possibility of additional collapse of the building and/or adjoining structures.

14. Make a conscious decision as to whether this is a “rescue” or “recovery”.

15. Determine the number of entry points and locations.

16. Ensure that first due engine companies stretch hose lines to the collapse site to protect exposures in case of fire or explosion.

17. Assign and start Technical Rescue Documentation sheet.

Step Two: Manpower and Equipment

1. Ensure needed response of additional technical rescue team members, regional technical rescue teams and/or FEMA teams, i.e.; (FL TF1 Metro and/or FL TF2 Miami).

2. Ensure needed response of a Safety Officer (TRT trained).

3. Ensure needed response of structural, water, gas and/or electrical engineers.

4. Ensure a full structural response is assigned.

5. Ensure needed response of hazardous material unit.

6. Ensure multiple ALS Rescue units and ambulances.

7. Establish a treatment and triage area.

8. Ensure adequate air supply, cascade truck and cylinders.

9. Ensure sufficient rehab area is established.

10. Ensure visible Incident Command and/or Operations group is established.

11. Ensure adequate emergency building shoring equipment and supplies.

Step Three: Make the General Area Safe

1. Establish a perimeter with fire line tape and assign police to assure an access point. Ensure that the Battalion Chief assigns an access control person, preferably not a technical rescue team member.

2. Monitor atmospheric conditions prior to entry, rescue operations if hazardous conditions exist.

3. Ventilate the general area, if needed.

4. Ventilate the space with positive pressure. There may be times when positive pressure will not work as needed. Continually assess the effectiveness of proper ventilation process by:

   a. Atmospheric monitor readings.
   b. Assessment of type of configuration of the space, void and crevice.

5. Ensure fire control measures, if needed.

6. Do not allow sources of ignition on site.

7. In the event that, in the opinion of the Incident Commander, Structural Engineer and/or Safety Officer, the structure and/or atmospheric readings become unsafe to continue operations, all entry teams shall be evacuated from the space or void immediately and a PAR conducted. Re-entry will not occur until such time conditions are corrected.

Step Four: Structure/Hazard Evaluation Marking System

1. A Search and Reconnaissance Team shall evaluate each building to determine if search and rescue operations are viable.

2. **Structure/hazard evaluation** marking should be performed during this phase and prior to the initiation of rescue operations.

3. TRT personnel conducting structure searches shall outline a **2' x 2'** square box at any accessible entrance into any compromised structure.

4. Aerosol cans of spray paint (orange color only) shall be used for this marking system.

5. Specific markings shall be clearly made inside the box to indicate the condition of the structure, and any hazards at the time of this assessment.

   a. A blank box indicates that the structure is accessible and safe for search and rescue operations. Damage is minor or the structure is completely pancaked with little danger of further collapse.
   b. A single slash indicates that the structure is significantly damaged. Some areas are relatively safe, but other areas may need shoring, bracing, or removal of falling and collapse hazards.
   c. A crossing slash indicates that the structure is **not safe for search and rescue operations** and may be subject to sudden additional collapse. Remote search operations may proceed at significant risk.

6. An arrow located next to a marking box indicates the direction of the safe entrance, should the marking box need to be made remote from the indicated entrance.

7. The initialed symbol "**HM**", indicates that a hazardous material condition exists in or adjacent to the structure. Consideration for operations should be made in conjunction with Haz Mat technicians.

Step Five: Entry Preparation

1. Ensure that all personnel who will enter the site are properly equipped and trained.

2. Ensure at least one paramedic per each entry, rescue team.

3. Ensure that there is one back-up team for every entry team, and that each back-up team is properly attired and trained.

4. No one shall enter a structural collapse space or void alone; entry must always be in teams of at least two.

5. Each entry team shall be equipped with the following items:

a. One member from each entry team shall have a portable radio in place.
b. Explosion-proof lighting, cyalume or explosion-proof light.
c. Atmospheric monitor, personal units preferred.
d. Proper protective gear as deemed necessary by the Incident Commander. At the very least, each member shall wear coveralls (flame retardant), Nomex hood, appropriate footwear, hearing and eye protection, helmet and gloves.

PHASE II: EXPLORATION AND SEARCH

Step One: Search Assessment Marking

1. Members performing the search function will draw an **"X" that is 2' x 2'** with orange color spray paint. This "X" will be constructed in two operations.

   a. Single slash drawn upon entry into structure or area indicates search operations are currently in progress.
   b. Crossing slash will be drawn upon search and rescue members completing the search and upon exit of structure or area.

2. Distinct markings will be made inside the four quadrants of the "X" to clearly denote the search status and findings **at the time of this assessment**.

   a. **Left Quadrant** - Identifier of rescue team completing search.

   b. **Top Quadrant -** Time and date rescue team members left the structure.
   c. **Right Quadrant** - Personnel hazards (e.g., rats, etc.).

   d. **Bottom Quadrant -** Number of live and dead victims removed from inside the structure (e.g., "O" = No victims, "L" = live, "D" = deceased).

3. Search and Rescue Team members shall use **orange colored** spray paint to mark the exact location of a victim.

4. It is important that markings are made specific to each area of entry or separate part of the building, in order to reduce needless duplication of search efforts.

Step Two: Entry

1. Once the best method and location for entry has been determined, teams shall mark each entry point and begin reconnaissance operations in the space or void.

2. Entry decisions shall be made based on known locations of the victim(s), safety of the opening, atmospheric readings and ease of recovery points.

3. If possible, attempt two separate points of entry to reach the victim(s) if their location is known or suspected.

4. Prior to entry, each team member shall be logged on a Technical Rescue Documentation sheet with their time of entry. This function shall be assigned to one technician who shall keep the Operation's Branch appraised of the status of each team.

5. Teams shall be rotated frequently depending on physical activity, stress, fatigue and weather conditions.

6. Each team shall be assigned to rehab upon removal from the space until rehydrated and vital signs are within normal limits.

7. Once inside the void or space:

   a. Assure adequate interior team communications.
   b. Assure adequate communications with the operations exterior.
   d. Mark entry points or movement patterns with chalk, spray paint, lumber crayons to assure egress.
   d. Move toward the suspected victim location as a team.
   e. Beware of elevation differences and unstable footing.

8. Need to search all areas for victims who may still be alive and effecting their release before any attempt is made to rescue victims with a less chance of survival.

9. Before deciding which victims should be rescued first, the victim(s) condition, position, and the difficulty in extricating them should be considered.

10. When working close to a victim, debris should be removed by hand to avoid further injury. Recognition of a human body in a pile of rubble or debris is difficult.

11. When a buried victim is discovered alive in a collapse after hours of work, d**o not remove them unless secondary collapse, fire, electrocution or drowning is imminent!**

12. Once the victim has been located, decide:

    a. **Is this a rescue or recovery?**
    b. If a rescue, is victim trapped, buried, pinned?
    c. Can the victim be easily extricated with current equipment carried by the team?
    d. Are additional personnel needed to make the move?
    e. Communicate your decision to the outside command.

Step Three: Search and Removal of Surface Victims

1. Victims found on top of debris and those partly or lightly buried. 50% of people rescued from collapse structures are found in this state.

2. Victims who can be heard or seen.

3. Victims whom exact location is known, even if they can't be seen or heard.

Step Four: Locating Casualties Using the Hailing System

1. Place rescuers in calling and listening positions, concentrate on listening for the faintest sound from victims buried in the rubble.

2. Going "round-the-clock", each rescuer calls out or traps some object. All others listen to determine a "fix" on any sound they may hear.

3. After sound has been picked up, at least one additional "fix" should be attempted from another angle.

4. Once communication has been established with a victim, it should be continually maintained.

5. Signals using portable air horns for quiet, listening, resuming work, and immediate withdraw are as follows:

    a. **1 Long Blast (three seconds) -** Cease operation/All quiet, personnel listen for sounds of victims.
    b. **3 Short Blasts (one second each)** - Evacuate the area.
    c. **1 Long and 1 Short Blast** - Resume operations.

Step Five: Void Searches

1. As identified by victims, rescuers, search dogs, listening devices, fiber-optic video cameras, infrared video cameras, sonic and heat sensing devices.

2. Need to search strong or sheltered parts of a structure. Spaces under stairways, basement and cellar areas, locations near chimneys or fireplaces, voids under floors, undemolished rooms having exits barred by debris and voids created by heavy furniture or machinery.

3. Consider all possible escape routes for rescuers. Basement entrances may be utilized to enter an above grade void from below.

4. Identify secondary escape routes for rescuers. Pre-plan these prior to placing personnel in voids.

5. Consider normal transportation corridors as survivable voids. Personnel should utilize them to their advantage.

6. During void exploration, maintain good accountability of personnel.

7. Work from the least damaged into the most damaged area as personnel progress into voids.

Step Six: Breaching

1. Always utilize inspection holes when forcing blindly through a wall, roof or floor assembly.

2. Avoid breaching solid wall components such as columns, beams, and filled cells. Reinforced concrete columns or filled cells are typically found at corners and adjacent to window and door openings.

3. If possible, breach block where it is not load bearing, such as panels inside a structural frame of steel or reinforced concrete.

4. Note where utilities enter a building, such as meters, valve pits, plumbing stacks and service wires, for indications of where not to breach.

5. Try to determine the height of the floor inside a building in relation to where a hole is to be opened in an exterior wall.

Step Seven: Emergency Shoring

1. Shores shall be relatively strong, lightweight and adjustable.

2. Always allow a large margin of safety. Use more shores than you need rather than fewer.

3. The size of shores and the types of shoring system will be dependent on the weight to be supported and the condition of the element to be supported.

   a. Concrete/masonry weight is 125-150 lbs. per cubic foot.
   b. Normal concrete floor is 100-150 lbs. per square foot.

4. Check base, foundation and ground conditions for stability prior to shoring. These may have been compromised during the collapse and may need reinforcement.

5. Shoring systems should act like a **double funnel**, collecting the load into the funnel, passing it through the struts and distributing it out into the supporting structure and eventually into the ground.

6. Shores should be installed to support the structure, not designed to restore structural elements back to their original positions.

7. Keep shores as short as possible. **The maximum length of a shore should be no more than 50 times its width.**

8. Cribbing can be arranged to support cross beams and/or be diagonally braced.

    a. Limitations are based on 500 psi cross grain bearing.
    b. Failure due to crushing of cross grain of wood is slow and noisy giving warning to rescuers.
    c. Lateral stability dependent on width to height ratio. Maintain wide box arrangement during application. **Rule of thumb; you can build your crib box three times as high as the box is wide (i.e., 3' long equals 9' high)**.
    d. Utilizing wood cribbing laid flat, if at all possible use three members per layer to double the capacity:

        4x4 crib capacity (2 per layer) = 24,000 lbs.
        4x4 crib capacity (3 per layer) = 48,000 lbs.
        6x6 crib capacity (2 per layer) = 60,000 lbs.
        6x6 crib capacity (3 per layer) = 135,000 lbs.

9. All values given have a 2 to 1 safety factor for Douglas fir and Southern pine with good grain and no defects. **Remember that wood strength can vary greatly depending on species, closeness of grain, knots, wane, checks, etc.**

PHASE III: PATIENT REMOVAL

1. Perform a patient survey, C-Spine immobilization, O2, treat for crush syndrome, run an ECG, and package the patient for transport.

2. Once the patient is set for removal, assure the following:

    a. Assure as much C-spine control as possible based on the space and patient’s condition.

b. If possible, package patient in a Stokes basket, this will allow for easy transfer from rescuer (s) to rescuer (s).
c. Use removal systems on the exterior which are applicable to the size and weight of the patient.
d. Mechanical advantage systems, or manual winches are preferred over manual hauling.
e. **Do not** use electric winches, etc., to remove patients; these allow little control and could result in dismemberment or additional injury.

3. Once the patient has been packaged and is in the process of being rescued/recovered, assure that if the patient is moved through an opening, either vertical or horizontal, which presents team members the only way out, that the following guidelines are followed:

   a. Whenever possible, assure that all team members are stationed to the egress side of the opening in the event the patient becomes lodged.
   b. Always try to avoid being **blocked in** by a patient.
   c. If this is not possible, assure the following:

      i. When the move is made, assure it is made quickly and smoothly, leaving the time that the space is blocked for egress as minimal as possible.
      ii. Assure that the exterior personnel, as well as interior teams, are aware of the move and a plan is agreed upon prior to blocking the space.
      iii. Assure that all equipment and debris are clear of the patient(s) and their movement path to ensure that no problems develop as a result of the patient becoming entangled.

4. Once the patient is clear from the space, remove all entry team personnel and equipment.

   a. Patient shall be turned over to a medical group.
   b. All entry team personnel shall be decontaminated and evaluated by the medical group.

PHASE IV: GENERAL DEBRIS REMOVAL

1. Utilized after all other methods are exhausted.

2. Done with heavy machinery, cranes, bulldozers, etc. After all accessible victims have been removed.

3. Identify the areas where victims are potentially located, where no voids exist that can be searched.

4. Each pile of debris removed must be systematically inspected and the area searched.

5. Use the IMS to control the scene. The operation should be organized and directed.

PHASE V: SAFETY CONSIDERATIONS

1. Ensure that all rescue personnel are equipped with the proper protective clothing; turnout clothing or flame retardant jumpsuits, gloves, helmets, safety glasses or goggles, hearing protection and masks.

2. Secure all utilities; gas, electrical and water supplies to the building or to the section of the building where collapse is located.

3. Provide sufficient illumination.

4. Provide sufficient ventilation.

5. Perform lock-out/tag-out procedures.

6. Issue portable radios to all Groups, Branches and entry teams.

7. Ensure that all Branch or Group Officers, the Safety Officer and the Incident Commander are wearing appropriate vests.

8. Perform a safety analysis every thirty minutes. Survey for weakened walls, floors or roof. Maintain constant watch for signs of further collapse. If possible, shore or demolish.

9. Shore large objects to prevent secondary collapse.

10. Clear the area of personnel not usefully engaged in rescue operations.

11. Avoid cutting timbers that appear to support debris. If necessary, cut, brace, and shore the immediate area and use the minimum number of rescuers during this operation.

12. Rescuers should work in pairs with frequent planned relief.

13. Pay attention to negative psychological effects to rescuers.

14. Consider the need for CISM debriefing.

PHASE VI: TERMINATION

1. Check personnel list and ensure that all personnel are accounted for. Call for a PAR.

2. Decon, inventory, and replace all equipment on squad.

3. Tag and place any equipment that has been damaged or rendered potentially unfit for further structural collapse out-of-service until repaired.

4. Have contractor or responsible party seal entry points to ensure no additional entry.

5. Rescuers shall go through a psychological “debriefing” after each work period or shift while assigned to the disaster site.

6. A team briefing/post incident analysis shall be conducted on site or at the station as soon as possible.

7. Complete all required TRT logs.

8. Complete all required OSHA reports.

STRUCTURAL COLLAPSE OPERATIONS:

The loss of a structure's integrity causing the collapse and random accumulation of structural components requiring the combination of specialized tools and techniques for effective mitigation.

TECHNICAL RESCUE TEAMS:

Specific operational guidelines for the Specialty Team members specific to the type of emergency are provided in detail in the Sunrise Fire-Rescue Special Operations Manual.

QUALIFICATIONS FOR TEAM MEMBERSHIP:

To be a member of any of the Specialty Teams, all personnel must:

* Successfully complete a recognized course in the respective area of the specific team.
* Request in writing for admittance to the Team.
* Receive appointment to the Team by Fire Chief.
* Remain in good standing through participation in drills, training, and by maintaining acquired skills.

RESPONSIBILITIES:

The Battalion Chief retains the overall responsibility on all Technical Rescue operations.

Team members should coordinate all operations through the Incident Commander.

Incident Management System is to be instituted on all incidents.

Technical operations requiring specialized training and equipment shall not commence until adequate manpower and equipment are available.

HIGH RISE PROCEDURES

HI-RISE DEFINED

For purposes of this procedure, a high-rise shall be defined as a structure where the fire fighting attack lines cannot reach the fire via normal Pre- connected lines, or via hoisting up to external balconies. A high-rise building shall include all buildings where standpipe hookups must be used, and all buildings with internal hallways over two stories.

The construction of most hi-rise buildings effectively shields the interior from the outside. Thus, all crews arriving at incidents involving fire alarms, smoke odors, and reports of fire at hi-rise buildings must assume that an active concealed fire is present until ruled out by SFRD personnel.

ESTABLISHING COMMAND

In most high-rise situations the need for establishing command outside the structure is secondary in urgency to the need to get an officer and crew up to the fire (or reported) area. Passing of Command by first arriving officers to the next arriving officer may be the most prudent command option.

Because of the complexity of high rise incidents, shift commanders MUST take command upon arrival after proper command transfer procedures.

The Command post should be situated away from the immediate perimeter of the building, out of the range of falling glass, hose streams, etc.

A hazard zone shall be established 200 feet around the building. All civilians, police officers, and non-essential firefighting personnel shall remain clear of this area. All personnel , civilian and fire department personnel shall remain at least 50 feet away from hose lines supplying the building siamese.

A Chief Fire Officer should be assigned as quickly as possible to the firefighting level of a confirmed fire. This officer shall be equipped with full bunker gear and an SCBA and become "Division XX "

Once attack companies have confirmed an actual fire on an upper floor, Command must be concerned with the following incident priorities:

- Call for additional resources

- Provide for life safety of persons in immediate danger Establish (confirm) lobby control
- Provide for a sustained water supply (this becomes a lower priority in buildings with operating wet systems/fire pumps)
- Size up conditions in the stairwells, on the floor above the fire , and if possible the top floor of the building
- Assign a Rapid Intervention Team to the floor below the fire
- Provide support systems such as staging, rehab and resource groups early on

ESTABLISHING LOBBY CONTROL

Generally, the driver of the first arriving engine, dressed in full bunker gear with SCBA, equipped with a portable radio and Knox Box Key, shall proceed to the building lobby and establish lobby control. Command designator is simply “lobby control”

Lobby Control shall perform the following duties:

- Obtain any and all keys from the building’s Knox Box vault.
- Maintain elevator control using Fireman service key to assure delivery of companies and equipment to upper floors.
- Identify location of alarm annunciator panel and visualize what the panel is displaying (e.g. smoke detectors on 9th floor, heat detector in duct systems, etc.)
- Prepare to shut off alarm system once command has determined that building or area is adequately evacuated. This will permit more efficient radio communications
- Identify which stairwells can be used by firefighting forces to the fire floor.
- Take control of the building’s emergency phone system if present
- Direct occupants entering the lobby from upper floors to appropriate exits.
- Prevent occupants from re-entering elevators or stairwells
- Record names/and or passport tags of all firefighting personnel going up into the building
- Establish liaison with building maintenance/security personnel
- Request additional resources to lobby control if needed

*ALL PERSONNEL ENTERING THE BUILDING **MUST** REPORT TO LOBBY CONTROL FOR CHECK IN **BEFORE** REPORTING TO ANY OTHER DIVISION OR GROUP*.

UPPER FLOOR ACCESS (elevator use)

National Elevator Codes call for elevators to automatically return to the building lobby upon activation of certain fire detection system components. The use of the “Fireman Service” key may be the only way to use an elevator during an incident. Water from sprinkler systems and firefighting streams can quickly disable elevators.

FIREFIGHTERS SHALL NEVER TAKE AN ELEVATOR TO THE FLOOR OF A REPORTED FIRE, SMOKE ODOR, OR ALARM ACTIVATION.

Firefighters using elevators for access to upper floors during a fire, smoke, or alarm incident shall utilize the following procedures:

- Accurately determine the location of the fire(alarm) floor upon arrival. Always confirm what you have been told by building personnel and SFRD dispatchers via the building’s fire protection system annunciator panel and/or video display terminal(s). If there is discrepancy on alarm/fire locations or, smoke/fire detectors are activating on several floors, always assume that the lowest floor is the start of the problem.
- Prior to entering the elevator car, attempt to open the emergency escape hatch in car ceiling and look up the shaftway or look up the shaftway in the space between the car door and the shaft door. Look for water or smoke entering the shaftway which void the use of that particular elevator. Check the location of the stairwell in relation to the elevator car while in the lobby.
- Use the elevator in the “Fireman Service” mode and realize that this system may fail. Firefighters entering elevator cars during these emergencies MUST be fully “bunkered out”, have the SCBA tank turned on and be prepared to immediately don the SCBA facepiece.
- NEVER take the elevator to the actual floor of the incident. Always take the elevator two floors below the incident and walk up the rest of the way.
- All crews riding in elevators during fire emergencies shall be equipped with full bunker gear/SCBA (worn), forcible entry equipment and a radio.

INITIAL FIRE ATTACK

At least two companies (e.g. engine and rescue) should proceed to the fire(alarm) area. Companies shall set up for operation on the floor below the incident. The officer may perform a reconnaissance of conditions on the fire (alarm) floor from the stairwell while the crew stages and prepares for a hose stretch to the floor above. Firefighting hoselines shall not be connected to standpipes on the same floor as, or above the incident.

Exception – Where TRUE separated smoke tower stairwells are present, such as the new Crown Plaza Hotel, crews may elect to connect to the standpipe on the same floor as the incident BUT ONLY FROM THE INSIDE OF THE SMOKE TOWER.

Pump operators shall deliver a minimum of 150 gpm fire flow to the attack line.

If fire has already extended into an interior hallway, fire officers should seriously consider the deployment of a backup line prior to fire attack.

Fire Attack should never begin until it has been verified by SFRD personnel that a sustained (from building fire pumps/hydrants/municipal water system) water supply is available to support operations.

In occupancies that contain hose cabinets with fire hose (house hose) it shall be the policy of this department that these hoses NOT BE USED by SFRD personnel except for extreme circumstances where life safety is immediately threatened.

Fire Officers/Command should consider deploying a 2.5” attack line to the fire area when it is obvious that the fire has gained considerable headway, (e.g. heavy fire entering the interior hallway, flashover has occurred in the fire compartment).

WATER SUPPLY

Command shall determine the urgency of supplementing a building’s water supply. Generally dry standpipe systems require urgent and immediate supplementation. Buildings with operable wet system/internal pumps require less urgency in supplying the system. Regardless of the priority, all incidents requiring the operation of charged lines from standpipes shall have the standpipe system/sprinkler systems supplemented by fire department pumpers connected to a municipal water supply. Driver’s of apparatus assigned to standpipe support shall connect to and obtain a municipal water source as soon as possible. As soon as possible hoselines shall be connected from the supplied engine to the standpipe (uncharged). If and when the interior team(s) advise that they will be commencing fire attack from the standpipes, the driver shall charge the standpipe supply lines, bring the pump up to the proper pressures and take control of the standpipe system at which time the building fire pump (if present) will most likely turn off to a stand by mode.

Driver Operators **shall not** use Large Diameter Hose (4” & 5”) to supply standpipe/sprinkler systems.

Driver Operators shall deliver a minimum of 150 GPM to all 1.75” fog nozzles operating from standpipes.

Driver Operators shall be particularly alert to the problem of apparatus pump overheating due to the need for higher operating pressures/rpm’s.

Driver Operators conducting pump evolutions within 100 feet of a building with a confirmed fire **shall wear helmet and bunker coat at all times.**

STAIRWELLS AND VENTILATION

In buildings with two or more stairwells one stairwell should be used for fire attack and fire department support. The other stairwell(s) should be reserved for clear access and evacuation from the floors above the fire. Command should alert all units operating on the fireground as to the designated use of all stairwells.

All stairwells should be pressurized at the base with positive Pressure Ventilation early on unless contraindicated by the observations of crews working in the fire area. The ladder company should ascend to the top of the stairwell looking for and opening any roof hatches for vertical ventilation.

Crews shall avoid intentionally ventilating fire into a stairwell.

Conditions may present where it is necessary to shuttle equipment , air cylinders and hose up stairwells. If this arises Command should assign a stairwell support group. Personnel assigned to stairwell support should station themselves on every other floor and if conditions allow, remove their bunker gear to reduce heat stress. These personnel should not have to travel more than two flights each.

BASE STAGING AREA

During extended firefighting operations above a third floor, a Base Staging Area may be required. The Base(radio designation) should be established two floors below the fire floor. This area shall be used to stage extra SCBA bottles and equipment, rehab firefighters, medically evaluate firefighters, and possibly triage victims.

RAPID INTERVENTION TEAM

A rapid intervention team (RIT) should be designated as quickly as possible and deployed to the stairwell of the floor immediately below the fire floor. While standing by, the RIT should acquaint themselves with the general floor plan/layout of the building on the floor below the fire. Unless otherwise directed by Command, the third arriving engine company (see section 10) should assume RIT duties. A RIT crew shall remain operational until the environment in the building has been reduced to a point where it is no longer immediately dangerous to life and health.

COMMUNICATIONS

Situations may arise whereby crews operating inside a building may be unable to broadcast to dispatch and units operating outside due to shielding within the building. In this case the crew should attempt to switch to channel 4. Transmissions on Channel 4 can be picked up by any unit operating on channel 3 within range. Similarly Channel 4 will pick up all channel 3 transmissions. While operating on channel 4 it may be necessary to relay communications to the outside via Lobby Control.

MINUMUM EQUIPMENT REQUIREMENTS FOR COMPANIES

Units arriving on scene SHALL bring the following equipment with them on all alarms, smoke odors and reports of fire in high rise buildings UNLESS directed otherwise by the Shift Commander.

FIRST ARRIVING ENGINE & RESCUE	
Mission: Assess Conditions on Fire Floor & Prepare for Fire Attack	
Officer	Hand Light, Elevator Keys, Utility Line
Driver	REPORT TO LOBBY with Knox Box® keys and ESTABLISH LOBBY CONTROL
FF (Eng)	High Rise Kit*
FF (Res)	Extend-A-Bag, handlight
FF (Res)	Rabbit Tool and Irons (Flat Axe & Halligan)
FIRST ARRIVING LADDER COMPANY	
Officer	Hand Light, Elevator Keys, Irons
Driver	Pike Pole, Utility Line
FF	Rabbit Tool, 2 Spare SCBA Bottles

SECOND ARRIVING ENGINE & RESCUE	
Mission: Report to floor below fire and prepare to support attack crew	
Officer	Hand Light, Elevator Keys, Spare SCBA bottle

Driver	DROP OFF CREW PROCEED TO SUPPORT STANDPIPES
FF (Eng)	High Rise Kit*
FF (Res)	Extend-A-Bag, Handlight
FF (Res)	2 Spare SCBA bottles

THIRD ARRIVING ENGINE	
Mission: Report to Command Obtain Thermal Imager – Prepared to serve as RIT on floor below fire	
Officer	Thermal Imager, Search Rope, Handlight, Elevator keys
Driver	Spare SCBA PACK, Spare SCBA bottle
FF	Irons and Spare SCBA Bottle

All other units to stage and await assignment from command.

PROPERTY CONSERVATION

Unlike residential and single storied buildings, hi-rise commercial properties can be exposed to extraordinary property loss due to water and smoke damage. Command should give consideration to summoning additional resources for the purpose of property conservation where applicable.

PLACING A HIGH RISE KIT BACK IN SERVICE

If a high rise kit is used and charged during a call, you are to return to your station and repack the kit utilizing dry hose which is in the stations. The used hose should be cleaned and either accordion folded on the bay floor or hung in a hose tower for drying. Wet hose should no longer be repacked and stored in compartments due to mildew and moisture problems which have been noted.

*The Metro load High Rise Kit consists of 100 ft of 1-3/4 attack line, 1 TFT breakaway nozzle and a gated wye already attached. The short section of 2-1/2 is no longer incorporated as part of the evolution – instead, the 50 ft extend a bag must be deployed during a high rise evolution.

TERRORISM PREPAREDNESS PROCEDURES

Overview – Events in the world necessitate the need for emergency responders to continually reacquaint themselves with measures to reduce their exposure to terrorism attacks. This includes the security of city/department facilities, security of apparatus, familiarity with personal protective equipment specific to nuclear, biological, and chemical (NBC) exposures, decontamination procedures, MCI procedures, and weapons of mass destruction (WMD) characteristics. The procedures that follow are guidelines for helping Sunrise Fire Rescue personnel to prepare for these unlikely, yet possible, events. Remember that emergency response personnel are viable targets of terrorism.

Heightened State of Alert – From time to time local, state and federal agencies may advise public safety agencies to be on a heightened state of alert for possible terrorism attacks. The Fire Chief or designee may wish to place the Sunrise Fire Rescue Department on such status. Upon declaration of a heightened state of alert within the SFRD organization, members of the department shall ensure that Sections A through G of this policy are administered.

Section A - Facility Security:

During a " heightened state of alert":

a. Apparatus shall not be left outside the station on the ramp
b. Apparatus bay doors shall remain closed at all times unless the station crew is actively operating in the bay.
c. All perimeter doors shall be regularly checked for security and kept locked and closed
d. Station parking lots should be regularly assessed for unknown vehicles. If the ownership of a vehicle cannot be ascertained with the assistance of the police department, notify the on duty shift commander.
e. Station commanders should assess outdoor/perimeter lighting each shift and initiate the process of repair for any inoperable lighting.
f. Station members shall not accept and food, beverages, plants, etc, from well meaning civilians that are unknown to station personnel.
g. In the event that someone brings a suspicious package, envelope, etc., to the station, it **IS NOT under any circumstances** to be brought inside the station and the person(s) transiting the package should not be allowed into the station.

Section B – Apparatus Security:

During a "heightened state of alert":

a. Apparatus shall not be left unattended while shopping or on details.
b. Apparatus should be parked as close to the PSC building as possible when attending classes
c. During emergency calls attempts should be made to keep apparatus under a watchful eye.
d. All reserve apparatus which must be stored outside or on the street outside the city garage must be locked, compartments and doors, at all times.
e. Portable radios shall not be left in unattended vehicles.

Section C – Personnel Protective Equipment (PPE):

On a regular basis and during a "heightened state of alert", station commanders shall ensure that all issued WMD kits are in service and that crews are familiar with WMD kit components and its capabilities and limitations. Rather than breaking open sealed kits for training, contact the training division for training kits.

Every in-service (regularly staffed) rescue and engine company has been issued a WMD – PPE kit. The kits on the rescues contain 2 sets of PPE and the engine company kits contain 3 sets of PPE. Each set contains 1 Scott® cartridge adapter, 1 NBC air purifying cartridge, 1 pair of Silvershield™ gloves, a hooded Saranex™ splash resistant coverall with elastic wrist and ankle bands. The Scott® Cartridge adapter is designed to permit each firefighter to use their own personally issued Scott® SCBA mask with the NBC Cartridge. This kit is designed to be used in conjunction with an individual's structural firefighting boots. When these items are used together as a complete system (Level C) it offers the user good head to toe protection against solids, particulates, mists, and light liquid splashes. This ensemble can be used with an SCBA in place (Level B) in cases where even higher levels of respiratory protection are needed.

Capabilities and limitations of the WMD kits:

a. The WMD kits are designed to protect rescuers who operated in the WARM ZONE only. These level of PPE was never designed to permit entry into a HOT ZONE without stringent monitoring and positive identification and confirmation of substances.

b. The WMD kits are designed to protect the rescuer against RESIDUAL contamination on victims who are being decontaminated, triaged, or treated while operating in the WARM ZONE.
c. Generally, unless cleared by a Haz Mat team, theses kits should be used in an open air environment and not within the confines of buildings until atmospheric sampling can be conducted.
d. The Scott® mask and NBC cartridge cannot be used in oxygen deficient atmospheres or atmospheres containing harmful levels of Carbon Monoxide.
e. The NBC cartridge is very effective against nuclear and biological contaminants. It has a particulate matter efficiency of 99.997% and filters out particles greater than 0.3 microns. Anthrax spores, for example, range from 3 to 10 microns.
f. The NBC cartridge is effective against a variety of organic and inorganic chemical compounds including Ammonia 500ppm, Nerve Gases (Sarin,Tabun, VX) 1000ppm, hydrogen cyanide 4000ppm, Benzene50ppm, Chlorine5000ppm, Hydrogen Chloride1000ppm, Sulfur Dioxide300ppm, Phosgene2000mg/m3, Hydrogen Sulfide5000ppm, Chloropicrin5000ppm and tear gases/riot control agents.
g. The duration of the NBC cartridge effectiveness is several days for particulate screening and varies widely for chemical exposure. Factors affecting the useful life of the cartridge include temperature, humidity and concentration of the challenge chemical. However, since we are going to use these mask/cartridges outside, in the warm zone, and most of these chemicals are gases and volatile liquids, these cartridges should be expected to provide a minimum of 6-8 hours protection against SECONDARY (residual) chemical exposure.
h. All components of the WMD kit are designed for single use and disposal after use EXCEPT the actual mask itself, the cartridge ADAPTER (not the cartridge) and the firefighter boots. Masks and boots must be decontaminated.

NOTE: *While structural firefighting bunker gear does offer some protection against NBC agents, the Saranex™ suit in the WMD kit should be the clothing of choice. Bunker gear is hot, heavy, and can be extremely hard to decontaminate.*

<u>Section D – Decontamination Procedures:</u>

During a “heightened state of alert” company officers shall review basic emergency decontamination procedures and equipment with their crews.

Under normal situations decontamination is performed and/or directed by hazardous materials teams. However during WMD events it may be necessary for engine/rescue companies to begin decontamination of affected personnel using basic rudimentary items available on the engine company. The following decontamination guidelines are provided for use in emergent decontamination of people exposed or suspected of exposure to chemical or biological agents.

Emergency WMD Decontamination Procedures

- ☐ Consider wind direction & grade when deciding where to locate decon stations.
- ☐ Ensure that decon personnel use suitable respiratory protection and at least turnout gear, including butyl gloves. If available, use chemical protective gear.
- ☐ Avoid contact with unknown liquids on floor, ground, and other surfaces.
- ☐ Designate pre-decon area (consider shelter, security, and access to area).
- ☐ Separate asymptomatic, symptomatic, and non-ambulatory casualties.
- ☐ Give directions to ambulatory casualties.
- ☐ Set up separate decon areas for emergency services personnel and civilians:
  - Ensure site provides for privacy and security; however, do not delay decon
  - Establish separate decon areas for males and females
  - Assign male and female decon personnel at appropriate sites
- ☐ Cordon decon area using barrier tape and prepare decon signs for decon sites.
- ☐ Decon immediately casualties who have liquid agent on skin and/or clothing. Note: Must wipe skin if agent is an oily liquid.
- ☐ Consider decon "runoff", contain if practical.
- ☐ Set up decon station(s) at field and area hospital(s) (outside).
- ☐ Prepare decontamination solution(s):
  - Mixing one part household bleach and nine parts water (1:9) yields a 0.5% solution (for skin decon)
  - Full strength household bleach (5%) (for clothing and equipment decon)
- ☐ Mix "dry chlorine" granules (calcium hypochlorite) with water at the following ratio:
  - 1 ounce of chlorine granules to 1 gallon of water = 0.5% solution
  - 10 ounces of chlorine granules to 1 gallon of water = 5.0% solution
- ☐ Keep water temperature for decon between 60° F (16° C) and 70° F (21° C).
- ☐ Determine method of water/solution application:
  - Portable Sprayers
  - Portable Showers
  - Hose Streams (small diameter at low pressure)
- ☐ Determine type of decon:
  - Passive (removal of clothing)
  - Dry
  - Wet
  - Cross Ventilation (electric fans preferred)
  - Combination of the above

- ❑ Set up decon "tents" or other enclosures for added patient protection & privacy:
  - Use salvage covers, pike poles, aerial ladder/tower, or pumpers and rope to build temporary ambulatory and non-ambulatory decon areas
- ❑ Consider using engine and truck companies to help set up and manage specific decon functions.
- ❑ Assign the following resources to each decon site:
  - Engine Company (water supply)
  - Truck Company (cross ventilation, etc.)
  - Police Officers (security and control)
- ❑ Provide Tyvek or other suitable disposable clothing, including shoes/sandals, for decontaminated casualties.
- ❑ Provide separate plastic bags for victims' clothing/personal property:
  - Place clothing and personal property in separate bags
  - Use I.D. tracking system to maintain accountability of clothing/personal property
- ❑ Consider using other hazmat teams to assist with decontamination at the scene, field hospital(s), and/or area hospitals.
- ❑ Consider impact of using fans and/or fixed ventilation system to dissipate vapors.
- ❑ Rotate crews at no more than one hour intervals and send them to rehab sector.
- ❑ Remember: speed and thoroughness (whole body decontamination) are critical to the success of the decontamination operation if lives are to be saved.

The above guidelines are for general emergency use and should not abridge normal decon by hazardous material teams during normal incidents.

Section E – Mass Casualty Incident Procedures:

During a "heightened state of alert" company officers and rescue supervisors shall ensure that crew members are familiar with the MCI procedures outlined in the ***South Florida Regional Common EMS Protocols***. This should include a review and familiarization with our kits, tagging procedures, START, and RPM.

Section F – WMD agent characteristics:

During a "heightened state of alert" station commanders shall ensure that all units in their quarters have the issued copy of "Jane's Bio/Chem Handbook" on board. Station Commanders should review the various characteristics, routes of exposure, signs/symptoms, protective clothing/respiratory requirements, medical treatment and decontamination needs of the various Chem/Bio agents.

Section G – WMD notifications:

Upon recognizing that a situation is a WMD incident, or that materials present are possibly WMD agents, or the threat of WMD agent dispersion has been made, the incident commander shall make sure that dispatch notifies the county warning point at 954-765-5100.

Last Issued / Revised: 02/28/2007

AERIAL PLATFORM OPERATIONS

Statement of Policy

This procedure addresses the safe operation of Sunrise Fire Rescue Unit 387, the aerial platform unit, known as the "platform".

General Guidelines

No one shall operate the platform vehicle unless they have been properly trained in "Advanced Platform Operations" by members of the Sunrise Fire Rescue Department's Division of Training. Driver Operators who have not been trained in "Advanced Platform Operations" can, and are expected to, assist in operating the Platform's pump panel during combined pumping/aerial operations. Firefighters may operate the basket controls when supervised by a trained operator at the pedestal.

Only trained Driver's and officers may operate the turntable aerial controls. Firefighters may operate the basket controls only under the supervision of a trained driver/officer.

No one shall operate the basket aerial controls during training sessions or during actual incidents without a trained operator positioned at the turntable control station. All driver/operators are capable of operating the vehicle's pump panel and an additional driver should be assigned by command to perform the pumping function if needed so that the Platform driver can attend to the pedestal operations.

Whenever personnel are operating, or climbing on the aerial, for any reason including training and maintenance, they shall wear a minimum of a department issued helmet and gloves. This includes the turntable operator. Anyone climbing or operating in the basket shall wear a safety belt, capable of attachment to the aerial structure.

All personnel Operating in the basket, or, operating from a fixed position on the aerial, must wear a ladder belt and secure themselves to a structural member of the aerial.

Although it is normal to operate the aerial with personnel tethered in the basket, the aerial shall not be moved whenever personnel are on the actual ladder portion of the device. Operators must always check the aerial ladder way for the presence of personnel prior to moving the aerial.

Whenever personnel are climbing the aerial, or transferring in or out of the platform basket, the emergency stop button(s) shall be activated to prevent aerial movement

Regardless of the aerial ladder angle, whenever the aerial ladder is out of its cradle, personnel shall descend (return to the base) in a position so as to face the rungs of the ladder.

Under normal conditions, the aerial shall not be operated any closer than 25 feet of distribution power lines that have not been verified by FPL as being deactivated. In exigent (life threatening) circumstances the aerial may operate within 25 feet, but no closer than 10 feet to distribution power lines. Whenever the aerial is operated less than 25 feet away from distribution power lines, a safety officer shall be designated to ensure that no one approaches or touches any portion of the apparatus while standing on the ground

Stabilizers must always be deployed whenever the aerial is to be raised from its cradle. All pins and pads must be utilized and positioned whenever the aerial is raised from its cradle during normal operations and whenever anyone is climbing on the aerial or operating in the bucket.

The Platform will shall have its front wheels chocked (front and rear of wheel) whenever the aerial is placed into service

Platform operators must familiarize themselves with the load limitations of the aerial at all angles and conditions. The aerial should never be operated beyond its load capacities. Load capacities includes personnel, equipment, and any personnel on rappelling arms, Lyfeladder™ or in a stokes basket.

During the first Sunday of Each month, the ladder company crew shall conduct a Pierce® "50 Hour Inspection" (Pierce® Platform Operator's Manual.). Any items requiring the checking of torque shall not be conducted by SFRD personnel. Crewmembers shall not attempt any repairs or adjustments, but, follow the normal work order process for effecting such repairs, or in the case of dangerous situations, place the unit out of service.

Whenever there is any question as to overhead clearance, a crew member shall leave the cab and "walk" the driver through any areas where the vehicle, aerial or bucket may contact overhangs, tree branches, signs, wires, etc.

Under normal situations, the basket may not be placed within 4 feet of a structure without an operator/spotter in the basket. All movement of the basket when in close proximity to a structure must be done with the platform operating at low idle.

Although the platform has the capability to have extension, rotation, and elevation functions performed simultaneously, only one function should be performed at a time except in emergency situations

No one shall add hydraulic fluid to the hydraulic reservoir. Take the vehicle to the city garage for the addition of hydraulic fluid.

The ladder shall not be retracted while the aerial waterway is charged, unless a discharge is opened at the tip of the ladder or the base of the ladder.

Short-jacking, or limited extension of the stabilizer jacks should only be done during emergencies where limited space prohibits the full extension of the stabilizer. Under no circumstances shall the aerial ladder be operated past the vehicles longitudinal axis on the side on short-jacked stabilizers.

Manual overrides, auxiliary power units, and manual controls shall not be used unless a true emergency exists or to return a defective aerial/stabilizers to their travel position immediately prior to placing the vehicle out of service. The exception to this is during routine and periodic inspections as directed in the Pierce® Platform Operator's Manual.

Due to the Platform vehicle's size and weight, drivers shall use extreme caution when driving the vehicle and allow for adequate stopping distances. Rarely will it be necessary to exceed posted speed limits, even while responding Code 3.

Due to the size of the Platform vehicle, it is critical that OPM section 303.03 (safe backing practice) be used whenever the vehicle is to be backed up.

No one shall weld, drill, affix to or attach to, the aerial ladder itself without permission from the city garage, fire chief and/or manufacturer.

Difficulty when transmitting orders dealing with basket movements is due primarily to misunderstood terminology. To alleviate this problem the following terms shall be used when transmitting orders from basket to pedestal operator:

A. "EXTEND LADDER - Reach out with ladder.
B. "RETRACT LADDER" - return outstretched ladder.
C "RAISE LADDER" - Increase angle of elevation
D "LOWER LADDER" - Decrease angle of elevation
E "LADDER LEFT" - rotate ladder to pedestal operator's left.
F. "LADDER RIGHT" - Rotate ladder to pedestal operator's right.

During daily check of apparatus and at initial stages of placing Aerial Platform into operation, a test of the intercom system shall be made. If results are negative, members shall rely on portable radios for communication from pedestal and basket

The Aerial Platform shall not be used:

A. To force timbers or cornices back into building or onto roof.
B. To pull or push objects.

ACTIVATED FIRE ALARMS

PURPOSE

To provide a standard of operational priorities in dealing with the variety of fire alarms commonly encountered.

PROCEDURE

Fire Rescue units will be dispatched based on the type of alarm and the occupancy of the structure. OPM Response Assignments Strategy will identify the proper response.

OPERATIONS

1. Confirmed False Alarms: Restricted to fire alarms in which Dispatch has received a confirmation, from either the occupant who initiated the alarm or monitoring alarm company, that the alarm is false.

* The responding engine or ladder may be canceled should Dispatch receive confirmation that the alarm is false and no assistance is needed by the property owner to reset.

2. Code 1/Code 3 Response: For multi-unit response to an activated fire alarm, where no other information is present, only the first-due fire unit will respond Code 3. All other units will turn-out and respond in a timely manner, but under Code 1 conditions. Any supplemental information may be used to upgrade all apparatus to Code 3.

3. Single Family Dwelling:
* First in unit shall provide size-up via radio.
* First arriving officer shall establish command as per IMS.
* All alarms are to be treated as a possible structure fire, all normal precautions are to be instituted, inclusive of wearing full turnout gear and SCBA.
* Additional arriving units shall institute Level I staging.

4. Multi Family Dwelling:
* First in unit shall provide size-up via radio.
* First arriving officer shall establish command as per IMS.

* All alarms are to be treated as a possible structure fire, all normal precautions are to be instituted, inclusive of wearing full turnout gear and SCBA.
* Second arriving engine shall locate the nearest appropriate hydrant, check it for proper operation, report to command, enter Level I staging, and be prepared to establish water supply to first arriving engine.
* Additional units enter Level I staging and await orders for command.

5. Patient Care/Target Hazard:

* First in unit shall provide size-up via radio.
* First arriving officer shall establish command as per IMS.
* All alarms are to be treated as a possible structure fire, all normal precautions are to be instituted.
* Second arriving engine shall locate the nearest appropriate hydrant for standpipe/sprinkler operations, check it and the fire department connection for proper operation, report to command, and enter Level I staging.
* Additional units enter Level I staging and await orders for command.

Alarm Resetting:

1. The Florida Fire Prevention Code places the responsibility for maintenance for fire alarm/suppression systems with the owner and their responsibility shall apply to the resetting of activated alarms.

2. When either system has been activated and the fire or emergency neutralized, or in the case of fire response to a malfunction alarm, the owner/occupant, agent, building engineer or manager shall be advised that the system must be reset and that building management is responsible for the proper functioning of the system.

3. If management is not on the scene, every effort shall be made to locate the proper party and have him respond to the scene.

4. The Fire Department can assist the proper party engineer in resetting the system; however, the responsibility for its proper continued function rests with building management and they shall be advised of this responsibility.

5. If the proper party, with or without the assistance of the Fire Department, cannot reset the system due to complications, it shall be the responsibility of building management to have the system made functional immediately. A fire alarm specialty electrical contractor, an electrical contractor, fire sprinkler contractor or other individuals properly certified are permitted to make repairs.

6. Fire alarm systems are designed to function in a trouble mode. Failure to achieve a reset of a trouble mode does not require immediate repair. The alarm company serving the system should be notified and given reasonable time to make repairs. Fire Life Safety should be notified of situation via fax or voice mail before the conclusion of the shift.

7. If the above situation occurs in a multiple residential building and a repair cannot be effected, the building management shall be advised by the Incident Commander to provide a fire watch to patrol the building until the system is repaired and activated. Prior to going off duty, the Incident Commander shall contact Fire Life Safety and advise the Fire Marshal of the situation. If on weekends or holidays, the off-going Incident Commander will start the process for relay of this information to Fire Life Safety the next business day.

8. As per the Florida Fire Prevention Code, if the building owner/occupant, engineer, etc., cannot be reached and there is no responsible party at the building to provide the fire watch, advise the Fire Marshall (contact by pager if necessary) of the situation. A fire watch may be required utilizing personnel on the overtime list.

9. Until the arrival of over-time personnel, on-duty units may be utilized to maintain scene security.

10. If a system is malfunctioning in a building that is not normally occupied, such as an office building after normal hours, and the system cannot be restored, it will not be necessary to provide a fire watch. However, every effort should be made to contact the owner/occupant and advise him that the system must be repaired immediately. The Incident Commander shall then place a note on the main entrance, and prior to going off duty, the IC will advise Fire Life Safety of the situation so that the proper follow-up can occur.

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STANDPIPE/SPRINKLER OPERATIONS

The need to supplement private protection system with fire department engine operations has proven imperative in gaining early control of structure fires and reducing property damage. The following guidelines are to be used to achieve this early standpipe/sprinkler intervention.

1. Personnel should be familiar with and recognize all structures within the City with private protection systems. Area familiarization through in-service inspections and target hazard book use should aid in accomplishing this goal.

2. The second-arriving engine has the responsibility to supplement the standpipe/sprinkler system with additional water flow and increase water pressure. This responsibility may be delegated to other units according to specific pre-fire plans to various target hazards within the City (i.e. Sawgrass Mall or arena).

3. Hydrant to engine connections should made with large diameter hose. Connections to the fire department connection should be made with dual two and a half (2 1/2)-inch hose due to the increased pressures often required in standpipe/sprinklers operations.

4. Depending upon hydrant location, fire department connection location, or other addition contingencies, most standpipe/sprinkler hook ups can be accomplished by the engine driver/operator freeing other crewmembers to additional tasks.

5. In situations where there is uncertainty of the actual need for standpipe/sprinkler operations, the hydrant and fire department connection should be checked for proper operation by the second-arriving engine and reported to command. That engine will remain in Level I Staging.

PRE-FIRE PLANNING

PURPOSE

The intent of Pre-Fire Planning is to gather information and formulate tactical considerations at certain occupancies/buildings within the City prior to the occurrence of an emergency. Pre-Fire Planning is meant to reduce the loss of life and property as well as increase firefighter safety through the analysis of data, construction features, resource needs, and tactical applications at these designated occupancies/buildings.

SCOPE

Pre-Fire Plans will be performed by company officers and their crews as assigned by the Fire Marshall's Office. It is the responsibility of each company officer to conduct a diligent and thorough analysis of the property.

Company officers are responsible for familiarizing themselves and their crews with each existing Pre-Fire Plan in their district.

The structures and/or properties for Pre-Fire Planning shall be those which, in the event of fire:

* Present the possibility of a large loss of life
* Present the possibility of a large dollar loss
* Present unusual or severe hazards to fire fighters
* Contain complex layouts or obstacles that could impede firefighting operations
* Require special tactical approaches

BASIC FIRE ATTACK

PURPOSE

Fire operations vary greatly from fire to fire, and they are influenced by factors such as occupancy, building construction or location and size of the fire. Established benchmarks and tasks are however consistent with almost every structure fire. Operational personnel must perform certain functions to assure safety and effective fireground operations.

BASIC FUNCTIONS

All functions are directed toward either saving lives or property conservation. Saving lives is, of course the greater priority.

INITIAL ACTIONS**:**

1. Provide size-up on arrival.
   * Description of building and conditions.
   * Establish command per Incident Management System.
   * Report initial actions, (i.e. "fast attack mode" or "investigating" etc).

2. Determine plan of attack or order of tasks to be accomplished. Rescuing victims is top priority, but pulling an attack line may be necessary to perform a search and rescue.

3. If the initial arriving company have determined that all occupants have safely exited the structure, the second arriving unit (engine, ladder or rescue) will become the Rapid Intervention Team (RIT). The incident commander may assign the task of RIT to another unit if:
   a. Multiple units arrive on scene simultaneously after the first due.
   b. Crews do not enter hazardous area prior to designating RIT from units on scene.

4. Perform primary search for victims. Report results of search to command, "All clear" indicates no victims found and the entire search and rescue crew is accounted for. In situations when first arriving units find a fully involved structure, and primary searches would not be practical until fire extinguishment is well underway, command shall advise Dispatch that the primary search will be delayed.

5. Establish attack line. Use pre-connected line or in the case of large buildings use high-rise kit and 2 & 1/2" leader lines. Larger fires may require greater GPM and the use of larger attack lines until the fire has been knocked down to allow for final extinguishment by smaller pre-connected lines. Forcible entry tools, hand lights and a rope should also be part of the initial entry crew.

6. Secondary means of egress. Fires involving multi-story structures shall require a secondary means of egress for interior companies. The use of ground or aerial ladders raised to windows or balconies not in the immediate fire area shall serve as egress points, unless the building is equipped with its own alternate means (fire escape, multiple stairways). The location of this egress point should be relayed to Command. The Incident Commander will notify interior companies of the secondary egress location, and coordinate the venting and clearing of that secondary egress point with the interior attack. An aerial device should be used for secondary egress on all structures where ground ladders are unable to reach due to height or other obstacles.

SECONDARY ACTIONS

While secondary actions may not be part of the Initial Actions, such actions include: ventilation or utility control may be necessary prior to entering the structure. Other secondary actions can be assigned by Command as units become available.

1. Utilities control
2. Water supply to attack engine or standpipe
3. Ventilation
4. Secondary search
5. Salvage
6. Overhaul

Command should make use of the tactical worksheet to monitor crews and task assignments.

Controlled Substance Policy

PURPOSE

The Fire Chief, through the Office of the Medical Director, has empowered individuals to properly handle, track, store, distribute, dispose of and, if warranted, initiate treatment modalities using these controlled substances. All members charged with this responsibility shall be held accountable for all transactions associated with controlled substances under this policy and applicable state legislation and/or federal laws governing them. The framework for this policy was developed by Fort Lauderdale Fire-Rescue.

SCOPE

All Sunrise Fire-Rescue personnel shall adhere to these procedures for the proper handling, tracking, storage, distribution, and disposal of controlled substances.

COMPLIANCE

The Support Services Division Chief, or his/her designee, shall maintain accurate records and evidence of compliance with the requirements listed herein, including, but not limited to, written operating procedures signed by the Medical Director for the handling, tracking, storage, distribution and disposal of all controlled substances. This policy includes the security procedures for controlled substances kept in storage, or on vehicles and apparatus. These Standard Operating Procedures shall meet requirements of all Federal, State and Local Controlled Substance laws and regulations.

Definitions

1. Controlled Substances – Controlled substances are those substances defined by the Medical Director, and the United States Department of Justice Drug Enforcement Administration (DEA); Sections 304 and 1008 of the Controlled Substances Act of 1970; Florida Administrative Code (F.A.C.) Chapter 64E-2.037; Security of Medications and State of Florida Board of Pharmacy, Department of Professional Regulation (DPR).

2. Controlled substances currently designated by the department are Morphine Sulfate (MS), Diazepam (Valium), Midazolam (Versed), and Nitrous Oxide 50% blended in Oxygen (Nitronox).

3. Packaging Terminology

a. Vial – a glass bottle containing controlled substance.
b. Pre-filled syringe – a glass/plastic container containing controlled substance.
c. Container – a hard plastic tubular container with "plug" cap that houses vial, or pre-filled syringe.
d. Seal – a numbered plastic fastener tat secures vial in the container.
e. Controlled Substance Log – form that is utilized for the tracking and replacement of controlled substances.
f. Controlled Substance Box – a plastic box for the storage of sealed controlled substance containers.

GENERAL

1. The Department shall obtain controlled substances through its own Medical Director. The Department shall maintain records on file at the main location where the Department maintains controlled substances. All required inventories and records shall be maintained for at least two (2) years from the date of such inventory or record. The record of each Schedule II substances (as outlined in Chapter 893, FS), such as Morphine Sulfate (MS), shall be maintained separately from all other medical records of the Department. The inventory and record of each Schedule III and each Schedule IV substance (as outlined in Chapter 893, FS), such as Diazepam (Valium), Midazolam (Versed) and Nitrous Oxide 50% Blended in Oxygen (Nitronox) shall be maintained either separately from all other medical records of the Department, or in such a form that the information required is readily retrievable from the ordinary business records of the Department. The Support Services Division shall maintain complete, accurate and up-to-date records for each controlled substance that is received, delivered or otherwise disposed of by the Department.

STORAGE AND HANDLING

1. All storage of controlled substances, medications and intravenous (IV) fluids shall be strictly governed by the guidelines set forth herein by: The Fire Chief, the Medical Director; the Florida Administrative Code (F.A.C.) Chapter 64E-2.037, Security of Medications; U.S. Department of Justice, Federal Drug Enforcement Agency (DEA); and the State of Florida Board of Pharmacy, Department of Professional Regulation (DPR).

2. All storage of controlled substances shall meet the following guidelines:

a. Controlled substances shall be stored only at the locations for which the Medical Director is registered with the U. S. Department of Justice (DEA). Currently, the only licensed site is the Public Safety Complex, licensed ALS units and medical supply kits.

b. All controlled substances at the Public Safety Complex shall be stored in an area that is secured by a lock, in the space specified for such use. The controlled substances shall be kept in a locked safe within the storage space.

c. All controlled substances on vehicles shall be stored in the on-board medical cabinet that is secured by a lock, in the space specified for such use. The controlled substances shall be kept in the controlled substance box and container specified for such use.

d. The written log shall be stored within the locked on-board medical cabinet aboard each ALS unit.

e. All personnel having the authority of the Medical Director to handle, track, store, distribute, dispose of or dispense controlled substances to any location, shall ensure that all controlled substances are stored with the appropriate sanitation, temperature and ventilation.

f. Vehicles storing controlled substances, medications, or IV fluids should be kept in the station bay whenever possible. This will maintain security and temperature control.

3. All handling of controlled substances shall meet the following guidelines:

a. Only on-duty, state certified Paramedics assigned to the function of supply distribution, or an ALS fire rescue vehicle or employees designated and approved by the Fire Chief, or the Medical Director; or otherwise specified in writing, will be approved to handle controlled substances.

b. The written log shall be removed with the controlled substances whenever there is a change of vehicles assigned as the front line unit, or when crews rotate vehicles.

c. In the event a controlled substance is administered to a patient or has expired, a controlled substance administration log must be completed and placed in the clear bio-hazardous bag with the vial, seal and container and returned to the Support Services Division for replacement.

d. Storage of Nitrous Oxide 50% Blended in Oxygen (Nitronox)

1. Each vehicle shall have a sealed Nitrous Oxide Unit (complete with disposable mask) and also sealed in plastic. The seals for the Nitrous Oxide Units will be a different color than other Controlled Substances.

DISTRIBUTION

1. All distribution of controlled substances shall be strictly governed by the guidelines set forth herein, as required by: the Fire Chief, the Medical Director; Florida Administrative Code (F.A.C.) Chapter 64E-2.037, Security of Medications; U.S. Department of Justice, Federal Drug Enforcement Agency (DEA); and the State of Florida Board of Pharmacy, Department of Professional Regulation (DPR).

DRUG LOG PROCEDURES

1. Documentation Procedures

a. Each ALS unit will be issued a log to be used for the daily inventory of controlled substances. Only Captains or Rescue Lieutenants will have access to the written log. Inventory of controlled substances cannot be delegated to an EMT.

b. Examine the log and confirm the pages are consecutively numbered and that no previous pages are left blank.

c. If any confirmed problems are found in the log, or pages are missing, notification shall be made immediately to the EMS Shift Supervisor (Captain), through the chain of command. He/she shall notify the Battalion Chief and the Division Chief of Support Services, if necessary.

d. All entries made in the log sheet will be legible and in blue/black ink only. To correct an improper entry, a single straight line shall be drawn through the original entry. This correction shall be initialed and dated. The only initials that are acceptable for corrections to the controlled substance log will be the paramedics in custody of the controlled substances. The corrected entry shall be made in/on the same line/space. If necessary, re-write the entire entry on the next consecutive line, when appropriate.

e. Personnel charged with the responsibility for entries in the drug logs shall enter a legible, distinguishable printed name and legal signature. Abbreviations and initials may be used for printing the first name only. Last names shall be spelled out completely. (This does not apply to personal signatures, which can be in any form.)

f. The Rescue Lieutenant assigned to the rescue unit and accepting custody of the controlled substances shall be responsible for the transfer of the controlled substances and entries to the drug log and the second Paramedic shall be responsible for witnessing all transactions.

g. All responsible personnel must accurately document the custody changes, use, disposal, and re-supply of controlled substances in the controlled substances log.

h. Both the Captain and Paramedic assigned to the ALS engine shall participate at the time of the controlled substance custody change/inspection. If the assigned paramedic is the Captain, then the Driver/Operator shall participate and witness the custody change/inspection.

i. The exact time that the custody change/inspection takes place will be recorded using military time (24 hour clock).

j. The log and user entries shall specify:

1. The vehicle or unit designation. (User entry)
2. The names of personnel conducting the custody change/inspection. (User entry)
3. The date and time of the custody change/inspection. (User entry)
4. Log and user entries will specify the name, weight or volume. (Preprinted)

5. List the seal number and expiration date of each controlled substance. (User entry)
6. The incident report number. (If applicable)
7. The quantity administered, wasted or exchanged. (i.e. mg/ml)
8. The printed name and signature of the person administering the controlled substance or other authorized licensed professional.
9. The printed name and signature of a person witnessing the disposal of each unused portion.

2. Inventory, Inspection and Transfer Procedures

a. The off-going paramedic and on-coming paramedic shall conduct the drug inventory each day as soon as possible, under normal circumstances no later than 0805 hours.

b. This inspection of controlled substances shall be inclusive of those stored within the controlled substances box within the secured cabinets or those contained in the portable drug box carried aboard each unit.

c. The on-duty person assigned to an ALS unit who has primary custody of the controlled substances shall be responsible for the accuracy of the inventory.

d. A complete, controlled substance custody change/inspection shall be performed in a face-to-face meeting between the on-coming and the off-going Paramedics and **whenever** there is a change in the assigned personnel for an ALS unit, regardless of length of time. This will include daily routine shift changes and periodic staffing changes during the shift for any reason.

e. A complete and thorough controlled substance custody change/inspection of each and every vial and container shall be conducted. Vials should be inspected for drug expiration dates, color, clarity, sedimentation and confirmation that the vial shows no signs of previous use. The controlled substance container and seal shall be carefully inspected for signs of tampering. The containers should be **completely** intact and show no signs of breeching of any kind (i.e. cracked, loose, opaque, melted or misshaped container).

f. If the containers show no sign of tampering or previous use and are acceptable to the receiving paramedics, then the routine custody change should take place. This will include proper written log documentation, and securing of controlled substances.

g. Anytime entry is made into the controlled substance box, contents should be reverified in accordance with the drug log.

EXCHANGES AND REVIEWS

1. Daily Review Procedures

   a. The controlled substance logs shall be reviewed for the accuracy of entries (e.g., dates, quantities, seal #'s, etc.), completion of information (e.g., seal #'s, expiration dates, etc.), the legibility of entries (e.g., numbers, comments, names, etc.).

2. Weekly Review Procedures

   a. All controlled substance log entries are to be reviewed on a weekly basis.

   b. The reviews shall be conducted every Sunday.

   c. The first review will be by the Rescue Lieutenant, then the Station Captain, and the EMS Shift Supervisor.

   d. The personnel conducting the weekly review shall make clear and distinguishable entries in the log.

   e. These review signatures shall be made only on the page containing the last entry of the weekly.

COLLECTION AND REPLACEMENT

1. Log Collection Procedures

a. All controlled substance logs are to be exchanged for new logs upon the last entry being made. Each completed log will be forwarded to the Support Services Division Chief via chain of command.

DISPOSAL

1. When a controlled substance is administered to a patient, the Controlled Substance Administration Log is completed and returned to the EMS Shift Supervisor with controlled substance vial, container and seal in a clear bio-hazardous bag. The triplicate form records the amount of drug administered or wasted, incident number, time, date, and appropriate signatures.

SECURITY

1. All controlled substances shall be secured by the utilization of the vehicles locking mechanism. Controlled substances shall be additionally secured by utilizing a combination lock on the medical boxes which store them. The code to the padlock for the box shall be only known to the crew and the EMS Captain. Operating procedures for the security of controlled substances stored at any location or on any vehicle(s) are as follows:

    a. Only the City's EMS Medical Director and the Fire Chief/Support Services Division Chief shall authorize changes in the amounts of controlled substances to be carried on board any vehicle.

    b. Only on-duty state certified Paramedics assigned to the function of supply distribution or an ALS fire rescue or employees designated and approved by the Fire Chief/Director, or the Medical Director; or otherwise specified in writing, will be approved to handle controlled substances.

    c. EMS Shift Supervisor shall seal the controlled substance in an impenetrable container, before that controlled substance is assigned to a vehicle. The seal shall only be broken if a need arises during a call.

    d. If a controlled substance is used, the vial, seal, and container shall then be returned with a controlled substance log in a clear bio-hazardous bag.

e. A complete replacement will be issued by a Battalion Chief or EMS Shift Supervisor, upon receipt of used vial, seal, container and controlled substance user card.

f. All controlled substances shall be removed from any vehicle that is taken out of service or to which a crew is not assigned.

g. Each paramedic charged with the responsibility of the controlled substances shall utilize and maintain, in accordance with these procedures, a written log in each vehicle for the inventory of all controlled substance placed on or removed form any vehicle. The log shall have consecutive and permanently numbered pages.

DISCREPANCIES

1. If there is an unexplained discrepancy in the count in a controlled substance logbook and/or the controlled substance presents with a condition unacceptable to the receiving Paramedic, the on-duty Battalion Chief and EMS Shift Supervisor shall be notified immediately via proper chain of command.

2. The EMS Shift Supervisor shall respond to the location/station with the discrepancy and the Battalion Chief and Support Services Division Chief will be notified immediately.

MISSING, DAMAGED OR TAMPERED CONTROLLED SUBSTANCES

1. Whenever a missing controlled substance is discovered or presents with obvious signs of tampering, the Station Captain (if immediately available) or Rescue Lieutenant shall:

   a. Instruct the assigned crew not to touch anything further on or in the vehicle and/or drug box/safe, and to guard the potential evidence. Treat and secure the vehicle as a potential crime scene.

   b. The Battalion Chief and EMS Shift Supervisor will be notified immediately.

   c. Dispatch will be notified immediately that the unit is being taken out of service.

d. During a routine shift change, all members, including the off-going shift, are to remain at the location for written statements and questioning.

e. Once the Battalion Chief and EMS Shift Supervisor arrives and is briefed on the situation, and after examining the subject container (without handling if possible), a determination will be made, in conjunction with the Support Services Division Chief, as to whether a Police Officer is needed.

f. If tampering is suspected, a Chief Officer shall request a Police Officer to respond to the location to investigate the incident. An SPD case number will also be requested.

g. In the case of a missing controlled substance, request for a Sunrise Police Officer can be made by a Chief Officer prior to his/her arrival at the incident location.

h. The Chief Officer Investigating shall fully document, in a written report, all of the facts surrounding the situation, i.e. steps/actions taken, times, etc., and submit the report to the Support Services Division Chief. This detailed report shall be completed as soon as possible.

i. The police shall obtain statements from all persons involved in the incident prior to the completion of shift and/or their dismissal from the incident location.

j. A copy of the Investigation Chief Officer's or EMS Shift Supervisor report shall be forwarded, through the chain of command, to the Support Services Division Chief and Fire Chief as soon as possible.

DRUG AND CONTROLLED SUBSTANCE REQUISITIONS

1. The responsible controlled substance person assigned to EMS Shift Supervisor will issue controlled substances as required. All transactions will require two (2) persons to sign the controlled substance log whenever controlled substances are issued. (Two-person rule)

2. The Support Services Division Chief or designee shall order controlled substances required, from the appropriate supplier. All pick-ups and

deliveries of controlled substances will require at least two (2) persons to sign the controlled substance log (Two-person rule)

3. All transactions will be **entered in the controlled substances logbook** located in the locked controlled substance drawer in the medical supply room.

4. Entries to the controlled substances logbook shall be necessary whenever controlled substances are removed or received into the Public Safety Complex drug log. All transactions will require two (2) persons to sign the drug logs.

DETAILS

1. The Department does not currently supply controlled substances for Details.

QUANTITIES

	Morphine Sulfate (MS) 10 mg prefilled	**Diazepam (Valium) 10 mg prefilled**	**Midazolam (Versed) 10 mg vial**
Rescue Companies	2 prefilled	2 prefilled	1 vial
Suppression Companies		1 prefilled	1 vial

The quantities noted above are maximums, and cannot be adjusted without the approval of the EMS Medical Director and the Fire Chief or designee.

SHIFT BATTALION/EMS CAPTAIN/STAFF OFFICERS

OPERATIONAL DUTIES OF SHIFT BATTALION CHIEFS

RESPONSES

Section 705.00 establishes the criteria for responses to emergency situations. The Battalion Chief, at his/her prerogative may respond to any other call.

Mutual aid responses by any SFRD units, excluding medical rescue calls to other agencies, require the Battalion Chief, or his/her designee, to respond to monitor the safety of SFRD personnel.

The Duty Chief will then be notified and will take over the duties of the Battalion Chief in the City during his/her absence.

DUTIES

1. Take command upon arrival at incidents and serve as a member of command team or staff at major incidents.

2. Supervise and coordinate emergency operations, including firefighting, disaster response, hazardous materials controls, extrications, major medical incidents and any other emergency situation.

3. Monitor and ensure proper responses to emergency incidents requesting additional resources for control and mitigation as needed.

4. Ensure proper implementation of the Incident Management System.

AVAILABILITY:

In the event of a major event, individual officers may be summoned or a "Fire All Call" may be initiated for all battalion chiefs to report in.

Shift Battalion Chiefs are expected to telephone Dispatch in the event of a recall to report their availability and receive information related to the recall.

EMS CAPTAIN OPERATIONAL DUTIES

The EMS Captain operational responsibilities extend into both the rescue and fire aspects.

RESPONSIBILITIES ON MEDICAL RESPONSES

1. Responds according to the Response Assignment Strategy but may also respond to any other call at his/her discretion.
2. Primary responsibilities include:
    * Oversees the administration of BLS and ALS patient care.
    * Assume command on medical calls involving multiple units, multiple patients, vehicle extrications, or any other incident were problems may arise, until relieved by the Battalion Chief.
    * Assume command of the Medical Branch on Mass Casualty Incidents

FIRE RESPONSES

Responds according to the Response Assignment Strategy but may also respond to any other call at his/her discretion.

The EMS Captain shall report directly to the Incident Commander ready to perform any and all of the primary duties.

Primary duties at fires include:

* Incident Commander Aide
* Accountability Officer
* Rapid Intervention Team member.
* Liaison to other agency (e.g., Mall security, mutual aid fire department, law enforcement, etc.).
* IMS division or group leader as directed by Command.
* Join up with other fire personnel to form additional fire company.

DUTY CHIEF

PURPOSE

A staff duty roster will provide a mechanism by which a Division Chief will, on a weekly rotational basis, be available to respond to predetermined calls as well as to provide administrative back-up for the shift commander should the need arise.

While not all-inclusive, the following are responses that may warrant staff back up:

1. Major structure fires.
2. Significant rescue responses (multiple units).
3. Any incident considered a Mass Casualty Incident.
4. Significant Special Operations response.
5. Situations taxing to the existing command structure.
6. Situations that warrant administrative duties (e.g., interagency communications citizen complaints, and assisting PIO with press and news media)
7. Situations in which multiple isolated responses occur requiring an officer to cover the City while the shift commander commits to a call.
8. Any situation where, at the discretion of the shift commander, a staff officer is needed.

RESPONSIBILITIES

1. It is understood that the command of a particular scene remains with the shift commander unless a change is ordered by the chief officer.
2. Staff personnel assuming Duty Chief responsibilities are required to raise the on-duty Shift Commander, via radio, to communicate the transition and disposition of on-going events and apparatus.
3. The in-service Duty Chief, unless otherwise directed, is to report to the Communications Center to assist dispatch personnel and oversee the management of field operations and personnel.
4. In the event that an additional incident requires the Duty Chief to leave the Center for an extended period of time for field operations or other situations, the next available Duty Chief shall be contacted to report for duty.

The Duty Chief is responsible to remain available and will advise dispatch as to what form of communication (e.g., pager) is being used.

STAFF OFFICERS

RESPONSES:

Staff officers are typically not required to respond to emergency calls. However, large operations do require more staffing at ranking positions than normal in order to staff the various Sections and Divisions indicative of large scale operations.

AVAILABILITY:

Staff officers are to remain available for recall via telephone and or pager. In the event of a recall, individual officers may be summoned or a "Fire All Call" may be initiated for all staff officers to report in.

Officers are expected to telephone Dispatch to report their availability and receive information regarding the recall.

In situations where immediate availability is impractical, such as vacations, contact with Dispatch is not anticipated. In the event of a forecasted natural disaster, staff officers are subject to recall. In such an event, vacationing or otherwise out of town officers are to make contact with headquarters in anticipation of a recall and return to duty if recalled.

MALL

SAWGRASS MILLS - ANCHOR STORES RESPONSE PLAN

The following shall serve as the initial response plan for all types of alarms at the Sawgrass Mills Mall. Deviation from these guidelines, for cause, are at the discretion of the Incident Commander.

RUN ASSIGNMENTS

Fire Alarms:
1. Confirmed false by mall security: 1E – Single Engine Response.
2. Fire alarm: 1A – First Alarm Assignment.

Smell of smoke: 1A – First Alarm Assignment.

Smoke or fire showing: 1A – First Alarm Assignment, plus notification of duty chief.

Working fire: 1A – First Alarm Assignment, plus 2A – Two Alarm Fire.

FIRE SCENARIO OBJECTIVES

1. Minimize life endangerment by evacuating occupants using mall security.
2. Locate, confine and extinguish the fire.
3. Keep property damage to a minimum.

FIRST-ARRIVING ENGINE

Mission: To determine the extent of the emergency and to initiate actions to mitigate the emergency.

Specific Procedures:

1. The Company Officer shall advise initial size up of the situation from exterior and establish command per IMS.

2. Shall initially locate apparatus nearest entrance to reported site taking the precaution of not blocking the egress of the occupants and in-coming fire units.

3. The Crew (officer, driver and fire fighter) shall enter with full protective gear and SCBA, and as a minimum:
   a. Forcible entry tools.
   b. High-rise kit.
   c. Hand lights.

4. The Company Officer shall transfer command as early as possible due to the usual limitations of this command mode and the limitations of radio communications within the mall.

5. Determine the extent of the emergency, start mitigating emergency and updating situation via radio.

FIRST-ARRIVING RESCUE

Mission: Join first-arriving engine and assist as directed.

Specific Procedures:

1. Contact first-arriving officer for location to join engine crew and any additional orders.
2. The Crew shall enter with full protective gear and SCBA , and as a minimum :
   a. 100 foot of 2 1/2" hose.
   b. Hand lights.
   c. Rope
3. Join engine crew.
4. Primary search of the immediate area of the hazard zone may be initiated after supplying fire attack group with equipment as directed by command.

SECOND-ARRIVING ENGINE

Mission: Rapid Intervention Team and support for entry team.

Specific Procedures:

1. In the absence of the Battalion Chief be prepared to assume “command".
2. Make preparations to assume role as Rapid Intervention Team (RIT).

3. Secondary activities should be limited to exterior operations to maintain availability as RIT.

FIRST ARRIVING LADDER

Mission: Forcible entry, search and rescue.

Typical vertical ventilation techniques commonly used on large structures may not be appropriate on the Mall and adjoining anchor stores. The Mall has a well engineered smoke removal system. The functioning smoke removal system along with the light weight construction of the roof would make ladder operations on the roof unnecessary and dangerous.

Specific Procedures:

1. Unless directed by "Command", park apparatus out of vehicle travel lanes and occupant exits.
2. Prepare to either:

a. Reposition apparatus for ladder operations. Fire stream operations during the initial stages of the fire are most directed at retarding flame spread.
b. Reposition apparatus for elevated observation post.
c. Become Rapid Intervention Team (officer and driver).
d. Provide assistance as directed.

RESCUE LIEUTENANT

Mission: Incident commander's aide.

1. Report to command vehicle to assist command.
2. Primary responsibilities as aide.
    a. Passport accountability.
    b. Mall liaisons.
    c. Tactical work sheet monitor.

BATTALION CHIEF

Mission: Incident commander.

1. Assume command following Incident Management System (IMS).

2. Assess the incident situation, placement of on-scene crews and status of responding units.

Specific Procedures:

1. Assume "command" from previously established command after transferring of information via radio or personal contact.
2. Assure placement and activities of units on scene.
3. Establish communications with Mall security.
4. Assure activation of Incident Management System.
5. Request Dispatch to contact Water Department for an increase of water pressure on the Mall water distribution system.

ADDITIONAL UNITS

At the discretion of the incident commander.

TACTICAL CONSIDERATIONS

1. Mall security can effectively be used to assist in Mall evacuation.
2. Built-in smoke removal systems have proven effective in tests and previous incidents. Consequences of the disruption of the system should be weighed heavily.
3. Large capacity fire pumps are capable of supplying both sprinkler operations and standpipe operations without fire department supplementation during the early stages of a fire. Excessive damage to the system or massive fires can overwhelm the fire protection system and require fire department intervention.
4. Fire control efforts may be the best utilization of manpower in the initial phases of the fire in preventing a loss of life. Primary searches outside the immediate fire area for victims come second to fire control.
5. **All personnel are to stay off the roof.**

OFFENSIVE TACTICAL CONSIDERATIONS

1. All tactics are based on preventing any loss of life.
2. The first-arriving engine and rescue companies should direct their efforts to locating and confining the fire. Crews should have sufficient hose and equipment,(high rise pack, 2 1/2" line, etc.), to initiate fire control using interior standpipes.

a. Due to the large size of the Mall and its segregation into boxcars and anchor stores, clear delineation between interior and exterior tactics and boundaries may be difficult to define.

3. All operations need not originate from the exterior of the Mall if a defined exclusion zone, (i.e. one boxcar or anchor store), can safely separate fire fighting for fire and smoke hazards.

4. Command should establish an interior Division Supervisor on fires progressing beyond the initial stages and designate a logistical staging area inside the Mall if needed but outside the exclusion zone.

DEFENSIVE TACTICAL CONSIDERATIONS

1. Use the built in construction departmentalization to define boundaries where defensive lines should be established.
2. Separations between anchor stores and the Mall or between boxcars should be well protected by high flow fire streams from the interior of the Mall.
3. The use of drafting operations has a poor outlook. Drafting locations are few (if any) and several hundred feet away from nearest sections of the Mall.
4. Redundancy of some Divisions (Accountability, Safety, etc.) may be necessary due to operations from both sides of the Mall.

COMMUNICATIONS

Due to possible radio interference caused by the Mall's steel construction, it may be necessary to use the non-repeated radio channel 4 to improve radio communications.

Consider using the 800 MHz radios on incidents with mutual aid companies on scene. Contact Broward County Dispatch on **12A** to request a **Talk-Group Channel** for mutual aid.

Contact MALL SECURITY to:

1. Control HVAC
2. Use security cameras to evaluate interior conditions
3. Obtain keys to doors and security gates
4. Obtain dollies and carts for hose and equipment hauling

MEDICAL PROTOCOLS

The current version of the Department’s Medical Protocol is incorporated by reference.

MEDICAL CLEARANCE and POLICE INTERVENTION

STATEMENT OF POLICY

To define a procedure for responding to patients that involves interaction between police and Fire-Rescue. In all situations Fire-Rescue personnel should establish that the scene has been secured by the Sunrise Police Department or the jurisdictional police department. In all cases listed in this policy the patient **shall be** transported by Sunrise Fire Rescue to the closest appropriate facility.

MEDICAL CLEARANCE

Medical clearance can only be completed by a Florida state licensed physician. Therefore, any police requests for medical clearance will result in the patient being transported to the closest appropriate facility for evaluation.

BAKER ACT

Only law enforcement and licensed physicians can apply a Baker Act. In instances where personnel are dispatched to a Baker Act, the patient shall be transported to the closest appropriate facility.

PEPPER SPRAY

(Oleoriesin Capsicum [OC] Spray) - is a lachrymatory agent (a chemical compound that stimulates the corneal nerves in the eyes to cause tears, pain, and even temporary blindness). Pepper spray causes inflammation of mucous membranes, immediate closing of the eyes, difficulty breathing, runny nose, and coughing. There is an increased risk for those with asthma, certain prescriptions, or subject to restraining techniques which restrict the breathing passages, and death. Effects last around thirty to forty-five minutes, with diminished effects lasting for hours.

MACE

(Chloracetophenone [CN] gas) -A non-lethal irritant agent containing purified tear gas and chemical solvents that temporarily incapacitate a person, mainly by causing eye and skin irritations. Most common effects include a burning sensation on the area affected with the spray . This along with a feeling of suffocating if inhaled. Effects can be minimal on those under the influence of alcohol or drugs. The duration of the effects vary from 30 minutes up to 2 hours, depending on the person and treatment.

TEAR GAS

Is a non-specific term for any chemical that is used to cause temporary incapacitation through irritation of the eyes and/or respiratory system. Popular tear gases include the eye irritants CS, CN, and CR. Another widely used chemical eye and respiratory irritant is OC pepper spray. These gases are usually fired in canisters that heat up spewing out a 'gas' cloud at a steady rate.

ELECTRONIC CONTROL DEVICES (ECD)

Commonly referred to as a TASER[tm] device. ECD delivers a controlled pulsed dose of electrical current designed to temporarily incapacitate an individual. The probes make contact with the body or clothing, resulting in an immediate loss of the person's neuromuscular control and the ability to perform coordinated action for the duration of the impulse. EMS Personnel should also focus on the events prior to the ECD: "EXCITED DELIRIUM".

EXCITED DELIRIUM

A state in which a person is in a psychotic and extremely agitated state. Some of the causes of excited delirium are as follows but not limited to:

1. Overdose on stimulant or hallucinogenic drugs,
2. Drug withdrawal,
3. Non-medicated psychiatric patients,
4. Head trauma,
5. Diabetic emergency.

Mentally, the subject is unable to focus and process any rational thought or focus his/her attention to any one thing. Physically, the organs within the subject are functioning at such an excited rate that they begin to shut down. These two factors occurring at the same time cause a person to act erratically enough that they become a danger to themselves and to the public.

Some of the symptoms of excited delirium are as follows but not limited to:

1. Bizarre and aggressive behavior,
2. Dilated pupils,
3. High body temperature,
4. Incoherent speech,
5. Inconsistent breathing patterns,

6. Fear and panic,
7. Profuse sweating, shivering, hyperthermia,
8. High-risk situation of sudden death.

PROCEDURE

In the event of a chemical exposure, i.e. pepper spray, copious amounts of water and flushing of the eyes will help alleviate the discomfort.

In the event of an ECD use, the probes will not be removed by Fire-Rescue personnel. In the event that the probes are still embedded upon arrival, the probes will be treated as an impaled object and treated according to the appropriate medical protocol. When in doubt the probe should be left in place. To facilitate transport of the patient it will likely be that the wires to the probes need to be removed. This can be done by simply cutting them with a pair of trauma sheers.

All other treatments are consistent with current EMS Protocols. Transport all patients to the most appropriate facility.

RESPONSE ASSIGNMENT STRATEGY

PURPOSE

To provide a standard for dispatching appropriate resources to effectively mitigate fire, rescue or other emergency incidents.

PROCEDURE

A. Dispatch Procedure:

Fire Rescue companies will be dispatched based on the type of incident reported. The receipt of 911 calls is addressed in Section 800.01.

B. Receipt of Dispatch: The company officer, or designee, is responsible for receiving the dispatch assignment. They will acknowledge the assignment to the dispatcher on the dispatch channel. All other personnel will immediately report to their assigned company.

1. On multiple company assignments, only the first due company will acknowledge the assignment. All other companies will immediately report to the assigned radio channel and prepare for response.

2. All companies will turnout within 60 seconds after dispatch. Any companies not reporting en route shall be “roll called” after this period. All communications, including “responding” shall be reported on the current incident’s assigned radio channel.

3. Upon the primary company’s response, Dispatch will repeat the address and issue the appropriate zone number in an effort to eliminate any discrepancies. Also at this time, Dispatch will add any further or special information that may assist in the response.

4. The station commander, or designee, shall be responsible for securing the station and ensuring that all doors are closed and locked, appliances turned off, etc.

C. Alarm Notification: All requests for fire rescue responses shall be dispatched by radio. In the event that the company officer fails to acknowledge the call, Dispatch will immediately repeat the dispatch assignment. If after the second attempt, the requested company does not acknowledge the assignment, Dispatch will immediately request the next closest appropriate company to fill the assignment. Dispatch will attempt phone contact with the station. Dispatch will then immediately notify the Shift Commander of the situation at hand.

Closest Company Response: Company officers, or designees, and staff personnel will monitor their radios while in service and away from quarters. Companies shall advise dispatch when they anticipate their response time may be less than the company dispatched and an emergency incident may be more quickly mitigated by their response.

D. Dispatched Company Response: All Companies will respond as dispatched.

1. Under no circumstances will a Company Officer, or designee, delay a response.
2. Station Commanders will ensure that companies under their control turn-out rapidly.
3. Any company officer may request a closer company to respond while they are responding.
4. The company officer of the second company being dispatched will respond without dispute or delays.
5. Any dispute between companies, with the dispatcher, or any failure to respond will be reported immediately to the Shift Commander.
6. The Shift Commander will have the final authority over all dispatch discrepancies over the radio, to mitigate all disputes and to take appropriate administrative action. The Shift Commander will additionally inform the Dispatch Supervisor of any significant incidents that may warrant corrective action in the Dispatch Center. Under no circumstances shall field personnel contact Dispatch directly to lodge complaints.
7 Companies dispatched to a medical emergency shall respond according to the response plan, no alteration of the response shall be made until the patient contact is made to determine the appropriate resource.

E. Staff Personnel: Staff personnel shall acknowledge any response and arrival on the incident's assigned channel. Staff personnel will report to the Command Post or Officer in Charge for assignment as the Incident Commander deems necessary. The on scene Incident Commander shall remain in command unless relieved by the ranking officer.

II. RESPONSE ASSIGNMENTS

A. Response assignment by Incidents

Accident w/ injuries	1 Res, 1 Eng (Consider Batt & EMS 39)
Accident w/ injuries on Sawgrass/I75	1 Res, 2 Eng (consider Batt, EMS 39, Air85, etc)
Air Rescue 85 by air	Mutual Aid Response System (MARS)
Airplane down	2 Res, 3 Eng, Ladder, Batt & EMS 39
Boat fire	1 Eng, 1 Res
Bomb Threat	1 Res & 1 Eng – Code 1 (Routine Response)
Brush Fire	1 Eng
Brush Fire on Sawgrass/I75	2 Eng
Burnt Food Reported	1 Eng – Routine
Cardiac arrest	1 Res, 1 Eng, & EMS 39\
Chest Pains	1 Res, 1 Eng
Child locked in veh or home	1 Eng, (EMS 39, Ladder – Z-tool)
Choking	1 Res,
Citizen assist	1 Eng or Ladder, if appropriate - Routine
Diabetic	1 Res (Eng, if appropriate)
Dive Call	1 Eng, 1 Res, Lad, Dive Team, Batt & EMS 39, C459
Drowning	1 Eng, 1 Res, Lad, EMS 39, & Dive Team
Dumpster fire	1 Eng
Electrical Hazard	1 Eng
Elevator Rescue (no med need)	1 Eng or (ladder, if appropriate)
Explosion	3 Eng, 2 Res, Ladder, Batt & EMS 39
Extrication (vehicle)	1 Eng
Extrication (structure)	3 Eng, 2 Res, Ladder, Batt & EMS 39
Fall w/ injury	1 Res or 1 Eng
Fire Alarm	
Apartment	1 Eng
Commercial Property	1 Eng
House	1 Eng
Fire Alarm	
Patient Care Facility	2 Eng, 1 Res, Ladder (1st eng code 3)
Reported false alarm	1 Eng

Forcible Entry	1 Eng (Ladder, if appropriate)
Fuel Spill – small (under 55 gallons)	1 Eng
Fuel Spill – Large (over 55 gallons)	1 Eng, 1 Res, Batt & EMS 39, HM92,
Gas/Smoke odor outside of structure	1 Eng
Gas odor in structure	1 Eng, 1 Res, Haz Mat Team (on standby)
Hazardous material incident	1 Eng, 1 Res, Lad, Haz Mat Team, Batt, EMS 39, C459
Investigation	1 Eng
Landing Zone	1 Eng or Ladder
Medical on Sawgrass/I75	2 Res, 2 Eng
Mutual aid request – Outside of City of Sunrise	if possible, send appropriate companies
Notify Battalion, or, if committed notify Duty Chief on call.	
Obstetrical (imminent childbirth)	1 Res, 1 Eng & EMS 39
Other type fire (non-structural)	1 Eng
Overdose	1 Res, 1 Eng, (EMS 39, if appropriate)
Power Pole/ Wires down	1 Eng
Shooting	1 Res, 1 Eng, Batt & EMS 39
Smell of smoke in structure	3 Eng, 2 Res, Ladder, Batt & EMS 39
Stabbing	1 Res, 1 Eng, Batt & EMS 39
Structure fine	3 Eng, 2 Res, Ladder, Batt & EMS 39
Structure Collapse	3 Eng, 2 Res, Ladder, Technical Rescue Team (92) Batt & EMS 39, C459
Suicide attempt	1 Res, 1 Eng, & EMS 39
Technical Rescue	1 Eng, 1 Res, Ladder, Batt, EMS 39, C459 & Technical Rescue Team (92), C459
Trash fire	1 Eng
Traffic hazard abatement	1 Eng
Trauma alert	1 Res, 1 Eng, Batt, EMS 39 (Air Rescue 85, if appropriate)
Notify Battalion & Rescue Cpt, if not on scene	
Trouble breathing	1 Res, 1 Eng
Unconscious person	1 Res, 1 Eng, EMS 39
Vehicle fire	1 Eng
Vehicle fire on Sawgrass/I75	2 Eng
Vehicle fire (other than a single car)	1 Eng, 1 Res, (Batt, Ems 39, if appropriate)
Wires down	1 Eng

B. Supervisory Responses:

1. Battalion Chief: Unless assigned to the response, the response of the Battalion Chief is discretionary and optional during any incident. However all responses, emergency and routine, and service delivery fall under the authority and responsibility of the on duty Shift Commander. The Battalion Chief will consider responses involving multiple companies and incidents requiring the implementation of a comprehensive incident command and management, in order to efficiently mitigate the hazard.

2. EMS Captain: Unless assigned to the response, the response of the EMS Captain is discretionary and optional during any incident. The EMS Captain will consider responses involving multiple companies and incidents requiring the implementation of a comprehensive incident command or situations dictating medical supervision or assistance in an effort to expedite pre-hospital emergency care.

C. Move-up/Relocation

In an effort to maintain an optimum "state of readiness" at all times, the communications center and field companies shall continually monitor the status of companies citywide. It is furthermore the responsibility of all parties to relocate their company to facilitate a more efficient deployment of resources in the event of further incidents. The communications center shall insure, whenever possible, that no two adjoining Districts remain without emergency vehicle coverage. Dispatch shall deploy available resources to the best of their abilities.

Relocation Responses: All companies will relocate as dispatched.

1. Under no circumstances will a company Officer, or designee, delay a relocation/move-up.

2 Any Company Officer may request a closer company to relocate.

3 The Company Officer of the second company being dispatched will relocate without dispute or delays.

4. Any dispute between companies, with the communications center operator, or any failure to relocate will be reported immediately to the Shift Commander.

5. The Shift Commander will have the final authority over all dispatch discrepancies over the radio, to mitigate all disputes and to take appropriate administrative action. The Shift Commander will additionally inform the Communications Supervisor of any significant incidents that may warrant corrective actions in the Communications Center.

D. Supplemental Responses

1. Any and all requests by on scene companies for additional responses, including routine transports to medical facilities, shall be assigned to the closest available company capable of completing the requested assignment. Under no circumstances shall a company responding from a more distant location bypass the closest available company.

2. At any time an aerial device is not available to respond to an incident, an additional engine shall be added to the initial response criteria.

3. If the initial arriving company sizes up an emergency scene and reports “nothing showing” or similar information, all other responding companies shall reduce their response to “Code 1” unless otherwise advised.

4. Any company assigned to a “Code 1” response shall immediately upgrade their response upon an initial report of “smoke/fire showing” or other information dictating the need for Rapid Intervention Teams, Rehab Groups or other components of a comprehensive incident management system.

E. Staff Notifications **REFER TO OPM 800.03 STAFF NOTIFICATIONS**

SPECIAL DETAIL POLICY

STATEMENT OF POLICY

A. All departmental details shall be coordinated through the assigned Detail Officer. This includes on-duty as well as off-duty details. Such details may include, but are not limited to, fire watch, medical stand-by, fire prevention, public relations and demonstrations, and other special details.

B. Special Details can consist of Fire and/or EMS related functions. The Detail Officer will apprise personnel of the type of detail and of any special considerations that may relate to the individual detail.

GENERAL INFORMATION

A. Personnel eligible for Special Details include all personnel except exempt staff and those personnel on recruit probation, or otherwise restricted by the Fire Chief. After successful completion of the probationary period, a person's name will be added to the Special Detail roster. Personnel on medical leave, light duty, or on administrative suspension are not eligible to participate in Special Details.

B. It is the responsibility of eligible persons interested in participating in Special Details to insure that the Detail Officer has their correct phone number at all times.

C. The primary method of signing up for details will be the use of one general sign up day per month. Personnel will report to the PSC on the specified date and time. Personnel on shift during the sign-up period are not permitted to sign-up during that month, however the sign-up date will rotate among the shifts throughout the year. Personnel can only sign up for themselves. The sign up hours will start at 0930 hrs. and end no later than 1130 hrs. The sign up period will end prior to 1130 hrs. if all detail vacancies are filled.

D. Only those individuals present at the designated detail sign-up location, by 0930 hrs, will be allowed to participate in that month's selection process. At that time the individuals present will randomly be given a numbered ticket. After all individuals are given a numbered ticket, the detail officer will randomly select from the corresponding ticket stubs to produce a list from which the individuals will be allowed to select the detail they will perform. The first ticket stub drawn, by the Detail Officer, will be the first person allowed to select from the detail list. The second number drawn will be the second person allowed to select from that month's detail list, and so on. This process will continue until all individuals have selected their first detail. At this time the second round of detail selections will occur, starting with the first name on the list. The same process will continue until all details are filled or until the individuals present are unable to select any further details.

E. Prior to the general monthly sign up date, a blank detail schedule will be released and posted on the intranet which will allow personnel to pre-plan dates that they will be available to work. The schedule will be based on the information available at the time of release. Some events may be added or cancelled at a later date. Likewise, the specific numbers of personnel needed for a particular detail may change. Every attempt will be made to release as accurate a schedule as is possible.

F. Each person will be allowed one (1) detail slot at a time. All employees will print their name on the detail list and then initial next to their name acknowledging the accuracy of the information and accepting full responsibility to fulfil their commitment(s). No further individual notification will be made unless there is a time change or event cancellation. Employees can only sign up for positions that they are qualified to fill.

ADDED SPECIAL DETAIL CALL

A. Occasionally, additional detail slots become available during the month as event schedules or needs of detail employers change. These adjustments to detail slots, which occur after the general sign-up, will be filled through a station call.

B. If sufficient time allows, typically considered greater than 72 hours advance notice, calls will be made station by station, shift by shift, starting with the shift that was on duty during that particular month's general sign up. Calls will occur first to one station, and then progress in numerical order, to the remainder of the stations, to identify qualified detail personnel. On the next special detail call, the first station called will begin at a different location (i.e. On the first rotation, station 39, 59, 72, 83, & 92 are called in order. The second call would be to station 59, 72, 83, 92, & 39. The third call would start at #72, etc.).

SPECIAL DETAIL STAFFING ADJUSTMENTS

A. If time does not allow, such as in a last minute notification that a detail is required, slots will be filled using managerial discretion in order to meet the SFRD obligation of special detail staffing. It is expected that this will occur infrequently.

GENERAL NOTES

A. Personnel, once assigned to a special detail, may have unexpected conflicts arise. It is the responsibility of the employee to find an equally qualified replacement to assume responsibility for the special detail. Such replacement must be finalized by notifying the Detail Officer and receiving approval.

B. Should circumstances arise where an individual does not perform their assigned detail, and fails to find an appropriate replacement, their ability to sign-up for further details may be suspended as is current practice.

C. If an employee is expected to participate in a Special Detail, and becomes ill and cannot fulfill this obligation, he/she must notify the Detail Officer, Rescue Lieutenant, or Battalion Chief, via **direct person-to-person** contact, a minimum of four (4) hours prior to the starting time of the Special Detail. Failure to comply may result in removal of the employee's name from the detail list for a period of six (6) months for the 1st offense, one (1) year for second.

D. Any notice received by the Rescue Lieutenant or Battalion Chief of the inability of a person to fulfill their detail obligation will be acted upon at once by securing a replacement using the call list provided by the Detail Officer.

E. In an attempt to alleviate any future misunderstandings, several general responsibilities will apply for all details. All employees on a particular detail will be equally responsible for functioning in a professional manner in accordance to the rules governing Special Details. Failure to abide by these rules may result in removal of the employee's name from the detail list for a period of one year. Additional discipline will be based on the severity of the infraction at the discretion of the Fire Chief.

F. All departmental OPM’s, and other administrative policies are to be followed as if on duty. Special considerations relating to the detail will be dealt with on an individual basis. The Detail Officer, prior to the commencement of the Special Detail will provide this information to the employee.

G. The Sunrise Fire-Rescue Department will work with the requesting party to insure that payments are distributed. We will utilize a voucher system of payment. This system will be handled by the Detail Officer and coordinated through the City Finance/Payroll Departments thereby insuring the participating employee benefits such as would be provided if on-duty. It is the responsibility of the employee to comply with the rules set forth and to insure that all paperwork is completed and distributed.

H. For Panther home games, SFRD detail personnel can purchase food from the caterer. Food must be consumed before the start time of the detail.

For concerts and other events that are catered, <u>no</u> SFRD detail personnel are permitted to eat at the promoter’s expense. The caterer bills the promoter per person fed. Therefore, even if invited by the caterer to eat, detail personnel must decline.

<u>RESPONSIBILITIES</u>

A. It is the responsibility of the Rescue Lieutenant (or Shift Battalion Chief if the Rescue Lieutenant is unavailable) to be at the Public Safety Complex at the assigned time to insure that all scheduled personnel arrive on time and are provided with the proper equipment necessary to carry out the special detail. Extenuating circumstances (e.g., busy on calls) will need to be handled to the best of the ability of the Rescue Lieutenant.

B. It is the responsibility of the employee to stay alert and available at all times while on a special detail. Details are designed to provide fire and/or medical watch and therefore, require that personnel inspect the "watch" building at regularly occurring times throughout the detail.

C. It is the employee's responsibility to arrive at the scene of the detail in advance of the assigned starting time and to check in with the person requesting/in charge of the detail or the person being relieved of the detail.

D. All personnel will be in their Class B uniform while on Special Details, unless otherwise advised by the Detail Officer. In any case, all employees participating in the same detail are required to wear matching uniforms.

E. Personnel may be required to use their personal vehicle to go to a detail if a reserve departmental vehicle is unavailable. No monetary compensation will be provided for use of a personal vehicle.

F. Specific equipment requirements will be based on the type of the detail. The security of the equipment is the responsibility of the employees participating in the Special Detail. Personnel must notify the on-duty Rescue Lieutenant or Battalion Chief of any defective or broken equipment, and must provide written documentation of same prior to the termination of the detail.

G. A portable radio(s) will be issued to the Special Detail crew, the designation of which will be determined by the Detail Officer. The radio designation will depend on the type of detail and on the number of details being provided concurrently. Appropriate radio etiquette will be observed at all times.

H. While at the detail, personnel are responsible for parking the reserve vehicle in such a way as to provide visibility of the unit, but not in an area that will tend to impede the normal flow of pedestrian or vehicular traffic.

I. Personnel are responsible for keeping the reserve vehicle secured at all times when not in use or when not in visual contact with the vehicle.

J. Only in extreme circumstances will Special Detail personnel transport patients. Personnel are being paid to remain on the scene until completion of the detail. Under no circumstances will the detail assignment be left unattended.

K. Special Detail personnel will always check exit doors and other means of egress to insure that the exits are maintained throughout the detail.

L. It is the responsibility of Special Detail personnel to know the location of fire extinguishers and to be familiar with any specialized fire alarm devices that may be present.

M. Personnel are responsible for the safe return of the vehicle and all equipment to a location determined by the Detail Officer or the designated Rescue Lieutenant or Battalion Chief.

N. Personnel are responsible for notifying the on-duty Rescue Lieutenant or Battalion Chief upon completion of the Special Detail.

O. Personnel are responsible for fueling a City vehicle used on the detail if the fuel gauge reads less than 3/4 full.

P. Personnel are responsible for insuring that all appropriate documentation is completed on **all** patients treated while on a Special Detail. SFRD log numbers will be used on all reports. Any paperwork provided by Detail personnel is to be presented to the Rescue Lieutenant or Battalion Chief upon termination of the Special Detail.

Q. The Detail unit(s) shall be returned to either a fire station or inside the PSC rear compound upon completion of the Special Detail.

R. Personnel are responsible for proper completion of times and signatures on all Detail related forms. Incomplete forms will be returned to the individual(s) affected for proper completion. Such delays could result in that individual and possibly the entire Detail crew not being paid in a timely fashion.

S. The radio headset is available to use with the detail radio. The headset will be kept in the detail equipment room with the other detail equipment.

T. The headset shall be utilized whenever the noise level in the working environment is of such a nature that it would hamper the normal reception of transmission of two-way radio communications. The use of this headset is essential in high noise level environments to allow for effective two-way radio communication.

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MEDICAL STANDBY

When requested by an outside organization, or the Fire Chief (or designee), an Emergency Medical Services (EMS) Standby shall be implemented by the Sunrise Fire Rescue Department.

Staffing of an EMS standby shall be left to the sole discretion of the Fire Chief. However, a minimum of two (2) personnel shall be utilized at any such detail. Generally, the circumstances surrounding the need for the EMS Standby will assist in determining the number and qualifications of personnel assigned. The Fire Chief shall have the authority to augment the minimum staffing at any time in order to insure an effective state of readiness is adequately maintained.

FIRE WATCH

ASSIGNMENT OF PERSONNEL

Need for a firewatch detail, for whatever reason, shall be determined by the Fire Chief, or his/her designee.

When any member of the Fire Department receives a complaint concerning a possible fire or life safety hazard, after the normal operating hours of the Fire Marshal's Office, said member shall obtain all possible information and immediately notify the Shift Commander. The Shift Commander shall investigate the complaint and attempt to gain compliance. Should the Shift Commander believe that appropriate responsible parties will neither resolve the violation nor cause compliance to remain in effect, the on-call Inspector will be requested to respond.

Upon his/her arrival, the Inspector will review the complaint with the Shift Commander. Should the Inspector feel that the particular situation requires an immediate firewatch, he/she shall contact the Fire Chief or his/her designee. If parties concur as to the need for a firewatch detail, an emergency firewatch shall commence with the inspector.

While the Shift Commander arranges for relief staffing to continue the emergency firewatch, the Inspector will establish written procedures for the occupancy in question. These procedures may be handwritten.

Said procedures shall be "individualized", addressing the particular concerns of the occupancy. When relief arrives, the Inspector will orally and physically review these written procedures with his/her relief

DUTIES OF FIREWATCH PERSONNEL

The detail will consist of walking the building or assigned area to insure that maximum occupant fire and life safety is provided. Personnel are to review the interior throughout their tour of duty insuring that all exits are functional (not blocked or locked), that exit lighting is visible, and they should familiarize themselves with the locations of all life safety and fire protection devices.

Personnel must familiarize themselves with any special requirements, as provided by the Fire & Life Safety Division. Personnel must carry a portable Fire Department radio at all times and any other tools or equipment dictated by the current situation.

REPORTING INCIDENTS

Should an incident occur, the following steps must be taken immediately in the following order.

1. Activate the building alarm system and begin evacuating all occupants.
2. Simultaneously notify Fire Dispatch via radio.
3. Supply a brief description of the problem to Fire Dispatch and the Shift Commander.
4. If necessary, offensive fire fighting should be started to aid occupants in safely exiting the building.

MAKE-UP OF FIREWATCH DETAILS

Makeup of a firewatch detail shall be determined by the Fire Chief or his/her designee with the following guidelines:

1. Multi-person details will be staffed with not more than one Fire Inspector unless unusual circumstances require more than one. Assignment of more than one Fire Inspector must be approved by the Chief's Office.
2. If a firewatch requires more than one Inspector, the Fire Marshal shall designate which Inspector will act as supervisor regardless of rank.
3. When a Fire Inspector is needed on a multi-person detail he/she shall act as supervisor for code related matters for that detail regardless of other ranks involved.
4. On one-person firewatch details, line personnel will be used unless special circumstances require a Fire Inspector be on the detail.
5. Firewatch details requiring more than three personnel or when special circumstances warrant shall have a supervisor.
6. In all cases where the detail is required by code, the detail shall be under the direct control of the Fire Marshal.
7. A BLS kit will be onsite for all firewatches.

TERMINATING A FIREWATCH DETAIL

Before a firewatch detail is terminated, all applicable paperwork or forms shall be completed and reviewed by the Shift Commander if a representative of the Division of Fire Life Safety is not on site.

EMS CART/GATOR

The Mobile Emergency Response Cart (MERC) shall be utilized for details when specified by the Fire Chief (or designee) for functions dictating that access to sick or injured persons will be limited using conventional means. The MERC will be staffed with a minimum of two (2) personnel for EMS details.

On return from the detail, the detail crew will be responsible for returning the unit to an operationally ready state.

BICYCLE PARAMEDICS

The Bicycle Emergency Response Team (BERT) shall be utilized for details when specified by the Fire Chief (or designee) for functions dictating that access to sick or injured persons will be limited using conventional means. The BERT will be staffed with a minimum of two (2) personnel for EMS details.

On return from the detail, the detail crew will be responsible for returning the units to an operationally ready state.

For those employees participating in the BERT, training will be provided through the Training Division.

SECTION 8

DISPATCH

RECEIPT OF 911 CALLS

Fire-Rescue dispatchers will assist the Police Department, the primary Public Safety Answering Point **(PSAP)**, in the answering of 911 calls, under certain staffing circumstances. Whenever a second experienced dispatcher is on duty, he or she will assist P. D. in answering telephone calls. However, their primary function, at all times, will be to back-up and support the needs of the Fire-Rescue operation.

A fire dispatcher working **without** a back up is primarily responsible for all fire-rescue radio communications occurring on both channels and for the safety of units in the field. And for that reason will not be required to answer the telephones.

When available to assist, the second fire-rescue dispatcher will follow these guidelines:

1. Will answer emergency phone lines and screen telephone calls in a professional manner.

2. Will properly answer 911*, on the first ring, identify the **PSAP** as Sunrise and say, “Sunrise 911, **WHERE** is your emergency?”

   If the emergency is in our City, proceed by asking the appropriate questions to gain the pertinent information, but always being as brief as possible. Try to generate a picture of the emergency by asking the five W’s of a journalistic investigative approach - **WHO? WHAT? WHEN? WHERE? WHY?** And remember **HOW?** Always remembering that with emergency communications “**WHERE**” is usually first.

3. Be able to handle misdirected calls.

   Non-emergency: If a non-emergency call is received and it is determined to be a complaint occurring in another PSAP’s jurisdiction, refer the caller to the proper agency and provide them with the non-emergency number of that agency.

   Emergency - 911: If a call is received on 911 regarding an emergency in another PSAP’s jurisdiction, transfer the call as outlined under the Motorola 911-transfer procedure.

Emergency - Non 911: If an emergency call is received on a non-911 line and it requires the response of another jurisdiction, take the necessary information as you would a call being handled by our Department and forward the information to the appropriate PSAP.

4. Some other areas of responsibility will include requesting Caller Aid Assistance from Broward County Fire-Rescue, referring News Media calls to the Public Information Officer.

5. Dispatchers must have knowledge of the operational procedures for The Telecommunications Device for the Deaf (TDD) and handling Miscellaneous calls.

*(The answering of 911 calls will also comply with Police Dispatch Policies).

MUTUAL AID PROCEDURES

Incorporated in 600.01 Common Incident Command Procedures, pages 48-51.

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STAFF NOTIFICATIONS

Dispatch has the ability to send notifications via two methods. The two methods are: CAD "group page" utilizing the CAD Unit "GP1SN" and the MIR3 messaging system utilizing the "SUNRISE FIRE ALL CALL". The primary Duty Chief is expected to advise "in Service" via the radio or call in within 5 minutes. If no response from the primary Duty Chief in the first in 10 minutes, a subsequent page will be made to the secondary Duty Chief.

The following examples are indicative of situations where the staff should be notified utilizing: CAD GP1SN. These notifications should be placed as soon as possible.

1. Any confirmed structure fire.
2. Any mass casualty incident (MCI) defined as 5 or more patients.
3. Any Mutual Aid (given or received)
4. Any Special Operations Incident (Haz-Mat, Dive, Technical Rescue)
5. Any incident which will commit the Shift Commander for more than 30 minutes.
6. Any event determined by the on-duty Battalion Chief.

The following examples are indicative of situations where the staff should be notified utilizing: MIR3 Messaging System.

1. Any fire incident which results in the death or injury to an occupant.
2. Any employee incident (vehicle accident, employee injury) that involves a member of SFRD.
3. Any incident likely to generate significant media interest.
4. Vehicle issues requiring a FVS mechanic be called in, or a vehicle needing a tow.
5. Facility issues/repairs that require immediate attention
6. Any issue determined by the Battalion Chief.
7. Any Incident involving the evacuation/displacement of any person or entity.

FIRE INVESTIGATOR/INSPECTOR CALL-OUT

Fire Investigator must be notified by or via the Battalion Chief using the proper chain of command.

The Battalion Chief will insure that the appropriate investigators are called by notifying Dispatch, who will have a current roster in their possession. Dispatch will notify the investigators and advise the Battalion Chief of their estimated time of arrival to the scene.

In all situations, the Battalion Chief shall notify the Fire Marshall before going off-duty. If contact is not made (weekends, holidays or evenings), information shall be forwarded via the appropriate on-duty Battalion Chief, to the next business day, to be followed by complete written reports of all investigations by the Fire Investigator first called.

Updated Fire Investigator Call-In Lists will be published every six months. On call Fire Investigators rotate on a one-week schedule beginning on Mondays at 0800 hours. Personnel listed are responsible for providing a substitute and notifying dispatch of the substitution in situations in which they cannot comply with the schedule.

FIRE INVESTIGATOR CALL OUT CRITERIA

One SFD Investigator
One Sunrise PD Detective
One SFD inspector will be called (For a Commercial, or Multifamily Occupancies fire)

1. Any fire where the officers on scene cannot determine the cause and origin.
2. Any fire where the cause appears suspicious in nature

The State Fire Marshals office will be notified under the following circumstances

1. Any fire with a projected direct dollar loss exceeding $1,000,000.00
2. Any fire involving a civilian death, or injury that is likely to result in death
3. Any fire involving a firefighter death or an injury that is likely to result in death
4. Any fire in which the cause is not readily determined by an initial investigation
5. Any fire involving the suspected failure of a fire suppression or detection system

FIRE INSPECTORS

A Fire Inspector may be requested any time for any situation requiring code decisions or enforcement.

There may be occasions where the maximum capacity for a particular occupancy has been exceeded to the point of endangering life safety. Sunrise Police may call the on-duty Battalion Chief (or designee, i.e. Engine Company) who can order all patrons out of the occupancy until the Fire Marshal (or his designee) arrives on scene. Patrons may be re-admitted by the Fire Marshal or his designee to the limit of the occupancy's maximum capacity. If this occurs during normal business hours, usually 0800-1600 hours, Monday - Friday, the request can be relayed to Fire-Life Safety. If requested outside of these hours, contacting the Fire Marshal or FLS Captain, can provide this service.

The priority for requesting after hours assistance from Fire-Life Safety will be:

1st called – Fire Marshal

2nd called – FLS Captain

In the vast majority of situations, the need of an after-hours inspector is minimal and this service can be rendered during regular hours. If no contacts with the above can be made after hours, the situation will have to wait until regular hours.

DISPATCH & MOVE-UP OF UNITS

- Fire-Rescue Dispatchers will provide a pre-alert when initiating a call for service. However, in addition to the “Reference” and “District”, Dispatch will provide the incident address at the outset. The Zetron will then activate the appropriate station tones. The tone(s) will be followed by a repeat of the reference, address and zone.

  Example:

  Pre-alert→Reference+District+Address→Zetron→Reference+Address+Zone

  In this manner, incidents requiring a multi-station response will turnout more rapidly than having to wait for all stations to receive their tones. Additionally, units already on the road can be more prepared to re-direct to an incident if they are closer. Units are reminded, however, not to “self-assign”, but to query the Dispatcher to determine if they might be the closest unit to the call.

  Follow-up or additional information will be provided once units are enroute to the incident, as opposed to during the initial dispatch.

- Once units have arrived on scene and have assessed the incident or find the incident more significant than originally dispatched, the Incident Commander will notify Dispatch to request additional resources. With the request, Dispatch will sound an alert tone and simulcast (Channels 1 & 3) the balance of the appropriate response. Examples would include a fire alarm response finding a working fire on arrival, or, a MVA response arriving to find a Trauma Alert patient.

- To facilitate the continuity of the Special Operations Team and maintain a rapid response to these types of calls, Rescue 92 will no longer be the first Rescue unit to move up for coverage when other Districts have been depleted. Rescue 83 will be utilized first when coverage is necessary and will proceed to the location assigned in an expeditious manner. If system status warrants, Rescue 92 will be used for coverage secondarily, and will proceed to the assigned location. This same procedure will apply for suppression units.

800 MHz COMMUNICATIONS POLICY

The following standard will serve as a guide to the proper use of the Sunrise Fire Rescue 800 MHz channels, mobile radios, portable radios and related accessories.

Statement of Purpose

It shall be the responsibility of all Fire Rescue personnel to know this policy and become thoroughly familiar with the operation of the radio system. A factory user guide will be distributed to each station for reference. Due to the extreme importance of good radio communications, the unnecessary and excessive keying of the radio will not be tolerated. Every radio is programmed with an individual ID number, which will display to the dispatch center any time the radio is keyed. All channels are repeated and will be heard throughout the County by anyone on our system. Regardless of who can hear our radio traffic, proper etiquette should always be paramount.

Guidelines

Each mobile and portable radio will have eight zones. Zone 1 is for Sunrise Fire and will have sixteen channels. The first eight are Sunrise frequencies three of which will be shared with Sunrise Police. The next eight channels in Zone 1 (1 indigo through 1 papa) are Broward County Fire Dispatch Zone 3 with accompanying car to car, Broward County Fire Dispatch Zone 4 with accompanying car to car, and Tactical Channels 1,2,3 and 4 (The old TAC A, B, and C). The next seven zones will have16 channels each and are programmed in a format used by all 800 MHz fire-rescue radios in Broward County. The last zone contains the seven (7) conventional (CVN) channels. See page 7 for a detailed spreadsheet of all the zones and channels.

Sunrise Fire Rescue Zone 1 Channels

- Channel 1A (SN MAIN) is the Fire main dispatch channel. All first line communications shall be conducted on this channel. The plain English reference for this channel shall be **main channel or 1 Alpha**.

- Channel 1B (SN FG1) shall be used for any incident that requires command or excessive communications that would tie-up the main channel. This channel shall be kept clear of all non-essential communications. The plain English reference shall be **fire ground one or 1 Bravo**.

- Channel 1C (SN FG2) shall be used when an additional incident requires the use of an alternate channel to keep the main channel clear. This channel can also be used for Departmental training unless required for an emergency incident. The plain English reference shall be **fire ground two or 1 Charlie.**

- Channel 1D (SPCEV) is a channel which is shared with Sunrise PD and shall be used for details and special events, excluding events occurring at the Bank Atlantic Center. The plain English reference shall be **special events channel or 1 Delta**. If there is a designated Sunrise PD dispatcher or channel coordinator assigned their call sign will be **X-Ray 4**.

- Channel 1E (SN ARENA) is also a channel that is shared with Sunrise PD and shall be used for all events occurring at the Bank Atlantic Center. The plain English reference shall be **arena channel or 1 Echo**. If there is a designated Sunrise PD dispatcher or channel coordinator assigned their call sign will be **X-Ray 5**.

- Channel 1F (SN LOCAL) is the third channel that is shared with Sunrise PD and can be used for any emergency incident when coordination between Police and Fire is desirable. This channel can also serve as a secondary training channel. The plain English reference shall be **local channel or 1 Foxtrot**. If there is a designated Sunrise PD dispatcher or channel coordinator assigned their call sign will be **X-Ray 6**.

- Channel 1G (SN FLS) shall be used for Fire Life Safety's daily communications. The plain English reference shall be **fire life safety channel or 1 Golf**.

- Channel 1H (SN C/C) shall be used for all non-essential communications between personnel. The plain English reference shall be **car-to-car or 1 Hotel**.

- Channel 1I (BCF-DISPATCH 3) shall be used on mutual aid to communicate with Davie and Weston units.

- Channel 1J (BCF DISPATCH 3 C/C) shall be used for non-essential communications between Davie and Weston units.

- Channel 1K (BCF DISPATCH 4) shall be used on mutual aid to communicate with Tamarac and Lauderhill units.

- Channel 1L (BCF DISPATCH 4 C/C) shall be used for non-essential communications between Tamarac and Lauderhill units.

- Channel 1M (BCF TAC 1)

- Channel 1N (BCF TAC 2)

- Channel 1O (BAC TAC 3)
- Channel 1P (BAC TAC 4)

Sunrise Fire Rescue Zone 8 Channels

A new zone, Zone 8 (shaded pink on the template sheet on page 7) was added. This is called Sunrise City Conventional. These are dedicated 800 mhz, non-trunked frequencies that can be utilized in the event that the trunking system is inoperable. Notice that there are 3 pairs of frequencies, e.g. SNM-City 2R and SNM –City 2D. These two frequencies operate on the same frequency except that the channel with the R designation is processed through a repeater for greater distance while the channel with the D designator is non-repeated and can only be utilized for short (under a mile) distances. Zone 8 Channels are used as backup/for emergencies, and are not used on a regular basis.

County Channels

The remaining zones and channels can be seen on page 7, which contains the channel mapping. Throughout Broward County there are facilities and building where the 800 mhz radios cannot penetrate. Two Channels were assigned to allow incident commanders the ability to overcome these shortcomings, BCF-VRSR and BCF-VRSD. These allow interfacing with vehicle repeater systems (VSR) installed in several Battalion vehicles throughout Broward County. Once again the channel with the R designation is processed through a repeater for greater distance while the channel with the D designator is non-repeated and can only be utilized for short (under a mile) distances. These two channels are located redundantly at the bottom of Zone 2 (medcom), Zone 4 and Zone 7. **The Fastest way to access this frequency is to switch the A,B,C toggle switch to B (Medcom), and rotate the channel selector knob on top of the radio completely clockwise to the last position.**

With the exception of the medcom channels, the use of zones and channels other than Sunrise shall be accomplished only when units are directed to do so.

Radio Operating Characteristics

Figure –1 on page 8 contains a diagram of the portable radio with callouts for the switches and buttons that have a specific function. The 3-position A/B/C toggle switch (# 6 in Figure –1) located on the top of each portable, is programmed to provide a quick change between Zone 1 (A), Zone 2 (B), and Zone 3 (C).

To scroll through all the zones, depress the button under the word "zone" on the display screen (#8 in Figure –1) and use the forward/backward (< >) scroll (# 12 in Figure – 1). Using the home button (# 13 in Figure –1) will then commit the portable to the selected zone. No matter what zone is selected Sunrise zone 1 can be accessed quickly by moving the ABC switch from A to B then back to A. When the portable is turned off and turned back on it will default to Sunrise zone 1 unless the ABC toggle switch is not in the **A** position. When scrolling through the zones it should be noted that when the conventional zone is accessed there is no single zone number. Each conventional channel will appear with an alpha description. The topside purple select button (# 7 in Figure -1) activates the backlight feature.

The orange top button (# 5 in Figure -1) is the **emergency alert** (**see OPM 400.13 Emergency Alert Policy**) and should only be used when personnel are in immediate extreme peril. This button shall not be used to replace any existing emergency procedure. When the orange button is depressed the radio will emit a short medium pitched tone and the word "emergency" will appear in the display screen alternately with the zone/channel, if the channel supports this feature. All Sunrise Fire Rescue zone 1 channels support this feature. The emergency alert reports only in the zone the portable is currently programmed to and the channel selected. Changing zones and channels automatically switches the emergency alert to the selected zone and channel. Activating the emergency alert in a zone other than Sunrise Fire Rescue zone 1 will report to another dispatch center and the radio ID may not be recognized by the dispatcher. Also, not all channels in zones other than Sunrise Fire Rescue zone 1 support this feature. In this instance the display screen will read "no emergency" and the portable will have to be switched to a channel that supports this feature. Depressing and holding the orange alert button one-second can reset an accidental activation of the emergency alert. This feature must also be reset by dispatch when it has been determined that no emergency exists. The emergency alert feature is not enabled in the mobile radios.

Depressing the scroll key first, either forward (>) or backward (<) displays the battery (BATT) and clock (CLCK) menu. Depressing the button under BATT (# 11 in Figure –1) gives pertinent battery information and depressing the button (# 11 in Figure –1) under clock allows for the date/time to be set. Depressing the button (# 11 in Figure –1) under Mute allows for the keypad tones to be turned on and off. The keypad volume corresponds directly with the radio volume and cannot be set independently. Depressing the button under Page and then scrolling backward (<) shows the radios individual ID number. The two position concentric switch (# 2 in Figure - 1) turns the scan feature on and off for those radios programmed with scan capability. In radios without scanning capability the concentric switch has no function. The scan feature will operate in ZONE 1 **only**. Portables that utilize scan mode have nuisance delete button (# 9 in Figure –1) depressing this button will remove the channel that is broadcasting at the time the button is depressed. This feature will nuisance delete all ZONE 1 channels **except** for **1A Sunrise MAIN**. To return to full scan mode turn the scan feature off and then back on.

Each portable and most mobiles have a "time-out" timer set at 1 minute. When the push to talk (PTT) button (# 10 in Figure –1) is depressed the timer starts. After 1 minute a short warning tone is given and the transmission is cut off within 4 seconds. To continue transmitting release the PTT, and then depress the PTT, the timer is reset and the portable will transmit for another minute.

XTS 5000R portables are capable of being submerged to a depth of six feet for approximately four hours. Should a portable accidentally fall into the water, the radio should be shaken to help remove moisture from the speaker. A wet speaker will give poor audio performance until dry. The radio and battery should not be connected unless the contacts are clean and dry (See the user guide for appropriate cleaning procedure). Never disassemble a portable radio.

Trunking System Failure

The 800MHz system has a failsafe backup called "failsoft". Should the trunking system go offline, an extremely rare and unlikely event, the failsoft software will automatically switch the entire Sunrise FD radio system to a single, pre-designated channel. The Sunrise PD radios will switch to their own single, pre-designated channel. The radio will emit a medium pitched tone every ten seconds and "failsoft" will appear in the display screen. When the system is online the radios will automatically return to normal mode. No intervention on the radio operator's part is required.

Safety

Whenever personnel are wearing bunker gear and SCBA, the radio shall be removed from its case and placed in the top pocket of the bunker coat and the remote speaker microphone attached to the SCBA strap. Under the preceding conditions the **radio** shall **not** be worn inside the bunker coat, nor shall the strap and case be used outside the bunker coat.

Our radios are now programmed to alert the user whenever the radio is out of range and can no longer reach dispatch (repeater). This is a significant safety feature. This situation can be simulated by removing the antenna from the radio. After about 20-30 seconds the radio LCD display screen will display the words "out of range" and will beep with a fog horn type sound every 8-10 seconds. If this happens, and you need to communicate, retreat or find your way to a window, stairwell or other points near the external environment.

Spare Combat Radios

The Shift Battalion Chief will have spare portables to issue in case a radio is lost or needs repair. The Shift Battalion Chief must be notified that a replacement radio is required and the appropriate procedure for lost, damaged, or broken equipment must be followed (i.e. red tag, FD-30, etc.). All stations have been issued enough radios to cover every potential position, (Stations.39,72, & 83 have six, Station 92 has 7 and Station 59 has 10) with the understanding that daily staffing levels may leave some portables unused at times. When staffing is at a minimum, the portables not being used are **NOT Spares.** If a radio needs service or replacement the crews are obligated to get a replacement radio from the on duty Battalion Chief. If they do not follow this procedure, then when staffing levels are above minimum someone will be without a radio. When needing repair, radios are to be given to the Battalion Chief without the battery and case, but with the remote speaker microphone attached. Detail radios shall not be used as spares for combat personnel unless directed to by a Staff Officer.

Radio Accessories for Field Portables

All XTS 5000R radios are set-up in the same configuration as to accessories. Each field portable radio will have a custom case, shoulder strap, tether strap, and remote speaker microphone. Personnel can use either the shoulder strap and case or the belt loop attached to the case, but the radio must remain in the case with the remote speaker microphone attached. The only occasion when the radio can be removed from the case is when personnel are wearing combat gear and SCBA, as directed in the safety section. Personnel shall not alter the set-up without written permission from the Fire Chief.

Battery Charging

The XTS 5000R portables employ impres® batteries that are ruggedized and intrinsically safe as is the portable itself. These batteries use a smart chip technology in conjunction with smart chargers. When the BATT menu is accessed via the portable radio it will display the percent charge capacity, the date the battery was initially charged, and the estimated number of times the battery has been charged. This technology allows the batteries to be placed in the charger at any charge capacity and not develop a memory, when the smart charger is used. All deep discharging and battery conditioning is accomplished automatically and seamlessly. The bank chargers have color-coded LED displays with an associated menu explaining which function is being performed on each individual battery. For the preceding reasons, the impres® batteries must be charged in the impres® chargers **only**. The radio will still emit short chirps to signal a low battery condition and a battery charge indicator is located in the upper right corner of the display screen.

Detail Radios

The MTS 2000 portables located in the detail room shall be used for all details. These portables have the same programming and functionality as the radios in the field and are only a different model radio. **Caution**, MTS 2000 batteries are **not** interchangeable with XTS 5000R batteries. MTS 2000 batteries can be charged in the impres® chargers if necessary, but there is no associated smart technology. All Detail radios have been set up the same as a Combat Radio with a leather case, shoulder strap, and shoulder microphone. All components are clearly marked Detail on them and should remain assembled at all times.

Interoperability Between Sunrise Fire And Police

The issue of interoperability of radio systems in public safety has been an increasingly important topic. While certain capabilities have previously existed between Sunrise Fire and Police personnel, the shared use of the County's 800 MHz trunked radio system will significantly improve interoperability between the City's two public safety departments. The following information will provide police and fire personnel of a common understanding regarding interoperability on our radio system.

Programming of the 800 MHz trunked radios provide three common channels that will be available to Sunrise Fire and Sunrise Police personnel. These three channels are located in the same position in zone 1 for all public safety users. These three-shared channels are:

1D (Delta)	Special Events
1E (Echo)	Sunrise Arena (Office Depot Center)
1F (Foxtrot)	Local Channel

Public Safety personnel should use these three channels whenever the appropriate circumstances arise. With regard to the Special Events and Arena channels, the ability to have a common structure utilizing the Incident Management System (IMS) will reinforce the necessary practices that would be used during an emergency incident. The third channel, Local channel, should also be used on any emergency incident where communication between police and fire units is appropriate or beneficial. The previous practice of units "going through dispatch" to communicate between police and fire should be minimized in the future. Police Supervisors and Senior Officers/Incident Commanders in the Fire Department should make an effort to communicate directly with all public safety personnel on scene of emergency incidents requiring coordination.

All public safety personnel should also be aware that systems 12, 13 and 14 are also programmed into all public safety radios. These zones and channels provide increased interoperability between Sunrise personnel and other emergency responders throughout the County. The programming of these zones is identical in fire and police radios.

The City's decision to utilize the regional capability of the Broward 800 MHz trunked radio system, while maintaining our own channels for local use, dramatically increases our ability to communicate with other emergency responders. Any questions regarding appropriate use of this new system should be directed to the appropriate supervisor.

Radio Designations

The following is the current radio designators for Staff and Fire Life Safety personnel.

Radio Designation	Position
Chief 39	Fire Chief
Chief 239	Deputy Chief
Chief 259	Support Services Division Chief
Chief 359	Administrative Division Chief
Chief 459	Operations Division Chief
Chief 559	
Battalion 39	On Duty Battalion Chief
Battalion 239	Operations/Logistics Battalion Chief
Battalion 339	Operations Battalion Chief
Battalion 439	Operations Battalion Chief
Battalion 539	Operations Battalion Chief
Captain 39	Logistics Captain
Captain 59	Training Captain
Captain 259	Ems Captain
Marshal 72	Fire Marshal
Captain 72	Fire Life Safety Plans Review
Captain 272	Fire Life Safety Captain
Inspector 72	Fire Inspector
Inspector 272	Fire Inspector
Inspector 372	Fire Inspector
Inspector 472	Fire Inspector
Inspector 572	Fire Inspector
Prevention 72	Fire Life Safety Secretary

REBANDED SUNRISE FR RADIO TEMPLATE

Talkgroup FailSoft Freq - Pre Rebanding/Post Rebanding
Conventional Freq - (Tx Freq/CTCSS)

ZONE 1 (Toggle Switch A)			ZONE 2 (Toggle Switch B)			ZONE 3 (Toggle Switch C)			ZONE 4			ZONE 5		
SUNRISE FRD			MEDCOM			BC FR JOINT OPS			BSO FR			FL JOINT OPERATIONS (FtL System)		
CH	12 CHR PORT	8 CHR MOB	CH	12 CHR PORT	8 CHR MOB	CH	12 CHR PORT	8 CHR MOB	CH	12 CHR PORT	8 CHR MOB	CH	12 CHR PORT	8 CHR MOB
A	**SNF-MAIN**	SNF-MAIN	A	BCF-MEDCM-10	BCFMED10	A	BCM-12-JOP1	BC12 JO1	A	BCF-DISP2	BCF-DSP2	A	FLP-CALL	FLP-CALL
B	**SNF-FG 1**	SNF-FG 1	B	BCF-MEDCM-1	BCF-MED1	B	BCM-12-JOP2	BC12 JO2	B	BCF-DISP3	BCF-DSP3	B	FLF-CALL	FLF-CALL
C	**SNF-FG 2**	SNF-FG 2	C	BCF-MEDCM-2	BCF-MED2	C	BCM-12-JOP3	BC12 JO3	C	BCF-DISP4	BCF-DSP4	C	FLM-OPS1	FLM-OP1
D	**SNP-SPCEV**	SNP-SPCEV	D	BCF-MEDCM-3	BCF-MED3	D	BCM-12-JOP4	BC12 JO4	D	BCF-DISP5	BCF-DSP5	D	FLM-OPS2	FLM-OP2
E	**SNP-ARENA**	SNP-ARNA	E	BCF-MEDCM-4	BCF-MED4	E	BCM-12-JOP5	BC12 JO5	E	BCF-DISP6	BCF-DSP6	E	FLM-OPS3	FLM-OP3
F	**SNP-LOCAL**	SNP-LCL	F	BCF-MEDCM-5	BCF-MED5	F	BCM-12-JOP6	BC12 JO6	F	BCF-TAC1	BCF-TAC1	F	FLM-OPS4	FLM-OP4
G	**SNF-FLS**	SNF-FLS	G	BCF-MEDCM-6	BCF-MED6	G	BCM-12-JOP7	BC12 JO7	G	BCF-TAC2	BCF-TAC2	G	FLM-OPS5	FLM-OP5
H	**SNF-C/C**	SNF-C/C	H	BCF-MEDCM-7	BCF-MED7	H	BCM-12-JOP8	BC12 JO8	H	BCF-TAC3	BCF-TAC3	H	FLM-OPS6	FLM-OP6
I	**BCF-DISP3**	BCF-DSP3	I	BCF-MEDCM-8	BCF-MED8	I	BCM-12-JOP9	BC12 JO9	I	BCF-TAC4	BCF-TAC4	I	FLM-OPS7	FLM-OP7
J	BCF-D3CC	BCF-D3CC	J	BCF-MEDCM-9	BCF-MED9	J	BCM-12-JOP10	BC12JO10	J	BCF-D2CC	BCF-D2CC	J	FLM-OPS8	FLM-OP8
K	**BCF-DISP4**	BCF-DISP4	K	N/A	N/A	K	BCM-12-JOP11	BC12JO11	K	BCF-D3CC	BCF-D3CC	K	FLM-OPS9	FLM-OP9
L	BCF-D4CC	BCF-D4CC	L	N/A	N/A	L	BCM-12-JOP12	BC12JO12	L	BCF-D4CC	BCF-D4CC	L	FLM-OPS10	FLM-OP10
M	BCF-TAC1	BCF-TAC1	M	N/A	N/A	M	BCM-12-JOP13	BC12JO13	M	BCF-D5CC	BCF-D5CC	M	FLM-OPS11	FLM-OP11
N	BCF-TAC2	BCF-TAC2	N	N/A	N/A	N	BCM-12-JOP14	BC12JO14	N	BCF-D6CC	BCF-D6CC	N	FLM-OPS12	FLM-OP12
O	BCF-TAC3	BCF-TAC3	O	BCF-VRSR	BCF-VRSR	O	BCM-12-JOP15	BC12JO15	O	BCF-VRSR	BCF-VRSR	O	FLM-OPS13	FLM-OP13
P	BCF-TAC4	BCF-TAC4	P	**BCF-VRSD**	BCF-VRSD	P	BCM-12-JOP16	BC12JO16	P	BCF-VRSD	BCF-VRSD	P	FLM-OPS14	FLM-OP14

ZONE 6			ZONE 7			ZONE 8			ZONE 9					
BSO DLE MUTUAL AID			NPSPAC MUTUAL AID (NEW)			SUNRISE CITY CONV			NPSPAC MUTUAL AID (OLD)			Disp 2	BSO Fire Resc	Deerfield
CH	12 CHR PORT	8 CHR MOB	CH	12 CHR PORT	8 CHR MOB	CH	12 CHR PORT	8 CHR MOB	CH	12 CHR PORT	8 CHR MOB		Dania	
A	BCM-14-CALL	BC14CALL	A	8CAL90	8CAL90	A	SNM-CITY1R	SN-CTY1R	A	MA CALL	MA CALL			
B	BCM-14-OPS1	BC-14OP1	B	8TAC91	8TAC91	B	SNM-CITY1D	SN-CTY1D	B	MA TAC1	MA TAC1	Disp 3		
C	BCM-14-OPS2	BC-14OP2	C	8TAC91D	8TAC91D	C	SNM-CITY2R	SN-CTY2R	C	MA TAC1D	MA TAC1D		**Davie**	Cooper City
D	BCM-14-OPS3	BC-14OP3	D	8TAC92	8TAC92	D	SNM-CITY2D	SN-CTY2D	D	MA TAC2	MA TAC2		Weston	West Park
E	BCM-14-OPS4	BC-14OP4	E	8TAC92D	8TAC92D	E	SNM-CITY3R	SN-CTY3R	E	MA TAC2D	MA TAC2D		Pemb Park	
F	BCM-14-OPS5	BC-14OP5	F	8TAC93	8TAC93	F	SNM-CITY3D	SN-CTY3D	F	MA TAC3	MA TAC3			
G	BCM-14-OPS6	BC-14OP6	G	8TAC93D	8TAC93D	G	**SNL-UTILITIES**	**SNL-UTIL**	G	MA TAC3D	MA TAC3D	Disp 4	**Lauderhill**	N. Lauderd
H	BCM-14-OPS7	BC-14OP7	H	8TAC94	8TAC94	H	N/A	N/A	H	MA TAC4	MA TAC4		**Tamarac**	Laud Lakes
I	BCM-14-OPS8	BC-14OP8	I	8TAC94D	8TAC94D	I	N/A	N/A	I	MA TAC4D	MA TAC4D		Oakland Park	
J	BCM-14-OPS9	BC-14OP9	J	MA FLA	MA FLA	J	N/A	N/A	J	FL MA	FL MA			
K	BCM-14-OPS10	BC14OP10	K	MA FLAD	MA FLAD	K	N/A	N/A	K	FLMA D	FL MA D	Disp 5	Pompano	L-B-T-S
L	BCM-14-OPS11	BC14OP11	L	N/A	N/A	L	N/A	N/A	L	N/A	N/A		Lighthouse Pt	
M	BCM-14-OPS12	BC14OP12	M	N/A	N/A	M	N/A	N/A	M	N/A	N/A			
N	BCM-14-OPS13	BC14OP13	N	N/A	N/A	N	N/A	N/A	N	N/A	N/A	Disp 6	Future	
O	BCM-14-OPS14	BC14OP14	O	BCF-VRSR	BCF-VRSR	O	N/A	N/A	O	BCF-VRSR	BCF-VRSR			
P	BCM-14-OPS15	BC14OP15	P	BCF-VRSD	BCF-VRSD	P	N/A	N/A	P	BCF-VRSD	BCF-VRSD			

SNF RB TEMPLATE

XTS 5000R Portable Radio Diagram

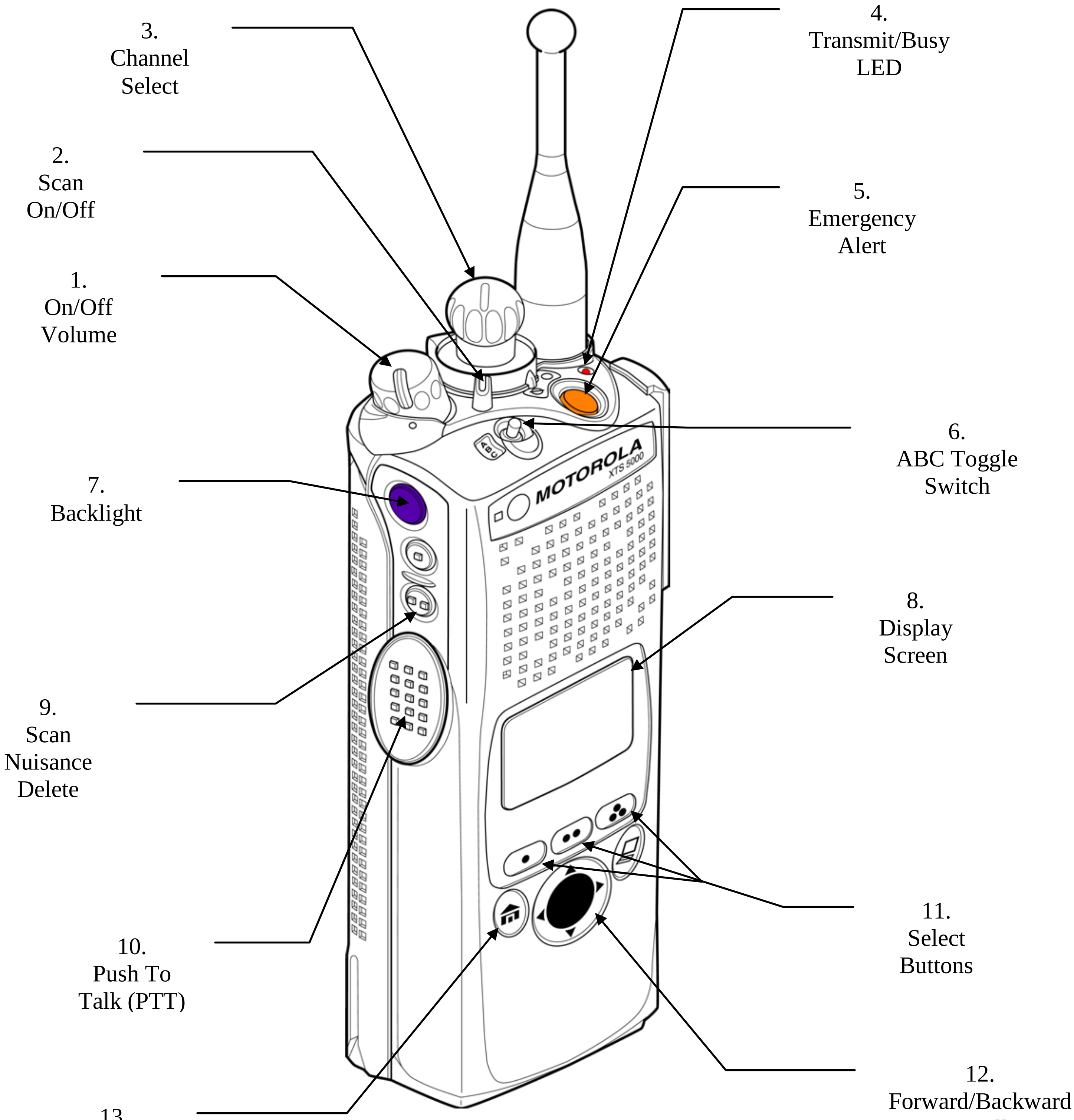

Figure -1

SECTION 9

CITY POLICIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Sunrise is firmly committed to equal employment opportunity for all employees as well as for applicants for employment. The City does not discriminate in any employment related decisions on the basis of race, religion, sex, national origin, age and/or disability. The City's policy of equal employment opportunity applies to all organizational levels of the City and to all job classifications.

NON-DISCRIMINATION POLICY

PURPOSE

To maintain a quality working environment for all employees, and to promote equal employment opportunities for all employees, the City adopts the following Non-Discrimination Policy.

POLICY

It is a violation of this policy for any department director, supervisor or any other employee to discriminate by taking any adverse employment related action based on an employee's race, religion, sex, national origin, age and/or disability.

Sexual harassment is strictly prohibited by this Policy. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, written, or physical conduct of a sexual nature when such conduct is made explicitly or implicitly a term or condition of employment, is used as a basis for employment decisions, or has the purpose or effect of interfering with work performance or creating an offensive work environment.

Harassment on the basis of race, religion, national origin, age and/or disability is also strictly prohibited by this policy.

It is each employee's responsibility to help eliminate all forms of prohibited discrimination. It will be every supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction.

PROCEDURE

Whenever an employee believes that he or she may have been discriminated against in violation of this Policy, or if an employee witnesses and/or has knowledge of a violation of this Policy, the employee shall report the violation through the following grievance procedure:

1. The employee shall, if unable to resolve the situation on their own, promptly discuss the matter with their department director. However, if the employee is not comfortable in discussing the situation with their department director, the employee shall discuss the matter directly with the Personnel Director.

2. In the event a department director has such a discussion with an employee, the employee shall promptly discuss the matter with the Personnel Director.

3. Any supervisor and/or department director who witnesses and/or has knowledge of a violation of this Policy is required to promptly discuss the matter with the Personnel Director.

4. The Personnel Director or his designee will meet wit the complaining employee(s). The complaining employee will be given the opportunity to explain this complaint to the Personnel Director. If it is determined that the information provided by the employee could constitute a violation of this Policy, the City shall promptly investigate the employee's complaint.

5. In cases where a violation of this Policy has been determined to have occurred, prompt remedial action will be taken to remedy the situation and to prevent its recurrence.

All persons who are determined to have violated this Policy will be subject to disciplinary action up to and including discharge.

All employees are expected to contact the Personnel Director if any questions arise as to the interpretation of this Policy.

CONTACT:
Personnel Director
Personnel Department
9525 W. Oakland Park Blvd.
572-2322

This Non-Discrimination Policy is effective on August 2, 1994. It replaces and supercedes the City's policies entitled Employee Harassment Strictly Prohibited and Sexual Harassment Strictly Prohibited which were issued on August 31, 1992.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE SUMMARY

The City of Sunrise is committed to safeguarding the health of our employees and providing a safe work environment for everyone. Because of this, the City has implemented a Drug-Free and Alcohol-Free Workplace Policy. It is a condition of employment to refrain from using illegal drugs or unauthorized controlled substances on or off the job. Employee are prohibited from using, possessing, distributing, dispensing, manufacturing, purchasing, selling, or attempting to sell illegal drugs or any other unauthorized or mind-altering substances at any time while on or off City property whether on duty or not and whether or not on City business.

For purposes of this policy, an illegal drug is any substance which: (a) is not legally obtainable; (b) may be legally obtainable but has not been legally obtained; or (C) is being used in a manner or for a purpose other than as prescribed. All employees are prohibited from using/consuming, possessing, distributing, dispensing, manufacturing, purchasing, selling, or attempting to sell alcoholic beverages while on duty. All employees are prohibited from being impaired, intoxicated, or under the influence of alcohol while on duty including lunch and break periods and are also prohibited from using or abusing alcohol off-duty to the extent that such use or abuse tends to have an adverse effect on job performance or otherwise have an adverse effect on the City's image. Violation of this policy will result in disciplinary action up to and including discharge from employment.

The City of Sunrise recognizes that employee drug use and alcohol abuse is a serious problem and has an adverse effect on City government, the image of City employees, the health, welfare and safety of City employees, and on the general public at large. Accordingly, the City is adopting the following Drug-Free and Alcohol-Free Workplace Policy. All current and future applicants and employees are covered by this policy and, as a condition of employment, are required to abide by the terms of this policy. Because of state and federal laws and regulations, certain employees may be subject to additional requirements.

1. Unlawful manufacture, distribution, dispensation, selling or attempting to sell, purchase, possession or use of any controlled substances is prohibited. Controlled substances include, but are not limited to, amphetamines, barbiturates, cocaine, heroin, morphine, PCP, marijuana,

hashish and any other controlled substance listed in Schedules I through V of Section 202 of the Controlled Substance Act, 21 U.S.C. 812. Possession of unauthorized drug paraphernalia while on City property is also prohibited.

2. While the City understands employees and applicants under a physician's care may be required to use prescription or over-the-counter drugs, use of said drugs that is not in accordance with the prescription and/or manufacturer's recommendations or any other abuse of prescribed or over-the-counter medications will be dealt with in the same manner as the use of illegal substances.

3. Employees must notify their supervisor when taking medication that may limit or impair their ability or perform their job. It is the employee's responsibility to determine from his or her physician whether a prescribed drug may impair job performance. Verification of any and all medications may be required. Where prescription medication is involved, verification may include the employee submitting a prescription copy of a physician's statement showing medication required and dates of use. Failure to do so shall be subject to immediate disciplinary action, up to and including termination.

4. All employees are prohibited from using, possessing, distributing, dispensing, manufacturing, purchasing, selling, attempting to sell alcoholic beverages or being impaired, intoxicated, or under the influence of alcohol while on duty, while on City property, or on any work site. Consumption of alcohol while on duty, including lunch and break periods, is strictly prohibited. Employees are also prohibited from using or abusing alcohol off-duty to the extent that such use or abuse tends to have an adverse effect on job performance or otherwise have an adverse effect on the City's image or relationship with other employees or the public. Further, possessing alcohol on City property (inside lockers, in City vehicles, etc.) is prohibited. This would exclude off-duty City-sponsored events such as picnics or City parties and other exceptional circumstances (approved in advance in writing by the City Manager or designee), such as an undercover police officer consuming alcohol with the permission of his/her supervisor, or paramedics who possess alcohol for legitimate use. However, this does not relieve the employee from the responsibility of using moderation and judgment in the use of alcohol at all times.

5. Being under the influence of alcohol and/or drugs while on duty, including lunch and break periods, is prohibited. "Under the influence" shall mean use or abuse of those amounts of drugs, alcohol or controlled substances which test at levels which meet or exceed federal or state statutory limits, or other standards established by the City.

6. The City shall require an employee to submit to drug and/or alcohol testing whenever it has reasonable suspicion that an employee is in violation of this Policy. Random testing may be conducted, if provided for in a collective bargaining agreement or in order to comply with a federal, state and/or local law or regulation. The type and method of testing shall be determined by the City in its discretion.

7. Any employee who tests positive for alcohol and/or controlled substances, or who refuses to sign a consent form, fails to appear for testing, fails to cooperate and/or successfully complete rehabilitation programs and any required after-care programs, or tampers with the test specimen shall be subject to immediate disciplinary action, up to and including termination.

8. All job applicants given a conditional offer of employment will be tested for the presence of illegal drugs as part of the application process. Any job applicant who refuses to submit to drug testing, refuses to sign a consent form, fails to appear for testing, tampers with the test specimen, or fails to pass the pre-employment drug test will be ineligible for hire. Such an individual my not reapply for employment with the City for at least one (1) year from the date of the drug test.

9. Testing for drugs or illegal substances shall be done through a blood and/or urine analysis at the City's discretion. Testing for alcohol will be done through a blood analysis or through an intoxalyzer. Blood samples shall be taken to test for alcohol and/or drugs or other substances where it is generally accepted by medical and/or toxicological experts that testing for such substance is insufficiently accurate through urine samples or where testing of the substance through blood samples provides substantially greater accuracy. Urine samples shall be collected under the supervision of the medical laboratory personnel in the following manner:

   A. Urine sample collection will be unwitnessed unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided.

B. Employees may inspect the container to be utilized for collection of the urine sample and may request a substitute container.

C. Employees may observe the labeling, sealing and packaging for routing of their urine samples by laboratory personnel.

D. The laboratory shall maintain a record of the "chain of custody" on urine specimens.

In the event a urine specimen is tested as positive under the drug testing screen, as specified below, a portion of that sample may be subjected to gas chromotography/mass spectrophotometry (GC/MS) testing. If the GC/MS confirmation test is also positive, the employee may request a portion of the urine sample to be supplied to a qualified laboratory for independent analysis, the cost of which will be paid by the employee.

10. Drugs, their metabolites, alcohol and other substances for which the City will screen an employee's urine and/or blood sample include, but are not limited to the following: alcohol, amphetamines, barbiturates, benzodiazapines, cocaine metabolites (benzoylecogonine), marijuana metabolites (delta-9-tetrahydrocannabinol-9-carboxylic acid), methaqualone, opiates, phencyclidine, and propoxyphene. All testing shall be done by a qualified laboratory with expertise in toxicology testing and methodology. All positive test results shall be evaluated by a certified toxicologist. All samples which test positive on a screening test shall be confirmed by gas chromotography/mass spectrophotometry (GC/MS). Employee shall be required to document their legal drug and/or substance use, as defined above, within twenty-four (24) hours of their initial drug screening test. Test results shall be treated with the same confidentiality as other medical records, (except that they may be released to the employee; the employee's union (if applicable); in any proceedings held regarding any disciplinary action on account of a positive drug test result; and to any governmental agency). The standards to be used for employee drug testing are as follows:

<u>DRUG TESTING STANDARDS</u>

DRUG/METABOLITE TEST	SCREENING TEST	CONFIRMATION
Amphetamines	100ng/ml	500ng/ml
Barbiturates	300ng/ml	150ng/ml

Benzodiazapines	300ng/ml	150ng/ml
Cocaine	300ng/ml	150ng/ml
Marijuana	100ng/ml	15ng/ml
Methaqualone	300ng/ml	150ng/ml
Opiates	300ng/ml	300ng/ml
Phencyclidine	25ng/ml	25ng/ml
Propoxyphene	300ng/ml	150ng/ml

An employee will be considered to test positive for alcohol a t the level equal to or exceeding 0.04g%. Other drugs and substances may be tested for by the City at its discretion. In that event, they will be tested at levels according to generally accepted toxicology standards.

11. If the City permits an employee to enter into a drug or alcohol rehabilitation program, the City may require the employee to execute any and all release/consent forms so that the City can verify that the employee is enrolled in the program, is completing it has completed it successfully or is attending any after-care programs. The employee must submit to a drug test as a follow-up to such program, and on a quarterly, semi-annual, or annual basis for up to 2 years thereafter. All counseling or treatment provided for in this policy is to be at the employee's expense, however nothing shall preclude the employee from submitting his/her expenses for reimbursement in accordance with any appropriate medical plan sponsored by the City.

12. It is the responsibility of each employee who observes or who has knowledge of another employee in a condition which the employee is or appears to be impaired in the performance of his or her job duties, or who presents a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report the fact to his or her immediate supervisor. Any employee who, in good faith based upon reasonable suspicion, reports an alleged violation of this policy, or any supervisory or managerial employee who investigates or takes action in good faith based on reasonable suspicion, shal not be harassed, retaliated against in any

way for making reports or participating in any investigation or action based thereon.

13. Any employee who is convicted of criminal drug statute violation, or any law involving driving a motor vehicle while intoxicated on or off the job shall be subject to immediate disciplinary action, up to and including termination. As used herein, the term "convicted" means a plea of guilty, a plea of "nolo contendere", or a finding of guilty (regardless of whether adjudication is withheld) by any judicial body charged with the responsibility to determine violations of federal, Florida or any other state criminal drug statute or law concerning driving while intoxicated.

14. Any employee who is arrested, charged and/r convicted of a criminal drug statute violation, or of any law concerning driving while intoxicated on or off the job must so notify the City's Personnel Director, in writing, no later than five (5) calendar days following such arrest, charge or conviction. It is the responsibility of the Personnel Director to notify any federal agency with which the City has a contract or grant as a condition of employment involving any employee convicted of any criminal drug statute for a violation occurring in the workplace within ten (10) days after receiving notice by the employee or by any other party.

15. Pursuant to an ongoing drug and alcohol awareness program, the City will periodically inform employees, formally and/or informally, of the dangers of drug and alcohol abuse in the workplace, the City's policy of maintaining a drug-free and alcohol-free workplace, available drug and alcohol counseling, rehabilitation and assistance programs, and that violation of the City's Policy will result in disciplinary action, up to and including termination.

16. Notification of this policy will accompany all City of Sunrise job applications. In addition, a condensed bulletin of this policy will be posted on departmental bulletin boards and available in pamphlet form. The bulletin and pamphlet forms will both make reference to where the comprehensive policy may be viewed.

CODE OF ETHICS

The City of Sunrise City Code identifies a Code of Ethics. It is the intent of this policy to comply, without exception, with the City Code.

The following represent excerpts from the City Code, specifically Sections 10-16.

Section 10-16. Applicability.

> This article shall be designated as the City code of Ethics. The Code of Ethics shall apply to all City personnel as specified and as defined in this article and shall constitute a minimum standard of ethical conduct and behavior for all City officials, autonomous personnel, consultants, quasi-judicial personnel, advisory personnel, departmental personnel and employees of the City. (Code 1972, SS 2-90(a)

SECONDARY/OUTSIDE EMPLOYMENT

SUMMARY

This Policy explains the necessary steps to be followed to obtain initial and renewal approval for outside employment based upon the provisions of the City's Code of Ethics, Article II, Section 10-24. A copy of the Code of Ethics, established in 1985, was/is provided to each employee at the time of initial employment. There are other requirements of the Code of Ethics that apply to Outside Employment which are not set forth herein.

POLICY

City employment is considered the primary employment and no employee may engage in any outside employment which would interfere with the performance of his or her City duties or be in conflict with the interest of the City. Outside employment is limited to incidental or occasional work. Provided, however, employees who are in certain positions that are within the General Employee's bargaining unit may be approved, at the Personnel Director's sole discretion, for outside employment on more than an incidental or occasional basis. Such positions may include only those that are not involved in any of the following: twenty-four hour operations; stand-by coverage obligations; safety sensitive or public safety duties; operations of heavy equipment or public transportation. All outside employment must be approved by the City.

Outside employment means providing goods or services, other than to the City of Sunrise, with the intent of earning a profit or income such as, being an employee, an independent contractor, an agent, or self-employed, or owning or being part owner of a business.

No employee shall accept outside employment, either incidental, occasional or otherwise where City time, equipment or material is to be used or where such employment or any part thereof is to be performed on City time. All information provided is subject to verification. Failure to properly and timely file required forms shall revoke authorization for outside employment and may result in disciplinary action. Incomplete forms will be rejected and may be cause for revocation of authorization for outside employment.

PROCEDURE

OUTSIDE EMPLOYMENT REQUEST AND RENEWAL

1. Before accepting any outside employment, each City employee must complete an **Outside Employment Request** form and have it approved by the Personnel Director (as the City Manager's designee). This form is available from the City's Intranet *Explorer* under the heading, **City Forms**. Employees who do not have access to the City of Sunrise Intranet may request the form from their departmental secretary or the Personnel Department.

2. Once completed, the **Outside Employment Request** form must be forwarded to the Personnel Department for processing. If approved, a copy of the form will be returned to the employee, and the employee's department.

3. The Personnel Department shall be responsible for maintaining the original form for all employees who engage in outside employment.

4. After initial approval is obtained, employees must annually renew/update the **Outside Employment Request** using the same procedures set forth in sections 1–3 above, with the Personnel Department during the month of January (i.e., no later than January 31st) in each year.

RADIO COMMUNICATION POLICY

The City's Radio Communications System is intended to facilitate employees in the conduct of City business. Employees utilize the Communications System at various times throughout the workday. It is also utilized in cases of an emergency. Uninterrupted access is imperative in these situations, and to the efficient conduct of City business.

This policy officially places all employees on notice that use of City radios is strictly limited to City business use only. Any other use of these radios is strictly prohibited, including but not limited to, use of the radios for the purpose of: making off-color jokes, lewd comments, sexually explicit comments, comments concerning any individual or other employee, insults, embarrassing comments and the like,; causing interference or interruption with the conversations of others; using profane, abusive or foul language; unauthorized recording of conversations, etc. Any such use will be grounds for immediate discipline, up to and including termination.

FAMILY MEDICAL LEAVE ACT (FMLA)

Eligible employees are entitled to twelve (12) weeks of FMLA leave in a twelve (12) month period. Leave will be paid leave to the extent an employee has accrued paid leave including annual and sick leave. Once paid leave is exhausted, an employee is entitled to unpaid leave for the balance of the twelve week leave period.

The method the City shall use for determining the "12 month period" in which 12 weeks of leave entitlement occurs shall be the "rolling year" which is the previous 12 months from the first day of any requested FMLA leave.

While an employee is on unpaid status, group medical care coverage will be continued for employees on family medical leave provided the employee continues to make premium contributions to the Risk Management Division as required under normal circumstances. The only coverage that the City will continue is Cigna. All optional coverages the employee has elected through the City, will not be maintained unless the employee pays the full premiums.

The City may recover from the employee, medical coverage premiums paid by the City for the employee, if the employee fails to return from the leave. If the reason is the continuation, recurrence, or onset of a serious health condition which would qualify for FMLA leave, or something else beyond the employee's control, then the City may not recover the premiums already paid by the City.

Employees returning from a family leave of absence will be returned to their original or an equivalent position as provided under the Family and Medical Leave Act of 1993.

Employees who qualify for intermittent or reduced FMLA leave may be transferred to an alternative position (with equivalent pay and benefits) to accommodate such intermittent or reduced leave.

PROCEDURE

1. The employee's first step is to notify his or her department director as early as possible (minimum 30 days for a foreseeable leave) that the employee would like to initiate FMLA qualifying leave. THE EMPLOYEE IS NOT REQUIRED OR

OBLIGATED TO DISCLOSE THE DETAILS OR REASON FOR HIS OR HER FMLA REQUEST TO THE EMPLOYEE'S DEPARTMENT DIRECTOR. The director should instruct the employee to then contact the Personnel Department in order to initiate the necessary paperwork.

2. Employee's must give at least thirty (30) days advance notice of intent to take family leave where the leave is foreseeable (i.e., pregnancy, adoption, planned surgery, etc.). If the need for family leave is not foreseeable, notice of needed leave must be reported to the employee's department director and the Personnel Department within 48 hours from the date the employee is aware family leave is necessary. ONCE AGAIN, THE EMPLOYEE IS NOT REQUIRED TO DISCLOSE THE DETAILS TO THE DEPARMENT DIRECTOR.

3. Employees requesting family leave must provide to the Personnel Department an explanation of the need for the leave in writing.

4. The Personnel Department will then assist the employee in completing all the necessary forms for the FMLA qualifying leave compliance.

5. Employees who wish to take leave for treatment of a serious health condition, or to take care for a parent, spouse or child with a serious health condition, will be required to obtain medical certification of the condition, and are subject to a second examination by a physician of the City's choice and possibly a third examination by a mutually agreed upon physician. The second and third examinations will be at the City's expense. Employees on family leave because of a serious health condition will be required to produce a fitness for duty report from their physician before returning to work.

6. The City may require periodic recertification of the continued need for FMLA leave and/or the employee's intent to return to work.

CONTACT: Assistant Personnel Director
Personnel Department
9525 W. Oakland Park Blvd.
Sunrise, FL 33351
954-572-2322

REFERENCE DOCUMENT:

The Family and Medical Leave Act of 1993
Title 29, Part 825 of the Code of Federal Regulations
U.S. Department of Labor
Employee Standards Administration
Wage and Hour Division

MILITARY LEAVE

1. Submit a City of Sunrise Leave Form as soon as you become aware of the required training or call up. Attach whatever written notice you receive from the appropriate military official. Attach your orders if you then have them. Otherwise, make a notation on the Leave Form that you have not yet received your orders.
2. Your leave will be conditionally approved subject to your providing a copy of your orders.
3. If the orders do not come in by the date of the training, the City will approve leave provided that the orders are submitted immediately upon return from duty.