

100.00 Mission Statement

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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 OPM's are reviewed quarterly for updates or deletions in accordance with the joint Management and Labor Committee with the understanding 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 Operations and Policy Manual, 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 made available on the City of Sunrise intranet to all members of the Sunrise Fire Rescue Department and will be maintained electronically. Changes to OPM's will be reviewed by employees with a receipt that must be signed by each employee, which may be by electronic form, 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.

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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.



RESCUE LIEUTENANT

NATURE OF WORK

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

ILLUSTRATIVE TASKS

Performs all duties of a Firefighter/Paramedic, plus:

Administrative

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

Oversees appropriate patient care administered by all personnel. Provide direction for scene and personnel safety, hospital destination determination and medical communication to receiving facilities.

Assists with or develops a plan to accomplish change in a positive manner in the organization when a new policy or procedure is adopted.

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

Identifies internal problems or concerns within the agency and assists in or proposes a solution by facilitating the development of correcting policy or procedure.

Assist in scheduling special EMS related details.

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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.

Ensure that assigned equipment and equipment components are properly maintained and assist if needed in accordance with existing policy and procedures.

Notify the EMS Captain of any EMS equipment failure; oversees the replacement of any damaged or missing equipment and ensures proper documentation has been forwarded to the EMS division.

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

Ensure that EMS inventory, rescue supplies medications and controlled substances are secured and 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.

Conduct a single unit post-incident analysis with crew member/s to identify areas of knowledge or procedural strength and develop improvement plans for areas needing additional support.

Document verbally and in writing, to the EMS Captain, any problems or lack of cooperation from a EMT or Paramedic during the evaluation process. Capable of applying City of Sunrise human resource policies and procedures when administrative action is required

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.

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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.

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.

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Be thoroughly familiar with all phases of EMS rescue work.

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

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

Be thoroughly familiar with and effectively function in all levels of the current mass casualty incident procedures

Effectively direct crew members and assign tasks in emergent and non-emergent situations clearly and in a concise manner.

Able to initiate actions to maximize and/or correct unacceptable employee performance and utilize agency policies and procedures so member and/or unit performance improves or issue is referred to next level of supervision.

Evaluate job performance of an assigned member according to agency policies and procedures.

Conduct an initial accident review or investigation; communicate orally and in writing while conducting the review or investigation; take notes or complete forms or documents when required by the policies and procedures of the agency.

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Demonstrated ability to analyze a member's accident, injury, or health exposure and provide a report that includes health and safety recommendations to a supervisor.

Implement the incident management system, to communicate orally, to supervise and account for assigned personnel under emergency conditions,
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.



COMMUNITY PARAMEDIC RESOURCE ACCESS PROGRAM

NATURE OF WORK

This is a non-shift level position primarily concerned with program development and delivery of social service resources, emergency and non-emergency activities of emergency management and EMS components of the Fire-Rescue Department with special emphasis in community outreach.

PURPOSE

The Resource Access Officer is a highly accountable position with an emphasis on social services and community outreach. The RAP Officer is responsible for acquiring and contacting residents of the community who may be in need of services or education. These efforts may include coordinating other agency involvement such as Fire-Rescue, Police, Adult Protective Services (APS), Hospitals and Social Services. The Resource Access Officer holds the rank of Rescue Lieutenant. This assignment is appointed by the Fire Chief and reports to the Non-Shift EMS Captain.

ILLUSTRATIVE TASKS

Performs all duties of a Rescue Lieutenant, plus:

Develop and oversee the community resource assess program

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

Provide appropriate patient care at the Paramedic skill level as defined by Florida Statute. This administration of care shall be based upon the Sunrise Fire Departments medical protocols and or other policies or procedures approved by the Sunrise Fire Department

Ensure all assigned personnel perform all activities in a safety conscious manner and ensure proper use of PPE when indicated.

Educate residents on Aging and Disability Resource Center (ADRC) and other social services available

Assist residents in determining needs and coordinates with appropriate service representatives to accomplish these needs.

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Maintain a proper and complete log of all activity

Creates and ensures all reports are prepared in concise, complete, legible and accurate manner

When appropriate reports cases of neglect or abuse to Adult/Child protective services and contact police if needed.

Contacts Case workers and coordinate site visits. If appropriate, coordinate Fire-Rescue units, Police and other agencies if needed.

Coordinate mental health interventions with appropriate Crisis Intervention Unit

Assist in reporting cases to RN and ER Dr's when patient is transported by Fire-Rescue, liaison between field and hospital staff

Sign up residents for 211 Touchline

Present program information to community groups and City Departments

Perform other tasks and/or duties as required or assigned by the Fire Chief or his/her designee

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Have all knowledge, skills, and abilities of a Rescue Lieutenant, plus:

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

Ability to be Resourceful in emergencies with ability to direct and command personnel

Be thoroughly familiar with definition of neglect and abuse and a vulnerable adult/child

Be thoroughly knowledgeable with social services available in Broward County

Be thoroughly familiar with the reporting mechanisms for cases of neglect and abuse to APS and Police.



EMS CAPTAIN - SHIFT SUPERVISOR

NATURE OF WORK

This is a non-bid 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.

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- 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.
- Assists in or develops a project or budget for a new or ongoing project; repairs to existing equipment; new equipment; apparatus or apparatus maintenance
- Performs other related duties as assigned.



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 from an accredited college or university having met the approval of the City's tuition reimbursement program of according to Florida State Statute 633.
2. Possess and maintains a Current State of Florida Paramedic License as described in Florida Department of State; Florida Administrative Code and Florida Administrative Register.
3. Possess 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 Statutes, and Florida Administrative Code)
4. Paramedic I rating within the Department.
5. Fire Officer I Certified by Florida Bureau of Fire Standards and Training

❖ All criteria must be met by the application closing date, unless otherwise specified.

Reference materials may include but are not limited to:

1. The Departments Operations and Policy Manual.
2. Current 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.

300.01 Chain of Command

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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.



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.

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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.

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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. **POLICY**

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 **B** 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 separation 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.

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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 - Fire Life Safety, Administrative staff and special details use
with approval of the Fire Chief or designee
Navy work pants
Jacket (if appropriate)
Black belt
Black shoes
Baseball-style cap (optional)

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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 ranks below that of Captain. For the ranks of Captain and above, badges will be gold colored to each rank as directed by the Fire Chief
- 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 (i.e. years of service, accreditation) 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.

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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.

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- 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 black 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.
 9. No part of the uniform will be worn while an employee is under suspension.
 10. When off-duty details require the wearing of a uniform, the appropriate uniform will be worn. Questions regarding the appropriate uniform will be immediately directed to the Detail Officer.



RULES OF CONDUCT

These Rules of Conduct shall govern the official and unofficial actions of every member of the Sunrise Fire-Rescue Department (SFRD or 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 race, color, national origin, religion, sex (including pregnancy), disability, age, citizenship status, and genetic information (collectively "protected category"), shall not be shown, displayed, voiced, or expressed, by any member of the SFRD, at any time. The City of Sunrise has a Non-Discrimination Policy which applies to all employees. 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. Harassment also includes unwelcome or deliberate or repeated comments, gestures, physical contact of a sexual nature, jokes, insults, cartoons, magazines, or innuendoes relating to a protected category, 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 as conduct unbecoming is any conduct that has a tendency to diminish the public's respect for firefighters and paramedics, and any conduct that has a

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tendency to diminish ~~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 use, buy, sell, possess or consume alcohol, illegal drugs, prescriptions prescribed to another person or illegal controlled substances (collectively "intoxicants"), ; nor shall they use any kind of mind-altering substance while on duty, or at any time while in uniform. No member shall report for duty while under the effect of these intoxicants, or with any such intoxicant in their system.
9. Members shall not operate any City vehicle on or off duty after using any intoxicant or controlled substance.
10. Members shall not transport any intoxicant, including but not limited to alcohol, in City vehicles on or off duty.
11. No member shall report for duty or remain on duty while using any prescribed 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/her job. .
12. No member shall be under the influence of intoxicants in public, in such a manner as to bring discredit to the SFRD or to the City.

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13. Members are prohibited from possessing firearms on City premises except when in compliance with Section 790.251, Florida Statutes. Members are prohibited from having firearms or other weapons in any City vehicle. Fla. Stat. §790.251((7)(f). No concealed weapon or firearms can be brought into a police station or a meeting of the City Commission. Fla. Stat. §790.06(12)(a).
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, City Code of Ordinances, City Administrative Policies & Guidelines (check with HR, but that's what they are called on their website)., Policy and Departmental Rules and Regulations, and departmental directives and procedures may lead to disciplinary action, up to and including termination.
16. Disposition of any criminal charge (e.g., including but not limited to conviction, plea of nolo contendere, 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 as well as any 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. Members shall not commit, engage in or be involved in any 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.

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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 Florida law and the City's Code of Ethics as set forth in Chapter 10, Article II of the City's Code of Ordinances. Members 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 act and behave ~~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.

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32. Members shall not smoke or use tobacco products and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes in City buildings and City vehicles. Smoking and the use of tobacco products and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes are permitted only outside of City buildings and City vehicles. Smoking and the use of tobacco products and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, and electronic cigarettes 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, computers, equipment, 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.

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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.
40. Witnessed behavior that is inappropriate should be immediately reported to the Shift Battalion Chief or their supervisor. The Shift Battalion Chief will forward this reported behavior to the Fire Rescue administration and the investigation will follow the same procedure as in OPM 302.02 "Citizen Complaint".

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, 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 **any** other reason must call in as prescribed in the Collective Bargaining Agreement and OPM 300.11.
4. No contact by a member within 30 minutes after their scheduled duty shift will be considered absent without leave. See OPM 302.01 regarding absent without leave.
5. 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.
6. Members are to report to work on time for their scheduled duty time
7. Repeated or excessive lateness may subject an employee to discipline.

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8. Members may not claim sick leave when physically fit and may not falsify any sick or injury report.
9. EMTs and Paramedics are required to have an appropriate and current EMT or Paramedic Certificate, Advanced Cardiac Life Support Card (if applicable) 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. Additionally all members of the Sunrise Fire Rescue Department must remain in good standing with the United States Department of Health and Human Services Office of the Inspector General (OIG) and shall immediately notify the Fire Chief of any information or investigation that might cause the member to ~~not~~ appear on the List of Excluded Individuals from Federal Health Care Programs. 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.
10. 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.
11. 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.
12. 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.
13. Members must be aware of all SFRD equipment and know the location and proper operation of this equipment.

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14. 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.
15. All in-service SCBA/PASS units will be checked daily and deemed functional during the morning equipment check.
16. 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.).
17. Members will thoroughly acquaint themselves and remain knowledgeable of the geographical characteristics of the City.
18. 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.

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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 when not being used. 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 will 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.

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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 **all** 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, Collective Bargaining Agreements, OPM's, Medical Protocols, notices, and other pertinent information issued by the SFRD.

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2. Discipline

- a. Battalion Chiefs will not discipline members, except for just cause.
 - b. Battalion Chiefs shall report a subordinate's 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.

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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, if the court order, subpoena or legal process relates to on duty conduct, 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. For additional information refer to OPM 300.11 Leave Documentation.



Citizen Complaints

PURPOSE:

To maintain a high level of public confidence and trust in Fire Department services, complaints shall be investigated and responded to as quickly and thoroughly as possible.

POLICY:

This policy shall be followed for all complaints lodged against any employee of the Sunrise Fire Rescue department. All complaints concerning the Fire Department or any of its employees will be investigated by the Administrative Deputy Chief and a log of these complaints will be maintained for a period of one (1) year after final action. At the conclusion of the investigation a response may, at the discretion of the Fire Chief, be provided to the complainant if requested. Citizens complaining anonymously will be advised that we cannot react to anonymous complaints. However, the Department may investigate any complaint, regardless of the source.

PROCEDURE:

Any individual, upon receipt of a complaint, whether in writing, phone call, on scene or in person, shall gather and forward the information to the Administrative Deputy Fire Chief within three (3) business days in written form either by e-mail or by memo and will be signed by the individual forwarding the information. The Fire Chief's Office shall enter it into the Complaint Tracking Log.

The following information shall be obtained from the person making the complaint:

1. Nature/Description of the complaint
2. Location of incident, date and time
3. Names of employee(s) or unit (s) involved
4. Contact phone number and address
5. Name of complainant and any witness

Within five (5) calendar days of notification of the complaint, notification will be sent to the complainant from the Fire Chief or his/her designee, acknowledging receipt of the complaint. The investigation shall be completed in accordance with the OPM 302.00 "Corrective Actions" procedure with a recommendation for appropriate action. The Fire Chief will review the facts and recommendation(s), and make the final decision on follow up action(s).

302.02 Citizen Complaint

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APPARATUS MAINTENANCE PROCEDURES

Purpose

To ensure that all emergency vehicles and equipment are in good working order, properly stocked and to provide for the cleanest environment for Fire Department personnel and the patients they serve.

Daily Maintenance of Department Vehicles

Cleaning of Apparatus and Equipment

All front line apparatus and equipment are to be cleaned daily or if needed more frequently. Patient areas of rescue units that are being used for patient transport are properly cleaned after each transport.

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 Officer 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.

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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 motor shall only be tested in accordance with manufacturer recommendations on schedule 'B' apparatus field days), and the relief valve/pressure governor tested for operability daily.

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.

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Weekly Maintenance of Department Vehicles

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. Schedule B cleaning will be performed on rescue vehicles after every contact with a known communicable disease patient.

These maintenance schedules and the objectives to be accomplished are as follows:

SCHEDULE A

Engine, Ladder and Rescues

- Sweep out all compartments
- Wipe and lubricate if applicable all hand tools
- Lubricate compartment door locks and latches (WD40 or equivalent)
- Check and lubricate fire extinguisher brackets
- Wipe down dashboard and all cab interior surfaces*
- Sweep cab floors
- Wash unit
- ArmorAll tires

*Do Not ArmorAll steering wheel, seats, brake or accelerator

SCHEDULE B

Engine and Ladder

- Connect pump to hydrant
- 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
- Pump water through discharges
- At least one gate should have a nozzle attached and flowed to 150 PSI
- Back flush pump
- Operate relief valve
- Operate Primer motor
- Lubricate discharge handles and drains where necessary with white lithium or grease gun

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- Lubricate front suction butterfly of applicable wye
- Check deluge gun(s) for operability and ease of motion, lubricate with WD40 as necessary
- Check and lubricate deluge hold-down clamps
- Check deluge gauge for readability
- Check and lubricate with WD40, where necessary, all ladder and hard suction bracket clamps
- Check ladder halyard for fraying, etc.

Aerial Ladder Device

- Check aerial ladder for crack in structural members and welds
- Check cables for wear and tear, tension, etc.
- Check Nylatron blocks for wear and tear; lubricate per Driver's manual
- Flow water through water-way; lubricate water-way and ladder as necessary per E-One manual
- Check emergency power switch
- Check override switches
- Lubricate outriggers as necessary per Driver/Operator manual
- Rotate and extend aerial

Rescue

- Spray a mild degreasing solution onto the A/C intake fans located under vehicle on the step side
- Rinse with hose once solutions have been allowed to work for 5 minutes
- Wipe counter top, cabinet doors, etc. with disinfectant (Virahol) or equivalent
- Mop interior floor with light bleach (1:100) solution
- Wipe down Lifepak casing with Virahol or equivalent.
- Med Box - clean all trays and outside
- Clean all suction units
- Wipe down and disinfect all backboards

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Repairs of Department Vehicles

In an effort to enhance existing procedures dealing with vehicle repairs, the following revised procedure shall take effect.

All work orders will be entered into the "Track-It Work Order Entry Portal" which can be accessed on the Sunrise Fire Departments intranet page

It is very important to provide as much detail as possible so the work order can be routed correctly. It is necessary to include the vehicle number and vehicles location prior to submitting the work order ticket (i.e. Unit 330 located at City Garage). Once completed and sufficient information has been entered, submit the ticket and print the work order record.

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. The work order 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 the City garage.

As repairs are made, the mechanics will make notes for all items repaired. It is imperative that Fire Department personnel receiving the repaired vehicle take the time to confirm that repairs were made. Once all repairs from a vehicle repair form are completed, the work order can be sent to Logistics to insure continuity of paperwork.

All vehicles taken to the City garage for repair will be left inside the gated 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".

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 the logistics department should be notified to facilitate needed repairs, it is imperative that unit personnel report to the city garage supervisor on duty. Under no circumstances are fire department personnel to request repairs or consultations from mechanic personnel in the repair yard.

Once repairs are completed, the Fire-Rescue Logistics Department will be notified the vehicle is ready for service.

Damage to City Vehicles should follow OPM 401.03



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.

VEHICLE OPERATIONS

Employees operating city vehicles shall maintain compliance with all State laws, City of Sunrise ordinances, rules and regulations; and Sunrise Fire Rescue operations and policies.

All occupants, unless impractical to provide patient care, shall use department of transportation approved safety restraints. The front cab or passenger areas as well as rear patient compartment area will be free from all loose equipment and potential projectiles.

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.

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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.

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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.



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 than 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.

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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.



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 unless the receiving facility refuses this waste. In the event the receiving facility refuses to allow the disposal of biohazardous waste at their facility, the contaminated items will be secured in red biohazardous marked disposal bags. All biohazardous waste must be placed in properly designated biohazardous waste containers. This biohazardous 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 generally 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 Division. 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. ALL Sharps must be disposed of in specially designed containers that must be:
 - Closable
 - Puncture resistant
 - Leak proof on sides and bottom
 - Labeled or color-coded containers 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 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 and use a self-contained breathing apparatus (SCBA) or supplied air respirator (SAR) under the following conditions:

- During all phases of active firefighting including but not limited to structural firefighting, aerial operations, vehicle fires, trash or dumpster fires and overhaul.
- During emergency situations including but not limited to confined spaces that may involve toxic or oxygen deficient atmospheres.
- While working in spaces where hazardous atmospheres may be present.

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.

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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, appropriate level protection as determined by the incident or special operations commander.

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.

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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.

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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.

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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.

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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.



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:

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Indicator	Color or Condition	Meaning
POWER	Green	Power applied to unit
ON/OFF Switch	Green	Power applied to unit
	Flashing Green	Vehicle in Disable mode
DISABLE	Off	Vehicle not in Disable mode
	Flashing Green	Vehicle in Disable mode
GPS	Amber	Not receiving GPS, radio not transmitting
	Green	GPS has good 3D fix
RADIO	Amber	No communication between radio/GPS unit & vehicle control unit
	Green	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

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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 Police Department (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?

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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.

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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.

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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.

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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.

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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 SCENE SAFETY OPERATING GUIDELINES ON LIMITED ACCESS HIGHWAYS

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

- Limited Access Roadway - any Interstate Highway, U.S. Highway, State Route, or County Road with limited access.
- Incident Commander – that person managing the incident scene.
- 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

- Law Enforcement: traffic flow, scene control/security, and investigation
- Fire Department: scene safety, medical treatment, and hazardous materials
- 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.

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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.

Multiple Engine Companies are dispatched from different stations to provide for additional manpower and for scene safety. Once the initial Engine Company arrives on scene and establishes command the second responding Engine Company should continue into the scene to provide for traffic control and to be used as a shield from oncoming traffic. The crew of this Engine Company should remain uncommitted to the scene and aware of oncoming traffic. The first arriving Engine Company can cancel additional support only if they are not committed for patient extrication or patient care and they can position their vehicle to assume the role of traffic shield.

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.

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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.

- A. **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.
- B. **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.
- C. **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 (CO) gas monitors to be placed on all in service front line apparatus. 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.

400.12 Carbon Monoxide Monitor

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- 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.

400.13 Emergency Alert Policy

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Operating Emergency Alert Button (EAB): (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

Emergency Situations

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.

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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 apprised 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:

- Job classifications in which all employees have occupational exposure to bloodborne pathogens, shown in "A" below.
- 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 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
 - Driver/Operator
 - Rescue Lieutenant
 - Captain
 - Battalion Chief
 - Division Chief
 - Deputy Chief
 - Fire Chief

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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 airway bridge devices such as a King Tube™
- 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

NOTE: Florida Statutes §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 infectious disease. ¹

¹: §395.1025 Infectious diseases; notification.—Notwithstanding the provisions in s. 381.004, if, while treating or transporting an ill or injured patient to a licensed facility, an emergency medical technician, paramedic, or other person comes into direct contact with the patient who is subsequently diagnosed as having an infectious disease, it shall be the duty of the licensed facility receiving the patient to notify the emergency medical technician, paramedic, or his or her emergency medical transportation service employer, or other person of the individual's exposure to the patient within 48 hours, or sooner, of confirmation of the patient's diagnosis and to advise him or her of the appropriate treatment, if any. Notification made pursuant to this section shall be done in a manner which will protect the confidentiality of such patient information and shall not include any patient's name.

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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" as defined in subparagraph 64D-2.003(2)(d)3., F.A.C.

In accordance with Fla. Stat. §381.004 and Rule 64D-2, F.A.C, HIV test results **may** be provided to medical personnel who experience a significant exposure while providing emergency assistance **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 infected person's 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.

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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 patient's blood or body fluid possesses 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 judgment. 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, Hepatitis B (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.

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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.

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.

PREVENTION AND IMMUNIZATION PRACTICES

For Prevention and Immunization Practices refer to the Florida Regional Common EMS Protocols; General Protocol's section 6.12 for the minimum standards which can be exceeded at the discretion of the Fire Chief or his/her designee.

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EXPOSURE 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)
 - Employer Section: (Completed by employee)
 - 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 third party administrators (TPA) and the Risk Management Department regarding issues of Workers' 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 Workers' 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. Notification to the Station Officer, Shift Battalion Chief and Duty Chief must be made for any incident involving an injury; significant exposure; or illness or it is likely that an injury or illness may result from the incident,
- C. Fire-Rescue employees are required to request an incident log through dispatch and obtain and complete the following:
 - First Report of Injury or Illness employee section and employee signature in employer information section*
 - Employee Workers' Compensation Report
 - Employer Section – completed by employee
 - Physician Section - completed by treating physician
 - Patient Care Report (PCR)
 - Supervisor's Report Accident/Injury
 - Incident Report in Records Management System (RMS)
 - Casualty report for all injuries included as part of the report in the RMS.
 - FD30 Incident Report (for staff follow-up)

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- D. Call in Report of Injury to Risk Management at 954-572-2497. If calling after standard business hours, leave voice mail message with **details of injury, name of injured employee**, where injured employee was treated and phone number of employee and their supervisor's name.
- E. Complete the First Report of Injury or Illness and the Supervisor Report Accident/Injury and email the reports to Risk Management at riskmanagment@sunrisefl.gov immediately after completing the phone notification.*

* 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.

F. If there is **no** injury or illness resulting from an accident 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:

- Supervisor's Report Accident/Injury
- FD30 (for staff follow-up)

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 Workers' Compensation TPA as well as appropriate work-related injury policies.



Work Related Injury or Illness Reports

Refer to the proper Operations and Policy Manual for additional instructions.

- 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 9:00 AM and 5:00 PM (Monday - Friday).
3. After hours, call and leave message at 954-572-2497 with **details of injury, name of injured employee**, where employee was treated and phone number of employee and their supervisor.
4. Complete the First Report of Injury or Illness and the Supervisor Report Accident/Injury and email the reports to Risk Management at riskmanagment@sunrisefl.gov immediately after completing the phone notification.

<p style="text-align: center;">ACCIDENT NO INJURY (OPM 401.02 & 401.03)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supervisor's Investigation Report <input type="checkbox"/> Incident Report FD30 <input type="checkbox"/> If a Vehicle Accident without Injuries also include: <input type="checkbox"/> Vehicle Incident Report <input type="checkbox"/> Vehicle Work Order (not in this packet) <input type="checkbox"/> Garage (Damage Assessment) <input type="checkbox"/> Photos 	<p style="text-align: center;">ACCIDENT with INJURY (OPM 401.02)</p> <ul style="list-style-type: none"> <input type="checkbox"/> First Report of Injury or Illness <input type="checkbox"/> Employee Workers' Compensation Report (2 Sections) <ol style="list-style-type: none"> 1. Employer Section: (Completed by employee) 2. Physician's Section: (Completed by physician) <input type="checkbox"/> Sunrise EMS Report (complete on tablet) <input type="checkbox"/> Supervisor's Investigation Report <input type="checkbox"/> Fire RMS Entry with casualty section completed <input type="checkbox"/> Incident Report (FD-30) If a Vehicle Accident also Include <input type="checkbox"/> Vehicle Incident Report <input type="checkbox"/> Vehicle Work Order (Not in this packet) <input type="checkbox"/> Garage (Damage Assessment) <input type="checkbox"/> Photos
<p style="text-align: center;">EXPOSURE NON-SIGNIFICANT (BLOOD OR BODY FLUID) (OPM 401.01)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infectious Disease Exposure Form 	<p style="text-align: center;">EXPOSURE SIGNIFICANT (OPM 401.01)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infectious Disease Exposure Form * <ul style="list-style-type: none"> • Post Exposure Management Instructions • What You Need To Know – Pre-Hospital Post Significant Exposure Guide <input type="checkbox"/> First Report of Injury or Illness <input type="checkbox"/> Supervisor's Investigation Report <input type="checkbox"/> Sunrise EMS Report (complete on tablet) <input type="checkbox"/> Fire RMS Entry with casualty section completed <input type="checkbox"/> Employee Workers' Compensation Report (2 Sections) <ol style="list-style-type: none"> 1. Employer Section: (Completed by employee) 2. Physician's Section: (Completed by physician) <p>* Complete first to receive treatment</p>
<p style="text-align: center;">CHEMICAL EXPOSURE (NOT TREATED)</p> <ul style="list-style-type: none"> <input type="checkbox"/> First Report of Injury or Illness <input type="checkbox"/> Supervisor's Investigation Report <input type="checkbox"/> Chemical Exposure Report <input type="checkbox"/> Fire RMS Entry with casualty section completed 	<p style="text-align: center;">CHEMICAL EXPOSURE TREATED</p> <ul style="list-style-type: none"> <input type="checkbox"/> First Report of Injury or Illness <input type="checkbox"/> Supervisor's Investigation Report <input type="checkbox"/> Chemical Exposure Report <input type="checkbox"/> Sunrise EMS Report (complete on tablet) <input type="checkbox"/> Fire RMS Entry with casualty section completed <input type="checkbox"/> Employee Workers' Compensation Report (2 Sections) <ol style="list-style-type: none"> 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 DAMAGE / ACCIDENT REPORTING

PURPOSE

The purpose of this document is to clarify and define the procedures necessary to report **ALL** vehicle damage or accidents involving city vehicles (including minor damage such as scratches and broken lenses, etc.).

POLICY

Fire apparatus shall only be operated when their mechanical condition is safe to do so. All vehicles shall be inspected during vehicle checkout for any damage or condition that may cause unsafe operations. The following procedures are designed to ensure proper documentation in an effort to facilitate repairs and notification.

DAMAGE TO A VEHICLE

If at vehicle checkout or at any time during shift vehicle damage is found and the cause is unknown:

1. Immediately report damage to the Station Officer and on duty Battalion Chief and determine if safe operations may continue. If unable to determine vehicle safety the vehicle should be inspected by a member of city garage. If unavailable the vehicle will be taken out of service until a determination can be made.
2. Complete a City of Sunrise Vehicle Incident Report indicating the vehicle number, extent of damage, personnel involved, time found, a brief description of the incident and any additional actions taken. Place a copy of this form in the vehicle folder and forward the original to the logistics division.
3. Enter a work order into the Electronic Work Order Entry Portal following OPM 303.01 Apparatus Maintenance Procedures

401.03 Vehicle Accident Reporting

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VEHICLE ACCIDENT(S) (NON-INJURY)

1. Notify the station officer and the on-duty Battalion Chief.
2. The appropriate police department shall be notified for a report.
3. A Vehicle Incident Report must be completed and immediately forwarded indicating the vehicle number, extent of damage, personnel involved, additional actions taken and a brief description of the incident.
4. Enter a work order into the Electronic Work Order Entry Portal following OPM 303.01 Apparatus Maintenance Procedures
5. Supervisors Investigation Report
6. If the unit can be safely driven, it shall remain out of service and be 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 ensure 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).

7. 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 Station Officer, on-duty Battalion Chief, on call Duty Chief and Fire Chief.
3. The appropriate police department shall be notified for a report.
4. A Vehicle Incident Report must be completed and immediately forwarded indicating the vehicle number, extent of damage, personnel involved, additional actions taken and a brief description of the incident.

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5. If the unit can be safely driven, it shall remain out of service and be 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.

6. Workers' compensation paperwork shall be prepared on **ALL** personnel that are **SUSPECTED** of being injured in the accident (see 401.02).
7. The Battalion Chief shall immediately notify, by phone, the Risk Management office of the accident and include details of the injury and the name of the injured employee and where they were treated. For incidents that occur after Risk Management hours a voice mail message will be left with the same information as above. 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.



PUBLIC RECORDS

Information pertaining to public records are contained in Florida Statutes Chapter 119 and in the City of Sunrise Code of Ordinances Chapter 2, Article VIII entitled “Public Records” which are incorporated herein by reference.

For the purpose of this section, the term “public records” is defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, 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.

Section 2-392 defines the custodian of the City’s public records as the City Clerk.

Station personnel are not the records custodian of SFRD documents. “Public Records” requestors shall be directed to the Fire Rescue Administration or the City Clerk’s office so any privileged information (e.g. HIPAA Information) can be redacted before records are produced. If a request for an extensive public record is presented to the Fire Rescue administration office which involves multiple departments, Fire Administration will coordinate the production of those documents with the City Clerk’s office.



HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Overview

The federal government implemented the Health Insurance Portability and Accountability Act (HIPAA) in 1996. The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and give patients an array of rights with respect to that information. The HIPAA Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities and their business associates to use to assure the confidentiality, integrity, and availability of electronic protected health information.

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, received, or transmitted by the Department in any form or medium, whether electronic, on paper, or verbally that 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. Completed patient reports are 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 has been modified to include a section for the patient to sign for the NPP. The NPP signature can be collected from a family member, much the same as the billing signature. 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.



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.



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.

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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.

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- 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, these 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, Benzene 50ppm, Chlorine 5000ppm, Hydrogen Chloride 1000ppm, Sulfur Dioxide 300ppm, Phosgene 2000mg/m³, Hydrogen Sulfide 5000ppm, Chloropicrin 5000ppm 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.

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Section D – Decontamination Procedures:

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.

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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 954-320-0520.



FORCIBLE ENTRY PROCEDURES

PURPOSE:

The purpose of this policy is to provide a uniform framework for forcing entry into a structure in times of medical need, fire alarms or other emergencies when risk to life or property is present.

SCOPE:

This policy applies to all members of the Sunrise Fire Rescue department providing fire, rescue or emergency medical services.

POLICY:

Forcible entry is at times a necessary component of an emergency response to cause entry into a locked, blocked or otherwise non-accessible location. This entry may be needed to render care, free from entrapment patients or potential patients who may not be able to free themselves or to confirm no fire exists since fire alarms often occur without anyone on the premise.

The use of Forced entry into a structure or vehicle should only occur if “*exigent*” circumstances exist (an emergency situation requiring swift action to prevent imminent danger to life or serious damage to property).

Sunrise Fire Rescue crews are hereby authorized to force entry which may cause damage to the structure when these circumstances are encountered in order to prevent or mitigate further danger.

Law enforcement shall not be notified to assist with forcible entry unless a potential scene safety hazard is present or other circumstances dictate their response. Members should use approved forcible entry tools to force entry, thus avoiding personal injury. All means of entry to a building shall be examined before forcing entry (“try before you pry”). Excessive damage will cause a poor public perception; all efforts should be made to minimize the amount of damage needed to gain access.

PROCEDURE:

Crew safety concerns should be considered before entering a structure where forced entry has been preformed. Crews should announce themselves by repeatedly knocking on doors and windows loudly identifying themselves as the fire department prior to forcing entry and before entering the structure.



Medical Emergencies and Alarms

- Assess the scene and consider law enforcement assistance, if necessary.
- Knock loudly and repeatedly to summon a property representative.
- Attempt to look through windows to determine patient location, if unknown.
- Confirm the address via another source (another firefighter, dispatch run ticket, etc).
- If a patient is visualized and incapacitated or unable to open a door, companies are permitted to force entry.
- If a reasonable suspicion exists that a patient is unconscious or incapacitated at the address, companies are permitted to force entry.
- If a neighbor has a reason to believe a property occupant is having a medical emergency, companies are permitted to force entry.
- For situations where a patient cannot be seen, reasonable suspicion doesn't exist, and neighbors aren't available, the decision to force entry is left up to the company officer.
- After forcing entry the residence should be re-secured.
- Thorough documentation of the reasons for forcible entry and the method shall be provided on the incident report.
- If forcible entry occurs and no patient or dangerous situation is found, the police department should be contacted for assessment and a report.

Activated Fire Alarms, Smoke Alarms, Water Flow Alarms

- Assess the scene and consider law enforcement assistance, if necessary.
- Utilize Knox box for entry into the structure, when available.
- If any indicators of fire are present, companies are permitted to force entry.
- If a property representative is responding with a reasonable time frame, companies should wait for their arrival to force entry as long as no indicators of fire are present and a Knox box is not available.
- If contact with a property representative cannot be made, and conditions in and around the structure appear normal, the company/chief officer must utilize their discretion with forcible entry.
- Thorough documentation of the reasons for forcible entry and the method shall be provided on the incident report.
- If forcible entry occurs and no hazardous situation is present, the dispatch center shall be notified.



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 Administrative Deputy 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 that 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

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).

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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 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.

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- C. In the event a controlled substance is administered to a patient, become damaged or has expired, a controlled substance log must be completed. For damaged or expired controlled substances the vial will be removed from service and placed in the clear bio-hazardous bag with the seal and security container and returned to the EMS Shift Supervisor for replacement.
- D. Storage of Nitrous Oxide 50% Blended in Oxygen (Nitronox)
- E. 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

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 (if applicable) are consecutively numbered and that no previous pages or previous entries 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 Administrative Deputy Chief, if necessary.

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- 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 Officer 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. Custody change/inspection takes place at shift change and will be recorded in the unit's weekly log.



- 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 of the custody change/inspection. (User entry)
 - 4. Log and user entries will specify the medication 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 breaching 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 Administrative Deputy Chief or his/her designee via chain of command.

DISPOSAL

When a controlled substance is administered to a patient, the Controlled Substance Log is completed. Any unused/not administered medication must be disposed of in the presence of at least two personnel one of which must be the officer in charge of the rescue truck. This information will be recorded in the control substance supply room logs.

SECURITY

1. All controlled substances shall be secured by the utilization of the vehicles locking mechanism. All vehicles will remain secured while unattended. 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 or his/her designee 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 of an ALS fire rescue vehicle or employees designated and approved by the Fire Chief 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.

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- D. If a controlled substance is used, the vial, seal, and container shall then be returned in a clear bio-hazardous bag to the EMS Shift Supervisor for replacement.
- E. A complete replacement will be issued by an EMS Shift Supervisor
- 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 from any vehicle. The log, if applicable, 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 Administrative Deputy 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.

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- 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 Administrative Deputy 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 Administrative Deputy 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 Administrative Deputy 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.
2. The Administrative Deputy Chief or designee shall order controlled substances when required, from the appropriate supplier.
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.

DETAILS

The Department does not currently supply controlled substances for Details.

QUANTITIES

Rescue Companies: Quantity, dosage and medication as listed on the vehicle checkout sheets which are approved by the medical director.

Suppression Companies: Quantity, dosage and medication as listed on the vehicle checkout sheets which are approved by the medical director.

The container the medication is supplied in may change without warning.

The quantities noted above are maximums, and cannot be adjusted without the approval of the EMS Medical Director and the Fire Chief or designee.



CARE AND ASSIGNMENT OF PATIENTS PERSONAL PROPERTY

Purpose:

The purpose of this policy is to provide uniform guidelines and procedures that provide accountability for patient's personal property and belonging

Sunrise Fire Rescue personnel will make all attempts to release the patient's personal belongings to the patient, patient's family or the patient's designee. In situations when the patient will not be able to manage them or maintain proper security the following guidelines should be followed.

Guidelines:

Sunrise Fire Rescue personnel may accept custody of patient belongings whenever it is determined:

- Acceptance of these items or medications is in the patient's best interest.
- Acceptance is not likely to disrupt/compromise normal operations concerning the patient or employee safety.
- All reasonable efforts to secure the items were made
- The patient is not capable of being responsible for the belongings and no family members or patient designees are available to take custody of the belongings.

Procedure:

Once a representative from the Sunrise Fire Rescue agency accepts custody of a patient's belongings, valuables, electronic devices, money, or medications it is imperative that proper documentation clearly indicate who and where the items were left with.

All items should be inventoried and listed on the patient care report and should clearly state "All property has been transferred to xxx (where xxx represents the hospitals name) and handed to zzz (where zzz represents the name of the person) at that facility" at the conclusion of the call. Careful attention should be placed on generic naming of these items such as "a gold in color bracelet" or "a silver in color watch".



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

(Oleoresin 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™ 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,

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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.



Medication Temperature Monitoring Procedure

PURPOSE:

Medications and IV solutions are subject to potential degradation when exposed to extreme temperatures and should be stored in an environment that protects them from extreme temperature changes and light. According to most medication manufacturer's guidelines, medications should be stored at temperatures that range from 55 degrees to 85 degrees Fahrenheit (F).

Some medications will display obvious signs of exposure to temperature extremes by changes in color and clarity. However, it is possible that a medication has been exposed and displays no changes.

Thermometers have been distributed to all ALS vehicles to be stored within the medical box of front line trucks. Crews will check the thermometer twice a day at 0800 hours and again at 1600 hours to ensure that the temperature does not go <55 degrees or >85 degrees F. Consideration should be made to anticipate if temperatures will exceed the manufacturers recommendations and if so to store these medications within the confines of a controlled environment. The Temperature check sheet must be initialed by crew member at times indicated above. All temperature check sheets are to be completed and submitted along with the controlled substance log sheets for archiving.

Any medication that has been exposed to extreme temperatures or shows signs of contamination should be removed from service and forwarded to the EMS division for disposal and replacement.

PROCEDURE:

ALS Rescue Apparatus

- A. Medication/IV boxes and bags will be housed in climate-controlled portions of EMS vehicles (i.e. the patient module of an ambulance).
- B. When on scene of call, Rescue Apparatus should leave their vehicles running, in order to ensure that the HVAC is operational and maintaining an appropriate temperature.

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VII. ALS Fire Apparatus

- A. Whenever possible, units should be parked in shady areas on incident scenes to reduce exposure of the medication & IV solutions to extreme heat.
- B. Consideration should be given to placing medication boxes and bags in the air conditioned compartment of the apparatus.
- C. Crews will check the thermometer twice a day at 0800 hours and again at 1600 hours to ensure that the temperature does not go <55 degrees or >85 degrees F. The Temperature check sheet must be initialed by crew member at times indicated above. All temperature check sheets are to be completed and sent by inter-office mail monthly to Logistics along with the controlled substance log sheets for archiving.



DECONTAMINATION AND DISINFECTION (BIOLOGICAL)

PURPOSE:

The purpose of this procedure is to provide clear decontamination and disinfection instructions in the work place in accordance with the Occupational Safety and Health Administration (OSHA) Health Standard 1910.1030. The intent is to prevent the spread of micro-organisms and other contaminants that may threaten the health of human beings or environment.

This procedure should be considered a guidance document that establishes minimum standards in the subject areas covered. It summarizes regulations and best practices and should be used as a supporting document and job aide. This procedure shall be reviewed and updated annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure or decontamination procedures.

Workspace includes any place where employees or substance can cause risk of contamination such as: Readiness areas, dorms, kitchen, offices, or other portions of the fire station where needed, inclusive of all vehicles and equipment.

Decontamination is the process of cleaning an object, substance, or surface to remove soiled contaminants such as body fluids and biological substances. Decontamination for Hazardous Material including chemicals or radioactive substances should follow appropriate HazMat Protocols. During decontamination appropriate personal protective equipment (PPE) shall be used at all times, at a minimum gloves and eye protection. Any biological materials involved in decontamination shall be placed in approved red bags and or puncture resistant containers.

Disinfection is the method used to destroy and prevent growth of disease carrying microorganisms (viral or bacterial). During disinfection appropriate PPE chemical protection shall be used at all times, at a minimum N95 mask, gloves and eye protection with maximum ventilation to area. Each chemical may require different levels of protection and the label must be reviewed prior to use.

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The combination of decontamination and disinfection using best practices and products shall be completed where a known or suspected material may provide risk of contamination of any person. Following these procedures will decrease the risk of cross contamination between equipment, personnel, and patients and other potentially infectious material (OPIM) defined in OSHA standard 1910.1030(b).

Exposures during decontamination or disinfection should follow OPM 401.01.

WORKSPACE DISINFECTING PROCEDURE

1. Decontamination procedure

Equipment that has been contaminated by blood or OPIM shall be decontaminated and disinfecting, or disposed of as contaminated waste. Surfaces that have become soiled with blood or OPIM must be decontaminated using a one-step germicidal detergent. Follow the directions on the container decontamination procedures.

2. Disinfection Procedure

The Sunrise Fire Rescue agency has adopted the use of Byoplants™ electrostatic application system as the final disinfection step. Only department approved chemicals are authorized to be used in the application system. The system will be clearly marked with tag of the current department approved chemical. Only employees properly trained in the ByoPlanet user's guide are authorized to use, contact the EMS Captain to seek training.

Only department approved chemicals will be used in the ByoPlanet application system, no other chemical shall be used without department and manufacturer approval. While ere is a rapid change in chemicals being developed,

Application rates are pre-established by the department based on manufacturer recommendations and ByoPlanet™ application system guide for use. As a general rule the application rate is 1 minute of spray per 500 sq/ft. of area. The objective is to apply sufficient product to achieve a wet sheen on the surface being decontaminated, not a saturation; soaking or running of the chemical.

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Routine apparatus disinfection procedure:

OPM policy 303.01 Apparatus Maintenance Procedures describes the daily and weekly cleaning of all front line apparatus and is incorporated by reference in this policy. Apparatus should always be in cleanest state possible. At a minimum, weekly decontamination and disinfection with the use of the ByoPlanet™ of Engine and Rescue units will occur supply day or after any suspected contamination of blood or OPIM.

Routine station disinfection procedure:

Fire stations should always be in cleanest state possible. Routine disinfection of Stations will occur quarterly during Station Rotation or after any suspected contamination of blood or OPIM.

The shift Battalion Chief or EMS Captain can provide access to the ByoPlanet application system as needed.



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.

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- 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

705.00 Response Assignment Strategy



A. Response assignment by Incidents

Type	Engine	Rescue	EMS	Battalion	Ladder	Special	GPSN1
Accident	1						
Accident w/Injuries or Pedestrian	1	1	1				
Accident (highway, Sawgrass, 595)	2	2	1	1			
Dead Person	1	1	1				
Mentally Ill Person		1					
Boat - Marine Fire (#)	1	1	1	1			Yes
Brush Fire	1						
Commercial Structure Fire (#)	3	2	1	1	1		Yes
Dumpster Fire	1						
Dive Call	1	1				DV92	Yes
Electrical / Utility Hazard	1						
Elevator Rescue	1						
Haz-Mat Incident*	1	1	1	1	1	HM92	Yes
Residential Fire (#)	2	2	1	1	1		Yes
Smoke Investigation	1						
Trash Fire	1						
Vehicle Fire (#)	1	1					
Drowning	1	1	1				Yes
Assault w/Injuries		1					
Suicide Attempt		1	1				
Shooting	1	1	1	1			Yes
Stabbing	1	1	1	1			Yes
Boat - Marine Accident	1	1	1	1			Yes
Aircraft Alert 1	1	1					Yes
Aircraft Alert 2	1	1	1	1			Yes
Aircraft Alert 3	3	2	1	1	1		Yes
Bomb Threat	1	1					Yes
Fire Alarm	1						
Medical Alarm (Unspecified) *	1						
Explosion	3	2	1	1	1		Yes
Fire Bombing	3	2	1	1	1		Yes
Abdominal pain		1					
Allergic Reaction		1					
Biological Hazards	1						
Burn		1	1				
Choking		1					
Chest Pain		1					
Diabetic		1					
Electrocution	1	1	1				Yes
Heat/Cold Exposure		1					
Fall Injury		1					
Head Injury		1					
Injury		1					
OB		1					
Overdose		1	1				
Other Medical		1					
Passed Out (unconscious)	1	1	1				
Stroke		1					
Seizure	1	1					
Trouble Breathing		1					
Service Call	1						
Animal Bite		1					
Snake Bite		1					

(#) if confirmed working fire additional engine will respond
 Fire Alarm at Healthcare facility will be Commercial structure fire response.

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** GPSN1 is a Global Page for Sunrise Fire Rescue Staff Members such as the Duty Chief; All Response assignments where a GPSN1 alert is indicated should automatically be sent by dispatch, this should only require a confirmation from the Incident Commander on scene that the Duty Chief was advised.

There may be other circumstances where an incident was dispatched as one type but after investigation deemed a type that requires a GPSN1 alert. The Incident Commander may need to request this action from dispatch. Additionally, any incident that may result in large loss of life, resident/occupant displacement, or areas of media concern dispatch should be instructed to alert the Duty Chief.

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.

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D. 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.

E. 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.

F. Staff Notifications **REFER TO OPM 800.03 STAFF NOTIFICATIONS**



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.

900.01 Non Discrimination

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Last Issued / Revised: 08/04/2003; 6/16/2015



NON DISCRIMINATION 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, color, religion, national origin, sex (including pregnancy), age, marital status, sexual orientation, gender expression or identity, political affiliation, genetic information, military status, and/or disability. The Sunrise Fire Rescue Division follows the City's Non-Discrimination policy. A copy of this policy is posted at all Fire Rescue stations and administrative offices and can also be found on the Personnel Portal intranet site. 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:

The Policy of the City of Sunrise is to ensure that all employees are able to enjoy a work environment free from all forms of discrimination including unlawful harassment. It is a violation of this Policy for any employee or representative to discriminate by taking any adverse employment related action based on an employee's race, color, religion, national origin, sex (including pregnancy), age, marital status, sexual orientation, gender expression or identity, political affiliation, genetic information, military status, disability or for filing a complaint or charge of discrimination or for participation in an employment discrimination investigation or lawsuit.

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 a hostile or offensive work environment.

Harassment such as unsolicited, offensive or retaliatory behavior on the basis of race, color, religion, national origin, sex (including pregnancy), age, marital status, disability or for filing a complaint or charge of discrimination or for participation in an employment discrimination investigation or lawsuit is also strictly prohibited by this Policy.

It is each employee's responsibility to help eliminate all forms of prohibited discrimination including unlawful harassment. Employees are encouraged to report harassment *before* it becomes severe or pervasive. It will be every supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction.

PROCEDURE:

Employees who believe they have been the subject of harassment or discrimination prohibited by this Policy must promptly report the matter to the Human Resources Director or his/her designee. Employees may, if they desire, also report such incidents to their supervisor, manager or department director but are under no obligation to do so. Complaints and any subsequent investigations shall be handled with confidentiality to the extent possible. Retaliation against employees who make complaints of discrimination including harassment or who provide information related to such complaints will not be tolerated.

Any supervisor who witnesses, receives a complaint of, or has knowledge of a potential violation of this Policy is required to take appropriate corrective action and promptly report the matter to the Human Resources Director or his/her designee.

The City shall conduct a prompt, thorough and impartial investigation if it is determined that the information provided by the employee(s) and/or supervisor could constitute a violation of this policy. 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 Human Resources Director if any questions arise as to the interpretation of this Policy.

CONTACT

**Human Resources Director
Human Resources Department
10770 W. Oakland Park Blvd.
Sunrise, FL 33351 (954)838-4522**

This Non-Discrimination Policy replaces and supersedes the City's prior policy issued on August 2, 1994 and Employee Harassment Strictly Prohibited and Sexual Harassment Strictly Prohibited issued 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. The City of Sunrise recognizes that employee drug use and alcohol abuse is a serious problem and has an adverse impact on City government, the image of City employees, the health, welfare and safety of City employees, and on the general public at large.

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 or federal laws and regulations, certain employees may be subject to additional requirements. The Sunrise Fire Rescue Division follows the City's Drug-Free and Alcohol-Free Workplace Policy. A copy of this policy is posted at all Fire Rescue stations and administrative offices and can also be found on the Personnel Portal intranet site.



DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

The City of Sunrise recognizes that employee drug use and alcohol abuse is a serious problem and has an adverse impact 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 or federal laws and regulations, certain employees may be subject to additional requirements.

1. Unlawful manufacture, distribution, dispensations, 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 substance.
3. Employees must notify their supervisor when taking medication that may limit or impair their ability to 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 of 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 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 applicable 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 by 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 submit to testing, 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 a 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 may 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 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.
 - E. In the event a urine specimen is tested as positive under the drug testing screen, as specified below, a portion of that sample shall be subjected to gas chromatography/mass spectrophotometry (GC/MS) testing. If the GC/MS confirmation test also is 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, benzodiazepines, cocaine metabolites (benzoylecgonine), 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 chromatography/mass spectrophotometry ("GC/MS"). Employees 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:

DRUG TESTING STANDARDS

DRUG/METABOLITE TEST	SCREENING TEST (ng/ml)	CONFIRMATION (ng/ml)
Amphetamines	1000	500
Barbiturates	300	150
Benzodiazepines	300	150
Cocaine	300	150
Marijuana (Cannabinoids)	50	15
Methaqualone	300	150
Opiates	2000	2000
Phencyclidine	25	25
Propoxyphene	300	150
Methadone	300	150

An employee will be considered to test positive for alcohol at the level equal to or exceeding .04g%. Other drugs and substances may be tested for by the City in 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 appropriate consent/release 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 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 on 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, shall not be harassed, retaliated against, or discriminated against in any investigation or action based thereon.

13. Any employee who is convicted of a criminal drug statute violation, or of 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/or 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 Human Resources Director, in writing, no later than five (5) calendar days following such arrest, charge or conviction. It is the responsibility of the Human Resources 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 on-going 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 bulleting 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.

10/13, 3/13



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.