

100.00 Mission Statement

Page 1 of 1

Last Issued / Revised: 08/04/2003

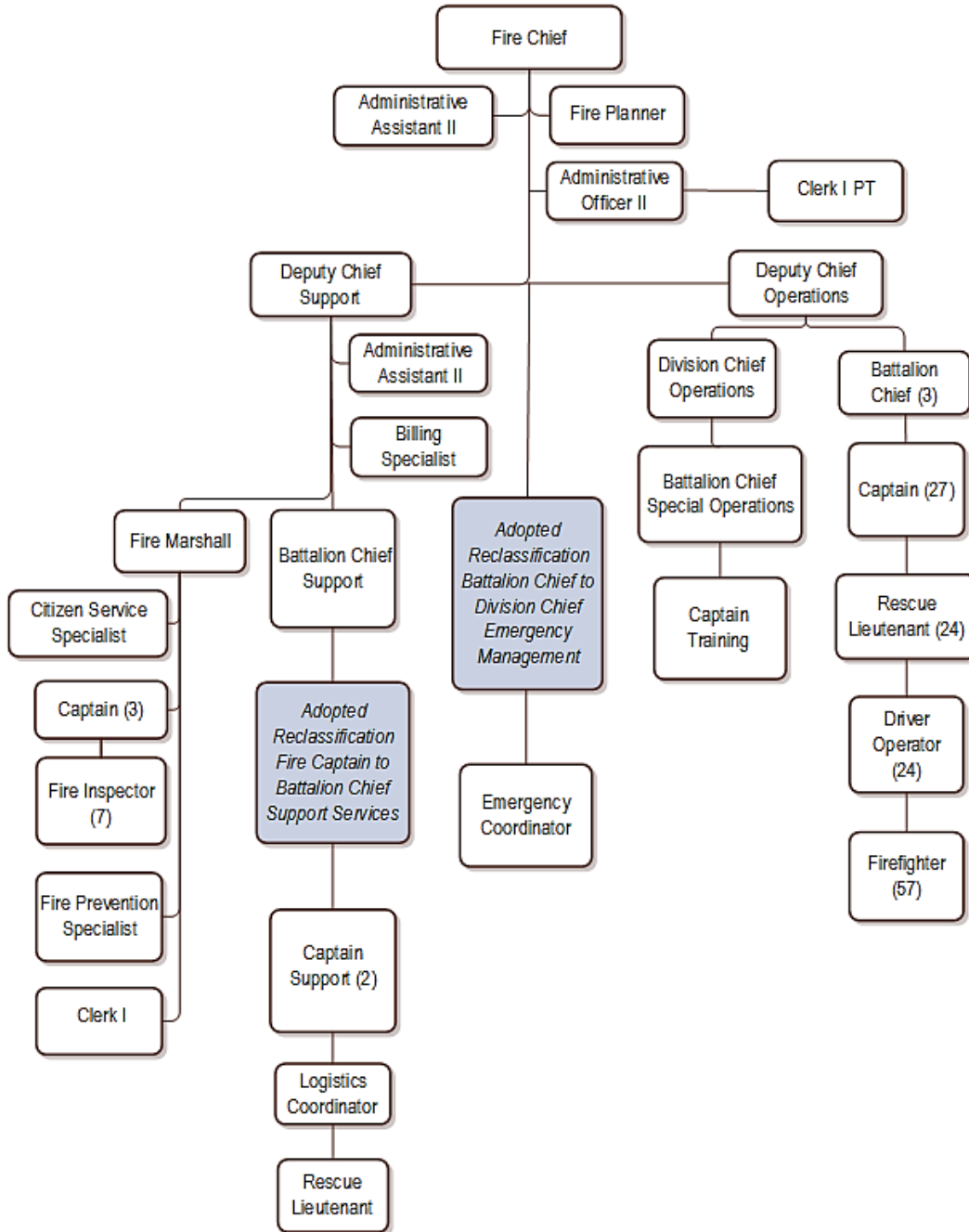


SUNRISE FIRE-RESCUE
MISSION STATEMENT

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



FIRE RESCUE ORGANIZATIONAL CHART 167 Full Time, 1 Part Time





FIREFIGHTER/EMT

NATURE OF WORK

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

ILLUSTRATIVE TASKS

Perform general firefighting duties or emergency management functions at a fire, fire related incident, medical emergencies or special operations such as but not limited to dive/hazardous materials scenes as assigned.

Perform at an all-hazards level in the preparation for and the carrying out of all emergency functions necessary to mitigate, prepare for, respond to, and recover from emergencies and disasters caused by all hazards, whether natural, technological, or human including fire, floods, weather events, terrorist attacks and other dangers

Capable of performing basic unit-level administrative functions; complete and file reports according to agency policies and procedures

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

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

Provide for the protection of life and property through firefighting, emergency management and emergency medical services in accordance with current approved policies or procedures.

Mitigate the effects of natural and man-made disasters efficiently and safely using resources available.

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

Operate and effectively utilize all forcible entry tools and equipment.

200.01 FireFighter/EMT

Page 2 of 5

Last Issued / Revised: 08/04/2003, 12/23/2014



Operate, function on and effectively utilize all Department ladders.

Operate and effectively utilize all extrication equipment.

Conduct rescue and building searches when assigned.

Locate, confine and extinguish fires.

Perform salvage and overhaul functions.

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

Evacuate persons or property from hazardous environments.

Perform on medical rescue scenes as assigned.

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

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

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

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

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

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

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

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

200.01 FireFighter/EMT

Page 3 of 5

Last Issued / Revised: 08/04/2003, 12/23/2014



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

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

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

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

Participate in community service activities and special details as assigned.

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

Perform general station cleaning duties.

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

200.01 FireFighter/EMT

Page 4 of 5

Last Issued / Revised: 08/04/2003, 12/23/2014



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

Identify hazards; identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout a building or from one building to another.

Able to conduct a pre-incident inspection or pre-plan activity and complete required documents and forms as determined by policies and procedures.

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

Have the ability to keep equipment clean and operationally safe.

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

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

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

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

Effectively communicate verbally and in writing; write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system

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

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

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

200.01 FireFighter/EMT

Page 5 of 5

Last Issued / Revised: ~~08/04/2003~~, 12/23/2014



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

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

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

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

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

Have a basic working knowledge of the Incident Management System (including but not limited to ICS 100,200,700 and 800).

Have a basic working knowledge of Medical Triage procedures.

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



FIREFIGHTER/PARAMEDIC

NATURE OF WORK

This is a shift level position with a high degree of physical and mental fitness, primarily concerned with emergency and non-emergency activities of fire suppression, emergency management and EMS components of the Fire-Rescue Department.

ILLUSTRATIVE TASKS

Performs all duties of a Firefighter/EMT, plus:

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

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

Perform and administer appropriate patient care at the Paramedic skill level, as defined by Florida Statutes and approved by the Sunrise Fire Rescue Medical Director, in all emergency medical situations. This administration of care shall be based upon the Department medical protocols and any other policies and/or procedures set forth by the Department.

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

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

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

200.02 Firefighter-Paramedic

Page 2 of 3

Last Issued / Revised: ~~08/04/2003~~; 12/23/2014



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

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

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

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

Demonstrated ability to coordinate the completion of assigned tasks or projects; ability to prioritize and plan; ability to assign tasks to agency members, supervise, and insure completion of assignments.

Responsible for the safe and efficient operation of the rescue unit, and all equipment therein, as assigned

Have a thorough working knowledge of the Incident Management System and effectively operate within the IMS system.

Have a thorough working knowledge of Medical Triage procedures.

MINIMUM QUALIFICATIONS

Have all minimum qualifications of a Firefighter, plus:

1. Certified by the State of Florida Department of Health Bureau of EMS as a Paramedic. For Firefighters hired after October 1, 1997, they must, once they are certified, maintain that certification as a condition of employment.
2. Certification by the American Heart Association as an Advanced Cardiac Life Support provider.

200.02 Firefighter-Paramedic

Page 3 of 3

Last Issued / Revised: ~~08/04/2003~~; 12/23/2014



SPECIAL CRITERIA

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

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

200.04 Driver Operator

Page 1 of 2

Last Issued / Revised: 08/04/2003, 12/23/2014



DRIVER/OPERATOR

NATURE OF WORK

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

ILLUSTRATIVE TASKS

Performs all duties of a Fire Fighter/EMT or Fire Fighter/Paramedic as appropriate

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

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

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

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

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

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

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

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

200.04 Driver Operator

Page 2 of 2

Last Issued / Revised: 08/04/2003, 12/23/2014



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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Shall have a thorough knowledge of fire service hydraulics.

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

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

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

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

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



DRIVER OPERATOR

ELIGIBILITY CRITERIA*

1. Three (3) years of continuous service with Sunrise Fire-Rescue Department. Service time will be reduced by one (1) year with an applicable, job-related Associate or Bachelor Degree.
2. Personnel promoted after October 1, 1997 must meet and maintain State of Florida Paramedic certification 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 Rule 64E-2 of the Florida Administrative Code)
4. Successful completion of **Fire Apparatus and Procedures** course from a community college, Florida State Fire College, or an equivalent course as approved by the Fire Chief.
5. Successful completion of **Aerial Operations and Procedures** course from a community college, Florida State Fire College, or an equivalent course as approved by the Fire Chief.

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

Reference materials may include but are not limited to:

Selected sections from Sunrise Fire-Rescue Operations and Policies Manual
Current Editions of the following:

- IFSTA Pumping Apparatus: Driver/Operator Handbook,
- IFSTA Aerial Apparatus: Driver/Operator Handbook,
- Selected Chapters of NFPA 1002,
- Sunrise Fire-Rescue Apparatus Guide Books

Chapter 316, State of Florida Statutes regarding emergency vehicle operations (sections 316.072 and 316.126).



RULES OF CONDUCT

These Rules of Conduct shall govern the official and unofficial actions of every member of the Sunrise Fire-Rescue Department. All members of the Department are expected to operate in a highly self-disciplined and responsible manner, and shall maintain themselves in a positive, productive, and mature way. Any failure to follow the general rules of conduct will be construed as a breach of discipline. This includes all uniform and civilian employees, both on and off duty. While not all-inclusive, the following identifies infractions that may lead to disciplinary action:

A. Unbecoming and Inappropriate Conduct.

1. Courtesy and civility toward the public, and other members of the Department, shall be displayed at all times by all members of the SFRD. Members are to conduct themselves in a professional manner at all times. Remember that you work for the citizens of the City of Sunrise. Be polite, courteous, and as helpful as possible on all emergency and non-emergency scenes. Do not become abusive or indifferent.
2. Intolerance in the form of discrimination or sexual harassment, in action or speech, toward any person because of nationality, race, religion, disability, or sex, shall not be shown, displayed, voiced, or expressed, by any member of the SFRD, at any time. Harassment in the workplace includes influencing or offering to influence or threatening the career, pay, or job of another person on the basis of that person's protected category (e.g., nationality, race, religion, sex, etc). Harassment also includes unwelcome or deliberate or repeated comments, gestures, physical contact of a sexual nature, jokes, insults, cartoons, magazines, or innuendoes relating to sex, national origin, race, disability, or religion; or personal conduct that could reasonably be construed as offensive, in a work or duty-related environment.
3. Members shall conduct themselves at all times in such a manner as to reflect most favorably on the fire service, the SFRD, and the City. Conduct unbecoming a member shall include any conduct which adversely influences the morale or efficiency of the SFRD. Also included is any conduct that has a tendency to destroy the public's respect for firefighters and paramedics, and any conduct that has a tendency to destroy the public's confidence in the operations of the Fire Service, and/or the City.

300.05 Rules of Conduct

Page 2 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



-
4. No member of the Department shall use coarse, profane, or insolent language, or be disrespectful to another member in an attempt to berate or discredit the member, other City employee or citizen.
 5. Each member shall cooperate with other members of the Fire Department, and other City Departments, as necessary for efficient operation.
 6. Members shall not encourage or participate in, deliberations or discussions, or any activity, which would convey censure toward other members or employees of the SFRD.
 7. Members will not be involved in fistfights or physical or verbal altercations of any type while on duty, except as a last means of self-defense.
 8. No member shall purchase, possess, or consume intoxicating liquors, beer, wine, or any alcoholic beverage, nor shall they use any kind of mind-altering substance while on duty, or at any time (on or off duty) while in uniform, or report for duty while under the effect of these intoxicants, or with any such substance in their system.
 9. Members shall not operate any City vehicle on or off duty after using any alcohol or controlled substance.
 10. Members shall not transport alcohol in City vehicles on or off duty.
 11. No member shall report for duty or remain on duty while using any controlled substance, except when the use is for therapeutic purposes pursuant to the instructions of a physician who has advised the member that the substance does not adversely affect the employee's ability to safely perform his job. Nonetheless, all members must inform their superiors of any prescription drug use prior to reporting for duty.
 12. No member shall be intoxicated in public, in such a manner as to bring discredit to the Fire Service, or to the City.
 13. Members are prohibited from having firearms or other weapons in the workplace. This includes prohibition against carrying or possessing firearms, or other weapons, on City property or in any City vehicle on or off duty. Included in this prohibition is weapon storage in personal vehicles.

300.05 Rules of Conduct

Page 3 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



-
14. Unauthorized or illegal possession of any property which comes under the employee's control or into the employee's possession by virtue of his or her official capacity as a member of the department is prohibited.
 15. Violation of any law, ordinance or rule of the United States of America, the State of Florida, Broward County, City Charter, Code of Ordinances, City Personnel, Policy and Departmental Rules and Regulations, and departmental directives and procedures may lead to disciplinary action, up to termination.
 16. Disposition of any criminal charge (e.g., including but not limited to conviction, plea of nolo 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 and receipt of any traffic citation that may result in suspension or loss of driving privileges, within twenty-four (24) hours of the arrest or traffic citation/incident.
 17. Falsification, misstatement, exaggeration, or concealment of material facts in connection with employment, promotion, investigation or other proceedings.
 18. Insolence, indifference, or evading duty is absolutely forbidden.
 19. Members of the SFRD are not permitted to gamble on City property, whether on or off duty.
 20. Members of the SFRD must promptly and thoroughly obey lawful orders from a supervisor while on-duty.
 21. Unauthorized use of City or Department bulletin boards and the removal or posting of material without permission is prohibited.
 22. Members of the SFRD shall not use their job status, uniform, badge, or I.D. to demand special privileges (for example, but not limited to, attempting to gain entry to a special place or event). Members will comply with the Code of Ethics provision in this document and will not use their position with the department for personal gain or influence.
 23. Members shall not participate in any political activity while on duty, in uniform or while representing the Department.

300.05 Rules of Conduct

Page 4 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



-
24. Members of the SFRD shall be prompt and efficient in the performance of their duties.
 25. Members of the SFRD are expected to fully participate in all training and educational sessions that they attend.
 26. Members of the SFRD, while in the station or at a fire or rescue scene, shall display themselves in a professional manner most conducive with the efficient discharge of their duties.
 27. Members shall not permit any unauthorized person to enter or ride in a City vehicle or to enter into a station without express authorization from a Chief Officer.
 28. Members of the SFRD shall never take, or remove, anything from any person, building, residence, or any location, for their own personal use or personal gain or for the personal use or personal gain of another person.
 29. No member of the SFRD shall knowingly make any type of false statement or report.
 30. Members of the SFRD shall address Officers by the Officer's official title.
 31. If asked, members of the SFRD must give their correct name and rank. Members must work competently in their positions to insure that all department-sponsored programs operate effectively.
 32. Members will not use tobacco products except in designated areas. Smoking **and** the use of other tobacco (inclusive of smokeless tobacco) products is prohibited in all Department buildings and emergency and non-emergency vehicles. Smoking **and** the use of tobacco products are permitted only outside of SFRD buildings. Smoking **and** the use of other tobacco products are strictly prohibited on any emergency scene or in any situation in which members are in contact with the public.
 33. Members will not condone or participate in any form of hazing.
 34. Hazing includes, but may not be limited to:
 35. Disorderly conduct, assaulting, fighting, threatening, intimidating, coercing or harassing employees, supervisors, any City official or any other person.

300.05 Rules of Conduct

Page 5 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



-
36. 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.
 37. 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.
 38. Members will not use City time, facilities, City telephones, or any other City resource as a means of conducting business other than that which is related to their position with the City.
 39. 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.
 40. 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.
 41. 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.
 42. Witnessed behavior that is inappropriate should be immediately reported to the Shift Battalion Chief or their supervisor and will follow the same procedure as in OPM 302.02 "Citizen Complaint".

300.05 Rules of Conduct

Page 6 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



B. Reporting for Duty

The Fire-Rescue Department is a 24-hour public safety agency. Thus, all employees of this department are subject to call at any time to ensure prompt and efficient service to our citizens. Any employee called to work during his or her time off (or asked to remain on a shift) will respond promptly by reporting to the designated station or other location as directed by a superior member. Failure to report to work as ordered without legitimate reason may subject the employee to disciplinary action, up to and including termination.

1. Employees must have telephones in their residences, and must report any change in telephone number or address to their immediate supervisor within 24 hours of the change.
2. Members must have a Class B uniform available at shift change, and report for duty clean-shaven and neat appearing (See Grooming and Uniform Policies).
3. Members calling in sick, late, or for any other reason must call in as prescribed in the Union Contract and OPM 300.11.
4. No contact by a member within 30 minutes after their scheduled duty shift will be considered absent without leave (AWOL refers to OPM 302.01).
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.
8. Members may not claim sick leave when physically fit and may not falsify any sick or injury report.

300.05 Rules of Conduct

Page 7 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



9. EMTs and Paramedics are required to have an appropriate and current EMT or Paramedic Certificate and a current Healthcare Provider level CPR card on their person while on duty and must immediately notify the SFRD of any loss, suspension or revocation of any certification.
10. 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.
11. 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.
12. 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.
13. 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.
14. Members must be aware of all SFRD equipment and know the location and proper operation of this equipment.
15. 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.

300.05 Rules of Conduct

Page 8 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



16. All in-service SCBA/PASS units will be checked daily and deemed functional during the morning equipment check.
17. 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.).
18. Members will thoroughly acquaint and remain knowledgeable of the geographical characteristics of the City.
19. Members will maintain compliance with their respective job descriptions at all times.

C. Station Duties

1. Members will ensure that the station and assigned vehicles are clean, maintained, and fueled at all times.
2. Members shall be held responsible for departmental property.
3. Members shall be responsible for knowing and following all rules, regulations, written orders, OPM's, protocols, daily worksheets, special assignments and verbal orders, as given.
4. Members will stock, supply and make ready for service, all units as soon as the unit returns from an alarm, per departmental policy.
5. Members shall clean and wipe down vehicles returning from alarms, as needed.
6. Members shall immediately report any missing or damaged equipment to the Station Commander as appropriate.
7. Members shall be in proper uniform during the performance of their duties (See Uniform Policy).
8. Members are not allowed in any supervisor's office, unless directed to be there by an Officer.

300.05 Rules of Conduct

Page 9 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



-
9. Members are not allowed in the dispatch center, unless they are on official Fire Department business.
 10. Pay-per-call phone calls are not allowed. Long distance calls can only be made with the use of a personal calling card.
 11. Personal phone calls may be made or received on phones designated for said use but shall be limited to no more than ten minutes, and shall in no way interfere with the performance of the member's duties. Nothing herein shall prevent the officer in charge from restricting calls for just cause.
 12. All personnel will keep their personal effects in their assigned lockers. This includes clothing, gym workout gear, personal bags, etc. Items left on the bed or on the floor are to be kept in an orderly fashion.
 13. The Fire Station doors will be closed and secured at all times when the station is unattended, and daily at 2100 hours.
 14. Members will refrain from unnecessary noise and other distractions during sleeping hours.
 15. Each Fire Station will be opened up each morning by no later than 0730 hours.
 16. Members must be out of bed by no later than 0700 hours each morning. Living quarters will be cleaned and vehicles will be started and cleaned prior to line-up.
 17. Visitors to the stations will be treated with courtesy and respect. Visitor's 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.
 18. X-rated videos and materials are prohibited in the stations.

300.05 Rules of Conduct

Page 10 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



-
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.

300.05 Rules of Conduct

Page 11 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



D. Battalion Chiefs

1. Battalion Chiefs shall keep an accurate file of all General Orders, Administrative Bulletins, Union Contract, OPM's, Medical Protocols, notices, and other pertinent information issued by the SFRD.
2. Discipline
 - a. Battalion Chiefs will not discipline members, except for just cause.
 - b. Battalion Chiefs shall report subordinates' inability or unwillingness to perform his/her job, to any degree which may adversely affect the operation of the Department.
 - c. Battalion Chiefs or any Officer will be cognizant of, and take appropriate action on violations by any member. Any officer who knowingly fails to take such appropriate action is subject to disciplinary action.
3. Battalion Chiefs are required to keep accurate and up-to-date logbooks and to maintain a neat and orderly office environment at all times.
4. Battalion Chiefs are required to respond to alarms as directed by the Fire Chief.
5. Battalion Chiefs are required to complete all necessary and appropriate paperwork in a complete, concise, and timely manner. This includes the paperwork and forms generated by their respective shift personnel.

300.05 Rules of Conduct

Page 12 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014



E. Freedom of Speech and Media Issues

Members of the Department will be able to exercise their constitutional rights of free speech. However, lawfully established limitations concerning freedom of speech are to be observed.

1. Media issues involving emergency responses, public relations programs, and other Department-specific issues will be referred to the Fire Chief's office or a Department Public Information Officer (PIO). Members are not to make news releases or statements on medical or fire ground matters, or on any other Department issues.
2. Courtesy and civility toward the public and members of the Department, and the media shall be displayed at all times.
3. Members of the Department may cooperate with members of the general public who are requesting information concerning the general nature or procedures of the Department. Members of the Department shall be guided by the dictates of sound moral conscience and legal responsibility when responding to such information requests.
4. Members will not give statements concerning litigation in which the City or the Department is a party in a civil case without the prior knowledge and approval of the Fire Chief. A court order, subpoena or other legal process directing or seeking statements from a member does not require the approval of the Fire Chief for compliance, however, notice of the court order, subpoena or legal process must be given to the Fire Chief or a Battalion Chief immediately after the member is served or otherwise provided a copy of the court order, subpoena or other legal notice.



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

300.05 Rules of Conduct

Page 2 of 12

Last Issued / Revised: ~~07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;~~
02/3/2014: 06/01/2016



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.

300.05 Rules of Conduct

Page 3 of 12

Last Issued / Revised: ~~07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;~~
02/3/2014: 06/01/2016



-
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.

300.05 Rules of Conduct

Page 4 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014: 06/01/2016



-
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.

300.05 Rules of Conduct

Page 5 of 12

Last Issued / Revised: ~~07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;~~
02/3/2014: 06/01/2016



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.

300.05 Rules of Conduct

Page 6 of 12

Last Issued / Revised: ~~07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;~~
02/3/2014: 06/01/2016



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.

300.05 Rules of Conduct

Page 7 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014: 06/01/2016



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.

300.05 Rules of Conduct

Page 8 of 12

Last Issued / Revised: ~~07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;~~
02/3/2014: 06/01/2016



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.

300.05 Rules of Conduct

Page 9 of 12

Last Issued / Revised: ~~07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;~~
02/3/2014: 06/01/2016



-
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.

300.05 Rules of Conduct

Page 10 of 12

Last Issued / Revised: 07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;
02/3/2014: 06/01/2016



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.

300.05 Rules of Conduct

Page 11 of 12

Last Issued / Revised: ~~07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;~~
02/3/2014: 06/01/2016



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.

300.05 Rules of Conduct

Page 12 of 12

Last Issued / Revised: ~~07/03/2003; 08/04/2003; 02/28/2012; 02/08/2013;~~
02/3/2014: 06/01/2016



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.



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.

303.01 Apparatus Maintenance Procedures

Page 2 of 5

Last Issued / Revised: ~~08/04/2003, 11/20/2013, 09/01/2014~~; 6/16/2015



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.

303.01 Apparatus Maintenance Procedures

Page 3 of 5

Last Issued / Revised: 08/04/2003, 11/20/2013, 09/01/2014; 6/16/2015



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

303.01 Apparatus Maintenance Procedures

Page 4 of 5

Last Issued / Revised: 08/04/2003, 11/20/2013, 09/01/2014; 6/16/2015



- 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

303.01 Apparatus Maintenance Procedures

Page 5 of 5

Last Issued / Revised: 08/04/2003, 11/20/2013, 09/01/2014; 6/16/2015



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



Station Duties

At no time shall any person make alterations or modifications to any fire station, fire department vehicle or fire department equipment without the written permission of the Fire Chief, or designee. Such prohibited activities may include, but are not limited to, running telephone and cable lines, hanging of pictures, artwork, etc. and the drilling, cutting or breaching of any structural or electrical component. This policy obviously includes computer programs, computer bulletin board access/online services or any modification unless operationally necessary and approved.

Any request for modification, etc. shall be submitted, in writing, to the Fire Chief for approval. Upon approval, specific directives, supplies or logistical arrangements will be supplied to insure proper completion of the project. Absolutely no work is to be initiated prior to written approval. Also, all personnel are reminded that department equipment is for official use only.

Maintenance of Fire Rescue Facilities

In addition to the daily upkeep and cleaning that commonly occurs, the station shall be divided into specific areas, along with corresponding days each week. On the designated days, these areas will be thoroughly cleaned. Extra time should be spent to perform functions that are not completed on a daily basis. Such activities may include extensive cleaning of windows, bays, patios, walkways and the exterior, as well as other items that may arise. The Department will not utilize shift/non-shift employees for maintenance of lawns and shrubbery at fire stations or other City buildings.

It is the responsibility of the Station Officer to insure this schedule is adhered to and completed routinely. The Battalion Chief shall regularly inspect the facilities and apparatus to monitor compliance with this program.

303.02 Station Duties

Page 2 of 3

Last Issued / Revised: 03/17/2004



The following is a breakdown of assignments to be completed by all Stations on a daily basis.

1. **Sunday:** Apparatus Day; which will include back flushing of pumps, removing equipment from compartments, and cleaning both compartments and equipment as necessary. The cab area will also be cleaned and windows washed. The vehicle will be washed thoroughly. Rescue units will have their interior and exterior compartments emptied and cleaned. The patient area will be wiped down with a 10 % bleach solution or disinfectant and the floor mopped. The cab area will also be cleaned windows washed and the exterior thoroughly washed. Reserve suppression apparatus assigned to the station will have their pumps back flushed and all reserve apparatus will be washed thoroughly.
2. **Monday:** Kitchen Day; including the cleaning of all kitchen storage areas, cabinets, stove, oven, hood filters. The on duty shift conducting the field day will empty and clean its refrigerator, etc. The hood filters should be removed and cleaned with a degreaser.
3. **Tuesday:** Bathroom Day; includes the cleaning of all toilets, sinks, showers, locker rooms and laundry areas. The tops of lockers will be dusted and the floors in both areas swept and mopped.
4. **Wednesday:** Dormitory Day; dormitory common areas and weight room will be thoroughly dusted, floors will be swept or vacuumed and mopped where appropriate.
5. **Thursday:** Lobby & Office Day; Watch and Lieutenants Offices, Lobbies, Station 92 classroom, adjacent hallway and common areas. These areas will be thoroughly dusted, the floors will be swept and mopped. These areas will be free of any clutter and kept in a neat and orderly fashion.
6. **Friday:** Living Area Day; Dining and Day Rooms, will be thoroughly dusted, floors will be swept and mopped and free of any clutter. The courtyard and patio areas will be hosed down. Patio furniture will be wiped down and the barbecue grill will be cleaned. If the station has a hood system in this area, it will also be cleaned with degreaser
7. **Saturday:** Apparatus Bay Day; all apparatus should be removed from the station and the bay floors hosed out and scrubbed with degreaser. Bunker gear racks straightened and all Bunker gear stored neatly, and any cobwebs removed. Loose hose should be placed on hose racks, and all other equipment should be stored in their proper location. All Storage, Mechanical, Bunker gear, Medical, Generator, Electrical rooms, and aprons, and should be cleaned and hosed out if needed. The exterior grounds of the station should be policed for debris and liter.

303.02 Station Duties

Page 3 of 3

Last Issued / Revised: 03/17/2004



Bi Annual Cleaning:

In addition to the daily field days the Department will incorporate a Bi Annual Cleaning policy which will occur during the months of January and July. This Summer and Winter schedule will provide a through cleaning and maintenance of all Fire Stations and will include.

1. The washing of all windows inside and those outside that can be reached without the aid of a ladder.
2. All furniture will be moved and the floors swept and mopped or vacuumed.
3. All refrigerators will be pulled out the floors swept and mopped.
4. Patio furniture will be hosed down and scrubbed with soap and water.
5. All bays, stairwells, pole wells, and other areas will be cleaned of all cob webs. Fire pole will be polished. (care should be used not to wet electrical fixtures or openings).
6. All A/C intake and exhaust vents, and plenum grills will be dusted and cleaned.

Maintenance of Administrative Facilities

All personnel assigned to administrative facilities, including P.S.C., Dispatch Center or other designated locations, are expected to keep their respective work areas clean and neat at all times. All work areas shall be free of clutter, maintaining a professional appearance. It is the responsibility of the Support Services Division Chief to perform routine inspections and insure compliance.



VEHICLE OPERATIONS

VEHICLE PARKING

Apparatus, rescue vehicles, fire engines and the ladder truck will be parked in the bay areas whenever possible to prevent damage to equipment and supplies.

The prolonged running of the apparatus in the bay can be dangerous due to the accumulation of exhaust fumes. Vehicle checkouts should be conducted on the station apron.

When parking emergency vehicles during non-emergency situations, personnel should position the apparatus in a manner as to facilitate a quick and safe response. This includes backing apparatus into spaces and parking at locations remote from vehicular and pedestrian traffic. Vehicles shall not be parked in areas designated as Fire Lanes, or other locations officially marked and designated as non-parking areas.

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.

303.03 Vehicle Operations

Page 2 of 3

Last Issued / Revised: ~~07/28/2010~~; 6/16/2015



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.

303.03 Vehicle Operations

Page 3 of 3

Last Issued / Revised: ~~07/28/2010~~; 6/16/2015



VEHICLES OFF ROAD

At no time should any apparatus be driven off any hardened or paved roadway.

ON-BOARD GENERATORS AND AIR CONDITIONERS

Vehicle operators are to assure that all generators and air conditioners are **off** prior to starting a vehicle. The practice of starting vehicles under the load of either a generator or an air conditioner is damaging to the electrical system as well as the generator or air conditioner.

Similarly, electrical accessories, lights, fans, etc. should be turned off prior to starting or shutting off the vehicle.

USE OF TRAFFIC CONTROL DEVICES

Personnel shall utilize emergency traffic signals when exiting fire stations for emergency responses wherever available and applicable to the response.

TAKE HOME VEHICLES

City vehicles are for use only for official business and for the employee's transportation directly to and from work.

Take home vehicles are assigned to personnel at the Fire Chief's discretion.

Passengers other than City employees (unless authorized by an appropriate supervisor) are not permitted in take home vehicles.

All traffic incidents (tickets, accidents, etc.) must be immediately reported to an on-duty Battalion Chief. The Battalion Chief will initiate an investigation, if necessary.

Use of alcohol while operating a take home vehicle is strictly prohibited. Transporting alcohol in a take home vehicle is not permitted.



DAILY ACTIVITY SCHEDULE

The execution of the daily activity schedule shall be the responsibility of the Station Officers, under the approval of the Shift Commander. Because of the nature of the associated responsibilities on the personnel, an exact schedule cannot be practical. It is however, necessary to insure that specific activities are consistently carried out during the duration of each and every shift. Shift personnel are expected to perform housekeeping duties in and around fire stations. Routine policing for trash and other forms of debris in fire station parking lots and other exterior areas of the fire station is expected. Routine upkeep of Fire-Rescue equipment and apparatus is included. The Department will not normally require shift/non-shift personnel to perform major repairs to City buildings and properties.

Station Officers are to insure the following activities are consistently completed. This does not limit the Station Officer from completing additional assigned tasks as determined by the Fire Chief (or designee) or from demonstrating initiative in conducting activities consistent with the Department Mission.

1. Delivery of emergency services.
2. Shift change with line-up.
3. Vehicle and equipment check.
4. Vehicle, equipment, and facilities maintenance.
5. Pre-scheduled training.
6. Company level training.
7. Special details and events.
8. Physical training.



OPERATIONAL STATE OF READINESS

In order to maximize appropriate protection for our community, the non-emergency movement of units will be closely monitored. Units shall strive to conduct non-emergency movement only when necessary, taking into consideration the current level of citywide activity. The purpose of this policy is to assure the best possible deployment of resources at any given time. Ongoing monitoring of system activity by all personnel will provide that ability.

Therefore, the following procedure shall be in place with regard to non-emergency movement of fire-rescue units.

This policy shall apply to all field units, specifically ALS engines, rescues, ladders, and specialized units such as dive and hazardous materials units. For purposes of this policy, the primary station district for all units shall be the station to which the unit is assigned.

Movement of Units Within Their Primary Station Response Area

Station Officers shall be responsible for all units assigned to their station. Accordingly, unit movement within the district shall be allowed with the permission of the Station Officer. Units shall obtain the approval of the Station Officer before conducting, or modifying, non-emergency movement within the district. Station Officers are not permitted to provide 'blanket' permission for such movement. Station Officers shall know, with a reasonable degree of certainty, the location and purpose of movement by units under their command.

Movement of Units Outside Their Primary Station Response Area

The on-duty Battalion Chief shall be responsible for all non-emergency unit movement when that movement occurs across district boundaries. Units shall obtain permission from the Battalion Chief for such movement if such movement is outside their primary station district. In addition, units shall assure that their station officer is aware of such movement as well.

Under normal conditions, no district shall be vacant of all of the primary response units assigned to it. At least one unit must remain in its designated district at all times, except for active incidents. If it is necessary that more 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.

303.05 Operational State of Readiness

Page 2 of 2

Last Issued / Revised: 10/30/2012



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.



FIRE HOSE TESTING AND MAINTENANCE

PURPOSE

To establish standard guidelines for fire hose testing and maintenance; documentation and reporting of test results, in accordance with recommendations set forth by the National Fire Protection Association Standard 1962.

All City of Sunrise Fire-Rescue firefighting hose shall be inspected and service-tested within 90 days prior to being placed in service for the first time and at least annually thereafter. Fire hose, in service, and on apparatus, shall additionally be rotated twice yearly. As part of the testing procedure, fire hose rotation will be included as part of this process.

INTENT

All fire hose, whether on apparatus or in station storage will be inspected and pressure tested annually.

RESPONSIBILITY

- A. Battalion Chief of Logistics will assign hose testing and rotation schedules to each Shift Battalion Chief prior to February 15th of each year.
- B. Shift Battalion Chiefs will monitor the hose testing program to ensure it is completed before the end of March.
- C. The second rotation of supply hose will occur during the month of September.
- D. Company Officers will supervise the inspection and testing of hose.

ACCOUNTABILITY

- A. Company officers will record test results for each length of hose assigned to the station and unit on the Fire Rescue Hose Testing Form. The completed forms shall be returned to the Logistics Division upon completion of testing.
- B. Hose on which the engraved inventory numbers cannot be plainly read will be re-etched. If the numbers are not readable, the Battalion Chief of Logistics will be contacted to arrange for re-etching.
- C. The Battalion Chief of Logistics will review all test results.

304.01 Fire Hose Testing and Maintenance

Page 2 of 5

Last Issued / Revised: ~~09/30/2009~~; 08/26/2013



- D. All hose that fails the pressure test, or is otherwise defective, will be red tagged by the company officer with the reason for removal from service noted. The tag will be attached to each individual length of hose and the Logistics Division will be contacted and arrange for the appropriate repairs to be made.

PROCEDURE

- A. Supply hose and attack hose shall be tested by taking the following steps:
1. A hose-testing machine shall be utilized, and positioned in the most convenient configuration possible. The hose-testing machine shall be thoroughly checked before commencing any service testing session. It shall be additionally checked each time that it is transported to a new testing site. The machine shall be carefully examined for damaged components that might fail during the test. If any damage is discovered, the hose-testing machine shall not be used until the damaged component(s) is repaired or replaced. Such damage shall be immediately reported to the Logistics Division for repair.
 2. Each length of hose to be tested simultaneously shall be of the same service test pressure and, collectively, shall not exceed 300 feet. The hose test layout shall be straight, while lying flat, without kinks or twists.
 3. The test layout shall be connected to the outlet side of the water supply valve on the hose-testing machine. A test cap with a bleeder valve shall be attached to the far end of each hose line in the test layout. If a test cap is not available, a nozzle with a non-twist shutoff shall be permitted to be used.
 4. With the test cap valve or the nozzle open, the pressure shall be raised gradually to 45-psi \pm 5 psi. After the hose layout is full of water, all the air in each hose line shall be exhausted by raising the discharge end of each hose line above the highest point in the system. The nozzle or test cap valve shall be closed slowly, and then the outlet water supply valve shall be closed.
 5. With the hose at 45-psi \pm 5 psi, it shall be checked for leakage at each coupling and the coupling tightened with a spanner wrench

304.01 Fire Hose Testing and Maintenance

Page 3 of 5

Last Issued / Revised: ~~09/30/2009~~; 08/26/2013



where necessary. Each hose shall then be marked at the end or back of each coupling to determine, after the hose has been drained, if the coupling has slipped during the test. Utilizing a black marker pen on the hose surface where the coupling and hose meet will facilitate marking of the hose.

6. All personnel other than those persons required to perform the remainder of the procedure shall clear the area.
7. The pressure shall be raised slowly at a rate not greater than 15 psi per second until the service pressure is attained and then maintained, by pressure boosts if necessary, for the duration of the stabilization period. The stabilization period shall be not less than 1 minute per 100 ft of hose in the test layout.
8. After the stabilization period, the hose layout shall hold the service test pressure for 5 minutes without further pressure boosts.

(Step 9 or 10)

9. **Fire hose manufactured in July 1987 and after:** The service test pressure for fire hose manufactured in July 1987 and after is stenciled on each length of hose and reads "Service Test to . . . PSI per NFPA 1962."
10. **Fire hose manufactured prior to July 1987:** The service test pressure for fire hose manufactured prior to July 1987 is as follows:
 - a. 1 3/4" - 300 psi
 - b. 2 1/2" - 300 psi
 - d. 5" - 200 psi
11. While the hose test layout is at the service test pressure, it shall be inspected hose for leaks. The inspecting personnel shall walk the test layout at a distance no closer than 15 ft. to the left side of the nearest hose line in the test layout. The left side of the hose line shall be defined as that side that is to the left when facing the free end from the pressure source. Personnel shall never stand in front of the free end of the hose; on the right side of the hose; closer than 15 ft. on the left side of the hose; or straddle a hose in the test layout during the test.

304.01 Fire Hose Testing and Maintenance

Page 4 of 5

Last Issued / Revised: ~~09/30/2009~~; 08/26/2013



12. If the hose test layout does not hold the service test pressure for the 5-minute duration, the service test shall be terminated and the length(s) of hose that leaked shall have failed the test. The test layout shall be drained and the defective hose removed from the test layout. The service test shall be restarted beginning with step 3.
13. After 5 minutes at the service test pressure, each test cap or nozzle shall be slowly opened to drain the test layout.
14. The marks placed on the hose at the back of the couplings shall be observed for coupling slippage. If the coupling has slipped, the hose shall have failed the test.

SAFETY PRECAUTIONS

- A. Do not stand near or over couplings.
- B. Do not straddle hose.
- C. Be alert for sudden ruptures.
- D. Personnel attending hose lines must wear helmet, eye protection, and gloves.
- E. Observe all general safety rules.

GENERAL HOSE CARE AND MAINTENANCE

- A. After testing, all hose shall be thoroughly cleaned, drained, and dried before being placed in service or storage.
- B. Hose shall be removed from the apparatus and reloaded so that the folds occur at different positions with sufficient frequency to prevent permanent folds setting in the lining (rotate the hose).
- C. Dirty fire hose must be cleaned with water and swept with a broom to clean.
- D. A mild detergent solution and scrub brush should be used on fire hose that is oily or greasy.
- E. Cleaned hose must be thoroughly rinsed and dried.

304.01 Fire Hose Testing and Maintenance

Page 5 of 5

Last Issued / Revised: ~~09/30/2009~~; 08/26/2013



- F. When loading supply hose, there should not be any flipped couplings. To accomplish this, use a “dutchman” to insure all straight pulls of hose.

All new hose placed in service after October 1, 1998 shall be marked as follows: An inventory control number shall be engraved into the female coupling of all threaded hose and shall be engraved into one of the two storz couplings on large diameter hose (LDH).

The inventory control number shall consist of the following components:

- First two digits – year of purchase
- Third digit - Size of hose rounded to lowest full inch

1.5	=	1	4”	=	4
1.75	=	1	5”	=	5
2.5	=	2			

- Last three digits – a sequential, three digit ID number for each length of hose purchased in that year.

EXAMPLES:

A length of 1.75” hose purchased in 1998

Engraved as 981107

A length of 5” hose purchased in 2000

Engraved as 005017

The Logistics Division shall be responsible for maintaining hose inventory records. Any problems with markings, damaged hose, etc. shall be referred to the Logistics Division.



SCBA FILLING

PURPOSE

This policy is intended to support OPM 400.02 (Section 2) Air Management Policy, by mandating SCBA fill procedures and guidelines. It will further assure that all SCBA's and spare cylinders are filled to their capacity and ready for service.

PROCEDURE

Wednesday will be deemed "Air Fill Day" and, as such, all SCBA's and spare cylinders will be filled to their maximum capacity of 4500psi. The following will serve as the schedule.

1. Station 59 will be responsible for filling all spare bottles (in SCBA room) as well as the in-service bottles (including spares) on their apparatus @ Station 59.
2. Station 39 will be responsible for filling all in service bottles (including spares) on their apparatus @ Station 59.
3. Station 92 will be responsible for filling the spare bottles and the top off of the cascade system in TRT 92, as well as, the in service bottles (including spares) on all apparatus @ Station 92. This will also include any SCUBA bottles requiring filling.
4. Station 72 will be responsible for filling all in service bottles (including spares) on their apparatus @ Station 59.
5. Station 83 will be responsible for filling all in service bottle (including spares) on their apparatus @ Station 92.
6. If personnel levels permit, the TRT truck (unit 376) will be taken to the stations to fill bottles rather than units traveling to their assigned locations to fill bottles.

Note: All SCBA bottles must be filled **slowly** to prevent "**Hot Filling**". All bottles should be filled at a rate of 300psi to 500psi per minute not to exceed 600psi. This fill rate will provide an accurate fill reading.

400.02 .Section 3 SCBA Filling

Page 2 of 2

Last Issued / Revised: 09/30/09



This policy is not intended to replace the current practice of refilling SCBA bottles post incidents. After any incident that required air consumption all bottles are to be filled to capacity. This will be accomplished by following the outline above, or on larger incidents responding the TRT truck, or mutual aid air truck to the scene to facilitate this SCBA Fill Policy.

To maximize safety all SCBA's are to be in a designated SCBA bracket in the apparatus. All spare bottles are to be located in the various designated and secured locations of the apparatus. No bottles should be stored loose on shelving or within compartments unsecured. Furthermore no bottles shall be stored in a Station unless it is in a rack system.



PROTECTIVE CLOTHING

DEFINITION

FULL PROTECTIVE CLOTHING includes: helmet (with safety visor/shield); turnout coat and pants; boots; fire gloves, and hood. Goggles are also available and should be worn when the SCBA mask is not worn (for extrication operations, etc.).

PROCEDURE

- A. Protective clothing shall be worn by firefighting personnel responding en route to calls whenever they are exposed or potentially exposed to the hazards for which it is provided (i.e. fire alarms, brush fires, vehicle and dumpster fires, gas leaks, chemical spills.)
- B. Protective clothing is not required for the driver in a closed cab while responding to an alarm to the degree that the protective clothing impairs the ability to safely operate the vehicle.
- C. The level of protective clothing during an overhaul operation will be at the discretion of the Incident Commander.
- D. All personnel shall wear whatever protective clothing is required or appropriate to afford complete personal protection while operating on an EMS scene. Full protective clothing will be worn when operating forcible entry equipment, saws, extrication equipment, and gas-powered tools.
- E. Personnel are required to wear only protective clothing assigned to them by the Department.
- F. For visibility to oncoming traffic when not wearing full bunker gear (including pants and coat) or raingear with reflective trim, personnel operating in areas where vehicular traffic is anticipated must wear safety vests with reflective trim.
- G. Face shields or safety goggles shall be utilized at any time the need for eye protection seems apparent.

400.03 Protective Clothing

Page 2 of 3

Last Issued / Revised: 02/28/07, 12/19/2013; 09/09/2015



- H. Gloves shall be utilized at any time the need for hand protection seems apparent. Utility gloves shall not be used where the potential for thermal protection is needed.
- I. It is the responsibility of persons in charge of units to insure all personnel including students and riders utilize safety vests when appropriate.

GENERAL INFORMATION

- A. In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all foreseeable hazards shall be worn.
- B. Personnel will not alter, deface, or write on any protective clothing in any way. Such alteration may void the fire retardant warranty. Liners on any piece of equipment are not to be removed or altered in any way.

ON-DUTY UNIT PLACEMENT OF PROTECTIVE CLOTHING

- A. Protective clothing should be securely placed on each assigned unit. In no case shall protective clothing be placed in a patient compartment or a compartment shared with oxygen. Protective clothing shall be removed from storage/ transport bags and prepared for donning for all on duty personnel.

Rescues (Extra cab) – Driver and officers gear should be placed in the extra cab portion of the unit; the 3rd persons gear should be placed in the Left rear compartment.

Engines – Drivers gear should be placed in the driver compartment in the left rear passenger door area. Officer and Firefighters gear should be placed near their assigned seat.

- B. Protective clothing should be removed from the unit after the completion of duty.

400.03 Protective Clothing

Page 3 of 3

Last Issued / Revised: 02/28/07, 12/19/2013; 09/09/2015



PROTECTIVE CLOTHING STORAGE AND TRANSPORT BAGS

- A. The purpose of the Protective Clothing Bags is to protect personnel from contaminants and safely transport protective clothing. Personnel transporting protective clothing should keep protective gear secure and in storage/transport bags during transport in staff vehicles, personal vehicles and transporting to and from locations in non-in-service emergency vehicles.
- B. Protective clothing should be allowed to ventilate contaminants during periods of non-use. Ventilating protective clothing during periods of non-use can be accomplished by hanging the gear on the racks provided in each station removed from bags.



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:

400.08 Traffic Pre-Emption

Page 2 of 3

Last Issued / Revised: 02/28/07



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

400.08 Traffic Pre-Emption

Page 3 of 3

Last Issued / Revised: 02/28/07



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.



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.



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.

400.11 Limited Access Highways - Safety

Page 4 of 4

Last Issued / Revised: 02/28/07, 12/19/2013



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.



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

Page 2 of 3

Last Issued / Revised: 08/04/2003, 9/1/2014; 6/16/2015; 06/01/2016



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.

401.03 Vehicle Accident Reporting

Page 3 of 3

Last Issued / Revised: 08/04/2003, 9/1/2014; 6/16/2015; 06/01/2016



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.



**INCIDENT COMMAND
PROCEDURES
FOR BROWARD COUNTY, FLORIDA
FIRE-RESCUE AGENCIES**

**PREPARED BY
FIRE CHIEF'S ASSOCIATION OF
BROWARD COUNTY, INC.
1998
(Revised 2001)**



TABLE OF CONTENTS

INCIDENT COMMAND 1
PROCEDURES..... 1
FOR BROWARD COUNTY, FLORIDA 1
FIRE-RESCUE AGENCIES..... 1
 TABLE OF CONTENTS 2
 INTRODUCTION 3
 ICS ORGANIZATIONS 4
 COMMAND SEQUENCE 6
 COMMON TERMINOLOGY 7
 ESTABLISHING COMMAND..... 13
 COMMAND OPTIONS 15
 GENERAL GUIDELINES FOR ICS 17
 TRANSFER OF COMMAND..... 18
 PASSING COMMAND..... 19
 STAGING OPTIONS 20
 POSITION DESCRIPTIONS 21
 POSITION: INCIDENT COMMANDER 21
 POSITION: INCIDENT COMMANDER AIDE 23
 POSITION: OPERATIONS SECTION OFFICER 25
 POSITION: BRANCH DIRECTOR..... 27
 POSITION: DIVISION/GROUP SUPERVISOR 28
 POSITION: SAFETY OFFICER..... 29
 POSITION: PUBLIC INFORMATION OFFICER..... 31
 POSITION: LIAISON OFFICER..... 33
 POSITION: REHABILITATION OFFICER 34
 POSITION: PLANNING SECTION OFFICER..... 36
 POSITION: FINANCE/ADMINISTRATIVE OFFICER 38
 POSITION: LOGISTICS SECTION OFFICER..... 39
 POSITION: STAGING OFFICER 40
 EMERGENCY EVACUATION PROCEDURE 41
 UNIFORM APPARATUS DESIGNATIONS..... 42
 RAPID INTERVENTION TEAM GUIDELINES 43
 RIT STANDBY 44
 RIT DEPLOYMENT 45
 RIT TERMINATION 45
 P.A.S.S. ACTIVATION 46
 MUTUAL AID COMMUNICATIONS PROCEDURAL GUIDELINES 48
 SPECIAL OPERATIONS RESPONSE GUIDELINE 52
 PERSONNEL ACCOUNTABILITY PROCEDURE 56
 "MAYDAY" PROCEDURAL GUIDELINE 62



INTRODUCTION

Lessons learned from Hurricane Andrew and other natural disasters, as well as recommendations from the Federal Government, the Florida Fire Chief's Association, and the National Fire Academy, serve to reinforce the need for ONE type of incident command system in Broward County, with a common vocabulary. It is for use by ALL governmental agencies, at all levels. The Fire Chief's Association of Broward County during the spring of 1996 officially adopted this approach.

It is the intent of this manual to serve as a reference and instructional guide for providing a single uniform Incident Command System to ALL of the Broward County, Florida Fire Rescue agencies. Moreover, it is hoped that all emergency response agencies in Broward County, such as Police, Emergency Management, Red Cross, Public Works, etc. adopt and utilize this system. Furthermore, these procedures were designed to meet the requirements of NFPA 1561 and are totally compatible with the incident command systems utilized by the Federal Government and recommended by the Florida Fire Chief's Association.

Undoubtedly, from time to time, this manual will require periodic change and updating. New concepts and procedures will be incorporated into this document with the participation of all the Fire Rescue agencies in Broward County. It is only with total cooperation and involvement from these agencies that this plan can remain effective.

Finally, for those seeking additional information and instructional assistance, the following will prove to be helpful:

"NIIMS Model Procedures for Structural Firefighting" - Fire Protection Publications - Oklahoma State University

"Incident Command System Student Manual" (NFA-ICS-SM) - National Fire Academy

"NIIMS Field Operations (FOG) ICS-420-1

Broward Fire Academy - Instructional Staff



ICS ORGANIZATIONS

Under the Incident Command System (ICS) the ultimate control and direction of all emergency response resources falls under a single individual, the Incident Commander, except where a Unified Command is established. The Incident Commander is responsible for the overall incident response effort and implementation of the appropriate portions of this plan. This Command System is quite flexible in that the Incident Commander can activate, consolidate, or delete various positions depending upon the needs of the incident. Although this structure is designed for full or partial implementation, it is important that all position roles are reviewed to ensure vital functions are not overlooked.

It is recommended that the person ultimately taking command at an incident is a Chief Officer or other qualified individual, highly trained and skilled in the Incident Command System. The Incident Command System is not rank structured, but can be filled from whatever positions are best suited for the needs of the individual organization.

The degree of plan implementation will again depend on the nature and magnitude of the incident. The following pages outline the roles and responsibilities of the various areas of the Command structure.

The ICS organizational structure develops in a modular fashion based on the kind and size of an incident. This modular escalation will allow a manageable span of control for all participants throughout the incident. Span of control is defined as the number of subordinates one supervisor can manage effectively. In emergency situations, the accepted limit is five.

The organization's staff builds from the top down with the responsibility and performance placed initially with the Incident Commander. As the need exists, four separate sections can be developed, each with several units, which may be established. These sections are identified as:

1. Operations - All activities directed toward hazard reduction and control
2. Planning - Collection, evaluation, and dissemination of information
3. Logistics - Provides support needs to the incident
4. Finance/Administration - Responsible for all costs incurred at the incident

600.01 Common Incident Command Procedures

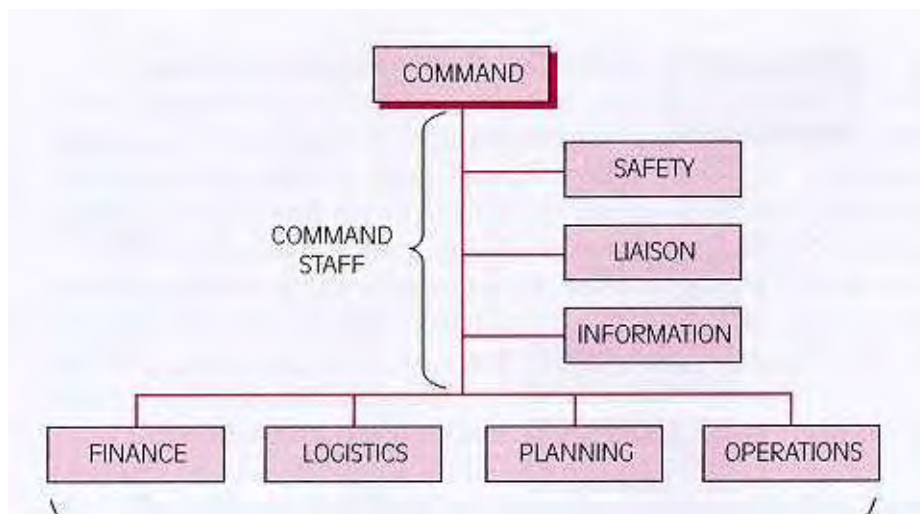
Page 5 of 63

Last Issued / Revised: 07/15/2015



In addition to these four sections, Command Staff may include the following:

1. Safety Officer
2. Public Information Officer
3. Liaison Officer
4. Incident Commander Aide





COMMAND SEQUENCE

Highly dynamic situations require sound, organized thinking. The Command Sequence is a standardized sequential thought process, which enables the Incident Commander to analyze situations, identify problems, and implement solutions based on basic skills and knowledge.

The Command Sequence consists of four parts:

1. **Incident Priorities:**

* Life Safety - actions which reduce the threat of life or injury which involves civilians as well as responders. Life safety is always the first priority!

* Incident Stabilization - Activities designed to stop the escalation of the incident.

* Property Conservation - Efforts to reduce the long-term economic and social impact of the incident.

2. **Size Up:**

* Size up involves gathering information about an incident, evaluating the information, and determining how a specific incident should be handled.

3. **Goals and Objectives:**

* The application of information gathered in size up to determine the desired results of the operation. Goals considered in relation to incident priorities are listed as follows:

Rescue
Exposures
Confinement
Extinguishment
Overhaul

4. **Tactical Operations:**

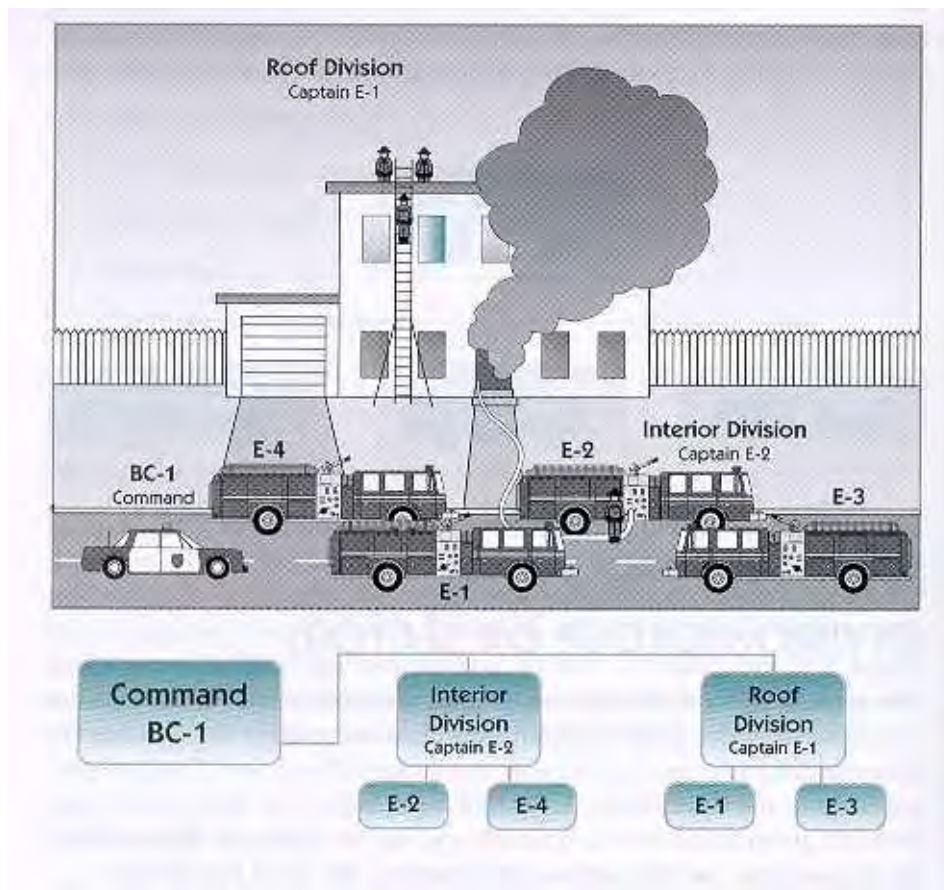
Specific actions carried out to accomplish goals and objectives. Tactical operations can be considered to be the solutions to the problems.



COMMON TERMINOLOGY

It is essential that all cooperating agencies understand and utilize a standard terminology for organizational functions, resource elements, and facilities. Such standardization facilitates effective communications between all agencies involved at an emergency scene.

1. **Command Post:** Designated as the CP, the Command Post will be the location from which the incident operations are directed. There is only one Command Post for the incident. In a Unified Command structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the command post. The Planning function is also performed at the Command Post, and normally the field communications center would be established at this location. The CP may be co-located with the incident base if communications requirements can be met.

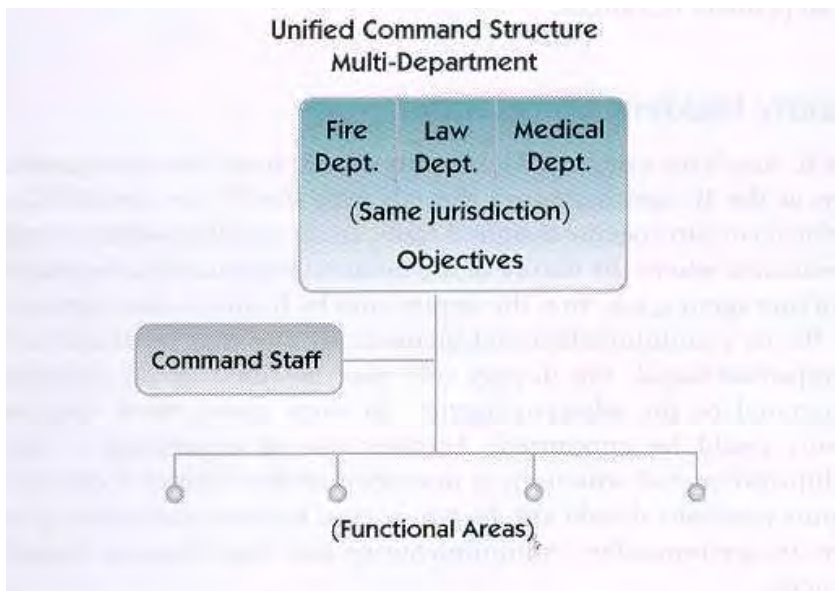




2. **Incident Base:** The Incident Base is the location at which primary support personnel activities are performed. The Base will house all equipment and personnel support operations. The Logistics Section may be located at the Base and normally the Base will not be relocated. If possible, Incident Base locations should always be included in the pre-incident plans.
3. **Staging Area(s):** These are established by the Operations Section Officer for temporary location of available resources on short notice. A Staging Area can be anywhere in which mobile equipment and/or personnel and equipment can be temporarily parked awaiting assignment. It may include temporary Sanitation Services and fueling facilities. The Operations Officer may establish, move and/or discontinue the use of Staging Areas. The Operations Officer will assign a Staging Area Manager to each Staging Area. The Staging Area Manager is responsible for the checking of all incoming resources, dispatching of resources at the request of the Operations Officer, and requests for services from the Logistics Section necessary for resources located in the Staging Area.
4. **Unified Command:** In a multi-jurisdictional incident, key officials from each jurisdiction contribute to the process of:

- Determining overall incident objectives
- Selection of strategies
- Insuring joint planning for tactical activities
- Insuring integrated tactical operations
- Making maximum use of all assigned resources

The Unified Command structure could also be used to bring together different functional departments within a single jurisdiction. The implementation of the action plan will be done under the direction of a single individual - the Operations Section Officer - who is normally drawn from the agency having the greatest jurisdictional involvement.



5. **Landing Zone:** (helibase) These are temporary locations where helicopters can land and take off i.e. to pick up patients. Locations where helicopters are staged for possible action are known as helibases.
6. **Single Resources:** These are individual engines, truck, and rescue companies, etc. that will be assigned as primary tactical units. A single resource will be the apparatus, the personnel required to properly utilize it and the communications.
7. **Task Force:** Any combination of resources with common communications and a leader. Task Forces can be pre-designated to meet local needs. Typically, the maximum number of units to properly utilized it and the communications.
8. **Strike Team:** Are a set number of resources of the same kind and type, which have an established minimum number of personnel. Strike Teams will always have a leader and will have common communications among resource elements. Strike Teams can be made up of engine companies, or rescue units or hazmat units, or any kind of resource where a combination of similar elements becomes a useful tactical resource.



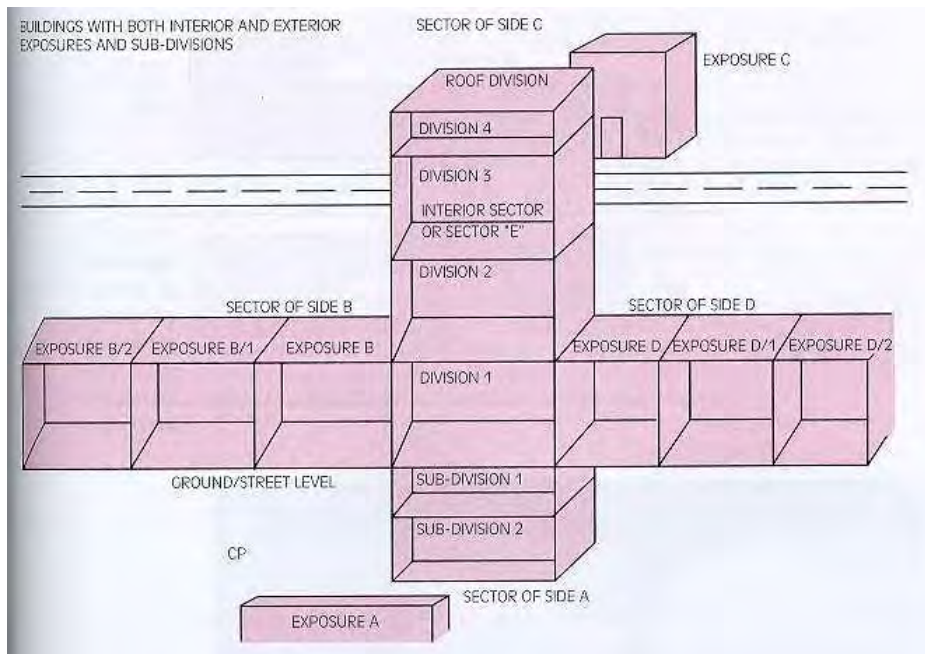
9. **Position Titles:**

<u>Position</u>	<u>Title</u>
Incident Command	Incident Commander
Command Staff	Officer (i.e. Safety Officer)
Section	Section Officer (i.e. Operations Section Officer)
Branch	Director (i.e. EMS Branch Director)
Division	Supervisor (i.e. Division "C" Supervisor)
Group	Supervisor (i.e. Ventilation Group Supervisor)
Task Force	Leader
Strike Force	Leader
Single Resource	Company Officer

10. **Divisions/Groups:** The IC shall determine the initial need for Groups and Divisions. As the operation increases in size and complexity, it shall be the responsibility of the Section Officers to recommend to the IC the need for additional Divisions/Groups. Safety of personnel and maintaining span of control is the primary reason for using Divisions and Groups.

Divisions are assigned to specific geographical areas. Structural situations will be designated by the letter system for the sides of the building with Division "A" being the front of the building (or legal street address side of the building), and numbers shall be used for floors i.e. Division 5 for the fifth floor.

Functional units (Groups) will be identified by the function they perform (Salvage Group, Triage Group, etc.). Unit Officers will report to the Division/Group Supervisor and receive orders prior to deploying their company to task work.



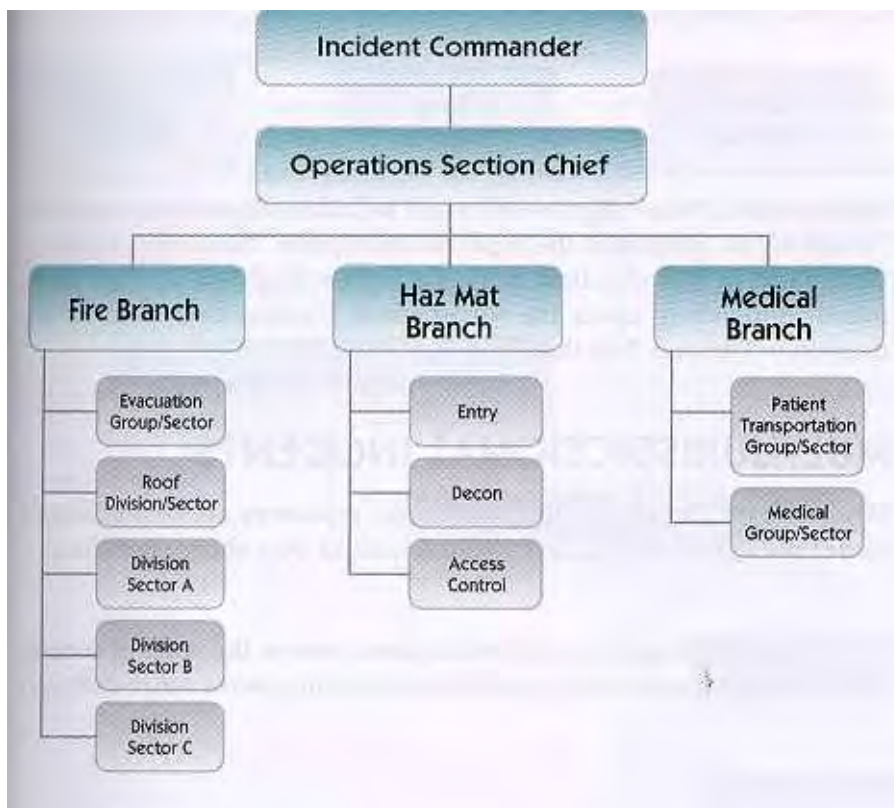


11. **Branches:** As the span of control begins to become complex, or the incident has two or more distinctly different operations (i.e. Fire suppression, Medical, hazmat, etc.) the organization can be further divided into Branches report to the Section Officers (most often the Operations Section) and oversee Divisions/Groups.

Branches should ideally operate in their area of responsibility on separate radio channels (talk groups) and communicate to Operations on a different channel if possible. The radio designation of Branches should reflect the objective/function of the Branch (i.e. Branch I, Branch II, Branch III, etc.) When Operations implements Branch Directors, the Division/Group Supervisors should be notified of their new supervisor. This information should include:

- * What Branch the Division/Group has been assigned to
- * The radio channel/talk group that the Branch is operating on

Generally, when the number of Division/Groups exceeds the span of control for the Section Officer, the IC should designate a multi-Branch structure and allocate the Division/Groups within those Branches.



600.01 Common Incident Command Procedures

Page 12 of 63

Last Issued / Revised: 07/15/2015



12. **Rapid Intervention Team(s):** A team of at least two fresh firefighters, equipped with radios, lights, search lines, forcible entry tools etc. and staged at the Command Post for immediate and rapid deployment in the event of emergencies involving lost or trapped firefighters on the fire ground. At large complexes, several Rapid Intervention Teams may be staged near the various Divisions for more expedient deployment.



ESTABLISHING COMMAND

1. **Size Up:** The first unit to arrive at the scene of an incident must transmit an arrival and size up report along with the establishment of Command. The initial Incident Commander shall remain in Command until Command is transferred or passed, or the incident is stabilized and terminated. The first arriving unit activates the Command process by giving an initial radio report. This report should include:
 - * Unit designation of the Company/unit arriving on scene
 - * A brief description of the incident situation, (i.e. building type and dimension, hazmat release, mass casualty incident, etc.)
 - * Obvious conditions (working fire, vapor release, multiple patients, etc.)
 - * Brief description of action taken
 - * Declaration of Strategy (this applies to structure fires i.e. fast attack mode)
 - * Any obvious safety concerns
 - * Assumption, identification and location of Command*****
 - * Request or release of resources as required

***** Identification and location of Command shall be by geographical location or well-known landmark. Unit numbered Command locations shall not be used.

Examples: "Engine 99 will be Palm Avenue Command"
"Engine 2 is establishing Courthouse Command"
"Battalion 10 is establishing Airport Command"
2. **Single Company Incident:** A single company incident (or engine and rescue) such as trash fires, vehicle fires, EMS incidents, etc., may only require that the Company or unit acknowledge their arrival on scene and the ability to handle the call without additional resources.



Examples: "Engine and Rescue 72 are arrival on scene of a dumpster fire with no exposure; Engine 72 can handle"

3. **Radio Designation:** The radio designation "Command" will be used along with the geographical location of the incident (i.e. "Atlantic Boulevard Command" or "Convention Center Command"). If the unusual situation should present that there are two incidents on the same street, the "hundred block" designator, defining a more exact location shall be used, (i.e. 700 Atlantic Boulevard Command). This designation will not change throughout the duration of the incident. The designation Command will remain with the officer currently in Command of the incident throughout the event.
4. **General Considerations:** The arrival of a ranking officer on the incident scene does not mean that Command is automatically transferred to that officer. Command is only transferred when the outlined transfer of Command process has been completed.

Chief Officers and Staff Personnel should report directly to the Command Post for assignment by the Incident Commander.

The Incident Commander has the overall responsibility for managing an incident. Simply stated, the Incident Commander has complete authority and responsibility for the incident. If a higher-ranking officer wants to effect a change in the management of the incident, he/she must be present on the scene and then utilize the formal transfer of Command procedure.



COMMAND OPTIONS

The responsibility of the first arriving unit or member to assume command of the incident presents several options, depending on the situation. If a Chief Officer, member, or unit without tactical capabilities (i.e. staff vehicle, no equipment, etc.) initiates Command, the establishment of a Command Post should be a top priority. At most incidents the initial Incident Commander will be a Company Officer. The following Command options define the Company Officer's direct involvement in tactical activities and the modes of Command that may be utilized.

1. **Nothing Showing Mode:** These situations generally require investigation by the initial arriving company while other units remain in a staged mode. The officer should go with the company to investigate while utilizing a portable radio to Command the incident.

Example: "Engine 18 arrival at a two story office complex, nothing showing from 3 sides. Engine 18 establishing Rock Island Command and going to Nothing Showing Mode".

2. **Fast Attack Mode:** Situations that require immediate action to stabilize and require the Company Officer's assistance and direct involvement in the attack. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

- * Offensive fire attacks (especially marginal situations)
- * Critical life situations which must be achieved in a compressed time
- * Any incident where the safety and welfare of firefighters is a major concern

When fast intervention is critical, utilization of the portable radio will permit the Company Officer's involvement in the attack without neglecting Command responsibilities. The fast attack mode should not last more than a few minutes and will end with one of the following:

- * The situation is stabilized
- * The situation if not stabilized and the Company Officer must withdraw to the exterior and establish a Command Post. At some point, the Company Officer must decide whether or not to withdraw the remainder of the crew, based on the crew's experience, in the hazard zone without radio communications capabilities.
- * Command is transferred to another ranking officer.



- 2. Defensive Mode:** The defensive mode is utilized when conditions or hazards preclude direct entry into the hazard zone. The Company Officer's declaration of a defensive mode, signals to all responding units that complex operations will be Involved. The Company Officer assumes command and directs initial operations from a safe distance until Command is transferred to a higher- ranking officer.

Example: "Engine 92 is on scene of an overturned chemical tanker with a large vapor cloud traveling east. Engine 92 is in the Command Mode and is establishing Sawgrass Expressway Command".

- 4. Command Mode:** Certain incidents by virtue of their size, complexity, or potential for rapid escalation, require immediate, strong, direct, overall Command. In such cases, the Company Officer will initially assume an exterior, safe, effective and visible command position and will maintain that position until Command can be assumed by a higher Ranking Officer. Due to the Company Officer's distraction of having to run Command, the balance of the crewmembers shall not be assigned any perilous duties until the officer can rejoin them.

Example: "Engine 92 is on scene of an overturned chemical tanker with a large vapor cloud traveling east. Engine 92 is in the Command Mode and is establishing Sawgrass Expressway Command".

Summary: A Company Officer assuming Command has a choice of modes and degrees of personal involvement in the tactical activities, but continues to be fully responsible for the Command functions. The initiative and judgment of the Officer are of great importance. The modes identified are guidelines to assist the Officer in planning appropriate actions. The actions initiated should conform to one of the above mentioned modes of operation.



GENERAL GUIDELINES FOR ICS

1. Receive your incident assignment, reporting locations, (check in location) Strike Team/Task Force assignment, and communications channel assignment from your dispatch center.
2. Upon arrival at the incident, check in on the assigned frequency (talk group) or at the designated check-in location.
3. Agency representatives from responding agencies (Mutual Aid) shall report to the Liaison Officer at the Command Post.
4. Use only clear text, common ICS terminology and plain English in all radio transmissions.
5. Receive briefing from immediate supervisor. Accountability of all personnel shall remain a priority, with each individual being responsible to one supervisor (Unity of Command), and each supervisor responsible for the accountability of all crews and crewmembers under his/her direction.
6. Acquire work materials, if applicable.
7. Organize and brief subordinates.
8. Assure the rehabilitation of all personnel who have performed on the incident as deemed necessary by the Rehabilitation Officer, Incident Commander, or other supervisor.
9. Respond promptly to demobilization orders (return to service) without undue delay.
10. When released, return to home agency (quarters) promptly.



TRANSFER OF COMMAND

As an incident escalates or de-escalates, there may be a need to transfer command. The following guidelines outline the transfer of command:

1. The Company Officer or Command Officer shall have command established and when possible, have established a visible command post. As soon as is practical, the necessary tactical worksheet should be started for the tracking of on-scene units.
2. Command can be transferred by radio, but should be done as a face to face briefing which includes current situation, current unit placements, assignments, and a review of the tactical worksheet.
3. Arrival of a Ranking Officer on a scene does not automatically cause command to be transferred. Assumption of command based on several factors, including potential escalation of the incident, personnel considerations, and IC capabilities, etc.
4. In formally transferring command, once the fact to face is completed and the tactical worksheet reviewed, command will notify communications of the transfer.

Example: "Chief 22 to Dispatch, be advised Chief 22 is assuming Federal Highway Command".

5. It may be advantageous to have the officer being relieved remain with the new Incident Commander, in the role of the IC Aide or Operations Section Officer, since the initial action plan was established by this officer.
6. This formal process for transfer of command shall be used both as the emergency escalates and in the demobilization phase as situations are brought under control.

Example: "Chief 22 to Dispatch, be advised Engine 22 will now be assuming Federal Highway Command".



PASSING COMMAND

In certain situations, it may be advantageous for a first arriving Company Officer to pass Command to the next arriving Company. This is indicated when initial commitment of the first arriving company requires a full crew (i.e. high rise or immediate rescue situation) and another company is in a position to assume Command.

Although sometimes used during exigent circumstances, the passing of Command to an officer who is not on scene is not advisable. The "Passing of Command" to a unit that is not on scene creates a gap in the Command process and compromises incident management. It is preferable to have the initial arriving Company Officer continue to operate in the fast attack mode until Command can be passed to an on-scene unit.

When a Chief Officer arrives at the same time as the initial arriving company, the Chief Officer should assume Command of the incident.

Should a situation occur where a later arriving Company or Chief Officer cannot locate or communicate with Command (after several radio attempts), they will assume Command and announce this over the radio, and initiate whatever actions are necessary to confirm the safety of the missing crew.



STAGING OPTIONS

It is imperative that the Incident Commander anticipates the need for additional resources early on in the incident. It is just as important that additional uncommitted resources are poised or stages near the incident for rapid deployment should the incident escalate or an unexpected turn of events suddenly occur. There are two levels of staging used to accomplish this objective.

1. **Level 1 Staging:** Level one staging occurs automatically during the initial stages of an incident unless directed otherwise by the Incident Commander. Second, third, etc. arriving units take up a position about one block away from the incident to avoid cluttering or "boxing in" the scene. Typically, the second due engine at a fire response will stage at the nearest hydrant, check the hydrant for operability and be prepared to lay a line. At this level, there is no Staging Officer.
2. **Level 2 Staging:** This is a more formalized and organized staging procedure. During Level two staging, a formal staging area(s) are designated. A Staging Officer is assigned and units are directed to the staging area(s). These types of staging areas are usually located in large open areas such as parking lots or fields and may be several blocks from the incident. It is extremely important that crews in a staging area(s) remain with their unit and not wander off. The crew and apparatus should be ready to deploy at a moment's notice. Units in Level two staging should park or be arranged so as not to block each other in and allow direct access to or away from the incident.
3. **Staging Area Identification:** Level two staging areas can be identified simply as "Staging" when only one staging area has been designated or, when two or more staging areas are used they can be identified by function or location, (i.e. EMS Staging, Fire Staging, West Staging, or K-Mart Staging).



POSITION DESCRIPTIONS

POSITION: INCIDENT COMMANDER

LOCATION: On scene at Command Post

RECOMMENDED STAFFING: First arriving officer until relieved by higher rank

REPORTS TO: Final Authority

ACTIVATION: Any situation requiring two or more units, or where in the judgment of the on-scene ranking officer, the ICS should be implemented for concerns of safety and scene control.

PURPOSE: The Incident Commander (IC) provides comprehensive leadership and direction to the response effort. The position is the focal point of all facets of operation within the Incident Command System (ICS).

RESPONSIBILITIES: The IC is ultimately responsible for all incident response activities including the development and implementation of strategic decisions and utilization of extended resources. This individual must process information to and from the primary Section Officers and staff operating within their span of control.

PROCEDURES:

1. Arrives on scene and establishes command or obtains incident briefing from previous Incident Commander.
2. Assesses the incident situation and conducts an initial strategy briefing with the current operations command personnel.
3. Activates elements of full ICS.
4. Briefs the command staff and primary Section Officers.
5. Participates in the preparation and authorizes the implementation of the incident action plan.
6. Determines needs to make informed command decisions and relates these needs to command staff.

600.01 Common Incident Command Procedures

Page 22 of 63

Last Issued / Revised: 07/15/2015



7. Coordinates primary staff activities.
8. Manages overall incident operations.
9. Approves requests for and utilization of extended resources.
10. Authorizes release of information to the media.
11. Assures that adequate resources have been summoned and requests staging areas, if required.
12. Ensures the incident status worksheet is utilized and completed.
13. Obtains briefings from Section Officers, Command Staff, and other agency representatives on management concerns.
14. Reviews the progress of the incident and channels organizational efforts towards highest priority tasks.
15. Insures that safety procedures and disciplines are practiced.
16. Approves plan for demobilization and return to normal service of units.
17. Prepares a final incident summary for media briefing and departmental reporting process.
18. Ensures activation of the personnel accountability system.



POSITION: INCIDENT COMMANDER AIDE

LOCATION: Command Post

RECOMMENDED STAFFING: Any qualified individual assigned by Command

REPORTS TO: Incident Commander

ACTIVIATION: When deemed necessary by the IC to assist with maintaining paperwork and/or communications at the command post.

PURPOSE: The role of the Aide is to provide administrative and operational assistance to the IC, manage the command area, and process information that does not require the attention of the IC. This highly responsible position requires a thorough knowledge of department operating procedures, strategy and tactics, and general command terminology.

RESPONSIBILITIES: The Incident Commander Aide is responsible for site control and security of the command post, providing resource information, tracking command activities, assisting with liaison and press activities, and providing technical support and advice to the IC. The Aide may also be responsible for personnel accountability during the early stages of the incident.

PROCEDURES:

1. Sets up the incident command area and secures it with rope or fireline tape; obtains police assistance to maintain command security.
2. Obtains incident briefing and instructions from the IC.
3. Starts and/or maintains ICS worksheet/command boards; prepares ICS vests for distribution and logs all pertinent command information.
4. Assists with the research and interpretation of various resource and reference materials as needed.
5. Operates various communications equipment as needed; relays command directives to command staff, dispatch, and operating groups as directed/needed.
6. Disseminates and assist in the processing of the upward and downward flow of information.

600.01 Common Incident Command Procedures

Page 24 of 63

Last Issued / Revised: 07/15/2015



7. Anticipates the needs of the IC and be prepared to react accordingly.
8. Assists the PIO by relating current incident information.
9. Assists the Liaison Officer with the management of agency representatives.
10. Observes operations and makes suggestions and recommendations to the IC.



POSITION: OPERATIONS SECTION OFFICER

LOCATION: On scene in forward area of at the Command Post

RECOMMENDED STAFFING: Available ranking officer

REPORTS TO: Incident Commander

ACTIVATION: On all incidents requiring the establishment of Command

PURPOSE: Encompasses the majority of incident mitigation activities. This includes all task-oriented resources participating at the scene.

RESPONSIBILITIES: Is a member of the General Staff, organizes initial incident control activities and subsequent implementation of the incident action plan.

PROCEDURES:

1. Obtains incident briefing from the Incident Commander.
2. Establishes divisions/groups as needed to initiate operational control measures.
3. Begins development work on the incident action plan needed for initial and immediate control of the incident.
4. Supervises operational aspects of the incident and the divisions/groups associated with that function.
5. Determines need for and requests additional resources.
6. Advises the Incident Commander of incident progress, special concerns, or requirements that may impact the development of an extended incident action plan.
7. Makes tactical decisions and changes to the operation on an immediate basis if needed.
8. Assembles and disassembles strike teams.

600.01 Common Incident Command Procedures

Page 26 of 63

Last Issued / Revised: 07/15/2015



9. Assigns a Rehabilitation Officer and ensures that a remote area is established for this activity.
10. Assigns and implements branches if required.
11. Prepares a final summary of activity report for submission to the Incident Commander. Debriefs and critiques with all divisions and/or groups.



POSITION: BRANCH DIRECTOR

LOCATION: On scene

RECOMMENDED STAFFING: Available ranking officer

REPORTS TO: Operation Sections Officer/Incident Commander

ACTIVATION: Usually on large scale incidents where multiple units are operating and the use of divisions/groups does not maintain an adequate span of control, usually no more than five units per group/division.

PURPOSE: Member of the operational staff that controls and coordinates the activities of groups/divisions operating in a specific geographic or functional area.

RESPONSIBILITIES: Directs implementations of the portions of the incident action plan appropriate to the branch. Maintains information flow to the Operations Section Officer concerning specific needs and mitigation process.

PROCEDURES:

1. Obtains briefing from the IC or Operations Section Officer.
2. Develops with subordinates, alternatives for branch control operations.
3. Attends planning meetings as requested.
4. Reviews and modifies division and/or group assignments based on effectiveness of current operations.
5. Assigns specific work tasks to division/group supervisors.
6. Resolves logistical problems reported by subordinates.
7. Reports to Operations Officer when: Incident Action Plan is to be modified, additional resources are needed, surplus resources are available, hazardous situations or significant events occur.



POSITION: DIVISION/GROUP SUPERVISOR

LOCATION: On scene

RECOMMENDED STAFFING: Company Officers and higher

REPORTS TO: Branch Director/Operations Officer/Incident Command

ACTIVATION: When the IC's span of control is exceeded by the number of resources operating on-scene.

PURPOSE: To supervise the operations of up to five resources within a specific geographical area or with a specific function.

RESPONSIBILITIES: Implementation of the assigned portion of the incident action plan, assignment of resources within the group/division, progress reporting and resource status updates to the appropriate supervisor.

PROCEDURES:

1. Obtains briefing from Branch Director, Operations Officer, or IC.
2. Implements portion of action plan for division/group.
3. Provides available incident action plan to strike team/task force leaders.
4. Identifies increments assigned to the division/group.
5. Reviews assignments and incident activities with subordinates; assign tasks.
6. Advises supervisor of all changes in status of units assigned to division/group.
7. Coordinates activities with adjacent divisions.
8. Determines need for additional resources in division/group.
9. Resolves logistical problems within division/group.
10. Participates in the development of plans for the next operational period.



POSITION: SAFETY OFFICER

LOCATION: On scene

RECOMMENDED STAFFING: Any individual appointed by command, preferably an officer trained to NFPA Safety Officer, Florida Fire Officer I, and ICS level. Exception: At HazMat incidents, Safety Officer must be a HazMat Technician.

REPORTS TO: Incident Commander

ACTIVATION: Any time personnel will be operating in any type of hazardous atmosphere, or high-risk operation, or potentially dangerous situation.

PURPOSE: To ensure that all personnel at the scene are operating in as safe a manner as possible, consistent with all current standards and practices.

RESPONSIBILITIES: Is a member of the Command Staff with the foremost responsibility of this position being the safety of all emergency personnel operating at the scene. Continuously monitors and assesses situations for unsafe and hazardous conditions and developing countermeasures for assuring safety.

PROCEDURES:

1. Obtains briefing from the Incident Commander
2. Complies with NFPA 1521 or current safety standards and requirements.
3. Identifies hazardous situations associated with the incident, including flashover condition, building stability, escape routes for interior crews, line placement as it relates to scene safety, protective clothing, personnel protection, infectious disease control, HazMat scene control, entry level protection for HazMats, night time operations, and all other areas which constitute personnel safety and protection.
4. Participates in planning meetings to advise Incident Commander.
5. Should have emergency authority to halt and/or prevent unsafe acts.
6. Does initial investigation of accidents that have occurred within incident areas.
7. Establishes safety assistants or specialized input during unusual or specialized operations i.e. confined space, high angle rescue.

600.01 Common Incident Command Procedures

Page 30 of 63

Last Issued / Revised: 07/15/2015



8. Insures that Rapid Intervention Teams and/or backup teams have been established, if necessary.



POSITION: PUBLIC INFORMATION OFFICER

LOCATION: On scene

RECOMMENDED STAFFING: Any individual appointed by Command

REPORTS TO: Incident Commander

ACTIVATION: Any incident involving significant operations or in which the media has responded and requires assistance.

PURPOSE: Is the focal point for the official release of information to the media. This is the contact person for the media representatives, and this person should release all incident information. Only one PIO should represent all the agencies involved in a Unified Command to avoid conflicting information.

RESPONSIBILITIES: Is a member of Command Staff and establishes and maintains a media gathering area, schedules regular media releases and briefings, and provides post-incident media briefings. To ensure the release of accurate information shall remain abreast of current incident information, operations, and status.

PROCEDURES:

1. Obtains briefing from the Incident Commander.
2. Begins logging and tracking incident information.
3. Sets up physical media area and utilizes police assistance, if necessary. Should be a safe area with a visual access to the incident if possible, yet sufficiently removed from the Command Post so as not to interfere with command functions.
4. Meets with media, provides them with information cleared by the Incident Commander, interviews and photo opportunities as soon as possible, upon approval of the Incident Commander.
5. Provides escort service into areas for media and VIP's; arranges meetings between media and incident personnel.
6. Responds to special requests for background information and updated information from the media.

600.01 Common Incident Command Procedures

Page 32 of 63

Last Issued / Revised: 07/15/2015



7. Updates the Incident Commander on information released to the media and requests from the media.
8. Files all media releases with department recording process.
9. During long term incidents, PIO shall schedule and conduct regular press briefings.



POSITION: LIAISON OFFICER

LOCATION: On scene at Command Post

RECOMMENDED STAFFING: Any qualified individual assigned by command

REPORTS TO: Incident Commander

ACTIVATION: When separate point of contact is needed to the large number of agencies represented at an incident.

PURPOSE: Is a member of the command staff and is to function as a point of contact for agency representatives from other fire agencies, police, public works, private sector agencies, etc.

RESPONSIBILITIES: Should be from the agency with jurisdictional authority and will coordinate and maintain interagency communication and cooperation.

PROCEDURES:

1. Obtains briefing from the IC.
2. Provides a point of contact for assisting/cooperating agency representatives.
3. Identifies other agency representatives including method of communication.
4. Attempts when possible, to limit communications/contact to one person per agency.
5. Responds to any special agency needs or requirements.
6. Responds to requests from incident personnel for interagency contacts.
7. Monitors incident operations to identify interagency needs or problems.
8. Maintains a current list of status and degree of involvement of cooperating and assisting agencies assigned.
9. Participates in planning meetings to provide current status limitations and capabilities to other agency resources.



POSITION: REHABILITATION OFFICER

LOCATION: On scene

RECOMMENDED STAFFING: Any medically trained person appointed by Command

REPORTS TO: Operations Officer/Incident Commander

ACTIVATION: Any long-term incident or incident in adverse weather conditions where crew members are in need of replenishment of fluids, monitoring of vital signs, or rest periods.

PURPOSE: Provides for the rehabilitation and medical observation of personnel working at the scene of an incident.

RESPONSIBILITIES: Obtains fluids, ice, food, shelter, and other materials that may assist fire-rescue or other personnel in the performance of their duties. Monitors medical conditions of personnel utilizing the rehabilitation area and ensures medical care is provided, if necessary.

PROCEDURES:

1. Obtains briefing from the Operations Officer.
2. Establishes rehabilitation area, remote from the incident for the purpose of isolating personnel from the acute emotional stress of the incident and clear of the smoke, haze, or other hazardous by-products of the incident.
3. Required equipment: salvage cover, water, and ice, drinking cups, oxygen, EKG monitor, basic trauma box, medical personnel and ALS transport unit.
4. The Rehab Group shall receive personnel from the Operations Section and/or Command and shall maintain a log of the units/personnel in Rehab and document time in and time released back to scene.
5. Personnel shall be rotated in and out of Rehab on a first in, first out system but shall be released only when additional personnel are requested by command.
6. Personnel arriving at Rehab shall remove protective clothing to expedite the cooling process of the body. In situations involving hazmats, personnel must complete the decontamination process prior to reporting to Rehab.



7. Initial assessments of the physical condition of each person shall include pupils, skin color, skin temperature, pulse, respiration, and the ability to communicate clearly. All inappropriate conditions shall be noted and the person shall not be allowed to return to activity until their condition has improved to within normal parameters.
8. Personnel who suffer shortness of breath, chest pains, or other medical conditions, which in the opinion of the Rehab Officer may imply underlying medical problems, shall be monitored and not allowed to return to action until after consultation with the IC or designee.
9. All personnel who have been sent to Rehab and have expended two bottles of air or more shall have their vital signs evaluated. This includes pulse, blood pressure, respiration and lung sounds.
10. Personnel shall be encouraged to drink a sufficient quantity of water for every air bottle expended. Dehydration shall be of concern especially during periods of high temperature.
11. Rehab shall coordinate the distribution of food during long term incidents.
12. Rehab shall be deactivated during the demobilization process when so determined by Command.
13. Rehab shall advise Command of unusual circumstances or patterns, which are adversely affecting incident personnel.



POSITION: PLANNING SECTION OFFICER

LOCATION: On scene or at Emergency Operations Center (EOC)

RECOMMENDED STAFFING: Available Chief Officer appointed by Command

REPORTS TO: Incident Commander

ACTIVATION: When the incident has reached a size where the IC cannot effectively forecast the future action plan due to the incident size, or time constraints on the IC or incident complexity.

PURPOSE: Coordinates the preparation of the incident action plan. Apprises command of potential operational impacts and maintains alternative strategies for potential and possible incident developments. The Planning Section serves as the "clearing house" for information.

RESPONSIBILITIES: Develops and maintains the action plan. Collects and obtains information relative to the incident, identifying special resources as indicated by need, and providing vital information such as weather data, environmental data, special equipment needs, available water supply, etc. to the IC.

PROCEDURES:

1. Obtains briefing from the Incident Commander.
2. Identifies additional personnel needs for resources, documentation, etc. Updates command on weather changes, new resource needs, etc.
3. Obtains additional incident information to identify needs and resources available.
4. Coordinates command staff meetings to outline an incident action plan.
5. Prepares written incident action plan and forwards it to the Incident Commander.
6. Monitors incidents progress and amend or alter the action plan as needed.
7. Identifies specific needs to logistics for procurement.
8. Assists the evacuation/sheltering planning as needed.

600.01 Common Incident Command Procedures

Page 37 of 63

Last Issued / Revised: 07/15/2015



9. Provides for a demobilization and incident termination plan.



POSITION: FINANCE/ADMINISTRATIVE OFFICER

LOCATION: As designated by Command

RECOMMENDED STAFFING: Any qualified or trained individual appointed by Command (May be a civilian)

REPORTS TO: Incident Commander

ACTIVATION: When, due to incident length or complexity, attributable costs to the incident will be incurred and must be tracked.

PURPOSE: Coordinates all extraneous costs incurred relative to the incident. Included are personnel, overtime, equipment, special services and emergency purchase orders.

RESPONSIBILITIES: Tracks the use of reserve personnel and internal resources for overtime costs; all costs and documentation relative to line of duty injuries, damaged and/or destroyed equipment.

PROCEDURES:

1. Obtains briefing from the Incident Commander.
2. Plans organization of the Finance section and determines need for additional Finance/Administrative Section personnel and resources.
3. Assigns work locations and tasks to Finance Section personnel.
4. Participates in the preparation of the incident action plan.
5. Identifies any special financial needs.
6. Coordinates main hours tracking and recalls of off-duty personnel.
7. Insures prompt financial payments and insurance claims relative to injuries.
8. Maintains daily contact with agency(s) administrative headquarters in reference to financial matters.



POSITION: LOGISTICS SECTION OFFICER

LOCATION: On scene or at Emergency Operations Center (EOC)

RECOMMENDED STAFFING: Ranking Officer appointed by Command

REPORTS TO: Incident Commander

ACTIVATION: Any incident requiring move ups or mutual aid coverage

PURPOSE: Provides for the facilities, services, equipment, and supplies including unit move ups or mutual aid coverage for stripped areas due to incident magnitude to support incident operations.

RESPONSIBILITIES: Secures and maintains adequate communications to support the incident. If purchases are to be made, coordinate with Finance Section will provide for the personal service needs of all personnel operating at the incident.

PROCEDURES:

1. Obtains briefing from the Incident Commander.
2. Plans organization of the Logistics Section and determines the need for additional personnel and resources.
3. Assigns tasks and work locations to Logistics Section personnel.
4. Participates in preparation of the incident action plan.
5. Identifies current and future service/support requirements for the operations.
6. Reviews and provides input for the communications, traffic, and medical plans.
7. Identifies and provides support requirements of the personnel operating at the incident.
8. Coordinates and processes request for additional resources.
9. Ensures move ups or mutual aid requests are made and filled to cover areas stripped due to incident size.



POSITION: STAGING OFFICER

LOCATION: Near scene

RECOMMENDED STAFFING: Any officer appointed by Incident Commander

REPORTS TO: Operations Officer/Incident Commander

ACTIVATION: When units and personnel may overwhelm the ability of Command to immediately place these resources in an effective position.

PURPOSE: Manages the apparatus and crews in a manner that will help prevent congestion at the incident scene and create a resource pool for the Operations Section.

RESPONSIBILITIES: Locating and maintaining an area that allows for the effective retrieval of personnel and equipment; fills personnel/apparatus requests from the Operations Officer/Command; maintain a sufficient pool of these resources to support developing operations.

PROCEDURES:

1. Obtains briefing from the Operations Section.
2. Functions as a member of the Operational Staff, advising Operations Officer command of potential personnel/apparatus requirements.
3. Fills requests for personnel/apparatus. Advises units of where to report to and their assignment.
4. Insures that apparatus and personnel are positioned in such a way as to expedite their response to the incident scene.
5. Coordinates with police to insure ease of access from the staging area to the incident scene.
6. Shall notify Command or Operations Officer when resources fall below established levels.
7. Insures that crews remain intact with their assigned apparatus.



EMERGENCY EVACUATION PROCEDURE

The following procedures shall be used for an emergency requiring immediate evacuation from inside a structure or away from the hazard zone of an emergency scene.

1. Any person that recognizes a potential evacuation condition (i.e. building collapse, flashover, HAZMAT release, etc.) shall notify the Incident Commander immediately.
2. The Incident Commander shall make the decision to evacuate. The IC will announce "EMERGENCY TRAFFIC" and have the dispatch center sound the radio alert tone, and state, "ALL PERSONNEL EVACUATE THE BUILDING OR AREA IMMEDIATELY". This shall be repeated twice.
3. When the order to evacuate is given, all available and appropriately equipped units in the immediate vicinity will blow air horns intermittently (one second on, one second off) for 30 seconds.
4. All personnel shall immediately evacuate the building or area, report to a pre-designated safe area, and report to their company officer as soon as possible.
5. Company Officers shall report their status and that of their personnel to their Division/Group Officer as soon as possible.
6. Division/Group Supervisors shall report their status and that of their personnel to Operations Section (or Command) as soon as possible. It shall be the responsibility of Command to confirm that all personnel have been evacuated and accounted for.
7. If any personnel cannot be accounted for, all unnecessary operations shall be suspended and the focus of all resources shall be devoted to locate the missing personnel.
8. Command shall notify the dispatch center when all personnel have been accounted for. **If personnel are missing, no report will be announced over the radio as to personnel status. All communications shall be done face to face or over the telephone.**



UNIFORM APPARATUS DESIGNATIONS

AIR	Helicopter or fixed wing aircraft
AMBULANCE	BLS transport capable unit
ATTACK	Mini pumper
BATTALION	Area Command Officer/Shift Commander
BRUSH	Off-road vehicle with water tank and pump
DIVE	Dive team equipment vehicle
ENGINE	NFPA compliant Class A pumper
FIREBOAT	Boat with firefighting pump
FOAM	Vehicle or trailer other than crash truck with min 50 gal. Foam
HAZMAT	Hazardous Materials Team vehicle
LADDER	Straight aerial ladder of at least 75 feet
MCV	Mobile command vehicle
MEDICAL	ALS transport capable unit with civilian staffing
PLATFORM	Telescopic boom with platform of at least 75 feet
QUINT	Class A pumper with at least 75 foot straight aerial
RESCUE	ALS transport capable unit with cross trained firefighters
SNORKEL	Articulating platform device
SQUAD	Heavy, medium, or light rescue, or personnel carrier
SQUIRT	Class A pumper with 55-70 foot aerial/water tower
SUPPORT	SCBA refill truck
TANKER	Apparatus with minimum of 1500 gallons on-board water
TENDER	Foam tanker with minimum 1000 gallons foam
TRUCK	Airport crash truck with foam
UTILITY	Light/generator/ventilation vehicle



RAPID INTERVENTION TEAM GUIDELINES

BACKGROUND

OSHA 29 CFR 1090.134 (g) states that during interior structural firefighting, among other things, the employer shall insure that:

- a) At least two employees enter the IDLH atmosphere and remain in visual or voice contact with one another at all times;
- b) At least two employees are located outside the IDLH atmosphere; and
- c) All employees engaged in interior structural firefighting use SCBA.

It is, therefore, the intent of this guideline to supply agencies with the basic information necessary to develop a procedure capable of addressing the standard. Utilization or adoption of these guidelines does not ensure compliance or relieve an organization of its responsibility to meet specific departmental needs.

RECOMMENDED PROCEDURE

1. The Incident Commander at the scene of a working fire, or smoke filled structure, shall, as soon as possible, assign a minimum of two firefighting personnel to fulfill the role of Rapid Intervention Team (RIT). If necessary, additional units shall be summoned to the scene to accomplish this objective. Unless the fire is in an incipient stage, or the rescue of trapped occupants is necessary, incident commanders should endeavor to have a RIT in place prior to the commencement of interior firefighting operations.
2. The RIT team shall equip themselves with the following minimum equipment:
 - a. Full bunker gear including hoods and firefighting gloves
 - b. A Complete SCBA with armed P.A.S.S. device
 - c. One flashlight for each member of the RIT (personal lights OK)
 - d. A search rope. On larger buildings, consider attaching two search ropes together or using a 300 foot line.
 - e. Halligan tool and flat head axe
 - f. One Spare Airpack with mask - Make sure bottle is full
 - g. Two-way communications with the Incident Commander



RIT STANDBY

1. The RIT shall report to the command post unless otherwise directed by the Incident Commander. The Incident Commander should consider placing the RIT close to the building under certain conditions (e.g., CP long distance from building)
2. If conditions permit the Incident Commander should consider a quick 360o sizeup of the structure has been completed, with special attention to alternate exits (potential exits) from the building, securing of utilities or other considerations that command may utilize in case of a deployment of the RIT.
3. While in the standby mode, the RIT shall diligently monitor the fireground-operating channel to remain aware of conditions and potential problems. The RIT shall notify command, via radio, any time they leave the predesignated staging area. There is to be no freelancing.



RIT DEPLOYMENT

1. Upon being notified that a firefighter(s) is lost, missing, or trapped, the Incident Commander shall have Dispatch initiate the emergency alert tone and clear the radio channel of all radio traffic. The Incident Commander shall deploy the RIT if conditions permit, and shall attempt to ascertain the location/condition of the endangered crew. If necessary, all other normal fireground communications may be switched to another channel to permit the RIT and endangered crew to communicate freely.
2. Upon deployment, the RIT shall notify Command of the specific entrance they take into the structure. Additionally, the RIT shall secure a lifeline to the outside, and remain together at all times. The RIT shall assess, and if necessary, communicate to Command any such additional resource needs as hoseline protection, or extrication/forcible entry equipment.
3. Upon deployment of the RIT, the Incident Commander shall immediately assign a minimum of two firefighting personnel to assume the role of secondary (backup) RIT to standby outside the building. This RIT should, preferably, be a non-fatigued crew. The goal is to have at least a minimum of two "ready to go" personnel standing by outside the hazard zone anytime personnel (including other RITs) are operating inside the hazard zone.

RIT TERMINATION

Command shall continue to staff a RIT throughout the mitigation phase, until the possibility of danger to working crews has been eliminated.



P.A.S.S. ACTIVATION

1. The following procedure shall be utilized in the event of an emergency activation of a Personal Alert Safety System (P.A.S.S.) device while operating on scene.
2. On scene notification from any emergency worker shall include over the air transmission that a P.A.S.S. device has been activated. This transmission shall be directed to the affected Division Supervisor, if known, or directly to Command. When contacted, the Division Supervisor shall immediately notify Command.
3. Command shall activate emergency radio traffic procedures and attempt to contact the unit affected, or the Division Supervisor, for verbal confirmation of a downed emergency worker.
4. The Division Supervisor shall try to physically locate the audible alarm and determine which unit or person is unaccounted for. Additionally, the Division Supervisor shall perform an immediate roll call to determine who is unaccounted for.
5. Should roll call of the division be unsuccessful in identifying the downed worker(s), Command shall request a full roll call of all divisions.
6. After two verbal or radio attempts to contact the person of unit with the activated P.A.S.S. device, the Division Supervisor shall contact Command to activate a Search and Rescue Team (SAR) to locate and remove the downed worker(s).
7. The SAR shall come from the Rapid Intervention Team or nearest division where personnel are available and equipped with full SCBA cylinders. In either case the SAR shall be assigned under the direction of the Division Supervisor of the affected area or under the Operations Section Officer if the specific division is unknown.
8. In the event a Division Supervisor is in fact one of the downed workers, the Operations Section Officer shall assign the closest available Division Supervisor or the Safety Office to take charge of the SAR.
9. The Incident Commander shall notify dispatch and all on-scene personnel when the emergency condition has been corrected and normal operations are to resume.

600.01 Common Incident Command Procedures

Page 47 of 63

Last Issued / Revised: 07/15/2015



10. Dispatch shall repeat the message over the on-scene frequencies that emergency traffic is cleared and all units should return to normal on-scene procedures.



MUTUAL AID COMMUNICATIONS PROCEDURAL GUIDELINES

INTRODUCTION

In an effort to effectively respond and mitigate emergencies interdepartmentally, among the fire-rescue agencies of Broward County, the following communications procedure has been adopted by the Fire Chiefs' Association of Broward County.

OVERVIEW OF MUTUAL AID SYSTEM

The Mutual Aid system within Broward County uses a mutual aid phone circuit (MARS system), 800 MHz radio system, and regular telephone lines to provide a redundant system for requesting mutual aid. The primary method of requesting Mutual Aid is the MARS circuit. This is a dedicated circuit designed so that whenever an agency picks up the telephone handset the speakers in ALL of the other Fire-Rescue communication centers become active. As the person who picked up the handset talks, the conversation is heard by all agencies. This method was chosen so that as the request is heard all communications centers can check the mutual aid book to see if any of the units that they dispatch are going to be requested. If they have units that are going to be requested, they can begin the process right away, thereby reducing the time necessary to get assistance on the way to the incident. This method not only increases speed but also increases awareness of incidents that are occurring within the County. It is imperative that all Fire-Rescue communications centers actively participate in this process to reduce reaction time (the amount of time to start units to an incident).

Besides the mutual aid phone circuit, an 800 MHz radio system and specific talk group for requesting mutual aid (System 12, Talk group "A") has been established. Ultimately, if both the mutual aid phone circuit and the 800 MHz system/talk group are unavailable, the 7-digit emergency telephone number is available to request mutual aid. This provides three levels of redundancy to assure that mutual aid requests are received and properly dispatched.

The Broward County trunked radio system has one logical "system" of 15 talk groups dedicated to Mutual Aid. System 12 has been designated as the Mutual Aid System. Within System 12, talk group "A" has been designated the MUTUAL AID CALLING CHANNEL. Talk groups "B" through "O" are available for assignment as tactical channels/talk groups during an incident.



PROCEDURE FOR USE OF MUTUAL AID SYSTEM

Requesting agencies may use several methods to notify Broward County Communications of a mutual aid request. These methods of notification include the MARS circuit (the primary method), radio (either mutual aid channel 12"A" or regular dispatch channel) secondly, or regular seven-digit telephone as last resort.

When requesting mutual aid the following information will be required:

- The agency requesting mutual aid
- District number of incident location
- Reference of call (i.e., Commercial Structure Fire)
- The address of the incident / Name of occupancy (i.e., Broward Mall, Smith Automotive)
- Number and types of equipment needed
- Special instructions (i.e., Staging location)
- Assignment of radio channel
- Grid Number (if readily available)

If the request is made via the MARS circuit, the announcement shall be as follows (for example):

"Plantation Fire Department to Broward County" - wait for acknowledgment

"Requesting mutual aid for a commercial structure fire in District 76"

"The address is 8000 W. Broward Blvd. at Burdines, Grid 876."

"Requesting three engines and one ladder"

"All equipment report to level II staging at the Broward Mall parking lot, southwest corner"

"Acknowledgment by appropriate agencies"

* If the appropriate agency does not immediately respond to the request, Broward County Communications' operator will intervene and coordinate the response.

* Appropriate agency repeats the information

* Plantation confirms

- Once the initial dispatch information has been disseminated the appropriate Communications center shall confirm the grid number and relay this information to the responding units(s) on the assigned radio channel.
- Field units shall make all mutual aid requests through their regular dispatch center. Additional requests for units to the same incident should continue to be

600.01 Common Incident Command Procedures

Page 50 of 63

Last Issued / Revised: 07/15/2015



made through the Mutual Aid Communications System (MARS), via agencies' dispatch centers.

- All units responding mutual aid shall report their arrival to the Broward County Communications center via the mutual aid channel in addition to any other communications with their own centers.
- Upon the completion of use of an assigned mutual aid "talk group", the channel should be cleared by returning to 12"A" and advising Broward County Communications that the operation has been terminated.



GENERAL GUIDELINES

1. All communications will be done in plain English. No signals or codes shall be used. Communications shall be performed in clear text.
2. All communications with the primary dispatch center shall be done through the Incident Commander. This includes requests for additional resources, command transfers, and situation status reports.
3. Radio traffic shall be kept to a minimum. Communications, such as between the Incident Commander and the Section Officers or between a Division/Group Supervisor and respective units should be done face to face if at all possible.
4. In the event that emergency information needs to be broadcast, the radio alert tone and the announcement "EMERGENCY TRAFFIC" shall precede the message. The dispatch center shall repeat the message twice in its entirety. Until cleared by the Incident Commander, all routine radio traffic shall be suspended or taken to another channel.
5. During a multi-jurisdictional incident, the Incident Commander shall verify that responding mutual aid companies have the ability to communicate directly with Command. This shall be accomplished by one of the following:
 - * Incoming units with compatible radio systems are instructed as to what radio frequency/talk group(s) are being utilized.
 - * Responding units which do not have compatible radio systems shall have an additional radio equipped agency representative respond to act as a liaison at the command post and establish direct communications between these units.
 - * The requesting agency shall provide radios to the responding mutual aid units thus allowing communications with the Incident Commander.
 - * The responding agencies shall be teamed up with one of the on-scene units or division Supervisors that have communications with the Incident Commander.



SPECIAL OPERATIONS RESPONSE GUIDELINE

INTRODUCTION

In an effort to effectively meet Federal regulations and industry standards during the response and mitigation of emergencies involving specialized fire rescue operations such as hazardous materials, confined space and technical rescue, and dive emergencies, interdepartmentally, among agencies of Broward County, the following guidelines has been adopted by the Fire Chiefs' Association of Broward County.

BACKGROUND

Special Operations emergencies cover a wide range of incident scenarios. These scenarios vary in difficulty and resource requirements. Therefore, it becomes necessary to implement a standard but flexible plan of action that can be used for emergency response and resource deployment. Many departments countywide have limited resources when responding to special operations emergencies. It is therefore necessary to utilize mutual aid, including the coordinated response of one or more of the regional response teams.

DEFINITIONS

Special Operations - Any response to emergencies requiring specialized equipment and personnel trained to effectively mitigate emergencies involving hazardous materials, confined space and technical rescue, and dive emergencies.

Hazardous Materials Incident - Any incident involving the leak, fire or spill of any radioactive, chemical, or biological substance.

Rope Rescue Incidents - Any rescue attempt that requires rope and related equipment necessary to safely gain access to, and remove victims from, hazardous geographic areas with limited access such as high rise buildings, above or below grade structures, by means of rope systems.

Confined Space - Those areas that are not intended for continual occupancy, have limited means of egress, and have potential for physical, chemical or atmospheric engulfment.



Trench Rescue Incident - Any rescue operation in a narrow excavation made below the surface of the earth. In general, the depth is greater than the width, but the width of a trench is no greater than 15 feet.

Structural Collapse - Structural collapse or failure generally occur as a result of natural occurrences such as hurricanes, tornadoes, earthquakes or other unusual weather phenomenon's, fire or explosion, engineering errors, and other human factors including malicious damage and terrorist incidents.

Water Rescue Incident - Any rescue attempt that requires water rescue gear and related equipment necessary to safely gain access to, and remove victims from bodies of water, including lakes, canals, or other waterways.

Risk/Benefit Factor - The final consideration for each mission determining whether the risks involved merit the benefit.

GUIDELINES

The following guideline is established to provide first responders with recommendations to consider in the event of special operations responses to the following:

Hazardous Materials Incident

Category I and II hazardous materials incidents should be initially investigated by the first responder and assessed for the need for assistance by a regional response team. If needed, the first responder should request one (1) regional response team to assist.

Category III and IV hazardous materials incidents recommend the automatic response of two regional hazardous materials response teams.

Confined Space Emergency Incidents

When responding to a confirmed active incident the automatic response of two (2) regional response teams is recommended.

Consideration should be given to the need for a dedicated hazardous materials response team for the purpose of atmospheric monitoring during a confined space incident.



Rope Rescue Incidents

Non-Technical Evacuation (Evacuations that are less than 40 degrees inclination) should be first evaluated by the first responder. If assistance is needed, one (1) regional response team should be requested.

Technical Evacuation (Evacuations that are greater than 40 degrees inclination or on such rough terrain that the evacuation requires specific technical rescue training) recommends the automatic response of two (2) regional response teams.

Trench Rescue Incidents

When responding to a confirmed incident the automatic response of two (2) regional response teams is recommended.

Consideration should be given to the need for a dedicated hazardous materials response team for the purpose of atmospheric monitoring during a trench rescue incident.

Structural Collapse

When responding to a suspected incident the response of one (1) regional response teams is recommended.

When responding to an active incident, or when on scene and a structural collapse occurs the response of two (2) regional response teams is recommended.

Consideration should be given to post emergency incidents such as structural fires resulting in the loss of structural integrity. Consideration should be given to the need to deploy one (1) regional response team for the purpose of shoring and securing the integrity of the structure prior to performing fire cause and origin, evidence collection or other investigations within the structure or hazard zone.

Water Rescue Incidents

Rescue Operation (Mode) - Identified as such if there is a chance to save a human life. Generally the time frame for a rescue is identified as submersion time of up to one (1) hour. If assistance is needed, one (1) regional response team should be requested.

600.01 Common Incident Command Procedures

Page 55 of 63

Last Issued / Revised: 07/15/2015



Recovery Operation (Mode) - Identified as such when there is no significant chance to save a life. Generally the time frame for a recovery is identified as submersion time of greater than one (1) hour. Additionally, the recovery operation may be for the sole purpose of supporting another agency's objective (vehicle or evidence recovery) where there is no human/victim (life) involvement. If assistance is needed, it is recommended that one (1) regional response team be requested. The responding dive team should, upon arrival, assess the scene for the need of additional divers/resources.



PERSONNEL ACCOUNTABILITY PROCEDURE

PURPOSE

This procedure identifies a system of incident site firefighter accountability. The purpose is to account for all firefighters, at any given time, within a small geographical area, within the "hazard zone" of an incident. Use of the system will provide enhanced personal safety for the individual firefighters and will provide the incident command organization staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone will be defined as any area that requires an SCBA, or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, the hot zone at a hazmat incident, etc.

ACCOUNTABILITY

Accountability involves a personal commitment to work within the safety system at an incident. Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability. Division/Group Officers will always maintain an accurate tracking and awareness of crews assigned them. This will require the Division/Group Officer to be in his/her assigned area and maintain close supervision of crews assigned to them.

All crews will work for Command or Sectors - no "freelancing." Crews arriving on the scene should remain intact for all intents and purposes. A minimum crew size will be considered two members and a radio will be required. A Lieutenant or other higher ranking individual must supervise all crews entering a hazard zone. All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness. If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew.



PASSPORTS - I.D. CARDS

To enhance accountability and to improve tracking of firefighters in the hazard zone, the "PASSPORT" system will be used. PASSPORTS involve an identification tag with at least the crewmember's name affixed, which is turned in to an Accountability Officer.

The Accountability Officer may be a driver, a Division/Group Officer, or a designated Accountability Officer, depending on the nature, type, and complexity of the incident.



SYSTEM COMPONENTS

This system utilizes a PASSPORT system to track assignments of personnel working within the hazard zone.

PASSPORT NAME TAGS:

Each member of the division will be assigned a plastic "name tag." The nametag is approximately 1" x 2" and engraved with the member's last name and the first two initials of the first name. This nametag will be stored on the collar of each member's bunker coat, helmet, or other similar location.

COLORS:

White	-	Chief Officers
Red	-	Company Officers
Yellow	-	Firefighters/Paramedics/Drivers/Others

PASSPORT UNITS:

Each emergency vehicle will be assigned a "passport unit." The passport unit is approximately 2" x 3" and engraved with the apparatus or unit number. The passport unit will be attached to a velcro area located at or near the center of the dashboard.

STATUS BOARDS:

Status boards will be carried by the Battalion Chief, the Duty Officer, or other designated supervisors.

TACTICAL BENCHMARK

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or "PAR") involves a roll call of personnel assigned. For the Company Officer, a "PAR" is confirmation that members assigned to his/her crew are accounted for. For the Sector Officer, a "PAR" is an accounting of all crewmembers, of all companies assigned to his/her sector. PARs should be conducted face-to-face within the company or with the Sector Officer whenever possible.

A personnel accountability report will be required for the following situations:

1. Any report of a missing or trapped firefighter (Command initiates a report of all crews on the scene).
2. Any change from offensive to defensive operations (Command initiates a report of all crews on-scene).



3. Any sudden hazardous events at the incident - flashover, back draft, collapse, etc. (Command initiates a report of all crews on the scene).
4. By all crews reporting an "all clear" (Company Officers of crews responsible for search and rescue will ensure they have accounted for their crews at the time they report an "all clear").
5. At each 30-minute interval of elapsed incident time.
6. At a report of "fire under control."

GENERAL RULES

The following rules must be followed for the accountability system to function properly:

1. PASSPORTS never enter the hazard zone.
2. PASSPORTS must be maintained at the Command vehicle during large or complex operations.
3. PASSPORTS must reflect only personnel presently in the hazard zone.

PASSPORT IMPLEMENTATION

Implementation of the PASSPORT system will occur at any incident that requires the use of Self-contained Breathing Apparatus. The objective of the PASSPORT system is to have PASSPORTS at the Command Post and that they are kept accurate, reflecting only those members entering the hazard zone.

For single company incidents, the PASSPORT will remain on the apparatus dash. The Driver/Operator will assume accountability responsibilities. On multi-company operations where SCBA is used, PASSPORTS will be delivered to the Command Post or Accountability Officer prior to entering the hazard zone.

LOST/MISSING FIREFIGHTERS

An absent member of a crew will be assumed lost or trapped in the hazard zone until otherwise determined safe. Company Officers must immediately report any absent member to the Sector Officer or Command. For any reports of missing firefighters, Command must request the next greater alarm assignment (i.e., first alarm to second alarm, second alarm to third alarm).

Command must next do an immediate roll call of all companies assigned in the hazard zone. Searches will begin in the last reported working area of the lost firefighter.



RESPONSIBILITIES

COMMAND

Command will be responsible for including personnel accountability as a major element of strategy and tactics. Command will react to all barriers that influence incident accountability and will ensure that all companies entering a hazard zone have radios and are supervised by a Company Officer or higher ranking officer. Command will make every effort to keep crews intact, however, if companies are split, Command will ensure continued accountability.

DIVISION/GROUP OFFICERS

Division/Group Officers will maintain accurate tracking of assigned companies. This requires the Division/Group Officer to be in the assigned location to monitor the companies assigned to the division/group.

COMPANY OFFICERS

Company Officers will ensure the PASSPORT unit reflects the names of the personnel currently assigned to the company. The Company Officer will keep all members assigned to the hazard zone intact at all times. When entering the hazard zone, the Company Officer will turn over the PASSPORT until to Command or the Accountability Group Officer and retrieve it upon leaving the scene. The Company Officer will exit the hazard zone with an intact crew any time a radio failure occurs. If a situation occurs that the entire crew is not assigned to the hazard zone, an individual must leave the hazard zone, or an individual is reassigned, (i.e., the Driver/Operator is at the Apparatus pumping), the Driver's or individual's name will be turned upside down to indicate that the Driver or individual are not in the hazard zone.

IMPLEMENTATION

The accountability system will be implemented at any incident requiring entry into a hazard zone.

SINGLE COMPANY RESPONSE

For single company responses, the PASSPORT until will remain on the dashboard of the unit.

MULTI-COMPANY RESPONSE

On multi-company responses, the PASSPORT units will be given to Command or the Accountability Group Officer.



2ND ALARM OR GREATER RESPONSES

The first unit on each geographic side of the incident will be the initial accountability location for all units arriving on that side of the incident. The PASSPORT unit of the first arriving unit will remain on the dashboard, and the driver of that unit will assume the role of accountability Group Officer until Command assigns a Division/Group Officer or an Accountability Group Officer. PASSPORT units will always remain outside of the hazard zones with the Accountability Group Officer or Command. When a crew has completed its assignment in the hazard zone, the PASSPORT unit is returned to the Company Officer for entry into rehab or reassignment.

TERMINATING THE PASSPORT SYSTEM

PASSPORT accountability will be maintained until a report of "fire under control" or "incident under control," at which time a report for all crews must be obtained. Command will determine at that time, based on the situation (i.e., fire or collapse) and risk, whether to continue the PASSPORT system.

Upon completion of assignments and release from the incident, Company Officers will pick up the PASSPORT at the Command Post and return it to the apparatus dash.



"MAYDAY" PROCEDURAL GUIDELINE

INTRODUCTION

In an effort to effectively respond to emergencies relating to trapped or endangered firefighters throughout Broward County, the following procedure is supported and adopted by the Fire Chiefs' Association of Broward County.

OVERVIEW

The following procedure was developed by the Mutual Aid Committee of the Fire Chiefs' Association of Broward County. The procedure is intended to prevent fire rescue personnel from being injured or killed while performing their duties. The "MAYDAY" procedure will allow companies to report perilous situations to incident commanders or the communications center. The procedure will also allow incident commanders to quickly react to potential critical situations such as structural collapse, cave-in, unsecured vehicles or other dangers that may cause serious injury or death to firefighters.

PROCEDURE

The term "MAYDAY" will be utilized whenever a fire rescue unit or crewmember encounters an immediately perilous situation such as a downed or trapped firefighter. The "MAYDAY" call will receive the highest communication priority from dispatch, command and all operating units. Units may initiate the "MAYDAY" procedure by verbally broadcasting the term "MAYDAY" over their two-way radio. "MAYDAY" shall not be used to access airtime for any other reason.

When a unit or crewmember reports an impending emergency by announcing their unit identifier, followed by "MAYDAY, MAYDAY, MAYDAY", the incident commander will gather all necessary information including confirmation of the nature of the problem (trapped, missing firefighter etc.). The incident commander shall immediately advise dispatch to initiate the "MAYDAY" protocol. Dispatch shall activate an alert tone and announce "MAYDAY, MAYDAY, MAYDAY, all unit stand by for MAYDAY traffic." Dispatch will then receive all emergency information from the incident commander and repeat the information for all monitoring units one time. Appropriate assistance will be dispatched to assist in the mitigation of the immediate emergency surrounding the "MAYDAY" announcement. Dispatch must control all airtime associated with the incident, disallowing all non-essential radio traffic. Units assigned to the initial incident

600.01 Common Incident Command Procedures

Page 63 of 63

Last Issued / Revised: 07/15/2015



may need to be reassigned to an alternative channel until the emergency has been resolved.

In the event the incident commander or dispatch does not acknowledge the "MAYDAY" alert, any available monitoring unit should respond to the alert and respond to the request for assistance. It is therefore necessary that all personnel are thoroughly familiar with this procedural.

At any time a unit, crew or individual initiates a "MAYDAY" request, an immediate Personnel Accountability Report (PAR) is required. Additionally, all nonessential incident operations shall be suspended, the area evacuated and the Rapid Intervention Team (RIT) be deployed as appropriate. The focus of other on scene resources shall be devoted to the location, protection and extrication of the endangered personnel.

ENGINE COMPANIES

1. Basic engine company responsibilities and operations include a variety of functions including but not limited to:
 - Fire Ground Operations
 - Medical Rescue
 - Hazard Abatement
 - Non-Emergency Incident Abatement
 - Equipment and Station Maintenance.

Methodology for specific tasks performed by engines are described in SFRD's Competency Based Driver Operator Performance Objectives

2. Tactical considerations for structure fires:

Basic Offensive Plan:

- Complete size-up upon arrival at scene.
- Establish "command" following the Incident Management System.
- Determine need for victim rescue.
- Provide attack line for fast, aggressive interior attack.
- Complete primary search.
- Establish rapid intervention team.
- Provide additional support activities.

Basic Defensive Plan:

- Complete size-up upon arrival at scene.
- Establish "command" following the Incident Management System.
- Determine stopping point of fire spread.
- Prioritize fire steams (2 & 1/2" hose and larger).
- Maintain sufficient resources to control spread.

3. ALS Operations:

Response Assignment:

- Responses of an ALS engine, for medical purposes, will be dictated by the OPM "Response Assignment Strategy" (Section 705.00).
- ALS engine may respond outside their district as primary medical provider if they are the closest ALS provider.

700.02 Engine Companies

Page 2 of 3

Last Issued / Revised: ~~08/04/2003~~; 11/20/2013

Responsibilities:

- The ALS engine paramedic will initiate ALS treatment and advise Dispatch as for the need of transport to a medical facility. The transport unit will respond "emergency" to the scene unless otherwise requested by the ALS engine paramedic.
- The ALS engine paramedic is responsible for transferring the "Primary Evaluation" form including patient information and care rendered.
- The ALS engine paramedic shall, after initiating patient care, contact the appropriate medical facility and provide them with all the necessary information pertaining to patient care.
- A reasonable decision must be made by the paramedics on scene regarding which paramedic will accompany the patient to the receiving hospital. In most incidents, the proper transfer of information will make it unnecessary for the ALS engine paramedic to accompany the patient. The condition of the patient and care rendered may influence this decision.

Engine Company Shutdowns:

- Recognition for the need of additional personnel needed during transport should be determined early into the incident and the EMS Captain requested to respond.
- The EMS Captain is the first choice in shutting down a unit to assist in transportation to the hospital.
- The jumpseat fire fighter is the first choice of engine personnel to supplement rescue staffing during transport.
- The loss of the jumpseat fire fighter does not mandate the need to remove the engine for service. The engine, with officer and driver, will advise Dispatch of their reduced staffing and remain in service on a limited call basis until normal staffing is resumed.
- **The practice of engine companies following rescue to the hospital for the sole purpose of picking up the jump seat firefighter requires permission from the shift commander.**
-

Emergency Scenes

1. All vehicle drivers will observe all traffic regulations at all times. Lights and sirens do not exempt any SFRD vehicle operator from traffic laws or from exhibiting extreme safety in emergency or non-emergency situations.
2. Full protective gear including SCBA and PASS will be worn while fighting a fire, or in any other situation in which an incident poses a health and safety risk to the individual.

700.02 Engine Companies

Page 3 of 3

Last Issued / Revised: ~~08/04/2003~~; 11/20/2013

3. Member will observe safety rules at all times.
4. Members of the SFRD, while on an emergency scene, will display the expertise needed to perform in the professional manner required by their position.
5. Members of the SFRD, on an emergency scene, must immediately and willingly obey the orders of a supervisor. Failure to do so represents insubordination.
6. Members must work, cooperate, and participate with other members at all times.
7. Members of the SFRD who become aware that they were exposed to, or come in direct contact with, a contagious disease or toxic substance, shall immediately notify their Officer, have the appropriate reports completed, and receive necessary medical treatment.
8. EMT's and Paramedics will follow current medical protocols. (There are a minimal number of circumstances in which an individual may deviate from the protocols. If the need to deviate from protocols does occur, the employee must be prepared to document why it was necessary).
9. No member will leave the immediate area of their respective responding emergency vehicle without the permission of the person or officer in charge of the vehicle or, in situations in which an Incident Management System is established, without permission from the Incident Commander.
10. While at an emergency scene or when dealing with the public in any situation, the greatest degree of silence compatible with an efficient discharge of duty will be required, and any noisy or boisterous conduct will be sufficient cause for censure, or other action, by the officer in charge.
11. Traffic warning vests are to be worn by all crewmembers when complete turnout gear is not being worn, or when operating on a scene in close proximity to moving traffic.



AERIAL COMPANIES

Aerial Company operations are an integral part of all fire ground operations. Specific tasks typically assigned to aerial companies, elevated fire streams or laddering a building beyond the capabilities of ground ladders can only be accomplished by the aerial company while other tasks can be reassigned to engine or rescue companies for completion.

RESPONSIBILITIES

Primary aerial company responsibilities and functions include, but are not limited to:

- Victim rescue
- Ventilation
- Laddering
- Forcible entry
- Elevated water streams
- Salvage
- Overhaul
- Secondary means of egress

Secondary functions include:

- Utility control
- Rapid Intervention Team
- Engine company operations

OPERATIONAL ACTIVITIES

Response assignments are covered in the section on Response Assignment Strategy and Basic Fire Attack.

Initial concerns on fire ground operations pertain to either apparatus positioning to perform aerial functions or staging out of vehicle travel lanes.

Aerial crews must be prepared to perform both primary and secondary functions as ordered by command. The aerial Officer should also be prepared to assume command following the IMS.



HIGH RISE PROCEDURES

HI-RISE DEFINED

For purposes of this procedure, a high-rise shall be defined as a structure where the fire fighting attack lines cannot reach the fire via normal Pre-connected lines, or via hoisting up to external balconies. A high-rise building shall include all buildings where standpipe hookups must be used and all buildings with internal hallways over two stories.

The construction of most hi-rise buildings effectively shields the interior from the outside. Thus, all crews arriving at incidents involving fire alarms, smoke odors, and reports of fire at hi-rise buildings must assume that an active concealed fire is present until ruled out by SFRD personnel.

ESTABLISHING COMMAND

In most high-rise situations the need for establishing command outside the structure is secondary in urgency to the need to get an officer and crew up to the fire (or reported) area. Passing of Command by first arriving officers to the next arriving officer may be the most prudent command option.

Because of the complexity of high rise incidents, shift commanders **MUST** take command upon arrival after proper command transfer procedures.

The Command post should be situated away from the immediate perimeter of the building, out of the range of falling glass, hose streams, etc.

A hazard zone shall be established 200 feet around the building. All civilians, police officers, and non-essential firefighting personnel shall remain clear of this area. All personnel, civilian and fire department personnel shall remain at least 50 feet away from hose lines supplying the building siamese.

A Chief Fire Officer should be assigned as quickly as possible to the firefighting level of a confirmed fire. This officer shall be equipped with full bunker gear and an SCBA and become "Division XX"

Once attack companies have confirmed an actual fire on an upper floor, Command must be concerned with the following incident priorities:

- Call for additional resources

701.05 High Rise Procedures

Page 2 of 7

Last Issued / Revised: ~~08/04/2003~~; 11/20/2013



- Provide for life safety of persons in immediate danger Establish (confirm) lobby control
- Provide for a sustained water supply (this becomes a lower priority in buildings with operating wet systems/fire pumps)
- Size up conditions in the stairwells, on the floor above the fire , and if possible the top floor of the building
- Assign a Rapid Intervention Team to the floor below the fire
- Provide support systems such as staging, rehab and resource groups early on

ESTABLISHING LOBBY CONTROL

Generally, the driver of the first arriving engine, dressed in full bunker gear with SCBA, equipped with a portable radio and Knox Box Key, shall proceed to the building lobby and establish lobby control. Command designator is simply “lobby control”

Lobby Control shall perform the following duties:

- Obtain any and all keys from the building’s Knox Box vault.
- Maintain elevator control using Fireman service key to assure delivery of companies and equipment to upper floors.
- Identify location of alarm annunciator panel and visualize what the panel is displaying (e.g. smoke detectors on 9th floor, heat detector in duct systems, etc.)
- Prepare to shut off alarm system once command has determined that building or area is adequately evacuated. This will permit more efficient radio communications
- Identify which stairwells can be used by firefighting forces to the fire floor.
- Take control of the building’s emergency phone system if present
- Direct occupants entering the lobby from upper floors to appropriate exits.
- Prevent occupants from re-entering elevators or stairwells
- Record names/and or passport tags of all firefighting personnel going up into the building
- Establish liaison with building maintenance/security personnel
- Request additional resources to lobby control if needed

*ALL PERSONNEL ENTERING THE BUILDING **MUST** REPORT TO LOBBY CONTROL FOR CHECK IN **BEFORE** REPORTING TO ANY OTHER DIVISION OR GROUP.*



UPPER FLOOR ACCESS (elevator use)

National Elevator Codes call for elevators to automatically return to the building lobby upon activation of certain fire detection system components. The use of the “Fireman Service” key may be the only way to use an elevator during an incident. Water from sprinkler systems and firefighting streams can quickly disable elevators.

FIREFIGHTERS SHALL NEVER TAKE AN ELEVATOR TO THE FLOOR OF A REPORTED FIRE, SMOKE ODOR, OR ALARM ACTIVATION.

Firefighters using elevators for access to upper floors during a fire, smoke, or alarm incident shall utilize the following procedures:

- Accurately determine the location of the fire (alarm) floor upon arrival. Always confirm what you have been told by building personnel and SFRD dispatchers via the building’s fire protection system annunciator panel and/or video display terminal(s). If there is discrepancy on alarm/fire locations or, smoke/fire detectors are activating on several floors, always assume that the lowest floor is the start of the problem.
- Prior to entering the elevator car, attempt to open the emergency escape hatch in car ceiling and look up the shaftway or look up the shaftway in the space between the car door and the shaft door. Look for water or smoke entering the shaftway which void the use of that particular elevator. Check the location of the stairwell in relation to the elevator car while in the lobby.
- Use the elevator in the “Fireman Service” mode and realize that this system may fail. Firefighters entering elevator cars during these emergencies MUST be fully “bunkered out”, have the SCBA tank turned on and be prepared to immediately don the SCBA facepiece.
- NEVER take the elevator to the actual floor of the incident. Always take the elevator two floors below the incident and walk up the rest of the way.
- All crews riding in elevators during fire emergencies shall be equipped with full bunker gear/SCBA (worn), forcible entry equipment and a radio.

INITIAL FIRE ATTACK

At least two companies (e.g. engine and rescue) should proceed to the fire (alarm) area. Companies shall set up for operation on the floor below the incident. The officer may perform a reconnaissance of conditions on the fire (alarm) floor from the stairwell while the crew stages and prepares for a hose stretch to the floor above. Firefighting hoselines shall not be connected to standpipes on the same floor as, or above the incident.

701.05 High Rise Procedures

Page 4 of 7

Last Issued / Revised: 08/04/2003; 11/20/2013



Exception – Where TRUE separated smoke tower stairwells are present crews may elect to connect to the standpipe on the same floor as the incident BUT ONLY FROM THE INSIDE OF THE SMOKE TOWER.

Pump operators shall deliver a minimum of 150 gpm fire flow to the attack line.

If fire has already extended into an interior hallway, fire officers should seriously consider the deployment of a backup line prior to fire attack.

Fire Attack should never begin until it has been verified by SFRD personnel that a sustained (from building fire pumps/hydrants/municipal water system) water supply is available to support operations.

In occupancies that contain hose cabinets with fire hose (house hose) it shall be the policy of this department that these hoses NOT BE USED by SFRD personnel except for extreme circumstances where life safety is immediately threatened.

Fire Officers/Command should consider deploying a 2.5” attack line to the fire area when it is obvious that the fire has gained considerable headway, (e.g. heavy fire entering the interior hallway, flashover has occurred in the fire compartment).

WATER SUPPLY

Command shall determine the urgency of supplementing a building’s water supply. Generally dry standpipe systems require urgent and immediate supplementation. Buildings with operable wet system/internal pumps require less urgency in supplying the system. Regardless of the priority, all incidents requiring the operation of charged lines from standpipes shall have the standpipe system/sprinkler systems supplemented by fire department pumps connected to a municipal water supply. Driver’s of apparatus assigned to standpipe support shall connect to and obtain a municipal water source as soon as possible. As soon as possible hoselines shall be connected from the supplied engine to the standpipe (uncharged). If and when the interior team(s) advise that they will be commencing fire attack from the standpipes, the driver shall charge the standpipe supply lines, bring the pump up to the proper pressures and take control of the standpipe system at which time the building fire pump (if present) will most likely turn off to a standby mode.

701.05 High Rise Procedures

Page 5 of 7

Last Issued / Revised: 08/04/2003; 11/20/2013



Driver Operators **shall not** use Large Diameter Hose (4" & 5") to supply standpipe/sprinkler systems.

Driver Operators shall deliver a minimum of 150 GPM to all 1.75" fog nozzles operating from standpipes.

Driver Operators shall be particularly alert to the problem of apparatus pump overheating due to the need for higher operating pressures/rpm's.

Driver Operators conducting pump evolutions within 100 feet of a building with a confirmed fire **shall wear helmet and bunker coat at all times.**

STAIRWELLS AND VENTILATION

In buildings with two or more stairwells one stairwell should be used for fire attack and fire department support. The other stairwell(s) should be reserved for clear access and evacuation from the floors above the fire. Command should alert all units operating on the fireground as to the designated use of all stairwells.

All stairwells should be pressurized at the base with positive Pressure Ventilation early on unless contraindicated by the observations of crews working in the fire area. The ladder company should ascend to the top of the stairwell looking for and opening any roof hatches for vertical ventilation.

Crews shall avoid intentionally ventilating fire into a stairwell.

Conditions may present where it is necessary to shuttle equipment, air cylinders and hose up stairwells. If this arises Command should assign a stairwell support group. Personnel assigned to stairwell support should station themselves on every other floor and if conditions allow, remove their bunker gear to reduce heat stress. These personnel should not have to travel more than two flights each.

BASE STAGING AREA

During extended firefighting operations above a third floor, a Base Staging Area may be required. The Base (radio designation) should be established two floors below the fire floor. This area shall be used to stage extra SCBA bottles and equipment, rehab firefighters, medically evaluate firefighters, and possibly triage victims.

701.05 High Rise Procedures

Page 6 of 7

Last Issued / Revised: 08/04/2003; 11/20/2013



RAPID INTERVENTION TEAM

A rapid intervention team (RIT) should be designated as quickly as possible and deployed to the stairwell of the floor immediately below the fire floor. While standing by, the RIT should acquaint themselves with the general floor plan/layout of the building on the floor below the fire. Unless otherwise directed by Command, the third arriving engine company (see section 10) should assume RIT duties. A RIT crew shall remain operational until the environment in the building has been reduced to a point where it is no longer immediately dangerous to life and health.

COMMUNICATIONS

All radio procedures should follow the guidelines found in OPM 800.06. Situations may arise whereby crews operating inside a building may be unable to broadcast to dispatch and units operating outside due to shielding within the building. In this case it may be necessary to relay communications to the outside via Lobby Control or operate on a separate channel assigned by the incident commander.

MINIMUM EQUIPMENT REQUIREMENTS FOR COMPANIES

Units arriving on scene SHALL bring the following equipment with them on all alarms, smoke odors and reports of fire in high rise buildings UNLESS directed otherwise by the Shift Commander.

FIRST ARRIVING ENGINE & RESCUE	
<i>Mission: Assess Conditions on Fire Floor & Prepare for Fire Attack</i>	
Officer	Hand Light, Elevator Keys, Utility Line
Driver	REPORT TO LOBBY with Knox Box® keys and ESTABLISH LOBBY CONTROL
FF (Eng)	High Rise Kit*
FF (Res)	Extend-A-Bag, handlight
FF (Res)	Rabbit Tool and Irons (Flat Axe & Halligan)
FIRST ARRIVING LADDER COMPANY	
Officer	Hand Light, Elevator Keys, Irons
Driver	Pike Pole, Utility Line
FF	Rabbit Tool, 2 Spare SCBA Bottles



SECOND ARRIVING ENGINE & RESCUE	
<i>Mission: Report to floor below fire and prepare to support attack crew</i>	
Officer	Hand Light, Elevator Keys, Spare SCBA bottle
Driver	DROP OFF CREW PROCEED TO SUPPORT STANDPIPES
FF (Eng)	High Rise Kit*
FF (Res)	Extend-A-Bag, Handlight
FF (Res)	2 Spare SCBA bottles

THIRD ARRIVING ENGINE	
<i>Mission: Report to Command Obtain Thermal Imager – Prepared to serve as RIT on floor below fire</i>	
Officer	Thermal Imager, Search Rope, Handlight, Elevator keys
Driver	Spare SCBA PACK, Spare SCBA bottle
FF	Irons and Spare SCBA Bottle

All other arriving units are to stage on arrival and await assignment from command.

PROPERTY CONSERVATION

Unlike residential and single storied buildings, hi-rise commercial properties can be exposed to extraordinary property loss due to water and smoke damage. Command should give consideration to summoning additional resources for the purpose of property conservation where applicable.

PLACING A HIGH RISE KIT BACK IN SERVICE

If a high rise kit is used and charged during a call, you are to return to your station and repack the kit utilizing dry hose which is in the stations. The used hose should be cleaned and either accordion folded on the bay floor or hung in a hose tower for drying. Wet hose should no longer be repacked and stored in compartments due to mildew and moisture problems which have been noted.

*The Metro load High Rise Kit consists of 100 ft of 1-3/4 attack line, 1 TFT breakaway nozzle and a gated wye already attached. The short section of 2-1/2 is no longer incorporated as part of the evolution – instead, the 50 ft extend a bag must be deployed during a high rise evolution.



AERIAL PLATFORM OPERATIONS

Statement of Policy

This procedure addresses the safe operation of Sunrise Fire Rescue Unit 387, the aerial platform unit, known as the “platform”.

General Guidelines

No one shall operate the platform vehicle unless they have been properly trained in “Advanced Platform Operations” by members of the Sunrise Fire Rescue Department’s Division of Training. Driver Operators who have not been trained in “Advanced Platform Operations” can, and are expected to, assist in operating the Platform’s pump panel during combined pumping/aerial operations. Firefighters may operate the basket controls when supervised by a trained operator at the pedestal.

Only trained Driver’s and officers may operate the turntable aerial controls. Firefighters may operate the basket controls only under the supervision of a trained driver/officer.

No one shall operate the basket aerial controls during training sessions or during actual incidents without a trained operator positioned at the turntable control station. All driver/operators are capable of operating the vehicle’s pump panel and an additional driver should be assigned by command to perform the pumping function if needed so that the Platform driver can attend to the pedestal operations.

Whenever personnel are operating, or climbing on the aerial, for any reason including training and maintenance, they shall wear a minimum of a department issued helmet and gloves. This includes the turntable operator. Anyone climbing or operating in the basket shall wear a safety belt, capable of attachment to the aerial structure.

All personnel Operating in the basket, or, operating from a fixed position on the aerial, must wear a ladder belt and secure themselves to a structural member of the aerial.

Although it is normal to operate the aerial with personnel tethered in the basket, the aerial shall not be moved whenever personnel are on the actual ladder portion

701.07 Aerial Platform Operations

Page 2 of 4

Last Issued / Revised: 02/28/2007



of the device. Operators must always check the aerial ladder way for the presence of personnel prior to moving the aerial.

Whenever personnel are climbing the aerial, or transferring in or out of the platform basket, the emergency stop button(s) shall be activated to prevent aerial movement

Regardless of the aerial ladder angle, whenever the aerial ladder is out of its cradle, personnel shall descend (return to the base) in a position so as to face the rungs of the ladder.

Under normal conditions, the aerial shall not be operated any closer than 25 feet of distribution power lines that have not been verified by FPL as being deactivated. In exigent (life threatening) circumstances the aerial may operate within 25 feet, but no closer than 10 feet to distribution power lines. Whenever the aerial is operated less than 25 feet away from distribution power lines, a safety officer shall be designated to ensure that no one approaches or touches any portion of the apparatus while standing on the ground

Stabilizers must always be deployed whenever the aerial is to be raised from its cradle. All pins and pads must be utilized and positioned whenever the aerial is raised from its cradle during normal operations and whenever anyone is climbing on the aerial or operating in the bucket.

The Platform will shall have its front wheels chocked (front and rear of wheel) whenever the aerial is placed into service

Platform operators must familiarize themselves with the load limitations of the aerial at all angles and conditions. The aerial should never be operated beyond its load capacities. Load capacities includes personnel, equipment, and any personnel on rappelling arms, Lyfeladder™ or in a stokes basket.

During the first Sunday of Each month, the ladder company crew shall conduct a Pierce® “50 Hour Inspection” (Pierce® Platform Operator’s Manual.). Any items requiring the checking of torque shall not be conducted by SFRD personnel. Crewmembers shall not attempt any repairs or adjustments, but, follow the normal work order process for effecting such repairs, or in the case of dangerous situations, place the unit out of service.

701.07 Aerial Platform Operations

Page 3 of 4

Last Issued / Revised: 02/28/2007



Whenever there is any question as to overhead clearance, a crew member shall leave the cab and “walk” the driver through any areas where the vehicle, aerial or bucket may contact overhangs, tree branches, signs, wires, etc.

Under normal situations, the basket may not be placed within 4 feet of a structure without an operator/spotter in the basket. All movement of the basket when in close proximity to a structure must be done with the platform operating at low idle.

Although the platform has the capability to have extension, rotation, and elevation functions performed simultaneously, only one function should be performed at a time except in emergency situations

No one shall add hydraulic fluid to the hydraulic reservoir. Take the vehicle to the city garage for the addition of hydraulic fluid.

The ladder shall not be retracted while the aerial waterway is charged, unless a discharge is opened at the tip of the ladder or the base of the ladder.

Short-jacking, or limited extension of the stabilizer jacks should only be done during emergencies where limited space prohibits the full extension of the stabilizer. Under no circumstances shall the aerial ladder be operated past the vehicles longitudinal axis on the side on short-jacked stabilizers.

Manual overrides, auxiliary power units, and manual controls shall not be used unless a true emergency exists or to return a defective aerial/stabilizers to their travel position immediately prior to placing the vehicle out of service. The exception to this is during routine and periodic inspections as directed in the Pierce® Platform Operator’s Manual.

Due to the Platform vehicle’s size and weight, drivers shall use extreme caution when driving the vehicle and allow for adequate stopping distances. Rarely will it be necessary to exceed posted speed limits, even while responding Code 3.

Due to the size of the Platform vehicle, it is critical that OPM section 303.03 (safe backing practice) be used whenever the vehicle is to be backed up.

No one shall weld, drill, affix to or attach to, the aerial ladder itself without permission from the city garage, fire chief and/or manufacturer.

701.07 Aerial Platform Operations

Page 4 of 4

Last Issued / Revised: 02/28/2007



Difficulty when transmitting orders dealing with basket movements is due primarily to misunderstood terminology. To alleviate this problem the following terms shall be used when transmitting orders from basket to pedestal operator:

- A. "EXTEND LADDER" - Reach out with ladder.
- B. "RETRACT LADDER" - return outstretched ladder.
- C. "RAISE LADDER" - Increase angle of elevation
- D. "LOWER LADDER" - Decrease angle of elevation
- E. "LADDER LEFT" - rotate ladder to pedestal operator's left.
- F. "LADDER RIGHT" - Rotate ladder to pedestal operator's right.

During daily check of apparatus and at initial stages of placing Aerial Platform into operation, a test of the intercom system shall be made. If results are negative, members shall rely on portable radios for communication from pedestal and basket

The Aerial Platform shall not be used:

- A. To force timbers or cornices back into building or onto roof.
- B. To pull or push objects.



ACTIVATED FIRE ALARMS

PURPOSE

To provide a standard of operational priorities in dealing with the variety of fire alarms commonly encountered.

PROCEDURE

Fire Rescue units will be dispatched based on the type of alarm and the occupancy of the structure. OPM Response Assignments Strategy will identify the proper response.

OPERATIONS

1. Confirmed False Alarms: Restricted to fire alarms in which Dispatch has received a confirmation, from either the occupant who initiated the alarm or monitoring alarm company, that the alarm is false.
 - * The responding engine or ladder may be canceled should Dispatch receive confirmation that the alarm is false and no assistance is needed by the property owner to reset.
2. Code 1/Code 3 Response: For multi-unit response to an activated fire alarm, where no other information is present, only the first-due fire unit will respond Code 3. All other units will turn-out and respond in a timely manner, but under Code 1 conditions. Any supplemental information may be used to upgrade all apparatus to Code 3.
3. Single Family Dwelling:
 - * First in unit shall provide size-up via radio.
 - * First arriving officer shall establish command as per IMS.
 - * All alarms are to be treated as a possible structure fire, all normal precautions are to be instituted, inclusive of wearing full turnout gear and SCBA.
 - * Additional arriving units shall institute Level I staging.
4. Multi Family Dwelling:
 - * First in unit shall provide size-up via radio.
 - * First arriving officer shall establish command as per IMS.

702.01 Activated Fire Alarms

Page 2 of 3

Last Issued / Revised: 08/04/2003



- * All alarms are to be treated as a possible structure fire, all normal precautions are to be instituted, inclusive of wearing full turnout gear and SCBA.
 - * Second arriving engine shall locate the nearest appropriate hydrant, check it for proper operation, report to command, enter Level I staging, and be prepared to establish water supply to first arriving engine.
 - * Additional units enter Level I staging and await orders for command.
5. Patient Care/Target Hazard:
- * First in unit shall provide size-up via radio.
 - * First arriving officer shall establish command as per IMS.
 - * All alarms are to be treated as a possible structure fire, all normal precautions are to be instituted.
 - * Second arriving engine shall locate the nearest appropriate hydrant for standpipe/sprinkler operations, check it and the fire department connection for proper operation, report to command, and enter Level I staging.
 - * Additional units enter Level I staging and await orders for command.

Alarm Resetting:

1. The Florida Fire Prevention Code places the responsibility for maintenance for fire alarm/suppression systems with the owner and their responsibility shall apply to the resetting of activated alarms.
2. When either system has been activated and the fire or emergency neutralized, or in the case of fire response to a malfunction alarm, the owner/occupant, agent, building engineer or manager shall be advised that the system must be reset and that building management is responsible for the proper functioning of the system.
3. If management is not on the scene, every effort shall be made to locate the proper party and have him respond to the scene.
4. The Fire Department can assist the proper party engineer in resetting the system; however, the responsibility for its proper continued function rests with building management and they shall be advised of this responsibility.
5. If the proper party, with or without the assistance of the Fire Department, cannot reset the system due to complications, it shall be the responsibility of building management to have the system made functional immediately. A fire alarm specialty electrical contractor, an electrical contractor, fire sprinkler contractor or other individuals properly certified are permitted to make repairs.

702.01 Activated Fire Alarms

Page 3 of 3

Last Issued / Revised: 08/04/2003



6. Fire alarm systems are designed to function in a trouble mode. Failure to achieve a reset of a trouble mode does not require immediate repair. The alarm company serving the system should be notified and given reasonable time to make repairs. Fire Life Safety should be notified of situation via fax or voice mail before the conclusion of the shift.
7. If the above situation occurs in a multiple residential building and a repair cannot be effected, the building management shall be advised by the Incident Commander to provide a fire watch to patrol the building until the system is repaired and activated. Prior to going off duty, the Incident Commander shall contact Fire Life Safety and advise the Fire Marshal of the situation. If on weekends or holidays, the off-going Incident Commander will start the process for relay of this information to Fire Life Safety the next business day.
8. As per the Florida Fire Prevention Code, if the building owner/occupant, engineer, etc., cannot be reached and there is no responsible party at the building to provide the fire watch, advise the Fire Marshall (contact by pager if necessary) of the situation. A fire watch may be required utilizing personnel on the overtime list.
9. Until the arrival of over-time personnel, on-duty units may be utilized to maintain scene security.
10. If a system is malfunctioning in a building that is not normally occupied, such as an office building after normal hours, and the system cannot be restored, it will not be necessary to provide a fire watch. However, every effort should be made to contact the owner/occupant and advise him that the system must be repaired immediately. The Incident Commander shall then place a note on the main entrance, and prior to going off duty, the IC will advise Fire Life Safety of the situation so that the proper follow-up can occur.



STANDPIPE/SPRINKLER OPERATIONS

The need to supplement private protection system with fire department engine operations has proven imperative in gaining early control of structure fires and reducing property damage. The following guidelines are to be used to achieve this early standpipe/sprinkler intervention.

1. Personnel should be familiar with and recognize all structures within the City with private protection systems. Area familiarization through in-service inspections and target hazard book use should aid in accomplishing this goal.
2. The second-arriving engine has the responsibility to supplement the standpipe/sprinkler system with additional water flow and increase water pressure. This responsibility may be delegated to other units according to specific pre-fire plans to various target hazards within the City (i.e. Sawgrass Mall or arena).
3. Hydrant to engine connections should be made with large diameter hose. Connections to the fire department connection should be made with dual two and a half (2 1/2)-inch hose due to the increased pressures often required in standpipe/sprinklers operations.
4. Depending upon hydrant location, fire department connection location, or other addition contingencies, most standpipe/sprinkler hook ups can be accomplished by the engine driver/operator freeing other crewmembers to additional tasks.
5. In situations where there is uncertainty of the actual need for standpipe/sprinkler operations, the hydrant and fire department connection should be checked for proper operation by the second-arriving engine and reported to command. That engine will remain in Level I Staging.



BASIC FIRE ATTACK

PURPOSE

Fire operations vary greatly from fire to fire, and they are influenced by factors such as occupancy, building construction or location and size of the fire. Established benchmarks and tasks are however consistent with almost every structure fire. Operational personnel must perform certain functions to assure safety and effective fireground operations.

BASIC FUNCTIONS

All functions are directed toward either saving lives or property conservation. Saving lives is, of course the greater priority.

INITIAL ACTIONS:

1. Provide size-up on arrival.
 - * Description of building and conditions.
 - * Establish command per Incident Management System.
 - * Report initial actions, (i.e. "fast attack mode" or "investigating" etc).
2. Determine plan of attack or order of tasks to be accomplished. Rescuing victims is top priority, but pulling an attack line may be necessary to perform a search and rescue.
3. If the initial arriving company have determined that all occupants have safely exited the structure, the second arriving unit (engine, ladder or rescue) will become the Rapid Intervention Team (RIT). The incident commander may assign the task of RIT to another unit if:
 - a. Multiple units arrive on scene simultaneously after the first due.
 - b. Crews do not enter hazardous area prior to designating RIT from units on scene.
4. Perform primary search for victims. Report results of search to command, "All clear" indicates no victims found and the entire search and rescue crew is accounted for. In situations when first arriving units find a fully involved structure, and primary searches would not be practical until fire extinguishment is well underway, command shall advise Dispatch that the primary search will be delayed.

702.04 Basic Fire Attack

Page 2 of 2

Last Issued / Revised: 08/04/2003



5. Establish attack line. Use pre-connected line or in the case of large buildings use high-rise kit and 2 & 1/2" leader lines. Larger fires may require greater GPM and the use of larger attack lines until the fire has been knocked down to allow for final extinguishment by smaller pre-connected lines. Forcible entry tools, hand lights and a rope should also be part of the initial entry crew.
6. Secondary means of egress. Fires involving multi-story structures shall require a secondary means of egress for interior companies. The use of ground or aerial ladders raised to windows or balconies not in the immediate fire area shall serve as egress points, unless the building is equipped with its own alternate means (fire escape, multiple stairways). The location of this egress point should be relayed to Command. The Incident Commander will notify interior companies of the secondary egress location, and coordinate the venting and clearing of that secondary egress point with the interior attack. An aerial device should be used for secondary egress on all structures where ground ladders are unable to reach due to height or other obstacles.

SECONDARY ACTIONS

While secondary actions may not be part of the Initial Actions, such actions include: ventilation or utility control may be necessary prior to entering the structure. Other secondary actions can be assigned by Command as units become available.

1. Utilities control
2. Water supply to attack engine or standpipe
3. Ventilation
4. Secondary search
5. Salvage
6. Overhaul

Command should make use of the tactical worksheet to monitor crews and task assignments.



PATIENT STABILIZATION AND VEHICLE EXTRICATION

PURPOSE:

The intent of this policy is to establish guidelines for companies operating at scene of a motor vehicle accident where extrication may be required to safely remove occupants from a vehicle. It shall define standard terms and techniques to be used on scene in an effort to improve patient care and expedite the extrication of the patient. A systematic approach is needed to minimize injury to the victim and maintaining safety to the responding companies during the extrication.

DEFINITIONS:

Vehicle extrication - is defined as the process of removing a vehicle from around a person who has become entrapped whereby normal or conventional means of exit are impossible or inadvisable.

Freeze – the term “Freeze” is a universal safety word used to STOP all activity on scene and can be called by anyone on scene witnessing an unsafe act or condition. A hand or tap on the shoulder is a signal to the individual being touched to FREEZE.

Stabilization - The process of evaluating, controlling and rendering safe for exigent operations. For purposes of vehicle accidents, this can be further divided into three phases; Scene Stabilization, Vehicle Stabilization, Patient Stabilization.

Action Circles – An area extending outward from the vehicle where rescue workers will determine the best course of action to remove an entrapped victim. The two areas surrounding the accident generally described as outer circle and inner circles where the incident commander will begin scene stabilization, scanning the entire area from the outside in.

Tool Staging Area – Strategically located work area outside the action circle area that is accessible for all crew members on the emergency scene.



PROCEDURE:

A. Safety

1. Crews shall be in full protective clothing in accordance with OPM 400.03

B. Apparatus Placement

1. Apparatus should be positioned in accordance with OPM 400.11 to protect crews working on scene. (Officers should ask the question is it safe to exit apparatus).
2. Rescue units should be placed in such a way that they are within a safe zone that allows for safe loading of patients.

C. Scene Size Up

1. Determine the number of vehicles involved and condition (Minor, Moderate, or Heavy Damage)
2. Hazards (Fire, Electrical, Hazmat, Traffic, etc.)
3. Number of Patients (MCI Levels) or Potential Number of patients (Think ahead)
4. Need for extrication
5. Additional resources

NOTE: Dispatch should be advised of all Extended Extrications.

D. Scene Stabilization

1. Outer Circle
 - Company Officers should complete the **Outer Circle**, viewing the whole scene, considering the following hazards and action needed to remediate immediate threats to crew and patient safety:
 - a. Moving traffic
 - b. Active fire
 - c. Downed power lines
 - d. Fuel leak
 - e. Vehicle loads/cargo
 - f. Hazardous material
 - g. Accident debris
 - h. Bystander crowds
 - i. Weather Threats
 - j. Ejected Victims



2. Inner Circle

- Consider assigning a firefighter to complete the task of **Inner Circle**, considering the following hazards and immediate actions needed to remediate:
 - a. Attempt verbal patient contact
 - b. Determine patient count
 - c. Determine if airbags deployed or not
 - d. Determine vehicle contents (hazards)
 - e. Identify leaking fluids
 - f. Identify any electrical hazards, (look under the vehicle)
 - g. Vehicle ignition off
 - h. Check for victims under the vehicle

NOTE: Do not touch the vehicle until the inner circle has been cleared as the vehicle maybe energized from an outside source.

- Consider the need for fire suppression; A Dry Chemical Extinguisher should be deployed at a minimum on all extrications with a 1 3/4" hose with foam capabilities preferred.

E. Vehicle Stabilization

1. Secure engine, apply parking break, disconnect any charging device
2. Open operable doors & windows, move seats and steering wheels if possible
3. Remove smart keys (at least 15 feet from vehicle)
4. 12 volt or low voltage Battery should be disconnected but (may not be accessible)
 - Orange and Bright Blue colored cables are HIGH VOLTAGE These cables can carry up to 750 volts of direct current.
 - Hybrid vehicles are most commonly marked in the rear. (Note: There is no industry standard on marking Hybrids this is just a general rule of thumb.) Hybrids may appear to be off, but can still move under alternate power.
5. Air Bags (**AVOID UN-DEPLOYED AIRBAGS**)
 - Electrical drain down times for devices that discharge airbags range from 30 seconds to 20 min
 - Deployment distance for side curtain bags is 5" to 10"



- Deployment distance for steering wheel air bag is 10”
 - Deployment distance for passenger air bag is 20”
6. Vehicles shall be stabilized using the following acceptable means:
 - Step chocks
 - Box cribbing
 - Struts (Rescue 42’s, Z-Mags, or similar)
 - Cargo straps
 7. Consider pulling valve stems after stabilization of the vehicle with cribbing
 8. Consider the use of TRT unit for extra cribbing and special equipment
 9. Consider additional resources in extreme circumstances (Tow truck)

F. Gaining Access

1. A member of the Fire Rescue department should make entry into the vehicle to begin patient stabilization and to protect the patient(s) from any additional injury during the extrication process. If needed due to locked or otherwise blocked doors, a window should be broken away from the patient allowing access prior to removing additional glass.
2. Tempered glass should be removed with rescue hammer, center punch or glass master
3. Laminated glass should be removed using glass master, or saws
 - Once glass is removed, remove all plastic on posts to expose potential hazards **AIRBAGS CYLINDERS**. Cylinders that deploy side impact airbags are compressed to over 3000psi and are hidden by interior trim **DO NOT CUT**
 - Seat Belts must be cut as to not hinder patient extrication

G. Patient Stabilization

1. Immediate patient contact should be established to limit cervical spinal movement from the exterior of the vehicle.
2. Position a rescuer inside the vehicle in full gear to maintain cervical spinal immobilization.
3. Cover patient and rescuer with an extrication blanket.
4. Consider the use of hard protection for the patient.



H. Extrication Terms

NOTE: Before extrication begins, glass must be removed from the side crews will be working on, plastic removed and seat belts cut.

1. Purchase points
2. Door removal
3. Side out
4. Roof flap
5. Roof removal
6. Third door
7. Dash roll
8. Dash lift
9. Tunneling

I. Patient Packaging and Transport

1. Follow the appropriate EMS protocols
2. Consider the need for immediate extrication i.e., Dirty Rescue

The following are additional information and safety tips when extrication is needed extreme caution should be used when confronted by these items.

- Boron and Ultra Strength Steel (UHSS) is becoming more common. These materials are commonly found around posts, roof rails and rocker panels. Special cutters are required to cut these and are in service in the fleet of hydraulic tools.



GATED COMMUNITY ACCESS KNOX BOX

PURPOSE:

The Sunrise Fire Department recognizes the importance and need of providing rapid entry into locked buildings or gated communities. Such delays in gaining rapid entry increase the chances for substantial property damage while reducing the occupant's chance of survival in the event of a fire or in providing prompt pre-hospital care to the sick and injured.

It is the intent of this policy to establish guidelines for the security and utilization of the "Knox Box" rapid entry key system for companies responding to the scene of an emergency where access into locked / secured structure or communities must be made and is provided by a Knox Key.

POLICY:

All emergency responding units are equipped with a Knox Box Electronic key retrieval system as the primary means to secure the Knox Key. In the event of failure of the Knox Box System, each emergency responding unit is also equipped with a SupraSafe key securing system. When not in use, the Knox Key will be secured primarily in the Knox Box or secondarily in the SupraSafe at all times.

The obvious need to maintain security of this key is self-evident; however, in the event an employee notices a key is lost or found missing, the employee must immediately notify the shift Battalion Chief and complete a missing equipment form. Electronic downloads of the Knox Box System indicating the date and time of access will be performed by the Logistics Division and kept on file on a regular basis.

PROCEDURE:

Communities that employ the use of entry gates will provide a means for the Fire Rescue Department to gain access to residences. Most Sunrise communities have the ability for the use of a Knox Key to either momentarily open the gate to gain access for a single unit or completely override the gate and leave the gate in the open position for multiple responding units depending on the direction or position the key is turned or left in.

702.09 Gated Community Access

Page 2 of 2

Last Issued / Revised: 11/06/2017



Communities and their contracted maintenance companies do not have the ability to reset the system back to normal operation if the key is set in the open position. Units using the Knox Key should make all attempts to verify the gate to the community has returned to normal function before leaving the area. If this is not achievable at that time, the on duty shift commander must be notified to make further arrangements.

The on duty shift commander should assign an available unit to restore the gate system as soon as reasonably available.