



# **CHISHOLM TRAIL FIRE / RESCUE**

## **Standard Operating Policies, Procedures, and Guidelines**

Effective Date: April 1, 2015

APPROVED BY:  
CHIEF MARK PADIER



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## **POLICY: Personal Conduct and Station Rules**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Personnel Conduct and Station Rules**

All personnel are representatives of the Chisholm Trail Fire Rescue and shall conduct themselves accordingly at all times.

#### **PERSONNEL SHALL:**

- Answer the phone in a professional manner, stating the department name and their Rank name.
- Be aware of, and sensitive to the presence or potential unannounced presence of any member of the public when holding conversations or engaging in other activities.
- Keep the building and surrounding area as clean as possible at all times.
- Keep the apparatus as clean as possible at all times.
- Respect the property of others and do not indulge or participate in the theft, abuse, hiding, or malicious treatment thereof. Unauthorized entry into any locked area may be construed as theft, whether items are removed or not.
- **No Smoking or use of Smokeless tobacco products within Chisholm Trail Fire Rescue Stations.** Tobacco use is permitted outside. Cigarette butts must be disposed of properly and shall not be thrown on the grounds. Common sense and respect for others shall be used when smoking or using tobacco products. The use of tobacco, in any form, is strongly discouraged, but not prohibited, while at the scene of an incident or while driving apparatus.

#### **PERSONNEL SHALL NOT:**

- Possess, or allow to be possessed, any form of intoxicating drug or any sexually explicit, suggestive or pornographic material in any form on the property of Chisholm Trail Fire Rescue.
- Possess, or allow to be possessed any unauthorized weapons of any kind on Chisholm Trail Fire Rescue property, in fire apparatus, or while conducting fire department business.
- Participate in any fist fighting or other physical turmoil, being party to any rumor or malicious gossip or the making of any derogatory or detrimental statements regarding the capabilities or intelligence of any other personnel.
- Unjustly cause, or allow to be caused, damage in any form, to any equipment, apparatus, or other property of the Chisholm Trail Fire Rescue
- Curse or otherwise offend any civilian at any time.

- Curse or otherwise offend any other member of CTFR or any other emergency service personnel from ANY agency.
- Criticize officers, board members or any other member of CTFR, the Public, or other agencies in public or to other members of CTFR.
- Start, instigate or repeat rumors of any type.
- Not get into any physical confrontation with any civilian at any time.
- Shall treat officers of other Department's with the utmost respect if a problem occurs with another department member shall contact an officer or the Chief of CTFR. The Chief will handle anything that is outside the department.

## **POLICY: Code 3 Driving POV's**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To establish a policy defining rules and requirements for responding code 3 in private vehicles.

### **Policy**

Only officers shall be allowed to respond code 3 in private vehicles. When responding code 3, officers shall adhere to all federal, state, and local laws.

### **Procedures/Guidelines**

- A. Vehicles must meet or exceed the standards set forth by law.
  - 1. This shall include but not be limited to forward and rear ward facing warning lights.
    - a. Forward warning lights shall be red or blue and white in color.
    - b. Rear warning lights must be at red, red/white or amber in color.
  - 2. This shall include an audible siren of at least 100 watts and audible for 300 feet in front of the vehicle.
- B. Any officer requesting to drive personal vehicles code 3 shall complete an Emergency Vehicle Operations Course prior to being allowed to respond code 3.
- C. Any firefighter involved in a collision while responding code 3 shall notify the Chief immediately and shall have their code 3 privileges revoked until a full investigation can be completed.
  - The investigation shall determine the cause of the accident and shall be performed by a safety team established by the chief and composed of at least 2 law enforcement officers.
- D. Any officer requesting to respond code 3 in personal vehicles shall show proof of Texas liability insurance and shall turn in a current copy of their insurance regularly.
  - Failure to maintain current insurance will result in loss of privileges.

# **POLICY: Apparatus Driving Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

To institute safe driving procedures for all CTFR vehicles and all privately-owned vehicles (POV's) responding to emergency calls as defined under the Texas Transportation Code.

## **Policy**

1. All Department vehicles responding to alarms shall be operated in a safe manner at all times, including and especially during emergency response.
2. Members authorized by the Chief or his/her designee may respond to a call in their POV, as a last resort authorized by the Chief on call by call basis.
3. It is the policy of the Department to respond appropriately to any emergency when called. It is also the policy of the Department that the need to immediately respond to any call must out-weigh any unreasonable danger to the member or the public.
4. The decision to respond by POV to a call rests with the Chief or ranking officer and any such response shall be made with appropriate regard for the safety of others and without conscious indifference or reckless disregard for the safety of others.

## **Procedures/Guidelines**

### **A. General Driving Conditions and Requirements**

1. All traffic laws and rules shall be adhered to while traveling under normal conditions.
2. **Seat belts shall be worn at all times without exception.** All members shall be seated and belted in prior to and during any response.
3. Vehicle headlights shall be turned on at all times while operating Department vehicles.
4. Defensive driving principles shall be adhered to at all times.
5. When parking Department apparatus, the emergency (parking) brake shall always be set and wheel chocks deployed (wheel chocks are not required when parked in the apparatus bay).
6. Traffic cones should be placed on the traffic-side corners of the vehicle when a Department apparatus is parked.

### **B. General Requirements for Driving Code 1**

All members responding to any call driving Code 1 shall:

1. Obey all applicable Motor Vehicle laws of the State of Texas.
2. Drive in a reasonable and prudent manner under the circumstances then existing.
3. Report all tickets, incidents, or accidents related to the Member's driving.



### C. General Requirements for Driving Code 3

All Members when responding Code 3 to an Emergency call of the Department shall:

1. Activate all lights and sirens prior to responding and keep them on throughout the response, unless the response has been reduced to Code 1.
2. Use the left lane as much as possible during response (Texas Law mandates drivers to move to the right for emergency vehicles).
3. When approaching intersections controlled by a red light or stop sign, the member shall **STOP** as required and determine that the Member has control of all lanes of traffic before proceeding through the intersection.
4. When approaching intersections controlled by a green light or yield sign controlling the Member's lanes of travel, the Member shall slow or stop as necessary and determine that the Member has control of all lanes of traffic before proceeding through the intersection.
5. When approaching a school bus that has activated its flashing signals, the Member shall stop the emergency vehicle and wait until the driver of the bus deactivates his flashing signals or otherwise clearly signals that the Member may proceed. When passing a stopped school bus, the Member shall keep appropriate regard for the safety of others and for those whom are either embarking or disembarking the school bus, regardless of whether the bus has activated its flashing signals. Members shall also use appropriate regard for the safety of all persons when traveling through a posted school zone.
6. When conditions dictate that Member must drive in the oncoming lanes of traffic, the Member shall not proceed until he has control of the oncoming lanes of traffic. The Member shall keep appropriate regard for the safety of others in relation to any vehicles in all lanes of travel.
7. Maintain a reasonable distance from traffic in front of the Authorized Emergency Vehicle to allow for sudden movement and directional changes of other vehicles.
8. When multiple vehicles are responding together, the operators should follow in the same lane of traffic and maintain a safe distance behind the leading vehicle, unless the leading vehicle grants the following vehicle permission to pass. (Remember that motorists may not expect additional vehicles to follow after the first one has passed them).
9. Prudent speed as necessary to account for road, traffic, and weather conditions.
10. Maintain two-way communications with the Department's Communications.
11. Report all tickets, incidents, or accidents related to the Member's driving.
12. Do NOT pass any vehicle on the right, unless it is the most appropriate alternative available, and after exercising appropriate regard for the safety of others in the lanes of travel.
13. Do NOT pass another unit or apparatus during response without requesting and receiving permission from that unit.
14. Do not misuse or abuse the Code 3 Policy, its privileges, or responsibilities.
15. Sound any horns and alternate the siren's tones upon entering and exiting any intersection.
16. Use all turn or other signals as necessary to communicate to other persons the Member's intentions.

17. Reduce to Code 1 when traveling on a highway at speeds less than the posted speed limit, slower than the flow of traffic or when responding to a long distance mutual aid call when Code 3 driving will not affect the response time.
18. During inclement weather (rain, fog, ice, or snow) reduce to code 1 and maintain safe speeds.

#### **D. Member Requirements to Drive Code 3**

Any member who is authorized by the Department as required herein shall meet the following requirements before being authorized to respond to any call Code 3:

1. Be at least 21 year of age and have the approval of his/her Chief Officer.
2. Provide a certified driving record from the Texas Department of Public Safety for the previous five (5) years.
3. To qualify for training, a member must not be on probation, deferred adjudication, deferred prosecution, or parole for any penal code offenses involving a Motor Vehicle in any jurisdiction of the United States of America, including, but not limited to, driving under the influence of alcohol or drugs, intoxication assault, intoxication homicide, criminally negligent homicide, driving with a suspended license, or reckless driving. Any of the above offensives committed after clearance will require a review by the Chief Officers.
4. Must be a licensed driver with no medical restrictions from DPS.
5. Complete an emergency vehicle operations course as approved or provided by the Department.
6. Have a driving record that demonstrates a high regard for safe driving habits, which will be determined by the Department or its designees, taking into consideration moving violations and accidents as reflected by the Member's driving record obtained from the Texas Department of Public Safety.

#### **E. Equipment Requirements for Members to Respond to the Station in POV's**

A POV responding to Chisholm Trail Fire Rescue shall be in good working order, currently licensed, registered, insured, and inspected in the State of Texas.

## **POLICY: Drug and Alcohol**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Drug and Alcohol Policy**

At no time will any Chisholm Trail Fire Rescue member be allowed to participate in the use of illegal drugs.

At no time will any Chisholm Trail Fire Rescue member be allowed to participate in the use of alcohol while representing Chisholm Trail Fire Rescue or responding to a call. A member shall NEVER drive or operate any fire department equipment while under the influence of alcohol. If a member is found to be under the influence of alcohol while on duty, that member will be placed on probation until an investigation into the incident is completed. During the probation the member will not be allowed to respond to calls. Members must sustain from all Chisholm Trail Fire Rescue activities for a minimum of eight (8) hours after consuming alcohol.

## **POLICY: Reports**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Records and Reports**

Incident Reports for Accidents, Fire Calls, Training Reports, and any other records or reports are to be made out on the date of their happening. CHISHOLM TRAIL FIRE RESCUE shall report all Incidents using the TFS Reporting System. The Chief may prepare a summary of all incidents to share with the membership at each monthly meeting.

#### **ALL PERSONNEL SHALL:**

- Completely and thoroughly fill out all information required for emergency medical and /or fire incident reports, including at short thorough narrative documenting the department's actions during an emergency.
- Notify the Officer in Charge, or Fire Chief immediately of any injury to personnel, vehicle accident or damage thereto, or damage to the property of an individual. Ensure that it is notated on the Incident Report.
- Be responsible for ensuring that their name or Department number is listed on the report to receive credit for responding to an incident.
- The Senior Officer/Incident Commander in charge shall ensure that the report is entered into firehouse within 48 hours of the incident.
- Reports shall be turned in at each station in the report box when the truck arrives back at the station or within 24 hours of incident.

## **POLICY: General Membership Duties**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Duties and Requirement of All Responders**

The Chief shall maintain final say in who may respond to incidents and reserve the right to relinquish the right at any time they see fit, without reason.

#### **ALL RESPONDERS SHALL:**

- Have completed a Firefighter Information Sheet.
- Undergo a Probationary Period of 6 Months as described in the Constitution/By-Laws of CTFR.
- Turn in a copy of their driving record to the Chief, prior to being allowed to drive any Fire Department Apparatus and the responder must be able to adhere to the requirements set forth in the "Driving Fire Department Apparatus" Section of this Document.
- Attend required training sessions, as well as business meetings unless prior arrangements have been made in writing with the Chief or Training Officer.
- Read and follow the Standard Operation Guidelines; failure to do so may result in disciplinary action up to and including expulsion from Chisholm Trail Fire Rescue.
- Maintain Fire Department issued items in proper working condition, and report damaged items to appropriate officer as soon as possible. Responder shall be held responsible for gross misuse of equipment.
- Carry their Chisholm Trail Fire Rescue Identification Card or STRAC badge. These cards shall be turned back into CTFR upon separation from Chisholm Trail Fire Rescue.

## **POLICY: General Duties of Officers**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Duties of Officers**

- The officers will consist of the Chief, the Assistant Chief, Battalion Chief's, Captains, and Lieutenants.
- Officers shall maintain themselves in a professional manor when representing Chisholm Trail Fire Rescue.
- Officers shall inspire and motivate members under their command to promote and maintain efficiency and morale while accomplishing Chisholm Trail Fire Rescue goals.
- Officers shall be just, dignified, and firm in their dealings with subordinates and shall refrain from violent, abusive, or immoderate language in giving orders and directions.
- Officers shall be responsible for making certain that all Policies and Procedures set forth in this document are known by their subordinates and are carried out and obeyed. They shall set an example to their subordinates by showing due regard for such policies and procedures.
- Officers shall report any violations of the Department Policies and Procedures or other conduct discrediting to the interest of the Department. Reports should be in writing and be reported to their superior within a reasonable amount of time.
- Officers of the Department shall be included in the definition of the general terms "member" and "Firefighter" and shall be governed by all Policies and Procedures pertaining to such members.
- Officers shall attend monthly officer meetings. Failure to attend the officers meeting is grounds for reduction in rank. In the event an officer cannot attend they shall submit to the Chief in writing a request to miss the meeting. Last minute emergencies may be considered. Failure to attend at least 2 per quarter can result in a reduction of rank.

## **POLICY: Duties of Chief**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Chief**

- The Chief responds to fire alarms and may direct or assist in directing all operations at the scene of fires and emergencies.
- The Chief shall represent Chisholm Trail Fire Rescue at official functions.
- The Chief shall be responsible for all personnel under his/her control.
- The Chief will act as the Security Officer according to the HIPPA Laws and maintain response records by such standards.
- The Chief may delegate his/her authority to any member he/she deem competent to perform required task. In doing so, the Chief does not relinquish final say or responsibility of said task.
- The Chief shall report to the Board at each monthly meeting. The Chief may provide a summary of all incidents responded to during the previous month.
- The Chief shall perform the duties assigned to him in the Constitution/By-laws of CTFR.
- The Chief shall maintain possession of all personnel files. These files shall be kept locked and secured at all times.
- The Chief will respond to Rescue alarms and may direct or assist in directing all operations.
- The Chief is responsible for all equipment and apparatus owned by the department or the ESD.
- The Chief will prepare the annual Budget for the department and present the Budget to the Board of Director's at the July Meeting for approval to present to the ESD at their July meeting.

## **POLICY: Duties of Assistant Chief**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Assistant Chief**

- The Assistant Chief is appointed by the Chief.
- The Assistant Chief shall perform all duties assigned to him by the Chief.
- The Assistant Chief responds to fire alarms and assists in directing all operations at the scene of fires and emergencies.
- The Assistant Chief assumes responsibility of the Chief in his/her absence.
- The Assistant Chief shall professionally represent Chisholm Trail Fire Rescue at official functions they attend.
- The Assistant Chief shall be responsible for all personnel under his/her control.
- The Assistant Chief shall be responsible for the Maintenance and Inventory of all equipment belonging to the Chisholm Trail Fire Rescue.
- The Assistant Chief shall be responsible for the supply cache and must be prepared to report the inventory at any time requested.
- The Assistant Chief may delegate his/her authority to any Member he/she deem competent to perform required task. In doing so, the Assistant Chief does not relinquish final say or responsibility of said task. This may only take place with approval of the Chief.
- Any complaints regarding the Assistant Chief shall be turned in, in writing to the Fire Chief.

### **Battalion Chief**

- The Battalion Chief Shall assume the responsibilities of the Assistant Chief if the assistant chief is unavailable.
- If the Chief and Assistant Chief are unavailable the Battalion Chief will assume the Chief's role until relieved.
- The Battalion Chief will assist the Chief and Assistant Chief with their duties as assigned.



## **POLICY: Duties of Captain**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Captain**

- The Captain is appointed by the Chief.
- The Captain shall perform all duties assigned to him by the Chief, Assistant Chief, or Battalion Chief.
- The Chief shall maintain final say in who holds the position of Captain, and reserve the right to revoke the title at any time he/she sees fit, without reason.
- The Captain responds to fire alarms and shall direct all operations at the scene of fires and emergencies in the absence of a Superior Officer.
- The Captain shall professionally represent Chisholm Trail Fire Rescue at official functions they attend.
- The Captain may be assigned to a District and is responsible for the companies within their response district.
- The Captain shall be responsible for all personnel under his/her control.
- The Captain shall be responsible for seeing that his/her stations are in proper operation. They shall report all problems and make recommendations to keep their stations operational both short term and long term.
- The Captain shall be responsible for communicating department activities with the members of his/her district.
- The Captain shall see that all apparatus and equipment is operational in their district. He shall see that pumpers, ladders and hose in their district are tested annually. He shall see that all apparatus and equipment are checked weekly. He shall see that all records and problems are forwarded to the Chief or the officer in charge of in timely fashion.
- The Captain may delegate his/her authority to any Member he/she deems competent to perform required task. In doing so, the Captain does not relinquish final say or responsibility of said task. This may only take place with the approval of the Chief.
- Any Complaints regarding a Captain may be addressed through the chain of command.

## **POLICY: Duties of Lieutenant**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Lieutenant**

- The Lieutenant is appointed by the Chief.
- The Lieutenant shall perform all duties assigned to him by the Chief, Assistant Chief, Battalion Chief, or Captain.
- The Lieutenant shall professionally represent Chisholm Trail Fire Rescue at official functions they attend.
- The Chief shall maintain final say in who holds the position of Lieutenant, and reserve the right to revoke the title at any time he/she sees fit, without reason.
- The Lieutenant is assigned to a company and will report directly to the Captain of that district.
- The Lieutenant responds to fire alarms and shall direct all operations at the scene of fires and emergencies in the absence of a Superior Officer
- The Lieutenant is responsible for assisting the Captain of their district in performing required duties.
- Any complaints regarding a Lieutenant may be addressed through the chain of command.

## **POLICY: Duties of Directors**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Directors**

- A Directors position is appointed by the Chief.
- The Chief shall maintain final say in who holds the position of Director, and reserve the right to revoke the title at any time they see fit, without reason.
- A director may hold any rank determined necessary by the chief to perform their task. i.e. (Assistant Chief, Battalion Chief, Captain, Lieutenant, Senior Firefighter, Etc.)
- Directors are not assigned to individual Stations and will report directly to the Chief.
- A Director may hold dual Job Duties. (Assistant. Chief/Director of Training, or Director of Safety/EMS.)
- Any complaint regarding a Director may be addressed with the Chief.
- Directors will include the following positions:

#### **Director of Training**

- Shall coordinate all Department training activities
- Shall coordinate and plan all combined drills and special schools for the Department.
- Shall maintain current training records and submit a quarterly report for review by the chief.
- Shall recommend specialized or outside training for members.
- Shall submit grants when available to assist in training costs.
- Shall recommend training policies.
- Shall recommend a yearly budget proposal to the chief for all training needs.
- Shall establish a training program as directed by the chief.
- Shall be listed as the Training Coordinator with the State Fireman's and Fire Marshals Association.
- Shall submit to the State Fireman's and Fire Marshals Association all objectives met for each member to ensure proper credit is applied to their records.

#### **Director of Apparatus**

- Shall oversee yearly preventive maintenance program for departmental apparatus.
- Shall recommend and review specifications for new apparatus.
- Shall coordinate all repairs on all apparatus.
- Shall recommend policies for maintenance and repair of apparatus.
- Shall hold a current Class B exempt or higher license.

- Shall recommend a yearly budget proposal to the Chief for all apparatus needs, repair and fuel usage.

### **Director of Safety**

- Shall ensure that NFPA codes are being adhered to.
- Shall have authority over all aspects of safety during an incident.
- Shall stop any operation they deem unsafe during any incident or training.
- Shall report to the Chief any safety violations by firefighters, to be put in their personal record.
- May remove, or have removed, from a scene or Chisholm Trail Fire Rescue sponsored event ANYONE he/she feels is not in compliance with all safety requirements or is behaving in a manner that they deem unsafe.

### **Director of EMS**

- Shall be approved for response by Hays County EMS Director.
- Shall be approved for response by Seton EMS Director.
- Shall oversee all personnel responding on behalf of Chisholm Trail Fire Rescue to Medical Emergencies and reports to the Chief violations of procedures by personnel.
- Shall have authority over all things medical in nature during a Medical Emergency.
- Shall be responsible for ensuring rehab needs are met at a scene.
- Shall recommend a yearly budget to the chief for all EMS needs.
- 1851 officer shall be responsible for turnout gear and make recommendations to the fire chief for equipment and keep track of all equipment issued to personnel. Will also be accountable for getting gear serviced, cleaned, and inspected semi annually.
- Communication's officer- Shall be responsible for all radios, pagers and repeaters they will also keep track of and issue equipment to member's and continue to maintain equipment.

## **POLICY: Duties of Engineer**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Engineer**

- Shall be appointed by the Chief.
- Shall do weekly truck/equipment checks and document them in writing.
- Shall report any damage or needed repairs to their officer and the director of apparatus.
- Shall report to their company officer or district officer.
- Shall possess a current Class B Exempt driver's license.
- Shall wash the trucks assigned to them weekly.
- May be assigned to more than one truck and shall maintain those trucks.
- The engineer shall perform all duties assigned to him by the Chief, Assistant Chief, Battalion Chief, Captain, or Lieutenant.
- May assume command of any incident where they are the highest ranking firefighter.
- Shall maintain a professional demeanor when representing CTFR.

## **POLICY: Duties of Senior Firefighter**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Senior Firefighter**

- Shall be appointed by the Chief.
- Shall hold at least a Basic certification from the State Fireman's and Fire Marshals Association.
- Shall act as a mentor for less experienced firefighters.
- Shall perform all duties assigned to them by the Chief, Assistant Chief, Battalion Chief, Captain, or Lieutenant.
- May hold specialized certifications and may be assigned to special operations.
- May assume command of any incident where they are the highest ranking firefighter.
- Shall maintain a professional demeanor when representing CTFR.

## **POLICY: Duties of Firefighter**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Firefighter**

- Must have approval from the Chief to respond to incidents as a representative of Chisholm Trail Fire Rescue.
- Firefighters shall be in compliance with SFFMA Regulations.
- Firefighters shall follow all traffic laws when responding to an incident.
- Firefighters shall maintain a professional demeanor when representing Chisholm Trail Fire Rescue.
- The Chief shall maintain final say in who may respond to incidents and reserve the right to revoke the right at any time they see fit, without reason.
- Responsible for all firefighters under them. (I.e. Less experienced Firefighters, rookie Firefighters.)
- Firefighters shall be responsible for all equipment issued to them by the department and shall inform their Company or District officers as soon as anything happens to said equipment. This includes lost, stolen, or damage by general wear or misuse.

## **POLICY: Duties of Probationary Firefighter**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Probationary Firefighter**

- Must have approval from the Chief to respond to incidents as a representative of Chisholm Trail Fire Rescue.
- Probationary Firefighters must obey all traffic laws when responding to an incident.
- Probationary Firefighters must maintain a professional demeanor when representing Chisholm Trail Fire Rescue.
- May not DRIVE any Chisholm Trail Fire Rescue Apparatus while on Probation without the approval of an officer.
- During this time, Firefighter must obtain copy of Driving Record to be turned into the Chief.
- Must attend all Training sessions and meetings while on probation, unless arrangements have been made with the Chief.
- Must exhibit a working knowledge of the S.O.G.'s prior to being released from probation.
- Failure to meet the above requirement may extend the probation period; continued failure to meet the requirements may result in responder being banned from further emergency response.
- May only be promoted to regular fire fighter by attending and successfully completing the basic introductory firefighter course approved by the Chief and Training Director.



## **POLICY: Duties of Support Personnel**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Support Personnel**

- Shall have approval from the Chief to respond to incidents as a representative of the Chisholm Trail Fire Rescue.
- Support Personnel shall maintain a professional demeanor when representing Chisholm Trail Fire Rescue.
- Not required to attend all training required of by Emergency responder, but may have specialized training that may be announced in advance the monthly business meeting.
- May provide food and drink (paid for by department) at incidents when requested by Chisholm Trail Fire Rescue Incident Commander.
- May also assist at scene, performing other tasks such as those allowed by the Officer in charge.

## **POLICY: Duties of Cadets**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Cadet**

- Shall be authorized by the chief to participate in any CTFR function.
- If in the hot zone will be under the supervision of a senior firefighter
- Shall not drive departmental apparatus.
- May participate in training as authorized by the Chief or Director of training.
- May perform in a support role on incidents.

## **POLICY: Accountability Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To enhance fire ground safety by providing a method of tracking and accounting for companies and personnel at an incident scene as they move from one functional area to another.

### **Policy**

Incident Command will maintain firefighter accountability at all incidents; furthermore, freelancing by a crew or individuals will not be tolerated and will result in disciplinary action.

### **Procedures/Guidelines**

#### A. Accountability Responsibilities

##### 1. Incident Commander

- a. The Incident Commander is responsible for maintaining an awareness of the position and function of all personnel at an incident at all times.

##### 2. Supervisors

- a. The Supervisor is responsible for maintaining an awareness of the position and function of his crew at an incident at all times. Crew integrity must be maintained.
- b. There shall be no transfer of personnel from one crew to another without positive communication between the two affected supervisors and IC.

##### 3. Firefighter

- a. The firefighter is responsible for being accounted for at an incident at all times.
- b. The firefighter is responsible for remaining with his crew at all times.
- c. The firefighter shall not operate at an incident outside of the scope of his assignment.

#### B. Accountability Hardware

1. Each member will be issued two *Accountability Tags* which should be attached to the rear ring of your helmet, with one of the helmet Accountability tag placed with the Apparatus Accountability Board upon each boarding of a fire apparatus.
2. Each apparatus will have an *Apparatus Accountability Board* to which Accountability Tags should be attached.
3. Each Engine will have a *Division Accountability Board*. This board can be used for initial incident command.
4. Each command vehicle (Chief Officer or Shift Commander) will have a large *Incident Accountability Tracking Board* for the purpose of tracking personnel and assignments.
5. At a minimum, this board shall be utilized at all working fires, at incidents where on scene time is expected to be more than one hour, or when personnel assignments are expected to cover a large geographic area.

### C. Accountability Procedure

1. When personnel are assigned to an apparatus for a shift or for an incident response, one Accountability Tag should be attached to the Apparatus Accountability Board.
2. If an incident reach the threshold for implementing an Incident Accountability Tracking Board (as defined above under B.4), the Incident Commander (or his designee) will gather the *Apparatus Division Accountability Board* from all apparatus on scene and initiate this level of accountability. The IC should consider staffing an Accountability Officer position based on incident needs.
3. The second Accountability Tag will be utilized for areas such as Rehab/Medical Group where a separate controlled point of entry has been established. A designated person will collect tags from personnel entering these areas and place them on the Rehab/Medical Group Accountability Board. Upon leaving these areas, personnel shall reclaim their tags.
4. All personnel arriving on scene shall report to the IC or his designee to be accounted for and to await an assignment. An individual or crew shall not begin operating on a scene without being accounted for and receiving an assignment from the IC. Multiple arriving units must establish a Level Two Staging and designate a staging officer. The staging officer will report to the IC or his designee and begin resources management.
5. All personnel leaving the emergency scene shall depart through the IC/Command Post for verification and to pick up their Accountability Tags.

### D. PAR (Personnel Accountability Report) Procedure

It shall be common practice for the IC to call for a PAR at appropriate intervals depending on the Incident Type or complexity. A Personnel Accountability Report (PAR) is, in essence, an acknowledgment by the Operations Officer to the IC that his/her personnel are accounted for. Moreover, a PAR will be required after any of the following events:

1. When there is a report of a missing or down firefighter
2. When a mayday is declared
3. When there is a change of operational mode
4. During or after a hazardous event (partial collapse, explosion, flashover, etc.)
5. When an order to evacuate has been issued
6. Anytime the IC deems it necessary

These benchmarks shall not preclude a Supervisor from conducting a PAR in their own area. Likewise, the Safety Officer may call a PAR at any time for any reason. If a crew fails to respond to a request for PAR, the IC will immediately deploy a team to locate the crew in accordance to Rapid Intervention Crew Operations SOG.

## **POLICY: Backing Fire Apparatus**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose of this policy is to establish a policy and procedure for backing apparatus.

### **Policy**

- A. Extreme care should be used when backing. If at all possible, avoid backing a vehicle even if this requires circling the block. A back-up guide must be used at all times. If you are alone and no assistance is available, stop the vehicle while backing, exit, and check your clearances and for obstructions frequently.
- B. In all non-emergency situations, a backup guide shall be used each time a Department apparatus or specialized vehicle is backed up. In emergency situations, a guide shall be used if at all possible.
- C. Vehicles without compartment bodies and with a load rating of —one ton or less may be backed up without a guide provided appropriate caution is followed.
- D. When backing apparatus away from the stations where the backing area is unfamiliar, personnel will use a guide.

### **Procedures/Guidelines**

#### **A. Backing with a Guide**

- 1. The person who is to serve as the backup guide shall not get off the apparatus until it has come to a complete stop. If on a public street, the backup guide shall wear a helmet or traffic vest.
- 2. If at all possible, the backup guide shall operate from the driver's side of the apparatus and be visible in the side rear view mirror.
- 3. If backing at night, the apparatus spotlights should be aimed to the rear. A hand light shall also be used but should not be shined at the mirrors.
- 4. The driver will not shift the apparatus into reverse until the backup guide is in position and gives the signal to begin backing up.
- 5. The guide will continuously check the clearance above, below, and on each side of the apparatus. If the backing vehicle is negotiating a turn of any kind, the backer shall stop the vehicle periodically and check the blind side (right passenger side) for obstructions.
- 6. If more than one backup guide is being used, the driver should receive signals from only one guide at a time. Be careful to avoid confusing the driver.
- 7. The following standard hand signals will be used to direct the driver:
  - a. **Straight Back:** One hand above the head with palm toward face, waving back.

- b. **Turn:** Both arms pointing the same direction with index fingers extended. (Point in the direction the rear of the apparatus needs to go.)
- c. **Stop:** both arms above head with palms open toward driver.

## B. Backing Without a Guide

1. Any apparatus or vehicle that normally requires a back-up guide may be backed without a guide in an emergency situation if a guide is not available. Before backing, the driver must get out of the unit, walk to the rear and check for obstacles behind the vehicle. You may use a civilian as a guide in an emergency, but make sure they are calm and collected. In this circumstance, remember that they are not trained, you may not recognize their hand signals, and they may get excited. The ultimate responsibility for the vehicle remains with you.
2. When backing into the stations alone, and it may be inconvenient to get someone to come by the station to help you—for example, the middle of the night or when bringing a vehicle back from the shop while everyone is out on a call. The following procedures should be followed when you are backing alone into the stations:
  - Align the engine in front of the bay (at least ten feet from the bay door), stop, and set the brake.
  - Set the brake, exit the truck, and verify your alignment with the bay
  - Walk to the back of the truck, assure that nothing has been placed in front of the bay while you were out. Turn on bay lighting and use additional truck lighting if needed.
  - Set the brake, exit again, verify your alignment, and again check to see someone hasn't left something on the bay floor while you were out.
  - Set the brake and exit the truck again, if necessary, to confirm your position.

Back the truck VERY CAREFULLY into its final position and set the brake.

## **POLICY: Certification Policies**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Certification Requirements**

The following shall be minimum certification requirements that shall be adhered to within the deadlines given for each position.

#### **FIREFIGHTING ROLES/RESPONSIBILITIES**

1. **Recruit/Probationary Firefighters** – No training required to join. Member will have a plan of attack (date scheduled to attend the Introductory SFFMA Recruit Academy).
2. **Firefighter** – Minimum SFFMA Introductory with a plan that is working towards SFFMA Basic level certification. The following schools that will be approved for certification will be Phase III & IV @ TEEX or BCFA Basic Recruit Academy. *This certification must be obtained within one year of obtaining SFFMA Intro. Certification.*
3. **Lieutenant** – Minimum SFFMA Basic level certification with a plan that is working towards SFFMA Intermediate level certification. Must obtain Department Instructor certification within one year of promotion. Must have obtained certificate of successful completion of SFFMA Fire Officer I course. *Current positions will have until 12/31/2011.*
4. **Captain** – Minimum SFFMA Basic level certification with a plan that is working towards SFFMA Intermediate level certification. Advanced level certification is recommended for this position. Must be a SFFMA Department Instructor working towards a level I Certification. Must have obtained certificate of successful completion of SFFMA Fire Officer I. *These certifications must be obtained within one year of promotion. Current positions will have until 12/31/2011.*
5. **Driving/Pumping Apparatus Roles/Responsibilities Engineer** – Must have successfully obtained a Class B exempt CDL or greater. Personnel should have successfully completed and obtained SFFMA certification as a Driver/Operator. *These certifications should be obtained within one year of promotion.*
6. **Incident Safety Officer** – (Minimum of SFFMA basic if not higher) along with ISO course and certification in order to be able to be assigned to the role of safety officer on a live fire ground or training event!

# **POLICY: Computer Use Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

To ensure responsible and acceptable use of computers by all members of Chisholm Trail Fire Rescue.

## **General**

Internet facilities are to be used for business purposes only. Member use of the Internet is viewed as a privilege and not a right.

## **Policy**

Members are subject to disciplinary action up to and including indefinite suspension for unacceptable use of computer resources, including email and Internet usage. Some examples of unacceptable uses that could result in termination include: conducting or promoting a commercial or personal business; engaging in political lobbying; viewing or receiving sexually explicit material; sending racial, ethnic, religious or gender-based slurs; and threatening or harassing others. In addition, all members should be aware that Internet usage and email messages are not personal or private. All computer files are the property of CTFR and, therefore, a public record. It is the department's responsibility to ensure departmental computer usage is monitored and access is limited to each individual; however CTFR will perform periodic audits of content and computer performance.

## **Procedures/Guidelines**

### **A. Computer Acceptable Use**

1. The use of Department-provided Internet, e-mail and/or computer use must be related to, and for the benefit of the Department. Similar to the use of telephones, televisions, and newspapers, computers are a major instrument for communications within our society. Limited personal use may be permitted, as approved by the Fire Chief, at times when the use does not interrupt, interfere or prevent the productivity of CTFR business or work requirements. All personal use of the computer must be appropriate for the workplace. Any questions should be directed to the immediate supervisor.
2. All on-line communications, such as electronic mail messages (and attachments) and postings to various kinds of discussion groups, are subject to the same laws, regulations, policies, and other requirements as information communicated in other written forms and formats. This includes proper business correspondence practices and proper use of CTFR equipment and resources.
3. Use network resources responsibly to avoid having a negative impact on others who need to share those resources.



#### 4. User Responsibilities

- a. Comply with this "Acceptable Use Policy." By participating in the use of networks and systems provided by CTFR, users agree to comply with CTFR policies governing their usage.
- b. Do not download and/or install non-authorized software on PC.
- c. Take all reasonable precautions to prevent the use of their electronic mail account and their workstation by unauthorized individuals. Lock or use a screen saver password whenever you leave the PC to protect your account from unauthorized access.
- d. Users are responsible for activity from their login account, email account and/or their workstation.
- e. Comply with other department policies, procedures, and standards.
- f. Be courteous and follow accepted standards of etiquette and "netiquette".
- g. Use information technology resources efficiently and productively.
- h. Communicate data security needs of information under your purview to your Chief.
- i. All desktops must have up to date virus protection installed and active.
- j. All servers should have up to date virus protection. If you feel like you have a server that does not require it, please email [belving@gmail.com](mailto:belving@gmail.com)
- k. Save all business data to authorized drives that ensure backups are done appropriately.
- l. Do not share passwords. Do not give your password to anyone. Authorized users will be able to get your password through legitimate means. (For example: If your IT person needs to access your account, they have the rights to change your password.) You are responsible for your login account and password.

#### 5. Privacy

- a. Neither Internet usage nor electronic mail messages are personal or private.
- b. All computer files are the property of the CTFR, regardless of their physical location or the form in which they are maintained. The department reserves the right to access and disclose all messages and other electronic data, sent over its electronic mail system or stored in its files, for legal and audit purposes. Under the Texas Open Records Act, any electronic mail can be a public record. Employees should be aware that electronic records are subject to the mandatory public disclosure requirements of the Texas Open Records Act, subject to the exceptions under the Act.
- c. E-Mail is backed up daily on a permanent basis allowing the department to restore current electronic mail in the event of system failure. Employees should assume that copies (back-up copies or otherwise) of electronic mail messages and other electronic correspondence may exist on other systems even though the sender and recipient have discarded their copies of the document.
- d. The department is responsible to ensure that every connection to the Internet is monitored or subject to audit (all email, web sites, instant messages, etc.).

#### 6. Acceptable uses of computer resources are those that conform to the purpose, goals, and mission of the department and to each user's job duties and responsibilities.

The following list, although not all-inclusive, provides some examples of acceptable uses:

- a. Communications and information exchanges directly relating to the mission, charter, and work tasks of the department including electronic mail in direct support of work-related functions or collaborative projects.
- b. Communications with vendors of products used or being considered for use by the

- Department, either to investigate use of their product or to receive help in using their product.
- c. Communications, including information exchange, for professional development or to maintain job knowledge or skills.
  - d. Announcements of department, procedures, policies, services, or activities.
  - e. Use involving research and information gathering in support of the Departments governmental duties.
7. Unacceptable use can be defined generally as activities that do not conform to the purpose, goals, and mission of the department and to each user's job duties and responsibilities. Any computer usage in which acceptable use is questionable should be avoided. When in doubt, seek policy clarification prior to pursuing the activity.
8. The CTFR computer use, e-mail and/or Internet access may not be used to:
- a. Listen to, view, or temporarily download audio or video files for entertainment or leisure activities during normal business hours. These activities are bandwidth intensive and take resources away from our users.
  - b. Seek or gain unauthorized access to CTFR network resources or to Internet resources.
  - c. Destroy the integrity of computer based information.
  - d. Compromise the privacy and/or security of users.
  - e. Disrupt the functions of CTFR networks or other computer resources, including, but not limited to, propagation of worms or viruses or other debilitating programs.
  - f. Conduct or participate in illegal actions.
  - g. Violate fire department policies.
  - h. Circumvent legal protection provided by copyright and license to programs and data.
  - i. Conduct or promote commercial or private/personal business enterprises or products.
  - j. Engage in political lobbying.
  - k. Support or solicit on behalf of groups, organizations, etc. that are not related to the department.
  - l. Transmit unsolicited commercial information (i.e. junk mail, advertising, etc.)
  - m. Transmit material that may be deemed offensive to its recipient.
  - n. View, transmit, or receive sexually explicit material.
  - o. Advocate racial, ethnic, religious, or gender-based slurs.
  - p. Threaten or harass others.
  - q. Harm to minors.
  - r. Threats.
  - s. Harassment.
  - t. Fraudulent activity.
  - u. Forgery or impersonation.
  - v. Unsolicited email or bulk email.
  - w. Unauthorized access.
  - x. Copyright or trademark infringement.
9. Anyone who inadvertently encounters an unauthorized site or inappropriate email receipt is to immediately sever the site linkage and/or delete the file. Upon such an occurrence,

the member is to notify their immediate supervisor acknowledging the inadvertent site contact and the approximate time and duration the site was visited. An email should be sent through the member's chain of command to the Chief level to document the incident.

10. The department realizes that we have little control over communications received, especially those received from unsolicited sources. Any unsolicited electronic correspondence (spam) should be deleted.

#### B. Use of Personal Software and Hardware

The use of Departmental provided hardware and/or software is prohibited without approval from the Chief.

#### C. Prohibited Applications and Devices

No privately owned computing device (laptop, tablet PC, mobile device, etc.) shall be connected in any way to a Department computer or network unless previous permissions have been granted by the Chief and the department is not responsible for damage or theft of privately owned computing devices. Private devices used while on department property are subject to all provisions of the Computer Acceptable Use policy.

#### D. Prohibited Email Attachments

Email is one of the primary vectors for the transfer of malicious software. Refer to the CTFR's Acceptable Use Policy to ensure that the files being transferred are in conformance with the acceptable uses of computer equipment in the Department.

#### E. CTFR Removable Media

1. Steps must be taken to minimize the risk of data lost or stolen on all removable media (i.e.: floppy disks, removable hard drives, usb flash drives, cd-roms, dvds, etc.) which contain confidential information for CTFR, especially Electronic Personal Health Information (EPHI) and/or Electronic Protected Information (EPI).

a. Members with access to this type of information shall physically secure all removable media when not in use. This can be accomplished by placing the media in a locked container such as a safe, locked office, locked desk, locked filing cabinet, as long as the container cannot be easily removed.

b. All EPI and/or EPHI information must be encrypted if it is stored on removable media and is not physically secured.

#### F. CTFR Handheld Device Use

Handheld Devices must not be used to store EPI and/or EPHI data. All Handheld Devices must utilize the departments standards for encryption for the data being transferred and must utilize the department's standards for password protection. The member must exercise the department's physical controls on the portable device.

#### G. Information Security Sanctions

Workforce members who violate the information security policies of CTFR will be subject to loss of CTFR resources and/or disciplined in accordance with the severity of the infraction and pursuant to the Department's personnel policies.

#### H. Instant Messaging

Commercial IM protocols (AIM, Yahoo Messenger, etc) are strictly forbidden for use within the CTFR's network infrastructure. Use of IM by CTFR members must conform to the department's Acceptable Use Policy.

#### I. Intellectual Property/Social Media

Any written, auditory, and/or visual messages communicated by a member that are relative to the Department in any capacity are the sole property of the CTFR. This includes, but is not limited to, any written, auditory, and/or visual messages communicated via or on CTFR resources or via or on personal devices (cell phones, PDAs, etc.) and/or social media (Twitter, Face book, MySpace, etc.).

#### J. Screen Locking and Member Log Off

1. All computer workstations attached to the CTFR's network must have screen locking software installed which automatically locks or logs off the workstation if left idle more than 15 minutes.
2. Members are ultimately responsible for the security of the computer while logged on. Members must therefore not rely on the 15 minute timeout to lock their system if they are leaving the system unattended, but rather manually lock or log off the computer.

## **POLICY: P.P.E. Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Glossary**

- P.P.E. – Personal Protective Equipment
- Approved – Meets N.F.P.A. Standards 1500, 1851, 1971, 1972, and 1974 CBRN – An abbreviation for chemicals, biological agents, radiological particulate hazards and nuclear.
- ISP – Independent Service Provider

### **Purpose**

- To maintain protective gear in a readiness state, assure protective gear is clean and decontaminated.
- Address record keeping system.
- Risk assessment for proper selection of P.P.E. Inspection guidelines.
- Repair policy and guidelines Storage guidelines.
- Retirement, disposition and special incident procedure Providing instructions when P.P.E. is used.

### **Policy**

These guidelines are for the use, selection, care and maintenance of personal protective equipment.

### **Procedures**

- A. Garments listed as issued protective firefighting equipment shall consist of the following:
  1. Approved turnout coats and trousers (Bunker coats and pants)
  2. Approved boots
  3. Approved gloves
  4. Approved helmet
  5. Approved protective head hood
  6. Approved S.C.B.A. mask
- B. Firefighters shall wear full protective clothing and provided safety equipment as a preventive aid to personal injury while engaged in any fire department drill or training activity where required P.P.E. levels are necessary for training evolutions.
- C. Protective clothing shall be worn in all emergency activities including rescue and extrication. Firefighters shall be fully dressed in protective firefighting clothing and equipment during all active phases of firefighting and related firefighting work such as ventilation, overhaul and

salvage. Anyone driving apparatus will be exempted from wearing P.P.E. while driving, but upon arrival at the emergency scene driver will don P.P.E.

- D. Personal Protective Equipment may be removed at the discretion of the Incident Commander or their designee (Safety Officer).
- E. Safety glasses – exception: When face mask is donned or helmet is worn with eye protection in use.

## Components

**Helmets** – Only N.F.P.A. approved helmets shall be worn by personnel. This helmet will provide a face shield and or eye protection to be used during rescue and firefighting work to prevent glass and debris from entering the eyes.

**Bunker Coat and Pants** – Only NFPA approved coat and pant shall be worn when engaged in firefighting, salvage and overhaul operations, rescue, training with hose and ladders or when safety officer deems necessary, when using rescue tools, and any other situations where injuries to the body are likely to occur.

**Gloves** – Only NFPA approved gloves shall be worn when engaged in firefighting, salvage and overhaul operations, rescue, training with hose and ladders, when using rescue tools, and any other situations where injuries to the hands are likely to occur.

**Hoods** – Only NFPA approved hoods shall be worn when any firefighting operations take place training or emergency response. This will protect the ears and face from excessive heat.

**Boots** – Only NFPA approved boots shall be worn during any incident or drill where a firefighter will participate.

## Records

The following information shall be maintained at a minimum:

- A. Person to whom the garment was issued
- B. Date and condition when issued
- C. Manufacturer and model name or design
- D. Manufacturer's ID number, lot number, or serial number
- E. Month and year of manufacture
- F. Dates and finding of advanced inspections
- G. Dates of advanced cleaning or decontamination
- H. Reason for advanced cleaning or decontamination and who performed it
- I. Dates of repair(s), whom performed the repair(s), and a brief description of repair(s)
- J. Date of retirement
- K. Date and method of disposal

## **Selection and Purchasing**

The Department will conduct a risk assessment prior to purchasing of P.P.E. to include, but not be limited to, the hazards that can be encountered based on the following:

1. Type of duties performed
2. Frequency of use of garments
3. Department's past experiences
4. Incident operations
5. Geographic location and climate
6. Likelihood of or response to CBRN terrorism incidents

All garments will meet or exceed the minimum NFPA standard pertaining to each garment and be manufactured no later than six months earlier than the date it was received.

## **Routine Inspections**

Routine inspections of personal protective equipment shall be conducted by each individual upon reporting for duty and following each use.

## **Advanced Inspections**

On the first working day of every month, the station officer or his/her designee, which is properly trained on the inspection of gear, shall conduct a **Routine and Advanced Inspection** of all gear for their assigned personnel. The Fire Chief and any additional firefighting assigned personnel shall bring their P.P.E. to be checked on this date as well or as soon as possible on the days following. Any personnel that may be absent or not available on this date shall have their P.P.E. inspected on the next available date reported for duty. All inspections shall be done in accordance with NFPA 1500, 1971, 1975, 1851, Texas Commission on Fire Protection chapter 435, and common sense. Monthly inspection forms shall be filled out, signed, and put in each person's folder. Any deficiencies/noncompliant piece of equipment shall be taken out of service, replaced, cleaned, or repaired **as soon as possible**. Loaner equipment shall be issued if possible.

**Complete Liner Inspection** shall be performed annually by a verified ISP or by trained department personnel. Documentation of each inspection will be committed and maintained in permanent record.

## **Procedures for Inspection**

Each piece of Personal Protective Equipment shall be inspected according to the adopted ***Personal Protective Equipment Checklist/Log***. Documentation shall accompany each inspection.

# Cleaning Protective Equipment

All Personal Protective Equipment shall be inspected and cleaned according to the degree of soiling after each use. Bi-annually, or as required by inspection, each piece of machine washable protective equipment will be machine washed in the department provided machine with a mild LIQUID laundry detergent, rinsed and **hung to dry! DO NOT DRY IN A CLOTHES DRYER OR IN DIRECT SUNLIGHT**. Each time a garment is washed, that individual will document the garment and date of washing on the department approved form located near the machine.

## Washing Procedures

- A. Wash separately from other garments
- B. Spots may be pretreated with liquid detergent or spot pretreatment provided by the department prior to washing with liquid detergent
- C. Fasten all hook closures and secure all Velcro
- D. DO NOT overload machine – wash 1 coat and 1 pant, or 2 pants or 2 coats at a time
- E. Separate outer shell and liners and wash separately
- F. Wash according to machine/manufacture directions regarding the level of soiling

## Do Not's

Do Not use Chlorine Bleach

Do Not take to Dry Cleaners or Laundromat Do Not use Fabric Softener

Do Not use Powder Soap Detergent/Cleaners Do Not use Machine Dryers

Do Not Hang in Direct Sunlight

## Disposition of Equipment

Should equipment become contaminated or damaged to the point of disposal, all efforts to dispose of it in accordance with departmental guidelines for disposal of any departmental property shall be followed.

## Record Keeping Procedures

Each member of the department shall have a file with a list of the equipment they are issued and its respective serial number (if applicable) logged onto it. Whenever a new piece of equipment is issued or disposed of, a new sheet with the new information shall be put into the file along with the others. This system shall be used to track the equipment should it become contaminated or damaged beyond repair. Each member is held personally responsible for their assigned personal protective equipment issued to them. This is a bare minimum and any technology up-grades or manufacture record keeping systems will be utilized whenever possible.



## **Storage of Gear**

P.P.E. and all other gear shall be stored in a well ventilated area that is out of direct sunlight. Only departmental representatives or their designees are allowed to remove, take in, or issue items from the equipment rooms, and they are required to document all pertinent information.

## **POLICY: Seatbelt Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To establish appropriate and safe behavior regarding the use of safety belts when operating or riding in an emergency vehicle.

### **Scope**

All personnel

### **Policy**

1. All persons driving or riding in fire department vehicles shall be seated in approved riding positions with seat belts and/or safety restraints fastened at all times when the vehicle is in motion.
2. The driver shall not begin to move the vehicle until all passengers are seated and properly restrained.
3. All passengers shall remain seated and belted as long as the vehicle is in motion.
4. Seat belts shall not be loosened or released while in route to dress or don equipment. Members shall not attempt to mount or dismount from a moving vehicle under any circumstances.

## **POLICY: SCBA Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

This policy is to establish a written respiratory protection procedure for all personnel that are or could be exposed to atmospheres that are Immediately Dangerous to Life and Health (IDLH). This policy is in accordance and references NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus for Firefighters*.

### **Policy**

It shall be that all personnel expected to respond and function in areas of atmospheric contamination, shall be equipped with a self-contained breathing apparatus (SCBA) and such personnel shall be properly trained in use and maintenance. It is the intent of this policy to avoid any respiratory contact with products of combustion, superheated gases, toxic products or any other hazardous contaminants.

### **Procedures**

The use of a breathing apparatus means that all personnel shall have a face-piece in place and breathing from the supply provided. A SCBA shall be used by all personnel operating in:

1. A contaminated atmosphere
2. An atmosphere which may suddenly become contaminated
3. An atmosphere which is deemed oxygen deficient (<19%)
4. An atmosphere which is suspected of being contaminated or oxygen deficient. This includes all personnel operating in:
  - An active fire area
  - Location directly above an active fire area
  - A potential explosion or fire area, including gas leaks and fuel spills
  - Where products of combustion are visible in the atmosphere
  - Where invisible contaminants are suspected to be present
  - Where toxic products are present, suspected to be present or may be released without warning
  - Any confined space which has not been tested to establish respiratory safety

In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required.

- A. Members shall only use SCBA that meets or exceeds NFPA 1981, *Standard on Open-*

*Circuit Self-Contained Breathing Apparatus for Firefighters*, when engaged in any operations where they might encounter atmospheres that are immediately dangerous to life and health (IDLH) or potentially IDLH or where the atmosphere is unknown.

- B. Members who have beard or facial hair at any point where the SCBA face-piece is designated to seal with the face shall not be permitted to use the SCBA.

## **Selection**

Prior to the purchasing of any Self-Contained Breathing Apparatus, a selection committee will be formed to conduct a needs/risk assessment of the entire department to determine a guideline for specifications for bidding. The committee will ensure that all SCBA's purchased will meet at a minimum or exceed the most current edition of NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for Firefighter.

## **Medical Evaluations**

Each member should undergo a physical evaluation annually if they are expected to respond and function in areas of atmospheric contamination.

## **Inspection of SCBA**

Firefighters shall check the functional condition of all SCBA's at their assigned station daily. All other departmental SCBA's shall be checked weekly and documentation of such checks will be kept on departmental forms. Additional functional checks will be conducted after each use, after repairs have been conducted, and at any time it may be necessary to render the equipment in a readiness state of condition.

- A. If a SCBA is found to be functioning improperly, it shall be taken out of service, red tagged, reported to the maintenance technician, and replaced immediately. Replacement SCBA shall be obtained from reserve equipment and placed on front line apparatus.
- B. Maintenance, testing and repairs shall be conducted only by a factory trained/qualified technician of the SCBA manufacturer.
- C. Inspections shall be documented on the prescribed form. The inspection shall include:
  1. Cylinder pressure – The capacity shall be no less than 90% of maximum rated pressure. See example (2216 = 2000 psi. 4500 = 4100).
  2. Regulator and Cylinder Gauge – Both gauges shall read within 100 psi of each other. See example (2200 bottle, remote gauge should not indicate any reading of more than 100 psi difference).
  3. Low Pressure Alarm – The low pressure alarm should sound briefly when the cylinder valve is turned on and again as the pressure is relieved.
  4. Harness and Face Piece Assembly – Ensure that all the straps are fully extended. Check the harness securing devices for tightness and that the face piece is clean and in good, serviceable, working condition.
  5. Valves – Check all valves to ensure that they are stored in the fully closed position and free from leaks. Open the bottle and ensure that all air connections are free from leaks.

After checking the by-pass valve, ensure that it is in the fully closed position. Turn the bottle main line valve completely off, and bleed off the remaining air via the by-pass valve. Once the air is relieved from the system, turn the by-pass valve in the fully off position.

6. Hose Connections – Check for tightness and leaks, along with the condition of the hose itself.

## **SCBA Training**

An evaluation of all members in the use of the SCBA shall be conducted annually. Each member shall be able to demonstrate a high level of proficiency and compatibility with the SCBA under conditions, which simulate those expected as a job requirement. Each member shall also demonstrate an effective face piece to skin seal of the SCBA mask.

- A. Minimum training levels for members in SCBA will be that of the Introductory Level with the SFFMA training requirements prior to any non-paid firefighter being able to participate in live fire training evolutions or entry into the Hot Zone.
- B. The donning of the SCBA shall be demonstrated in a time not to exceed Texas Commission on Fire Protection Standards. The departmental training officer shall document these times for all personnel in their respected files or departmental record keeping system.

## **SCBA Removal**

In routine fire situations, the decision to remove SCBA shall be made by Company Officers, Designated Safety Officer, or the Incident Commander. This decision shall be based off of an evaluation of the current conditions. Premature removal of SCBA must be avoided at all times. This is particularly significant during overhaul when smoldering materials may produce increased quantities of Carbon Monoxide and other toxic products. In these cases, SCBA must be used or the atmosphere must be changed and monitored.

- A. While within an IDLH atmosphere, no part of the SCBA shall be removed. This includes taking off the backpack assembly to enter into a confined space. Only in an emergency, where a firefighter may need to exit an opening that is too small to allow them to pass through in a normal manner while wearing SCBA, may they loosen parts of the SCBA harness or remove the backpack completely to exit the restricted area. Upon exiting, the firefighter shall re-secure and or re-don the backpack.
- B. While within an IDLH atmosphere, no part of the SCBA shall be removed during regulator failure. By-pass usage and removal of the low pressure hose from the regulator and placing it outside or within a non-IDLH area should be used.
- C. Prior to SCBA removal, fire areas shall be thoroughly ventilated and where necessary, continuous ventilation shall be provided.
- D. If there is any doubt about the respiratory safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing. This is required in complex situations, particularly when toxic materials may be involved.

## Cleaning

Breathing apparatus shall be cleaned and sanitized immediately after each use. Moving parts that are not cleaned may malfunction. A face-piece that has not been cleaned and sanitized may contain an unpleasant odor and can spread germs, disease, and illness to other departmental members who may have to don the mask at a later date.

- A. The face-piece should be thoroughly washed with warm water containing any mild commercial disinfectant/anti-bacterial cleaner, and then it should be rinsed with clear, warm water or alcohol pads may be used to clean the face-piece. (See manufacture specifications/guidelines for cleaning)
- B. The face-piece should be air dried. Do not use paper towels to dry the lens as the paper towel could scratch the plastic lens.

## Eye Glasses

When a member must wear spectacles while using a full face-piece, the respiratory protection full face-piece shall be fitted with spectacles in such a manner that it shall not interfere with the face-piece to face seal. Spectacles with any strap or temple bars that pass through the face-piece seal shall be prohibited.

- A. Use of contact lenses shall be permitted during full face-piece respiratory protection use, provided that the member has previously demonstrated successful long-term contact lens use.

## Face Piece

Nothing shall be allowed to enter or pass through the area where the respiratory protection face-piece is designated to seal with the face, regardless of the specific fit test measurement that can be obtained.

## Safety Rules for Use

- All personnel utilizing SCBA's will operate at all times in teams of two or more personnel.
- All components such as straps and belts are to be fastened in place. Waist belts are not to be left loose or folded away. They must be in place and worn appropriately. If equipped chest strap is highly encouraged to be secured, but not mandatory.
- The wearing of the firefighting hood is mandatory when engaged in firefighting operations, and when worn it should be worn outside of the face-piece and head harness.
- All personnel are to ensure that facial hair does not interfere with face to face piece seal.
- Eyeglasses are not to be worn when using SCBA's. The only exception is to use the eyeglass kit that can be retro-fitted to the air mask.
- All SCBA's and spare cylinders utilized will comply with State, Federal Law, and **NFPA 1981, 2007 Edition**. *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, in regards to purchasing, testing, training, and inspections.*

- Each SCBA will be inspected and recorded on the appropriate form or record keeping system, all documentation will be recorded daily, weekly, monthly, and after each use in accordance with this policy.
- Repairs to any SCBA or cylinder will be performed only by those certified to do so Low pressure cylinders will be filled to 2216 as per manufacturer's guidelines and will be refilled once the pressure falls below 2000, high pressure cylinders will be filled to 4500 as per manufacturer's guidelines and will be refilled once the pressure falls below 4100.
- Face piece shall remain in storage bag until ready for use. Upon removal from storage bag accountability of storage bag will be each individual's personal responsibility.
- While stowed away face piece shall remain in the ready position, which is with all straps fully extended, and straps to the rear of the mask. This should prevent any scratching or damage to the lens.
- Whenever possible, trained firefighters shall arrive at the scene in full protective clothing along with a SCBA ready for immediate use ready for an assignment.

***SCBA may be donned while en-route if response safety standards are not compromised.***

## **POLICY: Two In Two Out Policy (RIT)**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **TWO-IN, TWO-OUT**

The following procedures are intended to ensure the highest possible level of safety when crews are working inside any environment where firefighting personnel are subject to hazards that would be immediately dangerous to life and/or health in the event of equipment failure, sudden change of conditions, disorientation, lost, trapped, or other mishap's that may arise unexpectedly.

NO entry will be made into an atmosphere that is immediately dangerous to life and health (IDLH), potentially IDLH, or an unknown atmosphere until a minimum of four firefighters have arrived on scene. The entry team will consist of a minimum of two firefighters working together as a team, maintaining voice or visual contact at all times. NO entry team may enter the hazard area or Hot Zone without SCBA's and a portable radio. The exterior team will consist of a minimum of two firefighting personnel, standing by outside the structure to perform rapid rescue if needed.

If there are only two exterior team members present, one member may be engaged in activities such as apparatus operation or incident command, but the other must be free to account for the entry team. This member must be suitably equipped to make entry and initiate a rescue if necessary.

In cases where the first arriving apparatus at a structure fire has less than four personnel, the company officer shall initiate exterior operations that are appropriate for the situation. These actions may include incident command, size-up, hose line deployment, water supply establishment, etc.

Exceptions can be made to these procedures under the following conditions:

- A. Entry can be made if the fire is in the incipient stage and can be controlled or extinguished by a portable extinguisher, and the atmosphere is judged to be such that it could be entered safely without the benefit of personal protective equipment and SCBA.
- B. Entry may be made if first arrival of personnel find a known life hazard or known rescue situation and immediate action could prevent the loss of life or serious injury.
  - 1. When entry is made with fewer than four personnel on scene to make a rescue, the Incident Commander SHALL notify dispatch and all incoming units by radio of this situation.
  - 2. After completing a search and/or rescue, firefighting personnel are to withdraw from the structure until two-in, two-out procedures can be implemented.

Compliance with the two-in, two-out standard is automatic upon arrival of a four person engine company at the scene of a fire, or one can be established with arriving resources. At all incidents where a Hot-Zone operation is underway, the Incident Commander will establish a Rapid Intervention Team at the earliest possible time.



# **RAPID INTERVENTION TEAM (RIT)**

The objective of these procedures is to provide for a fully equipped rescue team on scene, in a ready state, to immediately react and respond to rescue injured or trapped firefighters or civilians. A RIT crew is to be provided by the Incident Commander any time fire department crews are inside a hazardous environment.

Examples include, but are not limited to:

- Interior structural fires beyond the incipient stage of growth
- Hazardous materials incidents
- Trench rescue
- Confined space rescue
- Any other incident having significant risk

A RIT shall consist of at least two members and be equipped with the appropriate protective clothing, SCBA, a spare SCBA (for rescue purposes), portable radio, two forcible entry tools, and any specialized rescue equipment that might be needed given the specifics of the operation underway. In some cases, protective hose lines may need to be deployed or ground ladders set. Forcible entry may need to be made. It is the responsibility of the Incident Commander and the RIT to evaluate the situation and prepare appropriately. More than one RIT may be needed depending on the size and complexity of the incident. If personnel are not available to meet appropriate RIT needs, the Incident Commander is responsible to call for additional resources as needed; mutual aid companies may be utilized for this purpose.

Once assigned, RIT personnel should obtain a detailed briefing from the IC or the RIT they are relieving. They will assume a ready state and **MUST** have the ability to rapidly deploy; they will therefore, be unavailable for other tasks. If a RIT is deployed for a rescue, they should be augmented by an additional RIT as soon as possible in order to back up crews involved in the rescue.

After the incident becomes stabilized to the point that the RIT is no longer necessary, the RIT personnel may be assigned to other tasks as needed.

## **FIREFIGHTER SURVIVAL**

The nature of fire fighting places the firefighter at risk of becoming lost or trapped. The toxic environment provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the lost firefighter and by the IC.

In order to minimize the possibility of lost/trapped situations:

1. All crews entering the hazard zone must have a portable radio
2. Minimum crew size is two
3. Crews **MUST** stay intact
4. Accountability procedures must be followed

In the event that a firefighter becomes lost or trapped, a standardized pattern of events should occur so that rescuers are able to anticipate their actions. The lost/trapped firefighter(s) should therefore:

1. Call for help immediately. Do not delay notification of distress. Notifications should occur as soon as you THINK you may be in trouble by utilizing the radio message — Mayday!
2. The firefighter should then manually activate the distress signal of your PASS device and leave it on until rescued. Only turn the device off if it interferes with radio transmissions, and reactivate it as soon as messages are complete.
3. Maintain crew integrity (together) at all times
4. Search for an exit. Attempt to get out of the building by whatever means possible. If no exit can be found, attempt to find an exterior wall and position yourself in an area likely to be searched; doorways, hallways, stairways. Avoid large open interior spaces. If a protected area or room can be found, try to position yourself there.
5. Stay calm and conserve air. Make a conscious effort to control breathing and eliminate unnecessary talking or physical movement.
6. If SCBA air becomes depleted, use a protective hood to cover the face piece inhalation valve attachment area to act as a filter.
7. Attempt to position a flashlight beam toward the ceiling. This will enhance the rescuer's ability to see the light and locate you.

The "Mayday" radio message is to be used ONLY to report a lost or trapped firefighter. All other emergencies shall use the term "emergency traffic". ***Any report of a "Mayday" will receive priority radio traffic followed by emergency traffic notification.*** Dispatch will then inform all responding units that a firefighter rescue is underway. Anytime the "Mayday" message is used, ***the primary focus of all operations at the scene will shift to locating and rescuing the lost/trapped firefighter.*** The IC SHALL request additional personnel/mutual aid immediately upon learning of a lost/trapped firefighter.

## **TRAINING OF PERSONNEL IN COMPLIANCE WITH THIS POLICY**

All personnel will annually attend a minimum of 2 hours of training on this policy to assure that they are familiar with and understand their responsibilities and duties of the ICS.

## **POLICY: Helmet Color Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To assist in easy identification on the fire ground of department personnel.

### **Policy**

Helmet colors will be assigned to different personnel groups. These groups shall include Chief Officers, Officers, and Firefighters, Engineers, Senior Firefighters, Probationary Firefighters, Cadets, Support and Specialized divisions.

- A. Chief Officers - White helmet with a red leather front.
- B. Captains - Red helmet with a red or black leather front.
- C. Lieutenant - Red helmet with red or black leather front.
- D. Engineer - Black helmet with red leather front.
- E. Senior Firefighter - Black helmet with red or black leather front.
- F. Firefighter - Black helmet with black leather front.
- G. Probationary Firefighter - Yellow helmet with black leather front.
- H. Cadet - Orange helmet with black leather front.
- I. Safety - Blue helmet with black leather front.
- J. Support - Based on level of training and current positions black or yellow helmet.

Some helmets may be moderns without leather fronts. The color will identify class and rockers on the side will allow verification.

## **POLICY: Apparatus Response**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose is to establish guidelines for the initial apparatus response according to incident type, severity, and efficient use of resources.

### **Policy**

- A. The appropriate number and type of apparatus shall respond to emergencies in order to minimize the risk to our personnel and equipment and to ensure the District remains covered.
- B. Whenever possible, all Class-A engines and rescue apparatus shall have a minimum of two personnel on board. As dictated by the scene, the incident commander/shift captain may authorize utilization of an apparatus with a driver responding code 1. When personnel shortages necessitate the operation of a Class-A engine or rescue vehicle with the driver, he/she shall exercise all necessary precautions to ensure safe arrival to the scene. Response time shall be sacrificed for safety when the situation arises.
- C. When personnel shortages occur, the officer on duty may request mutual aid for additional resources. Priority should be given to manning the apparatus with two personnel. When this occurs, personnel at the other station shall be prepared to cover the district, should another emergency arise.
- D. A CTFR apparatus should arrive on every scene CTFR Fire is dispatched for.

### **Procedures/Guidelines**

#### **Minimum Initial Response**

The following guideline for minimum initial response to alarms shall be followed under normal conditions for each Station's Response District Territory.

The Chief Officers and Shift Officer may deviate from change response protocols on an as-needed basis.

#### **ALL MEDICAL ALARMS:**

##### *Individual Station Response Area*

- 1 Brush Truck or 1 Rescue

#### **ALL MOTOR VEHICLE ACCIDENTS MAJOR WITH INJURIES or UNKNOWN (Code 3):**

##### *DISTRICT WIDE RESPONSE*

- 2 Engines
- 1 Rescue Truck

**ALL VEHICLE ACCIDENTS MINOR (Code 1):**

*Individual Station Response Area*

- 1 Brush Truck or 1 Engine

**MEDIVAC:**

*Individual Station Response Area*

- 1 Engine

**ALARM ACTIVATION (CODE 3 RESPONSE):**

*Individual Station Response Area*

- 2 Engines

**STRUCTURE FIRE:**

*DISTRICT WIDE RESPONSE*

FIRST ALARM

- 3 Engine Response
- 1 Tender (none hydrant areas)
- 1 EMS Units (one for rehab)
- 1 Brush Trucks
- 1 Rescue Truck

SECOND ALARM

- Additional Page for Volunteers
- 1 Additional Engine (Mutual Aid)
- 1 Tender (none hydrant areas)
- 2 Brush Trucks

Mutual Aid as needed (i.e. Personnel, Aerial, Tenders)

**VEHICLE FIRE / DUMPSTER FIRE:**

*DISTRICT WIDE RESPONSE*

- 1 Engine Response
- 1 Brush Truck
- 1 Tender Response or additional Engine

**RESCUE ALARM (Technical, Trench, Water):**

*DISTRICT WIDE RESPONSE*

- 1 Rescue
- 1 Engine
- 1 Brush Truck

**GRASS / BRUSH FIRE:**

*DISTRICT WIDE RESPONSE*

FIRST ALARM

- 2 Brush Trucks
- 1 Tender
- 1 Engine

*When structures are in danger, consider wild-land quick attack, second alarm, and/or mutual-aid.*

SECOND ALARM

District Wide Response

- 2 Brush Trucks
- 1 Tender
- 1 Engine
- 1 EMS Unit

THIRD ALARM

- Hays or Caldwell County Wild land Task Force 1 (Requested By Command Officer Only)
- Hays or Caldwell County Wild land Task Force 2
- Hays or Caldwell County-Wide Wild land Task Force

**CONTROL BURN:**

*Individual Station Response Area*

- 1 Brush Truck (Code 1)

**HAZARDOUS CONDITION:**

*Individual Station Response Area*

- 1 Engine

**SMOKE INVESTIGATION/UNKNOWN TYPE FIRE:**

*Individual Station Response Area*

- 1 Brush Truck (Code 1)
- 1 Engine (Code 1)

**HAZMAT ALARM:**

*DISTRICT WIDE RESPONSE*

- 1 Rescue
- 1 Engine

SECOND ALARM

- Hays or Travis County Haz-Mat Team
- 1 EMS Unit

## **Additional Response**

- A. In the event that there are not enough personnel or apparatus on the scene, the IC will ask Dispatch for a second alarm. The second alarm may be for personnel, apparatus and or mutual aid.
2. The IC will make every effort to get an engine company back in service or direct (or other mutual aid resources) to Main Station for standby until resources can be cleared.

## **POLICY: Alarm Activations (Fire, Smoke, Medical)**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose is to establish a policy and procedure for response to alarm activations.

### **Policy**

- A. CTFR shall respond to Alarm Activations and shall remain on the scene until a determination is made as to the cause of the activation at any residential or commercial occupancy.
- B. Responses to alarm activations will normally be Code 3, unless downgraded to Code 1 by Dispatch or the Company Officer.
- C. CTFR will not respond to Security Alarm Signals unless requested by law enforcement.

### **Procedures/Guidelines**

- A. There will be a Code 3 single engine response to automatic alarm activations unless Dispatch or the Company Officer receives other information or has reason to believe that a lesser response is required. An example of this would be multiple calls for the same address from other sources.
- B. In addition to the type of alarm, zone, etc., Dispatch will attempt to determine the ETA of a key holder and will advise the responding Company Officer of this information.
- C. Upon cancellation by dispatch, the responding engine company will return to service. Dispatch may cancel an alarm if they can confirm that the alarm is due to only a system malfunction, or if they can confirm from the monitoring company and the owner / resident or key holder that it is a false alarm. In all cases, Dispatch should inform the responding engine company of any pertinent information received.
- D. Upon arrival at an alarm activation where there is no apparent fire / smoke showing and no one is on the premises to allow access, the engine company should attempt to make a visual inspection of the interior of the building through the windows or by entering the structure through an unsecured door or window, or by use of a thermal imaging camera.
- E. If a visual inspection of the entire interior is not possible from the outside (as with multistory occupancies or a large warehouse), every effort should be made to gain entry short of causing major damage. If a Knox Box is present, the company officer may utilize it pursuant to the Knox Box SOG.
- F. If entry cannot be made without causing major damage to the building and there are no apparent signs of fire or water flow (smoke, fire, audible alarm, etc.), the engine company shall stand-by for up to 30-minutes until a key holder arrives to gain access.
- G. In the event of an audible alarm is sounding but entry can't be made without causing major damage and the Company Officer suspects there could be hidden fire or there is evidence of interior water, the Company Officer shall use his / her discretion as whether to force entry



or not or to merely continue to stand-by. Consideration should be given to the ETA of the key holder and to balancing the damage of entry with the damage hidden water or fire could do.

H. The engine company may clear the scene at the Company Officer's discretion after having been in a stand-by mode for at least 30-minutes without apparent signs of fire or water flow other than the audible alarm, if Dispatch has not been able to confirm the ETA of the owner / occupant or key holder. If the key holder has been notified and is en-route to the scene, the engine company shall continue to stand-by for additional 15-minutes (available on scene) until he / she arrives to allow access.

## **POLICY: Bee Swarm Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To provide an emergency response guideline for dealing with incidents involving bee swarms.

### **Policy**

1. When responding where bees are involved directly or indirectly, the mission of CTFR is to rescue the individual(s) from immediate danger and provide emergency treatment.
2. CTFR will respond only to life threatening situations which involve bee attacks. CTFR will not respond on "pest control" calls (i.e. the killing of bees or other pests that are not posing an immediate threat to life or livestock), unless approved by duty officer. Contact nearest bee keeper if at all possible.
3. If we respond and there is no life threatening situation, the first-in company will notify homeowner to call that we do not exterminate bees unless they pose an immediate threat to safety. If it is a life threatening situation continue with above protocols.

### **Procedures/Guidelines**

Our response will be two-tiered, with the first due apparatus providing class "A" foam for the initial response. The designated attack apparatus will be equipped with the appropriate protective gear. Our response procedures are as follows.

1. First Due Engine/Rescue Company - All personnel will suit up in "bee suits" or bunker gear with SCBA prior to responding. On arrival they will:
  - a. Use a foam solution to kill any remaining bees that are swarming.
  - b. Assist the medical crew in the removal of any patients to a safe area.
  - c. Stand-by for arrival of any other responding agencies (i.e. County Extension, Bee keeper, or Police)
2. Medical Rescue Crew
  - a. All personnel will suit up in the special "bee suits" or bunker gear with SCBA prior to responding. On arrival they will:
  - b. Commit to rescue operations and provide medical treatment in a safe area of refuge.
  - c. Contact EMS with patient assessment and advise where to stage.
3. Additional Information
  - a. If not equipped with protective suits, personnel must wear full turnout gear with SCBA prior to leaving the station. The regulator opening in the face piece must be covered with either the hood, a dust-mask respirator from the medical kit, or by using the SCBA. Another alternative is to wear just a protective veil with turnouts.
  - b. If responding an engine, all personnel must ride in the cab of the unit with windows

rolled up.

- c. If it is determined that it is a life-threatening situation, contact the local PD. While the officer remains inside the cab with the windows rolled up, he is to use the P.A. to advise all individuals to remain indoors.
4. At least two different scenarios can be expected:
    - a. The victim(s) is found in an unprotected area and is still being attacked. In this situation, time is of the essence. Grab the victim(s) and move immediately to a protected area such as inside a structure or inside the cab of your unit. If the victim is placed in your unit, leave the area immediately and drive a safe distance from the incident (at least ½ mile).
    - b. The victim(s) is found in a protected area, such as inside a structure, and the bees are still swarming enough to prevent access. Use a full fog pattern on a rack or booster line to knock the bees out of the air and protect advancing rescuers. This is a very effective method of dissipating a bee swarm. It is also very effective to use a 1-3% foam solution on the bees.

## **POLICY: Bomb Threat**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To give guidance and orderly response to situations involving the use of explosives or explosive ignition-type devices as weapons of terrorism or mass destruction.

### **Policy**

It is the policy of this Department to provide the highest level of safety to its members while delivering the mission of fire suppression, rescue, and emergency medical care to those in need.

### **Procedures/Guidelines**

#### ***Notification – Bomb Threat:***

Upon receipt of a bomb threat, communications shall notify the Chief or Shift Officer via telephone and advise him of the incident. Communications will then text the information to the Chief or Shift Officer. Radio use will be limited to avoid media attention. All —threats will be a Code 1 response.

#### ***Device Found:***

- In the event the reporting party advises that an actual suspicious device has been discovered, Communications shall notify the Chief or Shift Officer via telephone and give the location and name of the contact person. Communications will then text the information to the Chief or Shift Officer. In the event an actual device is discovered, the response will be upgraded to Code 3.
- For responses, the Chief or shift Officer will notify necessary personnel via radio or telephone.

#### ***Response:***

- When responding to bomb threats, staging areas are extremely important in relation to the involved area. If at all possible, staging areas will be set up at least one city block (400 ft) from the structure involved outside of the hot zone. When possible, staging areas will be near another structure, on the far side of that building, away from the structure involved. Careful attention should be given to the height of the structure that you are staged behind to avoid being in the — collapse zone. In this area, a Command Post, an Aid Station, and Apparatus Staging Area will be established.

#### ***Communications:***

- The IC will establish a Command Post and all units will report to the Command Post or Staging for assignments.
- In the past, common radio frequencies were used to detonate explosive devices and because of bleed-over from one channel to another, particularly when transmitting near an electronic device, it was critical to maintain radio silence within a large radius of a potential device. New

technology and digital transmitter / receivers have made this practice unrealistic. There are so many cell phones, cordless phones and radios present today it would be hard to determine what type of frequency would be in the immediate area of a target. This fact could cause premature detonation even before the device is placed at the targeted location. Regardless of this discussion of radio technology, it is still foolhardy to lean over a suspected device, press the transmit key, and say, "I think I have found it".

- No Radio Communications will be allowed in the hot zone.
- A three blast signal of an air horn will indicate to all personnel to return to the Command Post at once.
- The Department Accountability System will be utilized at all times.
- Communications shall be advised of the progress of the Command Post, Aid, and Staging Area set up. Communications shall also be responsible for notifying law enforcement of the location of the staging and command areas.

### ***On scene duties:***

- All personnel will report to the Command Post area and remain there until dismissed by the Incident Commander. All personnel are to be in the highest state of readiness in the event of an actual detonation of the device in question, this means that they are to stay at staging and perform the tasking assigned.
- Fire Personnel may be used for evacuation, crowd/scene control, and traffic re-direction as directed by law enforcement.
- At all times, law enforcement is in control of a threat situation. If actual detonation occurs, Chisholm Trail Fire Rescue will then assume suppression control. All actions should be performed with the thought in mind that the affected area is a crime scene.

### ***Specific Acts that will not be performed by Chisholm Trail Fire Rescue:***

- Entry into structures involved in bomb threat operations
- Search for devices
- Removal of suspect devices

### ***Points to consider During a Bomb Threat:***

- Always be aware of your surroundings. Do not become complacent. You are the first line of responsibility for your safety.
- Consistently observe by-standers for unusual behavior or nervousness. Look for unusual — transmitters such as someone holding a garage door opener, a radio-controlled car control box, etc. These simple devices can be utilized to trigger a secondary device once enough people are gathered or enough emergency personnel are vulnerable.
- Use time, distance and shielding to your advantage. When you have a choice, stand in front of a concrete or brick wall. Do not stand in front of large glass windows that you can be pushed through or that can fragment.
- Do not stand next to a trashcan or mailbox. Do not stand over a storm sewer inlet on the curb. Do not stand next to a car or any other vehicle parked near the event.
- Be aware of any abandoned packages / backpacks or any other container out of place for the surroundings.

- Always stand upwind and uphill from the event. Know the wind direction before you get near the scene and stay upwind.
- Your chances of not getting trapped in a panicked crowd are better on the edges than in the middle.
- Avoid mists, clouds, smells, or any chemical odor with no apparent source.
- If you hear an explosion or unusual noise, DO NOT move toward it and DO NOT move away from it – move at a right angle to the disturbance. A secondary device may be set near the first device or in the direction away from it where most people will run.
- Avoid clusters of police or EMS personnel – You might think it's the safest place to be, but they (we) have a tendency to gather together and when they do, they make a bigger target. Consider multiple staging areas.

## **POLICY: Civilian Riders on Departmental Vehicles**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose of this policy is to properly manage civilian personnel riding on and responding with department emergency vehicles.

### **Policy**

The only non-department people authorized to ride out on Department vehicles are those who have previously signed a hold harmless agreement authorized by the Chief.

### **Procedures/Guidelines**

Riders shall:

1. Be briefed by the Chief or Ranking Officer as to their responsibilities and restrictions while on a department vehicle; read and sign Department liability release form.
2. If the rider is less than 18 years of age, his/her parent or guardian must sign the release form.
3. These passengers shall remain in the vehicle or in areas designated for other bystanders for the duration of the call.
4. Under no circumstances shall the member carry on a Department vehicle any child, adult, or animal that requires "baby-sitting" by the member or someone else. Exceptions to this rule may be made for parades and other public service events, but only with the permission of the Ranking Officer or Chief.
5. A member SHALL NOT respond Code 3 in his/her P.O.V. that has a child, friend, or family member in their vehicle, unless authorized by the Chief, at that time these passengers shall remain in the P.O.V. or in areas designated for other bystanders for the duration of the call.

## **POLICY: Collisions in CTFR Vehicles**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To establish a policy and procedure for reference in the event a Chisholm Trail Fire Rescue apparatus is involved in a collision.

### **Policy**

In the event a CTFR fire apparatus is involved in any collision, any injuries will be given top priority. If there are no injuries, the following list of procedures should be followed.

### **Procedures/Guidelines**

- A. When a collision occurs, all persons involved will be checked for injuries. If any involved parties are injured, normal E.M.S. protocols should be activated and treatment initiated. As with all E.M.S. calls precise and accurate documentation is of the utmost importance.
- B. The Driver involved in the incident will be taken by command staff to the nearest drug screening facility for a mandatory drug test and will be placed on leave pending the results of the drug screening.
- C. If the apparatus involved in the collision was responding to an incident, another truck must be able to complete the response. Any available officer (preferably a Chief) should be notified and respond to the scene of the accident.
- D. State law requires that vehicles involved in an accident be moved out of the roadway if able and if blocking.
- E. The Hays or Caldwell County Sheriff's Department or Department of Public Safety will be notified and asked to be en-route to the accident scene via dispatch. All proper law enforcement collision protocols will be followed with the assistance of the Sheriff's Department. (i.e. insurance information swapping, etc.)
- F. All Fire Department personnel directly or indirectly involved in the collision will refrain from any discussion on fault, circumstances, events, and/or possible causes of the collision unless specifically asked by the investigating deputy or Fire Department officer in charge of the scene.
- G. A follow-up decision will be made by the Chief on the driver's (involved in the collision) status as an apparatus operator and will institute proper disciplinary action as necessary.
- H. Collisions involving apparatus dispatch shall be advised of a fleet collision.



## **POLICY: Public Information Officer (Media Relations)**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose of this policy is to identify the job duty of the Public Information Officer. As well the policy shall clarify any interaction with the media by CTFR members.

### **Policy**

It shall be the policies of CTFR that at no time shall any member of the department make contact with the media unless authorized by this policy. The job of the P.I.O. shall be to inform the public of information regarding emergency responses, Public events or Fund raising efforts of CTFR. The Chief shall act as P.I.O. unless he designates another officer.

### **Procedures/Guidelines**

- A. The P.I.O. shall be the only person that makes public statements of any kind in regards to CTFR or the actions of CTFR.
- B. In the event the P.I.O. is not present the Senior Officer on scene may make act as the P.I.O. and make a brief statement outlining the requested information.
- C. Information shall always follow closely the HIPPA laws.
- D. In the event a member is approached by the media or a media source the member shall refer the said contact to the P.I.O. or Senior officer available.
- E. Any P.I.O. or Officer making contact with the media shall maintain a professional demeanor and shall look professional.
- F. CTFR will maintain an open policy to the public and will attempt to keep the public informed of all information deemed pertinent.
- G. Any P.I.O. or Officer making statements to the media or public shall make immediate contact with the Chief and notify them of the incident and the content of the statement.
- H. Any time a statement is made to the public or media a written outline of the statement shall be made and shall be follow at all times.
- I. Statements shall always take into consideration criminal investigations, Family notifications or any act that would cause undue risk to the department, its members or members of other public safety agencies.

## **POLICY: Vehicle Fires**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose of this policy is to identify operational tactics for safe handling of motor vehicle fires.

### **Policy**

- A. An incident management system will be in place at all emergency scenes, the complexity and scope to be determined by the Incident Commander.
- B. Operations will be conducted in a manner that recognizes hazards and assists in the prevention of accidents and injuries.
- C. The minimum level of personal protective equipment for firefighters is full structural PPE and SCBA. Engine Company Officers must wear full protective clothing in order to directly supervise crews.
- D. The minimum size of hose line is the 1 ½" hand line. Foam should always be used for initial knockdown. Water alone may be used for overhaul and scene cleanup.

### **Procedures/Guidelines**

- Apparatus should be placed upwind and uphill of the incident if possible. This is to afford protection from hazardous liquids and vapors and reduces smoke in the work area.
- Consideration must be given to using the apparatus as a barrier, to shield the incident scene from traffic hazards. Positioning the apparatus at an angle to provide protection for fire crews and increase visibility against traffic. Warning lights should be left operating, in conjunction with the use of traffic cones.
- The use of flares by fire and police should not be used in immediate vicinity due to the potential for flammable liquids and vapors.
- If the water carried on the responding apparatus will not be sufficient, early considerations must be given to additional water supply sources.
- A working fire involving the interior of the vehicle passenger compartment will damage the vehicle beyond repair. As such, the attack plan should consider the vehicle as a "write-off" and a safe and appropriate approach and fire attack must be implemented.
- Where patients are trapped in the vehicle, first foam should be applied to protect the patients and permit rescue.
- When rescue is not a factor, first foam should be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are for Liquefied Petroleum Gas (LPG) or Liquid Natural Gas (LNG).
- At least one member of the attack team must have forcible entry tools in his/her possession to provide prompt and safe entry into the vehicle.

## **POLICY: Ventilation**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose of this policy is to establish general guidelines for the safe and efficient ventilation of structures during fire operations.

### **Policy**

Vertical and/or horizontal ventilation shall be accomplished as quickly as possible during fire operations in order to make the structure more tenable, to facilitate rescue, to assist in locating the fire, to reduce damages, to reduce the chances of flashover, to improve visibility, to confine the fire, and to improve firefighter safety.

Ventilation tactics are an operational decision to be determined by the operations officer directly involved with fire attack.

### **Procedures/Guidelines**

A. Vertical Ventilation - The following procedures should be followed when ventilating a roof:

- The need to ventilate a roof, and alternate means of ventilation should be considered by the IC before making the assignment to cut a ventilation opening.
- A hose line and two separate means of egress (ladders) will always be in place before beginning the operation.
- Observe wind direction in relation to the roof vent and place the opening on the leeward (away from the wind) side of the roof.
- A roof ladder will be used as a cutting platform when making ventilation openings.
- Ladders will be heeled when firefighters are climbing. The preferred climbing angle will be approximately 60-70 degrees from the horizontal.
- The standard hole cut in a roof will be no less than four feet in any dimension. Care must be taken not to cut support timbers, such as trusses or rafters. Locate those roof supports by sounding or by looking where they appear at the edge of the roof.
- Ventilators and skylights should be used for ventilation when appropriate.
- Face shields will be down when firefighters are pulling sheetrock from below in order to open up the ventilation pathway.
- Any operation over the fire, particularly ventilation, is hazardous, and must be closely supervised by the operations officer. All members conducting operations above the fire must wear SCBA and full PPE.
- Hose lines will not normally be directed through a ventilation hole in the roof except to protect a firefighter in trouble.

- B. Horizontal Ventilation - Horizontal ventilation should be considered as the primary ventilation method if the fire has not involved the attic. The following procedures should be followed when accomplishing horizontal ventilation:
1. Locate horizontal ventilation openings as high as possible in the room in order to take advantage of natural convection and to allow the highest temperature gases in the room to escape.
  2. Observe wind direction in relation to the windows opened. If possible, open the windows on the downwind side first and then open the upwind windows. Firefighters should attack the fire from the direction the wind is coming from.
  3. Raise windows rather than break them when time permits to minimize the damage caused by firefighting operations.
  4. Remove screens on all windows to improve airflow.
  5. When using a hose line directed through a window to affect ventilation, check to be sure that the fire stream will not strike personnel or undamaged property outside the structure before opening the nozzle.
  6. At the earliest, set up positive pressure ventilation through a doorway. Positive pressure ventilation must be coordinated with a charged hose line. Once the fire is extinguished, the windows can be again selectively closed and positive pressure ventilation can be used to ventilate the structure.

# **POLICY: Wild Land Fire Response**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

To establish policy for a wild land fire response.

## **Background**

Wild land firefighting requires different strategies than that of structural firefighting. The Chisholm Trail Fire Rescue district is faced with the problem of large amounts of wild land-urban interface that are often accessible only by all-terrain brush trucks, or, may be inaccessible by vehicles altogether. Difficulties in accessing a fire may allow the fire to grow beyond the capabilities of the department's resources. The Incident Commander should anticipate, as soon as possible, future needs and possible requests for additional resources with consideration of the set-up time required to actually deploy further resources.

## **Policy**

- A. CTFR's fire apparatus have wild land firefighting capabilities to varying degrees. In addition to the two brush trucks and a Tender, Engines and Rescue apparatus may be used for wild land fire fighting by hooking brush lines to discharges.
- B. Brush fire apparatus should be the initial response vehicle to a wild land fire alarm. Subsequent truck response should be decided by information such as incident location, access, water supplies and the possibility of threatened structures.
- C. If the situation dictates, requests for mutual aid should be made as soon as possible.
- D. Initial brush trucks will provide structure protection until relieved by another apparatus.
- E. A Command Post shall be established **as soon as possible**. A capable unit should assume incident command. The Incident Commander will then assign an Operations Officer(s) and a Safety Officer. Staging, Rehab, Water Supply, PIO and Liaison Officers shall be assigned as needed.

## **Procedures**

- A. Upon receipt of a wild land fire alarm, a Brush Truck will be the initial response vehicle. Further truck responses should be decided based on call information. A Tender should respond for water supply and Fire Suppression, Engines for structural protection, a Brush Truck for additional resources, and Support Truck for Rehab.
- B. Only firefighters properly trained and approved for wild land firefighting will be allowed in front line operations. All trained personnel shall be issued lightweight, wild land firefighting coats and pants. These should be utilized with preference before standard turnouts to prevent heat

exhaustion and fatigue. All personnel engaged in firefighting operations will wear personal protective equipment including wild land coat and pants, helmet and gloves. Some limited wild land firefighting may be conducted in fire-resistant and/or cotton clothing, although personnel in wild land PPE should relieve them as soon as possible. Tennis shoes and rubber-soled shoes are discouraged for wild land use. Shorts should never be allowed.

- C. Upon arrival, a capable unit will assume incident command. The Incident Commander will give a size-up and announce the location of the incident command post. All incoming units will report to the I.C. for assignment unless a staging area has been established, in which case units will report to that location. An Operations Officer(s) and a Safety Officer(s) will be delegated by the I.C. Every truck and hand crew should have a section head or team leader. This unit shall be responsible for his/her team and should be the only unit transmitting on the radio to Operations. The Operations, Safety and Staging Officers should be the only units transmitting information to the Incident Commander.
- D. Brush trucks should be the only trucks taken off of improved roads. If it is necessary to do so, the truck should have at least two personnel on board, one of which should act as a spotter. When driving off-road, the driver should be constantly aware of his/her surroundings and the location of the other truck and ground personnel. When inclining or declining a slope, the truck(s) will be driven straight down or straight up the hill, **never at an angle**.
- E. In most wild land fire situations, it is ideal to fight the fire from the "black", or the previously burned areas. However, in some instances, this may not be feasible. It will be the determination of the Incident Commander to attack the fire "directly" or from the unburned areas.
- F. It must be remembered that during a wild land fire certain areas and/or structures may be "sacrificed" to gain an advantage on containing the fire or for the safety of the firefighters. Certain houses and/or properties may be allowed to burn if there is significant risk to the safety of the firefighters, too much strain on available resources, and/or the fire has already damaged the structure. The Incident Commander or his/her designee(s) will make this determination.

## **POLICY: Water Tender Response**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To assure that adequate water supplies for firefighting are available in response areas of the District that is not supplied by municipal or private water systems.

### **Policy**

On fire calls in the areas of the District without hydrants (Automatic Water Tender Response Areas), the engine or brush truck will be supplemented by a Water Tender response. These fire calls include, but are not limited to: Structure Alarms, Brush Fires, Vehicle fires, Smoke Investigations (if requested by the Incident Commander) and Hazardous Material Incidents.

### **Procedures/Guidelines**

- A. The IC has the option to require water tender response if he determines the call warrants additional water supply.
- B. The water tender will stage no closer than 2 blocks (Level one or Level two staging) from the scene until the IC determines if there is a need to implement a water shuttle operations.
- C. If water shuttle operations are required, folding tanks will be set up in an area that is suitable for tender operations and for supplying water to the apparatus on scene.
- D. The IC or Water Supply Officer will be responsible for all on-scene water shuttle operations.

## **POLICY: Uniform Policy**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To establish for all CTFR personnel a uniformed dress code to adhere to while on-duty, and when conducting all other official fire department business.

### **Background**

The intent of this guideline is to outline the appropriate uniform and grooming requirements for all personnel. All department supervisory personnel are responsible for the enforcement of these guidelines. Questions regarding the application of any guideline to a particular situation should be directed to the Fire Chief for interpretation.

### **Policy**

The following lists of approved uniforms are designed to make all employees and members of CTFR look professional in the public eye. Uniforms and equipment, which are assigned to personnel, are intended to be safe, functional and present a professional appearance.

### **Uniform Classifications**

#### **A. Class "A" Formal Dress Uniform**

Chisholm Trail Fire Rescue Class A uniform represents the highest traditions of the fire service. All aspects of the uniform are to be worn with pride, and represent the highest degree of professionalism. Grooming is a vital part of presenting a professional appearance and should be considered when the Class A uniform is required. Dress, Long-sleeve shirt with all assigned insignia / white or blue; as assigned by rank. Dress Coat as assigned by Rank with insignia, Hat/rank, Slacks black or navy, and Black shoes. Belt; Department issue Only – silver or gold buckle as assigned by rank. Dress, lace-up shoes. White Gloves / as required.

#### **B. Class "B" Dress Uniform**

The Class B uniform should be used for presentations where a formal uniform is warranted but not to the extent of Class A; grooming is a vital part of presenting a professional appearance. An individual shall wear the Class B uniform as their daily duty uniform, however the officer in charge may require that all members of a crew be dressed in similar Class uniform for a particular program, activity or shift. CTFR will utilize the Class B dress uniform as the standard dress for shift work. The Officer shall have the discretion to down-grade the shift uniform as needed.

The options available for Class B uniforms include those items listed in this section.



Class B for Chief Officers may be navy blue or white shirts with rank designations.

Dress long or short sleeve shirt with all insignia as assigned by rank. The use of long sleeves over short sleeves will remain a personal preference for Class B uniforms.

Dress pants, Navy blue BDUs, Medic, or Nomex.

Uniform Footwear – Black boots or shoes that are polished and clean will be allowed.

A blue, grey, or white T shirt under the dress shirt.

Uniform assigned belt, silver or gold buckle as assigned by rank.

Uniform assigned cold weather coat, sweater, or job-sweats as needed.

#### C. Class "C" Station Duty Uniform / Daily Work Uniform

The Class C uniform is considered the duty work uniform. Personnel in the performance of duties including routine station activities, in-service training and limited emergency response activity and selected special details may utilize the Class C uniform. All personnel shall remain in a minimum of a Class C uniform during all duty and volunteer standby hours unless otherwise indicated in this guideline.

Uniform Polo shirt or uniform blue or grey T shirt.

Blue BDU, Medic, or regular style duty pants.

Uniform footwear being black boots or shoes.

Dress pants, Navy blue.

Uniform assigned ball cap only.

Uniform assigned cold weather coat or sweater.

#### D. Class "D" Uniform – *Physical Fitness – Training Exercises*

The Class "D" uniform is designed for use during physical fitness activities and special training programs. It will remain the option of the lead instructor or Officer as to the dress required for any training exercise. In addition, the Class "D" uniform can be used during rest periods when out of the public view in designated areas.

**SAFETY NOTICE:** Should an alarm be received while firefighters are participating in Physical Fitness activities, while wearing shorts, protective clothing (turn-out pants) should be worn.

## Uniforms by Rank Assignment

### 1. Insignia:

The Department will issue all badges, collar brass and nametags, and will be the only types allowed on Department uniforms; exceptions will be Life Saving Pins, "Stork" pins, Yearly award pins or any other pin issued or awarded by CTFR. Anyone wishing to wear additional pins, etc. on their uniform must receive verbal permission from the Fire Chief.

### 2. Uniform Requirements for Department Sponsored Activities:

Individuals participating in activities conducted by the department or activities the department

is participating in, are required to be in a minimum of Class "B" uniform as prescribed in this guideline. The officer in charge may decide and communicate a lesser grade in class is acceptable for a specific event.

### **3. Minimum Clothing Requirements:**

In facilities where men and women are assigned on the same shift at the same time, the minimum acceptable attire at all times will be the Class "D" uniform including:

### **4. Physical Fitness Clothing:**

Department personnel participating in physical fitness training while on-duty shall wear a minimum of the Class "D" uniform. Exceptions to this will be given at the officer in charges discretion. All Firefighters, while riding on any apparatus, will be safely and properly attired in either full-length pants or full protective clothing.

### **5. Jewelry:**

For personal safety, all personnel are encouraged to refrain from wearing jewelry while on-duty, either paid or volunteer. Any jewelry normally worn above the neck is prohibited, i.e. earrings, ear bands, clips, hairpins, piercing(s), etc. Necklaces or chains worn about the neck are permitted as long as they are of such a design that under no circumstances will they extend out of the clothing.

### **6. Hair Guidelines for all male personnel:**

Hair shall be worn to the general shape of the head and may be worn to the top of but not to extend beyond the top of the collar. Sideburns shall be closely trimmed and not extend below the bottom of the lobe of the ear. Mustaches shall be neatly trimmed and may extend beyond the corners of the mouth or drop below the jaw line, as long as it is kept neat, trimmed and not interfere with the use of the Self Contained Breathing Apparatus. Members may possess other facial hair (although not recommended), as long as it is kept neat, trimmed and not interfere with the use of the Self Contained Breathing Apparatus.

### **7. Hair Guidelines for all female personnel:**

Hair shall be worn to a maximum length that does not extend below the shoulder, unless it is braided, pinned or "pony-tailed". The style of grooming will present a neat appearance and will not interfere with the proper wearing of regulation headgear nor impede the donning / utilization of any equipment, and or accomplishing any function that a firefighter may be required to perform. Hair ornaments such as ribbons shall not be worn. Pins, combs, bands, "scrunches", or barrettes may be worn as long as they are of black or dark blue in color.

### **8. Ownership of issued clothing and equipment**

All clothing, PPE, tools and equipment issued to members by CTFR remain the property of CTFR. CTFR reserves the right to request return of any and all clothing, PPE, tools or equipment without notice or warning. CTFR will maintain a dynamic inventory sheet to account for any and all issues clothing, equipment, PPE and tools. It will be the practice that CTFR issue a standard amount of issued clothing, equipment, PPE or tools and may request

members to turn in damaged or worn items, in exchange for replacement.

Any clothing or equipment obtained as part of a cost sharing program with CTFR remains the property of CTFR. Should CTFR request the return of a cost share item, the member will be reimbursed for their contribution in the purchase of the item.

## **9. Appendix:**

Class "A" & "B" uniform shift with insignia in the correct location:

- a. The bottom of the nametag shall be centered along the top stitching of the right pocket.
- b. Any issued Award pins shall be centered along the bottom stitching of the right pocket. Multiple tags shall be centered along the bottom stitched line of the pocket within a ½" of outside edge of the bottom stitching of the right pocket.
- c. The assigned badge shall be placed on the left side of the shirt, above the pocket where indicated by the cut outs on the shirt.
- d. Collar insignia shall be placed with the designated center-line pointed in a downward position at the point of the collar. The insignia shall be approximately ½" from either edge of the collar, approximately 1" from the bottom point of collar.
- e. No pins or patches should be added to the Job-Sweats without approval of the Fire Chief.

# **POLICY: Traffic Incident Management**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

These Guidelines identifies parking practices for Department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

## **Policy**

It shall be the policy of CTFR to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, highway or Toll way in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, tow service operators and the motoring public from the hazards of working in or near moving traffic. This policy shall include and comply with Federal, State, and Jurisdiction laws as stated in the Texas Transportation Code and other applicable Laws, Regulations, and Industry Standards.

## **Terminology**

The following terms shall be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic.

1. **Advance Warning** – notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
2. **Block** – positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes “block to the right” or “block to the left”.
3. **Buffer Zone** – the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
4. **Downstream** – the direction that traffic is moving as it travels away from the incident scene.
5. **Flagger** – a fire department member assigned to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene
6. **Shadow** – the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.
7. **Taper** – the action of merging several lanes of moving traffic into fewer moving lanes.
8. **Temporary Work Zone** – the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.
9. **Transition Zone** – the lanes of a roadway within which approaching motorists change

their speed and position to comply with the traffic control measures established at an incident scene.

10. **Upstream** – the direction that traffic is traveling from as the vehicles approach the incident scene.

## **Tactical Considerations**

1. Establish an initial-block with the first arriving emergency vehicle or fire apparatus
2. Avoid turning your back to approaching traffic.
3. Always wear ANSI Class II high visibility reflective vests for highway operations.
4. Always wear structural firefighting helmet.
5. Wear full protective clothing plus the highway safety vest at all traffic related or when operating on or near roads.
6. Personnel directly involved in firefighting activities or hazardous materials operations are exempt from wearing Class II vest. Any other personnel on scene must wear appropriate safety vest.
7. Turn off all sources of vision impairment to approaching motorists at nighttime incidents including vehicle headlights and spotlights. Flood lights should be aimed as not to interfere with incoming vehicle operator's vision.
8. Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists.
9. Use traffic cones and/or cones illuminated by flares where appropriate for sustained highway incident traffic control and direction.
10. Establish a fire department member to the "Flagger" function in the absence of law enforcement. Incident Commander may request additional law enforcement personnel for the purpose of traffic control.

## **Apparatus Positioning Guidelines**

1. Always position first-arriving apparatus in a manner that will provide protection to the scene, patients, and emergency personnel.
  - a. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
  - b. Avoid positioning the apparatus as to create a "split-scene" situation.
2. Angle apparatus on the roadway with a "block to the left" or a "block to the right" to create a physical barrier between the incident scene and approaching traffic.
  - a. When the incident is near the shoulder and/or the outside lane, apparatus approaching upstream shall "block to the left"
  - b. When the incident is near and/or the inside lane, all apparatus approaching upstream shall "block to the right"
  - c. Any other time, position all apparatus in a right or left block as to re-direct traffic in the desired direction.

- d. If none of the options above are appropriate for the incident, block the street, roadway, or highway completely until the incident is stabilized.
3. Use fire apparatus to block at least one additional traffic lane more than that already obstructed by the incident – Lane plus one concept.
4. Positioning of large apparatus must create a safe parking area for EMS units and other fire vehicles. Operating personnel, equipment and patients should be kept within the "shadow" created by the blocking apparatus at all times.
5. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication work area, personnel and tool staging area and the ambulance loading zone.
6. Ambulance should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic
7. Incident Commander shall stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.
8. Traffic cones shall be deployed from the rear of the blocking apparatus, by the driver/operator, and toward approaching traffic to increase the advance warning provided for approaching motorists. Cones identify and only suggest the transition and tapering actions that are required of the approaching motorist.
9. Traffic cones shall be deployed at 15 - 30 intervals upstream of the blocking apparatus with the furthest traffic cone approximately 75 feet upstream to allow adequate advance warning to drivers
10. An "Emergency Scene Ahead" sign shall be placed near the furthest traffic cone to allow incoming traffic for advance warning and safer transitioning away from the incident
11. Traffic cones shall be retrieved by at least two personnel by moving from the areas closest to the traffic to furthest. The advance warning sign shall be removed last. This is one of the most dangerous procedures during highway operations. Personnel shall not trust traffic and shall always face traffic to allow for timely evasive maneuvers.

## **Incident Commander Responsibilities**

The **initial-arriving company officer** and/or the **Incident Commander** must complete critical benchmarks to assure that a safe and protected work environment for emergency scene personnel is established and maintained including:

1. Assure that the first-arriving apparatus establishes an initial block to create an initial safe work area.
2. Assign a parking location for all ambulances as well as late-arriving apparatus.
3. Lanes of traffic shall be identified as "Inside lane", "inside shoulder", "outside lane", etc., considered from the normal flow of traffic. Assure that patient loading into Med Units is done from within a protected work zone.
4. The initial company officer and/or Incident Commander must operate as the Scene Safety Officer until this assignment is delegated.
5. Command shall assure that unnecessary illumination systems are turned OFF and that other emergency lighting remains ON.

6. At residential medical emergencies, Command shall direct ambulances to park at the nearest curb to the residence for safe patient loading whenever possible. Fire apparatus shall position as to provide block for EMS units. Apparatus shall never park in the opposite side of the street as to create a split-scene.

## Personnel Responsibilities

Listed below are safe actions of **individual personnel** when operating in or near moving vehicle traffic.

1. Always maintain awareness of the high risk of working in or near moving traffic. Never trust moving traffic and always keep an eye on the moving traffic!
2. Avoid turning your back to moving traffic.
3. Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected shadow side, away from moving traffic.
4. Officers, apparatus operators, crew members in apparatus with individual jump seat configurations and all ambulance personnel must exit and enter their units with extreme caution remaining alert to moving traffic at all times.
5. Protective clothing, ANSI Class II safety vest, and helmet must be donned prior to exiting the emergency vehicle.
  - a. During normal daylight lighting conditions, don helmet and ANSI Class II safety vest or structural PPE and ANSI Class II vest when operating in or near moving traffic. Personnel directly engaged in firefighting and hazmat operations are exempt from wearing safety vest as it interferes with SCBA and/or hazmat PPE.
  - b. During dusk to dawn operations or when ambient lighting is reduced due to inclement weather conditions, don helmet, full protective clothing and ANSI Class II vest.
6. Always look before opening doors and stepping out of apparatus or emergency vehicle into any moving traffic areas. When walking around fire apparatus or emergency vehicle, be alert to your proximity to moving traffic.
  - a. Stop at the corner of the unit, check for traffic, and then proceed along the unit remaining as close to the emergency vehicle as possible.
  - b. Maintain a "reduced profile" when moving through any area where a minimum "buffer zone" condition exists.
7. Placing flares, where safe to do so, adjacent to and in combination with traffic cones for nighttime operations greatly enhances scene safety. Where safe and appropriate to do so, place warning flares to slow and direct approaching traffic.

## High-Volume, Limited Access Highway Operations

High-volume limited access highways include the Toll ways, and multi-lane roadways within the Chisholm Trail Fire Rescue response area. Law Enforcement agencies and the Texas Department of Transportation (TXDOT) have a desire to keep the traffic moving on these high-volume thoroughfares. When in the judgment of the Incident Commander it becomes essential for the safety of operating personnel and the patients involved, any or all lanes, shoulders, and entry/exit ramps of these limited access highways can be completely shut down. This, however, should rarely occur and should be for as short a period of time as practical and in coordination

with the above said agencies.

1. First-arriving engine company apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle plus one additional traffic lane.
2. A second apparatus shall be automatically dispatched to all vehicle-related incidents on all limited-access, high-volume Toll ways, and highways with the district.
3. The primary assignment of the second apparatus and crew shall be to:
  - a. Establish an upstream block occupying a minimum of a lane plus one of the highways. The shoulder shall be considered a lane when necessary
  - b. The position of this apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including ambient lighting conditions, weather-related conditions, road conditions, design curves, bridges, hills and over- or underpasses.
  - c. Traffic cones and/or cones illuminated by flares should be placed upstream of the second apparatus by the crew at the direction of the company officer.
  - d. Traffic cones on limited-access, high-volume roadways shall be placed farther apart, with the last cone approximately 150 feet "upstream", to allow adequate warning to drivers. An "Emergency Scene Ahead" sign shall be placed near the furthest cone or approximate 300 feet from the scene. Personnel shall place cones and flares and retrieve cones while facing the traffic.
  - e. Assign a Flagger person to monitor the response of approaching motorists as they are directed to transition to a slower speed and taper into merged lanes of traffic. Incident complexity may preclude the use of personnel resources for this task and it should be delegated to law enforcement agency.
  - f. Notify Command on the incident operating channel of any approaching traffic that is not responding to the speed changes, transition, tapering and merging directions.
  - g. Flagger shall activate a pre-determined audible warning to operating personnel of a non-compliant motorist approaching.
  - h. Driver operator of second apparatus shall sound a series of long blasts on the apparatus air horn to audibly warn all operating personnel of the concern for the actions of an approaching motorist.
4. Police Department vehicles will be used to provide additional blocking of additional traffic lanes as needed. Med Units shall always be positioned within the safe work zone.
5. Staging of additional companies off the highway may be required. Ambulances may be brought onto the highway scene one or two at a time. An adequate size multi-patient loading area must be established.
6. Command should establish a liaison with law enforcement units as soon as possible to jointly coordinate a safe work zone and to determine how to most efficiently resolve the incident and establish normal traffic flows.
7. The termination of the incident must be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment must be removed from the highway promptly, to reduce exposure to moving traffic and minimize traffic congestion.



# **POLICY: Support Services and Rehab**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

To ensure that the physical and mental condition of members operating at the scene of an emergency or training exercise do not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation. This procedure is in no way intended to diminish initial fire attack aggressiveness.

## **Policy**

This procedure shall apply to all emergency operations and training exercises where strenuous physical activity and/or exposure to excessive heat or cold exist.

## **Procedures**

### **A. Personnel Responsibilities**

#### *1. Incident Commander*

The Incident Commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation of all members operating at the scene. These provisions shall include: medical evaluation, treatment and monitoring; fluid and food replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident.

Rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.

#### *2. Supervisors*

All supervisors shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.

#### *3. Personnel*

During periods of hot weather, members shall be encouraged to drink water and activity beverages throughout the work day. During any emergency incident or training evolution, all members shall advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

## **B. Establishment of Rehabilitation Area**

### *1. Responsibility*

The Incident Commander will establish a Rehabilitation Area when conditions indicate that rest and rehabilitation is needed. A fire department member or representatives of SMHCEMS / Lockhart EMS will be placed in charge of the Rehabilitation Area and shall be known as the Rehab Officer (Radio designation: Rehab). The Rehab Officer will typically report to the Logistics Officer in the framework of a developed incident management system; in the absence of a Logistics Officer, the Rehab Officer shall report to the Incident Commander.

### *2. Location*

The location for the Rehabilitation Area will normally be designated by the Incident Commander. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics below.

### *3. Site Characteristics*

- a. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.
- b. It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.
- c. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
- d. It should enable members to be free of exhaust fumes from apparatus, vehicles, or equipment.
- e. It should be large enough to accommodate multiple crews, based on the size of the incident.
- f. It should be easily accessible by EMS units.
- g. It should allow prompt reentry back into the emergency operation upon complete recuperation.

### *4. Resources*

The Rehab Officer shall directly or indirectly secure all necessary resources required to adequately staff and supply the Rehabilitation Area. The supplies should include:

- a. Fluids – water, activity beverage, oral electrolyte solutions and ice.
- b. Food – soup, broth, or stew in hot/cold cups.
- c. Medical – blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions and thermometers.
- d. Other – awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets and towels, traffic cones and fire line tape (to identify the entrance/exit of the Rehabilitation Area).

# Guidelines

## 1. Rehabilitation Area Establishment

Rehabilitation should be considered by staff officers during the initial stages of an emergency response. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a Rehabilitation Area. **Any activity/incident that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.** Climatic or environmental conditions that indicate the need to establish a Rehabilitation Area are a heat stress index above 90° F (see Table 1-1) or wind chill index below 10° F (see Table 1-2).

## 2. Hydration

**A critical factor in the prevention of heat injury is the maintenance of the body's water and electrolyte supplies.** Water must be replaced during exercise periods and at emergency incidents. During heat stress, the member should consume at least one quart of water per hour. The rehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40° F. Rehydration is also important during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms.

Carbonated beverages should also be avoided.

## 3. Nourishment

The department shall provide food at the scene of an extended incident when units are engaged for three or more hours. A cup of soup, broth, or stew is highly recommended because it is digested much faster than sandwiches and fast food products. In addition, foods such as apples, oranges, and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

## 4. Rest

The two air bottle rule or 45 minutes of work time, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall rehydrate (at least eight ounces) while the initial SCBA cylinder is being changed. **Firefighters having worked for two full 30-minute rated bottles, or 45 minutes, shall immediately report to the Rehabilitation Area for rest and evaluation – This is a mandatory rehabilitation period.** In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than ten minutes and may exceed an hour as determined by the Rehab Officer. Fresh crews, or crews released from the Rehabilitation Area, shall be available in the Staging Area to ensure that fatigued members are not required to return to duty before they are rested, evaluated, and released by the Rehab Officer for reassignment.

## 5. Recovery

Members in the Rehabilitation Area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air conditioned area because the body's cooling system can shut down in response to the external cooling. An air conditioned

environment is acceptable after a cool-down period at ambient temperature with sufficient air movement. Note also that certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines such as Actifed or Benadryl or has taken diuretics or stimulants.

## 6. Medical Evaluation

- a. Emergency Medical Services (EMS) – EMS should be provided and staffed preferably by the most highly trained and qualified EMS personnel on the scene (at a minimum of BLS level). They shall evaluate general impression and vital signs and make proper disposition:
  - i. General Rehab (and subsequent reassignment);
  - ii. Rehab and Reevaluate; or,
  - iii. Refer to ALS (for further treatment and/or transport).

Continued rehabilitation should consist of additional monitoring of vital signs, providing rest and fluids for rehydration. Medical treatment for members whose signs and/or symptoms indicate potential problems should be provided in accordance with local medical control procedures. **All EMS personnel shall be assertive in an effort to find potential medical problems early.**

- b. Heart Rate and Temperature – The heart rate should be measured for 30 seconds as early as possible in the rest period. If a member's heart rate exceeds 120 beats per minute, an oral temperature should be taken. If the member's temperature exceeds 100.6° F, he/she should remove any personal protective equipment. If it is below 100.6° F and the heart rate remains above 120 beats per minute, rehabilitation time should be increased. If the heart rate is less than 120 beats per minute, the chance of heat stress is negligible. The Oxygen Saturation level will be maintained above 95 for each firefighter. As well, all CO levels will be evaluated and an individual with a CO level of 8 or higher will be placed out of commission.
- c. Blood Pressure – An individual's blood pressure will be evaluated during rehabilitation. Blood Pressure over 180/100 or greater will not be allowed to return to fire ground operations.
- d. Documentation – **All medical evaluations shall be documented on the Rehab Officer's Rehab Accountability Sheet.**

## 7. Accountability

**Members reporting to the Rehabilitation Area shall tag in (and out) with the Rehab Officer.** The Rehab Officer shall report the entrance and exit of personnel to the Incident Commander (or his designee) so that these individuals can be accounted for. The times of entry to (and exit from) the Rehabilitation Area shall be documented by the Rehab Officer or his/her designee on the Rehab Accountability Sheet. Members shall not leave the Rehabilitation Area until authorized to do so by the Rehab Officer. Upon leaving the Rehabilitation Area, members shall report to the Staging Area for reassignment.

# Heat Stress Index

		RELATIVE HUMIDITY								
		10%	20%	30%	40%	50%	60%	70%	80%	90%
TEMPERATURE °F	104	98	104	110	120	132				
	102	97	101	108	117	125				
	100	95	99	105	110	120	132			
	98	93	97	101	106	110	125			
	96	91	95	98	104	108	120	128		
	94	89	93	95	100	105	111	122		
	92	87	90	92	96	100	106	115	122	
	90	85	88	90	92	96	100	106	114	122
	88	82	86	87	89	93	95	100	106	115
	86	80	84	85	87	90	92	96	100	109
	84	78	81	83	85	86	89	91	95	99
	82	77	79	80	81	84	86	89	91	95
	80	75	77	78	79	81	83	85	86	89
	78	72	75	77	78	79	80	81	83	85
	76	70	72	75	76	77	77	77	78	79
	74	68	70	73	74	75	75	75	76	77

HUMITURE °F	DANGER CATEGORY	INJURY THREAT
BELOW 60°	NONE	LITTLE OR NO DANGER UNDER NORMAL CIRCUMSTANCES
80° - 90°	CAUTION	FATIGUE POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
90° - 105°	EXTREME CAUTION	HEAT CRAMPS AND HEAT EXHAUSTION POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
105° - 130°	DANGER	HEAT CRAMPS OR EXHAUSTION LIKELY, HEAT STROKE POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
ABOVE 130°	EXTREME DANGER	HEAT STROKE IMMINENT!

# **POLICY: Star Flight / Stat Air / PHI / Helicopter Response**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

To establish a cooperative policy and procedures between CTFR and the Austin/Travis County Star flight on helicopter response, and to promote safety of personnel who must work in close proximity of the aircraft.

## **Policy**

It is the primary responsibility of fire personnel to select a suitable landing zone (L.Z.) on a Star flight response. E.M.S. personnel who are not needed on the medical scene may assist fire personnel. Criteria for landing zone site selection should include level terrain, absence of overhead obstructions (wires, trees, etc.), and pilot preference. Landing zone personnel should be capable of rapid shifting of resources should the pilot pick an alternate site. The landing zone should be a safe distance from the emergency scene.

## **Procedures/Guidelines**

1. Upon arrival at the selected landing zone, a capable unit will assume — Landing Zone Operations. The Landing Zone Operations Officer will be the only unit to relay L.Z. information to the helicopter.
2. During the day emergency lights are not clearly visible from the air. All attempts should be made to park apparatus and marked vehicles at an angle around the landing zone or in the thoroughfare if in a roadway. This will aid in blocking traffic and marking the landing zone from the air.
3. All attempts should be made to stand under, place apparatus under, or physically point to overhead hazards when the pilot is within a visual range.
4. Personnel assisting with Star flight landing will wear proper eye protection, which may or may not include full PPE.
5. All attempts should be made to remove any hazards in the vicinity of the landing area that may become projectiles such as tree limbs, trashcans, for sale signs, toys, etc.
6. Traffic must be blocked in both directions by apparatus and personnel when landing on a roadway. If possible, one lane of movement should be left open for a ground ambulance or other emergency vehicles. This lane must be controlled by CTFR, HCSO or CCSO personnel at all times.
7. CTFR personnel should never operate doors or touch any equipment on the helicopter unless specifically asked to do so by the Star flight crew.
8. An optimal landing zone should be 100' by 100'. Hand signals and radio contact should be used to direct Star flight in daylight. After dark, radio contact, flashlights, headlights, spotlights, and emergency lights are effective. All emergency lighting should be shut down around the

L.Z. on final approach to avoid a glare hazard and disorientation to the pilot. Flares should **never** be used to mark a landing zone or anywhere near the helicopter.

9. Personnel must continue to monitor and secure the landing zone throughout the entire time the helicopter is on scene and assist in prevention of any access by the public as determined by Star flight personnel.

### ***Safety Procedures***

1. All personnel involved in landing zone operations must be in full bunker gear with the helmet face-shield down during landing, take-off, or a hot load.
2. Always approach the helicopter from the front and only after being recognized and waved on by the pilot.
3. Only the minimal amount of personnel required to transport the patient should approach the helicopter when loading. These personnel should approach and retreat from the helicopter as one group, and only upon signal or permission from the crew.
4. All loose items must be secured before approaching the aircraft during landing, "hot-load", or during take-off.
5. NEVER WALK BEHIND THE AIRCRAFT.

### ***Radio Procedures***

1. The landing zone operations officer is the **only** unit that will be in radio contact with the helicopter for instructions. The landing zone operations officer should give a complete visual identification of the landing zone including landmarks and hazards.
2. Upon touchdown of the aircraft the landing zone operations officer should notify the communications that the helicopter is "on scene" (not on the ground)
3. Routine communications with Star flight will be conducted on the Texas Law 1 (Inner-City) simplex frequency.

## **POLICY: Radio Communications**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose of this policy is to establish procedures to guide radio communications on all emergency incidents in accordance with CTFR SOG and NFPA 1561.

### **Policy**

- A. All personnel shall use these procedures on emergency incidents.
- B. Every effort shall be made to limit radio traffic on Caldwell County Fire ops and VHF/EHFD 900 Mhz to a minimum in consideration of other agencies using the same channel.
- C. The IC will assign a primary fire ground channel for fire ground communication upon initial dispatching of units depending on the size of the incident. The channel may be VHF or 900 Mhz depending on type of incident and location.
- D. All units shall report their response and arrival on the scene over the radio on the Caldwell County Fire Ops or VHF/EHFD.
- E. The IC will give a size-up and establish command on Caldwell County Fire Ops or VHF/EHFD and include additional alarms/resources needed, cancel additional response or other pertinent information as determined by the emergency.
- F. Fire ground radio communications shall utilize "plain English" communications only. **"10 Codes" will NOT be used for CTFR communications.**

### **Procedures/Guidelines**

- A. If IC does not assign a primary fire ground channel during arrival at scene, the IC will use the VHF primary, simplex TAC 1 channel.
- B. Apparatus not assigned to an incident shall notify Dispatch of their response on VHF.
- C. The first arriving unit or apparatus will notify dispatch they are establishing /assuming command and the unit number of the IC. The incident commander will be referred to as the IC and not as their unit number.
- D. The IC will normally be the only person communicating on VHF after arrival on scene.
- E. Fire ground radio communications shall utilize "plain English" communications only. **"10 Codes" will NOT be used for CTFR communications.**
- F. Personnel working on scene will be referred as Unit number, scene assignment or apparatus assignment or group in accordance with Incident Command terminology.
- G. The Operations Officers are will be assigned by the incident commander.
- H. Radios used on the fire ground shall normally be placed in the non-scan mode so the highest degree of probability exists for personnel to monitor fire ground communications and to



minimize the possibility of emergency radio traffic being unheard.

- I. The Safety Officer may be assigned to listen to a separate fire ground channel for emergency radio traffic.
- J. Size-up and initial radio report:
  - “Caldwell County from E11 on scene, we have a two-story residential structure with smoke/fire showing from SIDE D, we will be going offensive, E11 establishing 123 Any Street command”
  - “Caldwell County from 123 Any Street Command, we are initiating interior attack and primary search of the second floor from SIDE A”

## **POLICY: Pre Fire Plans**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To establish standard guidelines for indexing, updating, drawing, printing, filing, and distributing pre-fire plans.

### **Policy**

- A. Set pre-fire plan priorities by identifying target hazards.
- B. Prioritize properties to be surveyed.
- C. Conduct surveys within the set schedules.
- D. Develop pre-fire plans.
- E. Collect, record, and manage pre-fire plan data.
- F. Complete Quick View Pre Plan Sheet and entered data in Fire House database.

### **Procedures/Guidelines**

- A. Program manager shall be designated by the Chief Officer.
- B. Identify Fire District target hazards and establish priority list.
- C. Assigned properties shall be surveyed within a twelve month period.
- D. Pre-Fire plans shall be reviewed semi-annually.
- E. All necessary forms shall be completed and posted in the appropriate Pre-Plan apparatus notebooks.
- F. All records must be entered in Fire House database and a Pre-Incident Plan Sheet shall be generated and posted in all first out engine company Pre-Plan Notebook.
- G. Include the following data in all Pre-Fire Plans: (See Attachment A)
  - a. Business information and contact numbers.
  - b. Complete building diagram. Make sure to include the following items:
    - 1. Doors and windows (Exits)
    - 2. Gas Shutoff
    - 3. Power Shutoff
    - 4. FDC
    - 5. Fire Alarm Panel
    - 6. Elevators
    - 7. Stairways
    - 8. Knox Box

- 9. Fences and gates (If locked, include codes Pre-plan sheet)
  - 10. Basement
  - 11. Special hazards
  - 12. Water supply (hydrant, tanks)
- H. Determine property fire flow requirements. Use NFA formula to complete NFF on Quick View Pre Plan Sheet. In Firehouse, enter values in accordance to ISO. Reference: Guide for Determination of Needed Fire Flow.
- I. Notify program manager of all pre-incident inspections conducted during a tour of duty.
- J. Program manager shall update pre-fire plan index as appropriate.
- K. Program manager is responsible for the Pre-Fire Plan Master Index and Pre-Plan Symbols: (See Attachment B)
- L. A copy of the Quick View Pre-Plan form shall be placed on all first-out engines.

### **Recommended Standard Building Diagram Symbols**

- Gas Shutoff – Circled letter G
- Water Shutoff Water– Circled letter W
- Power Shutoff – Circled letter E
- Show exits and write EXIT
- Fire Department connections – FDC
- Fire Alarm panel – FA
- Elevators – Letter E inside a rectangle
- Stairways – As if drawing a ladder
- Knox Box – Circled letter KB
- Fences – Strait line with letter X
- Basement – Write basement
- Note special hazards
- Hydrants – Circle filled with X

# **POLICY: Operating at Emergency Incidents**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

The purpose is to establish standard operating guidelines for fire protection personnel conducting operations at emergency incidents in accordance with TCFP, ICS, and NFPA regulations and standards.

## **Policy**

- A. The Incident Command System shall be in place at all emergency scenes.
- B. Emergency operations will begin only when adequate personnel are on scene to conduct such operations and will be conducted under the direction of the Incident Commander.
- C. Emergency operations will only be conducted by those personnel who have received adequate and appropriate training on conducting such operations.
- D. Personnel performing emergency operations will wear full personnel protective equipment appropriate for the specific operations being conducted.
- E. Personnel performing emergency operations will be aware of and compliant with all standard operating procedures as they relate to the emergency incident.
- F. The Command Sequence shall be utilized at every incident.
- G. The Incident Commander responsibilities include but not limited to scene size-up, identify strategies and tactics, develop an initial action plan (IAP), implement the IAP, coordinate incident resources, modify the IAP as necessary, call for additional resources as needed, maintain command until it can be transferred, and be prepared to fill a subordinate position within the incident organization.
- H. At incidents where multiple agencies respond, the strategies and objectives for the incident shall be written down. Chisholm Trail Fire Rescue utilizes the "Incident Command Board" to record information and assignments.
- I. The strategies, objectives, and action plans shall be reviewed each time command is transferred.

## **Procedures/Guidelines**

Prior to the initiating emergency operations at any incident scene, the officer in the first arriving engine company or first unit shall conduct a scene size-up and a risk assessment. The information gathered during size-up must be relayed to responding units in accordance with the Radio Communications SOG.

- A. A Safety Officer will be appointed by the IC for incidents based on the size and/or complexity of the incident. Examples are structure fires, MCI, hazmat incidents, technical rescue incidents and any other as determined by the IC. Safety is the primary responsibility of

the Incident commander.

- B. All personnel on scene will strive to provide the highest level of service to all patients/victims associated with the emergency.
- C. All personnel must follow Chisholm Trail Fire Rescue chain of command. All questions, complaints, and concerns shall be brought to the attention of the personnel first line supervisor for resolution. In the event that a resolution cannot be attained, the Incident Commander shall be notified.
- D. All requests for comments on the cause of the incident or any other details relating to on-scene operations should be brought to the Incident Commander if a Public Information Officer has not been appointed during the incident.
- E. All personnel shall comply with applicable Chisholm Trail Fire Rescue SOG during emergency operations.

## Staging Area Location and Management

- A. Additional Engine/Rescue companies arriving at an emergency incident shall report *Level One Staging*. This will indicate to the IC or first arriving engine company that additional resources are close to the scene and ready for assignment.
- B. During large scale incidents or incidents requiring resources to remain at a pre-determined distance from the hot zone, arriving resources shall report to *Level Two Staging*. The Incident Commander or first arriving engine/rescue company may designate a location as staging and all arriving units shall report to that location and stand-by for assignments.
- C. The officer or senior firefighter of the first unit arriving at *Level Two Staging* location shall assume the role of Staging Area Manager and establish communication with the Operations Officer or the IC.

## Command Sequence

The command sequence offers a three-step decision-making model that leads the officer through the development and implementation of the incident action plan. The IC shall address the following guidelines when directing actions of personnel at emergency incidents:

- A. Incident priorities must be the initial consideration of the IC, and must continually be evaluated during the incident. Incident priorities are:
  - a. **Life Safety**: Always the highest consideration and is a key factor in the risk/benefit analysis and the most important decision in managing company operations.
  - b. **Incident Stabilization**: This action is directed to stop the incident's progression. It includes actions such as aggressive interior attack, ventilation, pulling ceiling, or exposure.
  - c. **Property Conservation**: These efforts reduce the long-term economic and social impact of the incident. Salvage and overhaul, clean-up and scene security are its principal activities.
- B. Step One – Scene Size-Up: Is to provide for a consistent approach to establish incident command and reporting a description of the incident.
  - a. The first arriving engine company will establish the incident command system.

- b. The officer or the member on the first arriving unit shall give an initial size-up over the radio. This size-up shall include information that is pertinent to incoming units such as: visible smoke, brief description of building or incident scene, location and extent of the fire, location of nearest hydrant, initial actions, additional resources as needed, declaring an operational mode, and establishing the incident command system.
- c. If an apparatus driver/operator assumes command, he/she will function as the Interim IC until command is transferred to the first arriving officer or a chief officer.
- C. Step Two – Strategy and Tactics: These are the operational responsibilities of command.
  - a. Strategy is the overall plan that will be used to control the incident and is based on size-up information and risk assessment. Common strategies include rescue, exposures, confinement, extinguishment, overhaul, ventilation, and salvage (RECEO VS).
  - b. Tactics or objectives are the specific measures and actions taken to accomplish the selected strategies.
- D. Step Three – Implementation: These are tasks are the third component of the command sequence which defines the implementation of the action plan.

## **Operational Mode**

Based on the risk assessment evaluation accomplished during the incident size-up, the IC selects the operational mode:

- A. Offensive mode: it means that an aggressive interior attack or a rescue is worth the risk to fire personnel, and that sufficient resources and water supply is available to meet the incident demands.
- B. Defensive mode: it means that conditions do not warrant the risk to fire personnel which include buildings that are already lost, potential or imminent collapse, conditions that indicate survival of trapped victims is unlikely, or insufficient resources to effectively control the incident.
- C. Transitional mode: it is the transition from offensive mode to defensive mode or operation, or from defensive to offensive mode. Make sure to communicate to all personnel on scene that a transition has been made that everyone received the change of operational mode.

## **Modes of Operation**

- A. Nothing-showing or Investigating Mode:
  - a. The first arriving unit sees no obvious problem.
  - b. The Incident Commander will be investigating the reason for the call.
- B. Fast Attack Mode:
  - a. The situation requires immediate action to stabilize
  - b. The incident requires the Incident Commander's assistance and direct involvement in the attack ("Command Working").
  - c. The Incident Commander goes with the crew to provide the appropriate level of supervision.
  - d. Examples of Fast Attack Mode situations include:

- Offensive fire attacks (especially in marginal situations).
  - Critical life safety situations (i.e. rescue) which must be achieved in a compressed time.
  - Any incident where the safety and welfare of firefighters is a major concern.
  - Obvious working incidents that require further investigation by the Incident Commander.
- e. The fast attack mode should not last more than a few minutes and will end with one of the following:
- The incident is stabilized.
  - The situation is not stabilized and the Incident Commander must withdraw to the exterior and establish a command post. (At some point the Incident Commander must decide whether or not to withdraw the remainder of the crew, based on the crew's capabilities and experience, safety issues, and the ability to communicate with the crew. No crew shall remain in a hazardous area without radio communications capabilities.)
  - Command is — assumed or transferred to a new Incident Commander.

C. Command Mode: Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require immediate strong, direct, over Command. In such cases, the first arriving officer will initially assume an exterior, safe, and effective Command position and maintain that position until relieved by a higher ranking officer. A tactical worksheet shall be initiated and utilized to assist in managing this type of incident.

- a. The IC may appoint another member of the company to be the company officer and give the company an assignment. The IC may elect to assign the crew members to perform staff functions to assist command.
- b. The first arriving 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.
- c. The IC operating in the Command Mode shall utilize a Command Worksheet to document and organize the incident.
- d. Division officers may benefit from utilizing a Division Worksheet to document and organize sector activities.
- e. Division officers operating in Command Mode shall utilize command vests where appropriate to do so (Especially: Command, Operations, Safety, and Staging).

## **Transfer of Command**

### ***ASSUMED COMMAND***

If the IC is still in Fast Attack Mode when the next officer arrives, the IC may not be able to make face-to-face contact with the next arriving officer. In this instance, next arriving officer should make radio contact with the IC, advise that he is on the scene, obtain a progress report, and "assume" the command at the street level. When this happens, the arriving IC advises the initial IC that Command has been assumed, and the arriving IC gives the initial IC a designated operational designation, for example Interior Operations, Division One, Division A, etc.).

### ***TRANSFERRED COMMAND***

The IC gives the next arriving officer a face- to-face report of conditions (or by radio if face-

to-face is not possible). The Command may then be "transferred" to another on-scene officer. When command is transferred, the new IC is briefed with more detail than when command is "assumed", and includes:

- Incident conditions (fire location, extent, haz-mat, number of victims, etc.).
- The Incident Action Plan.
- Progress toward completion of the tactical objectives.
- Safety considerations.
- Deployment and assignment of operating companies and personnel.
- Appraisal of the need for additional resources.
- A review of the tactical worksheet with the new IC.
- The new IC gives the old IC an assignment and a designated sector name.
- When a Chief Officer arrives on the scene at the same time as the first arriving apparatus, the Chief Officer should assume Command of the incident.
- The first arriving Chief Officer should become the Incident Commander using the assumption or transfer of command procedure, depending on what mode command is operating in when the first chief arrives.
- Additional arriving Chief Officers should report directly to the Command Post for assignments.
- When Command is assumed or transferred, dispatch should be informed who the new IC is (officer number).



# **POLICY: Natural Gas and Propane Emergencies**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

To establish procedures/guidelines for the response to natural gas and propane emergencies.

## **Policy**

It shall be the policy of the Department to limit our natural gas and propane response activities to isolation, evacuation, and the suppression of fires ignited by burning gas. A natural gas or propane gas leak shall be considered a "hazardous Condition" Alarm unless the gas has ignited. In the case of an ignition, the alarm shall be upgraded to the appropriate alarm in accordance to Apparatus response SOG. Members of the Department shall not attempt to extinguish a flame supported by a gas leak until the gas company is ready to enter the hot zone and cap / plug the line.

## **Procedures**

**The following procedures will be followed when responding to natural gas releases of any type:**

- Approach the emergency from upwind.
- Evacuate the immediate area as necessary.
- Request dispatch to notify Gas Company for response.
- If the release has not ignited, use banner tape to secure a Hot Zone of sufficient size and configuration to ensure that ignition will not occur from outside sources and eliminate all potential sources of ignition in the Hot Zone.
- Monitor the perimeter of the Hot Zone with direct reading instruments to ensure that at no time does a gas/air mixture exceed 10% of the lower explosive limit.
- In those cases where ignition has occurred or is likely to occur, provide hose lines of sufficient capacity to protect any exposures that are within the Hot Zone.
- Require that any person entering the Hot Zone be equipped with the proper protective gear.
- Provide fire protection and rescue standby for those entering the Hot Zone.
- Control of the leak and control of ignition sources are the two most important considerations for natural gas emergencies.

### **A. Control of Natural Gas Leaks from Pipelines**

- Evacuate persons from an area immediately surrounding the site of the leak.
- Secure a safe Hot Zone perimeter around the leak site. The following rule-

of-thumb formula should be applied to determine the size of the hot zone:  
Diameter of gas pipe (in inches) x 8 + 40 = Hot Zone radius in feet

- For pipes 8 inches or larger, evacuate a radius of 150 ft. because of the radiant heat that would be produced in case of ignition. When Direct Reading monitoring equipment arrives on the scene, check the perimeter of the Hot Zone and expand it, if necessary, so that at no time will an area outside the Hot Zone have a reading in excess of 10% of the LEL. When sufficient personnel become available, establish a secondary exclusion zone at a distance where readings do not exceed 1% of the LEL.
- All potential sources of ignition shall be eliminated from the Hot Zone.
- When there is an exposure in a Hot Zone, whether structural, mechanical, or workers entering to control the leak, protective hose lines shall be put in place to protect these exposures.
- Any person entering the Hot Zone will do so only after receiving permission from the IC or his/her representative. CTFR personnel entering the Hot Zone will wear, as a minimum, full turnouts and SCBA.
- A RIT crew will be assigned to standby a reasonable distance when personnel are working in a Hot Zone to control a leak.
- CTFR personnel shall notify Gas Company of the incident and location.

## **B. Control of Fires at Natural Gas Pipelines**

- Evacuate and secure an area of sufficient size to prevent injury to the public.
- Protect exposures within the area affected by radiant heat from the fire. **DO NOT ATTEMPT TO EXTINGUISH THE FIRE!**
- Assist Gas Co. personnel in shutting off the source of the gas.

## **C. Control of Leaks From High Pressure Containers**

- Evacuate the immediate area and establish an initial Hot Zone with a radius of 50 ft. Static charges generated by high-pressure leaks can cause ignition at any time.
- If Direct Reading monitoring equipment is available, establish a Hot Zone at 10% LEL and a secondary exclusion zone at 1% LEL.
- Eliminate any source of ignition.
- Put protective hose lines into place.
- If a sufficient number of properly trained and equipped personnel are available, provide a backup crew and close the valves that will control the leak.

## **D. Control of High Pressure Natural Gas Containers**

- Evacuate and secure an area of sufficient size to prevent injury to the public in the unlikely event of a container rupture.
- Provide hose lines to protect exposures that are affected by radiant heat. Do not attempt to extinguish the fire — high-pressure tanks will exhaust themselves fairly quickly. Their fusible plug melts at 212° F, and it is not possible to close a tank after this has happened.
- If a sufficient number of properly equipped and trained personnel are available and the situation will allow it, shut off any valves that may be feeding the fire from other containers via a manifold system.

## E. Control of Leaks From Cryogenic Containers

1. There are several factors that significantly affect response to an incident involving a cryogenic container containing natural gas:
  - Cryogenics are stored at temperatures below -260° F. and any contact with this liquid will cause severe frostbite injury.
  - When cryogenics are released from a container, they have tremendous expansion ratios, often in excess of 600 to 1. This means that one cubic foot of liquefied natural gas, when released, can produce 600 cu ft of 100% gas vapor and a flammable vapor cloud in excess of 12,000 cu ft.
  - Liquefied natural gas does not have odorant; the only way to establish its presence is by direct reading flammable-gas detectors. A vapor cloud will sometimes be present near the container when it is released, however this vapor cloud DOES NOT indicate the boundary of the flammable gas cloud.
2. The following are steps that should be taken to control a leak from a LNG container:
  - Immediately evacuate a Hot Zone with a 75 ft radius around the leaking container.
  - When direct reading monitoring equipment becomes available, establish a Hot Zone at 10% of LEL and a secondary exclusion zone at 1% of LEL. Because of the high expansion ratio and cold temperature of LNG, the downwind exclusion distance may be much larger than those experienced with compressed natural gas.
  - Eliminate all ignition sources in the Hot Zone. Provide for exposure protection, **DO NOT** spray water on the container or any spilled liquid, this will warm-up the container or the spilled LNG and cause the volume of the gas vapor released to increase.
  - Any person entering the Hot Zone should, in addition to full protective clothing and SCBA, be provided with thermal protection against the extremely cold temperatures that may be encountered in the area of the leak. Provide fire protection and rescue standby for any workers entering the Hot Zone.
  - Only qualified personnel from the facility or trained HazMat personnel should attempt to approach the leak or take actions to mitigate the situation.

## F. Control of Fires Involving Cryogenic Containers

- Immediately evacuate a Hot Zone with a radius of 75 feet.
- Provide exposure protection for flame impingement on the tank and for surrounding exposures.
- Do not extinguish the fire except by shutting of the fuel.
- If the fire can be extinguished by shutting off valves etc. initiate this operation if it can be done safely.
- Require that HazMat Team members entering the Hot Zone to control the fire have proper protective clothing.
- Be sure that back up lines and RIT crews are in place before any entry is made into the Hot Zone.

## G. Control of Gas Releases Inside Structures

Because structures provide containment that will allow natural gas concentrations to build to the LEL, they must be handled with extra care:

- Immediately evacuate the structure, if it is necessary to enter the structure to rescue occupants, full protective clothing and SCBA must be worn.
- Do not allow occupants to operate electrical switches in the structure. This can produce an electrical arc that may cause ignition of the gas.
- Lay hose lines of sufficient size to extinguish the structure and protect exposures should ignition occur.
- Shut off the gas supply at the meter.
- Open the doors of the structure and allow it to ventilate naturally.
- Continue ventilation until direct reading combustible gas meters indicate that there is no flammable gas in the structure.
- Notify the gas supplier that there may be defective equipment or piping.

## **H. Fires Involving Natural Gas Inside Structures**

- Protect exposures and fight fire as per CTFR S.O.G.
- While lines are being put into place, shut off the gas at the meter.
- Notify the gas supplier that the incident may have involved natural gas.

## **POLICY: Lock Out Alarms**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

The purpose on this policy is to establish a policy for dispatching and responding to lockout alarms.

### **Policy**

- A. If the lockout is endangering life inside the locked vehicle or structure, expedient entry methods should be used. Good judgment in selection of this method is anticipated.
- B. CTFR assumes no responsibility for damage to vehicles or structures caused while gaining emergency entry.

### **Procedures/Guidelines**

- A. If a call is received for a simple lockout not involving trapped persons, the caller will be referred to a local locksmith for resolution.
- B. If, upon arrival to a lockout involving persons, the IC determines that the circumstances do not meet that of an emergency response, they shall advise the owner that CTFR cannot gain entry for them without damage to the vehicle or structure, and that we will remain on scene and assist them as necessary and desired in finding other means, such as calling a mobile locksmith. It should be emphasized that the potential property damage from forcible entry mandates this policy.
- C. If the lockout involves direct threat to life and/or property, collateral damage from forced entry should be minimized.
- D. Even in cases where emergency entry is not initially justified, observations of external conditions (heat, cold, etc.) and their effect on trapped persons should constantly be updated, in order to quickly determine the ongoing need for emergent response.

# **POLICY: Incident Management System**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

In order to meet requirements set forth by National Incident Management System (NIMS) and NFPA 1561.

## **Policy**

- A. An incident management system will be in place at all emergency incidents. The scope of the IMS will be determined by the complexity of the incident and the Incident Commander.
- B. Prior to beginning operations, the first arriving personnel/engine company shall develop a risk management plan that includes risk identification, risk evaluation, initial action plan, risk control, and risk monitoring.
- C. All personnel shall be trained in the Incident Management System (NIMS).
- D. The IMS shall be in place at all drills, exercises, and other events that may present hazards similar to those encountered on an emergency incident.

## **Procedures/Guidelines**

### **A. Implementation**

- 1. Chisholm Trail Fire Rescue has adopted the Incident Command System to manage all emergency scenes. Drills, exercises, and other events that present hazards similar to those encountered in emergency scenes shall operate under the Incident Command.
- 2. Chisholm Trail Fire Rescue shall follow all Standard Operating Guidelines for Emergency Operations. These SOG meet the requirements of NFPA 1561. Examples are Accountability SOG, Operating at Emergency Scenes, Rehab.
- 3. One or two company responses that are not going to escalate beyond the commitment of these companies do not require a formal activation of the incident command over the radio. The officer of the first arriving engine company will remain responsible for command functions under the IMS.

### **B. Communications**

- 1. EH Fire and Caldwell County Fire Ops is the designated radio channel for dispatch.
- 2. During major or extended incidents, a tactical channel shall be assigned by the Incident Commander.
- 3. Other channels for radio communications may be assigned as needed.
- 4. Clear text shall be used for all radio communications.
- 5. Standard terminology shall be used for communicating strategic modes of operation, situation reports, and emergency notifications of imminent hazards.

6. Emergency traffic shall be declared by the incident commander, officer, or any member who is aware or subject to an emergency situation.
7. When an emergency traffic message is transmitted, all other radio traffic must stop until the situation is abated. At that time, the Incident Commander shall transmit a message indicating "all clear, resume radio traffic".
8. Mayday may be used to report a firefighter down, loss, or trapped. Emergency Traffic may be used for potential back draft, flashover, change of mode of operation, or imminent collapse as an example.
9. Updates in incident status will be reported by the Operations Officer to the Incident Commander at least every 15 minutes or as needed.
10. The Incident Commander will update dispatch as needed.
11. Multi-agency responses will operate under the Unified Command System.
12. All incidents will be controlled through the usage of the Incident Command System (ICS). In this system, the Incident Commander (IC) is the person in charge of the entire operation, establishing a single command post and command post operations, establishing an overall incident management organization, identifying overall incident objectives, establishing and maintaining scene safety, conducting and leading planning meetings with Command and General staffs and developing a single Incident Management Plan.
13. Depending on the scope of the incident and the demands placed on command staff, the Incident Commander may choose to expand the number of personnel assisting with overall scene management. This may include, but is not necessarily limited to an Operations Officer, Public Information Officer, Safety Officer, Planning/Logistics Officer and/or Finance Officer. Each of these positions is described and operates according to generally accepted national standards for ICS positions. Operation in such a system serves many purposes, not the least of which is limitations on each individual manager's span of control.
14. The ICS system that is implemented should be modular in structure to allow for ease of expansion or contraction, depending on the dynamic scene demands.
15. All emergency personnel should be trained in the composition and workings of Incident Command (Management) System. Supervisors should be trained in their individual areas of responsibility as per function or assignment.
16. At a large incident, the Logistics Officer will be responsible for management and tracking of resources on scene, both equipment and personnel. He/she may delegate these tasks to someone else, such as an Accountability or Staging Officer; however he/she maintains ultimate responsibility. If additional resources are necessary on a protracted scene, a Planning Officer may need to be appointed.
17. Personnel accountability should be performed, formally or informally, at all incident scenes. At large incidents, an Accountability Officer will be appointed and, utilizing CTFR accountability board located on Apparatus, track personnel in their various duty assignments on scene.
18. A rehabilitation area may be set up at large, protracted incidents at the direction of the Incident Commander. Medically trained personnel, who will monitor the physical status of fire personnel while in rehab, will optimally staff it. Outside assistance, such as a Medic unit from San Marcos Hays County EMS or Lockhart EMS, may be utilized to augment medical monitoring at the direction of the Incident Commander. If personnel needs are greater than those resources typically on hand (water, Gatorade, shade,

chairs), a Planning/Logistics Officer may be appointed to develop additional needed resources (food, bathrooms, shelter, etc.). The Accountability Officer will track personnel sent to rehab.

19. San Marcos Hays County EMS / Lockhart EMS paramedics will monitor fire personnel who are identified as having vital signs out of the acceptable range. These paramedics will determine, in conjunction with the Incident Commander, which personnel should be transported to a hospital for further evaluation/treatment. Additional Information can be found under the Rehab SOG.



# **POLICY: Hearing, Eye and Hand Protection**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

## **Purpose**

The purpose of this policy is to establish an acceptable level of employee personal protective safety during station duties, emergency operations, medical response and training activities.

## **Scope**

This policy will be applicable for all personnel of CTFR.

## **Responsibilities**

1. All personnel shall be responsible for strictly adhering to the provisions of this procedure and for wearing hearing, hand and approved eye and face protection.
2. All personnel shall inspect hearing, hand and eye protection issued to them and/or assigned to their apparatus at the beginning of each shift and/or during daily/weekly apparatus checks and after each use.
3. All personnel are responsible for the cleaning, care, and maintenance of their hearing, hand and eye protection equipment and for obtaining repairs or replacement items.
4. The Incident Command, Company or Safety Officer shall be responsible for ensuring that all personnel operating within the hazardous perimeter of an incident are properly attired and using the appropriate hearing, hand and eye protection equipment and for developing control procedures to mitigate the hazard.
5. All personnel who are in violation of this procedure shall be ordered to promptly leave the hazardous area to retrieve the needed protection equipment. Personnel violating this policy can be subjected to discipline.
6. Company Officers shall be responsible for enforcing the provisions of this standard and for immediately correcting any deficiencies that might occur.

## **Eye Protection**

1. All protective eyewear shall meet the minimum ANSI Z87.1 compliant standard.
2. Proper eye protection shall be used during activities that may cause eye injury. Examples given but not limited to:
  - Checking fire apparatus during weekly/daily inspection(s).
  - Using hammers, axe or forcible entry tools.
  - During overhaul, whether from structural, trash or ground-cover fire.
  - Checking or using hydraulic equipment.

- Filling air bottles and extinguishers.
  - Performing Station and ground maintenance.
  - Personnel in contact with patients/victims will have examination gloves and eye protection with them at all times.
3. SCBA face piece shall be used anytime respiratory protection is necessary and will act as full face/eye protection.
  4. When the SCBA face piece is not required, safety glasses or goggles must be used.
  5. Goggles may be of the quick connect/disconnect style used in conjunction with a fire helmet.
  6. Goggles should not be kept on the fire helmet since this will lead to smoke, fire and prolonged storage damage of the goggle. Goggles shall be kept in a soft sleeve (sock) and placed in the inside fire coat pocket or side pant pocket. **Exception:** Goggles may be kept on the helmet if covered in a NFPA approved cover, specifically made for this application, as supplied by CTFR.
  7. It will not be necessary to have both helmet shield and goggles. However, the use of a shield **will** require additional eye protection in the form of safety glasses, goggles or SCBA face piece to provide for adequate eye protection. OSHA approved Bourke's are allowed to be substituted for a helmet shield, if installed by the helmet manufacture, but will require additional eye protection in the form of safety glasses, goggles or SCBA face piece to provide adequate eye protection.
  8. Safety glasses used during medical calls shall be clear lens when used at night or used in the interior of a building. This is for safe movement in dark environments and for good customer service when used indoors. People have a sense of trust and comfort when they can see the rescuer's eyes.
  9. **WARNING:** *Do not wear goggles on the face during structural firefighting. Always use a SCBA while operating in close proximity to an active structural fire or when there is an IDLH atmosphere present.*

## Hearing Protection

1. Hearing Protection shall meet ANSI standard S3.19-1974 for approved hearing protection device. Examples of approved hearing protection are and shall be supplied by the department as listed:
  - Ear Plugs – each individual with spare dispensers in stations/apparatus
  - Ear Bands – optional to each individual, supplied to the individuals at their expense
  - Ear Muffs – staged on apparatus or SCBA fill station as needed for job specifics
2. Proper hearing protection shall be used during activities that may cause hearing injury. Examples given but not limited to:
  - Checking fire apparatus during inspections, when operating pumps, sirens and/or horns.
  - Using saws, generators, air hammers, compressors, pumps or other tools that when operated, exceed 85 dbL.
  - Performing Station ground maintenance.
3. Hearing protection shall be used when operating air bottle fill stations. Department supplied hearing protection will be provided.

# Hand Protection

Hand protection shall be worn when hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes, or vibration.

The type of hand protection used shall be based on the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified. Examples are:

1. Firefighting Operations – NFPA approved Structural Firefighting gloves
2. Wild land Firefighting – NFPA approved Structural or wild land gloves, or leather work gloves
3. Auto Extrication – Medical Gloves; plus, NFPA approved Structural Firefighting gloves or approved extrication gloves
4. Rope Operations – NFPA approved Structural Firefighting gloves, or approved rope rescue gloves
5. Pump Operations or equipment pick-up/maintenance – leather work gloves or extrication gloves
6. Swift water Operations – leather work gloves, extrication gloves, rope rescue gloves or Swift water gloves.

## **POLICY: HazMat Incidents**

Authorized By: Chief Mark Padier

Effective Date: April 1, 2015

### **Purpose**

To establish a general policy for response to hazardous materials incidents.

### **Policy**

It will continue to be the policy of the department to respond to all hazardous material incidents in the district. The primary objectives in high-risk hazmat incidents will be that of containment, limiting access, perimeter control, and evacuation. Appropriate state and local officials shall be notified. Strategic goals will be life safety, environmental conservation, and property conservation in that respective order.

### **Procedures**

- A. Upon receipt of an alarm that indicates a significant hazmat threat, the responding personnel will exercise due caution during initial approach. To the best of their ability, units should approach uphill, upwind and/or upstream from the incident. A perimeter and evacuation area will be established per the Emergency Response Guidebook. An incident command system will be established and all units notified of a command post location and staging area. A Safety Officer will be appointed as soon as possible. The Safety Officer should have training at least to the Operations level. All personnel responding and working the hazmat scene must have, at a minimum, an Awareness level of training. The following agencies will be contacted as deemed necessary by the Incident Commander (Department of Public Safety, Hays County Sheriff's Office, and Hays County Emergency Management Caldwell County Sheriff's Office, Caldwell County Emergency Management.)
- B. If the situation is of acceptable risk to the Incident Commander, CTFR personnel will conduct whatever tasks have been delegated.
- C. If the situation is not of acceptable risk as determined by the Incident Commander, CTFR personnel will evacuate the immediate area to outside the perimeter, or safe zone, and limit access.
- D. CTFR personnel will not, under any circumstances, engage in repairing and/or stopping a leak, spill, or rupture in which a hazardous material is involved unless the Incident Commander deems it a very low risk operations, and gives instructions for such repair or containment.