

ADMINISTRATIVE POLICY MANUAL

The purpose of these policies is to cause prompt, courteous and efficient service from the officers and members of the Toppenish Fire Department to the citizens of Toppenish.

It is hereby made the duty of the officers of the Toppenish Fire Department to cause these rules and regulations to be enforced and the Officers shall be held responsible for such enforcement.

Any violations of these rules and regulations and any neglect of the duties and responsibilities shall be placed before the Public Safety Director for disciplinary action.

All members of the Fire Department shall familiarize themselves with the contents of the Policy Manual. Further, all members of the Fire Department shall familiarize themselves with any Standard Operating Procedures (SOP's) or Informational Bulletins which may supplement the Policy Manual.

Emergencies may arise from time to time which cannot be foreseen and for which no policy is provided. It is expected that all members of the Department shall act at such times with discretion, good judgment, promptness, and in the best interest of the citizens and the Department.

In matters of general conduct not within the scope of Department rules, members shall be true to the best instincts of law-abiding, self-respecting citizens. They shall always be aware of and jealously guard and uphold the good name of the fire service.

All members of the Fire Department shall familiarize themselves with the City's policies regarding personnel issues such as the harassment policy, affirmative action policy, etc. Copies of City of Toppenish policies may be obtained in the Fire Administration Office.

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FORWARD

Pursuant to the authority vested in the Public Safety Director of the City of Toppenish, the Policy Manual is hereby made and adopted. These policies shall constitute the rules and regulations of the Toppenish Fire Department.

- A. Only the Public Safety Director or designee of the Department shall issue or alter the Policy Manual
- B. Questions concerning the interpretation of any part of these rules and regulations shall be directed to the Public Safety Director or his designee.
- C. Only the Public Safety Director or designee shall issue Standard Operating Procedures (SOP's). Only the Public Safety Director or designee shall issue Special Directives. Information Bulletins shall be issued only through the Chief or
- D. The Captain shall be responsible for seeing that all personnel have been informed of or read the information contained in all Standard Operating Procedures and Special Directives.
- E. The policies will be adopted and in full effect when approved by the Public Safety Director. All former rules, regulations, orders, policies and regulations in conflict with the Policy Manual are hereby repealed and revoked.

STATEMENT OF INTENT

These rules cannot, nor are they expected to, provide a solution to every question or problem which may arise. Neither are they intended to limit any member in the exercise of judgment or initiative. They do, however, cover in a general or specific way many of the duties and obligations of the members of the Department. In situations not covered, members are expected to take the action any responsible person would take in similar circumstances. The Policy Manual, Standard Operating Procedures and Information Bulletins are a part of these rules and regulations and it will be the responsibility of all personnel to be familiar with and adhere to them. Ignorance of their content will not be accepted as an excuse for noncompliance.

Although considerable care has been used in compiling the Policy Manual, it is inevitable in so large a project that errors or omissions may occur. When errors or omissions are noticed by the user, it is requested that a memo be sent to the Captain, citing the section and chapter involved and the nature of the error.

10.000 – ORGANIZATION – JOB DESCRIPTION

The chain of command is from the Public Safety Director to the Captain to the Training Officer to the Fire Fighter and down through the ranks to include the volunteers. The line of authority from the volunteer and fire fighter to the Captain, and on up through the ranks, shall be preserved in order to maintain principles of good administration. Ranks shall not be bypassed unless it is felt that a superior is guilty of misconduct, or negligence in his decision. Volunteers or fire fighters shall not take matters directly to the Public Safety Director or to higher-ranking officers, which should ordinarily be taken up with their Captain, unless it is a matter of which the Captain has no official concern.

Command officers shall keep their subordinates informed of changes within their command, of orders, assignments and other matters that concern them, except in cases of emergency, necessitating other action, or when the nature of the matter does not warrant such procedure.

All members and employees of the department shall work together and strive to obtain a high degree of cooperation with each other.

PUBLIC SAFETY DIRECTOR

10.001 – DEFINITIONS

SUB-SECTION

1. **MEMBER** – When used alone shall mean any member of the department and/or civilian employees. It may also refer generally to Volunteer.
2. **COMMAND OFFICER** – Any member appointed to the rank of Training Officer or above who is in command of any watch, shift, or other identifiable segment of the department, or any other member assigned by the Public Safety Director to act in this capacity.
3. **SUPERVISOR** – Any member appointed to the rank of Captain or higher or any other member assigned by the Public Safety Director to act in this capacity.
4. **SENIOR MEMBER** – In situations where two or more members of the same rank are involved and a supervisor is not available, the member with the highest departmental service seniority will assume charge unless otherwise assigned by an officer of higher rank.
5. **RANKING OFFICER/SUPERIOR OFFICER** – The member who holds the higher rank in the chain of command in the organizational outline of the Fire Department, are shown below in descending order with equal ratings shown on the same level:
 - Public Safety Director
 - Captain
 - Training Officer
 - Fire Fighter
 - Volunteer
6. **DUTY STATUS** – Members of the Fire Department are “On Duty” 24 hours per day, 365 days per year, and subject to perform their assigned duties at any time they are so assigned or ordered to do so by a superior officer. They will be normally assigned a 24-hour shift of “Active Duty” status. The remainder is considered “Inactive Duty” or “Rest Duty” or “Off Duty” (active) status.
7. **SHIFT/WATCH** – That twenty-four hour period assigned as a duty time. Duty/Watch shifts begin at 0700 hours and conclude at 0700 hours the following day.

PUBLIC SAFETY DIRECTOR

10.002 – PUBLIC SAFETY DIRECTOR

SUB-SECTION

- 1. AUTHORITY** – The Public safety director shall possess such authority as vested by State Laws, the City Council and the City Manager; and to set standards, procedures, and policies pertinent to existing ordinances, State and Federal laws, and contractual agreements for the Fire Department of the City of Toppenish, Washington.
- 2. DUTIES** – The Public Safety Director shall devote his entire efforts to the lawful administrative duties as required for efficient operation of the department. The Public Safety Director shall keep, or cause to be kept, such books and records required for the proper operation of the department. He shall provide monthly departmental activity reports to the City Manager, and provide any additional information required. He shall insure the keeping of accurate records pertaining to all fire calls and emergency calls or other activity pertinent to the Fire Department. The Public Safety Director shall assume ultimate responsibility for the safekeeping of all property of the Department, and any property which shall be entrusted to his care or come into his possession.
- 3. RESPONSIBILITIES** – The Public Safety Director shall be responsible for expedient and effective execution of Fire Services within the Department's jurisdiction. The Public Safety Director shall be subject to the direct supervision of the City Manager, and shall perform duties required by the City Manager. He shall be familiar with the City Ordinances of the City of Toppenish and shall not promote any action which is in conflict with them.
- 4. FIRE SERVICES** – The Public Safety Director shall ensure fire and emergency medical services of the City are met.
- 5. TRANSFER OF COMMAND** – In the event the Public Safety Director is temporarily absent, the Fire Captain shall assume command and subsequent duties and responsibilities of the position. If the Captain is also absent the command is assumed to the Training Officer. If all command staff is absent, the command of the Department shall be designated by the Public Safety Director or the City Manager.

6. **EMPLOYEES** – The Public Safety Director shall enforce and prescribe the policies and rules pertaining to employees in the department. Policies and rules shall remain consistent with the laws of the State of Washington, the City Ordinances of the City of Toppenish, and all binding contractual agreements as duly authorized. The Public Safety Director shall have the authority to discipline, employ, and promote persons; within the limitations as established by the City Manager. The Public Safety Director shall maintain a high degree of cooperation with other fire departments. He shall remain abreast of all new laws, fire suppression techniques, and continually strive to upgrade the quality of fire services to the community.
7. **BUDGET** – The Public Safety Director shall submit an annual budget at the direction of the City Manager. Only the Public Safety Director or his specific delegate is empowered to authorize any expenditures of budget items.

PUBLIC SAFETY DIRECTOR

10.003 – CAPTAIN

SUB-SECTION

1. **DUTIES** – Acts as the Public Safety Director in his absence, directs the deployment of personnel, reviews and approves all division schedules, assist the Public Safety Director in the preparation of the budget. Implements technical and administrative policies and procedures on fire and medical services.
 - A. The Captain shall attend all structural fires and such other fires and/or emergencies as he deems advisable or upon call and shall be in command of same unless relieved by a superior officer.
 - B. The Captain shall have the authority and responsibility to have summoned or dispatched any equipment he deems necessary.
 - C. The Captain shall be just, dignified and firm in his dealings with subordinates and shall see that good order and proper discipline is maintained among the members.
 - D. The Captain shall have authority to grant leaves of absence to members of his battalion in case of an emergency as provided by ordinance and Department Policy.
 - E. The Captain shall have authority to summarily suspend from duty for cause, any subordinate officer or member, reporting such action in writing to the Public Safety Director or his designee immediately.
 - F. The Captain shall hold officers under his command responsible for the prompt and complete discharge of their duties, for the condition and actions of their companies in and out of quarters, and for any neglect in carrying out and enforcing all rules and orders governing the officers and members of the Fire Department. Should the Captain learn of any violation of orders or dereliction of duty on the part of any officer or member under his command, he shall report such findings, in writing, to the Public Safety Director or his designee.
 - G. The Captain shall be responsible for all department property in his charge and shall see that it is in proper condition for immediate use at all times.

H. The Captain shall make a complete and careful inspection of each station and the company records at least once each week.

I. The Captain shall submit to the Public Safety Director or his designee such reports as may be required for the proper functioning of the Fire Department.

J. The Captain shall cause all incident reports and reports of other activities and matters during his tour of duty to be properly reported and recorded prior to leaving duty.

K. The Captain shall convey all orders of the Public Safety Director or his designee to the members and shall transmit all reports and communications of the officers and members to the Public Safety Director or his designee.

L. The Captain shall cause the company officers under his supervision to properly train their crew members.

M. The Captain shall cause the Water Division to be notified when large quantities of water from City hydrants are to be used or when hydrants have been used during freezing weather.

N. The Captain shall make an effort to advise the Fire Dispatch Center of extended periods of anticipated unavailability for call back to duty.

O. The Captain shall perform such other duties as the Public Safety Director or his designee may direct.

Emergency Assignment

- A. Incident Command
- B. Operations
- C. Safety Officer
- D. Assignment may be made to best serve the department.

PUBLIC SAFETY DIRECTOR

10.004 - TRAINING & INVESTIGATION OFFICER

The Training and Investigation Officer is responsible to the Captain for the investigation of fires for determination of probable cause, and for the fire prevention education and training programs of the Fire Department. This person shall receive assistance from personnel assigned to Operations Division when such assistance is needed.

- A. This person shall cause a careful and thorough investigation to be made to determine the probable cause of every fire which results in loss of life, injuries to persons, excessive damage to property, or where an accidental or providential cause is not readily discernible.
- B. This person shall work cooperatively with other agencies to accomplish the identification, apprehension and prosecution of persons responsible for acts of incendiarism or arson.
- C. This person shall maintain complete and accurate records of all investigations conducted by his office. A report of his findings shall be forwarded to the Captain as quickly as possible.
- D. This person shall develop, coordinate and document the execution of the fire prevention education and awareness program of the Fire Department.
- E. This person shall develop, coordinate and document the execution of the training program for the department. The Training Officer directs, assigns and maintains all training records.
- F. This person shall perform such other duties as the Captain and/or Public Safety Director may direct.

Emergency Assignment

- A. Incident Commander
- B. Operations
- C. Safety
- D. PIO Liaison
- E. Assignment may be made to best serve the department.

PUBLIC SAFETY DIRECTOR

10.005 – FIREFIGHTER

Each firefighter shall be assigned and trained in functions with regard to firefighting and emergency medical responsibilities. All such firefighters shall be trained in a variety of duties and be capable of flexible action.

SUB-SECTION

1. DUTIES – The City of Toppenish requires that employees occupying the position of Firefighter be responsible for performing fire and emergency medical service duties. Every firefighter, in carrying out the functions of the department, shall constantly direct his best efforts to accomplish that end intelligently and efficiently and shall hold himself in readiness at all times to answer calls and obey orders of his supervisor. Duties shall include, but not be limited to:

*Keeping stations, apparatus, equipment, tools and uniforms in clean and serviceable condition;

*Responding with assigned unit to all alarms and emergency medical calls;

*Extinguishing fires and taking necessary precautions to prevent the rekindling of fires;

*Exercising due caution to avoid unnecessary damage to or loss of department property, or injury to themselves or other personnel in the performance of their duties;

*Watching for and protecting at the scene of a fire all clues or evidence indicating the fire cause

*Direct other firefighters including volunteer firefighters during fire suppression or EMS operations

A. ACCOUNTABILITY – He shall be held to strict accountability for the good order of his assigned area or post to which he may be assigned to duty and shall keep such regular hours of duty as may be prescribed by his commander.

- B. TRIAL/TRAINING PERIOD** – All original appointments of Firefighter to the department shall be for a trial/training period of twelve months. Continuation in the service will be dependent on the conduct of the appointee and his fitness for the performance of the duties to which assigned, as indicated by the quality of his work and by reports and recommendations of his supervising officers. If, during that period, the appointee proves unfit, the City Manager shall dismiss him from the service.
- C. ATTENDANCE** – Unless otherwise directed, he shall be present at his assigned daily roll call and briefing period punctually at the specified time and place, properly uniformed and equipped, and shall give careful attention to dispatches and to orders and instructions read, or issued by his supervising officer.
- D. ASSIGNMENTS** – When assigned to a duty, he shall proceed to accomplish this duty without delay. He shall not loiter around the station. He shall be aware of his responsibilities to perform the assigned duty. He shall engage in fire and emergency medical functions that include such things as working rotating shifts, weekends, nights and holidays, conducting fire inspections, developing positive relationships with the community, and maintaining fire equipment. He shall respond to calls for service in a vehicle. He shall communicate effectively and coherently over fire radio channels and computer aided dispatch terminals, while initiating and responding to radio communications. The fire fighter shall operate a fire truck or related equipment during both the day and night, emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- E. EXTRA TERRITORIAL ASSISTANCE** – He shall give assistance for the protection of persons and property outside of his assigned area, within the city limits, if called in for any case requiring immediate attention. He shall notify the radio dispatcher before leaving his assigned area. Upon returning to his assigned area, he shall notify the dispatcher of his return. He shall perform rescue functions at accidents, emergencies and disasters, to include directing traffic for long periods of time, administering emergency medical aid, including CPR, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

- F. VIGILANCE** – He shall be constantly alert and keep a vigilant watch for fires.
- G. LAWS AND ORDINANCES** – He shall familiarize himself with, and have working knowledge of all laws and ordinances relating to fire services. He shall familiarize himself with, and have working knowledge of all laws of the State of Washington and the City of Toppenish. He shall demonstrate communications skills in formal settings, i.e., civic groups, schools, churches and public functions. He shall read and comprehend legal and non-legal documents.
- H. INVESTIGATIONS** – He shall assist in investigating all arson and fire related incidents that occur in his assigned area. He shall secure names, addresses and other such information that is required to complete written and computer generated fire reports. He shall detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- I. IDENTIFICATION** – He shall, when appropriate, keep his badge and name plate in sight and give his name and identification number in a respectful manner when requested. At all times while his is on duty, he shall have in his possession his ID card and a valid Washington driver's license.
- J. INFORMATION ASSISTANCE** – He shall make himself thoroughly familiar with the City, including the routes of bus lines, the location of streets, public buildings and points of interest, courts, transportation offices and depots, highways and boundaries thereof and of the City; and the location of the City, County, State and Federal officials and such other knowledge pertaining to the government of the City, County, and State, and the institutions thereof as will enable him to render intelligent and helpful information and assistance when requested.
- K. PUBLIC SERVICE OBSERVATIONS** – A fire fighter shall report leaking water pipes, gas mains, sewers, street lights out, power lines down, traffic lights or signs in need of repair. If he observes anything likely to prove dangerous or a public nuisance or inconvenience to the public, he shall remedy it if possible, or report it without delay. He shall report immediately dangerous conditions of street, sidewalks or city property. All such conditions shall be called to the attention of the department orally and on a written memo.

- L. RULES AND REGULATIONS** – The fire fighter shall be subject to and governed by the Rules and Regulations of the department, the orders of the Public Safety Director and other ranking officers of the department.
- M. ASSIGNED DUTIES** – The fire fighter shall report for duty on time and shall perform such other duties as may be assigned.
- N. REPORT PREPARATION** – The fire fighter shall prepare investigative and complete other reports on a computer, including sketches, using appropriate grammar, symbols and mathematical computations.
- O. COMMUNICATION** – The fire fighter shall effectively communicate with people, including juveniles, mentally deranged, confused or intoxicated individuals by giving information and directions, mediating disputes and advising of rights and processes. He shall endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

NOTE: The successful firefighter must be able to perform all of the essential job functions of a fire fighter unassisted and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength. Firefighters shall conform to and promptly obey all orders from their superiors and the Rules and Regulations of the Department and Standard Operating Procedures (SOP's).

10.006 – VOLUNTEERS

Volunteers work at the direction of the Captain or when absent, the Training Officer or when absent, the Career Firefighter and are subject to all rules, regulations, and guidelines of the Toppenish Fire Department Standard Operations Manual.

Objectives

- A. To support and augment full time fire forces.
- B. To increase the amount of manpower and equipment responding to emergency activity.
- C. To provide manpower and equipment to support non-emergency fire department activities.

Volunteers shall be a minimum of eighteen years of age, unless approved by the Public Safety Director. Those volunteers under the minimum age requirements shall only serve in a “non combat” or support role, i.e. traffic control, pump operator, etc., as directed by the Public Safety Director or his designee.

NOTE: The successful volunteer firefighter must be able to perform all of the essential job functions of a fire fighter unassisted and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength. Volunteer firefighters shall conform to and promptly obey all orders from their superiors and the Rules and Regulations of the Department and Standard Operating Procedures (SOP's).

PUBLIC SAFETY DIRECTOR

20.000 - CODE OF ETHICS

Purpose

The purpose of this policy is to establish ethical standards of conduct for City officers and employees and to establish formal employee rules and regulations.

1. The intent of this policy is to provide the City with a formalized policy regarding ethical standards of employee conduct and a formal set of employee rules and regulations.
2. All members of the Fire Department shall familiarize themselves with the contents of the Policy Manual. Further, all members of the Fire Department shall familiarize themselves with any Standard Operating Procedures (SOP's).
3. Emergencies may arise from time to time which cannot be foreseen and for which no policy is provided. It is expected that all members shall act at such times with discretion, good judgment, promptness, and in the best interest of the citizens and the Department.

Code of Ethics

The proper operation of democratic government requires that public officers and employees be independent, impartial, and responsible to the citizens of Toppenish; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain, and that the public have confidence in the integrity of its government; and therefore, in accordance with City Policy, "No officer or employee of the City shall solicit or receive any pay, commission, money or thing of value, or derive any benefit, profit or advantage, directly or indirectly from or by reason of any improvement, alteration or repair, or purchase of materials required by the City, or any contract to which the City shall be a party, except his lawful compensation or salary as such officer or employee. A violation of any of the provisions of this section shall disqualify the offender to continue in office or employment and he shall be forthwith removed there from."

PUBLIC SAFETY DIRECTOR

20.001 - RULES & REGULATIONS

Departmental Rules and Regulations are applicable to all members of the department, including Volunteers; and to all civilian employees of the department. All general and special orders, instructions (including those on departmental forms) and manuals shall have the same authority as Departmental Rules and Regulations. Departmental Rules and Regulations shall not be canceled, amended or issued without the specific approval of the Public Safety Director or in his absence, the Captain or Firefighter designated by the City Manager or Public Safety Director, as the Acting Fire Chief.

Failure of an employee, either willfully, or through negligence or incompetence, to perform the duties of his rank or assignments; or violation of any regulation, written policy or manual, or lawful verbal order, may be considered sufficient cause for discharge, demotion, suspension or other form of disciplinary action, as approved by the Public Safety Director, City Manager or Civil Service Commission.

Supervisors may, when specific conditions warrant, and when it can be justified, circumvent Department Regulations. The total responsibility for the action taken will be borne by the supervisor making the decision. Reports of any such actions shall be made to the Public Safety Director, in writing, through the proper chain of command.

A Captain and above may suspend a subordinate for any portion of a tour of duty being worked, pending a complete investigation of the violation alleged. They may dispose of minor dereliction's of duty or misconduct, the repletion of which, in their judgment, may be prevented by an admonishment or warning. In each incident of this type a written record shall be forwarded to the Public Safety Director no later than 9:00 AM the following day.

Complaints against supervisory officers by subordinates shall be made to the employee's immediate supervisor. If satisfaction is not forthcoming, the complaining member may then take the complaint to the Public Safety Director for a determination. If satisfaction is not attained, the subordinate may initiate the grievance procedure, as outlined in a contract, as may exist in a collective bargaining agreement, provided that such complaint is a breach of such agreement.

The Captain shall be responsible for seeing that all personnel have been informed of or read the information contained in all Standard Operating Procedures and Special Directives.

The members of the Fire Department shall devote their time and attention to the service of the department and shall not engage in any activities that may impede their ability to perform their duties.

Members shall attend such fires and other emergencies to which they may be assigned, detailed or called.

PUBLIC SAFETY DIRECTOR

20.002 – CHARGES RESULTING IN DISMISSAL OR DISCIPLINARY ACTION

Any member of the department is subject to dismissal, demotion, suspension, additional training or duties, written or verbal reprimand, or any combination of these, subject to the recommendation or approval of the Public Safety Director or City Manager.

It shall be the duty of every member of the Toppenish Fire Department to thoroughly familiarize himself/herself with such provisions of the Departmental Rules and Regulations or Operations Manual as may deal specifically with the duties of rank or position.

Acceptance or continuance of employment shall constitute implied compliance to all Departmental requirements that countermand and/or supersede any previously issued. Failure on the part of members to acquaint themselves with the provisions of, and maintain the Operations Manual shall be deemed a neglect of duty and may be made the subject of charges against such member.

20.003 – BULLETIN BOARD

Members shall acquaint themselves daily when on duty, and immediately upon return from absence with information on the bulletin boards, i.e., training announcements and bulletins pertinent to their assignments.

20.004 – USE OF INTOXICANTS OR DRUGS

Members shall not consume alcohol/drugs while on duty or twelve (12) hours prior to reporting to work. Members shall not use any controlled substances, narcotics or hallucinogens except when prescribed by a physician for an illness or injury. Members shall not report to work or be on duty while under the influence of such drugs unless approved by a physician and the Public Safety Director..

No member shall store any alcoholic beverage within the Fire Department or its vehicles.

PUBLIC SAFETY DIRECTOR

20.005 – ABSENCE FROM DUTY

Any unexplained absence without leave for three (3) consecutive days or more, may be deemed and held as a resignation without proper notice, and will be treated as such.

Members who expect to be out of town and unavailable for call back to duty, are encouraged to advise their immediate superior of such anticipated unavailability, particularly when the duration of unavailability is expected to extend in excess of one day.

20.006 – NEGLIGENCE OR FAILURE TO COMPLY WITH DEPARTMENTAL RULES AND REGULATIONS, MANUALS, POLICIES, GENERAL ORDERS, OR SPECIAL ORDERS, WRITTEN OR ORAL

Members shall obey the lawful orders of a ranking officer at all times. Should an order conflict with any order given previously, by another ranking officer or with any other departmental order, the member to whom such order is given shall respectfully call attention to the conflict. If the ranking officer giving such an order does not change it to eliminate the conflict, the order shall stand and the responsibility shall remain with the ranking officer.

20.007 – DISORDERLY CONDUCT

Conduct, while on active duty, or off, which is detrimental to the Fire service, or may bring public reproach or discredit upon the department. Members shall not be disorderly or intoxicated in a public place at any time.

20.008 – COWARDICE

Members of the department are required to discharge their duties with coolness and firmness. In time of extreme peril, they shall act together, assist, and protect each other in the restoration of peace and order.

PUBLIC SAFETY DIRECTOR

20.009 – INSUBORDINATION OR DISRESPECT

Members of the department shall treat their supervising officers with courtesy and respect. Members, in their conduct, shall at all times be quiet, civil and orderly. They shall control their tempers and exercise the utmost patience and discretion.

1. Their demeanor toward their associates shall also be courteous and considerate. They shall guard against envy, jealousy or other unfriendly feelings. They shall refrain from any communications that might discredit an associate, except to their supervisors, in which case it is their duty to advise of any neglect or disobedience.
2. Ranking officers shall, by example, demonstrate and instruct their subordinates in proper deportment and desirable attitudes in their dealing with the public and associates. Supervisors should, as far as circumstances warrant, avoid censoring subordinates in the presence of others. Supervisors are forbidden to injure or discredit those under their authority by tyrannical or capricious conduct.

PUBLIC SAFETY DIRECTOR

20.010 – INCOMPETENCE

Members shall maintain sufficient competency to properly perform their duties in a manner, which will tend to establish and maintain the highest standard of efficiency in carrying out functions and objectives of the department.

Incompetence may be demonstrated by:

- A lack of knowledge of the application of laws required to be enforced and complied with
- An unwillingness or inability to perform assigned tasks
- Failure to conform to work standards established for the members rank or position
- Failure to take appropriate action on the occasion of a fire, medical emergency, or other condition deserving fire attention
- Absence without leave
- Unnecessary absence from an assigned area during a tour of duty

In addition to the above, the following will be considered to be prima facie evidence of incompetence:

- Repeated poor evaluations
- A written record of repeated infractions of the department's rules, regulations, manuals, or directives

PUBLIC SAFETY DIRECTOR

20.011 – PROPERTY

Members shall not mishandle, misappropriate, convert to their own use any property, or evidence which comes to the official attention of the Fire Department.

A. Exception: Public auctions

Members finding or receiving valuables at a fire or other emergency shall immediately turn the same over to their commanding officer.

Members shall not loan, sell, give away, or appropriate to their own use any public property, nor shall they pilfer or be guilty of theft at fires or elsewhere.

No items of department property loaned for use to another city/county department shall be removed off the premises unless such loan is approved by the Public Safety Director. A record shall be kept of all items loaned, to who loaned, and the dates of the loan and return. No loaning of equipment is allowed to a private citizen.

Members shall be responsible for the proper care and safekeeping of all department property under their jurisdiction.

20.012 – TELEPHONE

Members shall not communicate any information, written or oral, relative to the operation of this department, procedures, or investigations, to any person without permission or not in compliance with others.

20.013 – UNTRUTHFULNESS

Untruthfulness is a grave disqualification for the fire service. Members are required to speak the truth at all times, whether under oath or otherwise. In cases where they are not permitted by rules and regulations to divulge facts within their knowledge, they shall say nothing.

PUBLIC SAFETY DIRECTOR

20.014 – SLEEPING WHILE ON DUTY

Beds shall be occupied only from 9:00 PM to 7:00 AM, except in case of illness or fatigue and then only with the permission of the commanding officer. Beds shall not be used by persons other than on duty crew members unless specifically authorized by the Public Safety Director or Captain.

20.015 – UNCLEANLINESS IN PERSON OR DRESS WHILE ON DUTY

All members must maintain excellent personal hygiene habits.

20.016 – ACCEPTING OR SOLICITING A BRIBE

Will not be tolerated and will be subject to disciplinary action.

20.017 – POLITICS

No member shall, as a member of the Fire Department or by using the uniform, or badge, attempt to influence the vote of any person for or against any candidate for public office.

No solicitations or distribution of campaign literature for or against any candidate for public office shall be permitted by members of the Fire Department while on duty, in uniform or representing themselves as representatives of the Department.

20.018 – RACE

Members of the Department shall not engage in political or religious discussion to the detriment of the department. They shall not speak in a derogatory manner of the nationality, color, race, or the religion of any person.

PUBLIC SAFETY DIRECTOR

20.019 – MEMBERS SHALL NOT FEIGN SICKNESS OR INJURY TO ESCAPE DUTY

Members shall immediately report to the Captain any accident, sickness or injury to themselves. Any member of the department requiring medical attention while on duty shall be sent by their commanding officer to a doctor, and in case such member is ordered not to return to duty, the commanding officer shall notify the Captain.

20.020 – CITY PROPERTY

Members of the Fire Department are responsible for all city equipment issued to them. All equipment shall be maintained properly without loss of, or damage to, any City property or equipment either intentionally, or because of rough or negligent handling or use.

20.021 – IDENTIFICATION

Members will give name and or identification number when requested.

20.022 – DEBTS

Employees shall arrange their personal financial affairs so that creditors and collection agencies will not have to make chronic use of the offices of the Public Safety Director, finance or City Manager for the purpose of collection of debts.

20.023 – DEPARTMENTAL VEHICLES

No departmental vehicle shall be issued by any member without the knowledge and permission of a Supervising Officer. No persons, other than members of the Department, or persons involved in a fire action shall be permitted to ride in departmental vehicles, except by special order of a Captain or the Public Safety Director.

PUBLIC SAFETY DIRECTOR

20.024 – PRIVATE VEHICLES

Members of the Department may use a private vehicle for departmental business to respond to a fire call or medical emergency. The member shall operate the vehicle in accordance with Title 46 of the Washington State Traffic Codes.

20.025 – CREDENTIALS

Members shall not use another's Badge or any Identification credentials without the permission of the Public Safety Director. They shall not permit any person, not a member of this Department to use any departmental badge credentials at any time.

20.026 – NEIGHBORHOOD DISPUTES

All members shall avoid becoming involved in neighborhood disputes of a personal nature. They shall not offer advice of a legal nature, or service, to a neighbor. Neighbors seeking any off duty involvement and/or advice should be courteously referred to on-duty personnel. Emergency situations may require exceptions.

20.027 – ILLEGAL ACTS

Any attempt to induce a member or any employee of the City to commit an illegal act, or any act in violation of any lawful departmental regulation.

20.028 – GAMBLING

No form of gambling shall be permitted while on duty or within the fire building.

PUBLIC SAFETY DIRECTOR

20.029 – GRATUITIES

No member shall use his badge, uniform, any departmental identification, or official position, in a personal manner to solicit special privileges for himself or others: i.e., free admission to any location, discounts on purchases or other favors. A member may use official credentials to obtain admission when such is done while on official business and in accordance with any statute or departmental regulation.

20.030 – PRIVATE MAIL

No member shall use the address of the City Hall, Fire Department or any other public building as a mailing address, or residence address, for the purpose of completing any official; or providing any person that required information for personal purposes. Exception is provided for subscriptions to trade journals or official publications, which may be received, directed to an individual, but in the name of the department. All mail received is to be forwarded to the office of the Public Safety Director for review and distribution. Member's correspondence receptacles are for the purpose of receiving daily correspondence and items of current information. They shall be checked on every shift of duty time by each member and contents removed for review. They shall not be used for storage.

20.031 – REPORTING OF CRIMINAL OFFENSES BY EMPLOYEES

Whenever any member of the Toppenish Fire Department is arrested by a law enforcement agency for any criminal matter (except for traffic infractions), that person shall immediately call the Public Safety Director or Captain.

20.032 – REPORTING VIOLATIONS

A member having knowledge of violation(s) of laws, ordinances, procedures, rules or disobedience of orders by other members of the department shall promptly report this information to the Captain or Public Safety Director.

PUBLIC SAFETY DIRECTOR

20.033 – LOITERING

On duty members shall not loiter in cafes, drive-ins, service stations, or other public places.

20.034 – PUNCTUALITY

Members shall be punctual in reporting for duty or meetings at the time and place designated by his/her supervisor or union contract. Habitual failure to report promptly at the specified time shall be deemed neglect of duty.

20.035 – REMOVAL OF RECORDS

Members shall not remove any official record, duplication, or inter-intra departmental communications of the Toppenish Fire Department except as authorized by law and approved by the Public Safety Director.

20.036 – EMPLOYEE ASSIGNMENT

Employees in doubt as to the nature or detail of assignments shall seek clarification from the Captain or Public Safety Director.

20.037 – TOBACCO PRODUCTS

Members on duty shall not use any tobacco products as per the City of Toppenish Policy and Regulation Manual. Chewing tobacco shall not be used while on duty.

20.038 – REPORTING DURING ILLNESS OR INJURY

All members shall not fail while off duty due to illness or injury, except while hospitalized, to contact their Supervisor at three-day intervals to report their condition and progress of recovery, and may, upon request, be required to provide a medical report. Supervisors may, if necessary, excuse a member from reporting.

PUBLIC SAFETY DIRECTOR

20.039 – COMMERCIAL TESTIMONIES

No member shall lend his/her name, as a member of the Fire Department, to any commercial or business enterprise; nor shall he/she approve the use of the name and the prestige of the Fire Department for any such purpose.

20.040 – COURTESY

Members shall be courteous in their dealing with the public at all times. Requests shall be attended to as quickly as possible and as accurately as possible.

20.041 – BUSINESS CARDS

Members issued department business cards shall only use them for official business. The business card is not to be used for identification purposes.

20.042 – REPORTS

Employees shall promptly submit such reports as are required by the performance of their duties or competent authority.

The falsification of records, the making of misleading entries or statements with intent to deceive, or in the willful mutilation of any useful Fire Department record, book, paper or document will be considered a serious offense.

20.043 – ASSOCIATION WITH UNDESIRABLES

Members shall avoid regular or continual associations or dealings with persons whom they know or should know are racketeers, sexual offenders, suspected felons, persons under criminal investigation, or criminal indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior. Except as necessary to the performance of official duties or when unavoidable because of other personal relationships of the members.

PUBLIC SAFETY DIRECTOR

20.044 – VISITATION

Visitation of member's friends, families, and others are restricted to the time period of 6:00 PM to 8:00 PM for dinner, 11:30AM to 1:00 PM for lunch, of a member's work shift. Volunteers and off-duty members should not interrupt the work time of on-duty members, both in the station and in the community.

20.045 – MEDIA RELATIONS

No member shall make a statement to the press regarding operations of the Fire Department without permission of the Public Safety Director. Press releases concerning structure fires, first aid or emergency calls can be conducted by members at the scene with the approval of the Public Safety Director or Captain.

20.046 – LEAVE OF ABSENCE

Any member desiring leave of absence shall apply in writing to the Captain. Any member on leave of absence and desiring extension of such leave shall communicate directly with the Captain. Should any member on leave of absence fail to report for duty at the expiration of such leave, they shall be subject to disciplinary action.

20.047 – FIREARMS

Members shall not bring firearms of any kind into the workplace or on apparatus.

EXCEPTION: Law Enforcement Officers that are volunteer firefighters for the City of Toppenish or fire department members that are reserve officers for a local law enforcement agency

PUBLIC SAFETY DIRECTOR

20.048 – UNIFORMS

Members of the uniformed force shall wear the department issued clothing only when actually on duty, enroute to or from duty, or when otherwise directed by the proper authority. Any member who leaves active service with the Fire Department for other than earned leave or disability leave shall return all uniforms and other department property unless specifically exempted from such return by order of the Public Safety Director.

Members responding to any alarm shall wear the proper PPE for the type of situation dispatched.

All members shall report for duty at the time and place assigned in Class "B" uniforms, groomed and ready for work.

Members of the department when appearing at any department function shall be in appropriate regulation uniform.

Members on duty, leaving quarters for other than actual fire or EMS duty, shall wear the full Class "B" uniform unless otherwise ordered. Members, while on duty, shall at all times wear the prescribed fatigue or dress uniform as required.

Members shall not wear any emblem, device, badge or insignia on their uniform other than those which have been issued, except those approved by the Public Safety Director.

No member on/off duty shall respond at any time wearing shorts, tank tops or sandals.

PUBLIC SAFETY DIRECTOR

20.049 – ORDERS

When an officer issues an order, being aware that the order is in conflict with a previously issued order, that officer shall be held accountable for any harmful results which may ensue from the interference with execution of the previous order.

When a member receives an order which is in conflict with a previously received order, he/she shall so inform the officer issuing the conflicting order and be guided by said officer's instructions. The officer issuing the conflicting order shall make the officer who gave the previous order aware of the change.

No officer shall interfere in matters of operation for which another officer of equal rank is responsible, except with the latter's consent or by order of a superior officer. Conflict of authority must be strictly avoided.

Members shall render prompt, courteous cooperation to the directions of department supervisors in all matters pertaining to the services of the department.

No member shall willfully disobey any lawful order issued by a superior officer.

Members of the department refusing to obey the orders of superior officers shall be immediately suspended from duty by such superior officer and written reports forwarded to the Public Safety Director. Failure on the part of any officer to fully enforce this rule will constitute a violation of this rule on his/her part and charges will be placed against him/her.

Whenever any member is detailed to perform the duties of a higher grade than that which they officially hold, they shall have the authority and assume the responsibility of the higher grade and be entitled to the privileges of that office.

The wrongful or injurious exercise of authority on the part of any member of the Fire Department shall be considered a serious offense.

PUBLIC SAFETY DIRECTOR

20.050 – COMMUNICATIONS

All official communications shall be made through proper channels which are defined to be in the following order:

- a. Senior Career Firefighter
- b. Training Officer
- c. Captain
- d. Public Safety Director

Members desiring to make a complaint shall do so in writing through proper channels.

When a question of conflict of rules, regulations or orders arises, it shall be promptly submitted to the Public Safety Director via the chain of command.

No member shall contact the City Manager, or any member of the City Council, other Department Heads, on any matter affecting the Fire Department or any employee thereof, except through regular channels and with the permission of the Public Safety Director or in cases where routine business of the Fire Department requires.

No information relative to the business affairs of the Fire Department shall be furnished to persons not connected with the Fire Department, except as authorized by the Public Safety Director.

Officers shall be addressed by their official titles when in public.

PUBLIC SAFETY DIRECTOR

20.051 – COMPUTER USAGE

All department personnel shall adhere to the following policies:

1. No personal software is to be loaded on any department computer.
2. No department software shall be copied or used on personally owned computers.
3. No public domain software shall be used on department computers unless cleared by the Public Safety Director or his designee.
4. Only department personnel are authorized to use department computers.
5. Usage is limited to official department business.
6. Only software licensed to the City of Toppenish Fire Department shall be used on department computers.

E-Mail is for department use. When using the e-mail system, keep in mind that you are using Toppenish Fire Department property. As a result, your comments must be appropriate to our department policies. Please take special care to avoid comments that would be inconsistent with our policies prohibiting discrimination and harassment (for instance, comments aimed at a particular gender, race, religion, disability, sexual orientation, etc.) Violation of these policies will be considered a serious offense and disciplinary action may be taken to the degree warranted.

The City policy on computer, telephone, or internet usage takes precedent over this policy.

PUBLIC SAFETY DIRECTOR

20.052– MAINTAINING A SEXUAL HARASSMENT FREE WORKPLACE

It is the objective of the Toppenish Fire Department to provide a work environment free from sexual harassment.

To provide a means of addressing complaints pertaining to alleged sexual harassment.

To establish guidelines and responsibility for executing the procedures necessary to address a harassment complaint.

Violations or reporting shall be handled as per City Policy/Procedure.

PUBLIC SAFETY DIRECTOR

30.000 UNIFORM SPECIFICATIONS AND REGULATIONS

The personal appearance of fire department personnel, while on duty, is important for assuring good public relations.

It is the intent of this section to provide uniform specifications and requirements for each member of this department. At such time that members are on duty, and required to wear a uniform, the uniform shall be clean and neat, and worn in accordance with specifications and standards as set forth within this section.

No other items than those specified may be worn as part of, or upon any members uniform without the permission of the Public Safety Director or his designate.

30.001- Class "A" Uniform Dress Shirt - Issue 1 each

The uniform dress shirt shall be white in color, long sleeve, it shall be of material and design as the flying cross dress shirt. Long sleeve shirt will be worn with sleeves down and buttoned.

30.002 – Class "A" Uniform Dress Blouse - Issue 1 each

The Uniform dress blouse shall be double breasted, wool, black in color. It shall be of material and design as the Flying Cross dress blouse.

30.003 - Uniform Dress Hat

The uniform dress hat shall be black in color, it shall be of a material and design as the Bancroft fire cap.

30.004 - Class "A" Uniform Tie - Issue 2 each

The uniform tie shall be navy blue in color, tear away or clip, it shall be of a material and design as the Galls LA-U032, or LA-U033.

PUBLIC SAFETY DIRECTOR

30.005 – Class “A” Uniform Dress Trousers

Uniform dress trousers shall be black in color, it shall be of a material and design as the Fechheimer wool blend. Military alignment of shirt, buckle, and trouser fly shall be maintained.

30.006 - Class “A” Uniform Dress Shoe

The uniform dress shoe shall be black in color, low cut oxford, high gloss corfram, it shall be of a material and design as the Duty Pro Oxford dress shoe. The sock worn with the oxford shoe shall be blue or black in color.

30.007 – Class “A” Uniform Belt

The uniform belt shall be black in color, with velcro fastener, basket weave design, 1 ½” width, it shall be of a material and design as the Bianchi under belt. Belts shall be inspected regularly for wear and dyed as necessary.

30.008 - Uniform Shirt Command - Issue 5 each

The uniform shirt worn by command officers, captain and above, shall be white in color, short or long sleeve, it shall be of a material and design similar to the Flying Cross traditional style, poly cotton shirt.

30.009 - Uniform Shirt, - Issue 5 each

The Uniform shirt shall be light blue in color, short or long sleeve, of a material and design as the Work Right Nomex duty shirt. The uniform shirt must meet all NFPA/305 WAC standards for firefighters.

PUBLIC SAFETY DIRECTOR

30.010 – Uniform Trousers, Command / Firefighter - Issue 3 each

The uniform trousers shall be Navy Blue in color, of a material and design as the Work Right Nomex, duty trousers. The uniform trousers shall meet all NFPA/WAC 305 standards for firefighters.

30.011 – Uniform T-Shirt - Issue 5 Each

The uniform T-shirt shall be navy blue in color, of a material and design set by the Public Safety Director or his designate. It shall have the department logo, firefighters name and rank affixed to it. The rear of the shirt shall have in 2" letters "FIRE RESCUE" attached.

30.012 - Uniform Jump Suit Station Maintenance - Issue 2 each

The uniform jump suit shall be long sleeve, navy blue in color, of a material and design as the Walls standard jumpsuit. They shall have department insignia attached as designated by the Public Safety Director or his designate.

30.013 - Uniform Winter Coat - Issue 1 each

The winter coat shall be navy blue in color, it shall be of a material and design similar to the Fechheimer Station Coat, or the Chicago 911 Station Coat.

30.014 - Uniform Spring/Summer Jacket, Issue 1 each

The uniform spring/summer jacket shall be navy blue in color, it shall be of a material and design similar to the Olympic Uniform Attack Jacket or its equal.

PUBLIC SAFETY DIRECTOR

30.015 – Uniform Workshirt - Issue 2 each

The uniform sweatshirt shall be navy in color with Department approved logo. The rear shall have in 2" letter "Fire Rescue" attached. Uniform sweatshirt shall have a large radio pocket in front with denim collar and elbow pads.

30.016 - Uniform Cap - Issue 2 each

The uniform cap shall be navy blue in color with the department approved logo, it shall be of a material and design similar to the Richardson 585/812 ball cap.

30.017 - Uniform Duty Boot - Issue 1 pr each

The uniform duty boot shall be black in color, steel toe and shank, it shall be of a material and design similar to the Danner 8" duty boot. It shall meet all NFPA/WAC – 305 standards. Boots shall be polished and in good condition. No athletic shoes shall be allowed except during organized physical fitness activity.

30.018 - Uniform Badge and Collar Brass - Issue 2 badges, 2 pair

The uniform badge shall be of a construction and design approved by the Public Safety Director or his designate, it shall be of a material and design similar to the Blackinton # BC 108. Gold in color for ranking officers, Captain and above, silver in color for firefighters

The collar brass shall be of a material and design as the Blackinton # B-018, With the letters TFD, Gold in color for ranking officers Captain and above, silver in color for firefighters.

PUBLIC SAFETY DIRECTOR

30.019 - Uniform Name Plate - Issue 2 ea.

The uniform name plate shall be of a material and design similar to the Blackinton # T- 035. It shall have the fire logo attached to the plate. Gold in color for ranking officers Captain and above, silver in color for firefighters.

30.020 - Uniform Tie Bar or Tack - Issue 1 ea.

The uniform tie tack or bar shall be of a design and material similar to the Galls # JW – 036 Tie Bar, and JW – 035 Tie Tack. Gold in color for ranking officers Captain and above, silver in color for firefighters. Tie tacks for dress uniforms shall be of plain design or the City of Toppenish service pins.

30.021 – Shoulder Patches

Shall be worn $\frac{3}{4}$ " below shoulder seam and centered on the sleeve. department patch shall be worn on the left shoulder. Medical, or others shall be worn on the right except on Dress coat. Dress coat shall have Department patch on both left and right shoulder.

30.022 – Officer Rank Insignias

Shall be worn on service shirt collars $\frac{3}{4}$ " in parallel to lower edge and centered.

Prior to wearing, the uniform should be inspected for its condition. Any tears or missing buttons should be repaired or replaced. Loose or dangling threads should be trimmed.

** Note: The intent of these regulations is to present a professional appearance to the public and others. The comfort and safety of personnel should also be considered. Officers shall use their discretion when unusual circumstances arise.*

PUBLIC SAFETY DIRECTOR

40.000 – WORK HOURS

The hours of duty shall be established according to the union contract with the City of Toppenish so that the average weekly hours of duty shall not exceed 53 hours. The normal work shift for fire suppression/EMS personnel shall be twenty-four hours beginning at 0700 hours and concluding at 0700 hours the following day.

40.001 – OVERTIME HOURS

Overtime will be adhered to as described in this policy.

Manpower Shortage

If a manpower shortage occurs on the shift, a person shall be hired in accordance to union contract to bring the shift up to minimum strength. When a hiring situation due to manpower shortage occurs, that hiring shall be accomplished as follows:

Overtime List

An overtime list shall be maintained at the Fire Station for shift coverage.

Order of Overtime List

The overtime list starts with the senior member at the first of the year. The first overtime shift of the year will be offered to the senior member. If that member works the shift then the next shift will be offered to the next senior member down the list. If the first member refuses the shift, then the next senior member down the list will be offered the shift and the first member will forfeit his turn until all other members have been offered a shift.

Right of Refusal

Members are allowed to refuse to work a partial or full shift. If members refuse to work the shift, their name will be moved to the bottom of the list unless the member is on Vacation/Holiday time. After the entire list has been gone through once, hiring becomes an emergency and the top name on the list is called and required to come in to work.

Calling Procedure

The on-duty member shall call for hiring between 1700 and 2100 hours prior to the duty day for known manpower shortages. For emergency call back (i.e. firefighter calling in on sick leave) the on-duty member shall call for hiring as soon as notification of the member being unable to come to work.

Continuous Duty

When hiring, preference shall be given to members who would not require 72 hours of continuous duty. After failing to find a member to work who would be on less than 72 hours, the on-duty firefighter shall start at the top of the list calling all members not previously contacted.

Vacation/Holiday Time

Persons on vacation or holiday time causing the shift requiring overtime hiring shall not be called until shift coverage becomes an emergency. It is the employee's responsibility to give notice of any vacation conflicts before accepting overtime shifts.

Mobilization Hiring

Requests for mobilization shall be directed to the Public Safety Director or his written designee by the State or Regional Mobilization Coordinators.

No members are to contact Coordinators without the explicit direction of the Public Safety Director or his written designee. This rule applies to both mobilization and overhead team requests.

The Public Safety Director or his written designee shall make the decision to participate or not, type of apparatus and the benefit/risk based on the best interest of the City.

The standard hiring rotation procedure shall be used, utilizing members who have the qualifications needed for the mobilization request.

Compliance for Overtime

Any member called for overtime shall assume the responsibility of the duties assigned to the position being filled.

They shall attend all drills and classes as scheduled.

They shall perform all duties assigned to the member being replaced.

Any exceptions shall be approved by the Public Safety Director or his written designee and only in special circumstances will they be granted.

The Captain shall see that all shifts are properly staffed.

PUBLIC SAFETY DIRECTOR

40.002 – DAILY DUTY SCHEDULE

Weekday Duty Schedule

The following is an overview of a typical weekday schedule for Fire Suppression Companies.

Activity Period # 1: 0800

A. On-duty Firefighters Duties:

1. Account for crew presence and appropriate manning.
2. Shall enter personnel names into Station Log Book by 0815 hours.
3. Review with crew newly issued correspondence (Information Bulletins, Special Orders, etc.)
4. Structure daily and evening activities such as classes, drills, pre-fire plans, etc.
5. Doing reports, records, evaluations, etc.
6. Apparatus and equipment preparedness.
7. Apparatus and equipment maintenance.
 - a. SCBA check sheet
 - b. Apparatus check sheet
8. Apparatus bay cleaning and maintenance
9. Station clean up.

Activity Period #2: 0900

A. Fire training schedule

1. EMS and Operations training
2. Prefire
3. Training Division activity
4. Fire Prevention class
5. Safety meeting
6. Officer workshop
7. Continuing medical education

B. Activities assigned by the Public Safety Director or Captain.

Lunch: 1130

Activity Period #3: 1300

- A. Fire training schedule:
 - 1. EMS and Operations training
 - 2. Prefire
 - 3. Training Division Activities
 - 4. Fire Prevention class
 - 5. Safety meeting
 - 6. Officer workshop
 - 7. Continuing medical education

- B. Activities assigned by the Public Safety Director or Captain.

Physical Fitness: 1600

Dinner: 1700

Personal Development: 1830

- A. Company activities
 - 1. Optional training as necessary or by contract.

Beds may be occupied between 2100 and 0700

Morning Activity: 0700 - Relieved from Duty

- A. Company Activities
 - 1. Complete all reports, forms and evaluations
 - 2. Assure apparatus is prepared and cleaned for on-coming crew
 - 3. Assure the station has been prepared for on-coming crew
 - a. Beds properly made
 - b. Clothing and personal belongings put away
 - c. All kitchen utensils and food items have been stored
 - d. Floors are clear of excess debris
 - e. Station grounds are canvassed and cleaned

Week-end Duty Schedule

The following is an overview of a typical weekend duty schedule for Fire Suppression.

Saturday Morning:

- A. Small Engines & Ladders
- B. Station maintenance
- C. Grounds maintenance

Saturday Afternoon:

- A. Company activities
 - 1. Make-up of missed training
 - 2. Other activities directed by Company Officer
 - 3. Aerobics

Sunday:

- A. Company activities
 - 1. Apparatus maintenance
 - 2. Equipment maintenance
 - 3. Make-up of missed training
 - 4. Other activities directed by Company Officer
 - 5. Aerial & Ground Ladder Drill
 - 6. Aerobics

This schedule should not be construed as being inflexible.

PUBLIC SAFETY DIRECTOR

40.003 – STATIONS

Stations shall mean all structures occupied by the members of this Department for the purpose of conducting Departmental business and for the housing of personnel and equipment.

- A. All personnel shall use due care and prudence to prevent damage to department facilities. Personnel shall be vigilant to assure maximum security for all department buildings.
- B. Station outside doors shall remain locked at all times except for short periods when they may be used on a continuous basis, i.e. during shift change. All outside doors shall be locked no later than 2100.
- C. On-duty Firefighters driving the apparatus shall activate automatic door closers when the apparatus has cleared the station on an emergency run.
 - 1. If it is known that there has been a failure of the door-closer, personnel should notify the dispatcher for police surveillance of the station.
- D. Apparatus bay doors are to be kept fully closed unless station personnel are in the apparatus bay and within sight of the open door.

Grounds

Grounds shall mean all areas surrounding the Stations that are the responsibility of the Department. The areas shall include all landscaping, parking areas, walks and drives, as well as curbs, gutters and alleyways adjoining Department property.

Maintenance

Maintenance shall mean the day to day cleaning, policing and upkeep of Department property. Maintenance shall include minor repairs or adjustments that are not time consuming, nor require specialized skills or tools .

- A. Station cleanliness and appearance shall be maintained at a level appropriate for public buildings.
- B. Station beds shall be made using sheets and pillow cases for personal hygiene protection.

1. Members are allowed to use personal sleeping bags in place of sheets. The bag shall be stored and the bed properly made before member is relieved from duty.
2. No bed is to be occupied after 0700 hours each morning.
3. Equipment and materials supplied for station maintenance shall be used as per the manufacturer's instructions and/or directions from the Maintenance supervisor.

Station Restrictions

These restrictions are pertinent to the safety of non-Toppenish Fire Department personnel and the liability of the City of Toppenish.

- A. There shall be no unsupervised non-Toppenish Fire Department persons in the fire stations, shop area, or drill field.
- B. No unauthorized, non-Toppenish Fire Department persons will be allowed to use the shop or any fire department equipment, including physical fitness equipment, unless approved by the Public Safety Director.
- C. Visits to Fire Department personnel by family and friends shall be limited to such times that it does not interfere with the routine schedule or good order of the company.
- D. Visitors shall not occupy the sleeping areas of the stations without the Public Safety Director's approval.
- E. The Public Safety Director and Captain shall advise members when their visitors are becoming a problem.

PUBLIC SAFETY DIRECTOR

40.004 – PRIVATE USE OF DEPARTMENT AND SHOP EQUIPMENT

Department and shop equipment shall not be used for private projects.

Employees using shop area for authorized department projects must be supervised and trained in proper use of tools.

Apparatus bay doors shall remain locked unless occupied by the members.

- A. On-duty Firefighters are responsible for assuring that no member of the department including any off-shift department member uses fire station facilities for washing or maintenance of private vehicles.
- B. The shop area shall be maintained and left in a clean, orderly condition.

It shall be the responsibility of the On Duty Fire Personnel to ensure compliance of this directive by all personnel.

40.005 – STATION PHONES

Station phones will not be used for personal long distance calls, except for calls charged to a member's personal calling card or charged to their home phone. Disciplinary action will be taken if it is determined that a member violates this rule.

Whenever training is in progress, personnel involved will not be disturbed unless it is of vital importance or long distance. Conversations with family, friends or any non-fire department business calls, shall be limited to five minutes during normal business hours (M - F 0700 - 1700 hours.)

The use of a cellular phone during work times for personal business is the same as station phones.

PUBLIC SAFETY DIRECTOR

40.006 – PHYSICAL TRAINING AND EQUIPMENT

Physical training is scheduled daily from 1600 to 1700 hours. On duty crew has priority use of any and all physical training equipment.

40.007 - STATION TOURS

Public relations and fire prevention tours may be conducted in all fire stations.

- A. All personnel shall present the best possible image for the Fire Department.
- B. All station tours shall be scheduled through the Training Officer or Captain.
- C. The Captain or Training Officer shall advise the On-duty Firefighters when tours are scheduled, the approximate age group and the number of visitors expected.
- D. All station tours must be arranged around training activities, with the exception of Fire Prevention Week and School Tours weeks.

40.008 - UNIFORMS & CLOTHING

The three (3) Toppenish Fire Department uniform classifications are as follows:

- 1. Station Uniform
- 2. Service Uniform
- 3. Dress Uniform

Station uniform is the uniform that will be worn during the hours of 0700 to 2100 hours by Firefighters and Captains, except when doing aerobics. Station uniform will be worn at any time the service or dress uniforms are not required.

Service uniforms will be worn while performing pre-fires, scheduled public appearances and scheduled tours. Service uniforms will be worn by day staff during all hours except during aerobics or when approved by the Public Safety Director or his designee.

Dress uniform will be worn for funerals, promotional testing, City Council and Civil Service meetings.

Personnel shall wear uniforms only when authorized by the Public Safety Director or his designee and in an official capacity as a City of Toppenish Fire Department employee. Employees may wear department uniforms when off duty but only with prior approval of the Public Safety Director or his designee.

Dress for Alarms: Appropriate dress for alarms will be adhered to as described in Standard Operating Procedures, Section 30.

Attire for Administrative Personnel: The Captain may wear the Dress uniform, the Service uniform, or other attire consistent with current business office standards and good taste.

Uniform Emblems: Dress uniform coat shall have the TFD emblem on both the right and left shoulders.

Service Coat, Bunker Pants, Boots, and Helmets Cannot Have Any Reflective Marking Other Than Those Applied by Manufacturer or Department Issue.

Only equipment issued by the Toppenish Fire Department shall be used.

All equipment shall be appropriately marked in the following manner with the name of the person to whom the equipment is issued.

Helmets shall be lettered with the Firefighter's last name across the topside of the rear bill.

All personal equipment, in addition to Department issue, shall meet NFPA 1991 edition WISHA/OSHA standards.

40.009 – REFLECTIVE MARKINGS

Any reflective tape applied to any firefighting or service clothing or helmet must be applied by the manufacturer and/or as prescribed by "Safety Standards for Firefighters," WAC 296-305-06009 and WAC 296-305-06011. No other reflective markings shall be acceptable.

PUBLIC SAFETY DIRECTOR

40.010 – CLOTHING ORDERS

1. When a member's item of clothing (uniform or protective) is in need of replacement, it is to be brought to the attention of the Captain by submitting a Uniform Request Memo. All clothing shall be delivered by the Captain.
2. Items which must be purchased from outside vendors must have authorization from The Public Safety Director or his designee.
3. When wearing the Department uniform, the following shall be adhered to:
 - A. **There shall be no mixing of uniforms at any time.** Under special circumstances uniform variances may be approved by the Captain.
 - B. Proper patch(es) shall be worn on all uniform items. Uniform accessories shall be worn as required.
4. Ordering member may be asked to display and turn in for survey the worn out or damaged clothing article before being issued new clothing.
5. Any member who damages or ruins their clothing through carelessness, negligence, or horseplay is responsible for replacing it at their own expense.

40.011 - SICK LEAVE

Sick Leave

- A. An employee eligible for sick leave with pay shall be granted such leave for the following reasons:
 1. Personal illness or incapacity resulting from causes beyond the employee's control.
 2. Quarantine of employee due to exposure to a contagious disease.
 3. On the job injuries: Any employee receiving sick leave with pay who is eligible for time loss payments under the Workman's Compensation Law shall, for the duration of such payment, receive only that portion of the employee's regular salary which, together with said payments, will equal the employee's regular salary. In order not to work an undue hardship on the employee caused by the time lag involved in time loss payments,

the employee shall be paid full salary, and upon receipt of time loss payments, shall endorse such payments to the City. Said employee shall be charged with sick leave only for that portion which is not reimbursed by the Workman's Compensation payment endorsed to the city.

4. The death of a member of the immediate family of an employee or employee's spouse; for the purposes of subparagraph, "immediate family" means any husband, wife, parent, grandparent, child, grandchild, brother or sister. Upon the approval of the Public Safety Director or his designee, a member shall be allowed up to five calendar days emergency leave for a death in the immediate family. Calendar days shall be consecutive without regard for weekends, regular days off, or holidays. Such emergency leave shall not be charged to sick leave, provided however, that if member takes in excess of five days in one year the excess shall be charged to members sick leave.
5. Serious injury or illness to a member of employee's immediate family living with and dependent upon the employee, constituting an emergency or crisis. Upon approval of the Public Safety Director or his designee, a member shall be allowed up to three days paid sick leave per incident.
6. Illness and/or disability caused or contributed to by pregnancy, miscarriage, abortion, or childbirth.
7. Sick leave shall not be allowed for any period of time that an employee is gainfully employed by another employer.

Requirements

- A. Every employee must report the reason for the absence as far in advance of the starting of his/her scheduled work day as possible, but in no event shall the report be made later than the first day of absence.
- B. Every employee must keep his/her Department Head informed of his/her condition if absence is more than three working days in duration (three 8-hour days, three 24-hour shifts).
- C. For each absence the employee must submit upon the approved form an explanation of the reason for such absence. A statement from the attending physician may be required if an absence caused by illness or injury extends beyond three working days (three 8-hour days, three 24-hour shifts for each absence) if requested by the Public Safety Director or designee.

- D. Employees must permit medical examinations at the expense and convenience of the city.

Enforcement

- A. Any failure to comply with the provisions of this policy shall be grounds for denial of sick leave with pay for the period of absence.
- B. Misrepresentations of any material facts in connection with paid sick leave by any employee shall constitute grounds for suspension or discharge.
- C. It shall be the responsibility of the Public Safety Director or designee to:
 - 1. Review all applications for sick leave and approve those which are bona fide and comply with provisions of this policy and forward same to personnel department. The director of personnel shall not certify the payment of sick leave until the approved applications have been received, except that employees still absent at the end of pay period may be certified for payment of sick leave by the director of personnel upon recommendation of the Public Safety Director as indicated by his signing the time sheet and subject to the receipt of an approved application for sick leave pay immediately upon the employee's return to work.
 - 2. Investigate any suspected abuse of sick leave.
 - 3. Withhold approval of sick leave pay in the event of unauthorized use.
 - 4. Initiate disciplinary action if, as a result of investigation, it is determined that an employee has been guilty of willful misrepresentation in a request for sick leave pay.

Nothing in this policy shall be construed to limit the ability of the Public Safety Director or the City to take corrective action, including preventive measures and/or appropriate disciplinary action to address single occurrences of sick leave abuse or excessive absences, including preventive and exceptional incidents.

This policy shall not be considered to supersede the union contract or Toppenish Municipal Code.

PUBLIC SAFETY DIRECTOR

40.012 – JURY DUTY

On-duty employees shall be granted leave by an employee's Department Head in accordance with City code upon request and is considered leave with normal pay and benefits for jury duty.

Funds received by the employee while on duty, from the court for jury duty must be reimbursed to the City Finance Director.

The employee will record time spent on jury duty on the employee's time card.

40.013 - EXCHANGE OF SHIFTS

Exchange of shifts is a privilege that must not be abused by members of the bargaining unit. Exchange of shifts are completely voluntary. Each member of the bargaining unit shall have the right to exchange shifts without extra pay, with the approval of the Public Safety Director or his designee, when trading with other bargaining unit members, when the change does not interfere with the best interests of the Fire Department. Trades cannot cost the department additional money.

Trades that are not in the best interest of the Fire Department shall not be approved. Examples are as follows:

- A. Essential on duty training/education or sessions/drills.
- B. Entry level firefighters on probation.
- C. Trades that result in excess of 48 hours of continuous duty.
 - 1. A minimum of one shift between duty periods must be taken off before returning to work.

Approval of Trades

- A. All shift trades shall be submitted in writing on the Request for Shift Trade form.
- B. All other trades shall be approved by the Public Safety Director or Captain.

Responsibility for Trades

Where one employee substitutes for another, each employee will be credited as if he/she had worked his/her normal shift.

- A. If the relieved member should become ill or injured during the period of time when he/she was scheduled to work, the relieved member shall notify the Public Safety Director or his designee immediately and the trade will be cancelled.
- B. If the relieving member fails to report to duty for the relieved member, the relieved member shall owe the Department for the unfilled shift(s). Additionally, if for any reason the relieving member fails to complete the shift for the relieved member, the relieved member shall be charged Earned Leave for the unfilled portion of the shift.
- C. The relieving member shall participate in all training activities, teach classes, conduct inspections, conduct research, work on Fire Department projects, respond to emergencies and perform and carry out any other assignment as if the relieved member were on duty.

No Compensation for Trades

- A. The Department shall not provide any form of compensation if a member works in excess of his/her regular scheduled work week as a result of exchanging shifts.
- B. Shift trades shall not result in an expense to the Department.
- C. No member shall provide monetary compensation to another member for the purpose of working in his/her place.

Procedure

- A. Each member requesting a shift trade shall fill out the Request for Shift Trade form and submit it through the proper chain of command.
- B. Each member of the Department through the rank of Captain shall request approval from the Public Safety Director or his designee, on all exchanges of shifts.

C. All changes in personnel on a shift due to trades shall be noted in the Fire Department Daily Roster Sheet.

Any member in violation of this trade policy may have the privilege of exchanging shifts suspended.

PUBLIC SAFETY DIRECTOR

40.014 - LEAVE DAYS

Vacation days and holidays are identified as Leave Days when not taken as a part of the regular vacation pick. All leave shall be taken or earned in accordance with union contract and City code.

Leave shall be scheduled by forwarding a "Request for Compensatory Time Off" or "Vacation Request Form" to the Public Safety Director.

The employee will fill out a "Request for Compensatory Time Off" or "Vacation Request Form" form and forward it with the appropriate signatures to the Public Safety Director.

- A. Requests for 24 hours shall have first priority; 10 hours (day half) or 14 hours (night half) shall have second priority; any other request shall have third priority. Personnel holding second or third priority shall have first option to upgrade to 24 hour shift.
- B. Cancellations shall be allowed providing advanced notice is given.
- C. Personnel on duty may be permitted to attend schools and meetings without relief, when approved by the Public Safety Director his designee and minimum shift strength can be maintained.
- D. Once an employee leaves on vacation, that status may be changed to sick leave to accommodate an illness/ injury.
- E. All leave time granted for personnel shall be logged on the Master Leave Calendar immediately after being granted. Each entry shall include the name of the person granted leave, the type of leave, the current date leave was granted. Any and all cancellations or changes on the Master Calendar shall be recorded by drawing a single red line through the change, dating the change, and initials of the person making the change. Legibility of all entries shall be insured and no white out shall be used.
- F. All disabilities shall be entered on the Master Calendar. Long term disabilities shall be carried through until the projected return date. The Captain shall update Master Calendar of the expected return date of personnel on extended disability or sick leave.

PUBLIC SAFETY DIRECTOR

40.015 - INJURY & ILLNESS REPORTS FOR FIRE FIGHTERS

It is the policy of The City of Toppenish Fire Department to provide and operate with the highest possible levels of safety and health for its members. Our primary consideration is the prevention and reduction of accidents, injuries, and occupational illnesses and applies to all our members and other persons who may be involved in City of Toppenish Fire Department activities.

Notice of Injury or Illness

Whenever an occupational accident causes injury or illness to a member or other employee, or whenever a member or other employee becomes aware of an illness apparently caused by occupational exposure, it shall be the duty of such member or other employee, or someone on his/her behalf, to report the injury or illness to the Public Safety Director before the end of his/her duty period but not later than twenty-four hours after the incident.

Exception: In the event that symptoms of an occupational injury or illness are not apparent at the time of the incident, the member/employee shall report the symptoms to the Captain or Training Officer within forty-eight hours after becoming aware of the injury or illness.

Within eight hours after a fatality or probable fatality of any member from a work-related incident or the inpatient hospitalization of two or more members as a result of a work-related incident, the Public Safety Director shall orally report the fatality/multiple hospitalization by phone or in person, to the City's Human Resource Director.

Exception: If The City of Toppenish Fire Department does not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable under the adopted related SOP, the Department shall make a report within eight hours of the time the incident is reported to any staff member of The Department.

Each report shall relate the following information:

1. Location of the incident
2. Time of the incident
3. Number of fatalities or hospitalized members/employees,
4. Contact person
5. Phone number, and
6. A brief description of the incident.

Record Keeping and Written Reports

- A. The City of Toppenish Fire Department shall maintain records of occupational injuries and illnesses. Reportable cases include every occupational death, every occupational illness, or each injury that involves one of the following:
 - (a) Unconsciousness,
 - (b) Inability to perform all phases of regular duty-related assignment
 - (c) Inability to work full time on duty, temporary assignment, or medical treatment beyond first-aid.

- B. The City of Toppenish Fire Department shall record occupational injury and illnesses on forms OSHA 101-Supplementary Record Occupational Injuries and Illnesses and OSHA 200-Log summary.

- C. The City of Toppenish Fire Department shall post an annual summary of occupational injuries and illnesses on the Fire Stations safety bulletin board. This summary shall consist of a copy of the year's totals from the Form OSHA No. 200 and the following information from that form: Calendar year covered, company name, establishment name, establishment address, certification signature, title, and date. The summary shall be completed and posted no later than February 1 and shall remain in place until March 1.

The Safety Officer will ensure the reporting and recording-keeping of Injury and Illnesses.

All members will comply with injury and illness protocols.

PUBLIC SAFETY DIRECTOR

40.016 - ACCIDENT INVESTIGATION

After the emergency actions following accidents that cause serious injuries that have immediate symptoms, a preliminary investigation of the cause of the accident shall be conducted. The investigation shall be conducted by a person designated by the Public Safety Director or the Department Safety Officer. The findings of the investigation shall be documented for reference at any time following formal investigations.

Within eight hours after the fatality or probable fatality of any member from a work-related incident or the inpatient hospitalization of two or more members as a result of a work-related incident, The City of Toppenish Fire Department shall orally report the fatality/multiple hospitalization by telephone or in person, to the City's Human Resource Director.

Equipment involved in an accident resulting in an immediate or probable fatality, shall not be moved, until a representative of the consultation and compliance services division of the Department of Labor and Industries investigates the accident and releases such equipment, except where removal is essential to prevent further accident. When necessary to remove the victim, such equipment may be moved only to the extent of making possible such removal.

Upon arrival of the Department of Labor and Industries investigator, The Public Safety Director or designee shall assign as many personnel as are deemed necessary to assist the Department of Labor and Industries in conducting the investigation.

The City of Toppenish Fire Department shall preserve all records, photographic materials, audio, video, recordings, or other documentation concerning an accident for a period of seven years.

Accident information will be shared with personnel.

- A. The duties of the Safety Officer include ensuring that all reportable accidents are investigated and reported.
- B. The safety officer will be responsible to define corrective action. Time tables must be established as to when the corrective action must be completed. Every investigation should include an action plan.
- C. The Public Safety Director or his designee shall ensure that accident reporting procedures are initiated as necessary per Department policy.

The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.

Interview the injured party and available witnesses, as soon as possible, to determine the following:

1. Circumstances preceding and surrounding the incident -- what were underlying and contributing causes, as well as immediate causes?
2. What physical hazards existed at the time of the accident, such as unprotected openings, or housekeeping, slippery surfaces, protruding nails, etc.?
3. Were defective tools, equipment or materials provided to workers -- or were they improperly used?
4. Was personal protective equipment not provided, was PPE defective, not used, or used improperly?
5. Did unsafe work practices contribute to the incident, including improper lifting or handling of materials?
6. What safety rules or safety training might have prevented the accident?
7. What unsafe conditions or unsafe actions were caused by a third party, i.e., another Department or a contractor?

If possible, interview injured individuals at the scene of the accident and "walk through" a re-enactment. Be careful not to repeat the act that caused the injury.

Privacy is important during interviews. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness the mishap. Express sincere appreciation to anyone who helped with the investigation.

Record names, addresses and statements of witnesses. Consider taking signed, dated statements if facts are unclear or an element of controversy exists.

If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claim costs.

In major incidents, use sketches, diagrams and photos, to document details graphically. Take measurements when appropriate.

Define corrective actions that should be taken to prevent re-occurrence.

Reference: WAC 296-305-01503, WAC 296-24-020 (2), (3). [Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-01503, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.017 - ACCIDENT PREVENTION PROGRAM

The Toppenish Fire Department shall establish the position of Safety Officer.
"Reference WAC 296-305-01505"

The Safety Officer will be responsible ensuring that members/ employees are trained, knowledgeable of, comply with, and follow the safety program:

1. How and when to report injuries, including instruction as to the location of first-aid facilities.
2. How to report unsafe conditions and practices.
3. The use, care, selection and maintenance of required personal protective equipment.
4. The proper actions to take in event of emergencies in the fire station including the routes of exiting from areas.
5. A description of the Department's total safety program.

Inspections of fire stations shall be made at least monthly and records maintained to ensure that stations are reasonably free of recognized hazards.

These inspections shall include, but not be limited to, tools, apparatus, extinguishers, protective equipment, and life safety equipment.

The Captain shall be responsible for the management of the Safety Program.

Total Safety Program

The Total Safety Program for the Toppenish Fire Department is composed of Section 40.000 of the Administrative Policy Manual.

PUBLIC SAFETY DIRECTOR

40.018 - FIRE DEPARTMENT SAFETY OFFICER

The Public Safety Director shall appoint the Safety Officer (Training Officer). The administrative duties and responsibilities of the Safety Officer shall include the following: (Additional duties may be assigned as necessary)

1. Plan and coordinate safety activities.
2. Work closely with the safety committee.
3. Ensure all reportable accidents are investigated.
4. Devise corrective measures to prevent accidents.
5. Realizing safety training and record keeping are management's responsibility. The safety officer shall ensure the following requirements are being met.
6. Ensure safety training objectives for all employees are met and understood.
7. Ensure safety directives are complied with.

Ensure that records are kept, but not limited to the following:

1. Accidents
2. Injuries
3. Inspections
4. Exposures
5. Medical Monitoring
6. Safety meetings
7. Apparatus
8. Equipment

9. Protective clothing

10. Other fire department safety activities

The Department's Safety Officer, through the Public Safety Director, shall have the authority and responsibility to identify and recommend correction of safety and health hazards.

The Department's Safety Officer shall maintain a liaison with staff officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

The Safety Officer shall work closely with the Safety Committee and may be a member of the Committee

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-01507, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.019 - MANAGEMENT'S RESPONSIBILITY

The Toppenish Fire Department shall establish, supervise, maintain, and enforce:

1. A safe and healthful working environment, as it applies to non-combat conditions or to any emergency incident site.

The Toppenish Fire Department shall establish an accident prevention program which will include, but is not limited to:

1. Programs for training employees in the fundamentals of accident prevention.
2. Procedures to be used by the Department Safety Officer and Incident Commander to ensure that emergency medical care is provided for members on duty.

The Toppenish Fire Department shall establish an accident investigation program.

Employees who are under the influence of alcohol or drugs shall not participate in any fire department operations or other functions. This rule does not apply to persons taking prescription drugs as directed by a physician or dentist providing such use does not endanger the employee or others.

Alcoholic beverages shall not be allowed in our stations and/or training areas or around emergency incidents.

A bulletin board or posting area exclusively for safety and health and large enough to display the required safety and health posters will be provided in each station.

The Toppenish Fire Department shall maintain a hazard communication program which will provide information to all members and employees relative to hazardous chemicals or substances to which they are exposed, or may routinely be exposed to, in the course of their employment at our facilities

The Toppenish Fire Department shall establish and enforce a policy as to the roles and responsibilities of the Departments Safety Officer on emergency incident sites.

The Toppenish Fire Department shall be responsible for providing suitable expertise to comply with all testing requirements in WAC 296-305.

The Safety Officer will be responsible for the Hazard Communication program.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305- 01509, filed 05/10/96, effective 01/01/97.]_WAC 296-305-01509, Emergency Medical Protection, WAC 296-305-01503.

Appendix

The WISHA poster form F416-081-000 is required to be posted along with other safety education material.

PUBLIC SAFETY DIRECTOR

40.020 - EMPLOYEE RESPONSIBILITY

Members of the Toppenish Fire Department shall cooperate with other employees in efforts to eliminate accidents.

- A. Each member of The City of Toppenish Fire Department or other employee shall comply with the provisions, Policies, and Guidelines of the Toppenish Fire Department and the provisions of WAC 296-305 which are applicable to his/her own actions and conduct in the course of his/her employment.
 - 1. Members and other employees shall immediately notify the Public Safety Director or his designee of unsafe conditions related to work practices, unsafe conditions, equipment, apparatus, or work places.
- B. Members and other employees shall apply the principles of accident prevention in their work. They shall use all required safety devices, protective equipment, and safety practices, as provided and/or developed by the Toppenish Fire Department.
- C. Each member shall take proper care and responsibility of all personal protective equipment.
- D. Members shall attend, when on duty, required training and/or orientation programs designed to increase their competency in occupational safety and health.
- E. Members who are under the influence of alcohol or drugs shall not participate in any fire department operations or other functions. This rule does not apply to persons taking prescription drugs as directed by a physician or dentist provided such use does not endanger the worker or others.

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-01511, filed 05/10/96, effective 01/01/97.] WAC 296-305-01511

PUBLIC SAFETY DIRECTOR

40.021 - LIFE SAFETY ROPES, HARNESSSES, AND HARDWARE

Ropes used to support the weight of members or other persons during rescue, fire fighting, other emergency operations, or during training evolutions shall be life safety rope.

Life safety rope used for rescue at fires, or other emergency incidents, or for training, shall be permitted to be reused if inspected before, and after, each such use in accordance with the manufacturer's instructions and provided:

1. The rope has not been visually damaged by the exposure to heat, direct flame impingement, chemical exposure, or abrasion.
2. The rope has not been subjected to any impact load.
3. The rope has not been exposed to chemical liquids, solids, gases, mists, or vapors of any materials, known to deteriorate rope.
4. If the rope used for rescue at fires or other emergency incidents, or for training, has been subjected to items 1, 2, or 3, or fails the visual inspection, it shall be destroyed after such use.
5. If there is any question regarding the serviceability of the rope after consideration of the above, the safe course of action will be taken and the rope shall be placed out of service.
6. Records shall provide a history of each life safety and training rope. The minimum information to be reflected in the record of history of life safety and training ropes shall include: Date of manufacturer, organization serial number, use list to include inspectors name and space for comments.
7. Rope used for training evolutions shall be designated as training rope and shall be permitted to be reused if inspected before and after each use in accordance with the manufacturer's instructions.
8. The destruction of a rope means that it shall be removed from service and altered in such a manner that it could not be mistakenly used as a life safety rope. This includes disposal or removal of labels and cutting into short lengths to be used for utility purposes.

9. Class I safety harnesses shall be used for fire fighter attachment to ladders and aerial devices.
 10. Class II and Class III life safety harnesses shall be utilized for fall arrest and repelling operations.
- C. Rescue ropes shall be padded when deployed over edges or rough surfaces.

Rope inspection shall be conducted by the Captain in accordance with rope inspection procedures established and recommended as adequate by the rope manufacturer to assure rope is suitable for reuse.

All repairs to life safety harnesses shall be done by an authorized manufacturer's representative, or the manufacturer

Guidelines

- A. Rope care:
1. Dry damp ropes prior to placing them back in the stuff bags.
 2. Avoid grit or other debris to come in contact with rope.
 3. Remove knots as soon as possible.
 4. Exposure to the sun's UV radiation will damage the rope, keep exposure to a minimum.
 5. If washing a rope is necessary, rinse it in water only. Using detergents is not recommended.
 6. While handling a rope examine it for imperfections or abrasions.
 7. Any rope that is suspect should be immediately removed from service and forwarded the Captain with an explanation of the problem.

Additional References

WAC 296-305-05005 for rope rescue applications. [Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-02019, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.022 - EMERGENCY MEDICAL PROTECTION

The Toppenish Fire Department shall provide a high level of protection against communicable diseases for members as described in the Infection Control Plan and Airborne Pathogen Control Plan.

The Toppenish Fire Department shall provide appropriate personal protective equipment, training and immunization for all members for protection from communicable diseases.

40.023 - INFECTION CONTROL PLAN

Toppenish Fire Department personnel shall maintain and operate under the Yakima County Infection Control Plan.

40.024 - RESPIRATORY EQUIPMENT

It is the policy of the Toppenish Fire Department to provide and operate with the highest possible levels of safety and health for all employees. The Toppenish Fire Department recognizes that the environments faced by its employees while fighting fires or engagements in other emergency incidents may not always have atmospheres that will sustain life. With this thought in mind, the Toppenish Fire Department hereby establishes a mandatory self contained breathing apparatus (SCBA) rule. This rule shall apply to all fire suppression activities where entry into smoke filled environments is necessary. Where entry into unknown spaces could contain hazardous atmospheres, the air will be tested if possible. If not possible, the environment will be considered hostile and mandatory SCBA rules implemented.

All members assigned to work in hazardous atmospheres shall be provided with approved SCBA's

Personnel shall wear the proper respiratory protection when operating in any of the following circumstances:

1. In a contaminated atmosphere.
2. In an atmosphere that is suspected of being contaminated or oxygen deficient.

3. In an atmosphere that may rapidly become hazardous or oxygen deficient.
4. In an atmosphere that is oxygen deficient.
5. When transporting an individual with suspected or confirmed infectious TB.

These circumstances include:

1. In an active fire area.
 2. Directly above a fire area.
 3. Directly under the active area.
 4. In potential explosive or fire area, including gas leaks or fuel spills.
 5. Where products of combustion are visible in an atmosphere, including vehicle fires and dumpster fires.
 6. Where invisible contaminants are present or suspected. This includes the overhaul stage of a fire.
 7. Where toxic products are present, suspected of being present, or may be released without prior warning.
 8. In an active chemical spill area where the chemical presents an inhalation hazard.
 9. In any permit-required confined space that has not been tested and monitored to establish respiratory safety.
 10. When entering areas occupied by individuals with suspected or confirmed TB, when performing high risk procedures on such individuals, when transporting an individual with suspected or confirmed TB in an enclosed vehicle or transporting an individual with suspected or confirmed TB within any facility whenever that individual is not masked.
- D. Members using SCBA's shall operate in teams of two or more.

- E. When the Toppenish Fire Department purchases or borrows compressed breathing air from an outside source, the outside source will be required to provide certification and documentation of breathing air quality as specified in the referenced WAC.
 - 1. The air quality from compressors, cascade systems cylinders, shall be tested at least quarterly.

- F. Using guidelines established by a physician, The Toppenish Fire Department shall determine whether or not a member may be assigned to a task requiring the use of a SCBA. Persons with physical disabilities such as, but not limited to, respiratory impairments, or claustrophobia when wearing a SCBA, shall not be assigned to tasks requiring the use of respirators unless it has been determined by a qualified physician that they are physically able to perform the work and use the equipment. All SCBA user's medical status should be reviewed annually by the Training Division.

- G. No member / employee that has not received respiratory protection training, medical approval, and applicable fit testing in accordance with this policy, shall be assigned to any duty where respiratory protection is required.

- H. Respirators shall be kept clean, sanitary and in good working order. Respirators shall be cleaned and disinfected at the following intervals:
 - 1. SCBA face pieces or respirators issued for the exclusive use on any member / employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
 - 2. SCBA face pieces or respirators issued to more than one member / employee shall be cleaned and disinfected before being used by different individuals.
 - 3. Face pieces and respirators used in fit testing and training shall be cleaned and disinfected before being used by different individuals.

- I. Qualitative or quantitative fit testing is required as follows:
 - 1. Each new member shall be tested before being permitted to use SCBA's in a hazardous atmosphere.
 - 2. Only members with a properly fitting face piece shall be permitted by the department to function in a hazardous atmosphere with SCBA.
 - 3. Fit testing shall be repeated:

- a. At least once every twelve months.
 - b. Whenever there are changes in the type of SCBA or face piece used.
 - c. Whenever there are significant physical changes in the user.
Example: Weight change of ten percent or more, scarring of face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the face piece seal.
- J. Fit test procedures and test exercises shall follow procedures detailed in the Appendix Section of this Policy
- K. Respirator fit test records shall include:
- 1. Written guidelines for the SCBA fit testing program including pass/fail criteria;
 - 2. Type of SCBA tested including manufacturer, model, and size;
 - 3. Type of fit test and instrumentation or equipment used;
 - 4. Name or identification of test operator;
 - 5. Name of person tested;
 - 6. Date of test; and
 - 7. Results of test.
- L. Facial hair that comes between the sealing periphery of the face piece and the face or interferes with the valve function of Self-Contained Breathing Apparatus, or any respirator shall not be permitted.
- M. Contact lenses shall be permitted with SCBA use, provided the member's or department's physician determines that the risk of eye damage is not increased by their use.
- N. If a spectacle, goggle, or face shield must be worn with a face piece, it shall be worn so as to not adversely affect the seal of the face piece to the face.
- 1. Straps or temple bars shall not pass between the seal or surface of the respirator and the user's face.

- O. Members shall be decontaminated prior to removal of respirators whenever fire fighting activities resulted in exposure to a hazardous substance.
- P. When exchanging air supply bottles during suppression or overhaul activities, reasonable precautions shall be taken to maintain uncontaminated atmosphere to the breathing zone and face piece supply hose.
- Q. Anytime members are working inside a confined space, they will be provided with SCBA or air line respirator with escape bottle, and shall use the equipment unless the safety of the atmosphere can be established by testing and continuous monitoring.
- R. Members using a properly functioning SCBA shall not compromise the protective integrity of the SCBA by removing the face piece for any reason in hazardous atmospheres or in atmospheres where the quality of air is unknown.
- S. Members will receive training on the SCBA equipment available for their use including the step-by-step procedures for donning the respirator and checking it for proper function. Required training shall include:
 - 1. Recognizing hazards that may be encountered;
 - 2. Understanding the components of the SCBA;
 - 3. Understanding the safety features and limitations of the SCBA; and
 - 4. Donning and doffing the SCBA.
 - 5. Inspecting and cleaning the respirator.
- T. After completing such training, each member shall practice at least quarterly, for each type and manufacture of respirator available for use, the step-by-step procedure for donning the respirator and checking it for proper function.
- U. Members shall be tested at least annually on the knowledge of SCBA equipment operation, safety, organizational policies and procedures, and face piece seals, to The City of Toppenish Fire Department's standard. Such records shall remain part of the member training file.
- V. Members will only be allowed to use the make, model, and size SCBA for which they have passed a fit test within the last twelve months.
- W. Any SCBA found unstable, or where there is a reported failure of an SCBA, the unit shall be removed from service, tagged and recorded as such, and tested before being returned to service.

- X. Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures such as use of regulator bypass valve, corrective action for face piece and breathing tube damage, and breathing directly from the regulator (where applicable).
- Y. SCBA cylinders shall be hydrostatic tested within the periods specified by the manufacturer and the applicable governmental agencies.
- Z. SCBA's are not Scuba gear and are not approved or safe for that use. Department SCBA's are not to be used in pools or other unusual circumstances without written permission of the Department.

The Captain be responsible for, and supervise, the SCBA Protection Program

- A. The Captain using guidelines established by a physician, shall determine whether or not a person may be assigned to a task requiring the use of a respirator. All SCBA user's medical status should be reviewed annually by the Training Officer
- B. Respirator program evaluation. An appraisal of the effectiveness of the respirator program shall be carried out at least annually by the Training Division. Action shall be taken to correct defects found in the program.
- C. Career Firefighters shall be responsible for the condition and maintenance of SCBA's assigned to the apparatus.
- D. On-duty Firefighters will be responsible for the replacement of air tanks, verification of daily/weekly checks and for the proper use of SCBA by members.
- E. Members shall maintain the level and proficiency of use expected by the Department.
- F. Members shall be responsible for maintaining SCBA face pieces and breathing tube in sanitary and proper operating condition.
- G. Members shall guard against damage to SCBA equipment.
- H. Members shall be responsible for checking their SCBA as specified in the Guidelines when coming on duty, and shall advise their officer that the unit is OK or in need or repair.

- I. The Captain shall be responsible for the purchases/procurement, assignment and repair of SCBA.
- J. The Captain shall be responsible for ensuring that an annual test is completed by each member on their knowledge of SCBA equipment operation, safety, Department organizational policies and procedures, and face piece seals.
- K. Members and their supervisors have a moral and legal obligation to abide by the mandatory mask rule established for their safety and failure to do so shall result in disciplinary actions.
- L. A member shall not wear respiratory protection unless the proper size face piece is available and inspected by the wearer to ensure the equipment is in proper working condition according to the manufacturer's specifications.

Equipment Limitations: Self-Contained Breathing Apparatus provide respiratory protection under conditions of oxygen deficiency or in concentrations of toxic gases immediately dangerous to life or health. The period over which the device provides protection is limited by the amount of air in the apparatus. This type of respirator offers no protection against skin irritation or against skin absorption of materials.

Equipment Limitations Combination Self-Contained and Air-Line Respirators provide respiratory protection under conditions of oxygen deficiency or concentrations of toxic gases immediately dangerous to life or health. By means of a small air cylinder, the wearer is able to escape the dangerous atmosphere in case the primary air supply is interrupted. If used for entry into atmospheres dangerous to life or health, the air line needs to be connected on entry.

Equipment Limitations Chemical Cartridge Respirators provide respiratory protection against light concentrations of certain acid gases, ammonia, and organic vapors by utilizing various chemical filters to purify the inhaled air. It is necessary that sufficient oxygen be present at all times to support life. Half-mask respirators of this type provide no protection to the eyes.

Equipment Limitations Mechanical Filter Respirators provide respiratory protection against airborne particulate matter, including dusts, mists, metal fumes, and smoke. This type of respirator offers no protection against gases, vapors, or oxygen deficiency. Half-mask respirators of this type provide no protection of the eyes.

Unusual factors can add new dimensions to a hazardous situation and should be considered when using respirators. Some airborne contaminants are extremely irritating to the skin, while others are capable of being absorbed through the skin and into the bloodstream with serious, possibly fatal results. A face piece or hood respirator does not provide complete protection against such contaminants.

SCBA's shall be checked by crew member daily and after each use.

1. Cylinder Valve closed.
2. Cylinder Pressure between (2000 and 2216 PSI).

Low pressure alarm bell.

1. Check bell sound by pressurizing the system, open the cylinder valve and close it, the alarm should ring. Bleed off excess air.

High pressure hose.

1. Check for tight fit at the tank.
2. Check for physical damage to the hose e.g. bubbles, abrasions, splits.

Regulator

1. Main line knob in closed position.
2. By-pass, closed finger tight.
3. Rubber outlet cover and gauge in good condition.
4. Regulator gauge should read zero.

Breathing tube

1. Inspect for perforations, small cracks, or signs of wear.
2. Tube should be free of moisture.
3. Ensure gaskets are in place and not damaged.

Backpack harness and carrier

1. Shoulder and body straps fully opened and not deteriorated.
2. Buckles and snaps in proper working order.

Face piece

1. Lens clean and free of cracks.
2. Inhalation valve tightened at face piece.
3. Adjustable head straps have not deteriorated.
4. Nose cups in place and free of debris.

Note any dents, cuts or discoloration due to heat on the air cylinder

4.25.06 Additional References

Chapter 296-62 WAC, Part E.

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-04001, filed 05/10/96, effective 01/01/97.]

(Statutory Authority: RCW 49.17.040 and 49.17.050. 82-13-045 (Order 82-22), ss296-62-07109, filed 6/11/82; 82-03-023 (Order 82-1), ss296-62-07109, filed 1/15/82.

RESPIRATOR FIT-TESTING

The purpose of fit-testing is to ensure that there is an adequate seal between the wearer's face and the SCBA. Without a good face seal, airborne contaminants can enter the wearer's respiratory system and thus not provide the wearer the needed protection.

- I. Positive and Negative Pressure Tests (AKA Fit Check) - The "fit check" is to be done by the employee every time the respirator is put on to assure the respirator is adjusted and worn properly. (Note: The fit check is not the same as the saccharine mist fit test.) The negative pressure test is performed by covering the whole respirator lightly with the hands and inhaling slightly. If a leak exists, the air can be felt as it enters. The positive pressure test is performed by blocking the exhalation valve and exhaling lightly. Again, air leakage can be felt if a leak is present. If such leaks are found, the respirator is adjusted and retested.

Neither the positive or negative pressure test is considered to be a satisfactory initial fitting test. These tests are to be used when donning a respirator; however, the position of the respirator on the face may be affected by touching the face piece to block the air inlets and exits.

- II. Qualitative Fitting Test - The qualitative fit test is performed initially at the time a respirator is selected. The purpose is to determine that the specific size, brand, and model of respirator fits the individual.

PUBLIC SAFETY DIRECTOR

40.025 - AUTOMOTIVE FIRE APPARATUS

Fire apparatus must have the following specifications stenciled or labeled and posted so they can be clearly read by the driver while operating the apparatus:

1. transmission shifting pattern
2. the overall height
3. the weight

Each fire apparatus shall carry a current U.S. Department of Transportation chemical identification book or the equivalent.

Ladders stowed on the sides of apparatus, which protrude past the tail board, shall have guards over the protruding ends.

Apparatus which has an obstructed view to the rear, shall not be used in reverse gear unless the equipment has in operation a reverse signal alarm and backup guide.

Hearing protectors shall be provided for, and used by all members operating or riding on fire apparatus when subject to noise in excess of 85 dBA TWA.

The Captain shall be responsible for inspecting all fire apparatus.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-04501, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.026 - AUTOMOTIVE APPARATUS OPERATIONAL RULES

The Toppenish Fire Department will require members to perform apparatus operational checks according to the guidelines in this Policy.

Any item found to be in need of repair shall be reported immediately to the officer in charge or other appropriate person.

Drivers of fire apparatus shall not move fire department vehicles until all persons are seated and secured with seat belts or safety harness in approved riding positions.

All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belts or safety harnesses at any time the vehicle is in motion.

1. Riding on tail steps or in any other exposed position such as sidesteps or running boards shall be specifically prohibited.
2. Standing while riding shall be specifically prohibited.

Fire fighting apparatus shall be brought to a full stop before members are allowed to step from the apparatus.

Members shall not be in the apparatus hose bed while hose is being run out from the bed.

Headlights shall be on at all times when any fire or emergency vehicle is responding to a call.

All apparatus over 20,000 pounds (gross vehicle weight) shall utilize proper blocks when parked at an emergency scene.

Members and employees shall drive and operate fire department vehicles in a safe, responsible manner.

Before any member or employee drives or operates department apparatus they shall have successfully completed a department's drivers training program approved by the Public Safety Director.

Hearing protectors shall be used by all members operating or riding on fire apparatus when subject to noise in excess of 85 dBA TWA.

Fire department apparatus shall not be used in reverse gear unless the equipment has in operation a reverse signal alarm and a backup person.

A. The Training Officer is responsible for the Drivers Training Program.

B. Once trained, all operators shall familiarize themselves with any apparatus prior to operating such apparatus even for brief periods of time.

Additional References

Washington State Fire Protection Bureau - Emergency Vehicle Accident Prevention (EVAP) program.

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-04505, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.027 - FIRE APPARATUS MAINTENANCE AND REPAIR

If at any time a fire apparatus is found to be in an unsafe condition, it shall be reported immediately to the officer on duty.

If in the officer's determination, the apparatus cannot be used in a safe manner, it shall be taken out of service until it has been restored to a safe operating condition.

All repairs and preventive maintenance to fire apparatus shall only be made by personnel deemed qualified by the Public Safety Director or designee.

All apparatus shall be maintained following the department's preventative maintenance program and records shall be maintained for each individual apparatus to record and track potential or on-going problems.

A minimum annual service test of apparatus shall be made following NFPA 1911 Guidelines.

1. If a pumper fails any portion of the annual service test, as determined by the Department using NFPA 1901 as the guide, the apparatus shall be placed out of service as a pumper until adequate repairs are made and the apparatus successfully completes the test.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-04507, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.028 - AERIAL LADDERS

Operators of Aerial Ladders apparatus shall follow these Policies and Guidelines.

Aerial ladders shall be used according to the following requirements:

The number of members permitted on aerial ladders shall be in accordance with the manufacturer's instructions.

The operator of an aerial ladder shall remain on the turntable whenever fire fighters are working on the aerial. If the ladder is used only as a ground ladder, no operator is needed on the turntable.

When maintaining the aerial ladder, the manufacturer's instructions shall be followed.

1. Cables, pulleys, rails and rungs of aerial ladders shall be inspected for wear and tightness on a monthly basis or every ten hours of operating time, whichever comes first.
2. Pulleys on the aerial with cracks or pieces broken out of rims shall be replaced.
3. Cables showing evidence of damage or wear shall be replaced.
4. Rungs or rails that have been subjected to unusual impact shall be tested before usage.

Ground jacks or outriggers shall be deployed before an aerial ladder is put into operation.

1. Ground plates shall be deployed under the outriggers or jacks at all times.
2. Hand and air brakes shall be set whenever an aerial ladder is in operation.
3. In addition to ground jack supports and outriggers, two sets of wheel blocks shall be used whenever the aerial is in operation.

Annual testing of metal aerial ladders shall follow the recommendations of the current National Fire Protection Association Standard.

1. The aerial ladder, as well as the support section of the apparatus which supports the turntable, shall be non-destructively tested by a certified testing agency every five years.
 2. After any accident that causes structural damage, a test shall be performed and all defects detected corrected before the apparatus is returned to service.
- A. Aerial ladders shall not knowingly be positioned under dangerous cornices or other loose overhanging objects that may endanger members working on, around, or climbing the ladders, except where rescue operations are essential.
 - B. When working near energized electrical lines, the following minimum working clearances shall be observed:
 1. For lines rated 50 KV or below, the minimum clearance between the lines and any part of the equipment shall be ten feet.
 2. For lines rated over 50 KV, the minimum clearance shall be ten feet plus 0.4 inch for each 1 KV.
 3. For low voltage lines (operating at 750 volts or less), the work shall be performed in a manner to prevent members contacting an energized conductor.
 - C. Fire apparatus aerial ladders shall be positioned for the greatest stability feasible at the fire scene.
 - D. The tip of the aerial ladder shall not be forcefully extended against a solid structure.
 - E. Aerial ladders shall not be extended or retracted while members are climbing the ladder.
 - F. Locking in shall not be permitted. When it is necessary for members to be positioned on the aerial, they shall be secured by a life belt.
 - G. Sand shall be put under jacks and outriggers when operating on ice or snow.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-04509, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.029 - TRAINING REQUIREMENTS

Reference

WAC 296-305-05503

The Toppenish Fire Department shall provide training and education for all members commensurate with those duties and functions that members are expected to perform, as in accordance with union contract and Toppenish Municipal Code.

1. Such training and education shall be provided to members before they perform emergency activities.
 2. Instructors shall be qualified and required to have training and education which is more comprehensive than that provided to the general membership of the Department.
 3. Members who are expected to perform interior structural fire fighting shall be provided with an education session or training at least quarterly.
 4. Members shall comply with the provisions of the Fire Department's SOP.
- A. The Training Officer shall assure that training and education is conducted frequently enough to assure that each member is able to perform their assigned duties and functions satisfactorily and in a safe manner so as not to endanger other members. The frequency of training shall meet the requirements of WAC 296-305-05501 (10) to train annually.
 - B. The Training Officer shall keep records on all training for members to assure compliance with this policy.
 1. Training on hearing conservation shall conform to the Hearing Protection Policy.
 2. Training on medical procedures shall conform to the Emergency Medical Protection Policy.
 - C. Training on respiratory equipment shall conform to the Respiratory Equipment Protection Policy.
 - D. Training on employee right-to-know procedures shall conform to chapter 296-62 WAC, Part C, Hazard communication.

- E. Training on overhaul procedures and operations shall conform to the Emergency Fire Ground Operations Policy.
- F. Training on wildland fires shall conform to the Wildland Fire Operation Policy.
- G. Training on confined space entry and/or rescue shall conform to the Confined Space Rescue Policy.
- H. Live fire training in structures shall conform to the Live Fire Structural Fire training.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-05503, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.030 - FIRE SERVICE EQUIPMENT

Reference WAC 296-305-06001

All portable equipment shall be routinely inspected and maintained in such a condition as to enable members to achieve objectives during emergencies in a safe efficient manner.

- A. It shall be the duty of all members to report any defective, unsafe or inoperable equipment to the Captain.
- B. It shall be the responsibility of the Captain to see that equipment is repaired prior to its return to service and to establish procedures for adequate inspections and record keeping of inspections of all portable equipment.
 - 1. The load capacity shall be stenciled on each portable rescue jack and the load capacity shall not be exceeded.
 - a. The instruction plate on portable jacks shall be maintained in a legible condition.
 - 2. Portable powered cut-off saws (rescue saws) shall be used in accordance with the manufacturer's recommendations.
 - a. Carbide tipped saw blades shall not be used on portable powered cut-off saws (rescue saws) without the manufacturers recommendation.
 - 3. When not in use, the cutting teeth on a chain saw shall be covered either by an old section of hose, a wooden scabbard, or an equivalent method.
 - 4. All axes worn by members shall be provided with a scabbard to guard against injury from the blade and pick of the axe.
 - 5. The guards on smoke ejectors, shall not be removed.
 - 6. The handling, storage and utilization of acetylene in cylinders shall be in accordance with the compressed gas pamphlet G-1, 1966 edition.
 - 7. Abrasive blades in storage shall be protected from contact with water, liquids, petroleum products and their fumes.

8. Fiber rope that has been subjected to injurious chemicals or excessive heat shall not be used for load carrying purposes.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-06001, filed 05/10/96, effective 01/01/97. Statutory Authority: RCW 49.17.040 and 49.17.050. 83-24-013 (Order 83-34), 296-305-06001, filed 11/30/83; Order 77-20, 296-305-06001, filed 10/18/77 and Emergency Order 77-24, filed 11/17/77, effective 12/17/77.]

PUBLIC SAFETY DIRECTOR

40.031 - GROUND LADDERS

Reference WAC 296-305-06005

The Toppenish Fire Department's ground ladders will be constructed, certified, maintained, inspected and tested in accordance with WAC 296-305-06005.

The Toppenish Fire Department shall have all members climb and descend ground ladders with the fly in, for safety purposes.

- A. Equipment Officer shall be responsible for inspecting, testing, and certifying the condition of ground ladders.
- B. Equipment Officer will keep records of all inspections and repairs to ground ladders.
- C. The Training Officer shall be responsible to provide adequate training to provide proficiency in ground ladder operations.

All ladders regardless of type shall be inspected thoroughly after each use. The following metal ladder components shall be checked:

- 1. Butt spurs for excessive wear or other defects.
- 2. Rungs for welds, damage or weakness caused by overloading or bumping against other objects, looseness and cracks, etc.
- 3. Beams for welds, rivets and bolts, signs of strain or metal fatigue, and deformation from heat or overloading.
- 4. Bolts and rivets for tightness.
- 5. Heat sensor label, when provided, for change indicating heat exposure.

The following wood ladder components shall be checked:

1. Bolts for snugness and tightness without crushing the wood.
2. Beams for dark streaks; when a wood ground ladder develops dark streaks in the beams, the ladder shall be removed from service and service tested as specified in this chapter, prior to further use.
3. Protective varnish finish for damage or wear, at least once a month and redone annually or at such frequency as specified by the manufacturer. If the protective finish becomes charred or blistered, the ladder shall be removed from service and service tested as specified in this chapter, prior to further use.

All ladders shall be stored in a manner to provide ease of access for inspection, and to prevent danger of accident when withdrawing them for use.

Every portable ladder shall be tested following the correction of defects disclosed by the visual inspections.

If it is determined that a metal ground ladder should be tested, the testing should follow the procedures taught by Washington State Fire Protection Bureau.

1. When metal ground ladders are tested, the test method shall be in accordance with NFPA Standard 1932, 1984 or current edition.
2. Extension ladders that were constructed prior to the adoption of the 1984 edition of NFPA 1931, may, when tested in accordance with this Policy, be tested with a minimum test load of 400 pounds and a preload of 300 pounds. Ladders tested under this exception shall be used with a minimum load limit of 500 pound distributed or 400 pounds concentrated. Ladders shall be tested in the configuration they are used.

Methods of fastening ladder halyards, either of wire or fibrous material, shall be in a manner that the connection is stronger than the halyard. All halyards shall be checked for fraying or breakage.

Any defect noted in visual inspections shall be corrected prior to testing.

Additional requirements for wooden ground ladders; whenever any wood ground ladder has been exposed or is suspected of having been exposed to direct flame contact the ladder shall be service tested as specified in section 5-2 of NFPA

Standard 1932, current edition.

Additional References:

Chapter 296-24 WAC Part J-1. (Statutory Authority; RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27); ss296-3-5-06005, filed 05/1-/96, effective 01/01/97. Statutory Authority: Chapter 49.17 RCW. 88-14-108 (Order 88-11), 296-305-06005, filed 7/6/88. Statutory Authority: RCW 49.17.040 and 49.17.050. 83-24-103(Order 83-34), 296-305-06005, filed 11/30/83; Order 77-20, 296-305-6005, filed 10/18/77 and Emergency Order 77-24, filed 11/17/77, effective 12/17/77.) 12/17/77.]

PUBLIC SAFETY DIRECTOR

40.032 - ELECTRICAL

Reference WAC 296-305-06007

It shall be the policy of the Toppenish Fire Department to identify the hazards and employ practices to prevent electric shock when fire suppression or rescue activities must be performed near energized electrical circuits.

Members shall be trained to identify potential electrical hazards.

Members shall not cut the electrical drop loop providing power to a structure or pull the electrical meter.

Members shall not work or position equipment above any power line. At an incident, the Incident Commander shall not allow anyone but qualified utility workers to work above any power line.

The Toppenish Fire Department will identify with Pacific Power & Light and Benton Rural Electric, all power transmission lines in its jurisdiction.

1. When Toppenish Fire Department equipment and members must work near energized lines rated 50 KV or above, the minimum working distance between the lines and any part of said equipment shall be ten feet plus 4 in. for each 1 KV and will follow the recommendations of Pacific Power & Light.

For electrical lines rated 50 KVA or below, the minimum clearance shall be ten feet.

For low voltage lines (operating under 750 volts or less) all activities and work shall be performed to prevent members from contacting the energized lines.

- A. The Incident Commander shall identify potential electrical hazards and request Pacific Power & Light to respond and disconnect energized electrical lines.
- B. The Training Officer will identify electrical hazards and incorporate them into training.
- C. The Incident Commander will identify high voltage electrical hazards and incorporate them into operating procedures.

Guidelines

- A. Driver/Operators of apparatus will not position apparatus under electrical transmission lines without first identifying the electrical hazard area.
- B. Members will not raise ground ladders until the command "check the overhead" is given and followed to establish the existence of an electrical hazard.
- C. The Incident Commander will be informed as to the existence of overhead electrical hazards.
- D. The Incident Commander will be informed as to electrical hazards in the structure or working area.

PUBLIC SAFETY DIRECTOR

40.033 - SANITATION, DISINFECTION, CLEANING & STORAGE AREAS

Reference WAC 296-305-06505

Clothing or equipment disinfection shall not be conducted in fire station kitchens, living, sleeping, or personal hygiene areas.

Protective clothing or equipment that needs to be decontaminated and/or disinfected shall not be allowed in any kitchen, living, sleeping, or personal hygiene area.

Reusable emergency medical supplies and equipment, protective clothing, and protective equipment shall not be stored in kitchen, living, sleeping, or personal hygiene areas, nor shall it be stored in personal clothing lockers.

- A. On-duty Firefighter shall be responsible for ensuring that the Department policy on sanitation, disinfection, cleaning, and storage areas is followed.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), 296-305-06505, filed 05/10/96, effective 01/01/97. Statutory Authority: Chapter 49.17 RCW. 88-14-108 (Order 88-11), 296-305-06505, filed 7/6/88. Statutory Authority: RCW 49.17.040 and 49.17.050. 83-24-013 (Order 83-34), 296-305-06505, filed 11/30/83; Order 77-20, 296-305-06505, filed 10/18/77 and Emergency Order 77-24, filed 11/17/77, effective 12/17/77.]

PUBLIC SAFETY DIRECTOR

40.034 - APPARATUS AREAS

Reference WAC 296-305-06509

A minimum of three feet of clearance shall be maintained around apparatus parked within the station as the station's width permits.

The station's apparatus floors shall be kept free of grease, oil, water and tripping hazards.

No Class I or Class II flammable liquids shall be used for cleaning purposes to remove grease or dirt from apparatus.

Additional Reference

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-06509, filed 05/10/96, effective 01/01/97. Statutory Authority: Chapter 49.17 RCW. 88-14-108 (Order 88-11), 296-305-06509, filed 7/6/88. Statutory Authority: RCW 49.17.040 and 49.17.050. 83-24-013 (Order 83-34), 296-305-06509, filed 11/30/83; Order 77-20, 296-305-06509, filed 10/18/77 and Emergency Order 77-24, filed 11/17/77, effective 12/17/77.]

PUBLIC SAFETY DIRECTOR

40.035 - HOSE DRYING TOWERS

Reference

WAC 296-305-06515

Approved head protection shall be worn by all members or persons in the hose tower whenever hose handling/hanging operations are taking place.

Additional References

Chapter 296-24 WAC, Part J-1. [Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-06515, filed 05/10/96, effective 01/01/97.]

40.036 - FIRE STATION EQUIPMENT AND TOOLS

Reference WAC 296-305-06519

Members or employees shall use goggles or face shields when grinding with abrasive wheels or grinders.

40.037 - WILDLAND FIRE OPERATIONS

Reference WAC 296-305-07001

SOP'S Toppenish Fire Department shall apply to all members called on to provide services at any fire defined as a "wildland fire."

SOP'S shall not apply to suppression action taken on fires prior to the fire meeting the definition of a "wildland fire."

Members wearing full structural fire fighting clothing while engaged in fighting wildland fires shall not expend more than one hour before rotating to rest and rehabilitation. Incident Commanders may rotate crews to avoid the one-hour benchmark when containing and controlling wildland fires.

The Incident Commander is responsible for establishing the fire category as "Wildland".

Definitions

- A. Wildland Fire: A fire burning in natural vegetation that requires an individual or crew(s) to expend more than one hour of labor to confine, control and extinguish. One hour was chosen as the maximum time that members should work in high temperatures in structural clothing.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-07001, filed 05/10/96, effective 01/01/97.] Statutory Authority: Chapter 49.17 RCW. 88-14-108 (Order 88-11), 296-305-07001, filed 7/6/88. Statutory Authority: RCW 49.17.040 and 49.17.050. 83-24-013 (Order 83-34), 296-305-07001, filed 11/30/83; Order 77-20, 296-305-07001, filed 10/18/77 and Emergency Order 77-24, filed 11/17/77, effective 12/17/77.]

PUBLIC SAFETY DIRECTOR

40.038 - PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT FOR WILDLAND FIRE FIGHTING

Reference

WAC 296-305-07003

- A. The City of Toppenish Fire Department will provide at no cost to its members, the protective equipment and protective clothing required by the referenced WAC and this policy.
- B. Members performing suppression actions on a wildland fire shall wear a provided protective clothing ensemble as directed by The City of Toppenish Fire Department. Body protection will be coordinated with torso, hand, head, and foot protection. The combined protective clothing ensemble includes:
 - 1. Hard-hat/helmet
 - 2. Upper and lower torso clothing
 - 3. Gloves
 - 4. Goggles
 - 5. Nomex hood
- C. Members shall wear leather boots at least 8" high with non-slip soles.
- D. Additional personal protective equipment to be provided and worn may include a fire shelter as directed by the incident commander.
- E. Personnel operating Type 1, Type 2 or Type 3 engines assigned to structural protection will carry structural protective clothing on their assigned apparatus.
- F. Wildland personnel protective clothing shall not be used for interior structural fire fighting.
- G. Members provided fire shelters shall be trained in their use and shall receive refresher training at least annually.
 - 1. Refresher training shall include instruction on "Standards for Survival".

- A. Full protective clothing as provided shall be worn at all times when operating at a wildland fire whenever an actual or a potential hazard exists.
- B. Goggles on helmets shall be utilized at any time the need for eye protection is present.
- C. Gloves shall be worn when engaged when fire fighting and any situation where injuries to the hands are likely to occur.
- D. Rings and similar jewelry may cause injury in many situations. These items are recommended not to be worn while on duty.

PUBLIC SAFETY DIRECTOR

40.039 - EYE PROTECTION

Reference WAC 296-305-02003

Goggles suitable for eye protection shall be provided for and used by members engaged in wildland fire suppression.

Persons whose vision requires the use of corrective lenses in spectacles, and who are required to wear eye protection, shall wear eye protection of the following types:

1. Spectacles with protective lenses that provide optical correction.
2. Spectacles.

When limitations or precautions are indicated by the manufacturer, they shall be transmitted to the user and care taken to see such limitations and precautions are strictly observed.

1. Care, use, and maintenance for any type of eyewear shall follow the manufacturers suggested recommendations.

Goggles shall be inspected, cleaned and disinfected prior to being re-issued to members.

- A. The Captain shall be responsible for the purchase all eye and face protection.
- B. The Captain shall be responsible for ensuring the routine inspection, repair and replacement of all eye protection.
- C. Members shall be responsible for the routine maintenance of eye/face protection.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-02003, filed 05/10/96, effective .]

PUBLIC SAFETY DIRECTOR

40.040 - WILDLAND PERSONNEL ACCOUNTABILITY

Reference WAC 296-305-07007

An officer shall be assigned to maintain positive communication with any individual during those times that the member is assigned an ancillary fire fighting task.

Wildland fire fighters shall work in teams of two or more while working on or near the fire line of an active fire unless they are in visual or voice contact with an officer.

A. On initial attack fires, the incident commander shall:

1. Maintain the name and location of all personnel on the incident.
2. On extended attack fires, ensure the maintenance of the name and location of all personnel within their unit, division, group or branch.
3. Transfer/confirm personnel and unit information to the appropriate incident command section (ICS) command staff as soon as possible.
4. Ensure that personnel and unit information is recorded in the command post as soon as possible.

When a fire "blows up" or makes a run that crosses planned control lines, officers shall conduct an accounting of all personnel assigned to fire suppression and report any missing personnel to the incident commander.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-07007, filed 05/10/96, effective 01/01/97. Statutory Authority: RCW 49.17.040 and 49.17.050. 83-24-013 (Order 83-34), 296-305-07007, filed 11/30/83; Order 77-20, 296-305-07007, filed 10/18/77 and Emergency Order 77-24, filed 11/17/77, effective 12/17/77.]

PUBLIC SAFETY DIRECTOR

40.041 - APPARATUS STANDARDS FOR WILDLAND FIRE FIGHTING

Reference

WAC 296-305-07009

- A. Apparatus speed during a wildland fire attack shall be determined to be safe if in the judgment of the officer in charge, the following are taken into consideration:
 - 1. The particular wildland fire attack methods being utilized including, but not limited to the nature of the fire, the type of terrain, weather conditions, equipment conditions, and whether personnel are positioned in wildland fire fighting enclosures;
 - 2. The forgoing provision shall not relieve a driver from the duty to drive with due regard for the safety of all persons in all conditions;
 - 3. Nor shall such provision protect the driver from the consequences of his/her reckless disregard for the safety of others.

- B. Because of the sheltering offered by an engine, the following minimum standards shall be complied with:
 - 1. The number of individuals working/assigned as an engine crew shall not exceed the manufacturer's cab capacity.
 - 2. Any time an engine is moved when not directly attacking a fire, personnel shall ride in the vehicle's enclosed cabin area, in a seat-belted location, or be off the vehicle.
 - 3. Any time engines are used in a mobile attack configuration, and personnel other than the driver are on the apparatus, personnel shall ride in the manufacturer's enclosed cabin, or use the personnel restraints and enclosures identified in WAC 296-305-07011.

- C. All personnel working on or around engines in a ground mobile attack mode or in riding positions shall have visual or voice contact with the driver.

D. Vehicles operating in smoke or dust shall have their headlights, and if so equipped, a flashing or rotating roof light illuminated.

Vehicle operators who have worked in smoke or dust shall check air filters/cleaners daily and replace them if partially or fully clogged.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-07009, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.042 - OCCUPANT RESTRAINTS AND ENCLOSURES FOR WILDLAND FIRE FIGHTING

Reference

WAC 296-305-07011

- A. While in motion, the driver and passengers in the cab of apparatus shall wear seat belts.
- B. Passengers on wildland vehicles shall use a safety belt or a short lanyard securely connected to the apparatus.
 - 1. Safety lanyard lengths shall not allow for the fire fighter to reach the ground.
- C. Members while actively fighting a fire in the mobile attack mode shall remain in a three-sided enclosure and use a safety lanyard. When actively fighting a fire in the mobile attack mode, members shall remain in a four-sided enclosure but the use of a lanyard is optional and should follow the department's Operating Guidelines.

Definitions

- A. Mobile Attack Mode: The act of fighting fires from a moving engine

The Incident Commander is responsible for identifying when the use of a safety lanyard is appropriate.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-07011, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.043 - EQUIPMENT FOR WILDLAND FIRE FIGHTING

Reference WAC 296-305-07013

- A. All hand tools, when not in use, shall have appropriate covers and guards to prevent injury.
- B. Members whose duties require them to operate a power chain saw shall wear flexible ballistic nylon pads, sewn or otherwise fastened into the trousers, or other equivalent protection that shall protect the vulnerable areas of the legs. Additional trouser, eye, hearing, face and head protection as required by this policy shall be worn.
- C. Members shall not use the chain saw to cut directly overhead, or at a distance that would require the operator to relinquish a safe grip on the saw.
- D. Members using chain saws or assigned work on a saw team shall have training on chain saw usage and operating ranges.
- E. Only members trained in firing equipment shall handle and use such equipment, and observe the manufacturers' recommendations.
 - 1. Training for members using firing equipment shall include S-190, S-290 Fire Behavior

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-07013, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.044 - AIRCRAFT OPERATIONS FOR FIGHTING WILDLAND FIRES

Reference WAC 296-305-07015

- A. Whenever fixed wing and rotary wing aircraft are being utilized on an incident, personnel trained in air operations management shall be assigned by the incident commander/operations section chief.
- B. Prior to the initiation of air operations, all personnel operating in close proximity to an air drop shall be notified of such activity.
- C. Members shall not intentionally operate in an area where it can reasonably be expected that they may be hit with retardants or suppressants from fixed wing or rotary aircraft.
- D. Radio communications shall be maintained between an aircraft/air attack officer and the appropriate ground officer.
- E. Members assigned to ride in rotary wing aircraft shall be briefed in the correct approach, riding, off-loading and emergency procedures for the particular type of aircraft.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-07015, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.045 - FIRST-AID FOR WILDLAND FIRE FIGHTERS

Reference WAC 296-305-07017

- A. At all wildland fires, members shall be provided with a minimum of one quart per two-hour time period of electrolyte drinks or potable water.
- B. Officers at wildland fires shall be trained in the symptoms of heat-related disorders and shall observe their crews for such behavior. Appropriate action shall be taken in the event a crew member displays such symptoms.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-07017, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.046 - TRAINING FOR WILDLAND FIRE FIGHTING

Reference WAC 296-305-07019

- A. This policy shall apply to all personnel called on to provide services at any fire defined as a "wildland fire."
 - 1. This policy section shall not apply to suppression actions taken on fires prior to the fire meeting the definition of a "wildland fire."
- B. Suppression personnel assigned to a wildland fire shall be trained to a NWCG Fire Fighter level II or a comparable class of training.
 - 1. "Comparable" training shall be determined by The City of Toppenish Fire Department.
 - 2. Nothing in this section shall preclude the use of local residents, affected parties or contracted fire fighting resources to suppress wildland fires if they are under the direct supervision of a qualified fire line officer.
- C. Supervisory personnel shall be trained to a level commensurate to the position and responsibility they are to assume.
- D. All personnel will be trained and capable of demonstrating competency in utilizing the Incident Command System (ICS).
- E. All suppression personnel shall annually review the Standard Operating Safety Procedures.
- F. Training for members using firing equipment shall include S-190, S-290 Fire Behavior.

Definitions

- A. Wildland fire: A fire burning in natural vegetation that requires an individual or crew(s) to expend more than one hour of labor to confine, control and extinguish. Crews may be substituted to avoid the one hour bench mark or increase crews size to complete the job in less than one hour. One hour was chosen as the maximum time that individuals should work in high temperatures in structural protective clothing.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-07019, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.047 - FOOT PROTECTION FOR WILDLAND FIRE FIGHTING

Reference WAC 296-305-02013

Members personally owned protective footwear may be authorized for use if it meets the performance specifications of the Toppenish Fire Department.

- A. The manufacturers recommendations will be consulted regarding inspection, care, use, maintenance, limitations and/or retirement criteria.
- B. Protective footwear should be inspected for loss of elasticity, delamination of seam seals, material damage, sole tread wear, waterproofness, rips, tears, holes, foreign objects and closure systems.
- C. Protective footwear should be cared for in conformance with the manufacturers recommendations.
 - 1. Protective footwear which is damaged or does not comply with manufacturer specifications, shall not be used or worn.
 - 2. Routine cleaning must be consistent with the manufacturers recommendations.

The Captain is responsible for inspecting and determining the need to repair and/or replacement protective personal leather footwear.

Additional References

Statutory Authority: RCW 49.17.010.050.060: 96-11-067 (Order 94-27), S296-305-02007, filed 05/10/96, effective 01/01/97.1

PUBLIC SAFETY DIRECTOR

40.048 - HEAD PROTECTION FOR WILDLAND FIRE FIGHTING

Reference WAC 296-305-02015

The Toppenish Fire Department will provide helmets to members who engage in or are exposed to the hazards of wildland fire fighting that meet the requirements of ANSI 89.1.

1. Helmets shall be provided with goggles.
 2. Helmet accessories shall not interfere with the function of the helmet or its components parts and shall not degrade the helmets performance.
 3. Helmets shall be maintained in accordance with the manufacturer's recommendations. No modifications shall be made without prior written approval from the manufacturer.
 4. The City of Toppenish Fire Department shall follow the manufacturer's recommendations regarding cleaning, painting, marking, storage, and frequency and details of inspection.
- A. Members shall be responsible for the routine inspection of helmets.
- B. The Captain shall be responsible for ensuring the cleaning, repair and replacement of helmets.
1. Inspection guidelines for helmets include:
 1. Identifying items to be repaired:
 - a. Chin strap and assembly broken or torn
 - b. Webbed suspensions broken
 2. Replacing:
 - a. Any helmet with visible cracks
 - b. Helmet warped from exposure to heat

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-02015, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.049 - HAND PROTECTION FOR WILDLAND FIRE FIGHTING

Reference WAC 296-305-02007

The Toppenish Fire Department will provide hand protection for members engaged in wildland fire fighting activities.

This policy will establish guidelines for the care, use, cleaning, replacement and/or retirement criteria, and maintenance of gloves issued.

- A. The Captain shall be responsible for the purchase of gloves and ensuring that manufacturers provide complete inspection criteria for the gloves provided.
- B. The Captain is responsible for ensuring the inspection, repair, retirement and replacement of gloves following the manufacturers recommendations

Fire fighting gloves are intended to provide limited thermal physical protection to the hands and wrists. Gloves must not be kept in direct contact with flame. Gloves are not intended to provide protection for structural fire entry applications or from radiological or chemical hazards.

- 1. When inspecting gloves, check for loss of elasticity/flexibility, seam integrity and liner pullout stitching worn or disintegrated, glove insulation worn through, holes or splitting, worn Velcro if applicable.

Care for gloves should follow the manufacturers recommendations.

Wildland gloves should be replaced when stitching is worn or disintegrated, insulation is worn through, leather is split or anytime holes occur.

Additional References

[Statutory Authority: RCW 49.17.010,.050,.060. 96-11-067 (Order 94-27), B296-305-02007, filed 05/10/96, effective 1/01/97.]

PUBLIC SAFETY DIRECTOR

40.050 - PERSONAL PROTECTIVE CLOTHING

Reference WAC 296-305-02007

- A. The Toppenish Fire Department shall provide and maintain, at no cost to the employee, the appropriate protective ensemble / protective clothing to protect from the hazards to which a member is, or is likely to be exposed. The Toppenish Fire Department shall ensure the use of all protective clothing required by WAC 296-305-02001.
- B. Members shall be trained in donning, doffing, care, use, inspection, maintenance and limitations of the protective garments assigned to them or available for their use.
- C. Protective clothing shall be used and maintained in accordance with the manufacturer's instructions. This requirement applies to member's personally owned protective garments if authorized for use.
- D. The Toppenish Fire Department shall provide for the cleaning of soiled or contaminated protective clothing at no cost to the employee. Such cleaning shall be performed by either a cleaning service or at a fire department facility that is equipped to handle contaminated clothing.
- E. Personal protective clothing shall be of a type specified by NIOSH, MSHA, NFPA, ANSI or as specifically referenced in WAC 296-305.
- F. Because it is impossible to ensure that every member will respond to an incident in a station/work uniform or will change out of fabrics that have poor thermal stability or ignite easily, before donning protective garments, The Toppenish Fire Department will inform members of the hazards of fabrics that melt, drip, burn, stick to the skin and cause burns to the wearer due to poor thermal stability or poor flame resistance.
- G. Repairs to clothing shall be done to the manufacturer's specification by qualified individuals approved by the manufacturer.
 - 1. Repairs must be made using materials and methods in accordance with the applicable standards under which the article was produced.
 - 2. Repairs include any and all alterations, modifications, additions, deletions or any other changes made to the manufacturers.

The Captain shall ensure compliance with this policy.

All clothing shall be inspected semi-annually by an individual qualified and designated by the Toppenish Fire Department.

Use of Protective coats and pants or coveralls will provide limited thermal and physical protection to the lower torso and legs as well as the upper torso and arms but exclude the hands, head and feet.

1. Limitations on use: Protective coats and pants or coveralls must not be kept in direct contact with flame. These protective coats and pants or coveralls are not designed to provide protection during structural fire entry applications nor from radiological, biological, or chemical hazards.

Inspection. Every article of personal protective equipment shall be inspected for wear and damage. Damage indicates a potential problem with the protective features of the PPE including boots, helmets, gloves and protective garments.

1. Protective clothing which is damaged or does not comply with manufacturer specifications, shall not be used or worn.
2. Inspection intervals shall not exceed 6 months.

Additional References

Statutory Authority: RCW 49.17.' 010, .050,.060: 96-11-067 (Order 94-27), S296-305-02007, filed 05/10/96, effective 01/01/97.1

Appendix

- A. Soiled PPE shall be cleaned before inspection to ensure proper detection of damage such as discoloration and/or heat damage that may be masked.
- B. Char, heat damage or burned areas indicate excessive exposure to heat and/or flame impingement. If these areas are damaged, they need to be thoroughly checked for strength loss or other signs of degradation.

- C. Fabric or material damage is evidenced by rips, tears, cuts, abraded or worn areas, fraying, weak or easily torn areas and others. To check for weakening of fabric, flex and attempt to tear and to push a finger or thumb through the material. The extent and complexity of damage should be used to determine the appropriate follow-up action. Large areas where quilt stitching is broken or missing may indicate the need to replace the liner.
- D. Thread or seam damage is evidenced by skipped, broken or missing stitches. All layers of the PPE must be checked for any type of stitch or seam failure.

PUBLIC SAFETY DIRECTOR

40.051 - EMERGENCY FIREGROUND OPERATIONS – STRUCTURAL INCIDENT COMMAND SYSTEM (ICS)

Reference: WAC 296-305-05001

It is the policy of the Toppenish Fire Department that all emergency incidents shall be managed by an ICS.

1. At emergency incidents, the incident commander shall establish an organization with sufficient supervisory personnel to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied.

Definitions

- A. Accountability system: A system of fire fighter accountability that provides for the tracking and inventory of all members.
- B. Incident Commander: The person in overall command of an emergency incident. This person is responsible for the direction and coordination of the response effort.
- C. Incident Command System (ICS): A system that includes: Roles, responsibilities, operating requirements, guidelines and procedures for organizing and operating an on-scene management structure.
- D. Risk Assessment: To set or determine the possibility of suffering harm or loss, and to what extent.

At an emergency incident, the Incident Commander shall have the responsibility to:

1. Assume and confirm command and take an effective command position.
2. Perform situation evaluation that includes risk assessment.
3. Initiate, maintain, and control incident communication.
4. Develop an overall strategy and attack plan and assign units to operations.

5. Develop an effective incident organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and/or functional areas as appropriate for the scope and size of the incident.
 6. Review, evaluate, and revise the operational plan as required.
 7. Continue, transfer, and terminate command.
- A. At an emergency incident, the Incident Commander shall be responsible for the overall safety of all members and all activities occurring at the scene.
 - B. All personnel shall have the responsibility to maintain an awareness of the physical condition of members and ensure that adequate steps shall be taken to provide for their safety and health. The command structure shall be utilized to request relief and reassignment of fatigued crews.
 - C. The Toppenish Fire Department shall be responsible for providing initial and on-going ICS training for all department members.
 - D. It shall be the responsibility of the agency to ensure that the ICS is properly utilized.

The Toppenish Fire Department has adopted National Incident Command System and all related publications and procedures related for the utilization of the ICS.

1. The ICS guidelines apply to all members involved in emergency operations.
- A. All members involved in emergency operations shall be familiar with the National I.C.S.
 - B. All members shall receive on-going ICS training that is conducted frequently enough to ensure that each member is able to perform their assigned ICS duties and functions satisfactorily and in a safe manner.
 - C. At an emergency incident, the Incident Commander shall be responsible for the overall safety of all members and all activities occurring at the scene through the utilization of department adopted risk management and accountability policies.

- D. The Incident Command System shall use the Yakima County Passport System for control of access to areas of the incident scene by department members.

Additional References

R.I.T, Accountability, Risk Management

PUBLIC SAFETY DIRECTOR

40.052 - EMERGENCY FIREGROUND OPERATIONS— STRUCTURAL RISK MANAGEMENT

Reference WAC 296-305-05001(5)

- A. It is the policy of the Toppenish Fire Department to utilize risk management procedures at all emergency operations. This process will result in a risk assessment process at all incidents with control measures identified and implemented.
- B. It is the intent of the Toppenish Fire Department that its risk management policy will support personnel with decision-making principles for managing emergency incident situations.
- C. Operations shall be limited to those that can be safely performed by the members available at the scene.

Definitions

- A. Hazard: Something with the potential to cause harm.
- B. Risk: Potential harm from a particular hazard. Risk reflects both the likelihood that harm will occur and its severity.
- C. Risk Assessment: To set or determine the possibility of suffering harm or loss, and to what extent.
- D. Risk Management: The development of action plans which take present and potential risks into consideration.

Safety is the responsibility of all personnel.

The Incident Commander shall evaluate the risk to members with respect to the purpose and potential results of their actions and maintain a current awareness of the risk.

Risk assessments shall be periodically reviewed and updated.

- A. The Incident Commander shall integrate risk management into the regular functions of incident command.

- B. The concept of risk management shall be utilized on the basis of the following principles:
1. Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives. (Risk a lot for a lot.)
 2. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks. (Risk a little for a little.)
 3. Risk to members shall not be acceptable when there is no possibility to save lives or property. (Risk nothing for nothing.)
 4. The possibility that a structure may be occupied shall be assessed by the Incident Commander regardless of time of day or occupancy.
- C. Every situation is unique and an all encompassing definition for undue risk is impossible. The Incident Commander shall use discretion on a situation specific basis. It is not the intent of this policy to determine or mandate how an Incident Commander will react in every situation.
- D. It is recommended that the working structural fire matrix (see Appendix) be considered where applicable.

Additional References

WAC 296-305-05001

WAC 296-305-05011

Policy: Civil Disturbance Policy: Incidents of Violence

Appendix

A. Fire Matrix

WORKING STRUCTURAL FIRE

Potential to Save Life and Property			
No		Yes	
Defensive Actions Only No Significant Risks	Are There 3 Personnel On Scene		
	No	Yes	
	Size Up Lay Lines Outside Safety Standby	Is there Imminent Life Threat Or Potential to Save Property	
		Yes	No
		Interior Ops OK 3rd Person Must be on Safety Standby	Size up Lay Lines Do Not Go Inside

REMEMBER:

Risk a lot to save a lot.

Risk a little to save a little.

Risk nothing to save nothing.

PUBLIC SAFETY DIRECTOR

40.053- EMERGENCY INCIDENT ACCOUNTABILITY SYSTEM (YAKIMA COUNTY PASSPORT SYSTEM)

Reference

NFPA 1500-6.1-6
NFPA 1561
WAC 296-505-05001

The Toppenish Fire Department provides a standard system of accountability to identify individual members of a team and their assignment. The system shall account for the assignment of teams or units at an emergency incident.

Definitions

- A. Company Officer: Officers and Acting Officers assigned to companies or teams.
- B. Emergency Incident: Any situation to which the Fire Department responds to deliver emergency services, including rescue, fire suppression, medical treatment and other forms of hazard control and mitigation.
- C. Emergency Incident Perimeter: Any area where the public is not allowed access for safety reasons.
- D. Incident Termination: The conclusion of the Fire Department operations at the scene of an incident, usually the departure of the last unit from the scene.
- E. Roll Call: A poll of all teams at an emergency incident to account for all personnel at that incident working inside the emergency incident Perimeter.
- F. Team: A group of two (2) or more members who work together and are responsible for each others' safety.
- G. Team Leader: The Company Officer or member assigned by the Officer as team leader.

It shall be the responsibility of all members operating at an emergency incident to actively participate in the personnel accountability system.

Members shall be responsible to follow personnel accountability system procedures.

The incident commander shall be responsible for overall personnel accountability for the incident.

Where assigned as a company, members shall be responsible to remain under the supervision of their assigned company officer.

- A. The incident commander shall initiate an accountability and inventory work sheet at the very beginning of operations and shall maintain that system throughout operations.
- B. The incident command shall maintain an awareness of the location and function of all companies and sections.
- C. Division officers shall directly supervise and account for the companies operating in that division.
- D. Company officers shall maintain an ongoing awareness of the location and condition of all company members.
- E. The personnel accountability system shall be used in all incidents.
 - 1. The Training Division shall develop the system components required to make the personnel accountability system effective.
- F. Additional accountability officers may be assigned based on the size, complexity, or needs of the incident. These accountability officers shall work with the incident commander and sector officers to assist in the ongoing tracking and accountability of members.

PUBLIC SAFETY DIRECTOR

40.054 - RAPID INTERVENTION

REFERENCES WAC 296-305-05001

It shall be the policy of the Toppenish Fire Department to provide for the safety and welfare of personnel operating at emergency incident scenes through the establishment of (a) Rapid Intervention Team(s) for the potential rescue of lost or trapped fire fighters.

- A. At the point where additional crews are on the scene and assigned, the incident shall no longer be considered in the initial stage and the incident commander shall evaluate the situation and risks to operating crews giving first and primary consideration to providing a rapid intervention team(s) commensurate with the needs of the situation.

Definitions

- A. Initial Stage: Shall encompass the control efforts taken by resources which are first to arrive at an incident requiring immediate action to prevent or mitigate the loss of life or serious injury to citizenry and fire fighters.
- B. Positive Communication: Contact must be maintained by visual, verbal, physical or electronic means (If electronic means is employed, the Company Officer/Lead Fire Fighter shall communicate crew status at suitable intervals until deployment of a backup team).
- C. Initial Stage Standby Fire Fighter: One fire fighter in standby mode fully equipped with the appropriate protective clothing and equipment in order to provide rescue of fire fighters.
- D. Rapid Intervention Team (RIT): A rapid intervention team(s) shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and specialized rescue equipment needed, based on the specifics of the operation underway.
- E. Standby Mode: Full personal protective clothing including SCBA with face piece in standby mode.

Incident Command shall provide personnel for the rescue of members operating at emergency incidents as the need arises.

- A In the "initial stage" of a structure fire-incident where only one team is operating in the hazardous area, at least one additional fire fighter shall be assigned to standby outside of the hazardous areas where the team is operating.
- B The Initial Stage Standby Fire Fighter may be the pump operator. This presumes the standby fire fighter is in close proximity to the incident. (Pump operators at the supply end of a reverse lay do not qualify as an initial stage RIT).
- C The responsibility of the Initial Stage Standby Fire Fighter shall be to maintain awareness of the status of fire fighters in the hazardous area. The standby fire fighter shall remain in positive communications with the entry team, in full protective clothing with SCBA donned, in the standby mode. The standby fire fighter shall be permitted to perform other duties outside the hazardous area, provided constant communication is maintained with the team in the hazardous area and his/her availability to provide for Rapid Rescue is not hindered.
- D Once additional crews are on the scene and assigned, the incident shall no longer be considered in the initial stage. At this point, the incident commander shall evaluate the situation and risks to operating crews. First and primary consideration shall be given to providing a rapid intervention team(s) commensurate with the needs of the situation. The composition and structure of rapid intervention teams shall be flexible based on the type of incident, duration, size and complexity of the operation.
- E A rapid intervention team shall consist of at least two members and shall be available for the rescue of a member of a crew if the need arises.
- F Rapid Intervention Team (RIT): Two fire fighters in standby mode fully equipped with appropriate personal protection clothing and other equipment to provide rescue of fire fighters.

PUBLIC SAFETY DIRECTOR

40.055 - CIVIL DISTURBANCE AND/OR RIOTS

Reference WAC 296-305-05001 (12)

- A. Toppenish Fire Department personnel, equipment or apparatus, shall not be used in activities related to quelling mob action unless such action is specifically authorized by the Public Safety Director or his designee.
- B. The Public Safety Director or his designee shall be the judge of the degree of Fire Department participation and implementation of Civil Disturbance procedures during any such activities.
- C. Members in areas not affected by Civil Disturbance activities will continue with their normal duties/activities.
- D. First arriving unit when encountering a situation classified as a Civil Disturbance will notify dispatch in normal size-up manner. Dispatch will be directed to notify the Public Safety Director or his designee of the situation.

Definitions

- A. Civil Disturbance: Any mob action related to acts of arson, violence, riot, rebellions, insurrection or other unlawful action by various organized or unorganized groups.

Fire Department members/employees shall be responsible for acting with good judgment, tolerance and tact so as not to precipitate violent mob reaction. During periods of Civil Disturbance, individual members may be subjected to unusual stressful verbal abuse. Self control and restraint are of the utmost importance for preventing escalation of a marginal incident into a destructive long-term mob action.

The Public Safety Director or his designee shall arrange for security of affected Fire Stations to prevent vandalism and injury to personnel and equipment.

The Public Safety Director or his designee shall institute necessary measures to ensure station security.

- A. Equipment carried exposed on running boards and sides of apparatus shall be placed in compartments, top storage areas or in crew cabs. Equipment in crew cabs shall be covered. Equipment on some apparatus may have to be stored in available open compartments and covered.
- B. Fire Engine Protection:
 - 1. Hose bed covers shall be in position. The rear flap shall be secured down, if provided.
 - 2. Hydrant wrenches should be carried towards the front portion of the load, out of sight.
 - 3. Apparatus without hose bed covers shall have a tarp over the hose bed and top basket to protect equipment and hose.
- C. Aid/Medic Units Protection:
 - 1. Rear doors shall be locked from the inside to prevent unauthorized entry. The remaining doors shall be locked when leaving the apparatus.
- D. Personnel Protection:
 - 1. Personnel shall respond wearing full protective turnouts. Except for the officer and driver, helmet face shields or goggles shall be in the covered position.
 - 2. To prevent vandalism to private vehicles, it may be necessary to direct arriving members/employees, e.g. reporting to work, callback, etc. to fire stations out of the disturbance area and exchange crews via Fire Department transport.
- E. Emergency Response/Operations:
 - 1. Unless otherwise authorized by the Public Safety Director or his designee, initial response within known civil disturbance areas shall consist of an Engine Company. The Engine Company will not engage in any activity that will aggravate the situation or put personnel in serious danger of injury.
 - 2. A report of a Civil Disturbance by the first-arriving unit will signal all subsequent arriving units to stand by in a designated base area, unless otherwise directed.

3. Whenever possible, hand lines shall be taken directly off of hydrants. Apparatus will be hooked to a hydrant as a last resort.
 4. Due to possible false reports by activists, personal identification of sender may be required.
 5. Rescue and extinguishment should be the prime objectives of the Incident Commander Overhaul and should be limited to those efforts that prevent rekindle. Salvage operations may have to be curtailed due to possible mob action.
 6. Apparatus and personnel should be returned to quarters as quickly as possible.
 7. Members should be alert to transmit information regarding hostile acts against apparatus and personnel. In the event of mob activity at the emergency scene, it may be necessary to withdraw and delay extinguishment operations until security forces secure the area.
 8. Avoid unnecessary conflict (personal communication or physical contact) between Department personnel, rioters, or bystanders. Primary responsibility is the protection of life and property.
 9. Provide protection for hydrants, suction and hose lines. If necessary, protection for apparatus, tools, equipment, hydrants, hose lines and other operating facilities shall be provided by Police or other enforcing personnel.
- F. During Civil Disturbance situations, responses into or out of the area will be non-siren:
- G. Fire Station Protection:
1. Stations within or adjacent to the areas of Civil Disturbance shall keep doors and windows locked.
 2. Activities outside the station shall be minimized to those necessary to provide emergency response.
 3. Available outside illumination shall be utilized.

4. Available protective devices for doors and windows shall be placed in position.
5. When vandalism or mob action is directed against fire stations or personnel, it shall be immediately reported to the Public Safety Director or his designee
6. Firearms of all kinds are positively prohibited at any time in fire stations, on apparatus or on Toppenish Fire Department property. This restriction applies to keeping such weapons in or on privately owned vehicles parked on Fire Department property in the line of duty. Fire Department personnel who are commissioned Police Officers are exempt during official on duty or off duty investigations, as well as fire department members who are reserve police officers from other local jurisdictions.

PUBLIC SAFETY DIRECTOR

40.056 - EMERGENCY FIREGROUND OPERATIONS RISK MANAGEMENT FOR INCIDENTS OF VIOLENCE

Reference:

WAC 296-305-05001(12)

WAC 296-305-02011

It shall be the policy of the Toppenish Fire Department to provide for the safety of members operating at emergency incidents of violence.

Guidelines

- A. Members responding to incidents involving weapons (domestic violence, shootings and other acts of violence) shall stage/standby until the scene is declared "secured" by the Police Department.
- B. The fire incident command commander shall coordinate scene control with the police incident commander (joint command). Security needs of department personnel shall be clearly identified to the police incident commander.
- C. Crews operating at the scenes where scene security is not assured shall remove any patients from such scenes as soon as possible.

PUBLIC SAFETY DIRECTOR

40.057 - EMERGENCY INCIDENT REHABILITATION

Reference WAC 296-305-05001

It is the policy of the Toppenish Fire Department to ensure that the physical and mental condition of members operating at the scene of an emergency or a training exercise does not deteriorate to a point which affects the safety of each member or that jeopardizes the safety and integrity of the operation.

- A. 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 for all members operating at the scene. These provisions shall include: medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.
- B. 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 members safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.
- C. 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 supervisors 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.

Guidelines

- A. Rehabilitation Unit Establishment. Rehabilitation should be considered by staff officers during the initial planning 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.

1. Climatic and environmental conditions that indicate the need to establish a Rehabilitation Area are a heat stress index above 90 F.
-
- B. Hydration. A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. 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 important even during cold weather operations. Heat stress may occur during fire fighting or other strenuous activity when protective equipment is worn. Caffeine and carbonated beverages should be avoided during strenuous activities because both interfere with the body's water conservation mechanisms.
 - C. Nourishment. The department shall provide food at the scene of an extended incident when units are engaged for three or more hours. Soup, broth, or stew are highly recommended because they are digested much faster than sandwiches and fast food products. Foods such as apples, oranges, and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.
 - D. Documentation. All medical evaluations shall be recorded on standard forms along with the member's name and complaints and must be signed, dated and timed by the Rehab Office or his/her designee.
 - E. Accountability. Members assigned to the Rehabilitation Sector/Group shall enter and exit the Rehabilitation Area as a crew. The crew designation, number of crew members, and the times of entry and exit from the Rehabilitation Area shall be documented by the Rehab Officer or his/her designee on the Company Check-In/Out Sheet. Crews shall not leave the Rehabilitation area until authorized to do so by the Rehab Officer.
 - F. Resources. The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Area. The supplies should include but not limited to:
 1. Fluids - water, activity beverage, oral electrolyte solutions and ice.
 2. Food - soup, broth, or stew in hot/cold cups.

3. Medical - blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions and thermometers.
4. Other - awnings, fans, tarps, heaters, dry clothing , floodlights, blankets and towels, traffic cones and fire line tape (to identify the entrance and exit of the Rehabilitation Area.).

PUBLIC SAFETY DIRECTOR

40.058- OVERHAUL & POST FIRE DECONTAMINATION

Reference

WAC 296-305-05001 16 & 17 WAC 296-62-07517
WAC 296-305-0800

It is the policy of the Toppenish Fire Department to examine buildings for structural deficiencies, fire extension, hidden fires and to identify materials likely to contain asbestos, following fire knock-down and prior to commencement of overhaul operations.

The On-duty Firefighter will ensure the decontamination of members and equipment following a structure fire incident.

Definitions

- A. Asbestos: A demonstrated human carcinogen that causes lung cancer and mesothelioma, a cancer of the chest and abdominal linings. Also known to cause a serious lung disorder known as asbestosis.
- B. Contaminated: The presence or the reasonably anticipated presence of nuisance materials foreign to the normal atmosphere, blood, hazardous waste, or other potentially infectious materials on an item or surface.
- C. Contamination: The process of transferring a hazardous material from its source to people, animals, the environment, or equipment, which may act as a carrier.
- D. Decontamination: The physical or chemical process of reducing and preventing the spread of contamination from persons or equipment used at a incident.
- E. Full protective clothing: Helmet, bunker coat, Nomex hood, bunking pants, boots, gloves and self-contained breathing apparatus.
- F. Hazardous atmosphere: Any atmosphere, either immediately or not immediately dangerous to life or health, which is oxygen deficient or which contains a toxic or disease-producing contaminant.

- G. Overhauling: That portion of fire extinguishment involving discovery of hidden fires or smoldering material.
- H. Structural deficiencies: Any time the structural integrity of a structure has been compromised, i.e. damage to walls, ceiling, support beams, columns, floor joists, rafters.

Prior to overhaul operations, the incident commander shall institute a survey of the emergency scene for possible safety hazards.

Guidelines

- A. The primary objective of post-fire operations shall be to ensure complete extinguishment, prevent additional damage, protect personal property and ensure the health and safety of the occupants and members.
- B. The primary emphasis during post-fire operations shall be placed on the safety of all personnel involved in the overhaul of the fire.
- C. Members engaged in post fire fighting operations shall wear full protective clothing and Self-Contained Breathing Apparatus during the overhaul and debris removal phase necessary to prevent re-ignition, where there is the possibility of asbestos contamination, or anytime harmful airborne particulate and/or gases are present.
 - 1. Fire Investigators shall wear protective clothing and protective equipment to provide protection from the hazards to which they may likely be exposed. Such protective clothing and protective equipment shall be suitable for the tasks the investigator is expected to perform.
- D. Prior to overhaul operations, the incident commander shall institute a survey of the emergency scene for possible safety hazards. Hazardous conditions or areas shall be barricaded, or personnel shall be assigned to immediately correct the hazardous situation. All members and personnel shall be made aware of unsafe areas.
- E. Overhaul in buildings that are obviously going to be demolished or which have previously been condemned as unsafe shall be limited to the amount necessary to ensure complete extinguishment.

The following decontamination procedures shall be adhered to during and after every fire where there is the possibility of asbestos or toxic materials:

1. Extinguishment of the fire shall be performed with the least number of members and personnel exposed as possible. After the fire has been extinguished and overhaul has been completed, the fireground commander shall keep everyone out of the building and post a fire watch if necessary.
2. All members exposed at the fire scene shall be lightly sprayed with water with their SCBA still in place.
3. Due to the heat buildup within the facepiece and the requirement to keep the SCBA in place, members may want to open the bypass valve to cool themselves when outside of the building.

Secondary decontamination/cleaning should be considered upon return to the station following recommended procedures listed in Appendix of WAC 296-305.

1. After the protective clothing has been cleaned, clean helmets, boots, gloves and all other equipment that was exposed.

Exposed personnel shall immediately take a shower upon return to their station.

PUBLIC SAFETY DIRECTOR

40.059 - CONFINED SPACE RESCUE OPERATIONS

Reference:

WAC 296-305-05003

WAC 296-62 Part M

- A. At such time that the Toppenish Fire Department contracts as a Confined Space Rescue Service provider, the Department shall comply with the specific provisions of WAC 296-62 Part M -14519(1) which requires training and rescue practice in the contracted host's actual permit spaces or representative permit spaces.
- B. The Toppenish Fire Department, when designating members who will respond to calls to perform rescue from a non-contracted permit-required confined space, will require each member of the rescue team practice making permit space rescues to train at least every 12 months by means of simulated rescue operations in which they remove dummies, mannequins or actual persons from permit space. A permit is required for the practice permit space entry.
- C. The Toppenish Fire Department when designating members who will respond to calls to perform rescue from a non-permit required confined space, will require each member of the rescue team practice making rescues to train at least every 12 months by means of simulated rescue operations in which they remove dummies, mannequins or actual persons from simulated or typical non-permit spaces identified in our jurisdiction.
- D. During an actual rescue response, written and/or verbally recorded hazard size-up will be allowed in lieu of the written permit requirements in WAC 296-62-14507 and 296-62-14509 and shall be completed prior to any entry. This size up shall include at a minimum:
 - 1. Recognition and declaration of the situation as a confined space incident.
 - 2. Denial of entry to unprotected persons.
 - 3. Assessment of all readily available confined space documentation, e.g., MSDS, any existing permit, plans or blueprints of the space.
 - 4. Assessment of number of victim(s), locations and injury conditions.

5. Discussion with witnesses, supervisor, etc.
 6. Assessment of any current or potential space hazards, in particular, any hazard(s) which lead to the necessary rescue.
 7. Determination and declaration if body recovery or victim rescue.
- E. At confined space incidents, at least two people outside shall be equipped with appropriate breathing apparatus to act as the back-up team, which shall remain free of the contaminated area in order to rescue disabled fire fighters.
- F. Written documentation of the rescue team's training on the Toppenish Fire Department's confined space operating procedures, authorized entrant training, if applicable, the contracted host's confined space program. A record of each of the hazard size-up shall be maintained for at least one year.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-05003, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.060 - TRENCH RESCUE OPERATIONS

Reference

WAC 296-305-05007

- A. Responses to emergency trench rescue incidents will be governed by this Policy.
- B. All members that may be involved in Fire Department Trench Rescue Activities shall be trained to an awareness level.
- C. Members who supervise trench rescue operations shall have completed an accredited 16 hour course.
- D. Members directly engaged in trench rescue operations shall be supervised in operational procedures by a qualified member.

Definitions

- A. Technical Rescue Team member shall be trained to the level of a Washington State Accredited Trench Rescue Emergency course.
- B. An incident in which a patient is trapped, buried or experiencing a medical emergency in a trench or excavation.
- C. A trench is a narrow excavation made below the surface of the ground. The depth is generally greater than the width, but the width is not greater than fifteen feet.

No personnel shall enter an unprotected trench to perform patient care or rescue operations. All trenches shall be "safe and protected" using approved methods and materials prior to entry by emergency personnel.

Members shall be aware of the need to first size-up and assess the situation and request for additional manpower to make the trench site safe.

PUBLIC SAFETY DIRECTOR

40.061 - ROPE RESCUE OPERATIONS

Reference

WAC 296-305-05005 WAC 296-305-02019. WAC 296-305-06003
NFPA 1983

- A. Members of the Toppenish Fire Department when engaged in rope rescue operations, shall comply with the requirements of this Policy.
- B. All members engaged in rope rescue operations shall be properly trained and qualified by the Toppenish Fire Department to perform such activities.
- C. The Toppenish Fire Department Shall establish written guidelines for the use of life safety ropes, training and rescue operations utilizing harnesses and ropes.
- D. Members engaged in rope activities, shall be provided and wear either structural fire fighting helmets and gloves, or helmets that meet ANSI Standard Z89.1, 1986 edition, Class A and B; gloves.
- E. Records shall be maintained of inspections and repairs made to rope rescue equipment. See Policy 2.1.11
 - 1. Equipment shall be inspected after purchase and prior to placing in service, after each use, and at least semi-annually.
 - 2. Harnesses shall be inspected for worn or broken stitching, rivets worn out of holes, and damage from abrasion, cuts, or chemicals.
 - 3. Descending/ascending hardware shall be inspected for wear, cracks, distortion, sharp edges, and ease of operation.
 - 4. Equipment showing damage or wear that can affect employee safety, shall be either repaired prior to further use or retired.
- A. The Captain shall be responsible for conducting all rope inspections and equipment rope rescue operations in accordance with rope inspections procedures established and recommended as adequate by the rope manufacturer to ensure that rope is suitable for reuse.

- B. The Captain shall ensure that all repairs to life safety harnesses shall be done by an authorized manufacturers representative or the manufacturer.

Guidelines

- A. Rescue ropes shall meet the following requirements: WAC 305 06003 (5)
 - 1. Rescue ropes shall be constructed of rot-proof fiber with a melting point not less than 400 degrees Fahrenheit. WAC 305-06003 (5) a
 - 2. They shall be of abrasion resistant construction. WAC 305-06003 (5) b
 - 3. They shall have a minimum breaking strength of not less than 9,000 pounds. WAC 305-06003(5)c
- B. When engaged in rope activities, employees shall be provided and wear either structural fire fighting helmets and gloves, or helmets that meet ANSI Standard Z89.1, 1986 edition, Class A and B; gloves. WAC 305 05005(4)
- C. The manufacturer's recommended shelf life of rescue ropes shall be followed. If no shelf life is specified, ropes greater than six years old, whether used or not, shall be taken out of service or destroyed. WAC 305-05005(6)
- D. Life belts shall meet or exceed the strength requirements of ANSI. A10.14 - Requirements for Safety Belts, harnesses; Lanyards, Lifelines and Drop Lines for Industrial Use, Life belts shall be inspected after each use and not less than semiannually in accordance with manufacturer's instructions. WAC 305-06003(3)
- E. Equipment showing damage or wear that can affect employee safety, shall be either repaired prior to further use or retired. WAC 305-05005(5)d
- F. Class I safety harnesses shall be used for members attachment to ladders and aerial devices. WAC 305-02019(9)
- G. Class 11 and Class III life safety harnesses shall be utilized for fall arrest and repelling operations. WAC 305-02019(10)
- H. Rescue ropes shall be used for rescue purposes only. WAC 305-06003(4)

- I. The destruction of a rope means that it shall be removed from service and altered in such a manner that it could not be mistakenly used as a life safety rope. This includes disposal or removal of labels and cutting into short lengths to be used for utility purposes. WAC 305-02019(7)
- J. Ropes used to support the weight of members or other persons during rescue, fire fighting, other emergency operations or during training evolutions shall be life safety rope. WAC 305 02019(2)
- K. Rescue ropes shall be padded when deployed over edges or rough surfaces. WAC 305-02019(11)
- L. Life safety rope used for rescue at fires, or other emergency incidents, or for training, shall be permitted to be reused if inspected before, and after, each such use in accordance with the manufacturer's instructions and provided:
 - 1. The rope has not been visually damaged by the exposure to heat, direct flame impingement, chemical exposure, or abrasion. WAC 305-02019(3)a.
 - 2. The rope has not been subjected to any impact load. WAC 305-02019(3)b.
 - 3. The rope has not been exposed to chemical liquids, solids gases mists, or vapors of any materials known to deteriorate rope. WAC 305-02019(3)c
 - 4. If the rope used for rescue at fires or other emergency incidents, or for training, has been subjected to 5.12.1, 5.12.2 5.12.3, or fails the visual inspection, it shall be destroyed after such use. WAC 305-02019
 - 5. If there is any question regarding the serviceability of the rope after consideration of the above, the safe course of action will be taken and the rope shall be placed out of service. WAC 305-02019 (3) e
- M. Rescue ropes shall be inspected after each use and no less than semi-annually in accordance with manufacturer instructions. WAC 305-06003 6
- N. Equipment shall be inspected after purchase and prior to placing in service, after each use, and at least semi-annually. 305-05005
- O. Harnesses shall be inspected for worn or broken stitching, rivets worn out of holes, and damage from abrasion, cuts, or chemicals.

- P. Descending/ascending hardware shall be inspected for wear cracks, distortion, sharp edges and ease of operation.
- Q. Rope used for training evolutions shall be designated a training rope and shall be permitted to be reused if inspected before and after each use in accordance with the manufacturer's recommendation.
- R. Records shall provide a history of each life safety training rope. The minimum information to be reflected in the record of history of life safety and training ropes shall include date of manufacturer, organization serial number, use list, include inspectors name and space for comments. WAC 305-02019(5)
- S. Records shall be maintained of inspections and repairs made to rope rescue equipment. WAC 305-05005(5)
- T. The Stokes rescue equipment shall be kept in a bag marked "STOKES". All other rope rescue equipment shall be stored in a bag marked "HIGH ANGLE". These bags shall be kept in a compartment away from fuels or fumes. Each bag shall contain an inventory of the items kept in the bag.
- U. A rope log shall be kept in the same compartment with the high-angle equipment. The rope log shall be used to keep track of each time a rope is used.
- V. Rescue Ropes:
 - 1. Shall be the only ropes used for rescues at an incident site.
 - 2. Shall be exchanged for a new one at the conclusion of the incident.
 - 3. Shall be exchanged with a written explanation of how the rope was used.
 - 4. Do not leave rope under tension for any extended periods of time unless necessary.
 - 5. Remove knots as soon as possible.
 - 6. Be sure to pad all sharp edges.
 - 7. Alternate ends of the rope you use each time to increase its life.

W. A carabiner on a belt at your waist with the rope clipped in helps the rope back into the bag while stuffing.

1. While handling a rope examine it for imperfections or abrasions.
2. Avoid dropping any metal rescue equipment.
3. Avoid shock loading a rope. Apply weight gradually when possible.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-05005, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.062 - HAZARDOUS MATERIALS OPERATIONS

Reference

WAC 296-305-05011 WAC 296-62 Part P

- A. It is the policy of the Toppenish Fire Department to provide a First Response Capability at Hazardous Materials Incidents. First Response includes members trained to the Awareness Level which includes on going size-up, identification of the presence of Hazardous Materials, crew protection, calling for trained personnel and providing a secure scene.
 - 1. Emergency scene activities shall be consistent with level of training of on-scene personnel, i.e. Awareness Level, Operational Level or above.

Definitions

- A. Hazardous Material: A substance that presents an unusual danger to persons due to properties of toxicity, chemical reactivity, or decomposition, corrosiveness, explosion or detonation, etiological hazards, or similar properties.
- B. First Responder Awareness: First responders at the awareness level are members who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the releases. They will take no further action beyond notifying the authorities of the release & denying entry.
- C. First Responder Operations Level: First responders at the operations level are members who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release.
- D. Hazardous Materials Technician: Hazardous materials technicians are individuals who respond to releases or potential releases of a hazardous material for the purpose of stopping or controlling a release.

- E. Incident Commander: The person in overall command of an emergency incident. This person is responsible for the direction and coordination of the response effort. If a hazardous materials response team is on site, tactics will be implemented by the Incident Commander after consultation with the Hazardous Materials Response Team.

Guidelines

- A. The Incident Commander may implement all aspects of the Incident Command System.
 - 1. A command post shall be established, and
 - 2. Located upwind at a safe distance from the incident. This distance shall be determined by the nature of the incident, including type of hazardous material, quantity involved, and weather.
 - 3. All appropriate personnel shall be advised of Command's location.
 - 4. A public information officer (PIO) shall be appointed.
- B. A "safe" zone shall be established in concert with local law enforcement.
- C. All responding members shall wear full structural fire fighting protective clothing and where appropriate, positive pressure SCBA. Specialized protective clothing and tools will be used only by responders who are trained to the appropriate level.
- D. Approach to a possible HazMat incident shall be from a safe distance, uphill and upwind.
- E. Contact with spilled, leaking, burning, etc. materials shall be avoided.
- F. Material identification shall occur as soon as possible using generally accepted methods:
 - 1. Placards
 - 2. Labels
 - 3. Verbal Information
 - 4. Shipping documents

5. Appearances

- G. In the event that the evacuation of residents of the area surrounding the emergency scene is necessary, the evacuation order will be issued by the Incident Command (Department to contact is W.S.P.)
1. Notification to the public will be made using radio and television, mobile public address systems, and door to door canvassing as appropriate.
 2. Evacuation routes shall be selected to avoid exposure to hazardous materials.

Additional References

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27), B296-305-05011, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

40.063 - COMPANY LOG

The company log shall be an accurate and complete record of the operation of the fire company and station. The log shall consist of incidents, training activities and other significant activities that are required to be recorded either by federal, state, local or department mandates.

Responsibility

The company officer or acting officer assigned to that company will be responsible to see that all required entries are properly entered into their respective log book.

Procedure

- A. Company officers shall use the computer Record Management System (RMS) to enter Incidents, Training, and Other activities.
- B. Company officers shall complete or delegate that each incident report be filled out completely.
- C. Company officers shall confirm a training record is entered into the RMS log to reflect the training activities of the day. Training activities shall include drills and classes given or attended.
- D. Company officers or acting company officers shall log other activities into RMS to record activities of personnel and station to include in a daily log shall include but not be limited to:
 1. Prefires
 2. Public relations
 3. Public education sessions
 4. Apparatus displays
 5. Exposure of employees during hazmat or at an EMS call
 6. Injuries to employees
 7. Generator tests

8. Apparatus move-ups or station coverage both inside and outside of the city
9. Small engine maintenance
10. Equipment maintenance
11. Meetings attended
12. Post fire critiques
13. Special projects
14. Ride outs (include the person's name and duration of the ride out)
15. Station tours
16. School exit drills
17. Runway checks
18. Station maintenance
19. Any significant occurrence that the station officer deems important for historical reference

It is not necessary to enter information that is already recorded in the RMS.

Do not enter roster information unless the roster does not accurately reflect the personnel assigned to your apparatus at any part of the day.

PUBLIC SAFETY DIRECTOR

40.064 - NIFRS REPORTS

NIFRS reports shall be completed for all incidents other than EMS calls. NIFRS reports shall be completed in conjunction with EMS reports when an incident involves activities not directly related to patient care, i.e., an injury accident involving a fire, fuel spill, hazardous materials, etc. Note: An NFRIS-2 report will also be needed.

The On-duty Firefighter shall be responsible for the correct completion of the report prior to being relieved from duty.

- A. On the front of all NIFRS reports fill out lines A through I and S through U.
- B. Fill out lines J through M on all fires.
- C. Additionally fill out lines N through R on structural fires.
- D. Fill out the resource utilization portion and the Fire investigation information section.
- E. The narrative section is divided into four parts.
 1. What type of an alarm, i.e., car fire, chimney fire, structure fire, hazardous material, service call, etc.
 2. Describe the building or occupancy, i.e., single family dwelling, five story apartment, shopping mall, grocery store, duplex, etc.
 3. What you saw upon arrival i.e., full or partial involvement and where nothing is showing, redirected to another address, etc.
 4. Detail what action was taken. i.e., extinguishment describing apparatus deployment, lines used, ladders utilized, equipment used, areas of fire spread, exposure protection, etc. Describe injuries to firefighters and civilians. Describe contacts with witnesses providing names, birth dates, and phone numbers where they may be reached for further comments, which may have a bearing on the investigation. Give your opinion of the cause of the fire based on your investigation and observations. Give an estimate of the property damage and the insuring company or agent.

- F. The Captain shall check all reports for correctness, accuracy and neatness.
- G. All reports shall be entered in the computer NIFRS Program.

PUBLIC SAFETY DIRECTOR

40.065 - MEDICAL INCIDENT REPORTS

The medical report is a permanent record of patient care. Its importance, with reference to accuracy, completeness, and format as a medical legal document, cannot be over-stressed. You may be called to appear in court long after you have forgotten the incident, so the report must be able to recreate the incident, your observations, and treatment. It is also an invaluable source of information in the chain of patient care even days after the incident.

This report shall be completed by the individual providing or directing patient care.

- A. The person responsible for the completion of the MIR shall submit the report, entirely completed, prior to being relieved from duty from the shift when the incident occurred.

An MIR will be completed for each patient on all Medical Calls, to include the following information:

- A. Patient Name, Address, Sex and Age, current medication taken by patient, patient's physician.
- B. Using the SOAP format of SUBJECTIVE, OBJECTIVE, ASSESSMENT and PLAN, a picture in narrative form will be created for the record.
- C. Complete vitals and times will be recorded on ALL patients seen. Incidents where this is not possible or practical shall be clearly described and indicated in the narrative portion on the MIR. Lack of taking and recording vital signs must be defensible in the event of an adverse outcome.
- D. All responding personnel will be recorded in the personnel blocks provided.
- E. As soon as possible, at the conclusion of each incident, a medical incident report shall be completed for each patient.

F. All other documentation required or appropriate to the incident shall be completed in a timely manner. Such documents or forms may be, but are not limited to, the following:

1. Incident Report
2. Investigation Report
3. Casualty Report
4. Injury Report
5. Accident Report
6. Exposure Report
7. Defib Report

PUBLIC SAFETY DIRECTOR

40.066 - CHECKLISTS AND WORKSHEETS

Checklists and worksheets which deal with apparatus or stations shall be placed in the Maintenance Standards of the Standard Operating Procedures.

40.067 - ACCIDENT REVIEW AND REPORTING

To insure appropriate review of all accidents and to establish procedures that will:

- A. Determine specific causative factors.
- B. Identify shortcomings in equipment, vehicles, procedures, practices, or personnel performance.
- C. Establish reporting and record keeping requirements.
- D. Insure appropriate corrective action is taken to preclude reoccurrence.

Application

This policy is applicable to **all** accidents that result in injuries and/or damage involving TFD personnel, equipment, vehicles or facilities.

Definitions

- A. Accident - When a vehicle makes contact with a foreign object and causes any type of damage.
- B. Preventable Accident - An accident in which the driver failed to do everything he reasonably could have done to avoid the accident.
- C. Non-Preventable Accident - An accident in which the driver did everything he reasonably could have done to foresee the things that caused the accident and guard against them.

All members of the Toppenish Fire Department having a vehicular accident shall:

- A. If involved in a traffic accident while driving a City vehicle, remain at the scene of the accident. Notify Dispatch to send a law enforcement officer to the scene to investigate. If responding to an alarm, remain at the scene and notify Dispatch to respond the closest available unit to the alarm.

- B. If the accident occurs on a public street, take every precaution to prevent further accidents or injury. If injuries, contact proper agency via radio communications.
- C. Report all accidents to the Public Safety Director or his designee. Have all information available, including a copy of the police report, names of injured, etc. Gather information from any witnesses to the accident.
- D. RCW 46.52.130 will exclude any accident or citation received by a firefighter while performing his/her occupational duty from the three-year record provided to insurance companies. Acceptable documentation for this exclusion is: the accident report or citation showing occupation as a firefighter and a vehicle with exempt plates.
- E. All applicable accident forms must be completed correctly. Forms are found in the Toppenish Fire Department Accident Report envelope. Envelopes shall be in each of the fire department apparatus. The Public Safety Director or his designee shall ensure that these forms are readily available.
 - 1. The forms envelope shall include the following:
 - a. City of Toppenish Accident Report Form.
 - b. State of Washington Motor Vehicle Collision Report.
 - c. City of Toppenish envelope containing "Driver's Report at time of Accident" card, "Accident Questionnaire" card for witnesses, and "Request for Emergency Telephone Report" card for witnesses.
- F. Both the driver and Officer shall submit a written report to the Public Safety Director or his designee before going off duty.

The Station Commander shall:

- A. Report the accident to the Public Safety Director or his designee as soon as practical, giving all pertinent information as degree of damage, injuries, serviceability of apparatus, etc.
- B. Investigate the accident and make arrangements to get necessary equipment back into service. Replace all equipment that is damaged beyond use or inoperable.
- C. Assist the driver in the completion of all applicable accident forms immediately upon returning to Station.

- D. Fill out his/her section of the City of Toppenish Accident Reports.
- E. The Public Safety Director shall determine if the accident was preventable or non-preventable. See 40.067 Definitions
- F. The City of Toppenish Accident Report shall be forwarded to the Public Safety Director or his designee with all pertinent forms completed.

The Captain shall:

- A. Investigate and report the accident to the fire administration by the end of the shift. If the accident takes place on a weekend or holiday, notification shall be to the Public Safety Director or his designee by phone.
- B. Make additional comments as necessary.
- C. Process all paperwork to the Public Safety Director or his designee by the next office work day.
- D. Make arrangements to review this accident with the Public Safety Director or his designee.
- E. After meeting with the Public Safety Director or his designee, meet with the party(s) involved. Document in memo form what plan of action was decided upon and how the accident could have been prevented. The Captain shall have all parties involved sign the memo and return it to the Public Safety Director or his designee in a timely manner.
- F. Review reports for completion and provide a copy to the Public Safety Director or his designee.
- G. Have the mechanic examine the accident vehicle to determine the extent of damage and determine O/S time of the vehicle.
- H. Work with the appropriate agency to determine cost of repair to the City vehicle/private property/City property.
- I. Submit the accident envelope to the Public Safety Director or his designee as soon as possible.
- J. Send a copy of all reports to the City's risk management representative.
- K. Make sure all state reports are signed and sent to the appropriate agencies.

The Safety Committee shall:

- A. Affirm or reject preventable/non-preventable.
- B. Hold an interview with member(s) responsible for the accident when necessary.
- C. Take action as necessary to prevent recurrence of the accident.
- D. Recommend disciplinary action to the Public Safety Director as deemed appropriate.

The Public Safety Director shall:

- A. Review the reports and the decision by the parties involved.
- B. Affirm or modify disciplinary action recommended if needed.
- C. Take disciplinary action if needed.

PUBLIC SAFETY DIRECTOR

40.068 - AUTHORIZATION OF VOLUNTEER FIREFIGHTERS

Volunteer firefighters will support and augment full time forces. Utilizing volunteer firefighters will increase the amount of manpower and equipment responding to emergency activity and support non-emergency fire department activities.

1. The use of Volunteer Firefighters is authorized by City Ordinance. It establishes the use of Volunteer Firefighters under the City of Toppenish Municipal Code.

It shall be the responsibility of the Public Safety Director or designee to manage the Volunteer Firefighters.

It shall be the responsibility of the Public Safety Director or designee to supervise the overall activities of the Volunteer Firefighters.

PUBLIC SAFETY DIRECTOR

40.069 – VOLUNTEER FIREFIGHTERS

Under supervision of a commanding officer, the volunteer receives training, performs fire fighting activities, operates fire fighting equipment including combating, extinguishing, and preventing fires, answering emergency calls, lifesaving and rescue activities. The volunteer will provide maintenance of fire and first aid apparatus, station facilities and perform related duties as required.

The volunteer firefighter responds to fire alarms with his/her company; drives fire apparatus, operates pumps, aerial ladders, and auxiliary equipment, lays and connects hose, holds nozzles, directs fog and other water streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines and other equipment, ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors to rid the building of smoke and heated gases, removes persons from danger and administers first aid to injured persons.

The volunteer firefighter performs salvage operation such as placing salvage covers, sweeping water, and removing debris, participates in drill and attends classes in firefighting procedures and techniques, prefire planning, first aid and related subjects, performs general maintenance work in the upkeep of fire department property, cleans and washes walls and floors; reports repairs needed to property and equipment; washes, hangs, tests and dries hoses, washes, cleans polishes and tests apparatus.

All fires involving injury to a person, loss of life, excessive damage or suspected arson shall notify his/her supervisor. Preservation of the fires scene shall be his/her responsibility until relieved by his/her supervisor, State Fire Marshall or law enforcement.

He/she shall be professional and courteous when dealing with the public and shall be just and dignified with the dealings of department personnel.

It shall be his/her duty to become familiar with the written policies and procedures of the Toppenish Fire Department. He/she is responsible to obey all policies, rules, regulations, standard operating procedures and follow the chain of command.

Work characteristics shall include knowledge of the streets and physical layout of the city and the location of major complexes, the ability to learn a wide variety of fire fighting duties, methods and first aid techniques within a reasonable period of time, the ability to understand and follow oral and written instruction, the ability to establish and maintain effective working relationships with other

employees and the general public. The successful volunteer must have the physical strength, agility and freedom from serious defects as indicated by a physical examination if and when required.

The volunteer firefighter may be subject to occasional stressful tension due to the nature of the work and may be exposed to heat, fumes, gases, smoke, motor, and siren noises, grease, dirt, hot metal, and adverse weather conditions and may possibly work at heights on elevated platforms.

Required qualifications for all firefighters: Level 1 firefighter, all members shall complete this course within one year of becoming a volunteer. Driver/pump operator, shall complete a course in emergency vehicle accident prevention and a basic pump operation course before being allowed to drive and operate city vehicles. First aid responders shall complete a basic first aid course within one year of becoming a volunteer. If further training is required, courses in first responder and emergency medical technician are available. Must maintain a valid Washington State motor vehicle operators license and emergency vehicle accident prevention card.

Minimum class requirements include: Must be a United States Citizen or have the required documentation. Must be in good physical condition and be at least 18 years of age at the time of initial appointments. Must possess high school diploma or GED. Must pass strict background checks and be free of any past criminal convictions.

Residency requirements include residing or living within a 10 minute response time to the Toppenish City Fire Station. This requirement may be waived by the Public Safety Director at his discretion. Volunteers are encouraged to respond to all known fire calls and should use discretion on EMS calls if not in the immediate area.

PUBLIC SAFETY DIRECTOR

40.070 – TRAINING REQUIREMENTS FOR VOLUNTEER FIREFIGHTERS

The Training Officer shall provide the recommended training during the training drills each month.

1. There shall be four scheduled training drills each month consisting of: one EMS drill, to comply with State requirements; three FIRE drills consisting of one Yakima County Fire District #5 drill and two Toppenish Fire Department drills.
2. To meet the minimum requirements for attendance, the Volunteer should attend/ participate in at least 75% of the drills each month.
3. Make-up drills will be available upon scheduling with the Training Officer; provided that the Training Officer has been informed of the Volunteers need to be absent prior to the beginning of the scheduled drill. Make up drills will need to be completed within 30 days of originally scheduled drill.

It shall be the responsibility of the Training Officer to establish and provide recommended training.

1. It shall be the responsibility of the Training Officer to provide evaluation and maintain documentation of the Volunteer Firefighters training.
2. It shall be the responsibility of the Volunteer Firefighter to attend training drills and if unable to attend, notify the Training Officer prior to drill starting.

Failure to comply with the minimum requirements for training is grounds for discipline or termination.

PUBLIC SAFETY DIRECTOR

40.071 – BUILDING INSPECTIONS/CODE ENFORCEMENT

The Public Safety Director or his designee will assign career firefighters the inspection of buildings for fire code violations.

Any owner of a building found to be in violation of Toppenish Municipal code will receive proper correction notice, as in accordance with the Toppenish Municipal code.

It shall be the responsibility of the Public Safety Director or his designee to implement the abatement or correction process for those who fail to comply.

PUBLIC SAFETY DIRECTOR

40.072 – SPECIAL ASSIGNMENTS

Members assigned to the following roles will be responsible for complying with the following guidelines. The following position descriptions and duty statements outline the responsibilities for each position in the I.C. System. When assigned to a position, that member will don the identification vest, and then proceed to read the entire duty list located in the position label. The member assigned to a position is then responsible to fulfill all functions where applicable on the duty check list.

Air Support Group Supervisor – “Air Support”: Management of personnel who manage helibase and helispot; fuel and other supplies; maintenance and repair of helicopters; retardant mixing and loading; and helicopter records for activities.

Base Manager – “Base”: Establish and maintain an assembly area for incoming resources and disperse by priorities.

Communications Unit Leader – “Communications”: Establish and supervise the utilization of incident communications equipment and facilities.

Decontamination/Radiation Leader – “De-Rad”: Management of decontamination and radiation.

Division/Group Supervisor – “Division or Group”: Tactical management of elements within division/group. Achieve assigned mission.

Facilities Unit Leader – “Facilities”: Activate incident base, camp(s) and command post facilities. Supervise base and camp(s) operations. Distribute working materials for staff. Provide food, sleeping and sanitation facilities for incident personnel.

Food Unit Leader – “Food”: Determine incident feeding needs. Order, receive, store, distribute and maintain inventory of all food supplies. Determine cooking facilities required. Prepare food, serve food.

Ground Support Unit Leader – “Ground”: Control and disperse manpower, equipment and apparatus. Provide for fuel, maintenance and repair of equipment and apparatus. Provide logistical support in high-rise and major complex fires or other emergencies.

Helibase/Helispot Manager – “Helibase” or “Helispot”: Establish on-site or remote landing areas. Manage resources; report to Logistics.

Incident Commander – “I.C.”: Overall incident activities.

Information Officer – “Information”: Formulate and release information about the incident to news media and other appropriate agencies.

Liaison Officer – “Liaison”: Interaction with assisting and cooperating agencies including civilian agencies.

Logistics Section Chief – “Logistics”: Manage those units which provide for personnel, apparatus, equipment, facilities and personal needs in support of incident activities.

Medical Group Commander – “Med Com”: Coordinate all triage, treatment and transportation for incident victims. Appoint Triage Officer, Treatment Officer and Transportation Officer and his/her staff.

Morgue Team Leader – “Morgue Team”: Direct protection and identification of bodies, in cooperation with Coroner (when on scene).

Operations Section Chief – “Operations”: Management of incident combat operations to include staging, suppression and rescue, medical command, evacuation and air support.

Planning Section Chief – “Plan”: Understand the current situation and predict probable course of incident. Prepare primary and alternate strategies for the Incident Commander. Collect, evaluate and disseminate information about the incident.

Resources Unit Leader – “Resources”: Collect and display status of resources (personnel, equipment, apparatus, etc.).

Safety Officer – “Safety”: Safety of all personnel and equipment.

Situation Unit Leader “Situation”: Collect and display current situation status information.

Staging Area Manager “_____ Staging”: Establish and maintain a Staging Area for incoming resources and hold until directed to release to a given assignment.

Supply Unit Leader – “Supply”: Determine incident supply needs. Order, receive, store, distribute and maintain inventory of all supplies. Service reusable supplies.

Suppression and Rescue Section Chief – “S & R”: Management to include all fire suppression and rescue operations. Report to the Incident Commander or if appointed, Operations Section Chief.

Systems Control Group Supervisor – “Systems”: Maintain control over ventilation, elevators, fire protection, utility, air conditioning, and annunciator panel systems within a building, complex or other applicable environment. (Includes high-rise and low profile buildings, petroleum installations, flood control gates, etc.).

Task Force/Strike Team Leader – “Task Force” or “Strike Team”: Performance of tactical tasks assigned to the Task Force/Strike Team.

Technical Specialist – “Tec Spec”: Collect, evaluate and disseminate information concerning specialized technical data.

Transportation Team Leader – “Transportation”: Direct and coordinate victim loading and dispatching to medical facilities.

Treatment Team Leader – “Treatment”: Direct and coordinate victim treatment. Determine patient hospital assignment through H.E.A.R. network. (H.E.A.R. – Hospital Emergency Administration Radio)

Triage Team Leader – “Triage”: Direct and coordinate evaluation and tagging of victims. Movement of victims to treatment or transportation area(s).

Fire Department Safety/Safety Officer

The safety officer will insure a safe and healthful working environment in all Fire Department operations, both non-emergency and emergency conditions.

The Public Safety Director or his designee is responsible for establishing and supervising a safe and healthful working environment, accident prevention and training programs to ensure efforts to eliminate accidents.

The officer, or person acting in that capacity as Fire Commander, shall ensure the safety of all fire fighting personnel in emergency situations by assigning a “Safety Officer” for every incident.

The Fire Fighter shall inform officers of unsafe work practices, unsafe conditions, and apply the principles of accident prevention in their work.

Procedures to be followed:

- A. The member recognizing a safety problem must take appropriate action to cause its correction.
- B. Monitor condition of personnel for signs of exhaustion and/or effects of heat, products of combustion, toxic materials etc.
- C. Observe operations for proper safety procedures and precautions by all personnel.
- D. Assure proper use of protective clothing.
- E. Observe general fire ground for unsafe or hazardous conditions and interact with command officers to take adequate precautions. This may include:
 - 1) Structural Safety. Observation of structural conditions that could present a safety hazard.
 - 2) Monitoring concentration of toxic, explosive, or other hazardous materials.
 - 3) Situations involving fire protections systems, mechanical equipment, collapsed structures
 - 4) Liaison with outside agencies and other fire departments.
- F. The command structure shall be used to effect appropriate response to a safety problem.
- G. Operating personnel receiving safety instructions from safety personnel shall immediately take appropriate action. Failure to comply will be subject to subsequent review.
- H. The command may assign a Safety Officer to a potential collapse area and keep the Fire Ground Commander informed of immediate danger area:
 - 1) If "Withdrawing". Fire Fighters are ordered to withdraw when a collapse or similar danger is anticipated. Fire Department tools and hose lines are withdrawn and a roll call or head count is conducted.
 - 2) If "Emergency Evacuation". A radio message of "emergency traffic-all evacuate the building", and a siren will be put on continuous yelp. (The siren is a prearranged signal to all fire ground personnel of danger at the fire ground) Upon hearing the continuous yelping siren or hearing the "emergency traffic-all evacuate the building", Fire Fighters should exit the building, leaving tools and equipment and report to their assigned Division Officer. The Division Officer will take a roll call or head count. If missing a Fire Fighter, report immediately to Comand.

Remember the priorities: "Saving lives", "containing the fire", and "protecting property". This includes protection of life which includes the Fire Fighter, as well as the citizen.

When activated, the Safety Officer will:

- * Obtain situation briefing from immediate supervisor.
- * Don position identification vest.
- * READ ENTIRE DUTY CHECKLIST.
- * Assess situation.
- * Appoint and brief staff, as needed.
- * Identify existing and potential hazardous situations associated with incident.
- * Keep all personnel informed of existing and impending hazards.
- * Attend planning meetings.
- * Review Incident Action Plan and Incident Medical Plan.
- * Exercise emergency authority to stop and prevent unsafe actions.
- * Investigate accidents occurring within incident area.
- * Survey the area for dangerous situations:
 - Utilities: Gas – Power – Electrical – Water – Sewer
 - Hazardous Materials: Toxic gases – Pesticides – Radiation – Chemical agents
 - Buildings: Use of elevators
 - Structural integrity (possible collapse)
 - Flooding: As it relates to fire control activities
 - Rupture of vessels, tanks, or pipes (possible dangers)
- * Post danger signs, where applicable
- * Notify relief personnel of current status regarding safety conditions
- * Maintain log of your activities and other pertinent information acquired
- * When ordered, secure operations and replenish supplies
- * Forward all reports to Incident Commander

Operations Section Chief:

It will be the responsibility of the Incident Commander to make an early determination of situations requiring implementation of this position.

When activated by the Incident Commander, the Operations Section Chief will:

Duty Checklist:

- Obtain situation briefing from immediate supervisor
- Don position identification vest
- READ ENTIRE DUTY CHECKLIST
- Assess situation
- Appoint and brief staff, as needed;
 - Suppression and Rescue Section Chief
 - Division/Group Supervisor(s)

Medical Group Commander
System Control Group Supervisor
Aide(s)
Air Support Group Commander
Staging Area Manager

- Supervise emergency operations
- Establish communications with Branch Commanders
- Consult and collaborate with Planning and Logistic Section Chiefs
- Develop emergency action portion of Incident Action Plan with general staff
- Assign personnel in accordance with Incident Action Plan
- Attend meetings, as necessary
- Determine need for immediate and anticipated resources
- Keep Incident Commander informed of any special conditions or activities
- Request periodic progress reports from Branch Commanders
- Initiate recommendations for demobilization of resources
- Maintain record of activities
- When ordered, secure operations and replenish supplies

Task Force/Strike Team Leader

This section is applicable to all personnel with Toppenish Fire Department assigned as a Task Force/Strike Team Leader.

It will be the responsibility of the Incident Commander to make an early determination of situations requiring implementation of this position.

When activated by the Incident Commander, the Task Force/Strike Team Leader will:

- Obtain situation briefing from immediate supervisor
- Don position identification vest
- READ ENTIRE DUTY CHECKLIST
- Assess situation
- Appoint and brief staff, as needed.
Company Officer(s) _____
Aide(s) _____
- Provide for general safety and welfare of Task Force/Strike Team personnel
- Perform tactical tasks
- Evaluate efforts
- Report progress to Division Supervisor
- Report resources status and needs to Division supervisor

- Achieve tactical objective
- Report for reassignment
- Maintain record of activities
- When ordered, secure operation and replenish supplies
- Forward reports through channels to Section Chief

PUBLIC SAFETY DIRECTOR

40.073 – RESPONSE GUIDELINES

To meet the needs of the community, the City of Toppenish utilizes a combination of paid and volunteer staff to respond to fire and aid calls. In an effort to manage staffing resources it will not always be necessary to tone all fire personnel for all responses.

To provide a structured procedure for the call back of paid staff and the call in of volunteers for fire suppression or emergency aid calls, it shall be the responsibility of the Incident Commander, Fire Captain, and/or the Public Safety Director to request off duty personnel (which includes volunteers), or apparatus when it does "not" meet one of the below listed criteria.

The call back of personnel or apparatus will be dependant upon the level of emergency and staffing levels. Upon reporting or leaving for duty, paid fire personnel "shall" contact dispatch and advise them of their status. This will assist dispatch in determining the type of tone needed.

The listed guidelines shall be followed when dispatching calls for the City of Toppenish.

1. **Structure fires, both known and suspected:** All paid and volunteer staff.
2. **Other fires:** On duty personnel.
3. **Alarms:** On duty personnel.
4. **Code:** All paid and volunteer staff.
5. **Aid:** On duty personnel, unless multiple injuries reported that require the attention of more than 2 fire fighters and 2 ambulance crew members.
6. **Confirmed chemical or hazardous materials spill:** On duty personnel.
7. **Missing Children:** All paid and volunteer staff.

If the station is unmanned, meaning multiple calls have been dispatched, tone all paid and volunteer's staff for all incidents until such time the station is manned or a unit becomes available.

If the station is unmanned and an additional call is received that would normally be a tone for on duty-staff and the dispatcher suspects the on-duty unit will be available within a short time period (less than 5 minutes) the dispatcher has the option of toning an on-duty station alarm. The on-duty personnel will advise if they can handle the call or a General Alarm is required.

The Fire Captain shall have the discretion in responding to any/or all calls for service.

PUBLIC SAFETY DIRECTOR

50.000 – AUTHORIZATION OF DEPARTMENT SOP MANUAL

The department SOP is authorized to establish the Standard Operating Procedures (SOPs) and acceptable methods of action to be used by department personnel. The deviation from guiding principles of SOPs due to unusual circumstances is an acceptable method of action, however, any deviation from an SOP may be subject to review. The deviation from SOP shall be the exception and not the acceptable method of action.

All SOPs will be kept in the Department SOP Manual. All SOPs will be numbered according to the table of contents of this manual.

It shall be the responsibility of the Public Safety Director to insure the update of this SOP Manual.

It shall be the responsibility of each member of the department to be familiar with the entire SOP Manual so he/she can insure the correct operation of the department.

It shall be the responsibility of each person to keep updated on all SOPs.

It shall be the responsibility of staff to monitor and correct, if needed, deviations from SOPs of the department.

PUBLIC SAFETY DIRECTOR

50.001 – PREPARATION OF STANDARD OPERATING PROCEDURES (SOPS)

Suggested additions to SOP Manual or changes to existing SOPs shall be submitted through the chain of command and be in written form. Additions or changes shall be submitted to staff for approval. After staff approval, SOP will be typed into finished form for the Public Safety Director's signature.

The Public Safety Director or his designee shall be responsible for final drafts, indexes, numbers, files and revisions of all SOPs.

The Fire Station will maintain official Department SOP Manuals, in a location that is accessible at all times to all members of the department. The Public Safety Director or his designee shall insure that every Department SOP Manual is maintained in good condition and is current. The Public Safety Director is responsible for insuring that new and revised SOPs are added to the Department SOP Manual.

PUBLIC SAFETY DIRECTOR

50.002 – SAFETY STANDARDS FOR FIREFIGHTERS

The department will provide the highest possible levels of safety and health for all members. The prevention and reduction of accidents, injuries and occupational illnesses shall be primary considerations at all times. This concern extends not only to our members but also to any other persons who may be involved in Fire Department activities.

The department shall establish and maintain training programs for all department personnel, which are capable of providing and maintaining levels of occupational proficiency consistent with maximum safety and survival.

The department shall research, develop, implement and enforce the provisions of WAC 305 that recognize and reduce the inherent risks involved in the operation of the fire department.

The department and its members shall be responsible for compliance with WAC 296-305.

The department shall establish and enforce policies and standard operating procedures to reach the objectives of WAC 296-305.

Each and every member of the Toppenish Fire Department shall cooperate, participate and comply with the provisions of the WAC 296-305. Failure can result in disciplinary action.

PUBLIC SAFETY DIRECTOR

50.003 - VEHICLE AND STATION SAFETY OPERATION STANDARDS

Chapter 296-305 WAC, Safety Standards for Firefighters, requires that operators of emergency vehicles be trained in the operation of their assigned apparatus before being designated as drivers of such apparatus and charges the employer with the establishment of an operator's training program and operational procedures.

The Toppenish Fire Department has a legal and moral obligation to insure that any driver of department vehicles is well-trained, in good physical condition, has a proper safe driving attitude, and is capable of handling the apparatus with a high degree of skill and efficiency. To meet these obligations, the following criteria are established for the Toppenish Fire Department:

Section I - Fire Department Drivers

1. No person may drive any Department vehicle without a valid Washington State Driver's License.
2. No person shall drive a Department vehicle under emergency conditions unless authorized by the Public Safety Director or his designee.
3. All Department members shall participate in:
 - A. The training program established by the Toppenish Fire Department.
 - B. Annual re-evaluation of driver qualification which will include each type of vehicle the member has been authorized to drive.
 - C. Individual driver training as required.
4. Personnel shall not be assigned as drivers who have a past history of medical problems which would impair safe vehicle operation.
5. No member shall drive any Department vehicle while under the influence of intoxicating liquors, beverages, drugs, or compounds except such prescription drugs being taken under the direction of a physician and not adversely affecting his/her ability to safely operate such vehicle.

Section II - Apparatus in Quarters

1. Parking Brake: The parking brake shall be set prior to shut down of the vehicle during the parking procedure or closing the apparatus bay door. Doing so will insure that the brake is set while the vehicle is at rest and that the vehicle is in a safe mode for the starting procedure.
2. Seat Belts: Seat belts shall be left in a position which will enable the next user to buckle up the belt with the least possible motion.
3. Switch Positions: Switches shall be left in the sequence preplanned for the vehicle.
4. Transmission Position:
 - A. Manual shift transmissions shall be left in the neutral position.
 - B. Automatic transmissions shall be left in the appropriate "park" position.
5. Doors: Doors of apparatus shall not be left in the open position while apparatus is parked in station.

Section III - Running Lanes

Primary emergency response running lanes, usually utilizing arterials or streets with traffic signal pre-emption devices, have been established. Designated running lanes shall be used to respond to the general area of emergencies. Additional factors to be considered include:

1. Location of facilities (and their entrances and exits).
2. Events affecting traffic flow.
3. Characteristics of local streets and roads.
4. Road conditions. (Drivers must keep abreast of conditions, including closures.)
5. Hydrant availability and locations.
6. Location assignments at facilities for which emergency SOP's have been developed.

Section IV - Seat Belts

Seat belts, where installed, shall be worn at all times when the emergency vehicle is in motion.

Section V - Use of Signaling Equipment

1. Headlights shall be used on all Fire Department emergency vehicles whenever they are being operated.
2. Red lights, Opticom emitters (if equipped), and sirens shall be operated when responding under emergency conditions.
3. When apparatus is located at an emergency scene and not legally parked, red emergency lights shall be left operating. Traffic cones or flares shall be used when warranted by the situation.

Section VI - Vehicle Speed

1. All vehicles responding to emergencies shall be driven with caution, keeping safety in mind. They shall be operated with judgment rather than with speed, considering factors such as road conditions, weather, vision, and traffic congestion.
2. Drivers, when responding to emergencies, shall exercise extreme caution at intersections. The right-of-way shall not automatically be assumed. Speed shall be dictated by traffic and weather conditions and the emergency vehicle shall be under control and capable of stopping at any point in the intersection short of a collision, accelerating only after control of the intersection has been assured.
3. Drivers of department vehicles, when not responding to an emergency, shall obey all traffic laws.
4. **Drivers shall obey all traffic laws when responding to the station or emergency scene in any private vehicle.**

Section VII - Backing the Emergency Vehicle

When backing an apparatus in any situation, a minimum of one person, and whenever possible two persons, shall be used to guide the driver. When using one person, the guide shall be positioned at the left rear or right rear of the apparatus, as conditions dictate. When utilizing two persons, one guide shall be used in the rear either left or right side as conditions dictate, and the second guide shall be positioned at the front of the apparatus on the side opposite of the rear guide. This is to provide observation of all sides of the apparatus by the guides. If communications are lost between the driver and the guide(s), the driver shall bring the apparatus to an immediate halt. The apparatus shall remain stopped until communication between the driver and guide(s) is restored. If it is impossible to obtain a guide and it is absolutely necessary to back the apparatus up, the driver shall get out of the apparatus and check the area prior to backing. Backing shall be done slowly. Drivers and guides shall use the

standard signals for maneuvering apparatus as outlined in the Vertical Standards, Chapter 296-305-07007 WAC.

Section VIII - Parking at Emergency Scenes

1. All apparatus at emergencies shall be parked in such a manner as will permit as free a flow of traffic, including Fire Department traffic, as possible, consistent with the emergency.
2. The parking brake shall be set and the wheels chocked.
3. Except when legally parked, red emergency lights shall be left on. Traffic cones or flares shall be set when the situation warrants it.

Section IX - Riders

No person other than a member of this Fire Department shall be permitted to ride on fire apparatus unless authorized by the Public Safety Director or his designee.

Section X - Station

1. Overhead apparatus bay doors are to be left in one of three positions:
 - A. Fully closed
 - B. Fully open
 - C. Open no further than 18" from floor for ventilation purposes.
2. Living and apparatus floors are to be kept clean of grease, oil and water to avoid slips and falls.
3. Apparatus floors shall be kept free of debris.

Section XI - Accidents

It is recognized that accidents may occur in spite of training and the exercise of due care. State law requires that when any vehicle is involved in an accident which involves another vehicle or property damage that the driver must stop and render reasonable assistance and aid. He is also required to provide his name, address, and ownership of his vehicle. If the other vehicle is unoccupied or the property damage is unoccupied, he is required to make an effort to locate the owner to provide the same information. If unable to locate anyone, he is required to leave that information in a conspicuous location on or adjacent to the damaged vehicle or property.

The following procedure is set forth for all Department vehicle accidents occurring within the Toppenish area:

1. The unit involved shall notify the Fire Alarm Center as follows:
 - A. Exact location of the accident.
 - B. Nature of the accident; pedestrian, two vehicle accident, etc.
 - C. Number of injuries and assistance required.
 - D. Estimated time of delay, if possible.
2. The unit involved will render aid or assistance to the injured.
3. The Alarm Center will:
 - A. Dispatch requested assistance.
 - B. Dispatch another unit to the original alarm.
 - C. Notify the proper police agency.
 - D. Advise the Public Safety Director or his designee, and the Fire Captain.
4. Members whose apparatus is involved in a minor accident while responding to an emergency are expected to exercise judgment. If damage appears to be slight and there appears to be no injuries or injuries are minor, the apparatus may continue response to the emergency to which it was dispatched, provided:
 - A. One member is assigned to remain at the scene with a First Aid kit to render assistance, give information, and initiate accident investigation.
 - B. A mechanical check of the apparatus has been made to determine that any damage incurred will not effect safe vehicle operation. And,
 - C. Minimum manning of apparatus can be met.
5. In the event of a major accident involving serious injury or suspected death or extensive damage to apparatus or property, the apparatus will be placed "out of service". The vehicle is to remain in place until released by the police and investigative photos have been taken. Efforts should be made to secure names, addresses, and phone numbers of witnesses and, if possible, statements from witnesses.

Section XII - Reports

1. Reports shall be filed in accordance with Toppenish Fire Department Administrative Policy.

APPENDIX A

VEHICLE AND STATION SAFETY OPERATIONS STANDARDS

HOW TO DETERMINE PREVENTABILITY

This guide can be used by the Accident Review Board in determining if an accident was preventable or non-preventable.

A. What is a preventable accident?

A preventable accident is an accident in which the driver failed to do everything he reasonably could have done to avoid it.

B. What is a non-preventable accident?

A non-preventable accident is an accident in which the driver did everything he reasonably could have done to foresee the things that caused the accident, and took appropriate action to guard against them.

Nearly all accident situations are covered in this material. For each type of accident, a series of questions is asked. If the answer to any of the questions is "NO", then our driver was not practicing the best defensive driving.

It is often difficult to assess preventability and difficult to make a driver understand where he was at fault. Drivers must be shown very specifically the kinds of hazards they must anticipate and defend themselves against. Without a clear concept of what defensive driving is, it becomes a frustrating catch-all in the minds of drivers.

Following is a definition of a defensive driver, and the questions asked here will help to determine preventability and teach a driver what is meant by defensive driving. When you gather the facts about an accident, ask these questions to assess preventability.

A defensive driver is one who makes allowances for the lack of skill or knowledge on the part of the other driver who recognizes that he has no control over the unpredictable actions of other drivers and pedestrians nor over the conditions of weather or the road, and who, therefore, develops a defense against all of these hazards. He concedes the right-of-way and makes other concessions to avoid a collision. He is careful to commit no driving errors himself and is defensively alert to avoid the accident traps and hazards created by weather, roads, pedestrians, and other drivers.

Neither icy roads, hills, narrow roads, the absence of signs or signals, signals out of order, nor the carelessness, recklessness, or ignorance on the part of others relieves the driver in the slightest degree of his responsibility for driving without an accident. These are situations likely to be encountered at any time and the professional must drive accordingly.

I. Intersection Accidents

- A. Did our operator approach the intersection at a safe speed for the conditions?
- B. Was he prepared to stop before entering the intersection?
- C. At a blind corner, did he pull out slowly, ready to shift his right foot to the brake pedal?
- D. Did he make sure the other driver would stop for a traffic light or a stop sign?
- E. Did he obey all traffic signs and signals?
- F. Did he signal well in advance of his change of direction?
- G. Did he turn from the proper lane?
- H. Did he avoid overtaking and passing in the intersection?
- I. Did he refrain from jumping the green signal or riding through the caution light?

IF THE ANSWER TO ANY QUESTION IS "NO", OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT IS CONSIDERED PREVENTABLE.

II. Collision with Vehicle Ahead

- A. Was our operator maintaining a safe following distance?
- B. Was he keeping his eyes and mind ahead of the car ahead?
- C. Did he approach the green traffic light cautiously, expecting the driver ahead to stop suddenly on the signal change?

- D. Did he keep from skidding?

IF THE ANSWER TO ANY QUESTION IS "NO", OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT IS CONSIDERED PREVENTABLE.

III. Backing Accidents

- A. Was it necessary to back:
 - 1. Did our operator have to park so close to the car ahead as to require backing to leave the parking space?

- B. Was it necessary to drive into the narrow street, dead-end alley, or roadway from which he backed?
- C. If he could not see where he was backing:
 - 1. Did he try to get someone to guide him?
 - 2. Did he look all around the vehicle before getting in?
 - 3. Did he back immediately after looking?
 - 4. Did he use his horn while backing?
 - 5. Did he look to the rear without depending on the rearview mirror?
 - 6. If the distance was long, did he stop, get out, and look around occasionally?

- D. Did he back slowly?
- E. Did he judge his backing clearance accurately?

IF THE ANSWER TO ANY QUESTION IS "NO", OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT IS CONSIDERED PREVENTABLE.

IV. Pedestrians

- A. Did he drive through congested sections expecting that pedestrians might step in front of his car?
- B. Was he prepared to stop?
- C. Did he keep as much clearance between his vehicle and parked cars as conditions permitted?
- D. Did our operator refrain from passing a vehicle that had stopped to allow pedestrians to cross?
- E. Did he refrain from jumping the green signal or riding through the yellow light?
- F. Was he aware of groups of children and was he prepared to stop if one ran into the street?
- G. Did he give all pedestrians the right-of-way?
- H. Did he refrain from passing a school bus which was stopped?

IF THE ANSWER TO ANY QUESTION IS "NO", OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT IS CONSIDERED PREVENTABLE.

V. Pulling from the Curb

- A. Did our operator look to the front and the rear for approaching traffic and overtaking traffic immediately before starting to pull out from the curb?
- B. Did he look back rather than depend on the rearview mirror?
- C. Did he signal before pulling from the curb?
- D. Did he start out only when his action would not require traffic to change its speed or direction to avoid him?
- E. Did he continue to glance back as he pulled out?

IF THE ANSWER TO ANY QUESTION IS "NO", OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT IS CONSIDERED PREVENTABLE.

VI. Skidding

- A. Was our operator driving at a safe speed for the conditions of weather and road?
- B. Was he keeping at least twice the safe following distance for dry pavement?
- C. Were all of his actions gradual?
- D. Was he expecting ice on bridges, in gutters, ruts, and near the curb?
- E. Was he alert for melting snow, freezing in the shade, loose gravel, sand, ruts, slick pavement, etc.?

F. Did he keep out of car tracks and cross them at wide angles?

IF THE ANSWER TO ANY QUESTION IS "NO", OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT IS CONSIDERED PREVENTABLE.

VII. Parked

A. Was our operator on the right side of the road?

B. Was it necessary to park near the intersection?

C. Did he have to park on the traveled part of the highway, on the curve, or on the hill?

D. Where required, did he warn traffic by flag or flare?

E. Did he park parallel to the curb?

IF THE ANSWER TO ANY QUESTION IS "NO", OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT IS CONSIDERED PREVENTABLE.

VIII. All Others

A. Could our operator have done anything to avoid the accident?

B. Was his speed safe for conditions?

C. Did he obey all traffic signs and signals?

D. Was his vehicle under control?

E. Had he followed his routing and delivery instructions?

F. Did he call in for help when in doubt?

G. Did he report this accident as soon as he returned?

IF THE ANSWER TO ANY QUESTION IS "NO", OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT IS CONSIDERED PREVENTABLE.

APPENDIX B

VEHICLE AND STATION SAFETY OPERATIONS STANDARDS

Mr. _____
(Driver)

_____ RE: Accident Review Board Meeting

Dear _____

Our department policy requires that all accidents involving property damage or bodily injury be reviewed by our Accident Review Board to determine preventability. The Accident Review Board will meet on

_____ at _____
(Date/Time) (Location)

The Accident Review Board requests your presence to explain the circumstances of the accident in which you were involved on _____.

(Date)

Your presence will be helpful to the Board in making a decision with regard to preventability.

Following the Accident Review Board meeting, you will receive a notification advising you whether the Board considers your accident preventable or non-preventable.

Very truly yours,

Safety Officer

APPENDIX C
VEHICLE SAFETY OPERATIONS STANDARDS

Mr. _____
(Driver)

RE: Accident Review Board
Meeting

Date:

Dear Mr. _____ Location:

The Accident Review Board has reviewed the accident in which you were involved on _____.

(Date)

It is our considered opinion that as far as you were concerned, this accident was preventable___ non-preventable___

Accident Review Board comments, if any: (If determination is "Preventable", list action/s or failure to act which cause or contributed to accident.).

In determining preventability, the Accident Review Board used the following definitions:

Preventable Accident:

A preventable accident is any accident in which the driver failed to do everything he reasonably could have done to avoid it.

Non-Preventable Accident:

A non-preventable accident is an accident in which the driver did everything he reasonably could have done to foresee the things that caused the accident and took appropriate action to guard against them.

Very truly yours,

Safety Officer

50.004 – UNIFORM CLEANING

All employees shall maintain their own uniforms in a clean and professional manner.

Clothing contaminated with blood borne pathogens shall **not** be laundered at home. This clothing shall be laundered utilizing station equipment in accordance with the Blood Borne Pathogen SOPs. ***Under no circumstances is this clothing to leave the station before being laundered.***

1. It shall be the responsibility of all personnel to maintain their assigned uniforms in a clean and professional manner.
- 2 It shall be the responsibility of the Captain to monitor crews' appearance and correct any deviation from this SOP.
3. It shall be the responsibility of the Public Safety Director to oversee overall compliance with this SOP.

The Public Safety Director may require yearly inspection of all members uniforms.

PUBLIC SAFETY DIRECTOR

50.005 - PERSONAL PROTECTIVE CLOTHING

All protective clothing and equipment will be provided and maintained as required by the Safety Standards for Fire Fighters, Chapter 296-305, Washington Administrative Codes, adopted under provisions of the Washington Safety and Health Act (WISHA), and Local 2328 Contract.

- A.. When an individual's personal protective clothing or equipment is in need of repair or replacement, it is to be brought to the attention of the Captain or his representative immediately for appropriate action.
- B.. Each individual shall inspect their personnel protective clothing on their first shift of the set of three. In addition, after each use to make sure all clothing is in good repair. If repair or replacement is in order it shall be brought to the immediate attention of the Captain or his representative for appropriate action.
- C.. Care and maintenance of personal protective clothing or equipment shall be performed as follows:
 - A. Bunker Boots
 - 1) To avoid mildew, keep linings dry. After wearing, be sure air can circulate into boots. Crumpled newspaper inserted into boots will help absorb an excessive amount of dampness.
 - 2) Clean boots with soap and water; rinse off all soap.
 - 3) Clean boots well after exposure to gasoline or any petroleum solvent. Continued exposure to these agents will ruin rubber boots in a short time.
 - 4) Chemicals have been added to the rubber to combat ozone. In some cases, a frost appearing coating occurs on the boots. This is a sign that the chemicals are working to combat the ozone.
 - B. Helmets
 - 1) Employees shall regularly inspect their helmets for signs of deterioration, damage or wear. Close attention shall be paid to the possible formation of hairline cracks, especially at the brim.

- 2) Inspection shall be accompanied by properly cleaning the helmets and keeping them in serviceable condition. Most stains and dirt can be removed with the use of warm water and helmet cleaner furnished by the Department. (MSA Cleaner-Sanitizer Solution). Helmets stained with tar or other materials where a solvent might be indicated, can be cleaned with a small amount of Naphtha, furnished by the Department. (CAUTION: Naphtha shall be used outdoors. The fumes can be dangerous if inhaled and there is a danger of explosion if used in a closed room.) These two cleaners are the only ones to be used on helmets.
- 3) The suspension system shall be examined closely for cracking, fraying of materials or other signs of wear. Cleaning the suspension system shall be part of the regular inspection and maintenance program. Warm water mixed with MSA Cleaner-Sanitizer, furnished by the Department, shall be used with a sponge or soft brush to remove dirt, perspiration and skin oils. Do not use heat in drying. If other materials such as tar or grease are on the suspension, it shall be replaced.
- 4) The helmet shell or suspension system shall not be altered or modified by drilling or any other operation.
- 5) Do not use paints, solvents, chemicals, adhesives, gasoline, or like substances on helmets. EXCEPTION: Small amounts of Naphtha for cleaning purposes.
- 6) No items are to be carried in helmets. A one-inch clearance shall be maintained inside the helmet for suspension system to work.
- 7) Helmets shall be marked in reflective material as follows: Name shall be centered on the rear brim of the helmet. The Toppenish Fire Department shall provide materials for marking helmets. No unauthorized alterations shall be permitted to helmets.

C. Bunker Coats and Trousers

- 1) Maintenance: Refer to SOP
- 2) Tears and rips to be mended in a workmanship manner with no loose fragments or thread. All repairs to be sewn with thread of same material as body of coat and trousers and double stitched by machine. Cloth used for all patchwork shall be of same material and weight of fabric used in body of coat and trousers.
- 3) Cleaning: Refer to SOP
- 4) Bunker pants shall be marked inside on label with employee's name. No alterations shall be permitted.

D. Gloves

- 1) Shall be regularly inspected. Gloves with holes, burns, or other damage shall be replaced.
 - 2) Gloves shall be marked with the employee's name on the back of the wrist. No alterations shall be permitted to gloves.
4. All personnel responding to an emergency situation and when working on fire extinguishment within the combat zone of the emergency fire ground or training fire, shall wear protective equipment and clothing to provide full body protection. Combat zone shall mean any area where hose lines or actual fire extinguishment operations exist. The minimum combat zone is automatically established as the curb or street line opposite the fire - 50 feet to the rear and 50 feet to each flank of any fire building. This shall be achieved by the following method:
- A. Wearing of Department issued bunker coat, bunker trousers, bunker boots, nomex hood, helmet, leather gloves and SCBA with Pass Device when required.
5. Conditions under which less than a complete set of personal protective equipment and clothing can be worn, such as emergency medical calls, driving of apparatus, shall be established by the officer in charge of incident.
- A. Any Firefighter responding in full bunker gear to medical calls and wishes to exercise the option of removing bunker coat at scene SHALL be wearing under bunker coat one of the following:
 - 1) Blue department issue crew neck T-shirt.
 - 2) Department issue sweatshirt/coat.
 - 3) Department uniform shirt.
 - 4) Department issue coveralls.
6. The personal protective equipment issued for department personnel.
- 1 - Helmet with face shield.
 - 1 - Chin strap.
 - 1 - Nomex Hood.
 - 1 - Turnout coat with liners.
 - 1 - Pair leather gloves.
 - 1 - Pair turnout pants with liners.
 - 1 - Pair suspenders.

- 1 - Pair bunker boots.
- 1 - Pair utility gloves.
- 1 - Flashlight
- 1 - Red turnout bag.

It is the responsibility of the Toppenish Fire Department to provide approved personal protective clothing and equipment to all members required by WAC 296-305-060, and Local 2328 Contract.

1. The employee shall be responsible for loss of any issued personal protective clothing or devices.
2. It is the responsibility of the employee to follow the care and maintenance procedures required by this S.O.P.
3. The employee shall immediately inform the Captain or his representative of personal protective clothing or equipment in need of repair or replacement.
4. All Department members have the responsibility to utilize issued personal protective equipment and clothing according to Department policy.
5. It shall be the responsibility of each duty officer to insure that his crew adheres to this policy.

PUBLIC SAFETY DIRECTOR

50.006 – PROTECTIVE CLOTHING AND SAFETY EQUIPMENT WHILE DRILLING

Protective clothing and safety equipment while drilling will be required to provide maximum protection to personnel during drill operations. Training will be comparable to actual fire ground operations.

Drills

1. Operational Drills (drills including actual operation of equipment and/or hose evolutions) - Full protective and safety gear required.
2. Instructional Drills (drills reviewing operation of equipment without actual operation) - Helmet, gloves and boots required.

Responsibility

1. It is the responsibility of the Officer conducting the drill to assure all personnel adhere to Department Safety Standards.
2. It is the responsibility of the Department's Safety Officer to monitor compliance.

PUBLIC SAFETY DIRECTOR

50.007 – CERTIFICATES OF COMMENDATION

Certificates of commendation will recognize individuals who save or sustain the life on another by action which exemplifies the Mission Statement of the Toppenish Fire Department. The purpose of the award is to provide immediate local recognition for noteworthy acts and to provide a uniform procedure for recognizing individuals for their meritorious actions.

Procedure for nomination

1. Determine if the action of an individual saved or sustained the life of another and if that action exemplifies the Mission Statement of the Toppenish Fire Department.
2. If the action warrants recognition, draft a letter of nomination as completely as possible, and submit it through channels (Career Firefighter to Training Officer to Captain to Public Safety Director).
3. The Public Safety Director shall review the nomination letter, investigate the merit of the action, fill in the particulars and affix the proper signatures to the certificate and make arrangements to present the award in a timely manner.
4. Awards shall be presented at the next regularly scheduled Department Training Meeting.

It shall be the responsibility of all members of the Department to recognize and nominate individuals, including both members of the Department and the public, for Certificates of Commendation.

PUBLIC SAFETY DIRECTOR

50.008 – STATION TOUR GUIDELINES

When Individuals or organizations call for a station tour, the Firefighter receiving the call shall take down the information and pass it to the Training Officer for scheduling. The Firefighter shall explain that crews may have to cut short the tour or may not be available as a result of emergency incidents.

All tours shall have adequate number of adults present for supervision of children.

Name and telephone number of responsible person for the group shall be listed in tour folder or on separate piece of paper. Also attached should be the number of children and their ages.

Advise the calling party that in the event they cannot keep this appointment, it is important to notify the Toppenish Fire Department as soon as possible.

Requests for station tours

It shall be the responsibility of each person answering the telephone to be polite, courteous and tactful.

It shall be the responsibility of any Firefighter logging tours to get all pertinent information.

Whether a request for a station tour comes via letter, telephone, or other means, the person handling the request shall be as helpful as possible, using the following guidelines.

1. The person requesting the tour will have to speak to the Captain or Training Officer for scheduling of the date/ type of tour requested.
2. Scheduling of Station tours shall be done only when minimum staffing of two is met.
3. Educational information may include such items as:
 - A. Stop, Drop & Roll
 - B. Crawl Low Under Smoke (Check the door before opening)
 - C. Know and Have Two Ways Out of Every Room
 - D. What is the "Magic Number" to Call for Help? 9-1-1
 - E. Exit Drills In The Home (E.D.I.T.H.)

- 1) Do you have smoke detectors?
 - 2) What does a smoke detector sound like?
 - 3) Do you have a Special Meeting Place?
 - 4) Once you are out, stay out
- F. Are Matches and Lighters a Tool or a Toy?
- G. Show what a Firefighter looks like in turnouts.
- 1) Remember not to let small children try on the fire helmet
 - 2) Remember, some small children may be afraid of you in full turnouts
- H. Show the fire apparatus and explain other equipment (EMS) that Firefighters use to help people
- I. Never run out to the street to see a fire truck race by with lights and sirens
- J. Wood burning and heating appliance safety
- K. Cool a burn.

PUBLIC SAFETY DIRECTOR

50.009 – RIDE OUT PROCEDURE

The ride out procedure will establish guidelines for the civilian ride-out program. The procedure will ensure the safety of the civilian participants in the ride-out program and protect the City and the Toppenish Fire Department from liability arising as a result of the ride-out program.

Exceptions to the following procedures shall be on a case-by-case basis with the approval of the Public Safety Director or his designee.

1. Only one ride-out per calendar year per person.
2. No ride-out shall begin prior to 0800 hours or extend past 2100 hours unless authorized otherwise by the Public Safety Director or his designee.
3. The ride-out participant shall not participate in any emergency scene operation.
4. The ride-out participant shall remain with the apparatus during fire operations.
5. The ride-out participant shall stay with the crew during emergencies other than fires unless the officer deems the scene unsafe, at which time the ride-out participant shall return to the apparatus.
6. The ride-out participant shall stay with the crew assigned during the ride-out period.
7. The ride-out participant shall wear appropriate (plain, neat, clean) clothing during the ride-out period.
8. The ride-out participant shall wear department-provided clothing during emergency responses that identifies him / her as an observer.
9. The ride-out participant shall have the Toppenish Fire Department Passenger Permit and Waiver form properly completed and signed prior to the ride-out period.
10. The ride-out participant must be 18 years of age or older prior to the start of the ride-out period.

11. Participants under age 18 who are not enrolled in a fire department related program must have special approval of the Public Safety Director or his designee and have written consent of a parent or legal guardian, signed in the presence of the Public Safety Director or his designee.

12. The ride-out participant shall have read the above procedures prior to ride-out. Any violations of procedure(s) shall be reason to terminate the ride-out period.

It shall be the responsibility of all personnel to be familiar with and adhere to the procedures as set forth herein.

It shall be the responsibility of the ride-out participant to adhere to the procedures as set forth herein.

Any exceptions or deviations from the Ride Out Procedure shall be approved by the Public Safety Director or his designee.

PUBLIC SAFETY DIRECTOR

50.010 – SERVICE REQUEST AND WORK ORDER FORM

Service Request and Work Order

Complete the "Service Request and Work Order" form for repairs requested and forward to the Captain. **Use apparatus number located on the side of apparatus to identify vehicles.** Complete odometer reading and if apparatus is equipped with an hour meter, include this reading.

All repairs require that the "Service Request and Work Order" form be completed. Once the form is completed, it shall be forwarded to the Captain. A copy shall be placed in the Station Repairs Pending file. Upon completion of repair the bottom portion of the Service Request shall be filled out immediately. A copy of the completed form shall be sent to the Public Safety Director, and a completed form shall be filed in the Maintenance File.

Items such as small tools which are routinely transported to another location for repairs shall have attached a red tag. The information on the tag shall include its origin, destination, date taken out of service and the name of person completing the "Service Request and Work Order" form. A "Service Request and Work Order" is to be filled out and sent to the Captain. Complete small tool serial number and/or department number.

The number one priority is to complete first line equipment repairs and maintenance. The number two priority is to complete reserve equipment repairs and maintenance. The number three priority is to complete staff rolling stock repairs and maintenance. The number four priority is to complete station repair and maintenance.

Meetings and product research shall not pre-empt priorities one and two. Priorities three and four will be done on a time available basis after completion of one and two priorities, or let out to outside vendors.

1. It shall be the responsibility of the firefighters to complete the "Service Request and Work Order" form for all work or repairs to be performed by the maintenance supervisor, other City departments or outside contractor.
2. It shall be the responsibility of the firefighters to insure that items needing repair are properly tagged and placed out of service for repair.

3. It shall be the responsibility of the maintenance supervisor to assign and route work orders to the appropriate persons for action and track the progress of the repairs until completed.
4. It shall be the responsibility of the maintenance supervisor to review weekly maintenance reports and update same

Emergency Repairs

If the repairs are of an emergency nature: *Emergency repairs are defined as apparatus placed out of service due to safety or operational problems. Building emergencies are problems that, unless fixed immediately, will cause further damage or safety hazard. Under these circumstances the firefighter shall notify the appropriate repair person.* Complete the form and include the name of the person contacted for repair in the "remarks" section. If the repair has been completed indicate this also in the "remarks" section. NOTE: Request for repairs to fixed facilities such as stations shall be made utilizing the "remarks" section of the form.

Inspection of Protective Clothing

OBJECTIVES

- A. To comply with WAC-296-305-02001 Section 7(a) "All turnout clothing shall be inspected by qualified personnel at not less than one hundred eighty day intervals".
- B. To ensure turnout clothing is maintained as required by manufacturer.
- C. To identify and have replaced turnout clothing which is damaged or does not comply with WAC-296-305-02001.
- D. To ensure each individual has proper turnout gear issued.
- E. To comply with WAC-296-305-04001, Sections 7 and 8, turnout gear shall include SCBA face piece.

The Training Officer shall inspect all protective clothing during the months of January and July. A Special Directive shall be issued stating dates and times of inspections.

1. Each individual shall have all protective clothing available for inspection.

PUBLIC SAFETY DIRECTOR

50.011 – RELEASE OF FIRE DEPARTMENT PUBLIC RECORDS

The Toppenish Fire Department comes within the purview of public record disclosure statutes as they pertain to written or recorded official records. These records include written policies, procedures, manuals, factual staff reports, incident reports, run tickets, tape recordings of telephone and radio traffic, and correspondence relating to regulatory or enforcement responsibilities where the department determines the rights of public or private parties.

The Toppenish Fire Department must represent itself whenever disclosure involves policy, procedure, manuals and internal organizational matters.

Requests for disclosure of public information most frequently involves tape recordings; however, requests may be for any official records covered by statute. Care must be taken to insure that:

- A. The information requested is covered by statute and not exempt.
- B. The citizen's request for confidentiality will not be violated.

ALL REQUESTS FOR PUBLIC INFORMATION MUST BE APPROVED BY THE PUBLIC SAFETY DIRECTOR OR HIS DESIGNEE.

- A. A request made by any individual or another agency for Toppenish Fire Department information must be made in writing on the Toppenish Fire Department request form identifying specifically each item of information being requested. The request must be approved and signed by the Public Safety Director or his designee prior to the information being provided.
- B. Court orders, subpoenas or other legal matters shall be referred directly to the Public Safety Director or his designee.
- C. The City of Toppenish will charge a fee of \$10.00 (Ten Dollars and No/100) for services rendered in preparing the information requested to all individuals and agencies.
- D. Should it become necessary for the Public Safety Director or his designee to refuse inspection or disclosure of any public record, a statement of the specific exemption which authorizes the withholding shall be issued. This statement shall include a brief statement explaining the

application of the exemption to the record withheld.

E. Within five (5) business days of receiving a public record request, the Toppenish Fire Department shall:

- 1) provide the record; computer generated only.
- 2) acknowledge in writing that the request has been received and provide a reasonable estimate of the time required to respond to the request; *or*,
- 3) deny the public record request in writing.

If the public record request is unclear, the Toppenish Fire Department shall within five (5) business days inquire, in writing, what information is being sought. If the requester fails to clarify the request, the Toppenish Fire Department need make no further response.

F. If a public record request is made at a time when a record exists but is scheduled for destruction in the near future, the Toppenish Fire Department must retain the record until the request is resolved.

It shall be the responsibility of Toppenish Fire Department members to direct all requests for public records to the Public Safety Director or his designee.

It shall be the responsibility of the Toppenish Fire Department member handling a request to do so within five (5) calendar days.

Any Toppenish Fire Department member handling a request for a public record shall refer the Request for Information to Toppenish City Hall. Once a receipt is produced and the request fulfilled, a copy of the completed request shall be kept on file at the Fire Station.

PUBLIC SAFETY DIRECTOR

50.012 – TOPPENISH FIRE DEPARTMENT SAFETY SUGGESTION FORM

The Toppenish Fire Department Safety Suggestion Form will be used to encourage suggestions to improve safety and health within the work environment, to provide a standard form to submit ideas and suggestions to improve safety and health and to provide a system of recognition for individual ideas and suggestions.

Filling out the Toppenish Fire Department Safety Suggestion Form:

A. Current Practice/Situation: Fill out, if applicable, briefly describing the current practice or situation that needs improvement.

B. Recommendation(s): Outline your suggestion to improve the current practice or remedy an unsafe situation. Include projected materials, equipment and/or supplies, re-training, etc. to implement suggestion.

C. Desired Results: List the results that you foresee your suggestion will cause to happen.

D. Print name, date, and sign form: This section is used to contact you if further information is needed and to provide recognition to you for your suggestion. (This section must be filled out to validate suggestion).

E. Follow-up Action: Used by the Safety Officer to route suggestion and record final disposition of suggestion.

It shall be the responsibility of the employee making the suggestion to fill out the form in its entirety.

It shall be the responsibility of the Safety Officer to notify the employee submitting a form of the final disposition of his/her suggestion.

It shall be the responsibility of the Company Officer to become familiar with this procedure and encourage personnel to submit suggestions to improve the safety and health of the employees of the department.

PUBLIC SAFETY DIRECTOR

50.013 – SUPPLIES REQUESTED

When supplies are requested, fill out the form with all needed information; brand name, description, serial number or model number, if applicable, amount requested, and any additional pertinent information.

Forward the request to the Captain. The Captain acts on the request by approving or denying the request. If approval is made by the Captain, he shall sign the request and see that the purchase is made or, if necessary, route the request through the Public Safety Director.

1. It shall be the responsibility of all personnel to follow this policy.
2. It shall be the responsibility of the Captain to determine the needs of the fire station when requesting supplies within the constraints of the department budget.
3. It shall be the responsibility of the Public Safety Director to act on the request in a timely manner within the constraints of the department budget.

PUBLIC SAFETY DIRECTOR

50.014 – STATION AND EQUIPMENT SAFETY INSPECTIONS

The Toppenish Fire Department will comply with WAC 296-305-01505 Section (8). Providing a safe working environment for all employees utilizing department owned buildings and equipment and provide guidelines for internal station and equipment inspections.

Department staff will be allowed to participate in inspections of stations and equipment conducted by outside agencies and any necessary corrective action will be given priority status.

Internal Inspections:

- A. The Training Officer shall conduct or assign to other station officers, station safety inspections using the guidelines and forms provided in this SOP and in station files.
- B. Station inspections shall be conducted and completed forms shall be filed to the Captain by the fifth of each month.

Inspections by outside agency:

- A. The Firefighters shall notify the Public Safety Director, or if he is not available, the Captain, before any inspection of stations or equipment is conducted by an outside agency.
- B. The Public Safety Director or his representative shall be available in a timely manner to participate in inspection of department property by outside agency.
 - 1. It shall be the responsibility of the Training Officer to see that the station inspection is completed and sent to the Captain by the fifth of every month.
 - 2. It shall be the responsibility of the Firefighters to contact the Public Safety Director, or in his absence, the Captain, to participate in an outside agency inspection.
 - 3. It shall be the responsibility of the Public Safety Director or his representative to participate in inspections of stations or equipment by outside agencies.
 - 4. It shall be the responsibility of the Public Safety Director to insure that all safety concerns are addressed and corrected in a timely manner.

PUBLIC SAFETY DIRECTOR

**50.015- LOST/DESTROYED, DAMAGED OR STOLEN
EQUIPMENT REPORT OBJECTIVES**

The report will provide a written record of all department property which is lost/destroyed, damaged, or stolen.

1. Prepare written report using appropriate section. All reports are due before the end of the duty shift.

A. Lost/Destroyed Equipment—Report to include the following:

1. Name of individual responsible.
2. Date equipment was lost/destroyed.
3. Reason the equipment was lost/destroyed.
4. Apparatus and/or Toppenish I.D. number.
5. Name of member filing report.
6. Route written report to Captain.

B. Damaged Equipment—Report to include the following:

1. Name of individual responsible.
2. Extent of damage.
3. Date equipment was damaged.
4. Reason the equipment was damaged.
5. Where the equipment was sent for repair.
6. Apparatus and/or Toppenish I.D. number.
7. Name of member filing report.
8. Route written report to Captain.

C. Stolen Equipment—

1. Report theft to the Toppenish Police Department.
2. Obtain Police Department Case Number.
3. Prepare written report, including the following:
 - a. Date of theft.
 - b. Date of report to Police Department.
 - c. Description of item stolen.
 - d. Circumstances of incident.

e. Name of member filing report.

4. Route written report to Captain.

It is the responsibility of the member to prepare or cause to be prepared the required written report and to submit it in the required time frame.

It is the responsibility of the Captain to monitor and supervise the procedures.

It is the responsibility of the Safety Officer to investigate and file all written damage reports.

PUBLIC SAFETY DIRECTOR

50.016 – PRIVATE USE OF DEPARTMENT AND SHOP EQUIPMENT

Department and shop equipment shall not be used for private projects.

Employees using shop area for authorized department projects must be supervised and trained in proper use of tools.

Apparatus bay doors shall remain locked unless occupied by the members.

It shall be the responsibility of the On Duty Fire Personnel to ensure compliance of this directive by all personnel.

PUBLIC SAFETY DIRECTOR

50.017 – EMPLOYEE HAZARD COMMUNICATION MARKING

All non-original containers of chemicals shall be marked utilizing the labels furnished by the Department.

The label shall be applied to the non-original container and be completed using the attached Employee Hazard Communication Card and the MSDS sheet on file in the station.

A. The following information must be on the label:

EXAMPLE: General Supply Glass Cleaner

1. Chemical Name (GSI-190)
2. Common Name (Glass Cleaner)
3. Manufacturer (General Supply)
 - a) Red Triangle (Fire) - Place appropriate number according to MSDS (3)
 - b) Blue Triangle (Health) - Place appropriate number according to MSDS (1)
 - c) Yellow Triangle (Reactivity) - Place appropriate number according to MSDS (0)
 - d) White Triangle (Special Hazard) - Place appropriate abbreviation according to MSDS (NA)
4. Place label on bottle or container.
5. Do not mix chemicals.
6. Do not place chemicals in mislabeled container. If container use is changed, re-label the container.

It shall be the responsibility of the Firefighters with ultimate responsibility to the Captain to assure no chemicals are placed in non-original containers without being properly labeled according to this directive.

It shall be the responsibility of the Public Safety Director or his designee to provide labels to the stations.

It shall be the responsibility of the Captain to assure MSDS sheets are kept on file for chemicals used in the station.

PUBLIC SAFETY DIRECTOR

50.018 – USE AND OPERATION OF WASHER/EXTRACTOR

1. Read operating instructions on front of washer/extractor.
2. Cleaning of P.B.I./Kelvar firefighting shells and leather gloves shall be done using the process listed below.
3. Remove suspenders from pants and all objects from pockets.
4. Remove vapor barrier liner from shell of garment.
5. Place a maximum of two sets of shells into the washer/extractor per wash load.
6. Place a maximum of three Nomex squad suits into the washer/extractor per wash load.
7. Leather gloves can be included with each load of shells.
8. Cleaning of the moisture vapor barriers shall be done using the process listed below.
9. Place a maximum of two sets of vapor liners into washer/extractor per wash load.
10. Leave the machine in the condition you would expect to find it.

It shall be the responsibility of the Toppenish Fire Department to provide cleaning facilities for cleaning of personal protective equipment.

It shall be the responsibility of the On Duty Firefighter to assure that personnel follow procedures outlined in this directive.

It shall be the responsibility of each employee to follow the procedures outlined in this directive.

It shall be the responsibility of each employee to keep his/her personal protective equipment clean and in good repair.

PUBLIC SAFETY DIRECTOR

50.019 – FIRE DEPARTMENT FUEL CARD PROGRAM

The card system requires a fuel card for the specific **Vehicle** being fueled. Each vehicle shall be issued a **“Vehicle Fuel”** card for the appropriate fuel. Card is to be maintained in the glove box of each vehicle.

1. To obtain fuel locate the keypad on a pedestal at either island. Insert the **“Vehicle Fuel”** card, wait for the prompt to enter the vehicle’s odometer reading, enter the designated vehicle number, then enter the pin number and the pump is powered to fuel. Assistance can be obtained during business hours at the front counter inside the store.
2. All necessary precautions shall be taken to insure the accountability of the **“Vehicle Fuel”** cards. Any lost card shall be reported to the Captain and the Public Safety Director immediately after discovery of the loss.
3. You **SHALL NOT** use the **“Vehicle Fuel”** card from one vehicle to fuel any other vehicle. This will cause irregularities in accountability and record keeping.
4. You shall enter the vehicle mileage when prompted to do so.

It shall be the responsibility of the Public Safety Director or his designee to manage the vehicle and equipment fuel availability and accountability for the Fire Department.

It shall be the responsibility of each individual using the card system to report the loss of any card.

It shall be the responsibility of the On Duty Firefighter to verify the presence of the **“Vehicle Fuel”** card at the beginning of each work period.

PUBLIC SAFETY DIRECTOR

**50.020 – PROCEDURES FOR TRACKING LOANED
DEPARTMENT EQUIPMENT/ MATERIALS**

No equipment/materials shall be loaned without prior approval of the Public Safety Director or his designee.

When the loan of equipment/materials is approved by the Public Safety Director or his designee, the on duty Firefighter shall complete entry in the Toppenish Fire Department Equipment Check Out Log for all loaned items.

When equipment/materials are returned, on duty Firefighter shall note in the Toppenish Fire Department Equipment Check Out Log.

If equipment is not returned by date indicated when signed out, the Captain shall make appropriate inquiries.

It shall be the responsibility of the Public Safety Director to insure compliance with this SOP.

PUBLIC SAFETY DIRECTOR

50.021 – DUTY-RELATED INJURIES AND DISABILITY

Reporting Duty-Related Injuries: Whenever a LEOFF II employee is injured while on duty, he or she will complete an on-duty injury report form and submit it to the Public Safety Director prior to the end of their shift.

Injuries Requiring Medical Attention: The injured employee shall: Complete the Department Injury form and forward it through department channels to the Human Resource Office. This is to be in the Human Resource Office by the end of the shift.

Injured employee's supervisor shall:

1. Upon receipt of the injury packet from the Human Resource Office, have the injured party complete the form. (If employee unable to complete, immediate supervisor shall complete.)
2. Review the completed form.
3. Complete and forward to the Human Resource Office. This is due on morning prior to going off duty.
4. The Human Resource Office will forward copies of documentation to injured employee.

Injuries Requiring First Aid Only: On-duty related injuries which do not require medical attention, other than minor first aid, shall be reported on Department Injury Report and Supervisor's Injury Report prior to the end of the injured employee's shift in the following manner. Injured employee shall:

1. Complete the Department Injury Report and give it to the immediate supervisor.

Injured employee's supervisor shall:

1. Review the completed Department Injury Report.
2. Review SOP with injured employee.
3. Complete the "Supervisor's Injury Report" when received and forward it to the Public Safety Director by the end of the shift.
4. The Public Safety Director shall forward to Human Resource Office by the end of shift.

Bloodborne Pathogen Exposures: Injuries involving bloodborne pathogen exposure will continue to be handled in accordance with the Department's Exposure Control Plan, in addition to the provisions of this SOP.

Medical Examination/Certification Required: Whenever a LEOFF II employee receives a duty-related injury which prevents him or her from performing his or her duty, the injured employee will report for an initial medical assessment within forty-eight (48) hours. As part of this assessment, the examining physician will make an estimate of the date the employee can return to duty. These medical providers will have the necessary report forms and will forward them directly to the Public Safety Director. Initial medical assessment will be conducted in one of the following manners:

A. Serious Injury Requiring Emergency Room Treatment: For employees who have suffered serious injuries and have been transported to the emergency room for treatment, the emergency room physician shall make an initial medical assessment and forward the employee's file to the hospital's Occupational/Business Health Office. The Captain shall report the injury to the Human Resource Office and the Public Safety Director prior to the end of his/her duty shift. The Human Resource Office or the Public Safety Director shall then report the accident claim number to the emergency room.

B. Injuries Which Do Not Require Emergency Room Treatment: If an employee is unable to report for duty or continue to work as the result of a duty-related injury, but emergency room treatment is not required, the employee will report to their own physician within forty-eight (48) hours for initial medical assessment. The cost of this examination will be covered by the City. The employee must provide the Accident Claim Number to the medical provider within twenty-four (24) hours.

Follow-up Medical Care – Reports Required: Employees may elect to see their own physicians for any necessary follow-up care, however an initial medical assessment as described above is required. If an employee chooses to have his or her own physician provide follow-up care, it is the employee's responsibility to supply the physician with the Accident Claim Number, "Job Analysis/Release" and "Return to Work Medical Diagnosis Report", and to ensure these forms are completed and returned to the Department within 24 hours of visit.

Necessary Elements of Physician's Certification: Whenever possible, the City "Return to Work Medical Diagnosis Report" should be used to certify disability. If this form cannot be used, the following elements must be contained in a physician's certification: Identity of employee, diagnosis, treatment plan, duty restrictions, duration of anticipated absence.

Failure to Return to Duty on the Date Specified:

A. If an employee is unable to return to duty on the date specified in the initial examination report, the employee must, on that date, either return to the initial medical examiner for reassessment, or provide a report from his or her own physician. If, on that date, the employee is physically incapable of visiting a doctor's office, the employee must notify the Public Safety Director. In any case, if an employee is unable to report for duty, he or she must notify the Public Safety Director prior to the beginning of the employee's duty shift.

B. Continued Absence Not Related to Injury: If, on the date specified by the initial examining physician, an employee is not able to return to work for an illness or injury not related to the initial duty-related injury, the employee will revert to sick leave status. The employee must notify the Public Safety Director prior to the beginning of the employee's duty shift. If this unrelated sick leave is for more than three duty days, the employee shall obtain a release to duty from a medical doctor prior to returning to work.

Delayed Onset of Disability: Whenever a LEOFF II employee becomes aware that he or she is unable to perform his or her duty as a result of what is believed to be a duty-related injury which occurred sometime in the past, all of the provisions of this SOP apply, as if the injury had just occurred.

Status Meetings: The Public Safety Director shall meet with Human Resources at least monthly to review the status of each employee who is on Disability. Employees may contact the Public Safety Director or City Human Resources at any time to discuss the status of their injury, treatment or claim.

Return to Duty – Release Required: Before an employee may return to duty, either in a full-duty capacity, the employee's treating physician must complete the appropriate City of Toppenish "Job Analysis", and "Return to Work Medical Diagnosis Report." Employee shall complete the sick leave application and turn in all documentation to the Human Resource Office.

It shall be the responsibility of all LEOFF II employees to understand and adhere to this SOP.

It shall be the responsibility of the Public Safety Director to be familiar with this SOP so he/she can insure the correct procedures are followed.

PUBLIC SAFETY DIRECTOR

50.022-SERIOUS INJURY/DEATH

AT AN EMERGENCY SCENE:

- A. The Incident Commander shall immediately request necessary medical aid and provide emergency treatment.
- B. All but emergency communications shall be made by telephone.
- C. The Incident Commander shall notify the following staff of the incident:
 - 1. Public Safety Director
 - a. The Public Safety Director shall notify the City Manager
 - b. The Public Safety Director shall appoint a notification officer.
 - 2. Captain
 - a. The Captain shall notify the following:
 - 1. Public Safety Director, if notification is still needed
 - 2. Labor and Industries
 - 3. Toppenish Police Department (if necessary)
 - 4. Local 2328 President
 - 5. Administrative Staff
- D. The Incident Commander shall:
 - 1. Insure the integrity of the accident scene to preserve evidence for an investigation.
 - 2. Limit activities at the accident scene to those needed for extinguishment of the fire and/or life safety.
 - 3. Restrict entry into the area by posting personnel at the entrances so that evidence is not disturbed.
 - 4. Replace on duty crews involved in incident with off duty personnel.

- E. The Incident Commander shall appoint a Safety Officer if not previously done.
 - 1. The Safety Officer must gather all pertinent data:
 - a. Who was injured or killed?
 - b. What were the circumstances?
 - c. Where did it happen?
 - d. When did it happen?
 - e. Where was the victim transported?
 - 2. The Public Safety Director and the Captain shall coordinate:
 - a. Securing the member's personal effects at the scene of the incident, if necessary.
 - b. Be particularly careful that no notification is made to the news media until the next of kin has been contacted (see below).
- F. The Public Safety Director shall appoint a Public Information Officer, who shall:
 - 1. Attempt to collect all the facts of the incident as it occurred.
 - 2. Make contact, preferably via phone, with dispatch and:
 - a. Update them on the situation.
 - b. Instruct them NOT to issue any statement to the media or anyone else.
 - 3. Begin to gather all pertinent and personnel information regarding the victim.
 - 4. Begin to prepare a news release.
 - 5. Under NO circumstance shall a press release be issued until next of kin notification can be made and the proper authority has been given to use said news release.
 - 6. The Public Information Officer shall be the only department spokesperson, and will give the appropriate information to the media concerning the situation.

NOTIFICATION OF NEXT OF KIN:

- A. Prompt, judicious notification of the next of kin is of the utmost importance in the case of a line of duty injury or death. The official notification serves to assure the next of kin of the validity of the information and to provide a knowledgeable source of information concerning the injury or death.

- B. The Notification Officer shall be appointed by the Public Safety Director.
- C. The Notification Officer shall:
 - 1. Contact the Local 2328 President to receive an assistant to represent the Local during notification.
 - 2. Be responsible for making the initial contact, in person, with the next of kin. This official notification must be made prior to any details of the incident being released to the media.
 - 3. Be prepared to assist the next of kin with the immediate emotional trauma associated with the notification. A friend of the family or Clergy may be of valuable assistance at the time of notification.
 - 4. Be prepared to stay with the next of kin until a family member or friend arrives to provide support.
 - a. At the time of notification, the department and Local will provide whatever immediate assistance is necessary to help the family adjust to the situation, including notification of relatives.
 - b. Once the notification has been made by the Notification Officer an official announcement may then be made and details may be released to the media by the PIO.

AT THE HOSPITAL:

- A. The Public Safety Director shall appoint an individual who shall go directly to the receiving hospital and maintain a liaison with the hospital staff and the Public Safety Director via the telephone link until relieved. The hospital liaison officer should be responsible for the following:
 - 1. Update the Public Safety Director of any significant information relating to the patient's condition.
 - 2. Assure that no press releases are made.
 - 3. Assure that blood gases are drawn and toxic levels listed as soon as possible. (NOTE: All members are to be aware that blood toxicology analysis/blood alcohol levels are required in on-the-job deaths to qualify for Federal Death Benefits).
 - 4. Collect all personal articles of the firefighter, should pronouncement of his/her death occur.

It shall be the responsibility of the Incident Commander to secure the scene and insure medical attention is given in the event of a line of duty serious injury or death.

It shall be the responsibility of the Public Safety Director to insure the integrity of the situation is maintained, notify the appropriate people and to appoint a Hospital Liaison.

It shall be the responsibility of the Notification Officer to follow proper notification procedures.

It shall be the responsibility of the PIO to release information only at the appropriate times (after next of kin notification, etc.)

SERIOUS INJURY/DEATH CHECK SHEET

VICTIM'S NAME _____ DATE/TIME _____

VICTIM'S ASSIGNMENT ON SCENE _____ INCIDENT # _____

THE IC SHALL NOTIFY THE FOLLOWING OF THE INCIDENT:

Public Safety Director _____ Captain _____

THE IC SHALL APPOINT (If not previously done):

Safety Officer PIO

THE PUBLIC SAFETY DIRECTOR SHALL NOTIFY THE FOLLOWING:

WA State Patrol City Manager Appoint a Notification Officer

THE CAPTAIN SHALL NOTIFY THE FOLLOWING:

Public Safety Director (if notification still needed)
Local 2328 President Toppenish Police Dept. L & I
Administrative Staff Hospital Liaison Officer Other

NOTIFICATION OFFICER (appointed by Public Safety Director): _____

NOTIFICATION OFFICER'S ASSISTANTS (Local 2328) _____

AT SCENE:

- **Secure Scene:** Do not alter, add, or remove anything from the scene. Do not allow unauthorized persons access to the scene. Do not release custody of scene until authorized by the Public Safety Director.
- **Photographs:** Notify TPD to send a representative who shall photograph all areas and equipment which may be pertinent to an investigation.
- **Impound Equipment:** All personal property of the victim, equipment and other items involved in the incident must be impounded immediately. Careful attention should be given to not altering these items in any way. This is to include equipment removed at the hospital, morgue, funeral home, etc.
- **Documentation:** The immediate superior of the victim and all others involved or witnessing the incident shall be instructed to document in writing all observations and information immediately. The reports will be submitted to the Public Safety Director.

AT HOSPITAL:

- HOSPITAL LIAISON (appointed by Public Safety Director): _____
- Hospital
- Physician
- CONTINUE TO IMPOUND CLOTHING AND EQUIPMENT AS REMOVED.
- PHYSICIAN MUST ORDER A TOXICOLOGY ANALYSIS, INCLUDING A SPECIFIC CARBON MONOXIDE LEVEL AND A BLOOD ALCOHOL LEVEL.
- IN CASE OF DEATH, AN AUTOPSY MUST BE ORDERED.

PUBLIC SAFETY DIRECTOR

50.023 – CONDITIONAL RETURN TO DUTY

All LEOFF II members shall receive prior approval from the Public Safety Director or his designee before returning to duty after an extended illness or injury.

All LEOFF I and II members who are absent from duty for the following reasons shall obtain prior approval before returning to duty:

- a) Surgery
- b) Fractures
- c) Psychiatric problems
- d) Muscle related injuries
- e) Disability leave or sick leave of more than three shifts for shift personnel.

Disability leave for family members shall not apply.

LEOFF II members shall contact the Public Safety Director or his designee after having their physician complete and sign the form titled "LEOFF II FIREFIGHTER OFF-DUTY INJURY/ILLNESS RETURN TO FULL DUTIES" after reviewing the job analysis.

It shall be the responsibility of the Public Safety Director or his designee to determine if a conditional return to duty is required for LEOFF II personnel.

It is the responsibility of each LEOFF I and II member to follow this procedure.

PUBLIC SAFETY DIRECTOR

50.024 – ANNUAL PERFORMANCE EVALUATIONS

Annual performance evaluations will evaluate the performance of each employee with the purpose of providing an evaluation that will strengthen individual performance, develop employee potential, and improve the overall effectiveness of the organization.

It is the responsibility of the Public Safety Director or Designee to complete performance evaluations within established timelines and return back to the Administrative Assistant.

It is the responsibility of the evaluator to review the performance evaluation with the person being evaluated.

It is the responsibility of the person being evaluated to sign the performance evaluation.

PUBLIC SAFETY DIRECTOR

50.025 – INCIDENT REHABILITATION

The Toppenish Fire Department shall ensure that the physical and mental condition of members operating at the scene of an emergency or training exercise does not deteriorate to a point which affects the safety of each member or that jeopardizes the safety and integrity of the operation. The department shall ensure the rest, re-hydration, and medical evaluation of firefighters involved in strenuous physical activity or exposed to heat or cold.

REFERENCE: WAC 296-305-05001

DOCUMENTATION:

1. Each On Duty Firefighter will include in his or her written apparatus report documentation that all members of their company or team were rehabbed when the company or team worked through two (2) SCBA bottles, or have worked 45 minutes at an incident.
2. If a crewmember goes to ALS evaluation a Firefighter Casualty/Injury report will be completed in the Fire programs incident report.
3. All medical findings on scene will be documented on the Rehab check sheet and the check sheet will be turned in to the IC upon completion of the incident.

Firefighter will re-hydrate after working through the first SCBA bottle. No supervisor will allow a crew to go back to work without being re-hydrated.

After 45 minutes of work or working through their second SCBA bottle, the firefighter will have a mandatory rehab time.

The firefighter's pulse will be taken upon entry into Staging/Rehab and his/her mental, and physical condition assessed.

The incident Rehab check sheet will be started by the IC's designee.

The firefighter's heart rate must be below 120 bpm prior to going back to work.

If the heart rate is not below 120 bpm, further rehab time will be required and a BLS evaluation is required. (See Section I).

If rehab requires taking the firefighters out of the elements, appropriate rehab units need to be called to the scene. These include, but are not limited to:

- A. Enclosed apparatus
- B. Ambulance

Rehab Supplies:

- A. All apparatus will carry thermos jugs with water, powder Gatorade (or similar) and cups.
- B. Each primary BLS medical bag will have a thermometer.
- C. Every unit excluding Command truck will have a Rehab identifier and safety cone.

Medical Criteria (see flow chart)

1. If a firefighter's heart rate does not come down below 120 bpm after their ten-minute rehab, the following procedures will be taken:
 - A. Blood pressure will be taken
 - B. Temperature is taken
 - C. Neurological exam will be performed

2. A firefighter will be taken **out of service** and an ALS evaluation will be required for the following medical guidelines:
 - A. If a firefighter's heart rate does not slow below 160 bpm after work subsides.
 - B. Pulse irregularities.
 - C. Failure of neurological exam or decreased orientation.
 - D. Nausea.
 - E. Shortness of breath or chest pains/tightness in the chest.
 - F. Temperature is less than 90 degrees, or over 101 degrees.
 - G. If firefighter is hypertensive or hypotensive.

II. Relative Humidity

		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			

NOTE: Add 10°F when protective clothing is worn and 10°F when in direct sunlight

		Temperature °F												
		45	40	35	30	25	20	15	10	5	0	-5	-10	-15
Wind Speed (MPH)	5	43	37	32	27	22	16	11	6	0	-5	-10	-15	-21
	10	34	28	22	16	10	3	-3	-9	-15	-22	-27	-34	-40
	15	29	23	16	9	2	-5	-11	-18	-25	-31	-38	-45	-51
	20	26	19	12	4	-3	-10	-17	-24	-31	-39	-46	-53	-60
	25	23	16	8	1	-7	-15	-22	-29	-36	-44	-51	-59	-66
	30	21	13	6	-2	-10	-18	-25	-33	-41	-49	-56	-64	-71
	35	20	12	4	-4	-12	-20	-27	-35	-43	-52	-58	-67	-75
	40	19	11	3	-5	-13	-21	-29	-37	-45	-53	-60	-69	-76
	45	18	10	2	-6	-14	-22	-30	-38	-46	-54	-62	-70	-78
			A				B				C			

III. Wind Chill

Wind Chill Temperature	Danger
A	Above -25° F Little Danger for Properly Clothed Person
B	-25° F / -75° F Increasing Danger, Flesh may Freeze
C	Below -75° F Great Danger, Flesh may Freeze in 30 Seconds

IV. Flow Chart

After 1st SCBA bottle - Re-hydrate and return to work. (An individual may be sent to Staging/Rehab if needed)

After 2nd SCBA bottle or 45 minutes of work - Take team's passport and report to formal Staging/Rehab. (On-site for wildland fire*)

Upon Entry into Staging/Rehab - Take pulses of crew members.

160 bpm or greater - ALS Evaluation

Less than 160 bpm - Rest (up to ten minutes) and re-hydration (8+ ounces)

Rest period completed - Take pulses of crew members

Heart rate is under 120 bpm - return to work.

Heart rate is over 120 bpm - BLS evaluation and extended Rehab

BLS EVALUATION = Temp and Blood Pressure

Temp. > 101 degrees

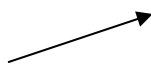
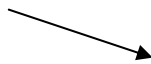
< 90 degrees

ALS Evaluation

BP > 160 systolic

< 100 systolic

> 90 diastolic



Temp. and BP within normal limits

Heart Rate < 120 bpm after another ten min. rest - back to work

Temp. and BP normal

HR is still > 120 after another ten min. rest - limited or no work

Rehab for wildland fires.

1. When a crew has worked for 45 minutes they will take a ten-minute rest and the IC/supervisor notified.
2. Pulses will be taken at the beginning and the end of the rehab. period with the medical criteria followed.
3. If BLS evaluation is required the IC/supervisor will be notified and the crew will make their way to the nearest BLS medical bag.
4. If ALS evaluation is required the IC/supervisor will be notified and arrangements will be made.
5. All documentation will be required.

1. Responsibilities of Incident Commander

A. The Incident Commander shall consider the circumstances of each incident and make adequate provisions, where necessary, for rehabilitation and other logistical support for all members operating at the scene. These provisions may include medical evaluation, treatment and monitoring, food and fluid replenishment, mental rest, and relief from extreme climatic conditions and other environmental parameters of the incident. The rehabilitation may include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.

2. Responsibilities of Supervisors

A. All supervisors shall maintain an awareness of the condition of each member under their supervision 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. Responsibilities of Personnel

A. During periods of hot weather, members should be encouraged to drink water and activity beverages throughout the workday. During any emergency incident or training evolution, all members shall advise their supervisors when they believe that their level of fatigue or exposure to heat or cold is approaching a level that is beginning to affect themselves, their crew, or the operation in which they are involved.

4. Responsibilities of Training Division

A. The Training Division shall consider the circumstances of each training event and make adequate provisions, where necessary, for rehabilitation and other logistical support for all members involved. These provisions may include medical evaluation, treatment and monitoring, food and fluid replenishment, mental rest, and relief from extreme climatic conditions and other environmental parameters of the training event. The rehabilitation may include the provision of Emergency Medical Services (EMS) at both the Basic Life Support (BLS) level or higher.

PUBLIC SAFETY DIRECTOR

50.026 – CARBON MONOXIDE RESPONSE PROCEDURES

This procedure will establish guidelines for the Toppenish Fire Department's response to reports of Carbon Monoxide detector activation. The U.S. Environmental Protection Agency has established that residential levels of Carbon Monoxide are not to exceed 9 PPM over an 8-hour average. Carbon Monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue and dizzy spells.

RESIDENTIAL

1. When Dispatch receives a call that a Carbon Monoxide detector is sounding:
 - A. Determine if anyone is exhibiting symptoms of Carbon Monoxide poisoning. If yes, dispatch apparatus Code III; if no, dispatch Code II so crew can conduct an investigation.
 - B. If reporting party or anyone is exhibiting any symptoms of possible Carbon Monoxide poisoning, have them evacuate the area immediately. Handle this as an EMS response.

2. The first arriving fire crew shall establish scene control and zero CO monitors in fresh air enroute to the scene or upon arrival. If readings are located, record them and respond as directed. Then perform a "Bump Test" to assure accuracy. If the unit is found inaccurate call for a second unit and recalibrate.
 - A. If no one exhibits any symptoms of Carbon Monoxide poisoning, investigate and if possible check for source. Remove detector to outside fresh air. Unplug battery, install new battery if resident has one. If battery and sensor unit is all-in-one, resident needs to replace the battery/sensor unit if detector does not clear.
 - B. If natural gas appliances are present, Dispatch shall call Cascade Natural Gas Company in the event that:
 - 1) CO level is above 9 PPM.
 - 2) Someone exhibits signs of Carbon Monoxide poisoning.
 - 3) If gas appliances need to be shut off.
 - C. If Carbon Monoxide level is 35 PPM or more, crew shall be in SCBA.
 - D. If no Carbon Monoxide is detected, inform occupants or residents that nothing was found.
 - 1) Have the occupants or residents call Cascade Natural Gas Company or other heating repair people to check appliances.

- 2) Recommend occupants to check their CO detector per manufacturer recommendations.
- E. If a hazardous condition is found, make sure area is evacuated. After Cascade Natural Gas is contacted, begin ventilation. Inform occupants of unsafe conditions. If needed because of high hazards, shut off appliances at meter or other shut-off.
- F. After area or building has been reduced from a hazardous condition, only then can it be occupied (at the discretion of the occupant).

COMMERCIAL

1. All Carbon Monoxide responses shall originate through the Fire Department Dispatch Center.
2. The first arriving fire crew shall establish scene control and zero CO monitors in fresh air en route to the scene or upon arrival. If readings are located record them and respond as directed. Then perform a "Bump Test" to assure accuracy. If the unit is found inaccurate call for a second unit and recalibrate.
 - A. Determine if anyone is exhibiting symptoms of Carbon Monoxide poisoning. If yes, dispatch apparatus Code III; if no, dispatch Code II so crew can conduct an investigation.
 - B. If reporting party or anyone is exhibiting any symptoms of possible Carbon Monoxide poisoning, have them evacuate the area immediately. Handle this as an EMS response.
3. The first arriving crew shall establish control.
 - A. The first arriving crew shall start CO monitoring with all crew members in SCBA if CO levels exceed 35 PPM.
 - B. When hazardous levels of CO are detected:
 - 1) 0-49 PPM: Fill out the CO Level form and give yellow copy to the responsible.
 - 2) 50-199 PPM: Fill out the CO Level form and give yellow copy to the responsible. Contact L&I and inform them of the situation. Contact Code Enforcement if fixed appliances are the cause.
 - 3) 200 PPM or more: Evacuate the building and notify L&I to respond to the scene.
 - 4) After the area or building has been reduced from a hazardous condition, only then can it be occupied.

CALIBRATION

1. All gas monitors shall be bump tested on the first day of each month.
2. The Mini CO monitors may be calibrated by crew members.
3. MSA repair personnel shall calibrate the Passport monitors.
4. Repairs shall be completed by person(s) in charge of the gas meter program, or Technicians.

These guidelines are not a “cure-all” but are designed to assist with each Carbon Monoxide alert.

CARBON MONOXIDE LEVEL

To:

Re: The premises at _____

and any and all real property contained therein.

Please be advised that on _____ at the hour of _____
the City of Toppenish Fire Department was dispatched to said premises and
found Carbon Monoxide levels of _____ PPM.

Dated this _____ day of _____, 20____.

City of Toppenish Fire Department

By (Fire Officer’s Signature)

Responsible’s Signature:

PUBLIC SAFETY DIRECTOR

50.027 – REPORTING OF FIRES INVOLVING COMMERCIAL FOOD

Non-Emergency Situation:

If the fire occurs during normal working hours or the establishment will not be reopened until working hours, the on-duty Firefighter shall contact Fire Dispatch to apprise them of the situation. Fire Dispatch shall notify the Yakima Health District.

It is the responsibility of the on-duty Firefighter on scene of a fire involving a commercial food establishment to notify Fire Dispatch.

PUBLIC SAFETY DIRECTOR

50.028 – STRUCTURAL FIRE TACTICAL POLICY

High Value Districts

The first arriving engine should, if appropriate, lay a 5" supply line and become the main attack pumper upon evidence of a working fire.

The second and additional engines may do one of the following:

- A. Lay another 5" supply line to another side of the building.
- B. Use the attack lines from the first pumper.
- C. Assist the first company with their lines.
- D. Lay another supply line and pump to L-18.
- E. Lay another supply line and pump into a sprinkler or standpipe connection.
- F. Perform truck company functions, i.e. rescue, ventilation, forcible entry, etc.
- G. Perform other tasks required by Incident Commander.

The Incident Commander shall direct the second and latter arriving companies to the appropriate tasks to initiate his strategy.

Residential or Low Hazard Area

The first arriving engine should lay a supply line and become the main attack pumper upon evidence of a working fire. If the first arriving Engine Company Officer is the Incident Commander, he may, with cause, deviate from this.

Examples of situations could be:

- A. The time delay would hinder rescue operations.
- B. The fire is in the incipient stage and booster tank water should be sufficient.
- C. The Company has passed the last hydrant prior to arrival with no sign of fire.

When the first arriving company has laid a supply line, the second and later arriving companies may be directed by the Incident Commander to:

- A. Lay their own supply line and advance their own attack lines.
- B. Advance attack lines off the first pumper.
- C. Assist the first engine company with their lines.
- D. Perform truck company functions.
- E. Perform other tasks required by the Incident Commander.

When the first arriving company has not laid a supply line, the second and later arriving companies may be directed by the Incident Commander to:

- A. Lay a supply line for the first company.
- B. Lay a supply line for themselves and become the attack pumper.
- C. Supply the first pumper from their booster tank.
- D. Perform truck company functions.
- E. Perform other tasks required by the Incident Commander.

When the first arriving on duty firefighter discovers that the call is not to a structure fire, as reported, but an auto, grass, dumpster, etc. fire, he may retain or vary the assignments as required.

Firefighters shall use this directive as a basis for utilizing other companies when they are the Incident Commander. They shall train, drill and instruct their companies to provide effective teams to complete the types of tasks required.

On-duty Firefighters shall use this directive as a basis for utilizing companies in an efficient and productive manner. They shall provide Firefighters with task assignments and the information needed to complete those tasks.

50.029 – EMERGENCY RESPONSE STANDARD OPERATING PROCEDURES

To provide a standardized response guideline for emergencies operating within the Incident Command System the following procedures will be adhered to:

1. EMS Responses

- A. An engine or rescue company shall be dispatched to requests for medical aid.
- B. On report of an MVA with injuries the engine company shall be dispatched.
- C. MVA with report of persons trapped in a vehicle requires the dispatch of the engine company, and R-9.
- D. On report of a major industrial accident, an engine company and R-9 shall be dispatched.

2. Fire Responses

- A. On reported vehicle fires, dumpster fires and small grass fires the engine company shall be dispatched.
- B. On reported grass and/or natural vegetation fires an engine company shall be dispatched.
- C. On reported **small** Grass/Brush Fire within the City Limits **Engine Company** shall be dispatched. A Small Grass/Brush Fire is defined as a natural vegetation fire located within the Toppenish City Limits that is either small in size or available fuel is limited. Example: A vacant lot fire w/no structures threatened, fire in a roadway median/ Alley.
- D. On reported **large** Grass/Brush Fire within the City Limits **an Engine Company, mutual aid Y.C.F.D. #5 tender 809, brush 609** shall be dispatched. A Large Grass/Brush fire is defined as a natural vegetation fire located within the Toppenish City Limits that is large in size or has large amounts of available fuel.

Example: A fire located along the Burlington Northern-Santa Fe right of way, and large open fields.

E. On any report of a structure fire, an Engine Company shall be dispatched.

F. On reported fire in a commercial building or in a building two stories or higher, the second apparatus, if personnel are qualified to drive/operate, shall respond with Ladder Truck in lieu of an engine.

G. On residential PFAS alarms an engine company shall be dispatched Code 3 after Dispatch has attempted a call back number to verify the emergency.

H. On commercial PFAS alarms an engine company shall be dispatched Code 3.

3. Haz Mat Responses

A. On report of a flammable liquid spill an engine company shall be dispatched.

B. On report of an ammonia release an engine company and R-9 shall be dispatched.

4. Technical Rescue Responses

A. On report of a confined space, trench or high angle rescue an engine company, shall be dispatched.

5. Water Rescue Responses

A. On report of a water rescue an engine company and R-9 shall be dispatched.

It is the responsibility of the Fire Dispatcher to dispatch appropriate apparatus and furnish any information that would impact apparatus status.

It is the responsibility of the On-duty Firefighter to respond in the proper Code Status and with the proper equipment.

The On-duty Firefighter shall respond and have overall authority and responsibility for upgrading or downgrading responses based on scene reports or their best judgment.

The On-duty Firefighter shall assume the responsibility of Incident Command until relieved by incoming Command Staff.

PUBLIC SAFETY DIRECTOR

50.030 – INCIDENT COMMAND

The purpose of INCIDENT COMMAND is to have a formal procedure to readily implement the Incident Command System on emergency incidents and to establish formal guidelines to be utilized by individuals with responsibilities associated with emergency incident risk management analysis and personnel resource management.

I. Every emergency incident situation requires that an individual assume responsibility for developing strategic objectives and a tactical action plan. Critical to the development of the strategy and implementation of the tactical plan is an accurate assessment of the level of potential risk that responders and potential victims may be subjected to based upon present and potentially deteriorating conditions.

II. Emergency incident safety is paramount with respect to decisions related to deployment of personnel resources. Toward that objective these guidelines reflect accepted practices outlined in NFPA 1500 "Fire Department Occupational Safety and Health Program," Chapter Six, Emergency Operations, and in Washington's Safety Standards for Firefighters (revised), Chapters 296-305 WAC.

A. Incident Management

Pursuant to Toppenish Fire Department SOP's, Washington State WAC 296-305-090, and NFPA 1500 6-1.1 to 6-1.6, the Toppenish Fire Department shall manage emergency operations through the use of the Incident Command System.

B. Risk Management during Emergency Operations

The Incident Commander shall integrate risk management into the regular functions of Incident Command and in so doing shall base risk management on the following principles:

Priorities in the deployment of personnel resources at an emergency incident must be consistent with the following principles.

1. Activities that present a significant risk (i.e.: death, serious injury, etc.) to the safety of personnel shall be limited to situations where there is a potential to save endangered lives.

2. Activities that are routinely employed to protect property shall be recognized as inherent risks (heat, potential rapid fire spread, structural instability, etc.) to the safety of personnel, and actions shall be taken to reduce or avoid these risks.
3. No undue risk to the safety of members shall be acceptable when there is no possibility to save lives or significant property of value.

If the I.C (typically the On-duty Firefighter until relieved by incoming officer) in charge has any doubt concerning the capability of on-scene resources to safely conduct interior operations without undue reasonable risks (large volume fire, impending structural collapse, haz-mat presence, etc.) to personnel, as defined above, defense operations should be the course of action until arrival of additional resources.

- a) Examples of situations that pose potential undue or unreasonable risks to personnel safety.
 - 1) Interior Fires requiring use of more than one 1 ¾" handline to extinguish
 - 2) Evidence of, or significant potential present, that lightweight structural support members have been exposed to direct flame contact for more than six to eight minutes.
 - 3) Explosion Potential
 - LPG/Pressurized vessels
 - backdraft conditions
 - flammable vapors
 - explosives present
 - 4) Haz-Mat Present
 - Beyond capabilities of equipment, personal protective equipment, and training.
 - 5) Energized (electrical) environment which cannot be isolated.

It must be recognized that every situation is unique and that an all-encompassing definition for undue risk is impossible. The ability for the I.C. to use discretion on a situation specific basis is very important. It is not the intent of this policy to mandate how an I.C. will react in every situation.

C. Personnel Operating at Emergency Incidents: Initial Stage Operations

Once a decision has been made identifying the level of risk present for a specific emergency incident, the I.C. must determine how and where available personnel resources will be deployed considering: 1) safety of personnel relative to risk; and 2) strategic objectives and tactical plan.

The Toppenish Fire Department shall provide an adequate number of personnel to safely conduct emergency scene operations (NFPA 1500, 6-4.1).

The following section identifies the permissible activities for specific numbers of available at-scene responders.

Definition: Hazardous Area - The area where personnel might be exposed to a hazardous atmosphere. A particular substance, device, event, circumstance, or condition that presents a danger to department personnel.

NUMBER OF AT-SCENE PERSONNEL	ALLOWABLE ACTIVITIES
One	Size-up/Risk Assessment Controlling Scene Access Establish ICS Develop Strategy/Tactics
Two	Same as one, plus: Placement of supply/attack lines outside of hazardous area Placement of ladders to exterior openings Shutting off utilities Exposure protection Initial control of some grass, brush, trash, and car fires Members operating in hazardous areas shall operate in teams of two or more and be in communication with each other (NFPA 1500 6-4.3) In the event a two-person company is dispatched to or within a hazardous area, a request for additional resources appropriate for the situation <i>shall be requested immediately</i> , i.e., additional engine, Public Safety Director, mutual aid response.

Three	Same as one or two, plus: - Interior operations within a hazardous area where there is a potential to save lives or significant property - Odor of smoke, light smoke - Situations involving fires in their incipient phase, indications of fires involving electrical equipment, food, individual containers, heating appliances, vehicles not involving structures, rubbish or debris, etc. - Fires which require use of no more than one hoseline to control or extinguish.
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(See attached flow chart for quick reference guideline.)

In the initial stages of an incident (tasks undertaken by first arriving engine company) where only one team is operating in the hazardous area, at least one additional member shall be assigned to stand by outside of the hazardous area where the team is operating (NFPA 1500, 6-4.4).

Standby member shall be responsible for maintaining a constant awareness of the number and identity of personnel operating in the hazardous area, their location and function, and time of entry. Standby member shall also remain in radio, visual, voice or signal line communications with the team (NFPA 1500, 6-4.4). (Standby member can also be the pump operator).

If, after evaluating the risk, personnel are going to initiate actions that would involve entering a structure to prevent loss of life, serious injury, or significant valuable property, and a second team is not at the scene, incoming companies shall be notified so that they will be prepared to provide necessary support and backup upon their arrival (NFPA 1500, A-6-4.1.1).

D. 2 In 2 Out Procedure

1. **Confirmed Trapped Person** - When you as the first arriving officer have ***confirmation*** while enroute that a person is trapped in the structure, proceed to the structure and perform a rescue attempt using your tank supply and hoseline. Your engineer will be your RIT. Rules apply to this action:

A. You must have a minimum of three personnel on scene.

B. Your driver must have donned an SCBA and be in the standby position.

- C. You must radio your intention of entry to the incoming units.
 - D. On entering the structure you must never work alone.
 - E. Before entry, re-evaluate if you should enter without a full RIT.
2. **No Report of Trapped Person** - The first arriving apparatus shall locate a water supply upon arrival at the fire scene. The second task will be to lay 2 firefighting lines to the fire and charge both. By this time the second apparatus will most likely be arriving. The second apparatus shall secure the water supply. If arriving apparatus and personnel arriving in POV provide the minimum 2 in 2 out then an entry team can be established as long as you have RIT in place. If the second apparatus has not yet arrived or you do not have the minimum personnel, first apparatus shall secure a water supply and you may slow the fire growth by initiating an outside attack. The chance of pushing a fire throughout a structure may be reduced by using a straight stream attack through the window or door.

E. Roll Call Procedure

Company Officers, Division Supervisors and Team Leaders are responsible for accountability of their areas. If no divisions or supervisory roles are established the Incident Commander will be responsible for all accountability. Every Firefighter and Officer should know who they are accountable to before entering or operating in a hazardous area.

Roll calls should be done periodically during the operational period of an incident to ensure Firefighter safety. Fire Dispatch, in an effort to assist the Incident Commander, will announce via the radio a 20-minute time out. This will be repeated every 20 minutes until the IC has determined that the incident has been brought under control, and is not a serious threat to the Firefighters' safety. It is up to each IC when to do a roll call; the 20-minute mark will only serve as a reminder to the IC of this and other functions that may need to take place during an emergency incident.

A roll call will be performed on all incidents that involve a sudden change in events. For example: building collapse, explosion, fire makes a large run, release of hazardous material, etc. When an IC, Safety Officer, or Operations Officer makes a decision to abandon the building a roll call will be done immediately. When crews are ordered to withdraw they will report that they are clear of hazardous area.

When no divisions are established an IC will initiate roll call by announcing it over the radio on the fire ground command frequency. All company Officers will radio back on command frequency that all members are accounted for.

EXAMPLE: On Toppenish Fire TAC Frequency F-2

IC "All units from Command standby for roll call" (wait 15 seconds)
IC "Toppenish-11 roll call"
T-11 "All members accountable"
IC "Toppenish-18 roll call"
L-18 "All members accountable" etc.

If divisional assignments have been designated, the IC shall request a roll call from all divisions or groups operating in the hazard area on the command frequency. The Division Commanders shall call for a roll call on their assigned TAC frequency. All Company Officers assigned to that division will account for their crew and respond to the Division Commander. Company Officers or Team Leaders will visually account for their crew. A Division Commander may at any time do roll calls to ensure the safety of his/her assigned resources.

EXAMPLE: Multiple Divisions

IC On Command Frequency (Assigned TAC) will call for roll call.
IC "All Divisions from Command, roll call on Command Frequency."
Division A On their assigned TAC freq. announces roll call.
Division A "All units in Division A roll call."
T-11 "Toppenish-11 all personnel accountable."
Z-11 "Zillah-11 all personnel accountable."
Division A "Division A to Command, all units in Division A accountable."
IC "Command received, Division A accountable."
Division B would perform roll call on their assigned TAC frequency
Division B "Division B to Command, all units in Division B accounted for.
If no response from a division the IC would radio that division.
IC "Division C, did you receive roll call?"
Division C "Division C received, all units accounted for."
IC "Division D from Command, did you receive roll call?"
Division D "Negative"
IC "Do roll call immediately and report."
Division D "Division D to Command, all units accounted for."

During a roll call if a member or company is not accounted for the Company Officer or Division Supervisor shall immediately announce "May Day" over command frequency, along with Division, Company number, or names of those missing, and report the last known location(s). The Rapid Intervention Team will immediately respond to that division. Anyone who has seen or knows of company or personnel location will immediately notify Command.

All supervisory positions outside of the hazard area (staging, rehab, medical, logistics, etc.) shall be accountable for those units and personnel in their area. They will not need to perform roll call unless specified to do so by IC. They will be required to monitor command frequency in the event of missing personnel or crews.

F. Emergency Scene Terminology

EVACUATION The evacuation of civilian population in or around a hazardous area, Used to protect civilians from potential or expected danger.

WITHDRAWAL The orderly withdrawal of firefighting crews and equipment from an area. All personnel hose, nozzles, saws, etc. to be withdrawn from the area. Withdrawal should not take any longer than two to three minutes. IC shall be made aware that all personnel have completed the withdrawal. Most commonly used when going from an offensive to defensive operational mode. Order to be given over the radio.

ABANDON The immediate withdrawal of all personnel from the area. No exception - All hose, nozzles, tools, etc. to be left. When an order to abandon is given over the radio an audible signal will also be used. The audible signal will be the continuous blowing of the air horn of fire apparatus in the immediate area. The air horn will sound for two minutes. At the end of two minutes a roll call will be conducted.

EXAMPLE #1: IC Tells Division B to evacuate all personnel downwind of his division. Or, Toppenish-11 radios Command that the south exposure is evacuated.

EXAMPLE #2: IC has done a risk assessment and decides it is no longer prudent to perform an offensive attack from the interior. IC tells all interior crews to withdraw from the interior. Or, Toppenish-11 radios to IC "We can no longer stay in the alley, we are going to withdraw."

EXAMPLE #3: The IC is just made aware that the building is a drug lab. IC radios to abandon the building. The pump operators of several trucks hear the communication. They turn the sirens on the Hi-Low mode and run for two minutes. Or, Toppenish-18 has been assigned to watch the roof of a large commercial building. T-18 notices a large seam starting to open up on the rooftop. They radio Command of their findings. The IC gives the command to abandon the building, three times on all operations frequency.

G. Personnel Operating at Emergency Incidents: Multiple Team Operations

Once a second team is assigned or operating in the hazardous area, the incident shall no longer be considered in the "initial stage". The Incident Commander shall evaluate the situation and risks to operating crews giving first and primary consideration to providing rapid intervention team(s) commensurate with the needs of the situation.

A rapid intervention crew shall consist of at least two members and shall be available for rescue of a member or a team if the need arises. Rapid intervention crews shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operations underway.

Communications

All communications shall be in clear text.

Radio communication shall be receiver from sender using the following model:

1. Request to initiate communications and determine that the intended receiver is listening.
2. Transmit the message or order concisely in clear text.

Examples:

Front Street Command: T-11, Front Street Command

T-11: Front Street Command, T-11

Front Street Command: Protect exposures, side D as in David.

T-11: T-11 (Indicates T-11 has received and understands)

Incident Commander

1. There shall be an Incident Commander and a Command Post at every emergency incident. The Incident Commander shall be the first arriving

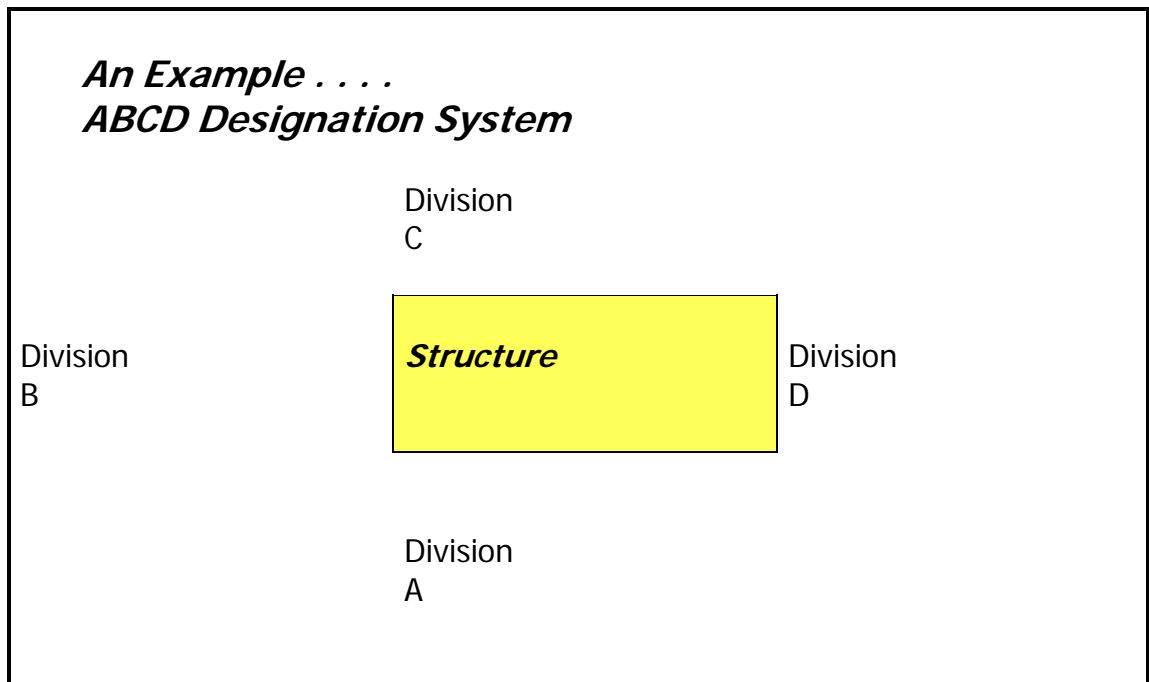
Career Firefighter at the scene who shall retain command until properly relieved by a ranking officer.

2. The Incident Commander shall have overall responsibility and authority for management of resources at the scene of an emergency.
3. Subordinate command and support positions shall be filled and utilized at the option of the Incident Commander. Each subordinate commander shall report directly to the next highest activated command position.
4. Geographical support positions established by the Incident Commander shall be uniformly defined as follows:

A. The command post will be located in an area that provides clear visibility of the incident and near the "A" Side (address side) whenever possible.

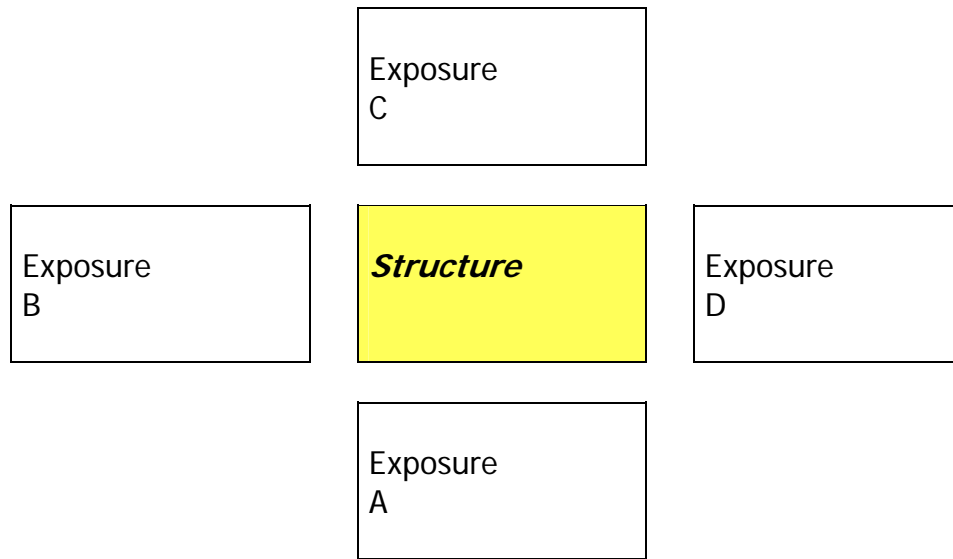
Geographical Commands will be identified consistently as follows:

A. Address Side - Side A (i.e. Division A): The letter designations move clockwise around the structure.



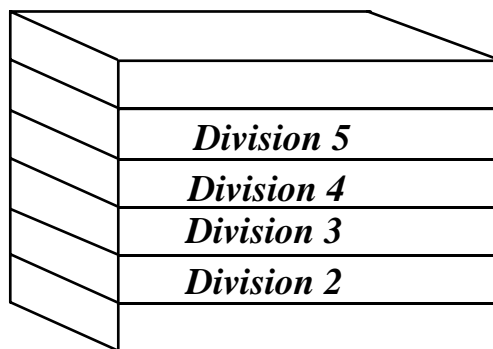
- B. Building exposures shall also be identified with the same system, using the letter designation to identify each exposure based on its location.

***An Example
Exposure Designation System***



- C. When operating in a multi-story structure it will be necessary to designate geographic locations by floor.

***An Example
Multi-Story Designation System***



***Each
Floor is a
Division***

D. Other Geographic Locations:

Basement
Roof
Attic

First Arriving Career Firefighter

1. The first arriving Career Firefighter shall be the Incident Commander until properly relieved by a ranking officer.
2. The first arriving Career Firefighter shall perform the following functions:
 - A. Announce that he/she is "in command".
 - B. Make an initial rapid size-up of the emergency incident.
 - C. Determine the tactics to be utilized.
 - D. Transmit the appropriate radio report describing the incident and the tactical operation to be implemented, including appropriate ICS functions.
 - E. Implement tactical operations.
 - F. Provide instructions to support units if required.
 - G. Request additional resources or equipment if required.

Public Safety Director or his designee/ Captain

1. Will normally assume the role of Incident Commander upon arrival at the location. Notification to previous commander is required before assuming command.
2. Establishes a Command Post.
3. Develops plans for the overall strategy.
4. Establishes a base area and notify the Fire Dispatch Center of its location.
5. Initiates all communications to the Fire Dispatch Center and direct the emergency scene portables to switch to tactical frequencies.
6. Establishes operations, branches, divisions, and group command posts as necessary.
7. Assigns responsibility of support functions and organize required command structure.

Transfer of Command

In certain situations it may be advantageous for the first arriving Career Firefighter to "pass command" to the next arriving Career Firefighter.

The first arriving Career Firefighter shall give an initial on-scene radio report and advise that command shall be passed. The first arriving Career Firefighter retains responsibility of command until the arrival of the person command has been passed to, and that person acknowledges the transfer.

1. When relieving the first arriving Career Firefighter of command, the relieving officer shall obtain all pertinent information from the Incident Commander and directly inform the previous commander that he/she is assuming command.
2. The new Incident Commander shall notify the dispatcher that he/she has assumed command and transmit a full report.

Operations Section Chief

1. Shall be filled by a Toppenish Career Firefighter, Officer from assisting Fire Departments, Career Firefighter from assisting Fire Department in that order of priority.
2. The Operations Section Chief shall have the following responsibilities:
 - A. Establishes a command post.
 - B. Reports directly to the Incident Commander.
 - C. Assigns and supervises the activities of the operational functions of the incident.
 - D. Keeps the Incident Commander apprised of conditions, progress, status and support needs of the emergency operation.

Branch Director

1. Shall be filled by a Toppenish Career Firefighter, Officer from assisting Fire Departments, Career Firefighter from assisting Fire Department in that order of priority.
2. The Branch Director shall have the following responsibilities:
 - A. Establishes a command post.
 - B. Assigns and supervises the activities of the division and group commanders.
 - C. Keeps the Operations Section Chief apprised of conditions, progress, status, and support needs of his/her branch of the emergency operation.

Division Supervisor

1. Shall be filled by a Toppenish Career Firefighter, Officer from assisting Fire Departments, Career Firefighter from assisting Fire Department in that order of priority.
2. The Division Supervisor shall have the following responsibilities:
 - A. Establishes a command post, if needed.
 - B. Anticipates requirements for relief of unit personnel.
 - C. Returns all personnel and equipment not engaged in activities to staging for reassignment.
 - D. Maintains contact with all unit commanders in the area of control to insure the safety and effective use of all personnel.

Group Supervisor

1. Shall be filled by a Toppenish Career Firefighter, Officer from assisting Fire Departments, Career Firefighter from assisting Fire Department in that order of priority.
2. The Group Supervisor shall have the following responsibilities:
 - A. Establishes a command post, if needed.
 - B. Anticipates requirements for relief of unit personnel.
 - C. Returns all personnel and equipment not engaged in activities to staging for reassignment.

Base Manager/Officer

1. Shall be filled by a Toppenish Career Firefighter, Officer from assisting Fire Departments, Career Firefighter from assisting Fire Department in that order of priority.
2. The base location shall be designated by the Incident Commander with the following considerations:
 - A. Far enough away from the command post and the emergency incident that it does not interfere with tactical operations yet close enough to the staging or the incident that it does not cause a delay or fatigue when reporting with equipment. Approximately one block away or a two-minute walk.
 - B. Parking of apparatus should not block entry or departure at the incident and positioned so apparatus can be tactically activated or returned with minimum maneuvering.

3. Units not part of the basic response team, arriving prior to the base being designated, should stand by approximately two blocks away.

Staging Manager/Officer

1. Shall be filled by a Toppenish Career Firefighter, Officer from assisting Fire Departments, Career Firefighter from assisting Fire Department in that order of priority.
2. Each Command Vehicle is provided with a staging management package.
3. Staging operations shall be divided as follows:
 - A. Designate a Director/Recorder: An Officer/Fire Fighter responsible for briefing and directing companies at staging and recording the times companies arrive at staging from base or operations areas.
 - B. Designate Air Supply Coordinator and Area: An Officer/Fire Fighter responsible for the air supply area and for the segregation of full and empty air bottles and keeping the Staging Commander of air status.
 - C. Designate Equipment Coordinator and Area: An Officer/Fire Fighter responsible for establishing a large equipment area and informing Staging Commander of equipment needs.
 - D. Designate a First Aid Area: An area used for the emergency care of Fire Fighters leaving the operations areas.
 - E. Designate a Rest Area: An area to receive crews rotated from the operations areas.
 - F. Designate a Standby Area: An area for crews waiting for assignment, located near or at the operations areas to allow for quick relief at the nozzle or work area.
 - G. Designate a Decontamination Coordinator and Area: An Officer/Fire Fighter responsible for establishing an area near the First Aid Area, for decontamination of Fire Fighters leaving the operations areas.
4. Upon arrival from Base to Staging, the Unit Officer shall:
 - A. Report to staging and notify the Director/Recorder of his/her unit designator and strength.
 - B. Deposit equipment/air cylinders in designated area.
 - C. Keep the unit together at all times unless specifically ordered otherwise.

5. Upon arrival from the operations area, the Unit Officer shall:
 - A. Check status of individual unit members for possible heat exhaustion, burns, or injuries.
 - B. Notify the Director/Recorder of the unit designation.
 - C. Replace air cylinders and report to the rest area.
 - D. Keep the unit together at all times unless specifically ordered otherwise.

Logistics Section Chief

1. Shall be filled by a Toppenish Career Firefighter, Officer from assisting Fire Departments, Career Firefighter from assisting Fire Department in that order of priority.
2. The Logistics Section Chief shall have the following responsibilities:
 - A. Establish a command post, if needed.
 - B. Anticipate requirements for relief of unit personnel.
 - C. Provide all resources for the incident, i.e. fire companies, air units, food, clothing, facilities, etc.
 - D. Maintain contact with all unit commanders in the area of control to insure the safety and effective use of all personnel.
 - E. Manage the operations of Base.

Planning Section Chief

1. Shall be designated by the Incident Commander.
2. The Planning Section Chief shall have the following responsibilities:
 - A. Collect, evaluate, utilize, and disseminate current projected and predicted intelligence data.
 - B. Develop incident action plan with alternatives, and submit to Incident Commander for approval.

Finance Section Chief

1. Shall be designated by the Incident Commander.
2. The Finance Section Chief shall have the following responsibilities:
 - A. Based on present and future requirements, determine the need for establishing the following specific units:
 - 1) Time Unit (to maintain payroll records)
 - 2) Procurement Unit (to maintain emergency vendor contracts and records)

- 3) Compensation/Claims Unit (responsible to see that all forms required by worker's compensation programs and local agencies are completed.)
- 4) Cost Unit (to analyze and prepare estimates of incident cost.)

Public Information Officer

1. Shall be designated by the Incident Commander and shall report directly to the Incident Commander. Duties shall include:
 - A. Providing information to the news media.

Safety Officer

1. Shall be designated by the Incident Commander and shall report directly to the Incident Commander. Duties shall include:
 - A. Serve as Incident Safety Officer. Monitor emergency operations for compliance with Department safety standards.
 - B. Evaluate hazardous situations and advise Incident Commander of conditions that may endanger personnel.
 - C. Exercise emergency authority to stop or prevent unsafe actions. The changing of any activity that directly affects the tactical operation shall be coordinated with the Operations Section Chief.
 - D. Investigate accidents and injuries occurring at the scene.

Fire Investigators

Shall report directly to the Command Post. Duties shall include:

1. Conduct investigations to determine cause and factors relative to the spread of the fire.
2. Develop evidence for presentation to the prosecutor on arson-related fires.
3. Collect and document information on fire loss.

IV. RESPONSIBILITY

1. Each member must understand their individual responsibilities at an incident as well as the basic responsibilities of each level of the command structure.

APPENDIX A

(Excerpts from NFPA 1500-20)

- 6-2.1** The incident commander shall integrate risk management into the regular functions of incident command.
- 6-2.1.1*** The concept of risk management shall be utilized on the basis of the following principles:
- a) Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives.
 - b) Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
 - c) No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.
- 6-2.1.2*** The incident commander shall evaluate the risk to members with respect to the purpose and potential results of their actions in each situation. In situations where the risk to fire department members is excessive, as defined by 6-2.1.1 of this section, activities shall be limited to defensive operations.
- 6-4.1*** The fire department shall provide an adequate number of personnel to safely conduct emergency scene operations. Operations shall be limited to those that can be safely performed by the personnel available at the scene. No member or members shall commence or perform any fire fighting function or evolution that is not within the established safety criteria of the organizational statement as specified in 2-1.2 of this standard.
- 6-4.3** Members operating in hazardous areas at emergency incidents shall operate in teams of two or more. Team members operating in hazardous areas shall be in communication with each other through visual, audible, physical, safety guide rope, or electronic means, or by other means in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of emergency.

- 6-4.4** In the initial stages of an incident where only one team is operating in the hazardous area, at least one additional member shall be assigned to stand by outside of the hazardous area where the team is operating. This standby member shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry. The standby member shall remain in radio, visual, voice, or signal line communications with the team. (This standby member is the pump operator of a three man company).
- 6-4.4.1** The “initial stages” of an incident shall encompass the tasks undertaken by the first arriving company with only one team assigned or operating in the hazardous area.
- 6-4.4.2** The standby member shall be permitted to perform other duties outside of the hazardous area, such as apparatus operator, incident commander, or technician or aide, provided constant communication is maintained between the standby member and the members of the team.
- 6-4.4.3** The standby member shall be provided with at least the appropriate full protective clothing, protective equipment, and SCBA as required in Chapter 5 of this standard. The standby member shall be permitted to rescue or provide for the rescue of the members of the lone team that is operating if the need arises. If such a rescue need arises, the standby member shall communicate the situation to the communications center and additional response shall be dispatched if not already underway.
- 6-4.4.4** Once a second team is assigned or operating in the hazardous area, the incident shall no longer be considered in the “initial stage”.
- 6-5.1** The fire department shall provide personnel for the rescue of members operating at emergency incidents if the need arises.
- 6-5.2** A rapid intervention crew shall consist of at least two members and shall be available for rescue of a member or a team if the need arises. Rapid intervention crews shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation underway.

6-5.4 In the early stages of an incident, the rapid intervention crew(s) shall be either:

- a) On-scene members designated and dedicated as rapid intervention crew(s)
- b) On-scene members performing other functions but ready to re-deploy to perform rapid intervention crew functions.

6-5.5 As the incident expands in size or complexity, the rapid intervention crews shall be either:

- a) On-scene members designated and dedicated as rapid intervention crews
- b) On-scene company or companies either in a staging area, or designated and dedicated as rapid intervention crews.

6-5.6 Whenever members are operating in positions or performing functions that include special operations or would subject them to immediate danger of injury in the event of equipment failure or other sudden event, at least one rapid intervention crew shall be standing by with equipment to provide assistance or rescue.

APPENDIX B

Incident Command System Definitions

Agency Representative - Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Allocated Resources - Resources dispatched to an incident that have not yet checked in with the Incident Communications Center.

Assigned Resources - Resources checked in and assigned work tasks on an incident.

Available Resources - Resources assigned to an incident and available for assignment.

Base - "Base": The location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be co-located with the Base. There is only one Base per incident.

Branch Director - "Branch": That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is organizational between Section and Division/Group. Example: Split command on both sides of a ridge in wildland fire.

Chief - ICS title for individuals responsible for command of the functional sections: Operations, Planning, Logistics, and Finance.

Command Post - "CP". That location at which primary command functions are executed; usually co-located with the Incident Base.

Command Staff - The Command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

Company - Any piece of equipment having a full complement of personnel.

Company Officer - The individual responsible for command of a Company. This designation is not specific to any particular fire department rank (may be a Firefighter, Lieutenant, Captain or Chief Officer, if responsible for command of a single Company.)

Decontamination Officer - "Decon": Management of decontamination at an incident.

Division Supervisor - "Division _____": Officer in charge of one area at an emergency incident (a geographical location). This could be the side of a building, a floor of the interior, or an area exposed to a hazardous situation.

Emergency Incident - Any situation requiring the response and resources of the Toppenish Fire Department Operations Division.

Group Supervisor - " Group _": Officer in charge of a functional assignment at the incident; can have one or more units assigned, i.e. rescue, ventilation, salvage functions, etc.

Heli-Base Manager - "Heli-Base": Establishes on-site or remote helicopter landing areas. Manages resources and report to Logistics.

Incident Command System - A system to manage the routine small emergency as well as the very large complex incidents. A system that allows for manageable span of control and reliable accountability.

ICS - An acronym for Incident Command System.

Incident Commander - "Command": The Incident Commander shall be the first arriving Career Firefighter at the scene who shall retain command until properly relieved by a ranking officer.

Incident Information Officer (I.I.O.) - "Information": Formulates and releases information about the incident to news media and other appropriate agencies.

Leader - ICS title for individuals responsible for command of a Crew, Task Force, Strike Team, or functional Unit.

Liaison Officer - "Liaison": Interacts with assisting and cooperating agencies including civilian agencies.

Logistics Section Chief - "Logistics": Manages those units which provide for personnel, apparatus, equipment, facilities and personal needs in support of incident activities.

Medical Group Supervisor - "Medic Group": Coordinates triage, treatment, and transportation of incident victims.

Operations Section Chief - "Operations": Manages emergency incident operations to include staging, medical command, evacuation, and air support.

Out-of-Service Resources - Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Overhead Personnel - Personnel who are assigned to supervisory positions, including Incident Commander, Command Staff, General Staff, Directors, Supervisors, and Unit Leaders.

Planning Section Chief - "Planning": Prepares primary and alternate strategies for the Incident Commander.

Radio Designator - The Radio Designator for the defined titles listed in definitions are parenthesized directly after the listed word, i.e. "Liaison," "Safety," etc. A blank line preceding or following the radio designator indicates that a geographic or functional title could be included, i.e. "Toppenish Command," "Division C," "Medical Branch," "Ventilation Group."

Safety Officer - "Safety": Serves as incident safety supervisor and monitors emergency operations for compliance with safety regulations.

Staging - "Staging": That location where incident personnel and equipment are assigned on an immediately available status.

Strike Team - "Strike Team": A set number of resources of the same kind and type. Strike Teams will always have a Leader (usually in a separate vehicle) and will have common communications among resource elements. Strike Teams can be made up of engine companies, ladder companies, and any other kind of resource where a combination of common elements becomes a useful tactical resource.

Supervisor - ICS title for individuals responsible for command of a Division or a Group.

Suppression and Rescue Group - "S & R": Management to include all fire suppression and rescue operations. Reports to the Incident Commander or if appointed, Operations Commander.

Tactical Unit - "Engine _Ladder": An organized group of Fire Fighters under the supervision of a unit commander.

Task Force - "Task Force": Any combination of resources which can be temporarily assembled for a specific mission. Task Forces will always have a Leader (usually in a separate vehicle) and will have common communications among resource elements.

NOTES:

To understand this procedure completely, all Firefighters should read definitions in the SOP Appendix A. Further research of this subject can be done in CFR 1910.134.

No rule can cover all possible emergency situations. These rules when followed will keep you in the right most of the time if you follow them. Deviation from these rules must come only after careful thought.

PUBLIC SAFETY DIRECTOR

50.031 – EMERGENCY CALL UP

The Emergency Call Up procedure will provide a structured procedure for call back of employees for emergency operations and provide a structured procedure for notification of Staff.

A. Emergency Call back for all personnel shall be accomplished utilizing pagers.

1. Upon initial tone of the emergency call, off-duty personnel may respond to the scene or the Fire Station to man additional apparatus.
2. The Incident Commander shall request additional off-duty personnel and/or apparatus if needed. Incident Commander shall be specific in what apparatus is needed.
3. If Incident Commander requests additional off-duty personnel the Dispatcher shall re-tone the Fire Pagers.
4. The message shall include the following information: Nature of emergency, and location along with request for more personnel to respond. Information specific to the emergency is optional.
5. In the event adequate personnel are not confirmed after the second tone, the Incident Commander may request mutual aid in accordance with these SOPs.
6. In the event the pager system is out of service, the traditional telephone tree shall be utilized by Dispatch.

Off-duty personnel may respond to Emergency Calls in accordance with the SOPs and Local #2328 contract.

It shall be the responsibility of the Incident Commander to request additional personnel and equipment if needed.

It shall be the responsibility of the Dispatcher to page personnel.

It shall be the responsibility of all personnel, when responding, to report as instructed. Personnel shall follow the instructions of the monitor page.

PUBLIC SAFETY DIRECTOR

50.032 – SAFETY MONITORING

After a fire is extinguished, a CO monitor shall be used to determine atmospheric conditions.

The Incident Commander, Safety Officer or other designated officer shall determine conditions.

SCBA shall be worn on overhaul or any other post-fire operations in which carbon monoxide level exceeds 35 ppm.

SCBA shall be worn in any confined space with less than 19.5% oxygen concentration.

Personnel shall not be allowed to operate in atmospheres above 50% of the lower flammable limits unless performing rescue operations.

It shall be the responsibility of each employee to wear SCBA as required by SOPs.

It shall be the responsibility of Career Firefighters to obtain approval from Incident Commander or Safety Officer before allowing crews to work without SCBA's.

It shall be the responsibility of Incident Commander or Safety Officer to have atmosphere monitored prior to allowing crews to unmask.

50.033 – RESETTING OF PRIVATE ALARM SYSTEMS

Upon completion of an alarm activation investigation or resolution of an emergency, the building owner or responsible shall be notified of the alarm activation.

The owner/responsible shall be advised that they are responsible to reset, or have reset by a qualified person, the alarm system.

If no emergency exists, apparatus shall notify the Alarm Center that the system is out of service and Alarm Dispatcher shall notify owner/responsible or Code Enforcement.

It shall be the responsibility of the Incident Commander to notify the owner/responsible that they are responsible for resetting the alarm system.

It shall be the responsibility of the Incident Commander to have the Public Safety Director notified if the owner/responsible cannot or will not reset the system.

PUBLIC SAFETY DIRECTOR

50.034 – KNOX BOX SYSTEM (LAW ENFORCEMENT)

1. The Toppenish Police Dispatcher will contact the Fire Department and request an apparatus to assist in gaining entry.
2. The On-duty Firefighter will respond on a Code II basis. On-duty Firefighter will notify Dispatch as to the nature of the call, which apparatus is enroute and if unit can handle or additional units are requested.
3. TFD Personnel will use keys in the Knox Box to gain entry.
4. If the situation is considered hazardous by the Fire Officer, Police personnel can be given the key(s).
5. Apparatus will remain on the scene until key(s) are returned to and secured in the Knox Box.
6. The Fire Dispatcher shall dispatch the appropriate apparatus.
7. On-duty Firefighter shall return the key(s) to and secure the Knox Box.

PUBLIC SAFETY DIRECTOR

50.035 – HOSE RELOADING

To provide a safe procedure for the reloading of hose to comply with the recommendations of NFPA 1500 the following procedure will be followed:

1. The preferred method for reloading of hose shall be with the apparatus at a full stop whenever practical.
2. Hose reloading shall be permitted to be performed on moving fire apparatus only when all of the following conditions are complied with:
 - A. All members involved in the hose loading shall have been trained in these procedures.
 - B. There shall be a member other than those members loading hose assigned as a safety observer. The safety observer shall have an unobstructed view of the hose loading operation and be in visual and voice contact with the apparatus driver.
 - C. Non-fire department vehicular traffic shall be excluded from the area or shall be under the control of authorized traffic control persons.
 - D. Prior to the beginning of each hose loading operation, the situation shall be evaluated to ensure compliance with this directive. If these provisions cannot be complied with or if there is any question as to the safety of the operation for that specific situation, then the hose shall not be loaded on moving apparatus.

It shall be the responsibility of the On-duty Firefighter to insure that this policy is followed and that the members of their crew are properly trained in hose reloading procedures.

It shall be the responsibility of the Training Officer to insure adherence to this policy at the drill ground.

PUBLIC SAFETY DIRECTOR

50.036 – PRE-INCIDENT PLANNING AND TACTICS FOR TARGET HAZARD BUILDINGS

Buildings designated for pre-incident planning shall be classified into hazard classifications. (See Attachment A) A master list of all pre-incident plans and their associated hazard classification will be maintained.

The Captain shall assign pre-incident plans each month. The Captain should assign three pre-incident plans per shift each month. The Captain may vary the number of pre-incident plans assigned based on the ease or complexity of the building.

Crews are encouraged to pre-incident plan all buildings within their response area making positive contact with our citizens, learning the construction methods used, and processes used in the occupancies.

The Captain shall include Plot Plans when assigning pre-incident plans and reassign Plot Plans at regular intervals.

Firefighters are to pre-incident plan a building using the following guidelines.

- A. Pre-incident plans should be pre-planned.
- B. Permission shall be requested from the owner or manager prior to walking the premises.
- C. Give consideration to the proprietor and his customers by working out a mutually acceptable time for the pre-incident survey.
- D. Crews shall conduct themselves professionally.

Any code violations observed while conducting pre-incident plans shall be documented and written on Fire & Life Safety Form.

When the pre-incident plan is completed and personnel return to the station, it shall be filed in the appropriate filing cabinet.

1. It shall be the responsibility of the Captain to assign a hazard rating to the buildings in their first due area.

2. It shall be the responsibility of the Captain to assign pre-incident surveys to each shift on a monthly basis.
3. It shall be the responsibility of each Firefighter to know the proper procedure to complete a pre-incident plan.
4. It shall be the responsibility of the Firefighter to complete pre-incident plans or update pre-incident plans in the month that they are assigned.
5. It shall be the responsibility of Captain to review new pre-incident plans when they are completed.
6. Crews shall collect information using a field pre-incident plan form taking care to fill it out as completely as possible.

PUBLIC SAFETY DIRECTOR

50.037 – CRITICAL INCIDENT STRESS DEBRIEFING

EXPLANATION:

The Toppenish Fire Department will implement a Critical Incident Debriefing session whenever needed. Such incidents may include but are not limited to the following:

1. Unexpected death or a serious injury of a Fire Department member occurs on or off duty.
2. Death or serious injury of a Police Officer when Toppenish Fire Department personnel are involved.
3. Death or serious injury of a civilian resulting when the Fire Department is involved.
4. Death or serious injury of a child resulting from:
 - A. Neglect.
 - B. Violence.
 - C. Conditions so extreme as to have a lasting effect on Fire Department personnel.
5. A mass casualty incident.
6. An incident that is charged with profound emotion, e.g., firefighter placed in danger due to firearms, hostage situation, or threats of physical harm.
7. An incident where firefighters have been exposed to toxic or unknown chemicals which are likely to have lasting physical or mental side effects.
8. Any situation where an individual feels he or she must receive assistance.

OBJECTIVES:

- A. To identify events, situations, and incidents which may have a negative effect on the attitudes and personal well being of Fire Department personnel.
- B. To identify conditions which will dictate the implementation of the Toppenish Fire Department's Critical Incident Debriefing procedures.

C. Definitions:

Critical Incident - A critical incident is any significant emotional event that has the power, because of its own nature or because of the circumstances in which it occurs, to cause unusual psychological distress in healthy, normal people.

Critical Incident Stress - Originates with a specific powerful event, and can be identified by a variety of signs and symptoms: intrusive images such as nightmares and "flashbacks," a strong fear that the event might reoccur, withdrawal from normal activities, depression, anxiety, and various emotional and physical symptoms.

Critical Incident Debriefing Team - A group of trained coordinators which may include a mental health professional, a member of the clergy, and two peer counselors (firefighters).

Critical Incident Debriefing - A group meeting of emergency personnel that aims to defuse the potential for post-traumatic stress disorder and other stress symptoms. The structured discussion emphasizes that emergency workers are experiencing normal responses to abnormal events. The debriefing is based on two processes: emotional ventilation and stress education.

The Captain shall gather all pertinent information surrounding an incident when there is a belief that the need for a debriefing exists. Captain shall not attempt to debrief the incident. They shall then contact the Public Safety Director who may:

- A. Place all affected companies and involved dispatcher out of service and request the Critical Incident Debriefing Team.
- B. Arrange a debriefing before the end of the working shift.
- C. Arrange a debriefing for select individuals.
- D. Arrange an in service debriefing for all affected companies and involved dispatcher on the next scheduled working shift, pending a comprehensive review of lab reports, evidence, and other facts surrounding the incident.
- E. Personnel involved in this incident or involved as peer debriefers will be the only Fire Department personnel at the debriefing.

1. The Public Safety Director shall notify the Debriefing Team of the situation and what actions he has initiated.
2. Critical Incident Debriefing shall be conducted in a location remote from the incident scene and in an area that will comfortably accommodate all personnel. All debriefing sessions shall be **confidential**.
3. Any discussions, opinions, or observations associated with a Critical Incident Debriefing shall not cause or affect transfers, hamper promotional opportunities, or result in disciplinary actions.
4. When debriefing is held on duty, attendance of all responding units and personnel shall be mandatory.

Fire Department personnel shall be alert to recognize and promptly report any incident or changes in behavior which may adversely affect Toppenish Fire Department personnel.

On-duty Firefighters shall be responsible for immediately reporting any event, situation, or behavior which may require a Critical Incident Debriefing. Reports shall be to the Captain.

Captain shall immediately investigate all reported incidents and report to the Public Safety Director.

PUBLIC SAFETY DIRECTOR

50.038 – EMERGENCY RESPONSE TO CRIME SCENES/VIOLENT SITUATIONS

To provide a standard procedure to govern the response of fire and EMS services to emergency scenes where criminal/violent acts, or potential acts have occurred or may be occurring the following procedure will be followed:

1. When dispatched to a situation where crime/violent act has occurred, or has the potential for occurring, and where the safety of responding crews may be compromised (i.e. suicide attempts with weapons, violent domestics, bar fights, stabbings, shootings, etc.) it shall be the responsibility of the On-duty Firefighter in charge to ensure that the appropriate police agency is responding.
2. Before arrival to the scene of a crime/violent act, or a location where one has the potential for occurring, it shall be the responsibility of the On-duty Firefighter in charge of each vehicle to approach the scene without red lights or siren, and to stage his/her vehicle in a safe location until the appropriate police agency arrives on the scene. At this time the On-duty Firefighter in charge shall establish contact either by direct visual means, direct radio, or through the communications center as to the status of the scene (i.e. either "secure" or continue to "stage.")
3. Although this procedure is the standard policy covering most operations, it is recognized that there may be times, on rare occasions, where it may become necessary for the On-duty Firefighter in charge (due to extended response times of the appropriate police agency) to enter upon a scene prior to it being secured by the responding police agency. This decision shall be based upon experience/common sense, the circumstances surrounding the call and above all else, safety of the responding crews.
4. If the On-duty Firefighter decides to enter the scene he/she will notify the communications center of the decision and provide timely updates as to his/her status.
5. Anytime entrance is made to a scene (as described in this SOP) of a crime/violent situation prior to the arrival of the police agency having jurisdiction, the On-duty Firefighter making the decision to intervene shall submit in writing a full report as to the circumstances, details, and justification for intervention.

This SOP is applicable to all Toppenish Fire Department personnel and is intended to provide the safest possible working environment under hazardous and volatile situations. Although it is recognized that it is a priority of the Toppenish Fire Department to provide emergency services in its response jurisdictions, it is the department's duty to ensure the safety and well being of its employees during the course of those services to all practical lengths.

It shall be the responsibility of the Firefighters to read, review, understand and follow this procedure.

It shall be the responsibility of the Captain to ascertain by observation and/or other means, that this procedure is being followed.

It shall be the responsibility of the Public Safety Director to see that any deviation of the SOP is reviewed.

PUBLIC SAFETY DIRECTOR

50.039 – MUTUAL AID ALERT SYSTEM

The Incident Commander shall determine the need for Mutual Aid.

The Incident Commander shall make a request for the appropriate Mutual Aid Alerts by name—Tanker, Brush, Structure or Mass Casualty, HazMat, and the Level -- 1, 2, 3, or 4 -- that is required. Each level will bring additional equipment to the scene.

The Incident Commander shall reference the Mutual Aid Alert System Manual for type and level of the Alerts that may be required.

Apparatus Officers that are involved in a Mutual Aid alert shall have Passports ready for the Staging Officer upon arrival at the staging location.

Upon arrival at the staging area, the Apparatus Officer will hand deliver one Passport to the Staging Officer.

At the completion of your assignment, Apparatus Officer will return to staging to check out and pick up Passport.

It shall be the responsibility of the Incident Commander to request a Mutual Aid utilizing the Yakima County Mutual Aid Alert System

It shall be the responsibility of each Apparatus Officer to provide a completed Passport to the Staging Officer upon arrival, and pick it up from the Staging Officer on departure.

PUBLIC SAFETY DIRECTOR

50.040 – PERSONNEL ACCOUNTABILITY SYSTEM ("PASSPORT")

To provide for the safety and accountability of all personnel operating at the scene of an emergency, all personnel shall be issued at least four Passport name tags to be attached to the bottom of the rear brim of their helmets. All Toppenish Fire Department vehicles shall have two Passports.

Passport colors shall be as follows:

- A. White – Command
- B. Red – Engines
- C. Brown – Ladder Trucks
- D. Blue – Aid Cars
- E. Yellow – Brush Trucks
- F. Green – Tankers
- G. Buff/Cream – Make-Up

All Toppenish Fire Department vehicles shall have the appropriate number of helmet shields. Helmet shield colors shall be as follows:

- A. White - Officers
- B. Orange – Firefighters

All Toppenish Fire Department command vehicles shall have a Command Kit.

Upon reporting for duty, all personnel shall place the appropriate helmet shield on their helmet and shall place one name tag on the primary Passport and one name tag on the back-up Passport. The name tags shall be placed on the Passport in the following manner:

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At the top - Officer or Acting Officer
2 nd -Driver/Operator
3 rd - Hydrant Person
4 th - Nozzle Person
5 th - Additional Person

Upon arriving at an emergency scene the initial crews shall attempt to mitigate the situation. The On-Duty Firefighter shall have the primary Passport taken from the initial apparatus to be placed on his/her command board. All later arriving crews shall deliver their Passports to the Incident Commander or Staging Officer. All off duty personnel called in for emergencies shall report to the Staging Officer for assignments and will be issued a Passport.

Passport rules are as follows:

- A. One Passport shall remain with vehicle at all times
- B. Passports must be managed at the point of entry
- C. Passports must reflect only those personnel authorized to be on the fire ground
- D. One Passport shall be turned in when reporting to the Incident Commander or staging (to IC, Operations, Division Supervisor, etc.)
- E. Passports shall be retrieved upon reassignment or upon leaving the scene

Crew rules are as follows:

- A. All crews work for Command/Operations/Division Supervisors. **NO Freelancing!!!!**
- B. Crews shall not enter the combat zone without being assigned.
- C. A minimum crew shall be two or more personnel.
- D. All crews shall have access to radio communications.
- E. All members of a crew enter together, stay together and come out together.
- F. If the radio fails, the crew shall exit and make immediate effort to restore radio communication.

NO personnel (regardless of rank or position) shall be allowed near the emergency scene without assignment, appropriate helmet shield, and their name tags on their assigned Passport. **There shall be NO exceptions!**

A roll call of personnel operating at the scene of an emergency shall be called for the following reasons:

- A. Any report of a missing or trapped Firefighter.
- B. A change from offensive to defensive operations.
- C. Any sudden hazardous event at the incident (i.e. Flashover).
- D. Upon completion of a search and rescue effort by crews.
- E. At 20 minutes elapsed time is recommended.
- F. At the report of fire under control.
- G. Any time the Incident Commander requests a roll call.

It shall be the responsibility of the Toppenish Fire Department to provide a Personnel Accountability System.

It shall be the responsibility of the individual to ensure that his/her helmet has the appropriate helmet shield attached, and his/her name tags are placed on the appropriate "passports."

It shall be the responsibility of the Company Officer or Acting Company Officer to ensure that all personnel on his/her crew have the appropriate helmet shields and that Passports are properly made up.

It shall be the responsibility of the On-duty Firefighter to institute the "Passport" system at all emergency scenes.

It shall be the responsibility of the Toppenish Fire Department to replace all lost or missing material concerning the Passport System.

It shall be the responsibility of the Public Safety Director or his designee to ensure that all personnel are issued appropriate Passport System materials.

PUBLIC SAFETY DIRECTOR

50.041 – EMERGENCY DRIVING

To provide guidelines to ensure the maximum safety of Toppenish Fire Department personnel and the general public the following procedures will be followed:

A. General Requirements

1. Current Washington State Drivers License
2. Successful completion of EVAP
3. No taking of medication that will effect driving
4. Use of safety belts and shoulder harnesses as provided

B. Emergency

1. The operator of all emergency vehicles is subject to all traffic regulations unless a specific exemption is made in the state or local statutes.
2. The driver of an emergency vehicle shall drive with due regard for the safety of all persons.

C. Lights and Sirens

1. All emergency vehicles shall have the emergency lights and siren operating when responding Code III or greater.
2. When using emergency lights and siren, presume other drivers cannot hear the siren and maneuver accordingly.
3. Opticomms (if so equipped) shall not be used without emergency lights and siren.

D. Intersections

1. *The driver shall cause the apparatus to slow down and be prepared to stop before proceeding through an intersection.*
2. The emergency operator must slow the apparatus to a stop before entering an intersection where cross traffic has the traffic light or right of way.

E. Speed

1. The operator may exceed the maximum speed limit so long as the operator does not endanger life or property. (RCW 46.61.035)
2. The driver shall not exceed a speed which is reasonable and proper for existing conditions, even when the law permits.

F. Passing

1. Avoid passing on the right, unless it is the only way around the vehicle or is the safest route. Do so at a reduced speed exercising caution and anticipating that the vehicle may pull to the right. Be prepared to stop.
2. When passing on the left and turning right across traffic, bring the vehicle to a full stop before proceeding across intersection.

G. Backing

1. When backing the apparatus, the driver shall use a guide to avoid damage. Hand signals as approved by WAC 296.305 shall be used to communicate between the driver and guide. In the event there is no guide available and the apparatus must be backed up, the driver shall walk around the vehicle to check for anything that may cause damage or dictate they may not back up.

H. Parking

1. Wheel chocks shall be used on all engine and ladder apparatus when parked. It is the driver's responsibility to set wheel chocks. EXCEPTION: When parked in station.
2. When emergency vehicles respond to an emergency on a freeway or busy street, driver should attempt to park directly behind or ahead of vehicles involved in the emergency.
3. The more hazardous an accident scene is, the more critical the need for effective placement of warning devices. The emergency vehicle operator shall use flares, overhead beacon, warning lights, 4-way flashers or cones to warn public of any parked emergency vehicle. Cones should be set out where possible.

It shall be the responsibility of the Firefighters to adhere to the emergency driving SOP.

It shall be the responsibility of the operator of the emergency vehicle to know and adhere to the emergency driving SOP during emergency responses.

It shall be the responsibility of all members to report infractions of this SOP to their immediate supervisor.

It shall be the responsibility of the immediate supervisor to report infractions and remedy taken to the Public Safety Director or designee.

PUBLIC SAFETY DIRECTOR

50.042 – DEPARTMENT PICTURES

PROCEDURES: Note: Department film and cameras are to be used solely for the purpose of documenting department events. Personal use of department film or cameras is strictly prohibited.

Personnel wishing to use department film or cameras to take pictures of events for the department shall submit a request in writing to the Public Safety Director for approval.

In the case of an emergency, the On-duty Firefighter may use film and cameras to document the scene.

All pictures taken with department film and cameras shall be the property of the Toppenish Fire Department.

All pictures and department property shall be filed in the appropriate filing cabinet, unless arrangements are made otherwise with the Public Safety Director.

The Public Safety Director shall be responsible for authorizing personnel to use department film and cameras.

PUBLIC SAFETY DIRECTOR

50.043 – APPARATUS INVENTORY

There shall be an up-to-date equipment inventory list for all apparatus. Inventory of the compartments and cab shall be conducted every Sunday and after every working fire.

If equipment is missing, the firefighter shall inform the maintenance supervisor in a memo. The officer shall send a memo to the Captain. The memo will indicate the date the item was noticed missing and the reason it is missing, if known.

If extra equipment is found it shall be placed in the Captains office, and include a note indicating the date the item was found and the apparatus it was found on.

It shall be the responsibility of the Captain to insure that the apparatus inventories are being conducted on the appropriate day and that all equipment is kept in the appropriate location according to the inventory list.

PUBLIC SAFETY DIRECTOR

50.044 – EMERGENCY FIREGROUND OPERATIONS – STRUCTURAL RISK MANAGEMENT

REFERENCE: WAC 296-305-05001(5)

It is the guideline of the Toppenish Fire Department to utilize risk management procedures at all emergency operations. This process will result in a risk assessment process at all incidents with control measures identified and implemented.

It is the intent of the Toppenish Fire Department that its risk management guideline will support personnel with decision-making principles for managing emergency incident situations.

Operations shall be limited to those that can be safely performed by the members available at the scene.

DEFINITIONS:

1. Hazard: Something with the potential to cause harm.
2. Risk: Potential harm from a particular hazard. Risk reflects both the likelihood that harm will occur and its severity.
3. Risk Assessment: To set or determine the possibility of suffering harm or loss, and to what extent.
4. Risk Management: The development of action plans which take present and potential risks into consideration.

PROCEDURES:

1. The Incident Commander shall integrate risk management into the regular functions of incident command.
2. The concept of risk management shall be used on the basis of the following principles:
3. Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives. (Risk a lot for a lot.)
4. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid the risks. (Risk a little for a little.)
5. Risk to members shall not be acceptable when there is no possibility to save lives or property. (Risk nothing for nothing.)

6. The possibility that a structure may be occupied shall be assessed by the IC regardless of time of day or occupancy.
7. Every situation is unique and an all encompassing definition for undue risk is impossible. The Incident Commander shall use discretion on a situational specific basis. It is not the intent of this Guideline to determine or mandate how an Incident Commander will react in every situation.

Safety is the responsibility of all personnel. The Incident Commander shall evaluate the risk to members with respect to the purpose and potential results of their actions and maintain a current awareness of the risk. Risk assessments shall be periodically reviewed and updated.

REMEMBER How We Do Business:

- Within a structured plan, we may risk our lives to protect savable lives.
- Within a structured plan, we may risk a little to protect savable property.
- We will NOT risk our lives to save lives or property that are already lost.

PUBLIC SAFETY DIRECTOR

50.045 – FIREGROUND OPERATIONS – STRUCTURAL FIREFIGHTING

REFERENCE: WAC 296-305-05001 (10) WAC 296-305-05001 (11)

It shall be the Guideline of Toppenish Fire Department to provide for the safety and rescue of members operating at an emergency incident as the need arises.

DEFINITIONS:

1. Interior structural fire fighting: "The physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage."
2. Incipient Fire: "The beginning of a fire, where the oxygen content in the air has not been significantly reduced and the fire is producing minute amounts of water vapor, carbon dioxide, carbon monoxide and other gases: the room has a normal temperature and can be controlled or extinguished with a portable fire extinguisher or small hose, e.g., a kitchen stove fire."
3. Initial stage (initial action): Shall encompass the control efforts taken by resources which are first to arrive at an incident requiring immediate action to prevent or mitigate the loss of life or serious injury to citizenry and firefighters.
4. Known Life Hazard: A situation in which someone can be seen, heard, or a reliable report indicates that an individual is in a structure and immediate actions are necessary to prevent the loss of life or serious injury.
5. Positive Communication: Visual, audible, physical or electronic means which allows for two way message generation and reception.
6. Rapid intervention team: On-scene team of at least two members designated, dedicated and equipped to effect an immediate rescue operation if the need arises. The Team shall be in a ready state, to immediately react and respond to rescue injured or trapped firefighters. Rapid intervention teams shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation underway.
7. Standby Fire Fighter: A fire fighter in standby mode fully equipped with the appropriate protective clothing and equipment in order to provide rescue of other fire fighters.
8. Standby Mode: Full personal protective clothing including SCBA with face piece in standby mode.

Members shall not make an interior entry in a fire situation without any standby firefighters.

Before beginning interior structural fire fighting operations, the incident commander shall evaluate the situation and risks to operating teams.

- a. Except as provided in these SOP's fire fighters must not engage in interior structural fire fighting in the absence of at least two standby fire fighters.
- b. All standby fire fighters shall be fully equipped with the appropriate protective clothing, protective equipment and SCBA.
- c. Standby members shall remain aware of the status of fire fighters in the hazardous area.
- d. Standby members must remain in positive communication with the entry teams(s), in full protective clothing with SCBA donned in the standby mode.
- e. Standby members may be permitted to perform other duties outside the hazardous area, provided constant communication is maintained between a standby member and the entry team(s), and provided that those duties will not interfere with the standby members' ability to participate in a rescue as appropriate.

During certain circumstances, described in this guideline an interior entry can be with only one stand-by firefighter. Such initial actions must be taken "to prevent the loss of life or serious injury to citizenry and firefighters" and be IDLH (immediately dangerous to life and health)

In the "initial stage" of a structure fire-incident where only one team is operating in the hazardous area, where additional resources can reasonably be expected, and where exceptional circumstances indicate that immediate action may be necessary to mitigate the loss of life or serious injury to citizenry or firefighters at least one additional fire fighter must be assigned to stand by outside the hazardous area where the team is operating.

- a. The standby fire fighter must remain aware of the status of fire fighters in the hazardous area.
- b. The standby fire fighter must remain in positive communication with the entry team, in full protective clothing with SCBA donned in the standby mode.

- c. The standby fire fighter may be permitted to perform other duties outside the hazardous area, provided constant visual, tactile (rope or hoseline) and/or voice communications (radios used only as backup) are maintained with the team in the hazardous area, and provided that those duties will not interfere with his/her ability to initiate a rescue as appropriate.
 - d. Once additional resources have arrived on the scene, the incident shall no longer be considered in its initial stage and a full standby team and/or RIT team will be established.
1. Firefighters shall communicate crew status at suitable intervals.
 2. Early consideration should be given to providing one or more rapid intervention teams commensurate with the needs of the situation and shall be established upon arrival of additional crews.
 3. The composition and structure of rapid intervention teams is to be flexible based on the type of incident, duration, size and complexity of the operation.
 4. A rapid intervention team should consist of at least two members and shall be available for the rescue of a member of a crew if the need arises.
 5. The initial stage standby fire fighter may be the pump operator. This presumes the standby fire fighter is able to maintain an awareness of the personnel operating with the structure interior, alert to and closely follows conditions, and maintains positive communication with the team. (Pump operators at the supply end of a reverse lay would not qualify as a standby firefighter.
 6. Some examples of other activities or duties that are commonly performed by firefighters and may be performed by one of the outside team members include: incident command, the feeding and direction of hose to the entry team and outside hose line operation.
 7. It is recognized that every situation is unique. The ability for an Incident Commander to use discretion on a situational specific basis is very important. It is not the intent of this guideline to mandate how an Incident Commander will react in every situation.
 8. The initial size-up must take into account any atypical or unusual risks. The Incident Commander cannot disregard safety even if other requirements for an initial attack with a single stand-by firefighter have been met. In a similar fashion, the Incident Commander's later decisions regarding the size or number of the Rapid Intervention Team(s) should take into account factors that may require the IC to go beyond the minimums suggested by the SOP.

9. While there must always be at least two Firefighters during interior structural firefighting, prepared to rescue the firefighters inside, the Incident Commander has the flexibility to determine whether more than two standby firefighters are necessary. In a situation where the burning structure is very large, or when firefighting involves entry from different locations or levels it is strongly suggested to increase the numbers of RIT Teams.
10. The "two-in, two-out" requirement does not take effect until firefighters begin to perform interior structural firefighting. Interior structural firefighting is firefighting to control or extinguish a fire in an advanced stage of burning inside a building. Because the fire is producing large amounts of smoke, heat and toxic products of combustion, exposure of Firefighters is extremely hazardous and is considered an "immediately dangerous to life or health" (IDLH) environment,
11. For the purpose of this SOP, a fire is considered "out" if:
 - a. Members are no longer involved in interior structural firefighting, and
 - b. Air monitoring verifies that the CO level in a structures interior is less than 35ppm, and
 - c. A scene survey has been completed and the structure interior is cleared for work without respiratory protection.
12. Incipient stage firefighting, involves the control or extinguishment of a fire in its beginning stage, using portable fire extinguishers or small hose lines without the need for personal protective equipment. Interior incipient fires expose Firefighters to limited amounts of smoke and heat. Firefighters could safely approach and extinguish these fires without the need for self contained breathing apparatus and, sometimes, without turnout gear although they would normally approach these incidents with full protective clothing and equipment.
13. Nothing in this guideline prevents activities which may be taken by members first on the scene to determine the nature and extent of fire involvement including potential life safety hazards. Entry may be made using a protective hose line. Actions taken preceding initial stage include extinguishment of incipient fire, opening doors, windows for natural ventilation, escorting occupants outside.

The responsibility of the Initial Stage standby Fire Fighter shall be to maintain awareness of the status of fire fighters in the hazardous area.

The incident commander is responsible for evaluating the situation and risks to operating crews with respect to the purpose and potential results of their actions in each situation.

It is the incident commander's responsibility, based on training and experience, to judge whether a fire is an interior structural fire, and how it will be attacked.

PUBLIC SAFETY DIRECTOR

50.046 – “MAYDAY” GUIDELINE

REFERENCES: WAC 296-305-05001 (10) WAC 296-305-05001 (11)

The purpose of this procedure is to identify the roles and responsibilities of all the parties involved at an incident where a “May-Day” has been transmitted.

1. **“MAY-DAY” RADIO MESSAGE** - The radio message “May-Day” will be used by lost or trapped fire fighters to report their status as being in trouble and needing rescue. Any member may use “May-Day” to report a lost fire fighter. Any report of “May-Day” will receive priority radio traffic. The term “May-Day” will be reserved ONLY to report lost or trapped fire fighters and requires an immediate roll call/PAR. The term “emergency traffic” will be used to report other emergencies and does not require a roll call/PAR.

The term “May-Day” typically will be used in the following situations:

- By the member who is lost, trapped, or in trouble.
 - By the company officer, Group/Division Supervisor, or other member who cannot account for an assigned fire fighter who is operating in the hazard zone. This “May-Day” would generally occur following a PAR report that fails to locate/account for the suspected lost member.
 - By a member who witnesses or has confirmed that a fire fighter is lost or in trouble.
2. **COMMAND RESPONSE** - Command will maintain an awareness of the location of fire fighters on the fireground primarily through assignments and the accountability system. In the event that a firefighter cannot be located through a PAR, or any other time a fire fighter is missing, the I.C. or any member should announce a “May Day.” The term “May Day” will indicate a lost, trapped, or injured fire fighter. Command shall respond to a “May Day” by implementing a rescue plan for the firefighter(s).

The Incident Commander MUST ALWAYS assume that a missing fire fighter is lost or trapped in the building until the fire fighter is accounted for. Rapid, concise decisions and actions must be taken to increase survivability. The following is a list of actions to be taken by Command for a reported missing or trapped fire fighter. These are guidelines and do not necessarily need to

be accomplished in the order listed. The first five (5) must be accomplished very rapidly.

- **MAYDAY TRAFFIC** - Immediately upon a report of a missing or trapped fire fighter "A May Day" shall be sounded over the assigned fire ground frequency to alert all personnel working on the fire ground. "May Day" will be announced to alert all operating units of a lost or trapped firefighter (example: "We have a 'May-Day' in West Division all companies CLEAR THE AIR.").
- **COMMIT THE RAPID INTERVENTION TEAM** - Upon report of a missing firefighter; the incident commander will deploy RIT for immediate search and rescue of the last known area of the missing fire fighter(s).
- **ASSIGN CHIEF OFFICER TO THE RESCUE GROUP/DIVISION/BRANCH** - A chief officer (if available) should be assigned to direct the rescue Group/Division and rescue operations. Depending on the size of the rescue area and the complexity of operations, more than one chief officer may be needed to fill additional support positions or Group/Divisions. The Group/Division supervisor will assign specific areas or grids of the building to each rescue team (company) to conduct searches before entering the building. Search efforts must be closely coordinated between Group/Divisions and Command must be kept informed.
- **CHANGE THE PLAN TO A HIGH PRIORITY RESCUE EFFORT**- The Incident Commander must restructure the plan to include a high priority firefighter rescue effort. A rapid, well thought out, rescue plan must be developed and the Command organization expanded. The plan and objectives must be communicated to other Command staff and Group/Division Supervisors for implementation.
- **IMMEDIATELY REQUEST ADDITIONAL MUTUAL AID ALERTS** - At least one additional alert should be immediately requested including a medical component. Additional multiple alerts may be requested based on circumstances and potential. Staging should be implemented. Early consideration should be given to heavy equipment resources and Technical Rescue Team assistance in structural collapses.
- **FIREGROUND ACCOUNTABILITY** - A Personnel Accountability Report (PAR) must be immediately requested from all companies operating on the fireground. This is especially important in situations of structural collapse. Command cannot develop an effective rescue plan until accurate information is available on the number of missing firefighters, their identity, their last reported work area, and which companies are affected.

- **WITHDRAWAL OF COMPANIES FROM AFFECTED AREA** - In some situations, such as collapse, crewmembers can get separated. The only practical method to obtain an accurate roll call for a PAR may be to withdraw crews to the exterior. Withdrawal is a judgment call based on circumstances at the time, information available, and resources. It may not be practical or possible to do. However, the absolute need for an accurate roll call (PAR) and information on missing fire fighters remains a critical priority.
- **DO NOT ABANDON FIRE FIGHTING POSITIONS, PROVIDE REINFORCEMENT** - Abandoning fire fighting positions during the rescue effort should be avoided. Command and crews should take aggressive measures to protect trapped or missing fire fighters from the effects of the fire. Efforts should be concentrated on reinforcing existing positions and keeping the fire out of the rescue area and providing appropriate ventilation and lighting. In some situations it may be appropriate to write off some areas of the building in order to relocate companies and crews to better protect the rescue effort.
- **ASSIGN A SAFETY GROUP/DIVISION TO THE RESCUE EFFORTS** - Rescue operations are high risk. The rescue operation may be taking place in post-collapse conditions or a flashover environment. Emotions may be high and fire fighters will tend to want to free-lance and take chances. A Safety Group/Division must be assigned to monitor activity and evaluate the safety of the operation. An available chief officer should assume this Group/Division as soon as possible. Other Safety Group/Division responsibilities will be to conduct an assessment of the hazards, thus, allowing time for the rescue Group/Division Supervisor to concentrate on the critical rescue effort. These Group/Division Supervisor must work hand in hand to insure that a safe and effective rescue operation is conducted.
- **EXPAND THE COMMAND ORGANIZATION** - With additional resources enroute, along with the critical rescue needs; the Command organization must expand ahead of the demand. The incident may eventually escalate to a Branch level operation. The Incident Commander must be proactive and aggressive in developing and expanding the Command organization.
- **SPECIAL CALL CHIEF OFFICERS** - Additional chief officers will be needed to fill command team positions and key Group/Divisions including Welfare Group/Division. Command should special call additional chief officers, and initiate a call back as needed.

- **EARLY ESTABLISHMENT OF TREATMENT AND TRANSPORTATION GROUP/DIVISIONS** - The Incident Commander must have treatment personnel in a position to immediately treat any rescued fire fighters. Transportation Group/Division must also be in place and coordinating activities with the treatment Group/Division Supervisor.
- **INCLUDE A MEDICAL COMPONENT WHEN REQUESTING ADDITIONAL** - Incident Commander must ensure that an adequate number of medic units are responding to treat and transport injured fire fighters. The Incident Commander should understand that the situation is critical, and that fire fighters sometimes tend to overextend themselves when searching for a missing fire fighter, resulting in additional fire fighters becoming injured. Adequate medical resources must be readily available and on site.
- **OPEN/UNLOCK ALL DOORS, IF APPROPRIATE** - All doors in the immediate area should be unlocked or forced open, and at least the immediate interior area quickly searched. Where practical, the doors should be left open to provide an emergency escape route, unless doing so will have negative effects on the fire. In all cases, the doors must remain unlocked.
- **VENTILATE, MAINTAIN TENABILITY/LIGHTING** - Reducing smoke conditions, through effective ventilation, improves the air quality for any victims, and will enhance search and rescue capabilities through increased visibility of the interior. Ventilation should be aggressively employed. Early lighting of the operation (both interior and exterior) needs to be included.
- **COORDINATE AND CONTROL THE SEARCH EFFORTS** - The incident Commander and Rescue Branch Supervisor must insure that a complete, coordinated and controlled search is conducted. Close coordination of all search efforts is a must in order to eliminate duplicate searches that waste time. All areas must be thoroughly searched.
- **TECHNICAL RESCUE TEAMS** - Technical Rescue Teams (TRT) and other specialized equipment should be requested at all structural collapses that have trapped fire fighters.
- **WATCH FOR STRUCTURAL STABILITY OF THE BUILDING** - Command and all personnel must watch the structural stability of the building throughout the rescue effort. Where a structural collapse has occurred, or the fire or other event has compromised the structural integrity of the building, a structural specialist should evaluate the structure. Technical Rescue Teams (TRT) may be called upon to assist with shoring the rescue area, or for the use of other specialized equipment.

- **STRONG SUPERVISION REQUIRED** - Strong supervision and control of activities will be required by all officers. Emotions will be very high. Firefighters in this situation will tend to want to free lance or take higher risk. Treatment personnel will need to be restricted to only those needed. Crowd control of our own non-essential personnel may be required.
- **MEDIA CONTROL** - Command or designee will need to control the media early and throughout the incident. Information on the identities and conditions of lost fire fighters must be restricted until after next of kin are notified. Media film crews should be restricted to areas that are safe and at a distance that will prevent visual/facial identification of any victims.

INDIVIDUAL RESPONSIBILITIES:

1. To follow directions from superiors
2. To continue with assignment unless otherwise directed
3. To keep your cool
4. Every member on the scene should listen specifically for a "May-Day" as fireground noise could cover a call for the "May-Day."

DISPATCH CENTER RESPONSIBILITIES:

1. When a fire fighter is declared lost, trapped or injured, Control will repeat the mayday message on all fire base station channels, restricting the air to mayday traffic only. All non-emergency activity in Control shall be suspended and all fire base station channels shall be monitored very closely for any transmissions from the missing fire fighter(s).
2. If Control is contacted by the missing fire fighter(s) on any fire base station channel, Control shall keep the fire fighter(s) on that frequency and advise Command immediately.
3. Base station channels are defined as those channels on which Control has the ability to transmit and receive.

RIT/RESCUE GROUP RESPONSIBILITIES:

1. Monitor tactical radio channel en-route.
2. Initiate tactical worksheet (location/position of apparatus and interior crews)
3. Utilize standard staging procedures.
4. Develop and Communicate a Search Plan
 - Consider the point of entry for crew/member in trouble
 - Consider the last known location of crew/member in trouble

- Assign tasks to entry crew (camera, air, tools, taglines, etc.)
- Monitor your air supply
- Provide timely reports to Command or Rescue Branch

5. Develop and Communicate a Rescue Plan

- Consider relay rescue (call additional resources early)
- Consider alternative exit points
- Consider carry vs. drag techniques (obstructions, heat, visibility)
- Monitor your air supply
- Provide timely reports to Command or Rescue Branch
- Coordinate the opening of doors and windows
- Communicate the search plan
- Communicate the rescue plan

6. Initial Entry Team Operations

- Execute the search plan
- Locate the fire crew/member
- Assess fire fighter and environment
- Supply air and package fire fighter
- Monitor entry team air supply
- Provide report to Command or Rescue Branch
- Prepare to extricate fire fighter

7. Back-up Entry Team Operations

- RIT for entry team
- Communicate rescue plan
- Secure additional resources (as needed)
- Prepare for relay rescue
- Provide exterior support for initial entry team

COMMITMENT TO RESCUE OF A LOST OR TRAPPED FIREFIGHTER

Companies should initially be deployed to locate injured or lost firefighters, and render aid and assistance to the member. The RIT Company(s) will then report their position and conditions to command for deployment of appropriate rescue resources to extricate the member if necessary.

LOST OR TRAPPED FIREFIGHTERS RESPONSIBILITIES:

1. The Number 1 Basic Self-Survival responsibility is ***DO NOT GET TRAPPED/LOST, OR RUN OUT OF AIR.***
2. The rescue of trapped or lost fire fighters in a burning building is especially time sensitive because we work with a limited air supply.
3. At least one crewmember entering the Hazard Zone must have a portable radio and personal rescue tools.
4. Minimum crew size is two and crewmembers must remain intact.
5. Crews must have an assignment and must be working under the supervision of a Group/Division Supervisor or Command.
6. Crews will follow air management guidelines.
 - **CALL FOR HELP IMMEDIATELY** - Firefighters who find themselves lost or trapped must immediately use "May Day" to announce their situation while they continue to attempt to find their way out. Firefighters should not delay notification of distress. Notifications should occur as soon as the fire fighter THINKS he or she is in trouble. The longer you wait to tell somebody you are in trouble the more you jeopardize yourself and the rescuers lives.
 - **"MAY-DAY" RADIO MESSAGE** - The radio message "May-Day" will be used by a lost or trapped firefighter to report their status as being in trouble and needing rescue. **Any report of "May-Day" will receive priority radio traffic.** The term "May-Day" will be reserved ONLY to report lost or trapped fire fighters. The term "emergency traffic" may be used to report other emergencies.

Lost firefighters should give Command information as to who they are, how many firefighters, what division they were operating in, where they THINK they are (as accurately as possible), description of building structures surrounding them, sounds of nearby activities, (i.e., ventilation saw noise), or any other information that might direct rescue crews (RIT) to their location.

- **OTHER RADIO CHANNEL** - If a lost fire fighter cannot contact Command or any other fire ground unit on the radio channel assigned to the incident, the fire fighter should go to another channel to attempt contact and declare an emergency. A main dispatch channel (KOK-411) is the preferred alternate channel—it is important to find any channel that works. Once communication is established remain on that channel and messages will be relayed to Command.
- **ACTIVATE PASS DEVICE** - As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. The device must remain on until rescued. If the device interferes with the lost fire fighters communicating critical radio messages to incident commander or rescuers, the device may be turned off temporarily. Once messages are completed, the device must again be manually activated.
- **CREWS STAY TOGETHER** - Members that separate from each other make it difficult for rescuers to find all fire fighters. Crewmembers that stay intact as a crew enhance their chances for ALL being rescued and allow easier, more efficient extrication.
- **FOLLOW THE HOSE OR LIFELINE OUT** - Crewmembers should stay with the hoseline (or lifeline) and follow it out whenever possible. All firefighters must remember that the male couplings lead toward the nozzle (the fire), female side of the couplings toward the pump (outside). The hoseline should always be treated as a safety line to the outside. Where lifeline ropes are in use, follow the lifeline to the exterior.
- **SEARCHING FOR AN EXIT** - A lost fire fighter should always attempt to get out of the building by whatever means possible. Where doors, windows, or other egress is not available, fire fighters should next attempt to reach an exterior wall.

Once at the wall he/she will be able to search for doorways, windows, and hallways, which generally lead to the outside. Rescuers will first search hallways, around walls, and around windows and doors, before sweeping large interior areas. For this reason, fire fighters must avoid collapsing in the middle of open spaces. Getting to hallways, doors, or windows will increase the chances of being rescued early. Breaching walls for escape or fresh air can aide in survivability. These actions also provide predictable activities that will aid rescuers.

RETREAT TO A SAFE REFUGE - Where the firefighter cannot find a way out, but there is a safe refuge (protective room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the rescuers should then be advised of the location by whatever means possible.

STAY CALM AND CONSERVE AIR - A conscious effort must be made by the lost firefighter to control breathing. Unnecessary talking or physical activity must be ceased, unless absolutely needed. Firefighters must control and pace their physical exertion activities in order to extend their SCBA air supply.

HORIZONTAL POSITION - If a firefighter cannot get out, he should assume a horizontal position on the floor that maximizes the audible affects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway or hallway that maximizes quick discovery by rescue crews.

FLASHLIGHTS/TAPPING NOISE - If assuming a position to await rescuers, the firefighters should attempt to position his flashlight toward the ceiling. This will enhance the rescuer's ability to see the light and locate the downed firefighter. If able, the firefighter should attempt tapping noises to assist rescuers in locating him (i.e., hitting a tool against a metal roll-up door).

50.047 – RAPID INTERVENTION FOR RESCUE OF MEMBERS

REFERENCES: WAC 296-305-05001

- A. It shall be the Guideline of the Toppenish Fire Department to provide for a Rapid Intervention Team(s) until determined by the Incident Commander that it is not needed.
- B. The emphasis must be practically placed upon assessment of the risk at the time of arrival and throughout the incident to determine the resources and precautions needed. The overriding concern should be safe egress or recovery of personnel should conditions change, regardless of the standby crews assembled.
- C. A Rapid Intervention Team (RIT) shall be equipped with the appropriate protective clothing, protective equipment, SCBA, search rope, TIC camera, RIT air pack, Light, radio and any additional specialized rescue equipment needed, based on the specifics of the operation underway.
- D. A RIT shall not perform functions other than firefighter rescue.

DEFINITION:

1. Rapid intervention team: "On-scene team of at least two members designated, dedicated and equipped to effect an immediate rescue of firefighters if the need arises."

The Rapid Intervention should prepare for rapid rescue of crew members by being fully equipped with appropriate PPE, SCBA, radio, and team rescue equipment as needed and:

- a. Constantly monitor communications with the interior crew(s) and the supervisor to whom they report.
- b. Perform a walk around of the structure to evaluate it for potential rescue, secondary egress points, and the need for proactive actions.
- c. Constantly monitor structure for changing conditions, and notify I.C. of potential hazards.

- d. Take action in accordance with direction given by the Incident Commander or their supervisor as assigned within Incident Command (ICS/IMS) System.
- e. Maintain dedication to rescue assignment and team integrity.

The Incident Commander shall evaluate the situation and risks to operating crews giving first and primary consideration to providing a rapid intervention team(s) commensurate with the needs of the situation.

The Incident Commander shall not permit the Rapid Intervention Team(s) to be involved in functions other than accommodating firefighter rescue (i.e. Setting additional means of egress or lighting would be appropriate)

The Incident Commander shall remain flexible as to the number and location of Rapid Intervention Team(s), based on the type, size and complexity of the incident operation.

GUIDELINES FOR LOST OR TRAPPED FIREFIGHTERS

If a firefighter finds him/herself lost or trapped, taking the appropriate actions can improve their survivability. Their first action is to clearly communicate their situation, condition and location to the best of their ability.

Actions By Lost or Trapped Firefighters

1. Uses radio to transmit "Mayday", alerting others to their situation while attempting to find a way to safety.
2. Transmits their situation as concisely as possible including location (if known), special rescue needs and other pertinent information such as amount of air remaining in SCBA.
3. Manually activates the device if PASS device has not already sounded.
4. Tries to control emotions, slows breathing avoiding unnecessary physical activity to conserve air supply,
5. Attempts to locate other crew members in the immediate vicinity, assessing their situation and assisting them as possible.
6. Attempts to locate near a window for possible self-rescue or as a means to signal rescuers.
7. If a window is not available, tries to reach an exterior wall to aid searchers, or a hallway which usually leads to an exit,
8. Uses a hoseline and the direction of hose couplings to find the correct direction out of the building.

9. If power is still available, turns lights on and off to signal searchers.
10. If a way out can't be located finds a safe location that offers protection from the fire and control measures. Example: avoids areas where water may accumulate such as a basement,
11. Tries to position him/herself to allow for maximum volume of the PASS device.

Actions by Company Officer

1. Ensures that a On-Scene accountability (PASSPORT) system is in use.
2. Immediately reports any missing personnel to the Incident Commander, concisely communicating pertinent information.

Actions by Incident Commander

1. Transmits a "Firefighter Down" message and communicates a "Mayday" Communications Plan by moving all other fire ground radio traffic to another channel.
2. Initiates an emergency roll call to determine the number of firefighters accounted for and those missing while;
3. Simultaneously activating a rescue team immediately, deploying them to the most appropriate location to begin search and rescue activities.
4. Assigns a RIT Supervisor and monitors the channel if one is assigned to the rescue effort.
5. Assigns a Safety Officer to assist with assessing and monitoring the safety of the overall scene and the rescue operation,
6. Requests additional alerts (including Paramedics) as necessary to ensure adequate resources for medical treatment, RIT and relief/rehab of working crews.
7. Provides for a continuous fire attack, protecting the lost/trapped firefighters from fire conditions.
8. Is prepared to "write off" other portions of the building if necessary, to concentrate on firefighter rescue.
9. Considers the use of positive pressure ventilation to maintain (or increase) tenability of the structure.
10. Provides additional lighting to assist with rescue efforts as needed.
11. Ensures that a medical area is established based upon potential need.

Actions by Safety Officer

1. Ensures that the On-Scene (Passport) Accountability system is in place and functioning properly.
2. Continually monitors the building for structural stability.
3. Keeps Incident Commander and Rescue Group Supervisor informed of safety concerns.

Actions by Rescue Group Supervisor

1. Evaluates situation to determine risks to additional firefighters and viability of rescue for known circumstances.
2. Focuses on developing and methods for implementing a Rescue Plan.
3. Estimates the amount of air available to the lost/trapped firefighter and provides additional air supply through the rescue team(s).
4. Develops a Rescue Plan for a coordinated search to be performed with no missed areas or unnecessary duplication of efforts.
5. Ensures use of On-Scene (Passport) Accountability System.
6. Requests an aide (through IC) to help monitor radio and telephone channels.

PUBLIC SAFETY DIRECTOR

50.048 – HAZARDOUS MATERIALS OPERATIONS

First Response includes members trained to the Awareness & Operations Level which includes on going size-up, identification of the presence of Hazardous Materials, crew protection, calling for trained personnel and providing a secure scene.

1. Emergency scene activities shall be consistent with level of training of on-scene personnel, i.e. Awareness Level, Operational Level or above.
2. Toppenish Fire Department personnel shall be trained to the following levels:
 - a) Volunteer Firefighter – Awareness
 - b) Career Firefighter – Operations
 - c) Captain/Public Safety Director – Haz Mat Command

The Incident Commander shall implement all aspects of the Incident Command System.

1. A command post shall be established, and WSP and DOE will be notified if necessary.
2. Command post shall be located upwind at a safe distance from the incident. This distance shall be determined by the nature of the incident, including type of hazardous material, quantity involved, and weather
3. All appropriate personnel shall be advised of Command's location.
4. A Safety Officer and "safe" zone shall be established in concert with local law enforcement.
5. A public information officer (PIO) shall be appointed.

All responding members shall wear full structural fire fighting protective clothing and where appropriate positive pressure SCBA. Specialized protective clothing and tools will be used only by responders who are trained to the appropriate level.

Approach of a possible HazMat incident shall be from a safe distance, uphill and upwind.

Contact with spilled, leaking, burning, etc. materials shall be avoided.

Material identification shall occur as soon as possible using generally accepted methods:

1. Placards
2. Labels
3. Verbal Information
4. Shipping documents
5. Appearances

In the event that the evacuation of residents of the area surrounding the emergency scene is necessary, the evacuation order will be issued by the Incident Command. Appropriate law enforcement agencies shall be notified.

1. Notification to the public will be made using radio and television, mobile public address systems, and/door to door canvassing as appropriate.
2. Evacuation routes shall be selected to avoid exposure to hazardous materials

DEFINITIONS:

- A. Hazardous Material: A substance that presents an unusual danger to persons due to properties of toxicity, chemical reactivity, or decomposition, corrosiveness, explosion or detonation, etiological hazards, or similar properties.
- B. First Responder Awareness: First responders at the awareness level are members who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the releases. They will take no further action beyond notifying the authorities of the release & denying entry.
- C. First Responder Operations Level: First responders at the operations level are members who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release.
- D. Hazardous Materials Technician: Hazardous materials technicians are individuals who respond to releases or potential releases of a hazardous material for the purpose of stopping or controlling a release.

- E. Incident Commander: The person in overall command of an emergency incident. This person is responsible for the direction and coordination of the response effort. If a hazardous materials response team is on site, tactics will be implemented by the Incident Commander after consultation with the Hazardous Materials Response Team.

Additional References

WAC 296-305-03001, DOT Emergency Response Guidebook

WAC 296-305-05011

WAC 296-62 Part P

[Statutory Authority: RCW 49.17.010, .050, .060. 96-11-067 (Order 94-27),

B296-305-05011, filed 05/10/96, effective 01/01/97.]

PUBLIC SAFETY DIRECTOR

50.049 – BOMB RESPONSE PROCEDURE

1. Bomb Threats:

- A. Upon receipt of a bomb threat by the on-duty Firefighter, the Police Dispatch shall be immediately notified.
- B. Fire units may respond to the staging area. Engine Companies shall not stage closer than 600 feet from incident location.
- C. The Fire Department's responsibilities are only after the determination of an actual or suspected bomb. These are:
 - a. Fire Suppression
 - b. Rescue
 - c. EMS
 - d. Command and Control
- D. The Fire Department may assist the Police Department in evacuation, command or other tasks requested by the Incident Commander. These should be low risk assignments.

2. Bombs Found After a Threat:

- A. Upon notification that a bomb or suspected bomb has been discovered, the responding Engine Companies shall respond to a staging area not closer than 300 feet. Manpower and Engine Company requirements will vary due to:
 - a. Life Hazard
 - b. Size of Device
 - c. Interior or exterior location
- B. The Department's responsibility remains the same as for a threat. However, a higher level of preparation is warranted.
- C. The fire communication network may be used to contact the U.S. Army Emergency Ordnance Disposal or Washington State Patrol Bomb Squad at the request of the Incident Commander.

3. Incendiary Devices:

- A. The Toppenish Fire Department has command and control of incendiary devices.
- B. The Incident Commander shall be the Public Safety Director or his designee. The Operations Officer shall be a Fire Investigator if available.

- C. All civilians shall be evacuated from the building or danger area. All unnecessary fire personnel, except for tactical operations, shall be removed with the civilians.
- D. The command post and staging areas shall be in a safe location as determined by the Incident Commander.
- E. If the device should ignite, the standard Incident Command structure shall be used.

4. Ordnance:

- A. All U.S. or foreign military ordnance is under the command and control of the United States Army Emergency Ordnance Disposal Unit (USA EOD).
- B. The Toppenish Fire Department will take command and control of the scene until the arrival of USA EOD or Military Police.
- C. The command post shall be located a safe distance away. This distance may vary from at least 200 feet for grenades and mortar rounds to 1,000 feet for fused artillery rounds.
- D. Evacuation will be made as needed to insure the safety of responders and civilians until the arrival of USA EOD.
- E. Military ordnance in commercial transportation shall be treated as a Hazardous Material Incident.

5. Commercial Explosives:

- A. Commercial explosives (DOT Class Explosive A or Explosive B, Dynamite, TNT, HNFO, etc.) shall be treated as a Hazardous Materials Incident. The On-duty Firefighter shall determine response level and priority.
- B. Commercial flammables (DOT Class Explosive C or dangerous sporting ammunition, safety fuse, blasting caps, etc.) shall be treated as a non-emergency Hazardous Material Incident. A properly trained HMRT member can recover the material while on duty at the Department's convenience. The On-duty Firefighter may order an immediate withdrawal if conditions indicate a public hazard.
 - a. The Washington State Patrol (WSP) Bomb Squad will be called for disposal of material.

6. Safety Procedures:

- A. Assume an unexplained device is a bomb until proven otherwise.
- B. Do not touch or move any device. That is the mission of USA EOD and WSP Bomb Squad.

- C. Evacuate civilians, police, and unneeded responders to a safe area.
 - a. Hand grenade size devices -- 300 feet.
 - b. Mortar round size devices -- 600 feet.
 - c. Large devices -- ¼ mile.
 - d. Solid masonry walls provide blast protection. But, you must plan for wall collapse and allow for that distance. Windows and doors can be secondary missiles. Plan for safety areas for these secondary missiles.
 - e. When in doubt, evacuate farther.
- D. Radio transmissions within 150 feet of electrical initiators can cause them to explode. Do not use portable/mobile radios within a 300 foot area.
- E. Persons who plant bombs sometimes plant more than one bomb in a target. Beware of a second device, such as on a parked nearby car. Do not let them be moved until checked.

7. Public Relations:

- A. If at all possible, use telephones for communications with Dispatch.
 - B. Initial dispatch will be by telephone, unless the device has already exploded.
 - C. If radios must be used from the Command Post to the Alarm Office, use the Tactical Frequency.
 - D. The Training Officer or the On-Duty Career Firefighter shall be the Department Public Information Officer.
8. Do not allow automobiles in the immediate area to be moved until checked by the Disposal Unit.
9. Pictures for evidence shall be taken by the Emergency Ordnance Disposal (EOD) Unit.

It shall be the responsibility of the Dispatcher to notify the Public Safety Director and dispatch equipment for bomb incidents.

It shall be the responsibility of the Public Safety Director to implement the proper procedures as outlined in this directive.

PUBLIC SAFETY DIRECTOR

50.050 – FILLING o² FIRST AID CYLINDERS

1. All O² cylinders should be checked on the first Friday of every month or after each use and the pressure written on the cylinder tape with your initials.
2. If an O² cylinder is found to be below minimum pressure, that cylinder should be taken out of service and tagged with the green "EMPTY" tag.
3. Contact Y.C.F.D #5 for refilling of the cylinders.
4. Once Y.C.F.D #5 returns the "Full" cylinders, the cylinder shall be placed on the shelf with the rest of the O² cylinders.

It is the responsibility of all personnel to insure that all O² cylinders maintain adequate pressure and be tagged for refill if necessary.

It is the responsibility of the maintenance supervisor to take cylinders for testing, if needed.

PUBLIC SAFETY DIRECTOR

50.051 – EMS EQUIPMENT RETURN

To provide for the systematic return of EMS equipment from hospital emergency rooms, firefighters shall attempt to recover equipment before leaving emergency room.

If immediate recovery is not possible, due to equipment being still in use or due to apparatus not accompanying patient to hospital, the following procedure shall be used:

- A. On-duty Firefighter shall make note of the equipment used, its location(what hospital), and the date used. Then he/she shall post it on the bulletin board.
- B. On-duty Firefighters, when more than one on-duty, will check for equipment missing and attempt to recover it at the hospitals.
- C. Equipment which is lost shall require a report.
- D. Any equipment lost or broken shall be reported to the Captain.

It shall be the On-duty Firefighters responsibility to insure that equipment used during his or her tour of duty is recovered from area hospitals.

PUBLIC SAFETY DIRECTOR

50.052 – PREVENTING THE SPREAD OF INFECTIONS DISEASES

1. Personnel shall wear disposable gloves when in the following situations:
 - A. During any patient contact.
 - B. When handling blood soaked or splattered articles such as clothing, linen, blankets, dressings and bandaging materials.
 - C. When handling used EMS equipment.
 - D. When disinfecting non-disposable equipment.
2. Individuals shall not reach into any of the EMS kits while wearing gloves.
3. Non-disposable equipment used on patients shall be disinfected as soon as possible. Refer to EMS Procedures Manual for specifics.
4. Disposal of infectious waste shall be in accordance with EMS Procedures Manual, Section No. 3, Procedure No. 4.407-05.

It shall be the responsibility of all personnel to adhere to the department Infection Control Policies.

It shall be the responsibility of the Training Division to provide training in policies and procedures to assist in preventing the spread of infectious diseases.

It shall be the responsibility of the Public Safety Director to insure that all shift personnel adhere to the Department Infection Control Policy.

PUBLIC SAFETY DIRECTOR

50.053 – STORAGE AND DISPOSAL OF MEDICAL WASTE

The Station shall have a medical waste container which is appropriately labeled and lined with a plastic liner labeled either "infectious waste" or "medical waste".

All medical waste shall be stored within the Station's medical waste container.

Medical waste containers shall be emptied periodically and their contents placed within the Station dumpster. All medical waste placed with the Station's dumpster must be secured within an appropriately labeled can liner.

1. It shall be the responsibility of the On-duty Firefighter to insure that medical waste is properly stored and disposed of as outlined within this directive.
2. It shall be the responsibility of all personnel to insure that medical waste is properly stored and disposed of as outlined within this directive.

PUBLIC SAFETY DIRECTOR

50.054 – MONTHLY STATION EMS INVENTORY

To establish a uniform day for inventory of Station EMS supplies throughout the department the following procedures will be adhered to:

1. Inventory the station EMS supply cabinet utilizing the appropriate form.
2. Check expiration dates on appropriate items and enter date on inventory form.
3. Once completed, the station EMS inventory form shall be forwarded to the EMS Captain.

It shall be the Firefighters responsibility to insure that station EMS supply inventories are conducted on the appropriate day and the completed inventory form is forwarded to the Captain.

PUBLIC SAFETY DIRECTOR

50.055 – HEPATITIS B VACCINATION

To meet the requirements of WAC 296-24-073 and WAC 296-62 to provide HBV vaccinations to Toppenish Fire Department employees the following procedures will apply:

1. Hepatitis B vaccination shall be made available after employee has received Bloodborne Pathogen training and within 10 working days of initial assignment to all employees who have occupational exposure potential, unless employee has previously received complete Hepatitis B vaccination series, antibody testing revealed the employee is immune, or vaccine is contraindicated for medical reasons.
2. The EMS Officer or designee shall offer the HBV vaccination to the employee during the first 10 days of employment.
3. If a routine booster dose(s) of HBV vaccine is recommended by U.S. Public Health Service at a future date, such boosters shall be made available to the employee.
4. If the employee initially declines HBV vaccination but at a later date decides to accept vaccination, the employer shall make available the vaccination at that time.
5. If the employee declines vaccination, he/she shall sign a HBV vaccination declination form and that form shall go into the employee's confidential medical file.

The employee shall be at the proper place at the proper time to receive the shots. The employee shall keep a record of when he needs his next shot.

The EMS Officer shall arrange for a medical facility to vaccinate and test the employee.

It shall be the responsibility of EMS Officer or designee to arrange Bloodborne Pathogen training and offer HBV vaccinations to employees as necessary.

PUBLIC SAFETY DIRECTOR

50.056 – SEMI-AUTOMATIC DEFIBRILLATORS

Each EMT or First Responder certified in defibrillation shall know and adhere to the Yakima County Defibrillation protocols.

1. Each Defib Technician responding to medical emergencies shall have the skills necessary to function as a team leader and as a team member on medical emergencies or during training/evaluation sessions.
2. At the beginning of each shift the On-duty Firefighter shall make sure that the defib unit is checked and is in proper condition to be used. Refer to Pages 25 to 30 of the Heartstream Forerunner Operator's Manual.
3. Every Friday the unit shall be checked using the operator's checklist. The checklist shall be filled out and forwarded to the EMS Officer.
4. The defibrillator will be used in patients that are unconscious and pulseless except in cases where cardiac arrest is a result of trauma and/or obvious non-survivable situations (i.e. decapitation, rigor mortis, etc.)
5. After every patient use:
 - A. Remove battery.
 - B. Remove the PC data card, label it, and forward it along with a copy of the incident report to the Department EMS Officer.
 - C. Insert a new PC data card.
 - 1) Make sure the card is clean, dry, and free of old patient identification labels.
 - 2) Insert the PC data card in the slot with the arrow label facing up.
 - 3) Push the card in until it is flush with the slot. Do not force. If it is hard to insert, remove it and verify that the arrow label is up.
 - D. Replace the battery and perform the BIT.
 - E. Inspect the unit for cleanliness and damage.
 - F. Replace the used electrodes. At least two packets of electrodes should be with the unit. Check electrode expiration date.
 - G. Request replacement of PC data card from EMS Officer.
6. The Team Leader shall fill out the defibrillator portion of the WAFIRS report.
7. Refer to the Heartstream Forerunner Operation Manual for general information.
8. Contact EMS Officer for needed supplies.
9. Should a unit malfunction or need service, take it out of service and contact EMS Officer. A replacement defibrillator may be obtained from a reserve apparatus.

It shall be the responsibility of the Training Division to provide protocol training to all Defib Techs.

It shall be the On-duty Firefighters responsibility to assign a team leader in a fair and equitable manner.

It shall be the On-duty Firefighters responsibility to assure all reports are submitted.

It shall be the On-duty Firefighters responsibility to assure that the unit is in operating order and ready for response.

It shall be the Training Officers responsibility to organize and administer training sessions as needed.

It shall be the responsibility of the EMS Officer, upon notification by the On-duty Firefighter of a defibrillation call, to contact the Team Leader and schedule a run review.

It shall be the responsibility of the EMS Officer to provide supplies and report forms as requested.

PUBLIC SAFETY DIRECTOR

50.057 – NEWBORN BABY TRANSFER POLICY

This policy will provide a standard procedure pursuant to which the Toppenish Fire Department will accept from parents (and non-parents) the transfer of newborn babies (and other children) delivered to “qualified persons” at department fire stations.

DEFINITIONS:

- Newborn: A live human being who is less than seventy-two hours old.
- Qualified person: A firefighter or officer with the Toppenish Fire Department who holds current EMT certification.

It shall be the policy of the Toppenish Fire Department to accept transfer of “newborns” (or other children) by parents (and non-parents) when those children are presented to “qualified personnel” at the fire station in the City of Toppenish.

Whenever a “qualified person” associated with the Fire Department is requested to accept custody of a “newborn” child or any child who may or may not qualify as “newborn,” the following procedures will be followed:

- A. The qualified person will notify dispatch that a newborn or other child has been received and request an EMS Response. (If it is determined that the child is a newborn and the transferor is a parent, then the qualified person will assure the parent that the qualified person will summon all appropriate resources to meet the newborn’s immediate needs).
- B. EMS personnel shall medically assess the infant in accordance with Yakima County EMS protocols and provide the appropriate level of BLS care.
- C. The qualified person will inquire as to whether the transferring person is a parent of the child, without requesting name, social security number or other identifying information.
- D. The qualified person will attempt to verify the date and time of birth of the child to ascertain if the child is a “newborn” within the coverage of the definitions of this SOP. (see definitions)
- E. Based on the answers to these questions, the qualified person will immediately try to attain completion of the family medical history questionnaire. (see attached) When that is completed, the parent will be given the pamphlet with referral information, but such information shall be provided even if the parent refuses to provide any medical history or information.

- F. The qualified person will notify dispatch, which will assure that Child Protective Services (CPS) is notified within 24 hours of the infants transfer.
- G. If it is determined that the child is not a "newborn" under the statute, the qualified person may attempt to obtain family medical history through any means reasonably available, and shall address the immediate health and safety needs of the child. Law enforcement shall be notified of the incident.
- H. In the event that any employee or member of the department, who is not a "qualified person" under the above definition, is asked to accept transfer of a newborn from a parent, or any child of tender years from any person, they will ask the person to wait a few minutes while they summon a "qualified person". The Department employee or member will then immediately call 9-1-1 and request an EMS Response.
- I. The "qualified person" shall complete a detailed incident report, outlining all discussions with the parent or other person transferring custody, a general statement of newborn or child's condition, the time and place received, all parties notified and the agency to whom custody is ultimately transferred. This report is in addition to an EMS report documenting the child's emergency medical care. The incident narrative on the EMS report will suffice for this purpose.

It shall be the responsibility of the department to see that all personnel are trained to accept transfer of "newborns" or "other children" in accordance with Senate bill 5236.

It shall be the responsibility of the Public Safety Director to see that personnel comply with this SOP if a "newborn" or "other" child is left in the custody of Toppenish Fire Department personnel.

It shall be the responsibility of the on duty dispatcher to notify Child Protective Services when they are notified of this type of incident.

PUBLIC SAFETY DIRECTOR

50.058 – WILDLAND FIRE RESPONSE

Wildland fire responses for the Toppenish Fire Department can occur in urban and/or rural areas. This SOP will provide guidelines for fire department personnel to respond to wildland fires in three different modes:

- A. Wildland fires in the City of Toppenish.
- B. Wildland fires in the Mutual Aid System.
- C. Wildland fires in the State Mobilization System.

Wildland/Urban interface fire response in the City of Toppenish: Brush fires in the urban area require a special call by the fire ground commander for wildland engine response.

- A. Personnel at stations with wildland engines and wildland personal protective equipment (PPE) shall respond using proper equipment and attire when requested.
- B. All personnel shall be trained in the operation of wildland engines, equipment, and in the use of wildland PPE.

Wildland fire responses in the Mutual Aid System: Wildland response in the Mutual Aid System shall be immediate using available resources within the Toppenish Fire Department.

- A. Personnel responding to fires outside the city limits of Toppenish shall have training in wildland fire operations and in the use of wildland apparatus and equipment.
- B. Priority will be given to personnel who have the attained NWCG Firefighter II (Red Card or higher) to respond on Brush Alerts in the Mutual Aid System.
- C. All personnel shall respond on Mutual Aid Structure alerts when requested.
- D. Personnel responding for structural protection in the Mutual Aid System shall take both wildland PPE and structural PPE on response.

Wildland fire responses in the State Mobilization System: Responses to State Mobilizations may be delayed (up to 2 hrs.) in order to assemble proper personnel and equipment for response.

- A. Personnel responding to wildland fires in the State Mobilization System shall be trained to the NWCG Fire Fighter II (Red Card) or higher.

- B. Personnel responding to wildland/urban interface incidents for the purpose of structural protection shall be trained to the NWCG Firefighter II (Red Card) or higher. Personnel responding in this role shall take both wildland and structural personal protective equipment.
- C. Company Officers and/or Acting Company Officers assigned to State mobilization shall maintain a detailed unit log.

The Captain shall ensure that personnel responding to wildland fires have the proper training and equipment.

The On-duty Firefighters shall be responsible to request wildland engines when needed in the city limits.

The Captain shall be responsible for assembling crews with proper training to respond on Mutual Aids or State Mobilizations.

Personnel with Firefighter II (Red Card) shall be responsible for maintaining current certifications to respond on wildland fires outside the city limits.

PUBLIC SAFETY DIRECTOR

50.059 – FIRE INVESTIGATORS

The objective of this section is to establish a policy that will allow for effective and thorough fire investigations while at the same time reduce operational costs.

1. To use the on-duty firefighter to determine the origin and cause of all fires. The Fire Investigator, when available, or designated On-Duty Firefighter - Investigator shall be used to determine the origin and cause of any suspicious fire incident.
2. To use the following criteria to determine when a Fire Investigator is needed for cause determination and documentation of a fire incident.

Fire involving one or more of the following criteria:

- 1) Loss of \$10,000 or more involving product malfunction other than obvious operator error that may result in a suit or legal action of some kind.
 - 2) Serious injury to a firefighter that requires hospital care.
 - 3) Fatality of either a firefighter or civilian.
 - 4) Determination by the On-Duty Firefighter that adequate circumstances exist to indicate a suspicious origin where the fire loss exceeds \$10,000.
 - 5) Definitely incendiary in origin.
 - 6) Acts of suspected fire play involving juveniles that cannot be documented by the On-Duty Firefighter on the scene at the time of occurrence.
 - 7) If the On-Duty Firefighter is unable to determine origin and cause after exhausting all available resources and amount of loss exceeds \$10,000.
3. To provide follow-up investigation conducted by the On-Duty Firefighter or Fire Investigator during normal working hours when applicable.
 4. To insure that Off-Duty Investigators are hired as described in the SOP.
 5. To maintain control of any suspicious or incendiary fire scene by the Toppenish Fire Department until an Investigator arrives at the scene.

The On-Duty Firefighter shall assign and coordinate the proper utilization of Firefighters under his charge until relieved by the Public Safety Director or designee

The following personnel are designated as Fire Investigators by the Public Safety Director:

Fire Investigators Radio Number/ Cell number/ Home Number
Dale Northrup T-4/945-2247/N/A
Tim Smith T-1/945-0342/865-4777

Assigning Off-Duty Firefighter/Investigators when required will be done as described in the SOP.

If neither of the Fire Investigators listed above is available, mutual aid shall be requested from Yakima County Fire District #5 or The City of Yakima Fire Department for a Fire Investigator.

It shall be the primary responsibility of the On-Duty Firefighter to investigate and determine the origin and cause of all fires.

It shall be the responsibility of the Incident Commander to maintain control of the property and evidence until the arrival of an Investigator on the scene of all suspicious or incendiary fires.

It shall be the responsibility of the Fire Investigator to investigate all fires that have been determined to be suspicious or incendiary.

It shall be the responsibility of the Public Safety Director or designee to assign off-duty Firefighter/Investigators when required.

PUBLIC SAFETY DIRECTOR

50.060 – INVESTIGATOR CALL UP

The following procedures shall be followed if an Incident Commander determines a need for additional off-duty personnel for investigation purposes.

- A. The Investigator shall be notified:
 1. During normal working hours, the On-Duty Firefighter shall make every effort to assist the Fire Investigator as needed.
 2. Outside the normal work hours of the Fire Investigator, he/she may be contacted if needed to provide continuity to the investigation.
 3. If the Fire Investigator is unavailable, the On-Duty Firefighter shall call in the appropriate personnel from the call back list of assigned Investigators.
 - A. The Public Safety Director or designee shall be notified of all requests for off-duty manpower for investigation purposes.
 - B. It shall be the duty of the on-duty firefighter to notify the people who are assigned Fire Investigations and deemed appropriate to respond to the incident.

It shall be the responsibility of each employee of the Fire Department who is involved with investigation to follow the call-up procedure.

PUBLIC SAFETY DIRECTOR

50.061 – OUTSIDE SCHOOLS

OBJECTIVES:

- A. To provide training for personnel with outside schools, seminars, and college classes within the Department's available resources.
- B. To provide a broader knowledge base for Department personnel.
- C. To provide a standard method of signing up for schools, seminars, and college classes.
- D. To provide consistent standards of selection to schools, seminars, and college classes.

PROCEDURES:

1. Select the school you are interested in attending. Early applications are necessary to insure registration at the school.
2. Complete Form to Request to Attend School. Attach registration form and course outline to the Request. If you learned about the school through a Department Informational Bulletin, include the Informational Bulletin Number rather than a copy.
3. You will receive a written reply either approving or denying your application.
4. If approval is granted to attend an overnight school within the State, you shall:
 - a) Contact the Captain, to insure that school is approved and logged on the master calendar.
 - b) Complete a City of Toppenish Authorization for Travel Form. Any time an employee leaves the City on City business, whether or not a cost is involved, this form must be completed. This form must be acquired in person from the City Secretary, and must be completed before the Secretary is authorized to make any registration for the class, motel reservations or other travel arrangements for you.
 - c) Arrange for the scheduling of a city vehicle with the Public Safety Director. Arrange to take a City of Toppenish credit card to pay lodging and meal expenses with the Department Secretary.
5. If approval is granted to attend a school out of state, all steps in item #5 must be followed. Additionally, the City Manager must approve any out-of-state travel.
6. If approval is granted to attend a school within the City, follow steps: 4.A, 4.C if applicable.
7. If approval is granted to attend a school involving one or more days outside the City, all steps in item #4 must be followed.

8. If requesting to attend a college class or any long term technical course, submit a letter requesting approval to the Public Safety Director. This letter shall explain the benefit to the Department, the goal to be accomplished (i.e. AA degree, BA, BS, etc.), and the anticipated length of time needed to complete the program. NOTE: You must fill out a Request for Reimbursable Training (Form I) prior to registration for the class, and have it initialed by the Public Safety Director or his designee.

9. If approval is granted to attend a college class or any long term technical course, follow step 5.A.

10. Once college class or technical course is completed, you must furnish the Human Resource Director with a copy of your grade and your receipt. The Human Resource Director will turn in your claim for reimbursement to the City Finance Office.

11. Determining Factors—Who Gets to Go?

a) Budget:

- 1) Is there money available in that person's divisional budget?
- 2) If travel is involved, are there travel funds available?

b) Number of classes attended:

- 1) Not all the money can, nor should, be expended on one individual.

c) Sharing the Information:

- 1) Each student may be required, upon their return, to present a class to the rest of the department, if the subject matter lends itself to a formal presentation.

d) Are you willing to invest your time in this training?

The person requesting to attend a school, seminar, or college class shall be responsible for completing the necessary paperwork.

PUBLIC SAFETY DIRECTOR

50.062 – TRIAL/TRAINING FIREFIGHTER TRAINING

The Career Firefighters shall provide instruction on subjects listed in the trial/training schedule.

Any Firefighter to whom a recruit is assigned shall give the recruit's training a top priority, using shift planner and monthly calendar.

A. It is the intent of this directive to allow crews with Probationary recruits to set priorities starting with recruit training and then other training, other projects as time permits.

B. It is recommended that recruit training start the first shift of each month and continue each shift until recruit's monthly schedule is accomplished.

C. The intent of getting monthly training, testing, and report generation accomplished by 1700 on last shift of month is to be able to confer with recruit by 7th of the next month.

It shall be the responsibility of the Public Safety Director or his designee to monitor all Probationary Recruits' progress, and to counsel any recruits that are not learning at an acceptable level.

It shall be the responsibility of the Public Safety Director to review all reports and be informed of personnel problems or problems with scheduling of training.

It shall be the responsibility of the Training Division to: Evaluate monthly reports of recruits; to review training schedule on a regular basis; to evaluate if training needs of recruits are being met; if problems are apparent, to make recommendations on what action needs to be taken to correct problem.

It shall be the responsibility of the Captain to generate a test, and to test each recruit on their quarterly progress. A written document listing written and practical observations and recommendations will be turned in to the Public Safety Director.

It shall be the responsibility of the Career Firefighter to whom the recruit is assigned to ensure training is progressing satisfactorily through the monthly schedule. To assure testing and reports are turned in within the timelines required.

It shall be the responsibility of recruits' Career Firefighter to start, continue or finish needed training for current month. The recruits' officer shall assign schools and drills to be completed during his absence.

It shall be the responsibility of any acting officer to get information from recruit's officer on what training needs to be accomplished with recruit.

It shall be the responsibility of the Training Officer to plan recruit's training in conjunction with the shift planner and station calendar.

It shall be the responsibility of recruit to assist the Training Officer in determining needs and evaluating if more schools and drills are needed in a particular subject.

It shall be the responsibility of the On-duty Firefighters and recruit to use time to best advantage while on non-emergency standby at any other station.

It shall be the responsibility of probationary recruit to ask questions on any subject the recruit is not well versed in or feels he/she does not understand thoroughly.

PUBLIC SAFETY DIRECTOR

50.063 – TRAINING AND USE OF SCBA AND P.A.S.S. DEVICES

To insure that all personnel required to use SCBA are properly trained in the use of that equipment as per guidelines set forth in WAC 296-305, "Safety Standards for Firefighters" and WAC 296-62 "General Occupational Health Standards" pertaining to respiratory equipment and P.A.S.S. devices, the following procedures will be followed:

1. Self-contained breathing apparatus shall be used by all personnel who enter into hazardous atmospheres. This includes hazardous atmospheres outside of buildings such as car fires, roof operations, etc. The intent is to not breathe hazardous atmospheres.
2. Self-contained breathing apparatus shall be worn in the standby position* prior to entering the interior of a building to investigate the nature of the call. Prior to entering a contaminated atmosphere during the extinguishment, containment and overhaul stage of the fire, the self-contained breathing apparatus shall be placed into operation. The overhaul of the fire is considered to be that stage of the fire where walls, ceilings, or bulkheads are being opened to extinguish hidden fire and piles of burning or smoldering debris remain inside the building or aircraft.
3. The wearing of self-contained breathing apparatus shall be mandatory prior to entering a confined space under potentially dangerous emergency conditions. Confined spaces are defined as tunnels, utility manholes, vaults, sewers, subcellars, excavations, sump pits, open tanks, roof-top mechanical penthouses, shafts, cold storage facilities, stacks, chimneys, duct work, abandoned wells, and sewage treatment plants (the intent is to provide personnel protection when lack of oxygen is suspected).
4. In structural or confined space fires, at least one person trained in the use of self-contained breathing apparatus and equipped with such apparatus shall remain free of the contaminated area in order to afford rescue potential for exposed disabled Firefighters.
5. The wearing of self-contained breathing apparatus shall be mandatory during any incident where there is reason to expect that hazardous materials may be present. Hazardous materials are those materials which are toxic, corrosive, cryogenic, radioactive, biologically infectious, or materials which may decompose under heat and pressure to form toxic gases.

6. SCBA, when used at the fire scene, shall be protected from undue abuse. When the SCBA is no longer needed, every effort shall be made to return it to the apparatus and place it in an area free from debris and water.
 7. SCBA are not to be left for oncoming crews to return to service or clean, except when apparatus returns to quarters during or following the regular shift change. SCBA usage shall be logged in the Station Log.
 8. Each person required to use the SCBA shall, at least quarterly, practice each step by step procedure in putting on the mask in service and preparing for entry into a hazardous atmosphere. This drill shall include both formal instruction and the physical use of the mask until the low pressure bell rings.
 9. The standard time for donning a SCBA and putting it into operation shall not exceed 60 seconds. Timing will be conducted with the Firefighter wearing his bunker coat, gloves and helmet, standing at the mask compartment with the door closed. If the apparatus has SCBA mounted in the seat, the timing shall start with the firefighter in the seat, wearing turnout coat, gloves, and helmet in place with ear protection down. NOTE: Ears shall be protected by a Nomex hood or the ear flaps on the helmet. The time will end when the Firefighter has the SCBA in operation with bunker coat, gloves, and helmet in place, the face piece sealed, all straps buckled and tightened, and the bottle and mainline valves opened fully. The Training Officer shall be responsible for all members being able to meet this standard. The Training Officer shall run timed drills to determine that the standard is met.
 10. The decision to allow personnel to "downgrade" the level of protective SCBA shall be at the discretion of the Incident Commander. Incident Commander shall be able to justify that order.
 11. Firefighting personnel shall activate the P.A.S.S. Device on arrival at the emergency scene and deactivate the P.A.S.S. Device after the emergency has been declared over by the Incident Commander. P.A.S.S. Devices shall be tested at the beginning of each tour of duty.
 12. The P.A.S.S. batteries shall be changed once a year in September, or if the low battery signal activates.
- * Definition: Standby position shall be with SCBA donned, supply bottle in "on" position, P.A.S.S. Device activated, mask supply hose attached to regulator, and face piece not being worn.

It is the responsibility of all personnel assigned face pieces, nylon bags, SCBA, and P.A.S.S. Devices to use and maintain said equipment according to this directive.

It is the responsibility of the Training Officer to see that all members are properly trained in the use of SCBA and that all members use SCBA as outlined in this directive.

It is the responsibility of each person on the emergency scene to operate within the directive and to maintain a maximum amount of safety at all times.

It is the responsibility of the maintenance supervisor to install new batteries in P.A.S.S. Devices in September of each year. A record shall be kept of battery replacement.

PUBLIC SAFETY DIRECTOR

50.064 – TRAINING RECORDS

On a weekly basis, the Training Officer shall post training to the computer Training Records program.

The Training Record shall be an accurate list of all formal and informal schools, drills and training.

All informal schools, drills or detailed training descriptions shall be recorded in the Station Log.

All training entered into the computer shall be accurately recorded. It may be broken into separate subjects, but under no circumstances shall it exceed total hours spent in that particular training session. (Example: 2 hour class, no matter how many subjects are covered, total of 2 hours.)

It shall be the responsibility of the Training Officer to ensure that all training is accurately documented. The Training Officer will submit a monthly report to the Public Safety Director by the 5th of each month of all personnel who attend training for that month.

It shall be the responsibility of the Public Safety Director to review training records on a timely basis and confer with Training Officer on problems.

It shall be the responsibility of the Training Officer to review, on a regular basis, each of members training records and their current needs assessment.

It shall be the responsibility of the Training Officer to enter the weekly training records into the computer, and to enter same into the Daily Log.

PUBLIC SAFETY DIRECTOR

50.065 – VOLUNTEER FIREFIGHTER TRAINING

The Training Officer shall provide instruction on subjects listed in the training schedule, as set forth in the yearly schedule.

The Volunteers shall comply with the requirements to attend training as set forth in the SOP's.

The Training Officer shall provide a means of documentation for all training. All training shall be coded and documented in accordance with section 6.004 of the SOP's.

It shall be the responsibility of the Public Safety Director or his designee to monitor all Volunteers progress, and to counsel any Volunteers that are not learning at an acceptable level.

It shall be the responsibility of the Public Safety Director or his designee to review all reports and be informed of personnel problems or problems with scheduling of training.

It shall be the responsibility of the Training Officer to: Evaluate Volunteers on a monthly basis; to review training schedule on a regular basis; to evaluate if training needs of Volunteers are being met; if problems are apparent, to make recommendations on what action needs to be taken to correct the problem.

It shall be the responsibility of the Training Officer to generate a test, and to test each Volunteer on their quarterly progress. A written document listing written and practical observations and recommendations to be turned in to the Public Safety Director or his designee.

It shall be the responsibility of the Training Officer to ensure training is progressing satisfactorily through the monthly schedule. To assure testing and reports are turned in within the timelines required.

It shall be the responsibility of the Volunteer to start, continue or finish needed training for current month. The Training Officer shall assign schools and drills to be completed during his/her absence.

It shall be the responsibility of any Volunteer to get information from the Training officer on what training needs to be accomplished to meet the minimum qualifications.

It shall be the responsibility of the Volunteers to assist the Training Officer in determining needs and evaluating if more schools and drills are needed in a particular subject.

It shall be the responsibility of the Volunteers to ask questions on any subject the Volunteer is not well versed in or feels he/she does not understand thoroughly.

PUBLIC SAFETY DIRECTOR

50.066 – STAFF PAGING AND MOBILE PHONE SYSTEM

The caller wishing to contact personnel equipped with pagers or mobile phones shall use the following procedure:

Using a touch-tone phone, dial the number assigned to the pager or mobile phone. The active numbers are:

CELLULAR #/ PAGER #

Chief Kelly Roesnow 728-1630

Captain Tim Smith 945-0342/494-7410

Dennis Doescher 961-6648/952-7970

George Garcia 930-0910/494-7486

Dale Northrup 945-2247

Pat Perrault 945-1416

After dialing selected pager number, a voice will ask "enter the number you wish displayed." Using touch-tone, enter number at which you wish to be contacted.

After entering the number, stay on the line until you hear a beep. After the beep, hang up the telephone.

Do not give pager numbers or mobile phone numbers out to the public.

1. It shall be the responsibility of personnel, when carrying assigned pagers, to promptly return calls when paged.
2. It shall be the responsibility of assigned personnel to replace battery once a month.
3. It shall be the responsibility of the caller to provide an open line for the return call.

PUBLIC SAFETY DIRECTOR

50.067 – ACTIVATION OF CRITICAL INCIDENT STRESS DEBRIEFING TEAM

The Public Safety Director or Captain will contact the Yakima County Fire District #5 Dispatch Center.

The dispatcher from Yakima County Fire District #5 shall obtain the following information from the requestor:

- A. Name of requesting party.
- B. Affiliated organization of requesting party.
- C. Two phone numbers at which party can be reached within the upcoming three hours.
- D. A brief description of the Critical Incident.

After information is collected, the Dispatcher shall contact the CISD Team Mental Health Professional.

The Dispatcher on duty shall obtain and relay CISD messages to the Area Mental Health Professional or his/her designee.

The Area Mental Health Professional shall inform Dispatch when he/she is not available for CISD referrals. He/she shall leave a name and number of an alternate contact person if one is available.

PUBLIC SAFETY DIRECTOR

50.068 – RADIO PROCEDURES

Radio Communications

Verbal Radio. Verbal radio communications should be held to a minimum. Whenever a message is transmitted, the persons sending the message shall ensure that the information is concise and that it is necessary to transmit such a message. The “order model” shall be utilized for two-way radio communications

Radio Language. Radio communications shall be transmitted in plain language.

Radio Frequency Utilization

Our City has multiple radio frequencies available for use.

The following guidelines are set forth for radio frequency utilization, in accordance with the frequency plan.

Tactical channels (TAC) are for “talk around” use between fire apparatus and command level officers. Tactical channels may also be used when the need to separate foreground communications at complex foreground operations. Operations (OPS) channels are for use during communications between command and dispatch. TFD’s primary frequencies are as follows:

City Main– This is the primary channel for Dispatching of alarms and routine radio traffic. This is a *repeated* channel.

County OPS– This frequency is assigned during multi-company events or when multiple alarms are being managed. Dispatch will communicate on this frequency to all companies when traffic being transmitted is not an emergency. This is a *repeated* channel shared by all lower valley fire departments.

TAC 1-2-3 These frequencies are designed for the tactical operations of the organization. This is a *non-repeated* channel as to allow for use inside large buildings and incidents requiring communication with companies operating in IDLH environments.

Dispatch Information

Dispatching is the responsibility of the Yakima County Fire District # 5. Dispatching of Toppenish Fire Department units is recommended as follows:

1. The first information of the primary dispatch shall consist of the companies dispatched; call type/chief complaint, frequency assigned and the specific

location including space number, apartment number, room number, or business name if applicable. All information shall be repeated a second time.

2. Response codes shall indicate the mode of response only. Code 1 – In-service, non-emergency responses; Code 2 – Non-emergency responses; Code 3 – Emergency Responses. Code 4 – Multi-engine, and Code 5 – Additional apparatus, shall no longer be used.

3. A response code shall only be given when it is outside the normal parameters for the type of call. For example, an EMS will not be designated as a Code 3, as this is the normal response for an emergency medical call. However, a code shall be given for a non-emergency medical call, as this is outside the expectation for the call type (medical).

4. For all add-on apparatus dispatches, Dispatch shall indicate that apparatus are additional companies assisting companies already assigned. This shall be accomplished by the call type being given as "Assist (apparatus designation) on a (call-type)", where "#" is the company designation and "call type" is the current call classification (brush fire, MVA, etc.) If applicable, a Code (1, 2, 3) shall also be indicated.

Secondary Information Dispatches

1. During all secondary information dispatches, **after all assigned companies have checked in as responding**, any additional pertinent location information and the quad number shall be given. Known access problems or hazards shall also be given during this dispatch. Additionally, information that would change the response to the incident shall also be transmitted.

2. For the purpose of single-engine fire responses, secondary radio traffic shall consist of immediate exposures.

3. For the purpose of multi-engine fire responses, secondary radio traffic from Dispatch shall consist of life safety information, a more specific call type, exposures, and special hazards.

4. For the purpose of automatic alarms, the zone location and type of the activated alarm shall be transmitted.

Order Model

Whenever communications are given during an incident, it should be by the "order model." Transmissions and information given "in the blind" should be avoided.

Prior to transmitting information, contact should be made with the receiving company. An example is: "Roof Group this is Command." No direction or message should be transmitted until that division has responded, such as "Roof Group, this is Command." After contact is established, that actual message, information, or order can be transmitted, such as: "Open up the roof at the peak."

The first arriving company shall also utilize the "order model." An example is "Control this is "Toppenish 11." Dispatch responds, "Toppenish 11."

"Toppenish 11 is on the scene, one story residential, smoke showing from the eaves, establishing Toppenish Command, stretching an 1 $\frac{3}{4}$ ".

Normal Reports to be Communicated

Responding. The company is responding to an alarm. The company responding should repeat the address. An example: "Toppenish 11 responding, 1 West First Avenue."

On the Scene. The company has arrived on the scene; the first company to arrive on the scene should also transmit a size-up of the incident.

Incident Stabilized. This is the when the incident has become constant and conditions are not worsening. This would be the report for when the fire is under control or when all patients at an EMS scene have adequate resources assigned and medical care is being administered. At a hazardous materials incident, it would be the time containment is achieved.

Command Terminated. This is the point in time that the position of Incident Commander has been disestablished.

In Service. The company is advising it is in full service.

Limited Service. The Company is in the system, however is not available for alarms. This may be due to limited staffing, limited water, or equipment.

Out of Service. The company is not available for reassignment.

In Quarters. The company is in the fire station. If the company is in quarters at a station other than its assigned station, dispatch should be advised of which station the company is in. Example: "Toppenish 11 is at station in service."

Normal Incident Status Reports to be Communicated

Size Up. An initial size up shall be transmitted on any incident as soon as practical after arriving on the scene. The size up is normally transmitted by the first arriving company or personnel.

Update Status Reports. Updated status reports should normally be made throughout the incident for benchmarking (i.e. accountability report, incident stabilized, triage report etc...)

Move-Ups

A Chief Officer or his/her designee shall have the discretion to move-up other departments to areas for coverage. Emergency move-ups are also addressed in the County Task-Force Plan.

All personnel shall be trained on the new procedures.

Ambulance companies shall be notified of or trained in the new techniques.

PUBLIC SAFETY DIRECTOR

50.069 – APPARATUS, EQUIPMENT AND STATION MAINTENANCE

Apparatus Daily Check list shall be completed for each apparatus at the beginning of each shift. When reserve apparatus is placed in service, the crew returning it to reserve shall be responsible for cleaning and servicing the apparatus.

All crew members shall participate in the morning maintenance of the apparatus and station. Officers may elect to complete their administrative responsibilities during this time. Morning maintenance shall start no later than 0810.

Detailed maintenance and Weekly Check list of apparatus shall be done on Sundays. This shall include an inventory of the EMS equipment. The Captain or designee shall identify and assign the detailed maintenance needed.

All equipment and apparatus shall be maintained and cleaned after each use. Exception will be the cleaning of apparatus from 2300 hours to 0700 hours; however, apparatus used during this time frame (2300 - 0700) shall be washed and wiped dry each morning between 0700 and 0800 hours. The oncoming firefighter shall concentrate his or her daily checks on the safety and operational conditions of the apparatus or equipment. Equipment missing shall be reported to the Fire Captain or designee immediately. All equipment shall be maintained and cleaned after each use regardless of hour.

The following tasks are to be performed daily:

- a. All apparatus checked and maintained
- b. Living quarters cleaned
- c. Apparatus floor swept
- d. Outside station grounds cleaned and litter picked up (0700-0800 morning duty)

The following tasks are to be performed on Sunday:

- a. All items on daily schedule above
- b. Apparatus Weekly Check, all apparatus
- c. Detailed maintenance of equipment and apparatus

All vehicles that are used for out of town travel will be cleaned and checked before leaving town and upon return. All fluid levels will be checked before and after use.

Completed check lists will be forwarded to the firefighter in charge of vehicles at the end of each month. Deficiencies found and not corrected shall be listed on the Repairs Needed form and forwarded to the Captain or designee.

Maintenance, cleaning and daily tasks of the equipment, apparatus and stations shall be the responsibility of all personnel. The Captain or designee shall have full authority to assign maintenance, cleaning and daily tasks to all firefighters.

All firefighters shall be responsible to carry out and complete all maintenance, cleaning and daily tasks assigned to them by the Captain.

The Public Safety Director or designee shall be responsible for the inspection of stations, apparatus and equipment.

The Public Safety Director or designee shall be responsible for the overall compliance of this directive by fire department personnel.

PUBLIC SAFETY DIRECTOR

50.070 – EQUIPMENT LOCATION ON APPARATUS

Relocation of equipment on apparatus shall be accomplished only by the following procedure:

- a. Written request or recommendation to Captain or designee; then,
- b. Discussion and consensus at Toppenish Firefighters Training Meeting; then,
- c. Review and approval by the Public Safety Director or designee.

No personnel will move equipment on apparatus without approval of the Captain or designee.

It is the responsibility of the Captain to communicate proposed equipment relocation to the Public Safety Director and to those present at the Toppenish Firefighters Training Meeting.

It is the responsibility of the department Staff to recommend equipment location on the apparatus and to facilitate the relocation of equipment.

It is the responsibility of the Public Safety Director or designee to review and approve recommendations of department Staff

There may be deviation from this SOP if recommended or approved by the Public Safety Director or his designee.

PUBLIC SAFETY DIRECTOR

50.071 – SCBA CARE & MAINTENANCE

To ensure that SCBA and facepieces are maintained according to Toppenish Fire Department, MSA, and NFPA 1440 recommendations the following procedures will be followed:

1. All SCBA on first line apparatus shall be checked daily and after each use.
2. All SCBA on reserve apparatus shall be checked at least once weekly and after each use.
3. All SCBA and individual facepieces shall be cleaned and inspected after each use.
4. Any SCBA or facepiece needing repair shall be tagged and removed from the apparatus. A replacement SCBA or facepiece shall be placed on the first line apparatus from the reserve apparatus
5. SCBA cylinders shall be hydro tested as required by manufacture recommendations.
6. SCBA shall be flow tested every year and after any major repair work.
7. All SCBA users shall be trained in use, cleaning and care of the SCBA and facepiece. Also, all department personnel shall be trained in the use of the Mako system, for refilling SCBA cylinder/bottles.
9. All major SCBA repairs shall be performed by certified SCBA MSA Technicians only.
10. All new purchases of SCBA will be of the MSA brand. Model type will be low pressure, MMR type.

It shall be the responsibility of each On-Duty Firefighter to record all checks and field SCBA maintenance on "Daily Equipment Check" forms.

It shall be the responsibility of the On-Duty Firefighter to make sure SCBA checks are completed and logged.

Completed Daily Equipment Check forms shall be saved and filed.

It shall be the responsibility of the firefighter assigned to maintenance to maintain records of cylinders, SCBAs, masks and repairs.

PUBLIC SAFETY DIRECTOR

50.072 – TESTING OF AIR AND OXYGEN CYLINDERS

Before compressed air or oxygen cylinders are refilled, all bottles shall be checked to see the date of last hydrostatic test. Cylinders shall be hydrostatically tested as follows:

- A. Oxygen cylinders - steel or aluminum - and compressed air cylinders every five years.
- B. Fiberglass wrapped aluminum air cylinders every three years.

If the three (3) or five (5) years have passed since the last test, the cylinder shall be tagged. Information on the tag shall include: Current date, last date tested, and note stating "Bottle not to be refilled until after it is tested."

The firefighter assigned to SCBA maintenance will arrange to have the cylinder or bottle taken to Cascade Fire & Equipment at the most earliest convenience.

When a cylinder fails to pass the proper tests, the bottle will be taken out of service permanently, and the Public Safety Director or designee notified.

In the case of the bottles assigned to the cascade system, the firefighter assigned to SCBA maintenance shall be in charge of arranging the hydrostatic testing.

It is the responsibility of all personnel filling cylinders and/or bottles to check the test date and notify the firefighter assigned to SCBA maintenance if testing is needed.

It is the responsibility of the firefighter assigned to SCBA maintenance to arrange for bottles and cylinders to be tested.

It is the responsibility of the firefighter assigned to SCBA maintenance to remove permanently from service and destroy any air or oxygen cylinder that is found to be defective as a result of testing.

PUBLIC SAFETY DIRECTOR

50.073 - RESPIRATORY (PARTICULATE) MASK CARE

All personnel using particulate masks shall be fit tested.

All personnel using particulate masks shall be trained in usage, care, and maintenance of said masks.

Each particulate mask shall be inspected before and after use to ensure proper working order.

Each particulate mask shall be cleaned and sanitized after each use.

Each particulate mask shall be inspected monthly and recorded on the apparatus check off sheet.

The particulate mask's filter shall be replaced when breathing becomes difficult or after a single day of usage.

Particulate masks are to be used only in safe atmospheres that have been shown to be safe; above 19.5% oxygen, free of hazardous gases or contaminants.

It shall be the responsibility of the apparatus driver to record the monthly check of the particulate masks on the apparatus check sheets.

It shall be the responsibility of the company officer to forward repairs or maintenance questions to the SCBA maintenance center.

PUBLIC SAFETY DIRECTOR

50.074 – ANNUAL INVENTORY AND HOSE TESTS

Inventory with hose testing shall be done annually.

The Captain shall be in charge of hose testing, and shall organize the unloading and reloading of apparatus, and the testing of hose.

All personnel involved shall wear hard hats, gloves, and steel toe footwear.

All hose shall be tested to follow the manufacturer's recommendations.

Lines of up to 300 feet in length may be tested.

All air shall be bled from the hose, and hose shall be flushed thoroughly.

All hose shall be inspected for faults and defects while under pressure.

All faulty hose shall be tagged with ID number, the EXACT defect, and how far the defect is located from the tagged end.

Hose numbers shall be logged as they are hung after testing.

During testing, hose shall be kept as dry as possible and shall be carried, not dragged.

All hose that passes test shall be marked with white chalk by the female coupling with a "T", and the year it was tested (eg. T 1998).

Any hose numbers that are faded or hard to read shall be re-stenciled.

All hose will be tested by using the high pressure hose testing machine only.

It shall be the responsibility of all personnel to be familiar with the proper procedure for hose inventory and testing.

It shall be the responsibility of the Captain to oversee hose tests and maintain records.

PUBLIC SAFETY DIRECTOR

50.075 – HYDRANT TESTING

The following procedure will be used by members to test hydrants:

1. Inspect hydrant exterior, noting any visual damage such as missing bolts, missing caps, cap chains, obstructions.
2. Inspect and test the operating nut on the main operating stem and on each port cap to make sure they are not rounded and of a standard size.
3. Install the port cap with gauge on one port, placing hydrant gate on the other. Slowly turn the hydrant on to the full open position. Bleed air from the hydrant. Take a static reading and record. Note any leakage from the hydrant or in the immediate area. Open hydrant gate and flow hydrant until water clears. If necessary attach a 2¹/₂" hose to the hydrant in order to direct the stream and prevent damage. Check area for drainage before flowing.
4. Close the hydrant. Remove all port caps. Check for proper drainage of barrel. Clean the threads of port and caps with steel brush.
5. Hydrants that are slow to drain down may have rust, scale or dirt plugging the drain holes. To correct this, replace port caps, open hydrant slowly several turns, but not completely on. This will allow water to enter the hydrant with the drain valve in the open position. When enough pressure builds up in the barrel, any foreign objects should be forced out. Shut hydrant off and remove cap to be sure the water in the barrel has receded.
6. Poor shut off. DO NOT EXERT EXTRA LEVERAGE. The trouble may be foreign matter lodged between the seat and main valve. To correct the problem, remove cap and open the hydrant fully to flush out any foreign matter. Again attach a hose if necessary to direct the stream and prevent damage to area.
7. If a hydrant is broken, i.e.: does not turn on or off, broken stem, excessive leakage from hydrant or main, or physical damage, complete an inter-office memorandum of the location and problem to the attention of the Captain or designee. The Captain or designee will contact the Public Works Department. All hydrants that are out of service will be listed on the dry erase board in the alarm room.

8. After hydrant is serviced and tested, fill out the Hydrant Testing Field Form.
9. If hydrants are on private property, contact the owner or responsible party before testing and maintenance is performed. Explain the value of the program to insure the property owner's cooperation. Repairs to private hydrants are the responsibility of the property owner (private hydrants can be repaired by general contractors). Follow procedure as outlined above.
10. The lowest outlet for any fire hydrant shall be no less than 18 inches above grade and no less than 36 inches of unobstructed area for the operation of hydrant wrenches on all outlets and operating nut. If a hydrant is obstructed, complete an interoffice memorandum explaining the problem and location to the attention of the Captain. **DO NOT TRIM THE SHRUBS.**
11. After completing test, make sure all port caps are in place, all tools are picked up and any debris is cleaned up.
12. If hydrant does not shut off, contact the Public Works Department switching directly to their radio frequency. If after hours, contact the Toppenish Police Department and they will call out the next Public Works employee on the call-out list.

It shall be the responsibility of the testing crews to test the hydrant using the correct procedure.

It shall be the responsibility of the firefighter assigned to hydrant maintenance to record all tests.

It shall be the responsibility of the Captain or designee to assign areas and procure materials for testing.

It shall be the responsibility of the Captain or designee to coordinate and oversee shift testing operations.

PUBLIC SAFETY DIRECTOR

50.076 – LIFE SAFETY ROPE INSPECTION

A rope log tag shall be attached to each rope bag.

Ropes shall be inspected on Sunday of each month and after each use.

After using rope, the date of use and condition of rope after use shall be logged onto the rope log tag that is attached to each bag.

After the log tag becomes full, it shall be taken out of its holder and entered onto the master log.

Replacement log tags shall be in the holders.

It shall be the responsibility of any person using a rope in any way to log the information on the attached rope log.

It shall be the responsibility of all personnel to log rope inspection information into the master log.

It shall be the responsibility of all personnel to supply additional rope log tags when requested.

PUBLIC SAFETY DIRECTOR

50.077 – EDITH HOUSE PROCEDURES

To insure that EDITH House is transported and presented in compliance with Yakima County Fire Prevention Association guidelines and to provide a positive learning experience to all participants in any EDITH program the following procedures will be followed:

1. Transport Vehicle Checks
 - A. Check engine oil level
 - B. Check engine coolant level
 - C. Check hoses and belts

2. EDITH Interior Checks
 - A. Upstairs - All windows closed, all electrical switches off, loose items secure, doors closed.
 - B. Main Floor - Cupboard doors secured, top of range cleared, windows closed, loose items secured, outside TV door secure, TV slide tray secure, smoker off, all electrical switches off, all doors closed.

3. Outside Checks
 - A. Awning retracted and secure
 - B. Corner jacks secured
 - C. Trailer hitch, safety chains, trailer lights
 - D. Ramps secure, safety chains hooked
 - E. Close and secure generator cover
 - F. Walk around checking tires and safety items
 - G. 45 mph maximum towing speed under ideal conditions

The Training Officer shall coordinate all scheduling of school presentations.

The Training Officer shall provide the adequate number of personnel to properly present the program.

All personnel shall conduct themselves in a professional manner and maintain a positive attitude while working with EDITH presentations.

School presentations shall be given to second graders only.

Public Education shall notify all personnel of available training and refresher courses for EDITH House training which is offered by Yakima County Fire Prevention Association.

PUBLIC SAFETY DIRECTOR

50.078 – USE OF “OLD SUZIE” FOR PARADES, DEMONSTRATIONS, DISPLAYS AND OTHER FUNCTIONS

Only persons that receive proper training in maintenance, operation and driving of Old Suzie shall utilize or operate this vehicle.

Proper training can be obtained from the Captain or designee.

Prior to any use of Old Suzie a written request shall be submitted to the Public Safety Director or designee of the Department. The request shall include the time, date, and location of the function in which this vehicle is to participate. The name(s) of the department personnel involved and the name of the driver/operator shall also be included.

No persons, other than Toppenish Fire Department personnel and other City personnel, shall be allowed upon or to ride in this vehicle; EXCEPT: Persons, other than Toppenish Fire Department personnel, can be allowed upon Old Suzie at a static display or can be allowed to ride in a seated position only from the beginning point to the terminal point of a parade route only. A waiver of liability form shall be signed by all non-Fire Department persons and the Public Safety Director or designee prior to riding in any parade route.

The uniform of Toppenish Fire Department personnel driving or displaying this vehicle shall be dress uniform.

It shall be the responsibility of each Fire Department employee to comply with this policy.

The person(s) using this vehicle shall be responsible for fueling, maintenance and cleaning of this vehicle after its use.

It shall be the responsibility of the firefighter assigned to maintenance to schedule periodic care, maintenance and cleaning of Old Suzie.

PUBLIC SAFETY DIRECTOR

60.000 - BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

The Exposure Control Plan shall be read by each employee. Suggested improvements and alterations shall be communicated to the Exposure Control Officer, EMS Officer. The Plan shall be located in the fire station library and available to every employee. The Plan shall be reviewed annually by all personnel.

This section is to provide employees of the Department with the Exposure Control Plan, to provide those employees with information regarding the Plan, potential exposure situations and activities, exposure protection equipment and techniques, recognition of possible exposure, and procedure for post-exposure reporting in accordance with WAC 296-62.

1. It shall be the responsibility of the Captain to assure that the Plan is in the Station Library.
2. It shall be the responsibility of each employee to be familiar with contents of Plan.
3. It shall be the responsibility of persons or positions identified in the Plan to fulfill the requirements of their assigned areas of responsibility.
4. It shall be the responsibility of the Exposure Control Officer to maintain the master copy of the Exposure Control Plan and schedule review at least annually and updating whenever necessary to reflect changes in task or job descriptions.

PUBLIC SAFETY DIRECTOR

60.001 – HEALTH MAINTENANCE

The purpose of health maintenance is to have healthy employees to provide assistance to the citizens of Toppenish, to reduce, if not eliminate, the chance of disease transmission by:

No employee will be assigned to emergency response duties until an entrance physical assessment has been performed by the Department designated Physician or Department's health care provider, and the employee has been certified as fit for duty.

Emergency Medical work restrictions for reasons of infection control may be initiated by the Department's health care provider. These may be temporary or permanent. As an example, personnel with extensive dermatitis or open skin lesions on exposed areas may be restricted from providing patient care or handling, and/or decontamination of patient care equipment.

All personnel shall be offered immunization against the Hepatitis B virus at no charge to the employee. The risks and benefits of immunization shall be explained to all personnel, and informed consent obtained prior to immunization. (See SOP 4.306)

An employee may request serologic testing prior to Hepatitis B immunization, to determine if previous immunity exists. Personnel may refuse immunizations or may submit proof of previous immunization. Personnel who refuse immunization shall be counseled on the occupational risks of communicable diseases, and shall be required to sign a refusal of immunization form called a "Vaccination Declination Form." Personnel who initially refuse immunization may later receive immunization upon request.

Any employee returning to work following a long term (3 shifts or more) injury or illness, or infectious disease (occupational or non-occupational) shall be cleared by the Public Safety Director or his designee prior to resuming Emergency Medical response duties.

All personnel shall be allowed access to the Employee Assistance Program and Critical Incident Stress Debriefing.

The Department Infection Control Officer and Providence Medical Center shall maintain records in accordance with WISHA Bloodborne Pathogens Standard WAC 296-62-08001. Personnel participation in the Infection Control Program shall be documented, including:

- A. Name and Social Security Number of employee
- B. Immunization Records
- C. Circumstances of Exposure to Infectious Diseases
- D. Post-Exposure Medical Evaluation, Treatment and Follow-Up

Infection Control records shall become a part of the employee's personal health file and shall be maintained for the duration of employment plus thirty (30) years.

Medical records shall be strictly confidential. Medical records shall be maintained in the office of the health care provider, and shall not be kept with personnel records. Medical records shall not be released without the signed written consent of the employee or their legal representative.

No records shall be kept of an employee's participation in Employee Assistance Program or Critical Incident Stress Debriefing.

Personnel may examine their own medical records and may request that copies be sent to their personal physician. Releases of this nature shall only be made with the signed written consent and knowledge of the employee or their legal representative.

Abstracts of medical records without personal identifiers may be made for quality assurance, compliance monitoring, or program evaluation purposes, as long as the identity of individual persons cannot be determined from the abstract.

To preserve confidentiality, neither the Department's physician advisor nor the Yakima County Medical Program Director shall conduct health assessments on Department personnel.

1. It shall be the responsibility of the Public Safety Director to assure that the appropriate immunizations and medical exams be made available to the employee at no cost to the employee.
2. It shall be the responsibility of the Public Safety Director to make arrangements with the health care provider that he selects to provide

medical exams, immunization, and post-exposure follow-up and medical record keeping.

3. It shall be the responsibility of the Exposure Control Officer to coordinate contacts between the Toppenish Fire Department and Providence Medical Center.

PUBLIC SAFETY DIRECTOR

60.002 – INFECTION CONTROL TRAINING

All personnel providing emergency services or contaminated EMS equipment transport or decontamination shall be required to complete:

A. Initial Infection Control Training at the time of assignment to tasks where occupational exposure may occur. Personnel presently assigned to such tasks who have not received such training shall complete initial training within ten (10) days.

B. Refresher Infection Control Training shall be provided each year thereafter.

All Infection Control Training shall be appropriate in content and vocabulary to the educational level, literacy and language of personnel being trained.

All training topics shall be in compliance with the requirements as listed in the Exposure Control Plan. Records shall be kept in the administrative Training Files located in the EMS Officers filing cabinet.

Infection Control instructors shall be knowledgeable in all of the program elements listed in the Exposure Control Plan, particularly as they relate to the emergency services provided by this agency.

Written records of all training sessions shall be maintained for three (3) years after the date on which the training occurs. Training records shall be kept on the form entitled "Yakima County Department of Emergency Medical Services Continuing Education/Training Record" and a copy shall be forwarded to the Department of EMS.

The training shall be provided at no cost to the employee.

The training shall be provided during normal working hours.

1. It shall be the responsibility of the EMS Officer to arrange for knowledgeable, well informed instructors for Infection Control Training.
2. It shall be the responsibility of the Captain to assist and coordinate the training.

3. It shall be the responsibility of the Public Safety Director to provide time for crews to be trained.

4. It shall be the responsibility of the EMS Officer to schedule new hires or newly assigned personnel for training.

PUBLIC SAFETY DIRECTOR

60.003 – LABELING OR TAGGING OF CONTAMINATED EMS EQUIPMENT

When EMS equipment is used and exposed to body fluids the equipment shall be promptly tagged with the tag provided to indicate that the equipment is contaminated and needs decontamination prior to reuse or handling without personal protective devices.

When retrieving used equipment from the hospital storage room the equipment shall be tagged and placed in a red-orange biohazard bag.

The tag shall remain in place until the equipment is decontaminated appropriately.

The tag shall bear the biohazard symbol and be colored red-orange.

It shall be the responsibility of all personnel to make sure that contaminated equipment is properly and clearly tagged and bagged to indicate need for protective equipment when handling, and to indicate the need for decontamination.

It shall be the responsibility of the EMS Officer to provide an adequate supply of tags and bags for use on all apparatus.

It shall be the responsibility of all personnel to advise the EMS Officer when the need for new tags and bags is discovered.

PUBLIC SAFETY DIRECTOR

60.004 – EMS PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment shall be provided by the Toppenish Fire Department for use by personnel responding to emergency medical calls and/or handling contaminated equipment.

Emergency medical personnel shall use the appropriate protective equipment as dictated by the nature of the potential exposure.

Selection and use of personal protective equipment:

- A. EMS is often unpredictable. While blood is the single most significant source of infectious exposure, it is safest to assume that all body fluids are infectious. For this reason, personal protective equipment shall be worn to provide barrier protection against all body fluids.
- B. In general, personnel shall select protective equipment appropriate to the potential for spill, splash or exposure to body fluids. When in doubt, select maximal rather than minimal protection.
- C. Disposable gloves shall be worn during any patient contact. All personnel shall have easy access to extra pairs of gloves in kits or uniforms.
- D. Disposable gloves shall not be reused.
- E. Gloves shall be replaced as soon as practical when soiled, torn or punctured. Wash hands immediately after glove removal. On scene, use antiseptic hand cleaner located in decontamination kit on apparatus, then wash hands with soap and water as soon as possible.
- F. Gloves shall be changed between patients in multiple casualty incidents.
- G. Structural firefighting gloves shall be worn over disposable gloves in situations where sharp or rough edges are likely to be encountered.
- H. Protective eye wear shall be worn on all EMS calls.
- I. Facial protection shall be used in any situation where splash contact with the face is possible. Face protection may be afforded by using both face mask and protective eye wear, or by using a full face shield. **Face shields on firefighting helmets do not qualify as face or eye protection for infection control.**
- J. When treating a patient with a suspected or known airborne transmittable disease, face masks shall be used. The first choice in this case shall be to mask the patient. In addition, personnel shall use masks for protection from droplets suspended in the air.

K. Fluid resistant gowns are designed to protect clothing from splashes. Structural firefighting gear also protects clothing from splashes and is preferable in fire, rescue, or extrication activities. Gowns may interfere with or present a hazard to personnel in these circumstances. The decision to use barrier protection to protect clothing and the type of barrier protection shall be left to the individual. Structural firefighting gear shall always be worn for fire suppression and extrication activities.

L. Under certain circumstances, head covers and/or shoe covers shall be required to protect these areas from potential contamination. Structural firefighting gear (boots and helmets) may be used in these cases for barrier protection.

It shall be the responsibility of the EMS Officer to select, specify, purchase and distribute appropriate protection in adequate sizes and quantities so all personnel have access to the equipment necessary to protect themselves.

It shall be the responsibility of the employee to use the personal protective equipment appropriate to the potential for exposure.

It shall be the responsibility of the on-duty Firefighters to ensure that adequate levels of personal protection equipment are maintained in the station and on the apparatus and that personnel under their command use personal protective equipment appropriate to the potential exposure.

It shall be the responsibility of the on-duty Firefighters to ensure that disposable equipment is properly disposed of in the Biowaste Disposal Area in the station.

It shall be the responsibility of the on-duty Firefighters to ensure that reusable personal protective equipment is promptly decontaminated and cleaned.

Reusable, launderable personal protective items shall be laundered at the station. Personnel are prohibited from taking these items home to launder.

60.005 – POST-EXPOSURE PROCEDURES (BLOODBORNE PATHOGENS)

Any person exposed to potentially infectious material shall immediately wash the exposed area with soap and water, or if eyes are involved, saline eye wash.

Refer to the TFD Exposure Control Plan (located in the station library) for detailed information on post-exposure evaluation and follow-up procedures.

It shall be the responsibility of the employee to report to the Exposure Control Officer any exposures, and to fill out an Exposure Incident Form.

It shall be the responsibility of the Exposure Control Officer to make sure an Exposure Incident Form is filled out by the employee as soon as possible after finding out about the exposure.

It shall be the responsibility of the Exposure Control Officer to begin the investigation as outlined in the Exposure Control Plan and make contact with the source patient's attending physician to request source individual testing for bloodborne disease.

It shall be the responsibility of the Public Safety Director to designate what agency or health care professionals will handle post-exposure evaluations, counseling and treatment for TFD employees.

It shall be the responsibility of all personnel involved to respect the confidentiality of all persons concerned, including source patient and employee.

It shall be the responsibility of the Exposure Control Officer to complete an investigation of the exposure incident, determine if a change in work practices, engineering controls, or personal protective equipment could prevent a similar incident in the future.

PUBLIC SAFETY DIRECTOR

60.006 – SCENE OPERATION INFECTION CONTROL

The blood, body fluids and tissues of all patients are considered potentially infectious, and universal precautions/body substance isolation procedures shall be used for all patient contact.

Personnel shall use maximal rather than minimal personal protection equipment for each situation.

Scene operations, as much as feasible, will attempt to limit splashing, spraying or aerosolization of body fluids.

The minimum number of personnel required to complete the task safely shall be used for all on-scene operations. Personnel not immediately needed will remain a safe distance from operations where communicable disease exposure is possible or anticipated.

Hand washing is the most important infection control procedure. Personnel shall wash hands:

- A. after removal of personal protective equipment
- B. after each patient contact
- C. after handling potentially infectious material
- D. after cleaning or decontaminating equipment
- E. after using the bathroom
- F. before eating
- G. before and after handling or preparing food

Hand washing with soap and water shall be performed for ten or fifteen seconds. If soap and water is not available at the scene, the antimicrobial towelettes and/or the waterless foam hand cleaner and disposable towels shall be used, provided that soap and water wash is performed immediately upon return to quarters or arrival at the hospital.

Used needles and other sharps shall be disposed of in approved sharps containers located on the ambulance. Needles shall not be recapped, bent, broken or separated from syringes. Needles shall not be carried from the site to the ambulance for disposal. Sharps disposal container shall be brought to the site and needles shall be placed inside.

Disposable resuscitation equipment shall be used whenever possible. For CPR the order of preference is:

- A. Disposable Bag Valve Mask
- B. Disposable Seal Easy or Pocket Mask with one way valve
- C. Mouth to Mouth

Mouth to mouth resuscitation shall be performed only as a last resort if no other equipment is available. Personnel shall use the disposable resuscitator equipment provided and shall replace used equipment from the ambulance supplies.

Personal Protective Equipment (PPE) shall be removed and placed in a red biohazard bag prior to leaving the work area or as soon as possible, if contaminated. After use, all PPE shall be placed in leak proof, red Bio Hazard marked bags and transported back to the station for proper disposal.

No medical information shall be released on scene. Patient confidentiality shall be maintained at all times.

At the conclusion of on-scene operation, all potentially contaminated patient care equipment shall be removed for appropriate disposal or tagged for decontamination for reuse. Reusable equipment shall not be used on subsequent patients until appropriately decontaminated.

Upon return to quarters, contaminated equipment shall be replaced with clean equipment. Supplies of PPE shall be replenished on response vehicles.

Personnel are required to remove contaminated PPE before entering lunch/break rooms, before eating or drinking, before using public phones, and before leaving the worksite.

1. It shall be the responsibility of the Exposure Control Officer to provide disinfection equipment and solutions to each station.
2. It shall be the responsibility of the On-duty Firefighters to assure compliance of their crew with this directive.

3. It shall be the responsibility of all personnel to comply with this directive.

4. It shall be the responsibility of the Exposure Control Officer and Safety Officer to monitor compliance of this directive.

PUBLIC SAFETY DIRECTOR

60.007 – DECONTAMINATION OF REUSABLE EQUIPMENT

Personnel are to be protected from infectious disease transmission during post-response equipment decontamination.

Upon return to quarters all contaminated equipment shall be stored only in the decontamination area and cleaning and decontamination shall be performed as soon as possible.

Gloves shall be worn for all contact with contaminated equipment and materials. Other PPE shall be used as appropriate, when disinfecting or decontaminating equipment and materials.

Eating, drinking, smoking, handling contact lenses or applying cosmetics or lip balm is prohibited during cleaning/decontamination procedures.

Disinfection shall be performed with tuberculocidal and EPA approved and registered disinfectant.

Any damaged equipment shall be decontaminated prior to sending for repairs.

Manufacturer's guidelines shall be used for the cleaning and decontamination of all equipment:

Durable equipment (backboards, splints, KED's) shall be washed with hot soapy water, rinsed with clean water and disinfected, then allowed to air dry.

Delicate equipment (Radios, defib units, suction units) shall be wiped clean of any debris using hot soapy water, wiped with clean water and then wiped with disinfectant and allowed to air dry.

Work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, and after spillage contamination with blood or potentially infectious materials. Seats and door handles on response vehicles contaminated with body fluids from soiled PPE shall also be disinfected upon return to quarters.

Contaminated structural firefighting gear shall be cleaned according to manufacturer's recommendations. Wash with hot soapy water and rinse with clean water, then air dry. Do not use bleach or disinfectant due to potential fabric degradation. Contaminated boots shall be brush scrubbed with a solution of hot soapy water, rinsed with clean water and air dried.

Contaminated work clothes (uniforms, coveralls) shall be removed and exchanged for clean clothes. Personnel shall shower if body fluids were in contact with skin under work clothes. Contaminated work clothes shall be laundered at the station using soap and hot water and liquid disinfectant (Lysol).

UNDER NO CIRCUMSTANCES SHALL CONTAMINATED WORK CLOTHES BE LAUNDERED AT HOME BY ANY PERSONNEL. CONTAMINATED WORK CLOTHES SHALL NOT LEAVE THE STATION. Contaminated clothing **shall** be placed in red-orange bag prior to any transporting through station living areas to laundry facility location.

Infectious wastes generated during cleaning and decontamination operations shall be properly bagged and placed in the Bio Waste disposal area.

1. It shall be the responsibility of the Exposure Control Officer to provide disinfection equipment and solutions to each station.
2. It shall be the responsibility of the on-duty Firefighters to assure compliance of their crew with this directive.
3. It shall be the responsibility of all personnel to comply with this directive.
4. It shall be the responsibility of the Exposure Control Officer and Safety Officer to monitor compliance of this directive.

PUBLIC SAFETY DIRECTOR