



**One Team, Making A Difference**

**Policies**

**Procedures**

**Guidelines**

**04-23-2015**

College Station Fire Department  
Departmental Policy  
Departmental Standard Operating Procedures and Guidelines

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## Chain of Command

### Purpose and Scope:

To establish clear lines of communication for conducting fire department business and missions. The College Station Fire Department is a Quasi Military Organization structured around the Chain of Command concept. Communications for department related activities shall be conducted through the Chain of Command.

### Communications and Activities:

- ◆ Department communications and activities include, but are not limited to the following: Clarification of policies and procedures, work assignments, requests for information within the organization.
- ◆ Requests for information outside the organization that may pertain to normal work duties.
- ◆ Specifics may include, but are not limited to the following; requests for information pertaining to vacations, holidays, sick leave, training activities, station assignments, payroll, workers compensation, and requests to meet with Battalion Chief, Assistant Chief, or Fire Chief.

### Communications Process:

- ◆ The employee begins the communication process with requests or discussions with his/her immediate supervisor.
- ◆ If response from the supervisor is unsatisfactory or an issue must be taken to the next level, communication will be from the employee through the supervisor to the next level. If needed the process of communications will continue from supervisors to division heads.

Communications from the top of the organization will be accomplished opposite of the above. If in doubt about communication procedures contact your supervisor.

### Open Door Policy:

The Fire Chief has an "open door policy" for those employees desiring a conference. This request will be made through the proper Chain of Command.

### EMERGENCY OPERATIONS:

Communication at the scene of an emergency or other fire department operation will be conducted as per the Incident Command System. Orders issued at a scene will be carried out without delay. Situations regarding specific safety issues will be brought to the attention of the Company Officer, Incident Commander or Safety **Officer** immediately.



## Personal Appearance Policy

### Scope and Purpose:

The personal appearance of fire department personnel is viewed by the public as an indicator of the individual's, and the department's professional attitude and competence. The appearance of certified uniformed personnel is outlined in this policy with additional information found in section 9.05 of the City of College Station Employee Handbook.

Due regard for the safety of all personnel necessitates that some specific areas of personal appearance be directly addressed.

### Definition:

- Supervisor – a person who supervises a person or an activity

### Guidelines:

Supervisors will advise those within their command of the grooming standards and will assure conformity. Supervisor will refer the CSFD Disciplinary Procedure 200.2.10 in dealing with violations of the CSFD Personal Appearance standard.

It shall be the duty of the responsible supervisor to assure that personal grooming shall not interfere with the wearing of safety headgear, facemask, or other related personal protective equipment. The supervisor will take immediate corrective actions to make the situation safe.

Any CSFD member with a medical condition that precludes conforming to these grooming standards shall notify their Chain-of-Command and may obtain an exception approval from the Fire Chief. This type of exception may require reassignment or the employee might not be able to work.

### Hair Standards:

Occupational Safety and Health Administration (OSHA) 1910.134(g)(1), states that an effective tight-fitting facepiece requires the face to be in direct contact with the respirator seal. Any facial hair that is between the facepiece seal and face can cause the seal not to work effectively. CSFD policy is in support of OSHA 1910.134 (g)(1) not having any facial hair between the face and respirator seal providing the highest level of safety for its members in Immediately Dangerous to Life or Health (IDLH) environments.

Hair, sideburns, mustaches, and articles of clothing must never interfere with the use of personal protective equipment (PPE), including helmets and SCBA mask.

As long as the hair style does not lessen the protection of required safety equipment or expose personnel to added personal injury the acceptability of the style will be evaluated by the following criteria:



### **Male Uniformed Personnel:**

- Hair will be neat, well trimmed, and appropriately groomed at all times.
- Hair will not present a ragged or unkempt appearance.
- In no case will the bulk of hair interfere with the wearing of a SCBA, helmet, or protective hood.
- Hair will not cover more than three-fourths (3/4) of the ear.
- Hair will not extend below the bottom edge of the uniform collar, at the back of the neck when standing.
- Hair will not be dyed an unnatural color.
- Hair will not be worn in an extreme or fad style such as a Mohawk, ducktail, braids, or in a way that exceeds length standards.
- With the exception of appropriate mustaches and sideburns, no facial hair is allowed
- Mustaches will be kept in a groomed and trimmed manner at all times
- No mustache shall be waxed or twisted at the ends, or pulled to a point in any manner
- Mustache may not exceed more than ½ inch beyond or ½ inch below the corner of the mouth
- Under no circumstances will the mustache be permitted to cover the mouth, extend to a point that interferes with the seal of the SCBA face piece or be flared on the bottom edges.
- Sideburns will be kept in a groomed and trimmed manner at all times.
- Sideburns will not extend below the bottom of the earlobe, be flared, or bushy, and will end in a clean-shaven horizontal line
- No Beards, No Goatees, No soul-patches while in uniform or on duty.

### **Female Uniformed Personnel:**

Female personnel will conform to the same grooming requirements as male personnel except for the following:

- Hair shall not exceed in length on all sides below an imaginary line drawn parallel across the bottom of the shoulder blades.
- Hair may be worn down during non emergency activities.
- During emergency operations, training activities, apparatus and equipment maintenance hair shall be pinned up or covered and shall not interfere with the wearing of headgear, SCBA or become an entanglement hazard.
- Hair must not cause an exposure / contamination issue during emergency medical operations.
- Items used by female personnel to hold the hair in place will be concealed as much as possible, and will be of a color and style that blends with the hair.
- Plastic items such as combs and ribbons shall not be worn in the hair.



## **Fingernails Standards**

- Fingernails will be neat and clean, and not extend beyond the tips of the fingers. If nail polish is worn, it will be clear.

## **Cosmetics Standards**

- Personnel may be permitted to wear cosmetics of conservative color and amount.

## **Jewelry Standards**

- Earrings and other body piercings will not be worn while in uniform or on duty.
- Neck chains may be worn, but must *remain concealed from view* beneath the uniform shirt.
- Watches, rings, and bracelets may be worn if they are snug fitting and do not compromise the safety of the individual.
- Consideration shall be given to the wearing of gloves to protect the hands and fingers while performing work with power tools or other devices that jewelry may “hang” on.

## **Piercing Hole Standards**

Other than ear piercing holes for small post earrings, no visible body piercing (or piercing hole), to include nose, eyebrows, and tongues shall be visible while in uniform or on duty. No “gauges” or earrings that could interfere with performing assigned duties is permitted while in uniform or on duty. Piercing holes larger than those to accommodate a small post earring must be closed or covered while in uniform or on duty.

If a question arises as to the appropriateness of a member's piercing(s), the appropriate Assistant Chief will be notified through the Chain-of-Command. The AC will provide a recommendation to the Fire Chief for final determination.

## **Tattoos and Brandings Standards**

Employees should not reveal or display inappropriate tattoos or brandings while in uniform or on duty. See the City of College Station Employee Handbook 9.05, for more information.

If a question arises as to the appropriateness of a member's tattoos or brandings, the appropriate Assistant Chief will be notified through the Chain-of-Command. The AC will provide a recommendation to the Fire Chief for final determination.



# Uniform Use and Appearance

## Scope and Purpose

To create a policy that outlines the correct use of the College Station Fire Department Uniform for uniformed personnel. To establish guidelines for proper insignia, pin, and rank placement for the selected uniformed. This policy will promote a uniformed appearance within the College Station Fire Department for those personnel who wear a uniform.

## Dress & Uniform Guidelines

The College Station Fire Department provides the following clothing for its employees:

- Department approved long and short sleeved t-shirts
- White logo free T-Shirts (Rank: Captains through Fire Chief)
- Belts
- Work pants
- Physical fitness shorts
- Winter jacket
- Light weight/reversible jacket
- Baseball cap
- Uniform insignia, pins, rank, and decorative pins
- Class C Uniforms – (Primary Uniform) All employees (See below)
- Class B Uniforms – All employees (See below)
- Class A Uniforms – Officers only (See below)

## Personal Appearance Guidelines

- When a uniform is worn, it will be neat and clean and not faded in color.
- All Officers, and/or acting Officers, shall be responsible for making sure that all members are professionally dressed in accordance to this policy.
- Personnel will be appropriately dressed to respond at shift change or until relieved.
- Under no circumstance shall an identifiable part of the uniform (With the exception of F.D. T-shirts and Ball Caps) be worn off duty with the exception of driving to or from work.
- If F.D. T-shirt or Ball Cap is worn off duty the wearer must refrain from activities that could reflect poorly and / or discredit the Fire Dept. or City.
- The class C uniform is the primary uniform. It is to be worn whenever units are in the public for anything other than emergency response and individuals are wearing bunker gear.



## **Class C Uniforms (Rank: Shift Personnel through Suppression Captains and Deputy Fire Marshal)**

The Class C Uniform is the general purpose work uniform for all personnel in rank of Shift Personnel through Operations Captain. This uniform consists of the following items:

- Light blue short sleeve uniform shirt
  - Only a department issued navy t-shirt will be worn as an under shirt
- Dark navy uniform pants
- Department issued black belt
- Black socks (any color if socks are not visible)
- Plain toe boots or shoes that can be polished
- Department issued insignia including:
  - Name tag
  - City identification badge
  - Service placard
  - Flag
  - Badge
  - Collar insignia
  - Maximum of two approved pins shall be wore over the right pocket
  - Other pins approved by the Fire Chief

Pins currently approved:

EFO/NFA  
Swat Medic  
Honor Guard  
CSFD Anniversary pin

NOTE: A request must be made to the Fire Chief through the appropriate chain of command requesting approval for any other uniform pins, insignia, etc... If approved, the Fire Chief will specify the length of time it can be worn.

## **Class C Uniforms (Rank: Administration Captains through Fire Chief)**

The Class C Uniform is the general purpose work uniform for all personnel in rank of Training Captain through Fire Chief. This uniform consists of the following items:

- White short sleeve uniform shirt
  - Only a logo free white t-shirt will be worn as an under shirt
- Dark navy uniform pants
- Department issued black belt
- Black socks (any color if socks are not visible)
- Black plain toe boots or shoes that can be polished



- Department issued insignia including:
  - Name tag
  - City identification badge
  - Service placard
  - Flag
  - Badge
  - Collar insignia
  - Other pins that are approved by the Fire Chief
  - Maximum of two approved pins shall be worn over the right pocket

### **Class B Uniforms (Rank: Shift Personnel through Driver)**

- Department issued long sleeve light blue uniform shirt
- Dark navy blue polyester slacks
- Department issued black belt
- Black socks (any color if socks are not visible)
- Black plain toe boots or shoes that can be polished
- Navy blue tie
- Shoulder boards
- Collar insignia
- Hat with pin (Outdoors Only)
- Maximum of two approved pins shall be worn over the right pocket

### **Class B Uniforms (Rank: Captain through Fire Chief)**

- Department issued long sleeve white uniform shirt
- Dark navy blue polyester slacks
- Black plain toe boots or shoes that can be polished
- Black socks (any color if socks are not visible)
- Department issued black belt
- Navy blue tie
- Collar insignia
- All department approved insignias
- Hat with pin (Outdoors only)

### **Class A Uniforms (Rank: Company Officers and Chief Officers)**

- Navy blue dress coat
- Navy blue pants or skirts
  - Skirts to be worn so that the bottom hem extends two inches below the knees



- Long sleeve white uniform shirt
- Department issued black belt
- Navy blue tie
- Black socks
- Black plain toe shoes or boots
- Department issued insignia including:
  - Badge
  - Name tag
  - Collar insignia
- Hat with pin (Outdoors only)

NOTE: When the dress uniform coat is worn, it will be fully buttoned.

### **Uniform Insignia**

All badges, name tags, flag pin, shoulder boards, and collar insignia will be issued by the department. Issued insignia will be gold or silver according to rank.

**See attached diagrams for proper insignias and badge placement below**

#### Name Tag:

The name tag with attached service date placard will be worn on the uniform at all times. The name tag will be worn on the right pocket of the uniform shirt, and/or Class A Uniform:



#### Flag Pin:

The flag pin will be worn on the uniform at all times. The flag pin will be worn on the left pocket of the uniform shirt:





### Badge:

The badge will be worn on the uniform shirt. The badge will be worn over the left pocket as indicated by the reinforced stitched badge holder:



### Shoulder Boards:

Shoulder boards will be worn on each uniform shirt epaulettes while wearing class A or B uniforms. The shoulder boards will be worn so the insignia is located on the edge next to the shoulder stitch:



### Collar Brass:

Collar brass for Class A and B Officer Uniforms will be attached to the uniform shirt and coat. They will be approximately 2 cm (nickels width) from the tip of the collar:





CSFD for non-ranking personnel, DFM for Deputy Fire Marshals, and PIO for public information officer will be attached on the collar as indicated in the diagram:



### Star Placement:

Each star for Class A uniforms indicates five (5) year increments of service with the College Station Fire Department. Stars are sewn on to the dress coat as needed. Stars will be sewn as indicated in the diagram:



### **T-Shirts (Rank: All personnel)**

- Department issued navy t-shirts may be worn under the Light Blue Class C Uniform.
- A logo free white t-shirt may be worn under the White Class C Uniform.
- Both long and short sleeved department issued blue t-shirt may be worn as the primary uniform shirt for personnel while in quarters and not performing a scheduled function involving the public.
- T-shirts only, may be worn when performing maintenance, training, or any activity where the Class C Uniform may get soiled or damaged.
- Unless in Bunker gear, full class C uniform will be worn on medical calls regardless of what unit you are on, except for extenuating circumstances where the primary uniform is not expected (i.e. returning from a structure fire)
- Personnel at their own expense may have their name and rank embroidered onto their t-shirt. (Doing this will not eliminate the need for wearing the employees issued ID card.)

### **Baseball Caps**

Baseball caps issued by the College Station Fire Department are considered part of the uniform and may be worn with the uniform. Unless on an emergency call or in the apparatus bays; caps will not be worn inside any building.



## **Duty/Job Shirt**

Duty/Job shirts can be purchased by employees to wear as followed;

- While on duty it can be worn over the uniform just as with any other outerwear garment
- A reflective vest must be worn over the shirt if the situation requires it
- The shirt can be worn off duty, but should be treated the same as a normal uniform
- Faded and worn shirts will not be permitted to be worn while on duty

## **Physical Training Uniform**

The uniform for physical training will be as follows:

- Department issued t-shirt
- Department issued training shorts
- Athletic shoes and socks

## **Dress for Classes, Conferences, and Special Assignments**

Personnel attending any classes, conferences and special assignments shall wear clothing appropriate for the class. Classroom attire shall be at a minimum business casual.

## **City Employee I.D. Card**

Employee I.D. cards will be worn on personnel at all times when:

- I.D. cards will be worn in accordance with the city policy. While in uniform, the I.D. card may be displayed from either epaulette or pocket. When t-shirts are worn, the I.D. card may be attached to the belt, waist band, or secured with a lanyard.
- Texas Department State Health Services (TDSHS) requires name, photo I.D., and medical certification level to be displayed at all times. Therefore I.D. cards will be worn on duty when a t-shirt replaces the uniform shirt.

## **Cold Weather Outer Wear**

- Department issued jackets or department approved job shirts.
- Black or navy blue beanie type hats.
- Black winter gloves.



## CSFD Equipment Retention Process

### Purpose and Scope:

This policy defines a process where an employee who is in good standing within the department has the ability to retain CSFD equipment to be used as a keepsake. This policy also allows a retiring member in good standing within the department to retain certain issued CSFD equipment items that may be worn after retirement.

### Definitions:

**Keepsake** is an item that is kept as a reminder of a person, place, or event.

### Promotions:

#### *Badges:*

Those promoting may keep one metal CSFD fire badge.

#### *Helmets:*

Any member being promoted that requires a different helmet color may trade for their old fire helmet.

Notify the fire chief and quartermaster of your intent of retaining your old fire helmet within 30 days of the promotion, before it is reassigned. This process requires the employee to purchase a new fire helmet that is the same brand and style of their current fire helmet. The new fire helmet must be turned into the quartermaster to receive your old CSFD fire helmet. Contact the quartermaster for any questions in regards to this process.

A written request must be submitted to the fire chief requesting your helmet. A copy of this letter will be placed in the employee's file. This helmet will be used as a keepsake item only; it cannot be used as a firefighting helmet anymore.

### Retirees:

Those retiring may keep the following:

- Class A or Class B dress uniforms
- Metal CSFD Fire Badges
- Helmet Shield
- CSFD Ball Cap
- CSFD T-shirts

#### *Helmets:*

Fire Personnel retiring may submit a written request to the Fire Chief requesting to keep their helmet as a keepsake at no charge to the employee. A signed letter will be put on file stating that the helmet will be used as a keepsake item and not to be used any longer for firefighting purposes.

**Retired members** may wear their issued Class A or Class B dress uniforms to CSFD sanctioned events that they are attending.



# Health and Wellness

## Scope and Purpose

Establish a standard for maintaining total body fitness and wellness among all College Station Fire Department uniformed employees through a positive non-punitive health and wellness program. College Station Fire Department adopts the *IAFF/IAFC Fire Service Joint Labor Management Wellness Initiative, 2<sup>nd</sup> Edition*. Additionally, the College Station Fire Department will use all or part of the following:

- *NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 edition*
- *NFPA 1583: Standard on Health and Related Fitness Programs for Firefighters, 2008 edition*

The importance of physical conditioning to the job of fire fighting cannot be overemphasized. Physical training should not be a burden or hindrance to the individual or department – it is a positive event to be looked forward to each shift. In order for a firefighter to perform their job tasks, each individual must also be in good-to-excellent personal health. Firefighters should be aware of all aspects of a healthy lifestyle and manage their own lifestyle in areas as weight control, nutrition, substance abuse prevention, stress management, medical monitoring, and self-image.

## General Guidelines

This program consists of medical/health screening, physical conditioning, fitness assessment, and the establishment of a career-long database of each individual. The program has been implemented as part of the IAFC/IAFF Fire Service Joint Labor Management Wellness Initiative, 2<sup>nd</sup> Edition, and NFPA 1582 and NFPA 1583, which College Station Fire Department adopted on October 1, 2007. It is designed to increase health, stamina, strength, and endurance which leads to a safer, better performing firefighter while reducing risks of accidents and reducing the time required to recover from injury and illness.

The Health and Wellness program will address the following key points:

- Confidentiality of behavioral, medical, and fitness evaluations
- Physical fitness and wellness programs that are educational and rehabilitative, and not punitive
- Performance testing that promotes progressive wellness improvement
- Commitment by labor and management to a positive individualized fitness/wellness program
- Develop a holistic wellness approach that includes:
  - Medical Evaluations
  - Fitness
  - Rehabilitation
  - Behavioral Health
- The program shall be long term
- All assessments and screenings will be done on annual and bi-annual schedules as necessary



## EMS Protocol Testing

### Scope and Purpose:

To establish EMS Protocol Testing Requirements for all EMS personnel employed by the College Station Fire Department.

### Testing Requirements:

- A) All personnel who have a Texas Department of State Health Services certification or licensure must complete and pass the written EMS protocol test annually.
- B) The passing scores for the EMS protocol test are as follows:
  - 1. EMT-Basic - 80%
  - 2. EMT-Intermediate - 80%
  - 3. EMT-Paramedic - 80%
  - 4. Licensed Paramedic - 80%

### Retesting:

Personnel scoring less than 80% shall be allowed to take a retest no sooner than 7 days after the initial test.

Personnel shall receive company level refresher training prior to retesting.

The retest must be completed within 30 days from the initial test.

### Subsequent Failures:

Personnel that fail a second time shall be counseled by the training division about their protocol proficiency, and will make recommendations for formal refresher training. A third test shall be attempted within 7 days of completion of the formal refresher training.

Failure of the third exam shall result in suspension from EMS duties and forfeiture of Paramedic pay. Recommendation will be made to the Assistant Chief of Operations by the training division and Medical Director for further administrative actions.

The EMS suspension and pay forfeiture shall remain in effect pending final administrative action.



## Testing Requirements

### Scope and Purpose

The goal of the fire department is to provide high quality, professional service to the citizens of College Station. To accomplish this goal, testing of employee knowledge and performance is mandatory.

The College Station Fire Department Professional Development Guide outlines the steps necessary for progression through the rank structure of the department.

### Required Testing

To maintain employment with the College Station Fire Department, all employees must successfully complete the minimum testing requirements, as stated in the Professional Development Guide up to and including the position of *Firefighter Second Class*.

### Scheduling Required Testing

#### Map Test

A test date will be assigned in the New Employee Orientation Guide. All Firefighter Third Class will take a map test covering streets in College Station prior to or during their sixth month of employment. All Firefighter Third Class must pass this exam with a minimum of 70% correct to remain employed with CSFD. This test will be completed prior to any driving assignments being made.

#### Firefighter Second Class

On or about the employee's one year anniversary date as a Firefighter Third Class (Certified), the Training Division will schedule a test date for the employee to sit for the Firefighter Second Class exam. Eligible Firefighter Third Class will have one opportunity to successfully complete the testing requirements. The minimum passing score is 70% correct for the Firefighter Second Class test. Failure of the test will result in dismissal from the department.

#### Firefighter First Class

On or about the employee's one year anniversary date as a Firefighter Second Class, a Firefighter First Class exam will be administered to each eligible Firefighter Second Class. Those failing to attain a passing score of 70% correct are able to retest annually for the position of Firefighter First Class. Attaining the position of Firefighter First Class is not mandatory for continued employment.



# College Station Fire Department Operations Manual

Section: 100 - Administrative Policies

Effective Date: May 20, 2014

Reference Number: 100.5.11

Reviewed Date: April 23, 2015

## **Policy**

### **Competitive Promotional Procedures**

#### **Scope and Purpose:**

It is the policy of this department to provide its employees a competitive promotional process that is as transparent as possible. This policy covers internal promotional process eligibility requirements for the following tested positions; Driver/Engineer, Lieutenant, Captain, and Battalion Chief tested positions.

#### **Definition:**

- Firefighter First (I) Class – refers to non-probationary Firefighter First Class.
- Professional Development Guide – Internal document that clearly states the goals and objectives that are required to successfully advance one's career.
- Testing Company – source where the written examination is purchased from.

#### **Promotional Announcement/Posting Requirements:**

The competitive promotional announcement/posting will provide date and location of written examination, reference list and internal audit information. This document will also provide information in regards to which other components that will be scored during the promotional process such as assessment center, driving practical, pumping practical, or departmental interviews. The weighted scores for each area will be included on the original competitive promotional announcement/posting.

Reference list for the promotional examinations shall be posted at least ninety (90) days prior to examination. These documents will be posted at fire stations and fire administration official bulletin boards. An email will be sent to fire department members providing them a copy of what has been placed on the bulletin boards in regards to the promotional examination and assessment process.

#### **Eligibility Requirements:**

CSFD Members wishing to promote to the rank of Driver/Engineer, Lieutenant, Captain, or Battalion Chief must meet all of the defined requirements in the current Professional Development Guide.

Training division will complete an internal Audit-Confirmation form to confirm who is eligible to be involved in the competitive promotional process within twenty one (21) days of the original announcement (posting) of the process. When candidates receive an Audit-Confirmation form, review



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the form and if you plan to go through the promotional process return the "Testing Confirmation" portion to training division by the date listed on the form.

It is the ultimate responsibility of the individual who is wishing to participate in a promotional process to make sure they have received the confirmation form and confirm the completed confirmation form has been received by training division prior to the deadline. Once these forms are sent out there will be no follow-up by training division personnel to confirm an individual has received it or to see if they are planning on turning in the form. Failure to turn in the confirmation form to the training division prior to the deadline will disqualify you for that promotional process. Any person turning in the confirmation form on time and meets the Professional Development Guide standards will be considered eligible to participate in that promotional process.

After the internal audit has been conducted any person lacking requirements that are established in the Professional Development Guide may participate, if the following are met:

- Time in Rank is met on or prior to the day of the promotional written examination.
- All other requirements must be met prior to fourteen (14) calendar days before the promotional written examination is given. The burden is on the employee to provide the training division with all information in a timely manner proving they meet the current Professional Development Guide requirements.

The burden is on the employee to determine if they are eligible to take any competitive promotional test. Eligible members will receive an audit information packet from the training division notifying them of their status of the upcoming competitive promotional process.

### **Scoring Requirements:**

Listed below are the different areas that a candidate may be scored during a competitive promotional process. The candidate will know which areas they will be required to pass in the initial promotional announcement/posting.

- Written examination requires a minimum passing score of **70%** for all written promotional examinations. Any member taking the written test for a promotional process must meet the minimum passing score in order to proceed in the process.
- Assessment Center score for Lieutenant, Captain, and Battalion Chief Candidates must have a three (3) or better average score in each of the following sections "**Fire Scenario**", and "**Problem Solving Issues (Role Play)**", and "**Structured Interview**" to be eligible to continue in the process. Each of these sections are scored independently. A candidate that fails any section(s) of the



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assessment center will be allowed to complete the other section(s) of the assessment center to minimize the disruptions to other candidates within the process. A single assessment score will be tabulated using all three sections.

**Driver/Engineer Assessment Center:** This Assessment Center will be comprised of the following sections "**Fire Scenario**", and "**Problem Solving Issues (Role Play)**", and "**Structural Interview**". All candidates in this process are required to participate in the Driver/Engineer Assessment Center. This assessment center will be scored by assessors. This process is to provide each candidate with feedback from the assessors. This scores will not be tabulated into the promotional process.

- Driving Practical score the member must have a 70% or better to be eligible to continue in the process.
- Pumping Practical score the member must have a 70% or better to be eligible to continue in the process
- Department Interview score is for Captain and Battalion Chief Candidates, there is no minimum score in the process.

To be eligible for promotional consideration, the promotional candidate must score above the minimum scores where required in the following areas written examination, assessment center, and practical(s) to be placed in the promotional pool.

### **Competitive Promotional Administration Procedures:**

Human Resources Office will select the written examination dates and proctor all competitive promotional testing processes.

- Cancellation of Promotional Examination: The Fire Chief may cancel and thereafter reschedule a promotional examination for reasonable cause.
- I.D. Verification: At the beginning of the promotional examination, roll call shall be taken from the sign-up list. Any person who has not signed up and/or does not present proper identification shall not



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be permitted to take the examination. No applicant shall be admitted to the examination area after the test has started.

- **Cheating:** Any attempts to use unfair or deceitful means to pass or score higher on an examination, will not be tolerated. It is the responsibility of every fire department member to report cheating through the chain of command to the Fire Chief.
- **Failure to Appear:** A person who fails to appear for a promotional examination or any other scheduled promotional process shall forfeit their status as a candidate for consideration for promotion.

### **Posting and Notification of Examination Results:**

The final results of the competitive promotional process will be posted at all fire stations, fire administration, and a copy will be provided to Human Resources for their records. An email will be sent to fire department members providing them a copy of the final results.

All posted eligibility pool results will be good for 18 months from the day the written examination was administered, unless the list is exhausted. Example, if the written examination was taken on September 11, 2001 the eligibility pool list will be good until midnight of March 11, 2003.

All members will be able to review their examination results as allowed by the testing company in the Human Resources department. The individual will also receive their examination and assessment center results and feedback. Candidates for Driver/Engineer will be able to review driving and pumping scores.

### **Tie-Breaking Procedure:**

In the event that two or more individuals make identical total final score, the following procedure will be used to break the tie and to determine placement of the final eligibility pool for promotion. These are listed in ranking order.

- 1) Most seniority in the department (Date of Hire), if still tied
- 2) Most seniority in rank (Date promoted), if still tied
- 3) Highest Written Test Score.



## Supervision of Operations Personnel

### Purpose and Scope:

This guideline is to identify the requirements necessary for supervising less experienced personnel at working incidents.

### New Personnel:

For the purpose of this SOG, a "less experienced" firefighter is defined as:

- Probationary firefighter.
- Any firefighter with less than two years total experience.
- A firefighter that through performance evaluations requires remediation in skills or function of job duties on or around emergency responses, and /or scenes.

\*It shall be noted that two years firefighting experience does not necessarily qualify that individual as experienced. Certain job functions require direct supervision of all personnel regardless of years of experience. These job functions are duties that may pose an immediate danger to life safety.

### Supervision:

The integral part of safe operations at an incident site is that the fire company functions as a team, supervised by the company officer.

The company officer is responsible for the supervision and welfare of all personnel in his/her company and other firefighters assigned to his/her supervision.

It is important to recognize that firefighters gain "experience" at different rates. Experience levels depend upon time on the job, number, type and intensity of past incidents, and the quality of supervision and training that the firefighter has gained.

Inexperienced personnel caught in a hot, smoke-filled environment with zero visibility, or other hazardous or unfamiliar environment, can easily take inappropriate action resulting in injury or death to themselves or others.



It will be the responsibility of the company officer to determine the experience level of all firefighters assigned to his/her company through the following criteria:

1. Interview:

- Interview the firefighter to determine time assigned to firefighting duties, previous assignments, type and amount of prior experience.

2. Evaluate:

- Evaluate the firefighter's proficiency in hose lays, SCBA, ladder, evolutions, etc.
- Determine the firefighter's knowledge of firefighting and safety procedures.
- Interview previous company officers on the firefighters past performance.

3. Training:

- Provide frequent and appropriate training to improve skill levels and maintain proficiency.
- Guide new employee in completing new recruit training manual.

4. Follow-up:

- Provide follow-up evaluation and training.
- Evaluate the firefighter's performance at each incident.
- Interview other firefighters who worked with the firefighter.
- These interviews should be conducted initially, when the employee first arrives to their assigned station.

**Mentoring:**

With the arrival of a new or less experienced firefighter to the company, the company officer and all crewmembers assume responsibility for the new firefighter.

Each new firefighter should be assigned to an experienced firefighter to act as a company level trainer and mentor to give the employee an optimum chance for success with CSFD.

Quarterly meetings with the supervisor, mentor and employee should be conducted to assess the progress and assist the employee in setting new goals for the next quarter.

**Emergency Response Supervision:**

Direct supervision will be required at the moment the firefighter enters an area that exposes the firefighter to potential injury or death. Examples include:

- Entering a building involved with smoke or fire.
- Approaching a potential collapse area.
- Potential explosion or flash fire.



- Approaching a hazardous materials incident.
- Entering an area where hazard line tape is present.
- Working on or near a street or roadway or area where traffic is present.
- Any other area that could cause injury or death to the firefighter.

The fact that a firefighter meets the time in assignment criteria to be an experienced firefighter does not relieve the supervisor of his/her responsibilities.

All personnel at an incident will be supervised by and accountable to a company or command officer.

The experienced firefighter, however, may be permitted, under appropriate and safe circumstances, to function at an incident without direct supervision of a company officer.

It shall be the discretion of the company officer to determine the firefighter's competency level, and the circumstances in which he/she may work without direct supervision.

#### **New Employee Performance Evaluation:**

All probationary personnel shall be evaluated quarterly by their immediate supervisor throughout the probationary period.

Quarterly performance evaluations will consist of a written evaluation that will be signed by both parties involved.

Evaluations shall outline areas that the employee excels in and areas that need improvement. Goals and timelines will be set to give the employee a directional tool for his/her progress.

A copy of the quarterly performance evaluation will be forwarded to the next supervisory level for that division.

At eleven months of employment the employee's immediate supervisor will forward, through the proper chain of command, a memo recommending continued employment of the individual or termination as a result of poor performance.

**This policy does not in any way entitle the probationary employee to one year of employment. The Shift Battalion Chief or division Supervisor may at any time recommend the termination of the employee's employment.**



## Skill Based Pay Program

### Purpose and Scope:

To establish basic guidelines regarding the Skills Based Pay Program. This policy applies to all personnel on the skills based pay program.

### General Guidelines:

The College Station Fire Department will establish training priorities based on organizational and individual needs. The organization shall strive to meet mandated continuing education of our personnel while attempting to offer individuals the opportunity for self growth and development. Funding allocations will be determined by organizational needs and budgetary constraints.

All required continuing education will be the first priority of the organization. This includes but is not limited to: Fire CE, EMS CE, Hazardous Materials CE, ARFF CE, and specialized EMS courses such as Basic Trauma Life Support, Advanced Life Support, and Pediatric Trauma Life Support classes.

Second priority will be determined by special needs of the organization. Special training needs may arise due to expanded job scopes. Some examples are: Aircraft Rescue and Firefighting, Aerial Apparatus training, and Rescue.

Submitted voluntary training requests (employee requested) will be approved based on the following criteria:

The department will make all attempts to facilitate voluntary training requests on a shared basis with the employee. The appropriate Battalion Chief and the appropriate Training Coordinator will review the request, a decision for approval or denial will be made at the next Battalion Chief's Meeting. Funding availability will determine the extent of commitment by the employee and the department.

### The following will be taken into consideration:

- a. Benefit to the department
- b. Staffing
- c. Relationship to job function
- d. Amount of time off requested by employee
- e. Cost to the department (overtime for staffing, tuition, etc.)

In cases where multiple training requests are submitted, the Assistant Chief, Battalion Chief's, and the appropriate Training Coordinator shall establish the priority order for class attendance.

### The following will also be taken into consideration:

- a. Performance appraisals (one year)
- b. Time with the department
- c. Previous training history of individual

This allocation will be determined only after organizational mandated training and funding have been determined. Since there are multiple classes one may take to achieve a required skill level, the department will review the course submitted for content and determine if it meets the intent of the skills requirement.



## Training Guidelines

**Scope and Purpose:** To establish guidelines and requirements for expenditure of training and overtime funding and to insure consistency in the selection process for those attending training programs. To standardize the process for scheduling outside training for department members.

### Fair Labor Standards Act (FLSA) Guidelines:

- Lectures, Meeting and Training Programs (29 CFR 785.27)
  - General – Attendance at lectures, meetings, training programs and similar activities need not be counted as working time if the following criteria are met:
    - Attendance is outside of the employee’s regular working hours;
    - Attendance is in fact voluntary.
  - The course, lecture, or meeting is not directly related to maintaining the employee’s job; and the employee does not perform any productive work during such attendance.
- Involuntary Attendance (29 CFR 785.28)

It is not voluntary if the employee is given to understand or led to believe that his present working conditions or continuance of his employment would be adversely affected by “nonattendance.”
- Training Directly Related to the Job (29 CFR 785.29)
  - Training is directly related to an employee’s job if it is designed to make the employee handle the job more effectively as distinguished from training him for another job, or to acquire a new or additional skill.
  - Where a training course is instituted for the bona fide purpose of preparing for advancement though upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his present job, the training is not considered directly related to the employee’s job even though the course incidentally improves his skills in doing his regular work, as such, the time would not be counted as working time.
- Independent Training (29 CFR 785.30)
  - If an employee on his own initiative attends an independent school, college or trade school after hours, the time is not hours worked for his employer even if the courses are related to his job.

### Department Overtime Guidelines As It Relates To Training:

- Involuntary Attendance
  - Overtime will be paid when the department mandates attendance.
  - Personnel attending mandatory training may be placed on a modified work schedule, in lieu of payment of overtime, at the discretion of the department.
  - Only time spent in actual training constitutes compensable hours of work.
- Voluntary Attendance
  - Voluntary attendance at non-required training courses for the purpose of individual career advancement and which is not intended to make the employee more efficient in his/her present job is non-compensable.
  - Overtime will not be approved solely for skill level or promotion requirement training.



### **Travel Time:**

- Travel time to and from training sessions is normally non-compensable.

### **Department Leave:**

- Department leave may be approved for individual non-mandatory training if it falls within the context of CSFD training priorities.
- Department leave for classes not mandated by the department shall not create the need for overtime back filling of position situation.
- No more than two department leaves per shift will be allowed unless there are extenuating circumstances that are approved by the Fire Chief and/or Assistant Fire Chief.
- Once training is approved, classes shall not be cancelled due to staffing shortages.

### **Department Training Priorities:**

- Each October, training priorities will be established during the Battalion Chief's meeting.
- The following criteria (with examples) is to be considered in order when establishing priorities:
  - 1) Certification Continuing Education
    - Required fire, EMS, ARFF, EVOC, Hazardous Materials, and IMS, ICS for Hazardous Materials response.
  - 2) Department Mandated Training Programs
    - Aerial Operations for individuals required to operate any aerial apparatus
    - Pump operations course for those individuals required to drive and pump fire engines
    - Paramedic certification courses as required by the department or the Medical Director, Rescue Refresher all personnel
    - Courses required to bring personnel in line with nationally accepted standards,
    - Courses required for specialty teams (USAR members), Hazardous materials Operations level for all personnel
    - Truck company operations and rescue
    - Vehicle extrication training
    - RIC and lost and down firefighter
  - 3) Company Officer Training:
    - Fire Officer Development courses that are **required** for National Standards certification, Tactical Operations Courses, City Supervisory courses, and Emergency Management courses.
  - 4) Other requested courses:

### **Tuition:**

- Based on the above criteria the Training Captains, Battalion Chiefs, and Assistant Fire Chief, will determine if the department will pay for the training costs.

### **Hotel and meals:**

- The department will pay for hotel and meal related cost associated with mandated training or classes.
- The department may, in certain circumstances and upon the recommendation of the Battalion Chiefs, and the Training Captain, pay for hotel and meal cost associated with non-mandatory



training or classes. (Example: The department sends an individual to a class that will be taught to all personnel.)

**Training request forms:**

- Training request forms will be filled out and submitted through the chain of command.
- Training request forms shall briefly explain how this training ties in to department training priorities.
- To insure consistency, training request forms will be reviewed and evaluated by the Battalion Chiefs and Training monthly. Personnel will be notified within seventy-two (72) hours of the Battalion Chief meeting as to the status of their training request.
- From time to time personnel will be notified of available training opportunities without having the lead-time to wait for a Battalion Chief meeting. In such instances the Training Captain and a minimum of two Battalion Chiefs must review and approve/disapprove the training request.
- Training requests will be reviewed and approved/disapproved during the monthly Battalion Chief meeting. Battalion Chief meetings are conducted the second Tuesday of every month. The Fire Chief and/or the Assistant Chief may review training requests after approved by the Training Captain and Battalion Chiefs.
- **The Fire Chief will be the final authority should disputes arise.**

**Travel to and from training:**

- A city vehicle (when available) will be used for travel outside of the city.
- Use of personal vehicle must be approved by the Fire Chief.
- Reference City of College Station Travel Policy for reimbursement criteria.



## Transfer Request

### **PURPOSE and SCOPE:**

To establish a guideline for uniformed personnel to request a transfer. The Transfer Request provides a process for employees to be considered for a specific assignment that they may desire to further develop their knowledge, skills and abilities. The Transfer Request DOES NOT guarantee a specific assignment. Transfers of personnel will be made by the fire department as needed to meet organizational requirements.

### **TRANSFER PROCESS:**

- When a transfer is requested by an employee, requests will be forwarded through the chain of command to the Battalion Chief.
- All requests for transfer will be submitted on the Transfer Request Form (page 2).
- Transfer Request forms shall contain all required information.
- Each Supervisor will provide comments on the transfer form in reference to the request.

### **EMPLOYEE TRANSFER:**

- Transfer requests that are confined to the individual's current shift shall be handled by the Shift's Battalion Chief.
- Transfer request which involve more than one shift shall be discussed by the respective Battalion Chiefs with involvement from the Assistant Chief of Operations.
- If an employee is being considered for transfer, the supervisor shall discuss the transfer with the employee. This discussion will take place prior to the transfer taking place.
- Employee transfers initiated or suggested downward through the chain of command, the employees Officer and Shift Commander will be given the opportunity to comment prior to the transfer.

***Transfer Requests will be compiled on a master list in the Battalion Chiefs Office and will remain in effect until December 31st of each year. The list shall be available to all officers upon request.***



## Transfer Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Years of Service: \_\_\_\_\_ Years in current Rank: \_\_\_\_\_

Date of Last Transfer: \_\_\_/\_\_\_/\_\_\_\_\_

Present Assignment: (ex. B/1) \_\_\_\_\_

**Desired Assignment: (ex. B/1, any)** \_\_\_\_\_

Reason for Transfer

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Certifications

Structure Firefighter  Paramedic  ARFF  Hazardous Materials   
Fire Instructor

### Other Certifications / Specialized Training

Incident Command  Safety Officer  Haz- Mat ICS  Haz- Mat Safety Officer   
Confine Space Rescue  Trench Rescue  Swift Water  Rope Rescue   
Task Force Member  Pump Ops  Aerial Ops  Ladder Driver   
Shift Staffer  Critical Incident Stress Mgt.

Special Projects(Explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Company Officer's

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Battalion Chief's

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request:      Approved:                       Denied:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Battalion Chiefs Signature: \_\_\_\_\_



## Temporary Assignments

### Scope and Purpose:

This policy applies to all department personnel. The intent is to standardize the requirements for a department member to serve in a higher rank in an acting capacity.

### Acting in the Next Higher Position:

Fire Fighters will not be allowed to act in the position of **Driver/Engineer** until they have completed the following department approved courses:

- ◆ EVOG Course
- ◆ Pump Operations Course
- ◆ Territory Test
- ◆ Aerial Operations Course\*

*\*Aerial operations course required only if the Fire Fighter will be driving or operating the aerial.*

### Probationary Personnel:

Probationary personnel will **not** act in an Officers position. When extenuating circumstances occur, deviation from this policy will be at the discretion of the Shift Commander. If a deviation of this policy occurs a memo detailing the reason for deviation will be forwarded to the Assistant Fire Chief.



## Trading of Work Time

### Purpose and Scope:

This policy delineates the process of trading work time. This policy applies to all Shift Personnel.

### Definitions:

A trade or trading time is defined as any exchange of shift work time between two members of the department.

### Guidelines:

- Trades can be taken for the purpose of enhancement of education, community service, and personal matters.
- The number of trades per individual or per shift will be at the discretion of the Shift Officers up to a maximum for 72 hours of trade taken per individual in a 30 day period.. However, no shift trades will allow an employee to work more than 48 hours consecutively. If a shift employee works 48 hours consecutively, they must be off for a minimum of 24 hours before being eligible to work additional hours.
  - This policy may be waived for General Alarms, HazMat Responses, or other emergency call-back situations.
- Employees will be allowed to trade up to 72 hours within a 30 day period. Trade hours for more than 72 hours within a 30 day period must be approved by the Assistant Fire Chief or the Fire Chief.
  - The Fire Department will not be responsible for any controversy on trades or payback time between department personnel.
- Any employee who assumes a tour of duty for another also undertakes all responsibilities for that tour of duty. Trades shall be between individuals of equal capabilities as determined by the Station Officer.
- If the person scheduled to work the trade is sick they must call in to the Station Officer at the station they will be working the trade at. The sick leave cannot be entered into Telestaff by the individual calling in sick on a trade.
- Trades will only be allowed for one position up or one position down. For the purpose of this policy the Captains positions are considered to be company officers.

**Note: Failure to report for a trade will be considered absence without leave and will result in disciplinary action.**

- Trade time does not affect the FLSA twenty one (21) day cycle pertaining to mandatory overtime.
- Under extreme circumstances a trade may be approved verbally over the phone by the Station Officer. Both of the employees involved in the trade must make contact with the Station Officer prior to the trade being approved



## Payroll Procedures

### Scope and Purpose:

This policy applies to all department personnel. The intent is to establish a standard for time reporting and the dates and times payroll reports are due.

### Pay:

Compensation for hours worked by fire department employees will follow guidelines set forth in the City of College Station Policies and Procedures manual. Reported hours will be paid on a biweekly schedule.

### 40 Hour Employees:

Will be paid 80 work hours biweekly (2080 hours annually).

### 56 Hour Employees:

Will be paid 112 work hours (2912 hours annually). Fire Fighters will also claim the 7 (k) FLSA exemption from overtime and establish a 21 day work cycle. Fire Fighters will be paid a straight-time hourly rate based on a 56 hour workweek. **Nine (9) half-time hours** will automatically be paid for each work cycle when **no exception time** (i.e. vacation, sick leave, military, etc.), not to include Holiday, **is taken during the 21 day workcycle**.

### Part-time Employees:

Will be compensated on an hourly basis.

### Time Sheets:

Time sheets are due in the Fire Administrative Office no later than 9 a.m. the Monday prior to payday. Support staff will e-mail all officers for any deviation to this date or time. Fire Suppression work time will be submitted in the form of *exceptions to regular hours* worked documented on an excel worksheet from the TeleStaff software program. All time sheets, including TeleStaff printout, must be signed at the end of each pay period by the employee and the supervisor.

### Overtime:

56 Hour Personnel: The overtime log will be compiled in the TeleStaff software program with proper notes on justification of need for overtime, and signatures for approval following the current City Policy.

A Telestaff report will be submitted to Fire Administration each Monday morning.



40 Hour Personnel: The overtime and/or compensatory time will be logged directly on each individuals time sheet with proper identifier, and signatures for approval following the City of College Station policy manual guidelines.

**Notification of overtime for Staffing, Call-back, General Alarms, etc.**

Any 56 hour employee that works overtime must report the time to the station officer. The station officer (or assigned individual) will enter into the TeleStaff software the overtime hours worked with proper identifier referencing why the overtime was needed.



## Departmental Leave Policy

### Scope and Purpose:

All members of the College Station Fire Department will accrue **Personal Leave** as established by the City of College Station Employee Handbook. This policy is to establish guidelines for normal usage and how supervisors shall handle abuse of sick leave and tardiness problems.

### Definitions:

- **Family and Medical Leave Act of 1993 (FMLA)** – The city grants up to 12 weeks (or up to 26 weeks of military caregivers leave to care for a covered service member with serious injury or illness) during a 12 month period to eligible employees and information provided in this CSFD policy and for more information refer to City of College Station Employee Handbook Policy 6.05 and 6.06.
- **Personal Leave** – Includes Bereavement / Funeral leave, Sick Leave, Vacation, Holiday, Military leave, and Personal Day.
- **Workers' Compensation** – Covers work-related injuries and occupational illnesses through the State of Texas Workers' Compensation Program. For more information refer to CSFD Policy 100.1.10 and City of College Station Employee Handbook.
- **Catastrophic Leave Pool and other Leaves**– Refer to the City of College Station Employee Handbook Policy Section 5 and 6 for more information.

### Personal Leave:

Sick Leave, Bereavement, Funeral, FMLA, and Tardiness are discussed in this policy below. 56 hour employees refer to CSFD Policy 100.6.50 for usage and accrual on Vacation, Holiday, and Military leave. All 40 hour employees refer to City of College Station Handbook for guidance.

### Sick Leave

The accumulation of sick leave is unlimited. Sick Leave is a privilege. Employees are strongly encouraged not to misuse or abuse this privilege. Excess use, misuse, or abuse shall be dealt with as a disciplinary matter.

An employee who has at least 96 hours (40 hour employee) or 144 hours (56 hour employee) of accrued sick leave at a designated point during the year (January) will have one (1) workday converted from sick leave to a personal day, per City of College Station Employee Handbook 5.02.

Any 56 hour employee taking sick leave is required to notify the on-duty Station Officer or on-duty Battalion Chief as soon as possible, **but no later than 06:30 hours** the morning of his/her assigned shift. All 40 hour employees notify your supervisor prior to the beginning of your work day.



Any 56 hour employee that has less than 144 hours of accrued sick leave must speak to an on-duty Station Officer or on-duty Battalion Chief to request sick leave. All other employees requesting sick leave may use Telestaff.

Telestaff rules for sick leave usage:

- Pre-scheduled sick leave must have the approval of your assigned Officer.
- Entering sick leave into Telestaff is not allowed after 06:30, Call the on-duty Battalion Chief.
- Entering sick leave into Telestaff is not allowed for those with less than 144 hours of sick leave.

Sick leave may be taken for sickness, injury, or doctor's appointments that prevent the employees performance of duty or when a member of his/her immediate family is actually ill.

Per City of College Station Employee Handbook Policy 5.01 a "Family Member" for the purposes sick leave is defined as a parent, a spouse or children (including adopted children and step-children). Employees may be required to provide reasonable documentation of family relationship and written certification of the illness from a health care provider.

Sick leave may be used in one hour increments for emergencies that may arise during employees shift or for doctor appointments that cannot be scheduled during employees' time off.

If a holiday occurs during an employee's sick leave (40 hour employees only), the holiday will be recorded as holiday pay, rather than sick leave.

Employees will not be paid for any unused sick leave upon termination of employment with the City of College Station.

Refer to City of College Station Employee Book Policy 5.02 for more information on sick leave.

### **Extended Sick Leave and FMLA Leave Policy:**

All regular city employees qualify for the Family and Medical Leave Act of 1993 (FMLA) per the City Policy and Procedure Manual.

**Supervisors are required to complete the "Request for Leave of Absence" form (commonly know as the "green sheet") for Human Resources for any employee who is absent from work for 3 days or more than 2 fire shifts for 56 hour employees.**

**"Request for Leave of Absence" Form:** Can be accessed on the "City Net" intranet you have two options. Option 1 - type "Request for Leave of Absence" in the search box or Option 2 – click on "HR Connect link", then click on "My Leave" link which will provide you access to the form.

If FMLA or sick leave is being used for the employees own illness or injury, the employee is not allowed to work a secondary employment.

If FMLA is being used for another family member, the employee must have pre-approval from Fire Chief to work a secondary employment.

Fire Department regular employees may need to request extended sick leave for serious illness.



Situations requiring the usage of time off for sick leave in excess of three (3) shifts, where foreseeable, the employee will provide 30 days written notice through channels to the Fire Chief. If the extended leave of absence covers a time table of a twelve (12) week period, notification to Human Resources must be made immediately.

A serious illness is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

A health care provider is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices.

The employee is required to provide medical certification, which includes the date condition began, probable duration, medical facts, and a statement that the employee is unable to perform his/her job.

If the employee's accumulated sick leave is exhausted during this time, accumulated of other personal leave may be used.

Refer to City Policy on Family and Medical Leave 6.05 for more information.

### **Bereavement and Funeral Leave**

A "Family Member" for purposes of the Bereavement and Funeral Leave Policy includes husband, wife, son, stepson, daughter, stepdaughter, foster children, father, stepfather, mother, stepmother, father-in-law, mother-in-law, brother, brother-in law, sister, sister-in-law, grandparents of either spouse, grandchildren of either spouse, son-in-law, daughter-in-law, nephew, niece, uncle, aunt or any relative living in the same household as the employee. Any individual related by blood or affinity, or whose close association with the employee is the equivalent of a family member can be approved under this policy with Fire Chief approval.

Refer to City Policy on Bereavement / Funeral Leave 6.09 for more information.

Every employee is eligible for a (24 hour) shift of Bereavement that is separate than Funeral Leave and it is not counted against their leave per event. All other shift(s) utilized during Funeral Leave shall be logged as sick leave. Only if an individual does not have sick leave may they utilize other accrued leave in place of sick leave for funeral leave.

Every 56 hour employee is authorized two (24 hour) shifts for an in-state funeral leave and three (24 hour) shifts for an out-of-state funeral leave. All 40 hour employees will refer to city policies for guidelines. Any extended funeral leave requires Fire Chief Approval.

**Example:** Every 56 hour employee can have one (24 hour) shift of Bereavement and up to, two (24 hour) shifts for in-state funeral leave or one (24 hour) shift of Bereavement and up to, three (24 hour) shifts for out-of-state funeral leave per event. Note: Bereavement Leave can be used for any of the shifts the employee is off during the funeral event.

### **Monitoring Sick Leave Usage**

Supervisors are responsible for closely monitoring the use of sick leave to ensure that it is not being abused.



Supervisors should be aware of the following indicators of probable misuse or excessive use of sick leave:

1. As soon as it is earned or at a greater rate than earned
2. Before, after, or on a holiday
3. On weekends
4. Repeatedly on the first or last day of the work week
5. When vacation or holiday time is denied
6. When work scheduled is heavy or undesirable

If a supervisor believes that a subordinate is abusing sick leave please refer to CSFD Policy 200.2.10 and City of College Station Employee Handbook 10.01 Disciplinary Policy for more guidance.

### **Tardiness and “Absence Without Leave (AWOL)”**

Tardiness without proper notification and permission will be considered "Absence Without Approved Leave" and the offender will be disciplined as follows using “Disciplinary Procedures” form from CSFD SOP 200.2.10:

First Offense Oral Warning

Second Offense Written Warning

Third Offense One Shift Suspension without Pay (Must have Fire Chief Approval)

The period of these offenses will cover any consecutive six (6) month period. Habitual tardiness may be grounds for further disciplinary action including the possibility of termination of employment.

**Employees who are going to be tardy must notify, by telephone, the on-duty Station Officer or on-duty Battalion Chief by 06:30 hours the morning of their assigned shift. If not possible (such as over sleeping) the employee is required to make the contact as soon as they can.**



## Shift Employee Annual Leave

### Purpose and Scope:

All members of the College Station Fire Department will be granted vacation, holiday or personal day (if eligible) time as established by the City of College Station Employee Handbook. This policy applies to all shift personnel and provides guidelines for the scheduling of this leave.

### General Leave Guidelines:

- The maximum number of personnel allowed off on any given day shall not impose on minimum staffing requirements.
- A maximum of six (6) shift employees can be pre-scheduled off for Holiday, Vacation, or Personal Day daily.
- After all vacation, holiday, and personal days are pre-scheduled the maximum number of shift employees allowed off at any time will be reduced by the number of employees scheduled for, Off roster events (ORE), sick leave (SL), military leave (ML), and Off roster training (ORT)

Example: 1 ORT, 2 SL = 3 Leave slots available

Example: 3 ORT, 1 ORE = 2 Leave slots available

Example: 1 ORT, 1 ML = 4 Leave slots available

- Annual vacation and holiday periods will run from October 1 to September 30, for all Fire Suppression (56 hour) Personnel.
- Vacation and Holiday Leave selection process will be scheduled prior to September 15th by the Shift Commander.
- After the selection process is complete, all single day requests will open prior to October 1".

### Vacation Leave

- Vacation leave is accrued as outlined in the City of College Station Employee Handbook.
- Vacation leave can only be used in increments of 24 hours when scheduled during the annual leave selection process.
- Vacation Leave will not be changed to Holiday Leave after the date of the leave.

### Partial Vacation Leave

- Can be used in 5 hour increments. 5 hour blocks will be from 07:00-12:00, 12:00-17:00, and 17:00-22:00.
- Personnel can only submit a maximum of 4 partial vacation leave requests in Telestaff at anytime.
- Partial vacation leave request can be submitted at any time after the annual leave selection process.
- Partial vacation leaves are granted on a first come first serve basis. Leave request will be approved two (2) shift prior to requested time off.
- Partial vacation leaves shall not cause undue scheduling problems or excessive personnel moves.



- All partial vacation leave requests require the individual to return to duty by 22:00, unless the leave is for the remainder of the shift.
- When staffing permits, additional partial leaves may be approved.
- Partial vacation leaves are subject to cancellation if the leave creates an overtime situation.

### **Holiday Leave**

- Personnel are given 120 hours (5 shifts) of Holiday leave each year on October 1, as per section 5.06 in the City's Employee Handbook
- Holiday leave may be scheduled in the following arrangements, a maximum of sixty (60) hours the first six months and the remaining hours the second six months, or 120 hours the second six months beginning October 1 each year.
- Holiday time shall be scheduled in twelve (12) and/or twenty-four (24) hour increments.
- Vacation leave taken will not be changed to Holiday Leave after the date of leave.
- Holiday Leave does not accrue and shall not be carried over to the next fiscal year.

### **New Employee Holiday Leave**

- Employees starting after October 1st will have holiday time granted on a prorated basis of ten (10) hours per month. The first month will be calculated at ten (10) hours if the employee starts on or before the 15th day of the month. Five (5) hours. If the employee starts on or after the 16th day of the month.
- Holiday time must be scheduled in accordance with departmental policy, except that first year employees may take less than twelve (12) hour increments if that is all they have left.

### **Annual Leave Selection Process**

- Dates will be scheduled in three (3) rounds. The selection order will be determined by total time in the department (HIRE DATE). In case of a tie (SAME HIRE DATE), the employee who has the highest rank will choose first. If two or more employees have the same hire date and are the same rank a coin flip will determine the order of the selection.

### **Peak Vacation Holiday Periods**

- The following holidays are considered peak vacation, holiday choices by the College Station Fire Department, and an employee will only be allowed to schedule one (1) of these in the first three (3) rounds. At the conclusion of the third round, the remaining peak vacation, holiday choices will be available on a first come first serve basis without regard to seniority.

- 1. New Year's Day - January 1**
- 2. Easter Sunday**
- 3. Independence Day - July 4th**
- 4. Labor Day - First Monday in September**
- 5. Thanksgiving Day - Fourth Thursday in November**
- 6. Christmas Day - December 25**



- The day before and the day after each of the peak day choices is considered part of the peak period.

### **Round One (1)**

- There is no maximum number of shifts required to be scheduled, but a minimum of two (2) full twenty-four (24) hour shifts must be selected if you pick.
- All shifts must run consecutively.
- You may pass on round one (1) but you will lose your pick for that round.

### **Round Two (2)**

- There is no maximum number of shifts required to be scheduled, but a minimum of two (2) full twenty-four (24) hour shifts must be selected if you pick.
- All shifts must run consecutively.
- You may pass on round two (2) but you will lose your pick for that round.

### **Round Three (3)**

- There is no maximum number of shifts scheduled, but a minimum of one (1) full twenty-four (24) hour shifts must be selected if you pick.
- All Shifts must run consecutively.
- You may pass on round three (3) but you will lose your pick for that round.

**Note! After round three (3), leave time may be scheduled in a minimum of twelve (12) hour increments, except as noted under partial vacation leaves. The twelve (12) hour increments shall run from 07:00 to 19:00, and 19:00 to 07:00. Once an employee has pre scheduled Leave during rounds 1, 2, or 3, it can be canceled with BC approval. The day may be changed to sick leave according to established city guidelines. Vacation and Holiday Picks / Preschedule leave cannot be traded among personnel. Vacation or holiday time cannot be scheduled if the employee has not accrued sufficient hours to cover the time requested.**

**Pick Cancellations:** Employee may cancel any vacation/holiday pick round. Employee must submit a written request through their chain of command to their assigned Battalion Chief thirty (30) days prior to the schedule pick days. In order to cancel a vacation/holiday pick you must cancel all that you selected during that pick round. Battalion Chief can approve the cancellation of the complete picked round. The cancelled vacation/holiday spots will fall under normal staffing rules. The Battalion Chief / Shift Staffer then must review all annual vacation/holiday picks to see if anyone had been refused those dates during the annual vacation/holiday pick rounds. If anyone had been refused those dates in their initial pick round, they have first choice to take vacation/holiday for those dates that they were initially denied if staffing allows.

### **Additional Considerations:**

- If you choose not to pick leave time during the leave selection process, you may not be able to take all of your vacation and holidays that year due to staffing needs.
- The maximum vacation leave accumulation is three (3) years. If you exceed this accumulation you stop accruing vacation.



- Personnel have access to Telestaff and the Citynet to review their accumulated leave hours. Each employee is responsible for managing his/her leave time.

**Military Leave:**

- As per city policy, personnel who are in the military are granted 120 hours of Military Leave.
- All city guidelines for the use of military leave will be followed. All requests for leave should be accompanied by a copy of the order, directive, notice, or other document requiring absence from scheduled work.
- Military leave can be used in any increments to facilitate full utilization of time, vacation and holiday time may be used in twelve (12) hour increments for the purpose of military leave.
- Time off without pay for military leave purposes may also be granted. Extended time off without pay for military leave may cause an adjustment in city benefits for the employee.

**Variance to this Annual Leave policy can be made on a case by case basis by the Shift Commander, Assistant Chief of Operations, or the Fire Chief. .**



## Standard of Conduct

### **Purpose and Scope:**

This policy explains the standard of conduct expected of all members of the College Station Fire Department whether on duty or off.

### **Conduct:**

- Employees of the department will conduct themselves properly and with restraint at all times.
- Employees should not participate in any activity, on or off duty, which is likely to discredit or reflect unfavorably on themselves or the department.
- Public criticism or ridicule of the department or city is strongly discouraged.
- Employees of the department should maintain a high level of integrity and courtesy with the public and with other members of the department.



## DRIVING VIOLATIONS/ARRESTS

### Purpose and Scope:

To delineate clear lines for notification of the Fire Department in the event a department member is arrested or commits a driving violation resulting in the receipt of a citation. This policy applies to all department personnel.

### Reporting Arrests:

Employees of the City of College Station are required to notify their immediate supervisor when they have been arrested for, charged with, or indicted on misdemeanor or felony criminal charges within one working day of the event. For the purposes of this policy, a workday is defined as Monday through Friday, excluding holidays when offices are closed.

- An employee's arrest or indictment for a criminal misdemeanor or felony charge is not sufficient grounds by itself for disciplinary action to be taken against the employee. The employment status of such employees shall be determined on a case-by-case basis, and in a consistent and fair manner. An employee may, however, be disciplined for failure to report such actions.
- Notification Process: Notification may be made by telephone or in person. The employee shall
  - provide the following information when contacting the employee's supervisor:
  - Name of the jurisdiction/authority;
  - Location (city or county and state) of the alleged offense;
  - Nature of the arrest/allegation/charge; and
  - Release status (e.g., held without bail, release pending, bond posted).
- The employee's immediate supervisor shall provide the information to the Department Director and the Human Resources Department.
- Fire Department employees are required to report all incidents involving any of the following to their immediate supervisor within seventy two (72) hours of the incident.
  - Traffic citations for moving violations

### Supervisor Responsibilities:

- The supervisor will compile a written summary of the incident within twenty four (24) hours of the initial report.
- All reported information will be forwarded to the Assistant Fire Chief of the Division the employee is assigned to through the proper chain of command.

**Note: Personnel who hold positions in the department requiring the operation of a motor vehicle must maintain a valid driver's license, and an acceptable driving record, as per city policy.**

### DWI - Driving While Intoxicated:

- Misdemeanor DWI conviction resulting in the loss of a required professional license or certification will result in reassignment or termination of employment.
- Employees convicted of misdemeanor DWI may be subject to disciplinary action at the discretion of the Fire Chief.
- Disciplinary action may include termination of employment.



- Any employee convicted of misdemeanor DWI but not terminated will be required to successfully complete an alcohol rehabilitation program approved by the Fire Chief.

**Felonies:**

**An employee convicted of any felony crime will be terminated.**



## Release of Fire/EMS Records

### **Purpose and Scope:**

The City of College Station Fire Department compiles information on fire incidents and emergency medical services through a systemized report form in accordance to local, state, and federal regulation. Public requests for fire and EMS records are routed through either the fire administration personnel, the city legal department, the city secretary's office, or **the accounting department (the official records manager of EMS files)**.

### **Guidelines:**

- To comply with all public information requests pertaining to fire and EMS reports, it is necessary all reports be filed in a timely manner.
- Allowing for correct data entry Fire Reports and Emergency Medical Service Reports will be available for their appropriate release after a minimum period of **72 hours**.

**Certain reports may require further investigation and will not be available for release until a later time period.** Proper notification through e-mail or written memo should be made to the Fire Department Administrative Assistant and Public Information Officer when a time period in excess of 72 hours will be needed for release of information.



## News Media Relations

### Scope and Purpose

It is the policy of the College Station Fire Department to cooperate with the news media whenever possible, within the guidelines of State Public Records Law (Open Records Act), the Health Insurance Portability and Accountability Act (HIPPA), existing City of College Station policies addressing release of information to the public or the media, and the procedures set forth in this policy,

As a matter of policy, the department will communicate information to the fullest extent possible without compromising ongoing investigations or public safety. The department strives to ensure that the public receives accurate and up-to-date information.

### General Guidelines

#### Responsibility

- All Fire Department personnel have a responsibility to follow department and city policies and procedures governing contact with the news media. Company Officers are responsible for the conduct of personnel under their supervision. Therefore, officers should ensure that company personnel have read and understand this policy.

#### Dispatch Center

- On receipt of media inquiries regarding incidents in progress, the Dispatch Center will confirm the basic nature and the reported location of the incident.
- Dispatch Center personnel must use caution in releasing information they have received from callers reporting incidents until such time as first responding units have arrived on scene and confirmed what has been reported. Use special caution with unconfirmed information regarding fatalities and possible criminal activity. Information regarding deaths, serious injuries, and investigation status should be developed and released by the on-scene Public Information Officer (PIO) or designee.
- As requested by the on-duty shift commander, company officer, and/or chief officer, the Dispatch Center shall notify the department PIO of the following incidents:
  - Multiple alarm incidents
  - Mass-casualty incidents
  - Fire deaths
  - Major hazardous materials incidents
  - Major transportation incidents such as Aircraft or Rail
  - Death or serious injury to any department personnel
  - Other events having interest to the news media or the public

#### Public Information Officer (PIO)

- For most routine emergencies, the PIO function will be the responsibility of the Incident Commander (IC). Company officers should not notify the Shift Commander of any unusual circumstances concerning the emergency response that might be the subject of media inquiry.



- The PIO, or on-call designee, shall respond to all incidents as requested and report to the incident commander. At their own discretion, the PIO, or on-call designee, may respond to any incident that they feel may be of interest to the news media or the general public.
- The PIO shall work with the responding law enforcement agencies to establish a media area inside the perimeter established for the general public. This area should be selected to enable the media to get clear photographs and video of the event while ensuring their relative safety and noninterference with operations.
- The PIO shall work closely with the incident commander in gathering information about the incident and determining what shall be released, pursuant to legal and policy guidelines.
- The PIO shall establish and maintain a liaison with all on-scene media representatives, assisting them with their newsgathering efforts while ensuring noninterference with department operations and preserving the integrity of investigations.
- The PIO shall provide periodic briefings to the media and should, if conditions allow, make the incident commander and/or department members involved in newsworthy actions available to the media for interviews.
- The PIO shall communicate and update the Joint Information Center (JIC) at the CEOC as needed if established for an incident.
- At the conclusion of the incident, the PIO shall prepare a news release documenting the event and disseminate it to local news media organizations. In cases involving sensitive matters or continuing investigations, the PIO shall review the release with the incident commander or assigned investigator before release. Copies of the release shall be routed to the fire chief and the fire marshal.
- As per the "City of College Station Employee Handbook"; Section 8, "Health and Safety"; 8.06, "City-Owned Vehicle Use Procedures":
  - "With prior authorization and approval of the supervisor, employees may take city vehicles home overnight to ensure emergency response or to conduct a specific department related event or activity. Limited personal use of the vehicle will be allowed as long as such use is within the travel route to and/or from the worksite of the employee's home.

### **Absence of the Department PIO**

- It is the responsibility of the department public information officer to inform dispatch if the PIO is unable to respond if called due to vacation, sick leave, etc. The PIO will also advise dispatch as to who will be assuming the PIO duties.
- A "go-bag" containing the necessary resources and materials will be available at the administrative offices for use by the acting PIO.

### **Fire Officers and Firefighters**

- The senior officer at the incident, or his designee, shall be the department's spokesperson in the absence of the PIO.
- The Incident Commander shall establish a safety zone at the incident and direct personnel to put up fire line tape to establish the safety zone as soon as possible.
- All personnel are cautioned not to give out any information relative to the cause of an incident unless the investigating authority has authorized such release.



- All personnel are encouraged to cooperate with the news media as much as possible. Members who speak to the media should limit the information they provide to what they can confirm and of which they have firsthand knowledge. Even when members cannot accommodate a particular request from the media, they should strive to be as polite and courteous as possible.
- Members should avoid releasing information of a medical or investigatory nature. Release of specific medical information regarding a named patient may constitute an invasion of personal privacy and the release of information regarding the cause of an incident may compromise an investigation.
- Members should not release the names of deceased or seriously injured persons.
- Unless designated as the official department spokesperson, members in contact with media representatives must express and clarify that they are not the official spokesperson for the department and that their observations and comments are personal in nature.

### **Fire Chief**

- Only the Fire Chief or his designee may release the following information:
  - Policy statements.
  - Organizational changes.
  - Information regarding disciplinary actions.
  - Budget information.
  - Staffing and deployment information.
  - Statistical information.

### **Incident Information Guidelines**

- The designated PIO is authorized to release incident information to the news media within the following guidelines:

### **General Information**

- Factual information about the type of incident (Fire, EMS, Haz-Mat, etc.)
- Incident location, date, and time.
- Number and type of units responding.
- Number of personnel involved.
- Whether or not there were incident injuries or casualties.

### **Fire Information**

- Description of building by type, occupancy, and general characteristics.
- Cause and origin can be released only if clearly established. If doubt remains about the cause, or if the fire is still under investigation, no information about the cause and origin is to be released.
- Numbers of displaced persons and alternate shelter, if requested.
- Time required for control.



### **Public Service Safety Message**

- Each incident presents an opportunity to deliver a safety message to the public.
- Message may be specific to an incident such as, “Watch what you heat”, if the incident is cooking related.
- The message may be a reinforcement of a standard message such as, “smoke alarms save lives.”

### **Media Access to Incident Scenes**

- The media has a right to be present at incident scene. However, the media does not have a right to interfere with the progress of the incident. Conduct of the media is subject to certain forms of fire department direction.
- Fire department personnel are charged with securing and preserving fire scenes and other locations that may be of interest to news reporters. To the extent possible, news representatives shall be afforded the opportunity to photograph and video tape such scenes.
- News representatives shall not be allowed to violate the security of a scene or endanger physical evidence.

### **Confidential Reports of Investigations**

- Generally, no fire report is confidential in its entirety. However, some portions of a report may necessarily be withheld; i.e. medical or criminal information. If, in the judgment of the Incident Commander, the report contains information that should be confidential it shall be noted on all copies of the report.

### **Responding to Other Media Inquiries**

- Fire department personnel are to refer news media inquiries to the Office of the Fire Chief or his designee.
- Fire department personnel are prohibited from commenting upon sensitive or controversial issues of the Fire Department without the approval of the Fire Chief.
- The Fire Chief or his designee is the only person authorized to comment on department policies and procedures.
- The Fire Chief may designate an officer to act as the PIO for a particular issue or subject that is of current public interest. In most instances, the designated PIO will be the chief officer whose staff assignment falls within the area of subject interest.
- All media requests for interviews and or photo sessions on fire department property are to be directed to the department PIO. Unauthorized interviews on department property are strictly prohibited.



## Open Records Requests

### Purpose and Scope:

To make available complete public information as allowed by law. The Fire Department shall treat all requests for public information in a uniform manner. The following procedures shall apply to written requests for public information to the Fire Department according to the Texas Public Information Act, Texas Government Code, Chapter 552. This establishes an administrative policy and procedure for handling all requests for public information in accordance with state law.

### Definitions:

- 1. Public Information:** Information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body, or for a governmental body and the governmental body owns the information or has a right of access to it.
- 2. Public Information Requests:** All written requests for public information, which includes any correspondence, form, or other writing that requests information sent to the Fire Department.
- 3. Non-routine requests:** Includes, but is not limited to, requests that are comprehensive, inclusive, involve large amounts of materials, are controversial materials that could be involved in litigation, criminal matters, unresolved issues, or focus on individual persons.
- 4. Routine requests:** Information that is clearly public, including resolutions, forms, executed contracts, agreements, and adopted ordinances. These documents may be released with a verbal request through procedures established by the department.

### Responsibility:

- 1. The Fire Marshal** is the officer for public information for the Fire Department, the Fire Marshal is responsible for the accessibility, preservation, protection and maintenance of public information. Acting on behalf of the Fire Marshal, the Fire Administrative Assistant serves as the point of contact for public information requests.
- 2. Fire Administrative Assistant** will log in all requests and will forward the requests to Divisions that need to respond to the request. Upon a division receiving the request, the Division must reply back within three (3) business days to the Fire Administrative Assistant with responsive documents. The Fire Administrative Assistant will forward Non-Routine requests to the Fire Marshal for legal review.

### City Attorney's Office

The City Attorney's Office reviews all requests for public information forwarded to them by the Fire Marshal to determine if any portion of the requested material should be withheld.

The City Attorney's Office may make a request to the Texas Attorney General for decisions on public information requests that are thought to be confidential as defined in the Act or that may be exceptions to disclosure under the Act.



The City Attorney's Office provides guidance to the Fire Marshal on all Non-Routine requests for public information. The City Attorney's Office, with assistance from the City Secretary's Office, will provide training to staff on a regular basis, particularly after legislative changes have been made.

## **PRACTICE**

An individual may request public information the following ways:

- (1) By completing a *Public Information Request form*, available at the City Secretary's Office, or on the City Website.
- (2) By *written correspondence* to the Fire Department. The department shall stamp the time and date received on the correspondence and immediately review the request to determine if the request is deemed public and routine. If so, the Fire Department shall promptly produce the records for duplication, inspection, or both. The copies may be provided to the requestor in the office where the records are kept, or copies may be mailed to the requestor provided that postage is paid to the City of College Station. While most requests should be received by the City Secretary's Office, certain routine requests for information can be handled by the Fire Department in order to expedite the request. The City Secretary's Office should be notified of the request and disposition of the request for tracking purposes.
- (3) By *email or fax* to the City Secretary's Office. The only designated e-mail address to receive requests for public information is [pubrequest@cstx.gov](mailto:pubrequest@cstx.gov). The only designated fax to receive requests for public information is (979) 764-6377. If an employee receives an email requesting information, the employee should reply to the requestor informing him/her that the request shall be considered only upon receipt by the appropriate official as stated above. If an employee receives a fax for records of the city, they should immediately forward to the Fire Marshal for processing.
- (4) In the event the Fire Department receives a verbal request for information, the Fire Marshal shall determine if a written request is necessary. However, the Public Information Act is not triggered until a written request is submitted. Therefore, it is prudent to require all requests to be in writing for the protection of the requestor and the Fire Department. A written request is required if the Fire Department intends to seek an Attorney General's opinion on whether the information must be disclosed; so, except for the requests for the identified routine records released every day by the Fire Department, requiring the request be in writing safeguards the city's ability to seek this opinion. Requests that are considered general information to the public and are available in publications, pamphlets, public information brochures, handbooks, blank forms, and other documents that are provided in mass quantities for public information purposes will be promptly produced usually without the necessity of a written request.

***No employee shall inquire into the reason or purpose of a request.***

All public information maintained by the Fire Department at the time of a request that is not otherwise excepted by law, must be copied and/or made available for inspection promptly. *The PIA requires governmental bodies to promptly release public information within a reasonable time, without delay. If the Fire Department cannot provide the information or intends to seek an AG opinion on disclosing the records, the Fire Department must notify the requestor in writing within ten business days of receiving the request or provide the records.* If the request is unclear, staff may ask the requestor to clarify what information is being sought. If a large amount of



information is being requested, staff may discuss with the requestor how the scope of the request might be narrowed, but staff may not inquire into the purpose for which the information will be used.

Requests for public information will be handled promptly and in the order in which they are received. When the compilation of the requested information is to exceed ten (10) business days from the original request, the Fire Department shall certify this fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available, copying the City Secretary's and City Attorney's Office.

No records shall be disclosed or made available which are not public records. Only the City Attorney's Office will determine if records are confidential or may be excepted from required public disclosure by seeking an opinion from the Texas Attorney General's Office. If the City Attorney's Office determines that seeking an opinion from the Attorney General is necessary, the City only has ten (10) business days to seek the opinion. Therefore, all requests for information that the releasability is not clearly apparent must be routed to the City Attorney's Office immediately (no later than three (3) business days after receipt of the request).

If staff determines that responding to a request for public information will require programming or manipulation of data and that compliance is not feasible or will result in substantial interference with ongoing operations, staff will provide to the requestor a written statement that must include a description of the form in which the information is available, the cost, and when it will be available to the requestor.

Staff will not remove or allow to be removed from the Fire Department any original documents. Inspection of information shall take place on-site in City offices in the presence of Fire Department staff, and departmental staff will produce any requested copies of inspected materials.

Any questions regarding the nature or handling of public information requests shall be referred to the Fire Marshal.

## **PROCEDURES**

All requests for public information must go through the Fire Administrative Assistant for tracking purposes, including those routine requests handled at the department level.

The Fire Administrative Assistant will enter the request into the Open Records tracking system and assign tracking number.

The Fire Administrative Assistant shall notify the Fire Marshal of any non-routine or sensitive requests.

The Fire Marshal is also responsible for requesting the City Attorney's Office to review any request for a determination if any portion should be protected based on his department's knowledge of the subject.

The City Attorney's Office will notify the requestor, Fire Department and the City Secretary's Office upon determination that the requested information is subject to exception from disclosure or release.

The Fire Department will notify the requestor of availability of material requested for review and/or copies. (See Section 9.0 Charges)

Compliance with the Open Records Request will be proved to the Fire Marshal for final close out of the request.



The Fire Administrative Assistant will keep the record copy of communications and materials prepared after a final decision is made on the request in accordance with the Texas Local Records Act.

## **9.0 CHARGES**

Charges for public information must match the actual cost of providing the information, and all charges imposed by the City of College Station for copies or for access to information will comply with the Office of the Attorney General Costs Rules.

Staff must provide to the requestor a written estimate of costs anticipated for information requests if the cost is likely to exceed \$40.00.

Staff may not charge the requestor to inspect public information except as provided in the Public Information Act.

Staff must charge the requestor for the information when the total fee is **\$1.00** or more; a charge of less than **\$1.00** will be waived.

Before mailing copies of material requested, staff shall collect the fee and postage costs from the requestor.

A deposit or a bond may be required if the anticipated costs exceed \$100.

Staff may not add sales tax to the charges for copying public information.

Schedule of charges staff may assess is attached to this procedure and is established by law.

## **10.0 PENALTIES**

Failure to follow this policy may result in criminal and civil penalties including a fine of up to \$1,000 and/or confinement in jail. Alteration, destruction, or removal of public information is punishable by a fine of not less than \$25.00 nor more than \$4,000 and/or confinement in jail.



## Purchasing Procedures

**Purpose and Scope:** This policy delineates the requirements for making purchases for the College Station Fire Department. This policy applies to all department personnel. All purchases must follow the City of College Station Purchasing Manual's procedures.

### Guidelines:

- Each time an item or service is purchased for the Fire Department, a receipt must be submitted within three days to fire administration.
- Purchases can be made in 3 ways: FPO, Procurement Card and Purchase Order.
  - If a purchase is done by FPO method, the receipt, invoice, packing slip, i. e. must be attached to the FPO, with the appropriate charge-out account number and dollar amount of the purchase, then **must be promptly submitted to fire administration**. The account number used will be determined by the supervisor signing-off on the purchase.
  - If a purchase is done by procurement card method, the receipt will be held by the purchaser or their supervisor until the Payment Net Program shows the transactions purchased with that specific procurement card is reviewed and signed-off as correct by the holder of the procurement card and their supervisor. The receipt attached to the spreadsheet with the appropriate purchasing account number listed will then be forwarded to fire administration for proper submittal to accounting.

**Purchases over \$1,000 will go through the division supervisor.**

### Purchases up to \$2,999.99

- Purchases less than \$3,000 will be conducted with the use of a Field Purchase Order (FPO) or with a procurement card.
- The supervisor will be responsible for securing FPO's through the Quartermaster for purchases not done by procurement card method. The Battalion Chief will be considered the supervisor for operational shift level. The Division Head will be considered the supervisor for Administration and Prevention areas. The receipt of purchase and the FPO shall be returned to the supervisor for review, assignment of account number and initialing the FPO by the supervisor. All requests for purchases shall be routed to the Battalion Chief and the Battalion Chief will forward the request to the Quartermaster. The Quartermaster will be responsible for obtaining the product at a reasonable cost from available vendors while following all adopted purchasing policies and procedures.
- The receipt and completed FPO and/or procurement card spreadsheet will be forwarded to fire administration for proper submittal to accounting.

### Purchases over \$3000 to \$24,999.99

- All purchases over \$2999.99 will require the use of a Purchase Order. Purchase Orders require the use of phone quote sheets and faxed bid sheets (or letters) from the vendors.
- Three quotes must be attained for the Quartermaster on all purchases except for single source supplies. The completed phone quote sheets, with bids attached will be forwarded to the supervisor for review.



- The supervisor will assign an account number and initial the phone quote sheet, then forwarding all information pertaining to the purchase to the appropriate Division Head (ie, Asst.Chief, Fire Marshal, Fire Chief). Upon approval the Division Head will initial the quote sheet and forward the information to the Quartermaster for entry into the AS400 system.

#### **Purchases over \$25,000 to \$49,999.99**

- All purchases over \$25,000 will require competitive sealed bids. Specifications for the products to be purchased will be forwarded to the supervisor for review. If approved by the supervisor, specifications will be forwarded to the appropriate Division Head. Upon acceptance, the specifications will be forwarded to the Purchasing Division in the Finance Department by the Quartermaster.
- When the bids are opened the Division Head will select the lowest qualified bidder meeting specifications and forward the bid tabulations to the Quartermaster for purchase request input. The Division Head will then complete the City Manager's approval form for routing.
- All purchases over \$25,000 up to \$50,000 will require the City Manager's approval prior to purchase.
- Upon approval of the City Manager the purchasing Division will then announce for bids.

#### **Purchases over \$50,000**

- All purchases over \$50,000 will follow the above listed procedures referencing purchases over \$25,000, **except** they will require **City Council** approval prior to purchase.



## Vehicle Pool

**Purpose and Scope:** The use of a City-owned motor vehicle by an employee is neither a right nor a privilege, but a trust conferred to facilitate necessary performance of job duties. (College Station City Policy; Section 2: Procedures, H.5 City Owned Vehicle Use Procedures)

### Guidelines of Use:

- The use of Fire Department Pool Vehicles adheres to City of College Station Policy plus the following "user responsibilities":
  - Use "sign-out" form located in Training Office.
  - Re-fuel prior to returning pool vehicle to Fire Administration.
  - Vehicle will be returned clean and free of trash.
  - Report needed repairs to a Training Captain.



## Employee Recognition

### **Scope and Purpose:**

The College Station Fire Department encourages personnel to perform to their maximum potential and as such those individuals should be recognized for their achievements. The CSFD has established and will continue to recognize employee's through the Employee Recognition Program. The program is designed to recognize Department employee's through the following;

- Employee of the quarter (EOQ)
- Shift employee of the year (shift EOY)
- Administration Employee of the year (Admin EOY)
- Department Employee of the year (Department EOY)

### **Eligibility:**

- All department employees, except the fire chief, are eligible for consideration.
- Employees are eligible to receive the EOQ award once per year.
- All EOQ, shift EOY, Admin. EOY are eligible for department EOY.
- The employee **MUST** have been employed with the city for at least 90 days prior to nomination.
- The employee **MUST NOT** have received any formal disciplinary action (written documentation) for six months prior to the nomination.
- Any fire department employee may nominate another fire department employee. .
- Battalion Chiefs will be considered a part of Administration for the purposes of this program.

### **Employee of the quarter:**

- Nominations must be submitted to the employee recognition committee (ERC) chairperson before the stated deadline.
- Nominations must be submitted on the CSFD employee of the quarter nomination form, either via e-mail or interoffice mail. No e-mail nominations will be accepted.
- EOQ recipients will be placed on the ballot for the department EOY.

### **Shift/Administration EOY:**

- Each shift EOY will be selected by the Battalion Chiefs.
- The Administration EOY will be selected by the Chief and Assistant Chiefs.
- Shift and Administration EOY shall be selected prior to Jan. 30<sup>th</sup>.
- Those recipients will be placed on the ballot for department EOY.

### **Department EOY:**

- Each shift EOY, Admin. EOY and the 4 EOQ will be placed on the ballot for department EOY.
- All employees will be given the opportunity to vote for the department EOY.



- The ERC chairperson will generate the EOY ballot and select 2 impartial people to distribute and tabulate the ballots. The person receiving the most votes will receive Department EOY.
- Voting for the department EOY shall be completed by March 1st.
- The votes for the EOY shall be given to chief and remain confidential until presented at the employee picnic.

### **Employee Recognition Committee**

- The Employee Recognition committee members shall consist of:
  - 1 Fire/Admin. Employee
  - 1 Battalion Chief (Chairperson)
  - 1 Firefighter from each shift (Lieutenants and Drivers included)
  - 2 Employees from outside the fire department

**NOTE:** *Employees from outside the Fire Department are asked to be on the committee to add an impartial perspective to the program.*

- The committee will meet for selection purposes no later than 10 days after the deadline for nominations. Deadlines for nominations are as followed; 1<sup>st</sup> qtr March 30<sup>th</sup>, 2<sup>nd</sup> qtr. June 30, 3<sup>rd</sup> qtr. Sept. 30<sup>th</sup>, 4 qtr. Dec. 30<sup>th</sup>.
- A committee member shall excuse themselves from the selection process if there is a conflict of interest. The committee will function with the remaining members; no replacements will be appointed.
- ERC committee members will serve a two year term. Replacing ½ of the committee each year.
- The Chairperson will provide copies of all nominations to the committee members.
- Members will vote for a 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> place selection. 3 points will be assessed for each 1<sup>st</sup> place vote, 2 points for each 2<sup>nd</sup> place vote and 1 point for each 3<sup>rd</sup> place vote.
- The nominee with the most votes will be selected as employee of the quarter.

### **Skills, characteristics or traits to be considered by the committee when selecting an honoree:**

- Provides excellent service
- Moral courage to do what he/she should regardless of consequences to self
- Leadership traits
- Developed an idea or method that significantly increases efficiency, reduces cost, improves safety, or enhances revenue
- Demonstrates personal initiative, professional image, cooperativeness
- Works well independently
- Seeks self improvement, training for professional development as well as other activities for personal development
- Quality work relationships, Team Player
- Community involvement, outside activities
- Above and beyond instances
- Any and all reasons that the nominee exemplifies the high standards of a CSFD employee



### **Announcement and Presentation:**

#### **Quarterly:**

- The chairperson shall notify the Fire Chief with the EOQ selection and furnish a copy of all nominations received.
- The Fire Chief will announce the EOQ via e-mail approximately three days prior to making the presentation. Station officers will ensure that all station personnel are made aware of the time and place of the presentation as Maximum department participation, consistent with staffing requirements, is desired.
- As soon as scheduling permits, the fire chief will present the EOQ with a certificate and monetary gift (\$50.00).

#### **Employee of the year for shift, Administration and Department:**

- The Shift EOY, Administration EOY and the Fire Department EOY will be honored at the annual fire department picnic.
- They will be presented with a plaque or trophy and a gift that has an increased monetary value. (\$50.00 for shift/Admin. EOY, \$100.00 for Department EOY)
- The department EOY will also be nominated for the city's EOY during the next available nomination period.





# College Station Fire Department Operations Manual

Section: 100 - Administrative Policies

Effective Date: December 1, 2009

Reference Number: 100.10.10

Reviewed Date: December 8, 2014

## Policy

### Accident Review Board

#### Scope and Purpose

The Accident Review Board (ARB) is established to review accidents for causal factors and to determine if proper techniques and policies and procedures were followed during the accident. The ARB will not assess any penalties. If an "at fault" determination is made, if any disciplinary action is necessary it will be handled per department policy. The ARB will be responsible only for recommendations to keep similar accidents from occurring in the future. The goal of the ARB is to reduce accidents, injuries and equipment damage by identifying causal factors.

#### ARB Members:

The ARB will consist of the following members:

- **Chairman:** Training Battalion Chief
  - **Note:** Fire Marshal Backup Chairman
- **Safety / EMS Captain** – Conduct the Investigation and provide a written documentation of the findings
- **Training Captain**
- **Shift Commander** of the shift member involved in the accident

#### Definitions:

**Causal factors:** Situations, techniques, SOP's, training or other circumstances that contributed to the accident.

**At Fault:** Determination of the factors responsible for the accident. Examples but not limited to (failure to follow SOP's, Horse Play, improper techniques used).

**No Fault:** Determination that no fault is found for the accident. Example (Everything was done correctly however an injury or equipment damage still occurred).

#### ARB Meeting Schedule:

The Chairman of the ARB will schedule and conduct an ARB meeting within **10 days of a lost time accident, injury, equipment damage or damage to another's property.**

#### Findings of the ARB:

The Chairman of the ARB will be responsible for submitting the findings report of the ARB to the Assistant Chiefs of Operations and Prevention within 3 days of conclusion of the ARB. The Assistant Chief's will submit the finding to the Fire Chief.



## Photography and Video Policy

### Purpose and Scope:

To establish standards for fire department members taking photographs, videos audio recordings and the use of the captured media.

### Guidelines:

- 1) Photographs and videos may be taken for the purposes of training, investigation, patient care, incident documentation, case review and other work-related purposes.
- 2) Photographs and videos should be captured only as ordered by the supervisor or his designee.
- 3) Only department-approved equipment should be used to capture photographs and video on scene. Employee use of such equipment for personal purposes is strictly prohibited.
- 4) Generally, employees should refrain from using their personal cameras, video recorders, or the audio/video recording function on their personal cellular phones, PDAs, or other devices to record any images or video.
- 5) All photographs and videos taken on scene are not to be retained by employees, and shall be promptly surrendered to the supervisor. Digital images should be kept in a secure location with limited controlled access, such as on a department computer or database, or copied to a disk and stored by the Fire Chief or his designee.
- 6) Work-related photographs and videos taken by the employee become the property of the College Station Fire Department, regardless of ownership of the device used by the employee.
- 7) Personal or private information subject to confidentiality requirements shall be so protected according to applicable laws and regulations.
- 8) Photographs and videos can be shared internally as needed for work purposes only with prior approval of the Fire Chief or his designee. No photographs or video may be used, printed,



copied, scanned, reproduced, e-mailed, posted, distributed, or shared externally in any manner, including to mass media organizations or via social media websites (e.g. Facebook, MySpace, YouTube etc.), without prior approval of the Fire Chief or his designee.

Violations of said policy could result in disciplinary action up to and including termination.

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## Notification of Staff Personnel

### Purpose and Scope:

To insure Staff Personnel are kept informed of major incidents the following guidelines will be initiated by the Incident Commander and carried out by the Emergency Communications Dispatcher.

### Procedure:

The Fire Chief, Assistant Fire Chief, and the Fire Marshal are to be notified by pager of the following situations:

- Working structure fires (units committed to fire extinguishment)
- Major rescue operations
- Any Fire Fatality
- Major gas leaks or chemical spills inside of structures
- Anytime the special operations trailer responds outside of the city.
- Major accidents involving multiple fatalities
- Any response requiring evacuation of multiple structures.
- Vehicle Accidents involving Fire Department vehicles
- Any on duty injury to a fire fighter requiring transport to a medical facility
- Any other incident that the Commanding Officer determines is important for Staff to be aware.

Pages will be sent as "informational" unless the Commanding Officer is requesting a Staff Officer to respond. If the desire is for Staff Officers to respond make that clear to dispatch personnel.

The Incident Commander may request notification of **Off-Duty Personnel** for any situation which he/she deems necessitates the need for a response of additional CSFD personnel.

- The Incident Commander may require only a few personnel be notified for the purpose of EMS backup or to fill-in for reduced staffing.
- A complete shift may be notified in times of major working incidents what will require additional personnel and apparatus.
- A General Alarm may be called when the Incident Commander deems maximum resources will be required, or there is information that must reach all personnel, such as severe weather alerts, etc.

Under all circumstances the Shift Commander on-duty or the Incident Commander will request alerting of Off-Duty Personnel. The needs of the Incident Commander must be made clear to dispatch to help insure the proper information is forwarded.



## General Alarm Procedures

### Scope and Purpose:

This policy applies to all College Station Fire Department Personnel. The purpose is to establish standardized guidelines for General Alarm response and management of off duty responders.

**Procedure:** When a General Alarm page is requested, the fire dispatcher will use the following format:

**Example: GENERAL ALARM** -Working structure fire at 301 Holleman Report to your assigned station.

**Example: GENERAL ALARM** - Working MCI on campus, Report to your assigned station.

When Fire personnel arrive at their stations, they will check in with the ARFF driver at fire station 4, the ARFF driver will keep a log of all fire personnel reporting to their stations or any other location they have responded to.

### Unit staffing guidelines

1. Unless otherwise directed, staff and dispatch 791(Rehab / Air unit)first to the scene, an attempt should be made to staff with a minimum of two personnel.
2. If available staffing of engines should meet on duty staffing requirements.
3. Notify command of the total number of units staffed and number of personnel assigned to each unit.
4. Notify dispatch of "Available for call" status for each unit staffed

**The first officer or acting officer that arrives at any station will contact the ARFF driver and take command of the city. Their duties will include:**

1. Obtain a list of all off-duty personnel from the ARFF driver .
2. Obtain a list of available reserve units available for staffing.
3. Contact the on-scene IC and determine if personnel need to report to the scene or stage at fire stations.
4. Determine if units from Bryan Fire, County or TAMU need to back fill at stations.
5. Determine the staffing for each reserve unit based on available personnel and determine if personnel need to relocate.
6. Keep the on- scene IC updated as needed the number of units staffed and available
7. Update ARFF staffing coordinator if person in charge changes.
8. Staff unit 706 with an officer to take charge of the city if needed or requested.
9. Release personnel from their assignments when directed and have all off-duty personnel report their times via email to the on-duty shift commander and staffer.

### Other Considerations:

1. During administration work hours, personnel assigned to administration can be requested to bring supplies or assist with operations



# Special Operational Team Activation and Deployment

## Scope and Purpose

This policy establishes guidelines for activation and deployment of any College Station Fire Department (CSFD) personnel who serve on a CSFD special operational team. CSFD special operational teams are Tactical-Medic, Swift-Water Rescue, Dive, Hazmat, Rescue, and Texas Task Force.

## Definitions

### Tactical Medic Member

CSFD member serving as a Tactical Medic is an individual who holds current certifications as a paramedic and tactical medic. Individual must be in good standing with CSFD and CSPD in order to be eligible for the team. Individual must have been selected to serve on the College Station Police Department (CSPD) Tactical Medic Team through CSPD application process.

Team members must remain current in all required CSPD tactical medic training to be eligible for deployment to events or incidents.

### Swift-Water Rescue Member

CSFD Swift-Water Rescue member is an individual who holds all current certifications as a swift-water technician and has passed a CSFD swift-water annual swim test. Individual must be in good standing with CSFD in order to be eligible for team membership. Individual must have been selected to serve on CSFD Swift-Water Rescue Team through the application process.

Team members must pass an initial swim test and pass annual swim test to remain eligible for team. The CSFD swim test consists of swimming 300 meters in 8 minutes followed by 10 minutes of treading water. This test is required for every CSFD swift-water technician that may be assigned to be in or on the water performing swift-water rescue operations.

Team members must remain current with all required CSFD swift-water training to be eligible for deployment to events and incidents.



## **Dive Member**

CSFD Dive member is an individual who holds all current certifications as an open water one diver. Individual must be in good standing with CSFD in order to be eligible for the team. Individual must have been selected to serve on CSFD Dive Team through the application process.

Team member must remain current with all required CSFD dive training to be eligible for deployment to events and incidents.

## **Hazmat Member**

CSFD Hazmat Team member is an individual who holds all current certifications as a hazmat technician from the Texas Commission on Fire Protection (TCFP). Individual must be in good standing with CSFD in order to be eligible for the team and to receive hazmat certification pay. Team members that receive hazmat certification pay must remain current with all required CSFD hazmat training.

All CSFD members who meet the TCFP requirements and remain current on hazmat team training are eligible to serve on CSFD Regional Hazmat Team. Hazmat team members that do not receive hazmat certification pay are eligible to be selected when a certification pay spot is available.

## **Rescue Member**

Rescue member is an individual who holds a current certification for a rescue technician in any of the following disciplines; Rope Rescue, Confined Space Rescue, Trench Rescue and Structural Collapse Rescue.

Team members assigned to Station #2 shall complete quarterly training of the Special Operations Annual Review (SOAR) Rescue program. The SOAR-Rescue training program is designed to maintain knowledge, skills and abilities for the Technical Rescue Team (TRT).

## **Texas Task Force Member**

Texas Task Force (TX-TF1) member is an individual who holds all current certifications required by TX-TF1 being job specific. Individual must be in good standing with CSFD and TX-TF1 in order to be eligible for the team. Individual must have been selected to serve on TX-TF1 through the application process.

Team members must remain current with all required TX-TF1 training to be eligible for deployment to events or incidents. Every TX-TF1 team member must have a current Memorandum of Understanding (MOU) signed by the CSFD Fire Chief and TX-TF1.

TX-TF1 Swift-Water member must meet CSFD swift-water and TX-TF1 requirements before the member is eligible for deployments to events or incidents.

Any TX-TF1 deployments may be in an austere environment for an extended time frame.



## **GENERAL GUIDELINES**

All special operational teams may be activated and deployed upon formal request for any incidents within the Brazos Valley COG that is approved by the on-duty Battalion Chief.

On-duty Battalion Chief shall treat deployments of these teams as automatic aid or mutual aid responses. All requests from the City of Bryan shall be treated as automatic aid. All other requests within the Brazos Valley Council of Government area shall be treated as mutual aid responses. During mutual aid responses the on-duty Battalion Chief shall begin putting together the response personnel and necessary equipment to respond to the emergency. They shall also begin the back filling process for CSFD personnel. On-duty Battalion Chief may deploy a team before on-duty CSFD personnel back filling is completed based on the merits of a request where life safety, property and environmental conservation needs immediate action to keep current situation from escalating.

On-duty Battalion Chief shall make all necessary notifications as needed to Fire Chief, Assistant Fire Chiefs and Safety Officer concerning the deployment and situation.

Team members shall follow CSFD policies and procedures during all responses within any jurisdiction.

### **Tactical Medic Team Activation and Deployment**

Team is activated by the College Station Police Department.

When Tactical Medics are activated they shall contact the on-duty Battalion Chief. Due to the confidential nature of these activations the member will only inform the on-duty Battalion Chief they have been activated. No other information is required during notification.

After the deployment has been terminated, the Tactical Medic will contact the on-duty Battalion Chief to advise them of the hours that need to be logged in telestaff. No other information is required in order to maintain confidentiality of these deployments.

### **Swift-Water, Dive, Rescue and Hazmat Team Activation and Deployment**

Team is activated by CSFD on-duty Battalion Chief.

When team members are activated they shall follow the notification instructions. During these deployments every team members shall follow CSFD policies and procedures no matter what jurisdiction they respond to.

During a deployment the CSFD team leader shall contact the on-duty Battalion Chief on a regular basis to provide information on crew status while the team is deployed.



## **TX-TF1 Deployment**

Teams are activated by Texas Task Force

Only eight (8) Texas Task Force members may be deployed at any given time. This number may be decreased on short notice or no notice in order to protect the citizens of College Station for predicted events or unpredicted incidents. Any number more than eight (8) TX-TF1 members deploying for an event or incident requires CSFD Fire Chief Approval.

### ***Texas Task Force Structural Team***

This activation is normally by automated phone response. Team members may automatically accept the mission if their team has First-Up status for the month and they meet all CSFD requirements. After accepting the mission team member must contact the on-duty Battalion Chief and advise them of deployment.

If the member's team is on Stand-By or Stand-Down status the mission should be refused. Any acceptance of a TX-TF1 mission prior to CSFD Chief Officer Approval is not recommended for Stand-By or Stand-Down status because it may delay the TX-TF1 from filling all of the needed positions for a critical response.

### ***Texas Task Force Swift-Water Team***

This team is activated by Texas Task Force contacting one person at CSFD to request a team. This team needs Chief Officer Approval before activation and deployment.

This team can be activated by on-duty Battalion Chief, Swift-Water Coordinator, or Chief Officer. Team members who are activated to deploy will be notified and provided information about the deployment.

CSFD Swift-Water Officer will contact on-duty Battalion Chief regular basis to provide update information on crew status during deployments. On-duty Battalion Chief will disseminate information to the department as needed.



## **Disciplinary Procedure**

**Purpose and Scope:** To establish the criteria and set guidelines for progressive disciplinary actions.

**NO CONTRACT CREATED:** The City of College Station is an at - will employer. Be it known the employment relationship between the employee and the City of College Station can be terminated at any time, by either party. No wrongful discharge claims may be brought against the City of College Station.

**INTENT:** Progressive discipline is intended to use counseling, and warnings, to modify or improve undesirable performance and behavior. The employee benefits from this policy through a fair and equitable disciplinary process.

### **FORMAL DISCIPLINARY PROCESS:**

**For Discipline, Appeal and Grievance procedures refer to the City Policies listed below:**

- ✦ **10.01**
- ✦ **10.02**
- ✦ **10.04**

### **Documentation:**

**For documentation of disciplinary actions the supervisor shall use the following form.**



**RECORD OF EMPLOYEE CONFERENCE  
(Oral and Written Warnings)**

**FROM:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**TO:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**INCIDENT DATE AND TIME:** \_\_\_\_\_

**REASON FOR DISCIPLINARY ACTION:** \_\_\_\_\_

**WITNESSES:** \_\_\_\_\_

**BEHAVIOR OR PERFORMANCE COMPARED TO STANDARDS:** \_\_\_\_\_

**IMPACT ON ORGANIZATION:** \_\_\_\_\_

**CONSEQUENCES IF BEHAVIOR OR PERFORMANCE REMAIN THE SAME:** \_\_\_\_\_

**DESIRED BEHAVIOR OR PERFORMANCE:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMPLOYEE COMMENTS:** \_\_\_\_\_

***(written warnings only)***

The employee *(circle appropriate action desired)* **does** **does not** request a hearing with the Fire Chief.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## **Scope and Purpose**

This policy applies to all sworn fire department personnel. The purpose is to clearly delineate requirements for LODD (Line of Duty Death) response, reporting and investigations.

## **Death While Involved in Emergency Operation.**

If a line of duty death occurs the ranking officer in charge of the emergency scene will be required to notify the appropriate agencies for assistance and set in motion the proper steps for the mitigation of a Line of Duty Death.

### **These steps are:**

- Secure Scene
  - Leave body in position found
- Call Justice of the Peace
- If the body can't be protected in the position as found
  - Photograph before moving.
  - Leave all equipment on body

**Pursuant to State law**, the body should not be removed from the fire scene until photographed and a Justice of the Peace notified

- Leave all equipment in position found including but not limited to:
  - SCBA
  - Bunker Gear
  - Helmet
  - Hand held equipment
  - Other Equipment
- Fire scene perimeter shall be set
  - On scene ranking officer will assign scene security
- On scene ranking officer will set two perimeters.
  - Perimeter one will encompass immediate area where body is found.
  - Perimeter two will encompass the entire scene.
  - Security will tape perimeter two using yellow "Fire Line" tape.
- Security personnel will document names of all personnel in perimeter two.
- Security personnel will make a separate list of names of anyone who enters perimeter one.

### **After extinguishing the fire, limit personnel from entering the structure.**

- Limit salvage and overhaul operations.
- This will limit the destruction of evidence

**On scene personnel shall not communicate, in any way, to any outside person or entity information about the emergency scene without the expressed permission of the Fire Chief or his designee.**

- CART members, if called, will be assigned to rehab area only
- Department personnel will not discuss emergency scene information with CART members
- CART members will not discuss emergency scene information with any outside person/entity



### **Notify Fire Administration and investigator**

- Investigator will respond to the incident scene and take initial photographs and help with scene security
- Investigator will be liaison to State Fire Marshal's Office and complete Cause and Origin Report

### **Notification of Death to family members will be made by utilizing information from the Employee Emergency Contact Information Form located at the Fire Administration Building by:**

- Fire Chief or his designee
- One uniformed member of the department
- A member of Clergy

### **Fire Chief or his designee will then notify the appropriate City Staff members**

- City Manager
- Mayor
- Public Information Officer
- Risk Management
- Call for Critical Incident Stress Management Team
- Human Resources
- Others deemed necessary

### **Fire Chief or his designee will immediately assign department liaison to assist family members.**

### ***NOTE: The following is an example of the type of information that should not be relayed over electronic telecommunication devices specifically radio, pagers and cell phones***

- Name of deceased
- Rank of deceased
- In what condition body was found
- Any information that eludes to the identity of the fallen fire fighter
- Information deemed sensitive by the ranking, on scene, officer

### **Call the State Fire Marshal's Office at (512) 305-7900 (24 hours a day).**

#### **Have the following information ready when calling.**

- Your name
- Your department
- Telephone number where you can be contacted
- Telephone number of dispatch
- Time and date of incident
- Brief description about type of incident
  - Structure fire
  - MVA
  - Other



### **State Fire Marshal's responsibilities will include**

- Notification of Fire Marshal's Task Force
- Responsible for interviews
- Building conditions
- Fire alarm and sprinkler activation
- Notification of Fire Ground Operations Task Force
- Investigation of suppression activities
- SOPs
- Personal Protective Equipment
- Notification of Benefits Task Force
  - Available qualifying benefits for the family
  - Available qualifying benefits for the department
  - Funeral procedures if needed
- Documentation of emergency scene
- All emergency scene personnel will hand write narratives indicating responsibilities and actions while on the scene.
  - In fire fighters own words as soon as possible after the conclusion of the incident
  - All taped radio communications will be secured immediately.

## **LODD Not During Emergency Operations**

### **Death while on duty not involved in emergency operation.**

If a death occurs while a fire fighter is on duty but not responding to or at an emergency scene the shift commander will follow these steps:

#### **When EMS is required**

- Notify Dispatch by quickest mode possible.
  - Radio
  - Telephone
- Contact Fire Chief or his designee
  - Radio
  - Pager
  - Telephone

#### **Notification of family (in person)**

- Fire Chief or his designee and
- One uniformed member of the department
- Make arrangements for the family to be brought to the hospital and.
- A member of Clergy



### **Fire Chief or his designee will notify City Staff and others**

- City Manager
- Mayor
- Risk Management
- Public Information Officer
- Call for City's Human Resources Department
- Others deemed necessary
- Notification of State Fire Marshal's Office
  - Benefits
  - Information on funeral procedures
  - Statistical information on programs to help other fire fighters

### **Notification of family (in person)**

- Fire Chief or his designee and
- One uniformed member of the department and
- A member of Clergy

### **Notification of State Fire Marshal's Office**

1. Benefits
2. Information on funeral procedures
3. Statistical information on programs to help other fire fighters

### **If EMS is not required**

- Notify Police
  - Radio
  - Telephone
- Police to notify JP when investigation allows
- Notify Fire Chief or his designee

### **Important Information:**

- 1) A copy of the Fire Fighter Autopsy Protocol booklet will be given to the medical examiner prior to the autopsy. Some Federal, State and Local benefits could be jeopardized if the autopsy is not performed and documented in accordance with this booklet. This booklet is located in the Fire Administration Building with the Employee Emergency Information Forms.**
- 2) Remember a Line of Duty Death can occur twenty four hours after being on duty.**
- 3) As of September 1, 2011 emergency personnel involved in a LODD or catastrophic injury (Police, Fire and E.M.S.) or their estate will not be charged any fees associated with probate or other filings through the Texas court system.**



## Station Log Books and Equipment Log Books

### Scope and Purpose

To provide guidelines and provide documentation, share information and improve communications for Company and Battalion level activity. This shall apply to all Company and Battalion Officers assigned to the Operations Division.

### Daily Recording of Activities

Each Fire Station shall maintain a **Daily Activity Log Book** and an **Equipment Log Book**. Each Battalion Office shall maintain a Daily Activity Log Book and an Equipment Log Book. The following Guidelines shall be followed.

1. Battalion Officers are responsible for completion of their log books; Company Officers will ensure completion of the station logs books.
2. The log should be legible and shall be in black ink. Information should be concise and common contractions and abbreviations may be used.
3. Errors shall be addressed by crossing out the mistake with a single line and writing in the proper entry on the line below.
4. **Daily Activity Log**, there will be one page for each shift, the date is provided on the page. If high levels of activity necessitate more space, then a sheet of paper may be stapled to the front of the log book page for the date of your shift. The columns in the daily log shall be filled out in their entirety. The following log entries shall be filled out on a daily basis: The recording of the entries where time is relevant, all response activities, staffing, Apparatus in or out of service, drill topics, staff hours, personnel who call in sick, station tours, fire and life safety demonstrations and other daily activities and special information deemed relevant to company operations.

*Examples (but not limited to):*

Time		INCIDENT #	Activity/Notes	Jan 1 2011
OUT / IN				Staff Hours/ Initials
	0700		A shift on Duty: Capt. E. Jones, Lt. E. Smith, D/E D. Johnson, D/E C.Elder, F/P T. Brown, F/P A. White, F/P S. Simons, F/P F. Burdick, F/P T. Green, F/P G.Ingram. F/P K. Holmes on S/L 0700-0700. 722, 752, 762 In Service.	.5 / Lt. ES
0700	0800		Apparatus/Equipment check off	6 /Lt. ES



0830	0930		Station clean up	8 /DE DJ
1000	1100		Station Tour ( ABC Nursery school)	2 /FP AW
1100	1200	11-0932541	Fire, 1600 Rock Prairie Rd. ( Structure Fire) 722, 752, 762	10 /DE DJ
1300	1500		Drill - Fire Streams and Hose line placement	20 / Lt. ES
1500	1600		Physical Fitness	10 /FP SS
	1600		F/P Burdick reported possible shoulder muscle strain During physical fitness – report filed.	.5 /Ct EJ
1800			F/P T.Green off duty – trade with F/P C.Ehle	.5/Lt. ES
1830	1930	11-0932548	EMS, 300 Krenek Tap (heart attack) 722, 762	5 / Lt. ES
	2000		F/P Bloom Station 2B, called in sick 0700-0700 for 4/2/09	.5 / Ct EJ

- Staff hours logged equals the total time of the activity multiplied by the total number personnel participating. Total staff hours shall be rounded to the nearest 30 minutes.
- If an entry is missed being added to the log book, it may be added out of chronological order. Add the entry as would normally be logged and place in parenthesis (late entry) with the writer’s initials.
- Equipment Log Books**, shall be utilized to assist with loss prevention and inventory control. All pertinent information in reference to, station equipment and equipment on all apparatus shall be logged in the equipment log on a daily basis. This includes but is not limited to: apparatus and equipment loaned to another station, equipment found broken or missing, equipment damaged or broken on a call. Inventory numbers are to be included if applicable. Information shall also be logged by the on duty shift of what action was taken and who was contacted to properly document or arrange for the apparatus or equipment to be replaced or repaired.

**Example(not limited to):**

Date OUT- of- Service	Date In- Service	Inventory Number	Item/Problem	Where Assigned	Report filed/Contact Made/ Initials
1/1/11		146345	Axe missing	722	yes / Lt. ES
	1/2/11	147546	new axe received	722	
1/3/11			Dishwasher broken		BC and facilities notified/CT EJ
1/4/11			762 out of service 764 filling in		BC and fleet notified/ Lt. ES



8. The primary purpose of the Pass Down Log Books are to disseminate information to the off-duty shifts the activities that are occurring on a daily basis in the Fire Station and the Battalion Office. The Pass Down Log Books shall be filled out daily. Other information that may be shared in addition to date, responses, equipment and station problems may include: Directives, Policy Changes, Training Notices Received and all other relevant information which is pertinent to all shifts. If there is no information to pass down in accordance with this Policy, then the log book shall be filled out in the following manner :

***Example:***

*1/5/11 NPD (No Pass Down)*



## Revenue Rescue

### Scope and Purpose:

This policy delineates the process for obtaining and documenting all information in regards to Revenue Rescue cost recovery program.

### Definitions:

#### Revenue Rescue Cost Recovery Program:

This program has been established to recover some costs associated with the fire department's response to vehicle crashes. The program can also provide cost recovery for illegal acts such as arson, clandestine chemical drug labs, driving without a license or driving without insurance and any suspected DWI or DUI incidents.

#### Billable Party:

This is the person who has received services from CSFD (owner of the vehicle's or driver's information). This person's insurance company will receive a bill for cost recovery through the Revenue Rescue program. Each vehicle involved in the incident will need one completed Revenue Rescue Worksheet (page 3 of this policy).

### Guidelines:

#### Billable calls:

- Motor vehicle crashes where hazardous materials are spilled and mitigation of the product or clean up of the product is required.
- Motor vehicle crashes where the hydraulic rescue tools are utilized to assist in removing a person(s) from the crashed vehicles.
- Motor vehicle crashes where a fire occurs as a result of the crash.

#### Other Billable calls:

- Arson fires
- Clandestine Chemical Drug labs
- Driving without a driver's license
- Driving without vehicle insurance
- Suspected Driving While Intoxicated (DWI) and Driving Under the Influence (DUI)

### Revenue Rescue Reports:

The Incident Commander (IC) on all billable incidents for Revenue Rescue cost recovery program will be responsible for obtaining all information that is needed to complete the Revenue Rescue Worksheet(s). The IC will also be responsible for confirming that the data in Section #1 of the form(s) has been placed in Fire House for each form. One completed Revenue Rescue Worksheet(s) is required per vehicle that was involved in the incident. The IC will be the person that sends one email per incident to the staff assistant that includes all completed Revenue Rescue Worksheet(s).



Check with the on-scene Police Officer to help you in obtaining needed information about the vehicle owner or driver for the purpose of completing the Revenue Rescue Worksheet. Example: Minor Hazmat incident where the vehicle has already been towed prior to your arrival on scene.

All completed Revenue Rescue Worksheet(s) need to be scanned and emailed to the Staff Assistant at Fire Admin. In the Subject Line of the email please include the following information: "Revenue Rescue Worksheet(s)" with the actual CSFD incident number. In the comment section of the email, please copy and paste the Incident Commanders' fire house narrative.

Please confirm all information has been added into Fire House and your scanned copy is good before destroying the original revenue rescue worksheet(s).

Staff Assistant will weekly, correlate all Rescue Revenue Worksheets received by email against completed Fire House reports to confirm that all revenue rescue coded reports have been turned in.

All requests for missing Rescue Revenue Worksheets will be sent to the Battalion Chief that was on duty the day of the incident. Battalion Chief will make sure that a rescue revenue form(s) is filled out and is emailed to Staff Assistant in a timely manner.

If any problems are found in the emailed copy of the Revenue Rescue Worksheet or data entry errors in Fire House the Staff Assistant will reply back to the original email requesting required corrections. In this email the Staff Assistant will also Carbon Copy the individuals assigned Battalion Chief. All corrections should be made in a timely manner.

An Assistant Fire Chief is required to review all Revenue Rescue charges and submitted paperwork before the official submittal to Revenue Rescue to obtain restitution.

### **Fire House Codes for Revenue Rescue:**

The following codes when assigned to a Fire House report will require the completion of a revenue rescue report:

- Vehicle Fire ( Arson or Fire as a result of a crash only) – **130, 131, 136,137**
- Motor Vehicle Accident with Injuries – **322**
  - **322 Exceptions:** If no minor hazmat cleanup or extrication is provided you do not have to fill out this worksheet. Document in the incident narrative why you are not filling out a worksheet.
- Motor Vehicle Accident with General Clean up - **463**
- Rescue and EMS (extrication) **350, 352**
- Hazardous Condition (no fire) Combustible/flammable liquids leaks and spills – **410, 411,413**

***Special Note: Other Billable calls listed above are rare but do occur, These reports will be flagged by an Assistant Chief for a more detailed review by the Fire Department, City Manager's Office, Police Department and Legal Department. After review, a decision may be made to bill the responsible party individually as well.***



**Revenue Rescue Sample Worksheet Only – Please go to CSFD Home page for printable form**

**Revenue Rescue Worksheet**

**Section 1:** **\*\*Submit ONE worksheet for every vehicle involved with ALL charges on the first page\*\***

Date of Service: \_\_\_\_\_ CSFD Inc #: \_\_\_\_\_ Total # of Vehicles: \_\_\_\_\_  
Location: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Responding Station: \_\_\_\_\_ Alarm Time (HH:MM): \_\_\_\_\_

**\*\*Please circle Type of Incident\*\***

**Type of Service:** Car Fire Collision Haz-Mat DWI / DUI Clandestine Labs No DL or No Insurance

**SERVICE PROVIDED TO:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone#: \_\_\_\_\_ DL: \_\_\_\_\_ State: \_\_\_\_\_  
Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Yr: \_\_\_\_\_ LP: \_\_\_\_\_ LP State: \_\_\_\_\_  
VIN#: \_\_\_\_\_

**INSURANCE**

Insured Last Name: \_\_\_\_\_ First: \_\_\_\_\_ DOB: \_\_\_\_\_  
Ins Company: \_\_\_\_\_ Agent's Name: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Policy#: \_\_\_\_\_ Group#: \_\_\_\_\_

**Section 2:**

Haz-mt Roadway cleanup	YES	NO
Extrication Provided	YES	NO
Spreaders	YES	NO
Cutters	YES	NO
Rams	YES	NO
Disposable Latex Gloves (# of Pairs)	Qty _____	
Micro-Blaze (# of Quarts)	Qty _____	
Micro-Blaze (# of Gallons)	Qty _____	
Class A foam (# of Gallons)	Qty _____	
Absorbent Booms	Qty _____	
Absorbent Bags	Qty _____	
Top Soil	Qty _____	
Disposable Coveralls	Qty _____	
Neoprene Gloves	Qty _____	
Over Boots	Qty _____	
Gas Plug Kit	Qty _____	
Plug and Dike Equip	Qty _____	
Drum Liners	Qty _____	
Barricade Tape (Rolls)	Qty _____	
Poly Sheet	Qty _____	
Gas Multi Meter	YES	NO
CO meter	YES	NO
Advanced Cleaning of PPE	YES	NO
Replacement of Coat	YES	NO
Replacement of Pants	YES	NO
Replacement of Boots	YES	NO

**Total Time on scene (1 hour minimum with 1/4 increments)**

Engine 721	_____
Engine 722	_____
Engine 723	_____
Engine 724	_____
Engine 725	_____
Engine 726	_____
Engine 727	_____
Engine 728	_____
Truck 751	_____
Truck 752	_____
BC 711	_____
EMS 776	_____
OPS 790	_____
Grass 745	_____
Tanker 735	_____
DFM 781	_____
DFM 782	_____
DFM 783	_____
DFM 784	_____
DFM 785	_____

**Additional Notes:**

\_\_\_\_\_



## EMS-Safety Operations Captain(s)

### Scope and Purpose:

This policy defines how the EMS-Safety Operations Captain will operate while assigned to Fire Administration on a 40 hour work week. This is a **Temporary Policy** that will expire one year after the "Reviewed Date" which will be on 04/8/2015.

This is a new position that will be continually evolving over the next year to improve fire fighter safety and EMS functions within the organization. This individual will work with all Company Officers and Chief Officers in helping to develop the best practices internal standards within the areas of Safety and EMS.

### Guidelines:

The EMS-Safety Operations Captain's Office will be at Fire Administration in Room 153. The phone number is 979-764-5022.

EMS-Safety Operations Captain is a regular Captain position in the department that requires the individual to be a Paramedic or attend Paramedic School because of the EMS duties.

The EMS-Safety Operation Captain's Radio ID will be 776. This unit will not be placed in service in CAD, unless the EMS-Safety Operations Captain is responding or actively involved in an emergency incident. The EMS-Safety Operations Captain will be responsible for completing their portion of the Fire House report on every call they respond to, and they will complete an ESO report when applicable to their duties.

EMS-Safety Operations Captain will have access to 50-09 vehicle during their normal office hours. This vehicle will be housed at Station #6, as it normally is unless the EMS-Safety Operations Captain is using it. If the vehicle is needed by on-duty Battalion Chief for 711 back-up, the EMS-Safety Operations Captain will use another vehicle. Priority goes to the on-duty Battalion Chief. The EMS-Safety Operations Captain secondary vehicle is 51-03.

The on-duty Battalion Chief can request the EMS-Safety Operations Captain for assistance for EMS and Safety issues. The EMS-Safety Operations Captain will be placed on overtime or comp time when assisting after hours.

The EMS-Safety Operations Captain will respond to the following type of incidents within the CSFD city's response area.

- Structure Fires
- Highway Emergencies
- Mass Causality Incident
- Special Operation Incidents (Swift water Rescue, Major Hazmat, Technical Rescue)
- Request by on-duty Battalion Chief



When the EMS-Safety Operations Captain arrives on an emergency scene they will report to the on-scene Incident Commander (IC) for a face-to-face situational report and for an assignment. The IC will maintain the EMS-Safety Operations Captains accountability during emergency operations.

The IC should primarily assign the EMS-Safety Operations Captain to the role of Incident Safety Officer (ISO) or an EMS position. The IC can assign the EMS-Safety Operations Captain to any identified immediate positional need at the emergency scene. When the IC chooses not to assign them to a primary position of ISO the IC will retain the ISO duties and responsibilities per CSFD policies. The IC must indicate in the incident narrative any time the EMS-Safety Operations Captain is not assigned to an ISO position and explain why they were assigned to another role.

The EMS-Safety Operations Captain reports directly to the IC during Emergency Operations while on scene. The EMS-Safety Operations Captain reports directly to the Assistant Chief of Prevention and Safety for non-emergency situations.

Any EMS-Safety Operations Captain response to County or Bryan needs to have on-duty Battalion Chief or Chief Officer Approval. When an ambulance needs assistance and first responders are not available, they can request the EMS-Safety Operations Captain along with a CSFD Engine to assist them.

ISO will wear a "Safety Vest" while on the scene of any incident.

### **Safety Officer Capacity:**

EMS-Safety Operations Captain working in the capacity of the Safety Officer will have a working knowledge of all CSFD polices that reference Safety Officer.

- 100.1.10 Chain of Command
- 200.1.30 Activation and Deployments
- 300.1.11 Incident Command Structure
- 300.1.30 Incident Safety Officer
- 300.1.50 Emergency Signal
- 300.7.10 Electrical Substation Response
- 300.14.00 Swift water / Flood Rescue Guidelines
- 300.15.00 High Rise Operations
- 600.2.10 NFPA 1403 Live Fire Training
- 800.2.20 Hazmat Materials Response



### Duties of the incident safety officer:

- Monitor the scene and report the status of conditions, hazards, and risks to the IC
- Suggest safety zones, collapse zones, a hot zone, and other designated hazard areas
- Ensure that a personnel accountability system is being used
- Ensure that incident scene rehabilitation is established
- Ensure that all personnel understand the incident action plan and safety plan
- Provide the IC with a risk assessment of the incident action plan
- Evaluate motor vehicle traffic hazards on highway incidents
- Monitor radio transmissions to ensure proper and effective communications
- Evaluate hazards associated with helicopter landings
- Identify the need for additional assistant incident safety officers
- Monitoring fire conditions for signs of Backdraft, Flashover, and Wind Driven conditions
- On the job injuries reports, confirm all forms are properly completed and forwarded to the appropriate personnel within the required time frame
- Confirm FIDO reports are completed on all firefighter injuries
- Supervisor for all light duty assigned individuals
- Attend training events and act as Safety when needed
- Supervise Advanced PPE Inspections process for Shifts personnel

### EMS Operations Capacity:

EMS-Safety Operations Captain needs to have a working knowledge of all CSFD policies that reference EMS.

- 400.1.10 EMS Incident Reporting
- 400.1.11 HIPAA Requirements
- 400.1.20 Infection Control – Empl. Responsibilities
- 400.2.10 EMS Duties
- 400.2.30 Medical Waste Management
- 400.3.10 Ordering, Rec., Storage, & Distr. Cont. Drugs
- 400.3.11 Medication Usage, Exchange, & Replacement
- 400.3.12 Checking Controlled Drugs – Units
- 400.3.13 Missing Controlled Drugs / Diversion Control
- 400.4.10 EMS Clinical Procedures
- 400.5.10 EMS QI Program



#### Duties of the EMS Officer:

- EMS Quality Management
- Assist in filling medication orders
- Assist in PM, repair, and maintenance of EMS Equipment
- Assist in protocol testing and EMS testing that is coordinated with the Fire-EMS Training Division
- Assist in EMS training that is coordinated with the Fire-EMS Training Division
- Manage EMS Rider scheduling – Work done on shifts
- Manage the CSFD Wellness program
- Manage the Paramedic Students (Blinn's Point of Contact)
- Attend Brazos Valley Regional Advisory Committee as CSFD secondary representative
- Assist with EMS Stand-by's

\*\* Some of the roles listed above in the Safety and EMS duties will stay with 40 hour personnel when the EMS-Safety Operations Captain goes to a 56 hour position.

#### Duties that will remain at the Fire EMS Training Division

- EMS Recertification's
- Coordination of EMS Training
- CSFD liaison with Medical Director and Medical Community
- Protocol Development and Revisions
- Coordinate EMS Testing with EMS-Safety Operations Captain
- Manage the CSFD Professional Development and Professional Testing programs
- Compliance of DEA / DPS controlled medication program
- Manage the CSFD medication program
- Compliance of EMS city ordinance
- Compliance with DSHS EMS Provider
- Compliance with DSHS EMS Education
- Primary CSFD Member for:
  - Chest Pain – College Station Med
  - Brazos Valley – Regional Advisory Council
  - Special Olympics Events
  - Brazos County Child Fatality Review Team
  - New – Mass Fatality Incident Committee

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# College Station Fire Department Operations Manual

Section: 300 - Operational Procedures

Effective Date: October 1, 2011

Reference Number: 300.1.10

Reviewed Date: March 7, 2015

## **Guideline**

### **Purpose:**

To establish a procedure for Incident Management System at Emergency Scene Operations. This guideline establishes how an Incident Commander will be established on every scene were CSFD members are engaged in their duties within the City of College Station.

### **Scope:**

This procedure is to be used as a guideline by which personnel determine the types of strategies and tactics to be utilized in suppression activities. To define and establish the essential elements of the CSFD policy for Incident Management in accordance with NFPA 1561, NFPA 1500 (Chapter 8), and the Texas Commission on Fire Protection. This document identifies the standard to clearly establish a command system early in the incident response that can help meet the following four strategic priorities.

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Environmental Conservation

### **Safety Officer:**

The incident commander will be the Incident Safety Officer (ISO) and fulfill all duties as defined below unless they have assigned someone as a dedicated Incident Safety Officer for the incident.

### **Definitions:**

**Incident Commander** – Is the individual who is responsible for the management of all incident operations. The incident commander is responsible for the completion of four strategic priorities (Listed Above) and following all CSFD policies. The Incident Commander will confirm the Rapid Intervention Team is established per CSFD policy (300.1.11) and confirm the Personnel Accountability System is established per CSFD Policy (300.1.20). If the Incident Commander position has not been assumed by a CSFD member prior to the first arriving CSFD Officer, the first arriving officer will assume incident commander duties unless they “Pass Command” to the next arriving Officer.

If a May Day is declared the Incident Commander will follow CSFD Policy (300.1.21).

Incident Commander may utilize “Unified Command”, request CSFD public information officer, and Activate “Community Emergency Operations Center” it can be full activated or partial activated when they deem it necessary during an emergency incident. If time allows the Incident Commander needs to communicate with Assistant Chief of Operations or the Fire Chief before using Unified Command or Activating Community Emergency Operations Center.



# College Station Fire Department Operations Manual

Section: 300 - Operational Procedures

Effective Date: October 1, 2011

Reference Number: 300.1.10

Reviewed Date: March 7, 2015

## **Guideline**

**Incident Safety Officer** – is responsible for ensuring that safety issues are managed effectively at the fire scene. The Incident Safety Officer is the eyes and ears of the Incident Commander for identifying and evaluating hazardous conditions, watching out for unsafe practices, and ensuring that safety procedures are followed and following CSFD Policy (300.1.30).

**Size-Up** - is a systematic process of gathering and processing information to evaluate the situation and then translating that information into a strategic plan to deal with the situation. This is an ongoing process of gathering and analyzing information critical to the incident factors that lead to problem identification.

**Defensive Strategy** – This strategy isolates or stabilizes the situation and keeps it from getting worse. It may be selected in the early stages of an incident when insufficient resource are available for an Offensive Strategy.

**Offensive Strategy** – This strategy involves taking calculated aggressive actions to resolve the problem(s). Depending on the situation it may involve attacking a fire with water, foam, rescue a victim(s), or running May-Day Operations. It is intend to quickly control the situation with minimum damage or risk to both victim(s) and emergency personnel.

**Divisions** - Divisions are geographic locations. Alpha-Side (Address Side of Building unless Incident Commander assigns Alpha to another side of building. Going clockwise around the building will be Bravo-Side, Charlie-Side, etc... Division 1 starts at the ground floor and goes upward (Example Division 7 is the Seventh Floor). Basement 1 starts at the first floor below ground floor and goes downward (Example Basement 2 is the second floor below ground floor).

**Groups** - Groups are functional operations (Example: Rescue Group, Ventilation Group, Rehab Group, Medical Group, etc...)

**Passing Command** - In certain situations, it may be advantageous for a first arriving CSFD Officer to “Pass Command” to the next Officer arriving ON THE SCENE. This is indicated when the initial commitment of the first arriving company requires a full crew such as during high-rise or an immediate rescue situations where life safety is a major concern. It is preferable to have the initial arriving Officer continue to be the incident commander and operate in the “Fast Action” mode until “**Transfer Command**” can properly be completed to an officer who has arrived on scene. Only an Officer can choose the option of “**Passing Command**” and all of this must be declared over the radio for all other incoming units to understand the situation and notifying the next arriving Officer to assume Incident Commander Duties once they arrive on scene. If command is passed to the next arriving



# College Station Fire Department Operations Manual

Section: 300 - Operational Procedures

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## **Guideline**

officer, the next arriving officer must take over Incident Commander Duties until command can be properly transferred.

**Transfer Command** - Command is transferred to improve the quality of the Command organization. When Command is transferred it should be done by face to face interaction and announced over the radio. The person transferring Command shall give a description of the incident and the resources that are on scene and their functions. Command **shall not be transferred to an Officer who is not on the scene**.

**Unified Command** - is a command structure in which the role of incident commander is shared by two or more agencies, each incident commander has authority in their agency. These incident commanders work together to develop a common set of incident objectives and strategies, share information, and maximize the use of available resources.

### **Establishing Command:**

#### **Single Resource**

Single Resource or Engine and Ambulance incident responses with no potential to escalate. In this type of situation "Mode" does not have to be declared over the radio. The Officer will be the incident commander and fulfill all duties. If it's an "Ambulance Only" incident the attending paramedic will be the incident commander and fulfill all duties.

#### **Multiple Resources**

The first CSFD member to arrive on scene of a multiple resources incident, shall assume "Investigation", "Fast Action", or "Command" mode. When a "Mode" is being established during a multiple resources incident it shall be declared over the radio, notify all incoming units and fire dispatch that the "Incident Commander" has established the initial "Mode" for the incident.

When the first arriving CSFD member gets on scene, they shall give an initial size-up report and perform a 360 survey (walk-around) the scene or structure with a Thermal Imager Camera (TIC) if available, unless the scene or structure is too big or has limited access prevents a complete walk around.

All other incoming units should limit radio traffic to the incident commander and go into "Level-1" staging, until the "Incident Commander" provides a detailed size-up report and provides unit assignments.

Initial aerial/ladder will report to the "Alpha-Side" of the structure, unless redirected by "Incident Commander".



# College Station Fire Department Operations Manual

Section: 300 - Operational Procedures

Effective Date: October 1, 2011

Reference Number: 300.1.10

Reviewed Date: March 7, 2015

## **Guideline**

### **Type of Modes**

**Investigation Mode** – There may be nothing showing or may appear to be a very minor situation. The first arriving Member will conduct an investigation. The other units assigned to this incident will go to “Level-1” staging per CSFD Policy (300.1.12) and remain uncommitted. The first-arriving member performs the role of initial incident commander.

Example: 721 is on-scene of a one story brick structure, nothing showing, be in “Investigation Mode” will be out doing 360 survey.

**Fast Action Mode** – Some situations require immediate action by the first-arriving Member to stabilize the scene or to save a known salvageable life.

- Risk a lot to save a lot,
- Risk little to save little,
- Risk nothing to save what is already lost (Lives and Property).

Example: 723 on scene, fire showing on the Delta-Side, will be pulling a 2.5 hose line will be protecting Delta-Exposure, will need water supply, and in “Fast Action”.

Example: 722 is on-scene of a two-story wood structure, heavy fire showing, with one victim on second floor balcony, will be in “Fast Action”, “Passing Command” to the next incoming unit, RIT has not been established.

**Command Mode** – Some events are so large, complex, or dangerous that they required the immediate established of command by the first Member. The Member personal involvement in tactical operation is less important than the command responsibilities. The role of the initial incident commander at this type of situation is to direct incoming units in taking effective action.

The initial incident commander shall remain in “Command Mode” until “Command” is transferred or the incident is stabilized and until “Command” is terminated. The command post will be established in one spot and always have the incident commander or a representative of the incident commander there during emergency operations.

Immediate Strong “Command” presence that is required, such as a large working fire or multiple rescue emergency.

Example: 724 on scene, aircraft has crashed have fire showing, in “Command”.



# College Station Fire Department Operations Manual

*Section: 300 - Operational Procedures*

*Effective Date: October 1, 2011*

*Reference Number: 300.1.10*

*Reviewed Date: March 7, 2015*

## **Guideline**

Example: 711 is on scene, of a three story residential structure, heavy fire and smoke from the Bravo-Side second floor. 711 will be in "Command Mode" and we will be in "Offensive Operations".

### **Size-Up Types**

#### **Initial Size-up Report (Windshield Survey)**

First arriving CSFD member will report what they see upon arrival, then establish command and provide direction to incoming unit.

Example: 762a is on-scene of a one story brick structure and nothing is showing, be in "Command" mode. 762a is now the "Incident Commander" and will notify incoming unit of their initial strategic plan.

#### **Detailed Size-Up Report (360 Survey)**

Incident Commander will report what was found during the 360 survey (walk-around) utilizing thermal imager if available to all units and fire dispatch.

### **RADIO DESIGNATION:**

The radio designation "Command" will be used along with the geographical location of the incident (i.e., "Earl Rudder Command", "McDonald's Command") on all incidents requiring multiple resources. This designation will not change throughout the duration of the incident. The designation of this command will remain throughout the emergency incident.

### **ELAPSED TIME-OF-ALARM NOTIFICATION:**

#### **10 Minute Notification**

Dispatch will provide Incident Commander a notification 10 Minutes from the Time-Of-Alarm and then provide 10 minute notifications until the Incident commander terminates the 10 minute notification for the incident.



# College Station Fire Department Operations Manual

Section: 300 - Operational Procedures

*Effective Date:* October 1, 2011

Reference Number: 300.1.10

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## ***Guideline***

### **Benchmarks**

The Tactical Priorities for structural fires/incidents are:

1. Safety of Firefighters
2. Rescue of trapped civilians
3. Fire Control
4. Property Conservation
5. Customer /Incident Stabilization

### **Structure Fires Effective Response Force and Equipment**

16 personnel minimum

- One (1) Command Vehicle (1 person)
- Three (3) Engines (3 personnel minimum on each)
- One (1) Ladder Truck (4 personnel)
- One (1) Ambulance (2 personnel)



## **Rapid Intervention Teams (RIT)**

### **Scope and Purpose**

To establish methods and procedures for providing rapid intervention in situations that pose danger to Fire Department personnel from entrapment or becoming lost. This procedure identifies the requirements for the operation of Rapid Intervention Teams (RIT).

**Note:** Prior to initiating interior fire suppression operations, a minimum of four firefighters shall be on the scene. They shall work in compliance with RIT guidelines requiring a minimum of a two person entry team and a minimum of a two person RIT outside the structure.

### **Known Life Hazard**

If a "Known Life Hazard" exists, or a reasonable expectation that a person is currently inside the structure and in immediate danger of injury or death and immediate action could prevent the loss of life or serious injury, deviation from this procedure is permitted within the following parameters:

- a. The Incident Commander / Initial Officer shall notify by radio that a rescue is being attempted without a RIT on the scene (Example: 721 on the scene and in command of a one-story structure. Unit 721 will be making entry without a RIT).
- b. Dispatch shall notify all other responding units that entry is being made without a RIT on the scene. (Example: Dispatch to all units responding. Unit 721 is on scene attempting rescue without a RIT).
- c. After completing a search of the structure or rescue of the occupants, firefighters are to withdraw from the structure until RIT procedures can be implemented with the arrival of additional personnel. Completion of the search is accomplished when search teams issue an "All Clear."
- d. All deviations of the RIT policy shall be documented and a written report submitted by the company officer through the chain of command to the Assistant Chief of Operations.

### **Definitions**

#### **Interior Structural Firefighting**

The physical activity of fire suppression, rescue, or both, inside buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.



## **Incipient Stage Fires**

A fire in the initial or beginning stage which can be controlled or extinguished by use of a portable fire extinguisher.

## **Interior Team**

An entry team consisting of a minimum of two firefighters in full protective clothing and SCBAs working together as a team, maintaining voice, touch, or visual contact at all times.

## **Stand By Team**

A minimum of two firefighters, in full protective gear including SCBA with a minimum of one 60 minute SCBA with trans-fill line standing by outside. It is a priority of Command to upgrade the Stand by Team to a full RIT as soon as practically possible.

## **Rapid Intervention Team (RIT)**

A team consisting of a minimum of three firefighters, one of which shall be an officer or acting officer, standing by outside the structure to provide assistance or perform rapid rescue if needed.

## **Required Use of RIT**

This procedure shall be implemented at all "working" structure fires beyond the incipient stage and other incidents where Fire Department personnel are subject to special hazards that would be immediately dangerous to life and health (IDLH) in the event of equipment failure, sudden change of conditions, or mishap.

Examples of special hazards include, but are not limited to:

- Offensive Fire Operations (assumed to be IDLH)
- Hazardous Materials Incidents (IDLH, potential IDLH, or unknown atmosphere)
- Trench Rescue
- Confined Space Rescue (assumed to be IDLH)
- Any other incident having significant risk

## **Rapid Intervention Team (RIT)**

- The RIT is a team of firefighters consisting of a minimum of three operations personnel. Additional personnel may be assigned if available and deemed necessary by Incident Commander. This team shall include one officer or acting officer and two firefighters.
- RIT shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA (with PASS device) and any specialized equipment that might be needed given the specifics of the operation underway.



- The third due/arriving **Engine** (does not include CSFD ladder) on all reported structure fires is recommended to provide personnel for RIT. This may be changed if the Incident Commander has previously established a RIT.

## **General Guidelines**

### **Incident Command Shall:**

- a. Designate a RIT as soon as sufficient personnel are on the scene to provide an initial attack and it is determined a potential hazard exists for Fire Department personnel operating on the scene.
- b. Continue to evaluate the situation and the risk to personnel and shall provide for one or more RITs as dictated by the incident or situation.
- c. Maintain a minimum of one RIT in position at designated area until Command determines the situation has been stabilized and the need for rapid intervention no longer exists. Should the need arise, Command may reassign RITs to other duties on the fire-ground, but reassignment shall not occur unless Command has provided for another non-fatigued company to replace the original RIT.
- d. Designate multiple RITs for incidents that cover large geographic areas. At high-rise incidents, it may be necessary for Command to assign a RIT to the Staging/Resource sector inside the structure.
- e. Whenever RIT is deployed it should be replaced as soon as possible to back up the crews involved in a rescue operation.
- f. RITs may be used for other assignments after all crews are out of danger, PARs have been obtained, and an IDLH atmosphere no longer exists. Command may assign this company as a relief unit and rotate them with interior companies.

### **Rapid Intervention Teams shall:**

- a. Be designated by Command and shall assemble with full protective gear, including SCBA, rescue equipment (axe, RIT bag, haligan tool, hand lights, Thermal Imager, lifeline, extra air bottles and equalization hose, etc.), and other related equipment at a position in the immediate proximity of the fire personnel entry point. RIT shall remain in visual or verbal contact (via radio) with Command at all times while awaiting assignment.
- b. Upon assignment of RIT responsibilities, the RIT leader should obtain a detailed briefing from the Incident Commander or the RIT they are relieving on the status and location of all assigned companies.



- c. The RIT leader shall monitor and maintain radio communications with the IC and/or fire crews as needed.
- d. Begin a visual size-up of the building and any endangered exposures and available escape routes. In some situations hose-lines may need to be pre-deployed. RIT companies should assess the need for other access points to provide for egress, rescue, and ventilation. Forcible entry may be necessary. When companies are operating on floors above ground, the RIT should consider pre-positioning ground ladders to allow for emergency egress and rescue.
- e. In some cases the RIT may need to conduct a re-con to maintain awareness of working companies and conditions. The team must be able to react immediately to sudden emergency events at the incident site. In all cases, the RIT must have the ability to rapidly deploy.

### **Commitment to Rescue of a Lost or Trapped Firefighter**

Upon a report of a lost or trapped or incapacitated firefighter, Command shall deploy the RIT to the last reported location of the lost/trapped firefighter(s). The RIT leader will be assigned a Rescue Sector designation of RIT 1. If a RIT is deployed for rescue another RIT must be established to maintain a deployable RIT. The second RIT will have the radio designation of RIT 2.

Command shall request two additional engines, one ladder company, and one ambulance once the RIT team is deployed.



## Staging

### **Purpose and Scope:**

The purpose for staging procedures is to provide a standard system of initial placement for responding apparatus, personnel, and equipment prior to assignment at tactical incidents.

Effective utilization of these procedures will:

- Prevent excessive apparatus congestion at the scene.
- Allow time for Command to evaluate conditions prior to assigning companies.
- Place apparatus in an uncommitted location close to the scene to facilitate more effective assignment by Command.
- Reduces radio traffic during the critical initial stages of the incident.
- Allow Command to formulate and implement a plan without undue confusion and pressure.
- Provides a resource pool from which Command may assign units and resources as needed

### **Guidelines:**

Staging involves two levels: LEVEL I and LEVEL II

### **LEVEL I--STAGING**

- Level I Staging is automatically in effect for all incidents involving three or more companies.
- During any multi-company response, companies should continue responding to the scene until a company reports on the scene. In situations where the simultaneous arrival of first due companies is possible, the affected officers shall utilize radio communications to coordinate activities and eliminate confusion. It will be the ongoing responsibility of Dispatch to confirm the arrival of the first on-scene unit.
- Once a company announces arrival on the scene, Level I Staging will be implemented in the following manner:

### **Fires, Hazardous Materials Incidents, and Special Operations**

- The first arriving Engine Company will respond directly to the scene and initiate appropriate Operations and establish Incident Command as needed.
- The first arriving Ladder Company will respond directly to the scene. They shall announce their approach to the scene so that Command may commit them to an assignment.
- The first Chief Officer will go directly to the scene and assume Command, all other chief officers should report to Command.
- Ambulances will stage in direction of travel, uncommitted approximately one block from the scene until assigned by Command. When responding from quarters, Ambulances shall wait and allow engine and ladder companies to exit first. In the event an Ambulance arrives first on the scene, they will make an on-scene report and assume Command until an engine, ladder, or chief officer arrives and Command is transferred.
- All other units will stage in their direction of travel, uncommitted, approximately one block from the scene until assigned by Command. A position providing a maximum of possible tactical options regarding access, direction of travel, water supply, etc., should be selected. At no time should units self-assign.
- All utility trucks will assume Level I staging. If Level II staging has been implemented, utility trucks will go to the Level II staging location.



### **For Multi-Company Response to Medical Emergencies**

- For multi-company response to medical incidents, in addition to the above, the first arriving ambulance and engine will go directly to the scene and place their apparatus in a location that will provide maximum access for medical support and not impede the movement of other units and indicate their action by radio. For vehicular accidents or emergencies in a roadway the first arriving engine will assume a blocking position to protect department members from vehicular traffic.
- All other companies will stage in their direction of travel, approximately one block from the incident.
- Staged companies or units will announce their arrival and report their company designation and their staged location/direction ("Engine 723, South").
- An acknowledgment is not necessary from the Dispatch Center or Command. Staged companies will stay off the air until orders are received from Command. If it becomes apparent Command has forgotten the company is in a staged position, the company officer shall contact Command and advise him/her of their staged status.
- These staging procedures attempt to reduce unnecessary radio traffic, but in no way should reduce effective communications or the initiative of officers to communicate. If staged companies observe critical tactical needs, they will advise Command of such critical conditions and their actions.

### **LEVEL II--STAGING**

Level II Staging is utilized when Command desires to maintain a reserve of resources on-scene, and when the need to centralize resources is required. Level II Staging places all reserve resources in a central location and automatically requires the implementation of a Staging Sector Officer.

- Level II Staging will be implemented for all greater alarm incidents. Level II Staging should be considered for first alarm medical or hazardous materials incidents, or other incidents in which Command desires to centralize resources, or simply to park apparatus in a central, unobstructed location.
- Companies that are already staged (Level I) or en-route to Level I Staging, will stay in Level I Staging unless otherwise directed by Command. All other responding units will proceed to the Level II Staging Area. When activating Level II Staging, Command will broadcast the location for the Staging Area.
- The Level II Staging Area should be away from the Command Post and the emergency scene to reduce site congestion, but close enough for prompt response to the incident site.
- Command should consider Level II Staging when calling for additional resources. The additional units will be dispatched to the Level II Staging Area. Command may give the additional unit an assignment while enroute to the incident scene.
- Command may designate a Staging Area and Staging Officer who will be responsible for the activities outlined in this procedure. In the absence of such an assignment, the first Fire Department officer to arrive at the Staging Area will automatically become the Staging Officer and will notify Command on arrival. The arrival notification will be made to Command on the radio.
- All responding companies will stay off the air, respond directly to the designated Staging Area, and the Company Officer will report in person to the Staging Officer. The crews will stand by



their unit with crew intact and warning lights turned off until assigned incident site duties, or released from the scene.

- When assigned to on-site duties, companies leaving staging will communicate directly with Command or their assigned sector officer for instructions.

Once Level II staging is implemented, all communications involving staging will be between Staging and Command or Logistics.

### **Staff Chief Officers and Battalion Chiefs**

Arrival on the scene of Staff Chief Officers and Battalion Chiefs can enhance the Command organization and incident management. Unless arriving staff officers have predetermined responsibilities (i.e., Safety Sector, HazMat Sector), these officers should assume a Level I staging posture and announce their arrival to the incident commander face to face or over the radio. If the Staging Sector has been assigned a separate radio channel, notification should be on the designated channel.

Vehicle parking at the site can be limited. Staff officers should leave their vehicles in the Staging Sector, or park well off the road (i.e., parking lots) so as not to restrict on-site access by fire apparatus.

### **Staging for Police Incidents**

#### **POLICE ASSISTS/EXPLOSIVES**

The College Station Police Department may request the fire department to provide standby assistance while they disarm or remove an explosive device or material.

The purpose of fire department response is to provide a standby medical team and or fire unit at a nearby but remote staging location. At no time will fire department personnel become directly involved with a search, handling or removing of an explosive device or material. Crews will remain staged until released by on scene police commander.

- Fire department responding units will not announce information over the radio regarding the type of standby they are enroute to.

#### **Fire department communications will be:**

- Responding to Police Department assist.
- On scene Police Department Assist.
- In-service from Police Department assist.

All other communications will be via private radio channel, cell phone, and/or Mobile Data Terminal, as established by the Police Incident Commander.

Staging will be a minimum of one block from the Police operational perimeter.



### **POLICE ASSISTANCE STANDBY**

The Police Department may request fire or EMS standby at a variety of police operations. Type of apparatus responding will be based on type of situation. Battalion Chief on duty may determine type of unit to respond.

- Due to the potential stealth operations in certain situations communications with dispatch and police units will be via cell phone, MDT, or face to face. Units shall avoid radio communications whenever possible.
- Response to Police Department assists will be non-emergency traffic unless requested otherwise.
- Responding fire department units will stage outside the police operational perimeter at least one block from outer perimeter unless otherwise requested.
- Fire units will consider line of potential gunfire when establishing staging location.
- Battalion Chief should consider crew rotation when standby will be longer than two hours.
- Fire Department personnel will not become involved in police tactical operations and will not enter areas not declared safe by the police Commander.
- CSFD Swat Medics are part of the Swat Team and will participate in police tactical operations.

### **CIVIL/DOMESTIC DISTURBANCES**

Civil disturbances can take on many forms. Primary concern when responding to civil disturbances is the safety of responding personnel.

- Fire department will not enter areas of unsecured civil disturbance. The Police department will notify fire units when the scene is secure.
- Police personnel may deliver injured persons to fire department personnel staged out of the impacted area.
- Fire Department units responding to calls of injured persons as a result of civil or domestic violence will stage one block from the scene and wait for police units to secure the scene.
- Units will notify dispatch of their staging location.

### **RESPONSE TO THREATENED/POSSIBLE SUICIDE**

Follow the guidelines as stated above for staging to police incidents.

- Ensure scene is secure from police prior to entering.



## Apparatus Placement

### Purpose and Scope:

To delineate the proper placement of apparatus on incident scenes to allow for greater efficiency and functionality of each unit.

### Guidelines:

Apparatus function should regulate placement. Poor apparatus placement can limit the options or eliminate functions we can assign to a unit. The natural inclination to drive apparatus as close to the fire as possible often results in positioning of apparatus that is both dysfunctional and dangerous. The placement of all apparatus on the fire ground should be a reflection of the following:

- Standard operational guidelines for first arriving companies.
- Tactical objectives and priorities.
- Staging procedure.
- A direct order from Command.
- A conscious decision on the part of the company officer based on existing or predictable conditions.

### Implementation:

Effective apparatus placement must begin with the arrival of first units. The placement of the first arriving engine, ladder, and ambulance should be based upon initial size-up and general conditions upon arrival.

- First arriving companies should place themselves to maximum advantage and go to work; later arriving units should be placed in a manner that builds on the initial plan and allows for expansion of the operation.
- Avoid "belly to butt" placement on the fire ground. Do not drive all fire apparatus directly to the fire. Later arriving companies should stage a minimum of one block short of the immediate fire area, and remain uncommitted until ordered into action by Command. Company officers should select staged positions with a maximum of tactical options (See Level I Staging procedures # 300.1.12).
- In large, complex, and extended fireground operations additional alarm companies should be staged consistent with Level II Staging procedure. Under these procedures, Command communicates directly with the Staging Officer for the additional resource required on the fireground.

### Other Considerations:

Command must maintain an awareness of site access that provides tactical options and that the immediate fire area can quickly become congested with apparatus. The officer must regard apparatus on the fireground in two categories:

- Apparatus that is working
- Apparatus that is parked
  - Park out of the way. Apparatus not assigned should be left in the Staging Area or parked where it will not compromise access.
  - Maintain an access lane down the center of streets wherever possible.
- Think of fire apparatus as an expensive exposure: position working apparatus in a manner that considers the extent and location of the fire and a pessimistic evaluation of fire spread and



building failure. Anticipate the heat that may be released with structural collapse. Forecast where the fire is going and how it will affect exposure of apparatus. Apparatus should generally be positioned at least 30 ft. (when possible) away from involved buildings, even with nothing showing. Greater distances are indicated in many situations.

- Beware of putting fire apparatus in places where it cannot be repositioned easily and quickly particularly when operating positions with only one way in and out; i.e., yards, alleys, driveways, etc.
- Beware of overhead power lines when positioning apparatus. Do not park where lines may fall.
- If apparatus does become endangered operate hose lines between it and the fire while you reposition it in a safe location.
- It is dysfunctional to move apparatus several times throughout the progress of a fire.
- Take maximum advantage of good operating positions and "build" the capability of units assigned to these effective positions. Initial arriving companies should be placed in "key" positions.
- Apparatus placement should offer maximum fire attack access to the fire area and be supplied with large diameter supply lines as quickly as possible. Subsequent arriving companies can operate the hoselines from this apparatus. Place these "key" companies first before later arriving units possibly restrict access.
- Key tactical positions should be identified and engines placed in those locations with a strong water supply. The forward engine can distribute this water supply to a variety of hand lines, master streams or devices.
- Take full advantage of hydrants close to the fire before laying additional supply lines to distant hydrants. Secondary hydrants should be used to obtain additional supply if the demand exceeds the capability of the closest hydrants.
- Take advantage of the equipment on apparatus already in the fire area instead of bringing in more apparatus. Connect extra lines to engines which already have a good water supply line instead of making "daisy chain" supply line connections.
- Do not hook up to hydrants so close to the fire building that structural failure or fire extension will jeopardize the apparatus.
- Fire hose soon limits the general access as the fireground operation ages. Command and Sector Officers must direct apparatus to important positions as early as possible. Lines should be laid with attention to the access problems they present. Try to lay lines on the same side of street as the hydrant and cross over near the fire.
- When aerial apparatus is not needed for upper level access or Rescue, spot apparatus in a position that will provide an effective position for elevated stream operation if the fire goes to a defensive mode. Ladder officers must consider extent and location of fire, most dangerous direction of spread, confinement, exposure conditions, overhead obstructions and structural conditions in spotting apparatus. The truck should be spotted where the aerial can be raised and used effectively without repositioning. It must also be spotted for effective use of ground ladders and forcible entry equipment.



**Command Vehicle Placement:**

- Command vehicles should be positioned at a location that will allow maximum visibility of the fire building and surrounding area and allow monitoring of effectiveness of the companies operating on the fire.
- Command vehicle position should be easy and logical to find and should not restrict the movement of other apparatus.

**EMS Vehicle Placement:**

- Ambulances should be spotted in a safe position near the Rehab area that will provide the most effective treatment and transportation of fire victims and firefighting personnel, while not blocking movement of other apparatus or interfering with firefighting operations.

**Staff Vehicles:**

- Staff vehicle placement should go to Level II staging unless that staff person has a pre-designated responsibility (i.e., Safety Sector). The staging sector officer will advise Command of staff personnel available for assignment.



# Personnel Accountability System

## Scope and Purpose

The purpose of a Personnel Accountability System is to provide accountability for all fire department personnel operating at the scene of an emergency in order to reduce the risk of firefighter injury and/or death.

- A Personnel Accountability System will improve the command and control of emergency incidents by providing a method of identifying team members and their location throughout all emergency incidents.
- This system will provide a method of tracking team members within the “span of control” guidelines contained in SOP 300.1.10; “Incident Command Procedures” and conform to NFPA guidelines pertaining to personnel accountability.

**Accountability involves a personal commitment to work within the safety system at an incident.**

## Definitions

1. **PAR:** This stands for Personnel Accountability Report. This is a roll call of all personnel assigned at an emergency scene.
2. **No-PAR:** A “No PAR” declaration is made by the Incident Commander, Accountability Officer, Company Officer, or Crew/Group Leader if all personnel cannot be accounted for within a reasonable time frame (three to four minutes).
3. **Passport:** A Passport is a three inch by five inch plastic card with company’s (unit) identification and the crew members’ name tags affixed by Velcro. Two Passports will be kept on each unit.
4. **Hazard Zone:** The Hazard Zone is defined as an area that requires SCBA or an area in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure.

## General Guidelines

- Command will always maintain an accurate tracking and awareness of where resources are committed to an incident.
- Command will always be responsible for including accountability as a major element in strategy and tactical planning and must consider and react to any barriers to effective accountability.
- Branch/Division/Group Officers will always maintain an accurate tracking and awareness of crews assigned to them. This requires the Branch/Division/Group Officers to remain in their assigned area and maintain close supervision of the crews assigned.
- All crews will work within Command structure. No freelancing.
- Crews arriving on scene will remain intact. Minimum crew size will be two personnel, and at least one (1) person will be equipped with a radio.
- All crews entering a Hazard Zone will be supervised, either by a Company Officer or a designated Person in Charge.



- All crews will enter together, remain together, and exit together. Reduced visibility and increased risk requires close contact.
- While a crew is within a Hazard Zone if their radio communications fail, the crew will exit and advise Command unless there is another crew with a radio working in close proximity. If the crew with the radio moves elsewhere within the Hazard Zone, the crew without radio communications will exit the Hazard Zone immediately and advise the Branch/Division/Group officer or command of their status.
- Each individual employed with this department must understand the extreme importance of this program and their responsibilities for their own safety.

## Passports

1. Two Passports will be carried on every apparatus. Each will be labeled with the unit number and affixed to the apparatus with Velcro. One (1) will be attached by the gear shift on the drivers-side, and the 2<sup>nd</sup> will be attached on the Officers side for easy access.
2. At the beginning of each shift, personnel are to place one (1) identification tag in order (i.e. 722A, 722B, etc.) on each passport of the apparatus they are assigned except the Driver/Operator. The Driver/Operator will place identification tags on the Passport *face down*. If the Driver/Operator is assigned to work with the rest of the crew while on an incident, their identification tags will be turned over.
3. One (1) Passport with all company personnel will be delivered to command, and the 2<sup>nd</sup> Passport will be kept with the Officer.
4. If personnel are reassigned or leave the station for any reasons, or at the end of each shift, they are to remove their identification tag immediately, and place it on the appropriate apparatus or on their helmet shield.
5. If identification tags are lost or destroyed, notify your Company Officer immediately for a replacement.
6. All personnel will have the minimum of four (4) name tags, Two (2) will be used on the daily unit passport and the remaining two (2) will be kept by the firefighter for use when separated/split from the rest of his/her company. Additional tags will be kept at station 1 and on 711.

## Individual Responsibilities

- A. **Fire Fighter**- Each person is responsible for staying with his/her Crew/Group at all times and ensuring that his/her name tag is on the PASSPORT at all times.
- B. **Company Officer**- Responsible for keeping their crew intact at all times and the PASSPORT's current and accurate. The PASSPORT carried by the officer must reflect only those personnel entering the Hazard Zone and must be turned in at the point of entry and retrieved upon exit.
- C. **Division Officer** - Responsible for accounting for all crews within assigned division, maintaining an awareness of their exact location, and maintaining accurate PASSPORTS of those within the Hazard Area.
- D. **Accountability Officer**- Responsible for teaming with the Incident Commander or an assigned Division Officer to manage all accountability. The Accountability Officer must collect all PASSPORTS from the apparatus or Company/Group Officer(s).



## Passport Rules

Passport implementation should always consider the following rules:

1. One (1) Passport shall be carried by the Company officer and made available upon assignment, reflecting only those personnel entering the hazard zone.
2. Passport must be retrieved upon exiting the Hazard Zone and returned to the company officer.

## Passport Implementation

Implementation of the Accountability system and the use of the passports should be progressive based on the incident and the number of units/personnel operating on a scene. Implementation is the responsibility of the Incident Commander (IC) and should occur at any incident that requires the use of SCBA, any incident in which the fire fighter is at risk of being lost or injured, or where multiple units/multiple departments are operating.

### Level I Accountability

- Generally used on those incidents that has a potential for escalation. These incidents are usually conducted with a minimum of personnel.
- Accountability of personnel at these scenes can usually be conducted through “line of sight” by the Officer in Charge.
- If the situation escalates and as more units/personnel arrive, the IC should start collecting the unit passports and start tracking personnel accountability.
- When Units/Personnel arrive on scene their passport/ID should be brought to the IC so they can be checked in.
- Passports will be affixed to the apparatus Accountability Board, where it will remain until the unit is released from scene. The Accountability Officer will maintain control of the Accountability board.

### Level II Accountability

- Initiated on large scale incident where line of site accountability cannot be established. (I.e. large commercial structures, high rise fires) or incidents having mutual or automatic aid personnel present.
- Level II accountability will be conducted by the IC or an assigned Accountability Officer.
- Multiple Accountability Officers (Division Officers) may be appropriate, depending on the magnitude of the incident.
- Upon the call for Level II Accountability, the Accountability Officer(s) will collect the Accountability Boards for their area of responsibility.
- Passports will remain with the Accountability Officer at the point of entry to the Hazard Zone or be delivered to the IC.
- Crews exiting at a location different than their original point of entry must immediately notify their Division and/or Accountability Officer. The PASSPORT must be retrieved.
- If physical distance or barrier prevents easy retrieval of the PASSPORT, and where the crew is being assigned to another Division, a secondary PASSPORT must be assembled. Crew members will provide their new Division Officer with another plastic name tag. Where another PASSPORT is not available, the name tags may be placed directly on the Accountability Status Board.



- The original Division Officer must be made aware of the change and PASSPORTS removed from that Accountability Status Board.
- Command will establish a Staging Area as soon as additional resources and personnel are requested. The location of the Staging Area will be announced over the radio. It is imperative that all later arriving personnel report to the Staging Area. Large incidents may have more than one Staging Area.
- Those crews arriving on apparatus will report via formation of the apparatus PASSPORT.
- Additional crews and PASSPORTS will be formed and assignments will be given at the Staging Area.
- During prolonged incidents, personnel report back to the Staging Area upon rotation through the Rehab Area.

### **Rapid Intervention Teams (RIT)**

1. As the incident escalates and crews are operating in the Hazard Zone, Command will assign Rapid Intervention teams at each point of entry or side of incident, if possible.
2. At a minimum, one team will be established and ready for fire fighter rescue purposes. If staffing is limited, Command will call for additional companies to assist in these operations.

### **PAR – Personnel Accountability Report**

The Personnel Accountability Report (PAR) involves a roll call of personnel assigned. For the company officer this is confirmation that members assigned to that particular crew are accounted for during and after an incident. For the Division Officer this is an accounting for all crew members of all companies assigned to that particular Division.

1. PAR will be called fifteen (15) minutes after arrival to any hazardous scene.
2. PAR will be called every thirty (30) minutes thereafter and at the report of “situation under control”.
3. Par will be required for the following situations:
  - a. Any report of a missing or trapped fire fighter.
  - b. Any change from offensive to defensive mode.
  - c. Any significant event during the incident-flashover, back draft, collapse, etc.
4. A “No PAR” declaration should be made by the Accountability Officer, Crew Officer, or Crew Leader if all personnel cannot be accounted for within a reasonable time frame of three (3) to four (4) minutes.
5. The following events should automatically trigger a “No PAR” declaration:
  - a. Loss of radio contact with an interior crew or crew operating on the roof when out of visual contact. Three (3) attempts should be made to establish radio contact before “No PAR” is declared.
  - b. Missing or downed fire fighters.
  - c. Any abnormal or unexpected event that could place personnel in a life-threatening situation.
6. If “No PAR” is declared, the following sequence of events will take place:
  - a. Command will call dispatch and request an Emergency Traffic Message Tone.
  - b. If missing personnel cannot be contacted by radio or accounted for by other means, evacuation will be ordered by Command.



- c. If during the evacuation the personnel are still not accounted for, the RIC will begin searching the area or location the crew was known to be working.
- d. Once all personnel have been accounted for, normal operations may resume.

### **Passport Termination**

1. PASSPORT accountability will be maintained through a report of "Situation Under Control".
2. Immediately after the situation is called under control, command must obtain PAR from all crews.
3. Command will then determine if the PASSPORT system will continue because of remaining hazardous conditions.
4. Upon termination of the PASSPORT system, Company Officers and crew members will ensure their PASSPORT is up to date and returned to the door of their apparatus.



# May Day Declaration

## Scope and Purpose

This policy will be used by all Fire Department personnel working in conditions that are immediately dangerous to life and health (IDLH). The “May Day Declaration” is an indication that a fire fighter or a crew of fire fighters are in need of immediate assistance to survive their current situation.

## Definitions

**May Day-** Internationally accepted term indicating a person or persons are in need of immediate assistance.

## General Guidelines

A “May Day” declaration may be made by any fire fighter in need of immediate assistance to survive their current situation. You may declare a “May Day” situation for another fire fighter or crew if you observe an event that puts them in immediate danger or traps them. An example of this would be witnessing a structural collapse while crews are operating inside the structure.

## Declaring a “May Day”

The following procedure will be used to declare a “May Day”;

On your radio say “May Day” “May Day” “May Day”

State your radio designation ie; 752A

State your location (as close as you can get)

State your situation (trapped, lost or injured or low air supply) and number of personnel with you (PAR).

Wait approx. 10 seconds for acknowledgement from Incident Commander.

If your transmission is not acknowledged repeat it again.

After your May Day is acknowledged by command follow commands directions.

Update command as situations change or evolve.

**Note:** Your radio designation will now be May Day 1 until the “May Day” is resolved.



## **“May Day” Acknowledgement**

The following procedure will be used by Command to acknowledge the “May Day”;

On your radio state “May Day” received and repeat the information received on the declaration back to May Day 1.

Contact dispatch and have them sound the emergency tone.

Inform on scene units of the “May Day”

Assign Fire Operations to a separate TAC channel.

Leave May Day rescue operations on the original radio channel.

Assign a May Day Officer to work under IC to manage rescue operation.

Implement your plan of response to save our own.

## **Additional Units**

**After a “May Day” has been declared dispatch additional equipment as needed to the scene.**



## Incident Safety Officer (ISO)

**Scope and Purpose:** Due to the inherent nature of a fire fighters duty, they are at risk of injury, illness, and death. Therefore at an emergency scene whether medical, hazardous materials, suppression, or other special operations, safety must be paramount above all other activities to reduce and/or prevent any fire fighter injuries, illnesses, or death.

### Guidelines:

- The Incident Safety Officer's (ISO) primary responsibility is to assist with identifying and correcting potential hazardous situations.
  - While the Incident Commander (IC) has the overall responsibility for safety during any incident, the IC shall appoint a dedicated Incident Safety Officer (ISO) during any major or large scale incident.
  - The ISO is a member of the ICS command staff and reports directly to the IC. When the incident is to the extent that one person cannot effectively oversee all safety operations the IC may appoint assistant safety officers as needed.
- All major Hazardous Material incidents will require a separate Haz-Mat Safety Officer.
- The ISO, Haz-Mat ISO, and any assigned safety officers shall be readily identifiable at an emergency scene.

**ISO Authority:** The ISO will have the authority to suspend, alter, or terminate any immediate hazardous situation. The ISO will immediately report to the IC actions taken. Any hazardous situation which the ISO deems not immediate will be relayed to the IC with recommended changes.

### ISO Qualifications: The ISO Shall:

- Be familiar with the Incident Command System.
- Have training to assist with identifying safety hazards.
- Have attended the National Fire Academy - Incident Safety Officer class.
- Be familiar with fireground tactics and building construction.
- Be familiar with special operations incidents such as ARFF, Rescue, and EMS activities.
- Be familiar with the department's personnel accountability system.
- Be familiar with Accident and Injury procedures used by CSFD.
- At a Hazardous Materials Incident the ISO must be a Texas Certified Hazardous Materials Technician.

### ISO Responsibilities: The ISO shall:

- Wear the Safety Officer Vest.
- Ensure that safety is included in the IC's action plan and shall determine any risk(s).
- Monitor the emergency scene for any and all unsafe conditions, fire extension, smoke travel, bldg. collapse, and unusual hazards and report findings to the IC.
- Confirm that utilities have been secured.
- Assist with establishing safety, hazard zones (i.e. hot, warm, and cold) and make sure all personnel are advised.
- ensure that chemical, gas and air readings are taken and recorded.



- Ensure that firefighter rehab is established.
- Confirm proper PPE for personnel working at a Haz-Mat, fire, major medical incident or any type of incident where PPE is needed.
- Ensure that the personnel accountability system is in place at major fire, Haz-Mat, major medical, and special operation incidences.
- Immediately after being notified of a firefighter injury, ensure that medical assistance is obtained and that injured are transported.
- Proceed to the medical facility (if needed) after the incident to follow-up on firefighter injury and to begin processing injury/accident paperwork.(Fire Casualty Report)
- ISO must wear protective clothing suitable for the activity being performed.



## Rehabilitation of Members on Emergency Scenes and in Training

### Purpose and Scope:

To provide guidance on the implementation and use of a rehabilitation process as a requirement of the incident management system (IMS) at the scene of a fire, other emergency, or training exercise. It will ensure that personnel who might be suffering the effects of metabolic heat buildup, dehydration, physical exertion, and/or extreme weather receive evaluation and rehabilitation during emergency operations. This policy will apply to **All** personnel attending or operating at the scene of a fire/emergency or training exercise.

### Intent:

The process of rehabilitation is a scalable operation with size and function based on the individual incident being handled at the time. The process can be as simple as utilizing the water carried in coolers on each unit to rehydrate dept. members on very short term operations. The incident may require a full scale rehabilitation sector as described in this SOP. The Incident Commander shall be responsible for the size and services required for proper rehabilitation. The company officer must pay close attention to all company members to determine if they are showing signs of needed rehabilitation to continue to function safely.

### Definitions:

**Rehabilitation.** An intervention designed to mitigate against the physical, physiological, and emotional stress of fire fighting in order to sustain a member's energy, improve performance, and decrease the likelihood of on-scene injury or death.

**Active Cooling.** The process of using external methods or devices (e.g., hand and forearm immersion, cooled towels on the head and neck, misting fans, ice vests) to reduce elevated core body temperature.

**Passive Cooling:** The process of using natural evaporative cooling (e.g., sweating, doffing personal protective equipment, moving to a cool environment) to reduce elevated core body temperature.

**Hydration:** The introduction of water in the form of food or fluids into the body.

*Note: The gastric emptying capacity of an exhausted, warm, and dehydrated fire fighter is likely about 32 oz (1 L) per hour. Forcing large amounts of fluids in a period of as little as 20 minutes during rehabilitation could overwhelm the stomach's ability to handle such fluid and result in nausea and vomiting due to too great a volume of fluid being forced upon the upper GI system.*

### Rest and Recovery:

- Members entering rehabilitation for the first time shall rest for a minimum of 10 minutes and longer where practical. Members shall rest for a minimum of 20 minutes following the use of a second 30-minute self-contained breathing apparatus (SCBA) cylinder, a single 45-minute or 60-minute SCBA cylinder, or 40 minutes of intense work without SCBA.
- A supervisor shall be permitted to adjust the time frames depending upon work or environmental conditions. The member shall not return to operations if he or she does not feel adequately rested; if EMS or supervisory staff present see evidence of medical, psychological,



or emotional distress; or if the member appears otherwise unable to safely perform his or her duties.

**Dehydration:** Dehydration has several detrimental effects on the body, including the following:

- Impairs the body's ability to maintain core temperature
- Decreases strength
- Shortens endurance time
- Decreases blood volume, which increases cardiovascular strain

**Over-hydration:** (drinking too much, too fast) during operations can cause gastric discomfort or gastric distention, which can cause vomiting. During high-intensity long-duration activity (longer than 1 hour), the following precautions are recommended:

- Ingest 30 g/hr to 60 g/hr of carbohydrate.
- Drink 8 oz (1/4 L) of sports drink containing approximately 15 g of carbohydrate.
- Consume other readily available carbohydrate sources, such as fruit and meal replacement bars.

**Requirements for Rehabilitation:**

- Rehabilitation shall commence when fire/emergency operations and/or training exercises pose a health and safety risk.
- Rehabilitation shall be established for large-scale incidents, long-duration and/or physically demanding incidents, and extreme temperatures.
- The incident commander shall establish rehabilitation according to the circumstances of the incident.

**The Rehabilitation Process Shall Include the Following:**

- Rest
- Hydration to replace lost body fluids
- Cooling / Warming (passive and/or active)
- Medical monitoring
- Emergency medical care if required
- Relief from extreme climatic conditions (heat, cold, wind, rain)
- Calorie and electrolyte replacement
- Accountability
- Release

**Considerations for the Location of Rehabilitation Sector:**

- The site shall be a sufficient distance from the effects of the operation that members can safely remove their personal protective equipment (PPE) and can be afforded physical and mental rest.
- The site shall include an area where members can remove and leave their PPE prior to entering the designated rehabilitation area.
- The site shall provide protection from the prevailing environmental conditions. The site shall be free of exhaust fumes from apparatus, vehicles, or equipment. The site shall be large enough to accommodate multiple crews and rehabilitation personnel, based on the size of the incident.



- The site shall include a medical monitoring and treatment area. The site shall allow access to transport members to a medical treatment facility where required.

### **Rehabilitation Sector Officer Responsibilities:**

- Don the Rehabilitation Officer vest
- Whenever possible, select a location for rehabilitation with the following site characteristics:
  - Large enough to accommodate the number of personnel expected (including EMS personnel for medical monitoring)
  - Have a separate area for members to remove personal protective equipment
  - Be accessible for an ambulance and EMS personnel should emergency medical care be required
  - Be removed from hazardous atmospheres including apparatus exhaust fumes, smoke, and other toxins
  - Provide shade in summer and protection from inclement weather at other times
  - Have access to a water supply (bottled or running) to provide for hydration and active cooling
  - Be away from spectators and media
- Ensure personnel in rehabilitation “dress down” by removing their bunker coats, helmets, hoods, and lowering their bunker pants to promote cooling
- Provide the required resources for rehabilitation including the following:
  - Potable drinking water for hydration
  - Sports drinks (to replace electrolytes and calories) for long duration incidents (working more than one hour)
  - Active cooling where required
  - Medical monitoring equipment (chairs to rest on, blood pressure cuffs, stethoscopes, checksheets, etc.) Log sheets are located on the rehabilitation unit.
  - Food where required and a means to wash or clean hands and face prior to eating
  - Blankets and warm, dry clothing for winter months
  - Washroom facilities where required
- Time personnel in rehabilitation to ensure they receive at least 10 minutes to 20 minutes of rest
- Ensure personnel rehydrate themselves
- Ensure personnel are provided with a means to be actively cooled where required
- Maintain accountability and remain within rehabilitation at all times
- Document members entering or leaving rehabilitation
- Inform the incident commander, accountability officer (resource status unit), and EMS personnel if a member requires transportation to and treatment at a medical facility
- Serve as a liaison with EMS personnel

*Portions of this policy are adopted from N.F.P.A. 1584 2008 edition.*



## Emergency Signal

### Scope and Purpose:

The Emergency Signal is a means of communicating an audible warning to personnel at an emergency scene. The audible warning will alert personnel of possible hazards to their life or wellbeing and provide them with needed information regarding evacuation, search and rescue, and possible location(s) of personnel needing assistance.

### System Tests:

The Emergency Signal will be tested every Monday morning at 07:30 hrs. This will give our personnel the opportunity to recognize the signal, as well as, test the system.

### Procedure:

- When a situation exists which poses an imminent threat to the life and/or health of personnel operating on the scene, the Incident Commander, Safety Officer, Fire Dispatcher, or person in trouble, shall immediately initiate the Emergency Signal.
- Initiation of the Emergency Signal can be done via radio by contacting the Incident Commander, Fire Dispatch, or Safety Officer and advising that you or someone near you needs emergency assistance.
- If the Emergency Signal is requested by someone who is lost or disoriented on scene, that person shall turn his or her PASS device to the manual (constant) tone.
- The Emergency Signal shall be sounded by dispatch, via radio, for a period of 12 seconds (3 - 4 second long tones, consisting of high/low sounds).
- Initially the emergency signal will be sounded once. When the signal has ended, the type of emergency and directions (rescue or evacuation) will be broadcast over the radio.
- If someone other than the Incident Commander initiated the Emergency Signal, that individual will contact the Incident Commander or Fire Dispatch and advise them of the type of emergency.
- All crews shall follow the instructions given by the Incident Commander without delay.
- Incident Commander shall call for accountability of crews as soon as possible.
- If evacuation orders are given, crews shall stay together during the evacuation. Crews shall exit the structure, conduct a PAR and wait for further instructions from the Incident Commander.
- In a High Rise emergency, evacuation of the building may be impractical. In this situation the Incident Commander shall give instruction on which area or floor on which crews will re-group.
- If the Emergency Signal was given, due to an injured, disoriented, or lost firefighter, the Incident Commander shall issue orders to the R.I.C. (Rapid Intervention Crew) to enter the area or structure with the intent of evacuating the lost or injured personnel.
- When the R.I.C. enters an affected area or structure, another crew will be assigned with R.I.C. duties (the R.I.C. crews entering the building shall maintain their unit designation numbers, 721, 723, etc.).



## Radio Emergency Button

### Purpose and Scope:

The emergency button on fire department radios will set off an alert tone and indicate the radio ID on the dispatch console when pushed. Indicating the user is in need of assistance.

### Portable Radios:

- **The emergency button is ORANGE** and is located on the top of the radio. On **mobile units the button is RED** and is located next to the volume knob, labeled "EMER".

### To Activate:

Push and hold the emergency button for 2 seconds or longer. When the emergency button is activated the radio will continue to operate normally.

### To Clear the Emergency Button:

Turn the radio off and wait 5 seconds and turn the radio back on.

### Procedures for Using the Fire Department Emergency Button:

- **Major incidents: Incidents where multiple units are committed to a location and command has been established.**
  - Dispatch will contact command and give the radio ID number. Command will be responsible for clearing the emergency button and reporting back to dispatch.
- **Minor calls where only one unit is on location.**
  - Dispatch will make 2 attempts to contact radio that was activated; if no contact can be made dispatch will respond Police to location and notify shift commander.
- **Minor calls where a fire and EMS unit is on location.**
  - Dispatch will make 2 attempts to contact radio that was activated, if no contact dispatch will make 2 attempts to contact another fire unit on location. If no contact, Police will be dispatched to the location and shift commander notified.
- **Fire or EMS unit out-of-station, not on a call, location unknown.**
  - Dispatch will make two attempts to contact radio that was activated, if no contact is made dispatch will contact shift commander to assist with location of unit.
- **Fire station radio or fire unit at fire station.**
  - Dispatch will make 2 attempts to contact radio, if no contact is made dispatch will call the fire station by phone. If no answer, Police will be dispatched to fire station and shift commander notified.
- **Individual fire radios that are assigned to fire administration or shift commanders.**
  - Dispatch will try to call the residence and page the person to whom the radio is assigned. If no contact is made dispatch will contact the shift commander to assist with the location of the radio and dispatch Police to the location.



## Simplex Fire Ground Radio Procedures

### Purpose and Scope:

Establish a policy and procedure for reliable and dependable radio communication when accessing the control channel (repeater operations) is not possible.

We have a number of locations throughout the city where accessing the control channel is not possible due to building construction and distance from antenna. When this occurs, personnel operating on scene will have to change their radio channel to "A 16".

Bryan Fire Simplex fire ground channel is "B16".

BCVFD Fire Simplex fire ground channel is "C16".

### Definition:

Communications between radio to radio without going through and being repeated by a base repeater. Range is generally 1/2 to 1 mile from hand held to hand held and 3 to 5 miles from mobile to mobile. Terrain and building type will also affect range.

### Procedure:

1. The IC will notify dispatch that fire operations will be on the FG channel.
2. Dispatch will sound a short alert tone and advise all personnel to switch to the fire ground operations channel.
3. Each company officer will assist and verify that their crews have switched to the FG channel and then report by radio to the IC.
4. The IC will verify that all personnel have switched and notify dispatch.
5. The IC will switch the portable unit to the FG channel and leave the mobile unit on the dispatch channel. If the IC needs to leave the vehicle then a second portable unit will be needed.
6. The IC will assign an aid to assist with monitoring the dispatch channel when off duty or assistance arrives.
7. Each company officer is responsible for verifying that all radios are moved back to Fire 1 when clearing the scene.

### Special Notes on Fire Ground Radio Operations

- 1) *Dispatch can not receive the FG channel*
- 2) *The FG channel is not recorded by dispatch*
- 3) *Unit ID's are not displayed in dispatch*
- 4) *Range is limited to the scene*
- 5) *Push to talk tones are not used*



# Personal Protective Equipment

## Scope and Purpose

The College Station Fire Department will provide department personnel with NFPA 1971 compliant, functional, and the safest personal protective equipment (PPE) available. Through proper inspection and maintenance procedures, equipment which requires repairs or replacement in accordance with NFPA 1851 will be identified. This SOG should be used to provide direction for use of appropriate PPE for various emergency and non-emergency activities.

## General Guidelines

- ◆ Issue all personnel personal protective clothing.
- ◆ Identify problems through monthly and quarterly inspection practices & to maintain records of PPE inspections. Repair or replace worn or damaged PPE in a timely manner.
- ◆ Establish budget projections for future replacement of PPE.
- ◆ Provide instructions for the proper cleaning of PPE.
- ◆ Establish guidelines for appropriate PPE to be worn for various emergency and non-emergency activities.

## Issued Personal Protective Equipment

Upon employment with the College Station Fire Department, personnel will be issued the following equipment:

1. Structural firefighting equipment includes:
  - ◆ Turnout coat
  - ◆ Turnout pants
  - ◆ Fire boots
  - ◆ Helmet with shield
  - ◆ Protective hood
  - ◆ Firefighting gloves
  - ◆ SCBA face piece
2. Miscellaneous equipment includes:
  - ◆ Extrication gloves
  - ◆ Eye protection (primary)
  - ◆ Hearing protection
  - ◆ Safety vest
3. Extrication/Wild land Jumpsuits:
  - ◆ Jumpsuits are made of Nomex and meet requirements for reflectivity at accident scenes. They will not be worn under or replace turnout gear in most fire situations.
  - ◆ Various sizes of Jumpsuits will be kept at each station for personnel to wear to the following incidents:
    - i. EMS personnel during vehicle extrications in lieu of turnout gear.
    - ii. Firefighting personnel during wild land type fires.



**NOTE! Personnel will still be required to wear other PPE appropriate to the incident i.e. helmets, boots, gloves, etc.**

## Use of Personal Protective Equipment (PPE)

1. Full personal protective equipment is defined as:
  - ◆ Turnout coat
  - ◆ Turnout pants and boots
  - ◆ Protective hood
  - ◆ Helmet with shield
  - ◆ SCBA face piece
  - ◆ Self Contained Breathing Apparatus (SCBA) (See Line 3)
  - ◆ Firefighting gloves or extrication gloves at accident scenes
2. Full protective clothing will be worn by Fire Fighting Personnel while operating at the scene of:
  - ◆ Structure fires
  - ◆ Vehicle fires
  - ◆ Hazardous materials incidents
  - ◆ Smoke checks
  - ◆ Gas leaks
  - ◆ Vehicle fire
  - ◆ Automatic alarms
  - ◆ Aircraft emergencies
  - ◆ Major vehicle accidents (excluding SCBA and hood)
3. To promote safety while responding to an incident, SCBA's do not have to be worn until the apparatus is parked at the scene. Personnel will then don the SCBA as required for the incidents listed above (#2).
4. Full Protective Clothing is not required when responding to Medical Assist Calls.
5. Personnel operating in or near lanes of traffic shall wear their turnout gear, Extrication jump suit, or traffic safety vests.
6. All personnel will also have their issued hearing protection and safety glasses available for immediate use.
7. Hearing protection will be worn when excessive noise levels may be experienced, regardless of the length of exposure. Examples include, but are not limited to:
  - a. When checking apparatus in the bay
  - b. When operating at the pump panel of fire apparatus
  - c. When operating the air compressor or small engines
8. Primary eye protection shall meet at a minimum ANSI standard # Z87. Eye Protection will be worn whenever the possibility of eye injury is present. Examples include, but are not limited to the following situations:
  - a. Working with any small hand or power tools, such as saws, sanders, grinders, rescue tools, etc. (When helmet face shield is not in use).
  - b. Operating the air compressor.
  - c. Working with chemicals, biohazards or other materials which could cause injury by splattering/spilling.



- d. Performing salvage operations (when helmet face shield is not in use)
9. The Incident Commander will designate the acceptable level of personal protection at the scene of vehicle extrication, rescue call, standby, or other unusual response situation.
10. When actively involved in training drills and hose or hydrant testing the following shall be the minimum protective equipment used by each person:
  - a. Helmet, Primary Eye Protection, Gloves, Steel tipped footwear

**Note! Depending on the activity, the officer in charge or his delegate may require additional personal protective equipment to be used.**

11. Company Officers may use their discretion to regulate these guidelines in terms of unusual circumstances, such as extremely long responses, out of quarter's responses, or when the company is rolling at the time of dispatch.

## Management and Responsibilities

1. Quartermaster
  - a. Will coordinate with personnel to obtain proper sizing for purchase of new PPE.
  - b. Coordinate specification development, bid process, order and receipt of PPE.
  - c. Will arrange for necessary repair of PPE from an approved vendor.
  - d. Will maintain reserve PPE for emergency replacement.
  - e. Will maintain inventory records pertaining to PPE in accordance with applicable nationally recognized standards.
2. Battalion Chiefs
  - a. Will ensure that PPE inspections are completed and discrepancies are addressed and corrected.
  - b. Will maintain station inventory of gloves, earplugs, hoods, helmet parts and Eye Protection for emergency replacement and request restocking of supplies from Quartermaster.
3. Employee's responsibility
  - a. Each employee will inspect his/her PPE at the beginning of each shift and after each use. Any PPE defects and/or damage will be reported immediately to the employee's direct supervisor.
  - b. Employees are responsible for the cleanliness of their PPE. Cleaning PPE falls into three categories:

## Cleaning/Washing Personal Protective Equipment

### Types of Cleaning

1. Routine- The light cleaning of PPE performed by the employee without taking the PPE out of service. Examples include brushing off dry debris, rinsing off debris with a water hose, and spot cleaning.
2. Advanced- The thorough cleaning of PPE by washing with cleaning agents. Advanced cleaning usually requires PPE to be temporarily out of service. Examples include hand washing, machine washing, and contract cleaning.



3. Specialized- The cleaning of grossly contaminated PPE to remove hazardous materials or biological agents. This level of cleaning involves specific procedures and specialized cleaning agents and processes.
- ◆ Helmets, Gloves, Boots, Eye Protection and Ear Plugs should be cleaned with mild detergent and water. Eye Protection should be dried with a soft cotton towel. Helmets and Boots can be wiped dry. Gloves and Ear Plugs should be air-dried.
    - Stubborn stains on helmets can usually be removed with ISOPROPYL ALCOHOL or NON-AMMONIATED WINDOW OR GLASS CLEANER. Minor scratches on face shields can often be removed with Jeweler's Polish.
    - According to NFPA and manufacturer's guidelines, Protective Clothing should be washed and/or cleaned 1) at least every six months or; 2) as soon as possible after contamination or exposure to blood or bodily fluids, tars, fuels, oils, resins, paints, acids, or any other hazardous materials.
  - ◆ Always wash protective clothing separately from other garments. Never wash protective clothing at home or at public laundry facilities to avoid the spread of chemical contamination or toxic combustion products to other laundry.
  - ◆ Never dry clean protective clothing. There are many components in the clothing that will not function properly if dry-cleaned.
  - ◆ Never use high velocity power washers for cleaning garments. These tools can severely damage the raw materials and seams.

**NOTE: Due to the drying time required for PPE all gear shall be washed by the relieving shift. i.e.; B shift shall wash "A" shift gear, while C shift shall wash B shift gear.**

**NOTE!! Any PPE being sent for repairs will be washed and dried prior to being sent out (employee's responsibility.)**

## **Washing Instructions (Extractor)**

### **Laundering and cleaning products**

- ◆ Products that C.S.F.D. will utilize for, spot cleaning, pre-treating and washing are as follows:
  - Cleaning: Liquid Purex, Liquid Dreft, or Citro Squeeze
  - Spot Cleaning and Pre-treating: Liquid Purex, or Citro Squeeze

**NOTE! NEVER USE CHLORINE BLEACH ON FIRE FIGHTER PROTECTIVE CLOTHING. Even small amounts of chlorine will seriously reduce the protective qualities of PPE.**

### **Preparation**

- ◆ Detach outer shells from inner liners and wash each component separately to avoid re-depositing soil from one component to the other.
- ◆ Pre-treat heavily soiled garments following steps in *Spot Cleaning and Pre-treatment*.
- ◆ Fasten hooks and dees or other metal parts and turn the garment inside out or place in a large laundry bag that can be tied shut to avoid damage to the wash tub.



- ◆ Fasten all hook and loop closures to each other to reduce the likelihood of damage to delicate parts of the protective clothing.

### Spot cleaning and Pre-treatment

- ◆ Apply liquid detergent directly from the bottle on the soiled areas. Gently rub fabric together (light foam appears on the surface). Carefully rinse off with cool water or place garment in washing machine as instructed, add the remaining amount of the recommended detergent. To clean garments that are heavily soiled, use a liquid detergent or pre-cleaner solution, prior to laundering, in the following manner:
  - Air dry garment before applying product.
  - Squirt the liquid detergent or pre-cleaner directly on the stain and the surrounding areas (use 3-4 squirts). Make sure that the soiled area is soaked with the product.
  - Use a soft bristle brush (toothbrush or fingernail type dipped in water) to gently scrub the soiled area for about 1½ minutes.
  - Reapply liquid detergent or pre-cleaner to the soiled areas again (use 1 or 2 squirts).
  - Place garment in washing machine as per Washing Instructions

### Machine Settings

- ◆ Only a front-loading extractor or front-loading washing machine with a tumbling action should be used for cleaning. A top-loading machine will not clean PPE as thoroughly, and the agitator action will damage PPE and reduce the durability and protective value of the garments.
  - Wash water temperature should be between 110o and 120o F.
  - Use the normal cycle, cotton/white, or similar setting.
  - Double rinse. This removes residual dirt and insures detergent removal. If the machine will not automatically double rinse, a complete second cycle should be run without adding detergent or bleach.

### Wash Procedures

1. Load machine with garments to be washed.
2. Add 6 oz of citro squeeze **or** 4 oz of liquid detergent per garment set.
3. Start machine.
4. Make sure that garments are double rinsed.

### Drying

- ◆ Remove garments from washing machine and turn them inside out to expose the inner liner. Dry by hanging in a shaded area that receives good cross ventilation, or hang on a line and use a fan to circulate the air.
- ◆ Do not use automatic dryers because the mechanical action and excessive heat may damage or shrink the garments.



## Documentation

**All PPE that has been cleaned shall be documented on the log sheet located by the extractor.**

### Inspection Procedures

- ◆ All officers will be trained to perform routine inspections of PPE. Selected officers will be responsible for performing advanced inspections and testing of PPE as required.
- ◆ PPE will be given a routine inspection each month by the Company Officer who will forward the completed PPE Inspection Report to the Quartermaster via the Battalion Chief. Routine inspections shall be completed by the 15<sup>th</sup> of each month.
- ◆ Advanced inspection will be completed annually or whenever a problem is noted during a routine inspection. Advanced PPE inspectors will inspect and test the PPE of personnel from the preceding shift ( i.e. "A" shift inspector will inspect and test "C" shift PPE.) Advanced inspection may also be conducted by an Independent Service Provider.
- ◆ The Quartermaster will provide an updated list of PPE and its required annual inspection date.
- ◆ Items listed on the inspection form will be rated in one of the following categories:
  - New or as-new condition - Newly purchased items that are in like new condition.
  - Good Condition - Items in good serviceable condition; might show wear but replacement or repair is not needed.
  - Maintenance needed - the item is in need of repair or cleaning. Further evaluation will determine if the item will be repaired or retired. Maintenance details shall be described in the "Comments" section of the inspection form.
  - Immediate replacement - the item is unsafe and should be removed from service.

### Routine Inspection (As a minimum):

1. Coats and trousers shall be inspected for the following:
  - a. Soiling
  - b. Contamination from hazardous materials and/or biological agents
  - c. Physical damage, such as the following:
    - i. Rips, tears, and cuts
    - ii. Damaged/missing hardware and closure systems
    - iii. Thermal damage such as charring, burn holes, or melting
  - d. Reflective trim integrity, attachment to garment, reflectivity, damage, or missing
2. Hoods
  - a. Soiling
  - b. Contamination from hazardous materials or biological agents
  - c. Physical damage, such as the following:
    - i. Rips, tears, and cuts
    - ii. Thermal damage, such as charring, burn holes, or melting
  - d. Loss of face opening/material elasticity, stretching out of shape, and/or shrinkage
3. Helmets
  - a. Soiling
  - b. Contamination for hazardous materials or biological agents
  - c. Physical damage to the shell, such as the following:



- i. Cracks, dents, or abrasions
      - ii. Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
    - d. Physical damage to the ear flaps, such as the following:
      - i. Rips, tears and cuts
      - ii. Thermal damage, such as charring, burn holes, or melting.
    - e. Damaged or missing components of the suspension and retention systems
    - f. Damaged or missing components of the face shield/goggle system, including discoloration and scratches to the face shield/goggles lens that limits visibility.
    - g. Damaged or missing reflective trim
  4. Gloves
    - a. Soiling
    - b. Contamination from hazardous materials or biological agents
    - c. Physical damage, such as the following:
      - i. Rips, tears, or cuts
      - ii. Thermal damage, such as char or burn holes
      - iii. Inverted liner
    - d. Loss of seam integrity, broken or missing stitches
    - e. Shrinkage
    - f. Loss of flexibility, elasticity and shape of wristlets
  5. Footwear
    - a. Soiling
    - b. Contamination from hazardous materials or biological agents
    - c. Physical damage, such as the following
      - i. Cuts, tears, and punctures
      - ii. Thermal damage, such as char, burn holes, and melting
      - iii. Exposed/deformed steel toe, steel mid-sole, and shank
      - iv. Loss of seam integrity, delaminating, broken or missing stitches
    - d. Loss of water resistance
    - e. Excessive tread wear
  6. Manufacturer's tags stating compliance with the appropriate NFPA standard must be affixed to each item of PPE.
  7. All personnel accountability tags must be present and readable.

### **Advanced Inspection (Including routine inspection, and as a minimum):**

1. Coats and trousers shall be inspected for the following:
  - a. Evaluation of fit and coat/trouser overlap
  - b. Loss of seam integrity; broken or missing stitches
  - c. Material integrity: UV or chemical degradation, loss of liner material, shifting of liner material
  - d. Wristlets: loss of elasticity, stretching, runs, cuts, burn holes
  - e. Label integrity and legibility
  - f. Hook and loop functionality, closure system functionality
  - g. Liner attachment system



- h. Moisture barrier integrity. Moisture barrier field test will be performed. Advanced Light and Leakage evaluation as required.
2. Hoods
  - a. Loss of seam integrity, broken or missing stitches
3. Helmets
  - a. Damage to the impact cap
  - b. Damaged or missing labels and manufacturer identification tags
4. Footwear shall be inspected for the following:
  - a. Condition of the lining, such as the following:
    - i. Tears
    - ii. Excessive wear
    - iii. Separation of the outer layer

### **Inspection Discrepancies**

- ◆ Any discrepancies noted through routine and advanced inspections shall be reported immediately.
- ◆ Discrepancies shall be corrected by either cleaning, repairing or removing PPE from service. Replacement PPE will be provided as needed.
- ◆ PPE that is still serviceable but has been removed from active service shall be placed in storage or donated to the Texas Forestry Service.
- ◆ All PPE found damaged and not fit for service shall be disposed of immediately through the quartermaster.

### **Firefighter Injury or Death**

- ◆ All PPE belonging to a firefighter that has sustained injury and/or death in the line of duty, shall be immediately placed in custody of the Fire Marshal's Office. PPE will be made available to all approved investigating agencies.





## SCBA Usage Guidelines

### Purpose and Scope:

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

### Two in Two Out:

- Anytime department personnel are operating in an IDLH atmosphere or area that could possibly become an IDLH atmosphere SCBAs will be used and the department will put the Two in Two Out rule into effect.
  - The Two in Two Out rule means that personnel will always work in pairs when in an IDLH area. The members of the crew will remain within voice contact of each other and operate as a team.
- Two additional department members will serve as the two out crew. The two out crew will be dressed in the same level of PPE as the two interior members. The Two out team will be in full PPE including an SCBA and will be ready to respond to help the two in crew at a moment's notice.
  - The two out crew functions as a safety and recovery team for the members functioning in the interior in case they encounter an emergency.
  - The two out crew is to be used solely for the rescue of fire personnel.

### Responsibility:

- Each crewmember will be responsible for the proper daily function check and use of their SCBA.
  - If an SCBA is found to be functioning improperly, it shall be taken out of service, tagged, reported, and replaced immediately.
  - Replacement SCBAs shall be obtained from your station spare or station 3 (See SCBA daily check policy for malfunctioning SCBA) Policy Number 300.2.30
  - The use of breathing apparatus means that all personnel shall have face pieces in place, breathing air from the supply provided where appropriate.

### All personnel shall use self-Contained Breathing Apparatus when operating:

- In a contaminated atmosphere
- In an atmosphere which may suddenly become contaminated
- In an atmosphere which is oxygen deficient
- In an atmosphere which is suspected of being contaminated or oxygen deficient

### This includes all personnel operating:

- In an active fire area
- Directly above an active fire area
- In a potential explosion or fire area, including gas leaks and fuel spills



- Where products of combustion are visible in the atmosphere, including vehicle fires and Dumpster fires
- Where invisible contaminants are suspected to be present (i.e., Carbon Monoxide during overhaul)
- Where toxic products are present, suspected to be present, or may be released without warning
- In any confined space, which has not been tested to establish respiratory safety.

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

Premature removal of SCBA must be avoided at all times. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases SCBA must be used until the atmosphere is safe.

In routine fire situations, the decision to remove SCBA shall be made by Company Officers, with the approval of Shift Officers, based on an evaluation of conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.

#### **Prior to SCBA removal:**

- The Incident Commander will request a check of **Carbon Monoxide and Oxygen Levels**. In situations where carbon monoxide levels are below 50 PPM after fire extinguishment the Incident Commander may approve removal of the SCBA by interior personnel. This only applies if the presence of other toxins is not suspected.
- The Incident Commander will notify dispatch of the time of Carbon Monoxide testing and the reading found.
- If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing. Safety Sector personnel shall be responsible for this determination.
- Additional testing may be required in areas where other toxins are suspected.
- An evaluation of all members of the College Station Fire Department in the use of SCBA shall be conducted annually (Fit Test). Each member shall be able to demonstrate a high level of proficiency and compatibility with the SCBA under conditions, which simulate those, expected as a job requirement.



## SCBA Daily and Weekly Checks

### Scope and Purpose:

The following procedures are to be used in the training of personnel to perform Daily/ weekly check of Firehawk **M7** SCBA with Integrated PASS.

SCBA on reserve status units and station spares should be checked weekly (Monday) and prior to SCBA status change (front line use)

### Procedures:

- Tag into your airpack at the beginning of each shift using your key FOB. You may do so by pressing and holding the green button on the ICM until TAG shows on the screen, then place your key FOB behind the ICM and it will read OK when you have been tagged in.
- Face piece / Heads Up Display (HUD) / Clear Command:
  - Keep your mask clean at all times, dirt and debris can affect proper exhalation valve operation.
  - Inspect the rubber on the mask. Look for distortion, cracks, and tears.
  - Nose cup should be in place and in good condition, make sure all gaskets are in place.
  - Lens cover should be in place to protect face piece lens, and all straps on head harness in good condition.
  - Clear command should be firmly attached and in good condition
  - Heads-Up Display (**HUD**) should be firmly attached and in good condition.
  - Back frame and Harness
  - Inspect for deteriorated component webbing and proper harness operation.
- Cylinder Assembly (to include Audi-Alarm):
  - Inspect cylinder and audi-alarm for physical damage
  - Verify that the cylinder pressure is (in the green) minimum pressure 4100 psig.
- Place face piece/HUD receiver within 12 inches of ICM (Integrated Computer Module)
- Remove the Firehawk regulator from its STAND-BY belt mount. Open the cylinder valve fully Listen for the audi-alarm to ring briefly and the ICM to emit a single rising tone with a bee-bop as the system pressurizes. The GREEN light (upper right corner on ICM with analog pressure gauge, center, just below LCD display on ICM without analog pressure gauge) flashes to signal that it is activated and operational.

**NOTE! IF YOU DO NOT GET A GREEN LIGHT. SCBA IS OUT OF SERVICE.**

- **HUD** will self test, (all LED elements will flash) then display cylinder pressure in 25% increments 76-100% (3,376-4,500 psig) 4 green LEDs--- 51-75% (2,251-3,375 psig) 3 green LED+-- 26-50% (1,126-2,250psig) 2 flashing yellow LEDs--- 0-25% (0-1,125psig) 1 flashing red LED and 1 red flashing LED on the outside of **HUD**. In addition, low batteries in the **HUD** receiver, (face piece) will display a single yellow LED flash every second. Low batteries in the **HUD** transmitter, (SCBA) will display a double yellow flash every second.
- Check the ICM and cylinder gauges. Gauges must be within 225 psig +/- of each other.



- **Hoses / Regulator / ICM / HUD (HUD receiver must be within 12 inches of ICM)**
  - Close the cylinder valve fully. Check hoses, regulator and ICM for leaks. If the needle drops more than a 100 psi in 60 seconds on the ICM digital gauge, there is a leak.
  - Do not use apparatus. SCBA is out of service. Tag SCBA with orange service tag or sheet of paper noting the malfunction found. Ship SCBA and it's check sheet to station 3 for repair. Enter service request into Bluefolder
- Place the ICM in a motionless position for approximately 18 seconds, the ICM will go into pre-alarm, the device sounds 3 progressively louder tones and the green ready light turns to flashing red. The ICM will go into full alarm approximately 12 seconds later. During full alarm the ICM repeatedly sounds two high-pitched tones followed by a buzz, **HUD** will display flashing red LEDs. Press the Reset Button (yellow button on the right side of the ICM) twice over a 1 second period to reset alarm.
- Press the Mode button (the green button on the upper left of ICM) once for Illumination Mode and twice for time remaining at current breathing rate (will display 3 dashes).
- Crack the bypass valve (red knob on Firehawk regulator) slowly to bleed off pressure
  - (HUD will display the decreasing pressure in 25% increments) until the ICM alarm gauge needle drops below 1 175 psig (the beginning of the red zone on the ICM gauge) The ICM alarm and the audi-alarm bell will ring until the pressure is less than 200 psig.
- When the pressure falls below 200 psig, turn the ICM off by pressing the Reset Button (yellow button on the right side of the ICM) twice over a 1 second period. An extended single tone will sound indicating the unit has been turned off. **HUD** will turn off 45 second later.
- Close the bypass valve; store the Firehawk regulator in the STAND-BY belt mount.
- Complete the daily check sheet that is maintained in the apparatus.
- **End User Service/Maintenance (battery replacement)**
  - A End user service maintenance is limited to battery replacement. Low batteries in the **HUD** receiver, (face piece) will display a single yellow LED flash every second. Low batteries in the **HUD** transmitter, (SCBA) will display a double yellow flash every second. Only Energizer or Duracell brand batteries are to be used.

# DAILY DUTY CHECK

MONTH / YEAR: \_\_\_\_\_

SCBA INVENTORY # \_\_\_\_\_

APPARATUS / LOCATION: \_\_\_\_\_

OKAY = ✓  
PROBLEM = X

**PERSON DOING INSPECTION INITIAL UNDER CHECKED BY:**

DATE CHECKED	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CHECKED BY:																															
CYLINDER PRESSURE MIN. 4100 PSIG																															
BACKFRAME AND HARNESS																															
CYLINDER ASSEMBLY																															
ICM/FIREHAWK																															
HEADS UP DISPLAY																															
CLEAN AND READY FOR SERVICE																															

**REPORT ANY PROBLEMS TO YOUR OFFICER / HAVE THE SCBA TAKEN OUT OF SERVICE IF NECESSARY**

DATE/COMMENTS: \_\_\_\_\_

**TEXAS COMMISSION ON FIRE PROTECTION - STANDARDS MANUAL FOR FIRE PROTECTION PERSONNEL CHAPTER 435.3**

Breathing Air Is To Be Tested At Least Every Three Months

Full Function Test Required Annually As Prescribed By The Manufacturer And NFPA 1852

**CYLINDER PRESSURE:** Using the digital ICM gauge, verify minimum cylinder pressure is > or = to 4100 psig.

**BACKFRAME AND HARNESS:** check for deteriorated components and proper harness operation.

**CYLINDER ASSEMBLY:** check the cylinder for physical damage, open the cylinder valve fully, alarm should ring briefly, ICM should activate, close cylinder valve, check cylinder, hoses, regulator and ICM for leaks compare the cylinder gauge to the ICM, pressure should be within +/- 225 psig of each other change out cylinder when pressure gauge indicates less than 4100 psig (ICM digital gauge).

**ICM/FIREHAWK:** Place the ICM in a motionless position for approximately 18 seconds, the ICM will go into full alarm approximately 12 seconds later. Press the Mode button (the green button on the upper left of ICM) once for Illumination Mode and twice for time remaining at current breathing rate (will display 3 dashes). Crack the bypass valve slowly to bleed off pressure until the ICM alarm gauge needle drops below 1175 psig (the beginning of the red zone on the ICM gauge) The ICM alarm and the audi-alarm bell will ring until the pressure is less than 200 psig. Press yellow reset button twice to power down ICM.

**HEADS UP DISPLAY:** Check your face piece HUD when scba is turned on (face piece must be within 12 in. of HUD transmitter). At the minimum 4100 psi you will have 4 green leds 76-100% capacity, 3 green leds 51-75% capacity, 2 flashing yellow leds 26-50% capacity, 1 red flashing led 0-25% capacity. If you have one yellow led flash, you battery in the face piece is low. If you have a double yellow flash you have a low battery in transmitter. If you have both, both are low.

**CLEAN AND READY FOR SERVICE:** self explanatory

**HAVE A GOOD DAY!!!**

Weekly Check on Back

REVISED 4/24/2006

Rev. 7/07

**CSFD SELF CONTAINED BREATHING APPARATUS  
RESERVE WEEKLY CHECK (MONDAY)**

MONTH / YEAR: \_\_\_\_\_

SCBA INVENTORY # \_\_\_\_\_

APPARATUS / LOCATION : \_\_\_\_\_

OKAY = ✓  
PROBLEM = X

**PERSON DOING INSPECTION INITIAL UNDER CHECKED BY:**

<b>DATE CHECKED MONTH/DAY</b>														
<b>CHECKED BY:</b>														
<b>CYLINDER PRESSURE MIN. 4100 PISG</b>														
<b>BACKFRAME AND HARNES</b>														
<b>CYLINDER ASSEMBLY</b>														
<b>ICM/FIREHAWK HEADS UP DISPLAY</b>														
<b>RESCUE BELT (if equipped)</b>														
<b>CLEAN AND READY FOR SERVICE</b>														

**REPORT ANY PROBLEMS TO YOUR OFFICER / HAVE THE SCBA TAKEN OUT OF SERVICE IF NECESSARY**

DATE/COMMENTS: \_\_\_\_\_

**TEXAS COMMISSION ON FIRE PROTECTION - STANDARDS MANUAL FOR FIRE PROTECTION PERSONNEL CHAPTER 435.3**

Breathing Air Is To Be Tested At Least Every Three Months

Full Function Test Required Annually As Prescribed By The Manufacturer And NFPA 1852

**CYLINDER PRESSURE:** Using the digital ICM gauge, verify minimum cylinder pressure is > or = to 4100 psig.

**BACKFRAME AND HARNES:** check for deteriorated components and proper harness operation.

**CYLINDER ASSEMBLY:** check the cylinder for physical damage, open the cylinder valve fully, alarm should ring briefly, ICM should activate, close cylinder valve, check cylinder, hoses, regulator and ICM for leaks compare the cylinder gauge to the ICM, pressure should be within +/- 225 psig of each other change out cylinder when pressure gauge indicates less than 4100 psig (ICM digital gauge)

**ICM/FIREHAWK:** Place the ICM in a motionless position for approximately 18 seconds, the ICM will go into full alarm approximately 12 seconds later. Press the Mode button (the green button on upper left of ICM) once for Illumination Mode and twice for time remaining at current breathing rate (will display 3 dashes). Crack the bypass valve slowly to bleed off pressure until the ICM alarm gauge needle drops below 1175 psig (the beginning of the red zone on the ICM gauge) The ICM alarm and the audi-alarm bell will ring until the pressure is less than 200 psig. Press yellow reset button twice to power down ICM.

**HEADS UP DISPLAY:** Check your face piece HUD when scba is turned on (face piece must be within 12 in. of HUD transmitter). At the minimum 4100 psi you will have 4 green leds 76-100% capacity, 3 green leds 51-75% capacity, 2 flashing yellow leds 26-50% capacity, 1 red flashing led 0-25% capacity. If you have one yellow led flash, you battery in the face piece is low. If you have a double yellow flash you have a low battery in transmitter. If you have both, both are low.

**RESCUE BELT (if equipped)** Tamper Evident Seal not broken or missing. Inspect Hardware, webbing, stitching for wear or damage. Ensure locking hook/carabiner operate properly.

**CLEAN AND READY FOR SERVICE:** self explanatory

**HAVE A GOOD DAY!!!**

Weekly Check on Back

REVISED 2/15/200

Rev. 7/07



## Quantitative Fit Test (Porta Count Plus)

### Purpose and Scope:

- 1) To conduct SCBA mask fit testing prior to use and conduct annual mask fit testing of all certified personnel.
- 2) Develop guidelines for records maintenance of fitting testing. Maintain fit test records to include date, type of test, employee information and type of face piece used (face piece must be the same type/size as used by the employee).

### Requirements

- Facial hair may not interfere with the face piece seal or valve function (e.g., clean-shaven where the seal surface touches the face) including stubble, sideburns, or beards.
- The employee must pass a user face piece seal test (see **procedures** section below) before proceeding to the fit test.
- The test will not be given to an employee who has smoked in the last 30 minutes.

**Note: Requirement #1 Achieving** an acceptable seal under “test” conditions (e.g., passing the quantitative Porta Count test with facial hair where the seal surface touches the skin) may be achieved, however, this does not mean a reliable seal can be consistently achieved under “real world conditions”. The following rule will apply. **The area where the face piece seal surface touches the face, WILL BE CLEAN-SHAVEN.**

### Quantitative fit test (Porta Count)

#### Procedures

- The employee shall be allowed to pick from a number of sizes (Sm. Med. Or Large) so that the face piece is acceptable to, and correctly fits, the employee.
- The employee shall be shown how to properly don the face piece, including how it should be positioned on the face, how to set the strap tension and how to determine an acceptable fit.
- The following criteria shall be used to help determine the adequacy of the face piece fit:
  - Chin properly placed
  - Adequate strap tension, not overly tightened
  - Face piece of proper size to span distance from nose to chin
  - Tendency of face piece to slip
- A user seal check will be performed as follows: face piece to be held in place by hand, no straps, the employee shall seat the mask on his/her face by moving the head slowly from side-to-side and up/down. Close off the inlet opening of the face piece using a rubber plug or Firehawk regulator (SCBA with the cylinder **valve closed**) At this time the employee takes in a slow, deep breath, collapsing the face piece slightly. Remove the hand from the face piece and hold the breath for ten (10) seconds, if the face piece remains slightly collapsed and no leakage of air is detected, and then the employee has passed the manufacturers (MSA) user seal check guidelines. **Another face piece shall be selected and retested if the employee fails the user seal check test.**
- **Exercise regime:** Prior to the commencement of the quantitative fit test, the employee shall be given a description of the fit test and the employee’s responsibilities during the test procedure.



- The face piece to be tested shall be worn for at least 6 minutes, (1 min. for each exercise) before the start of the quantitative fit test.
- Normal breathing in a normal standing position, without talking, the employee shall breathe normally.
- Deep breathing in a normal standing position, the employee shall breathe slowly and deeply, taking care not to hyperventilate. turning head side to side standing in place, the employee shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the employee can inhale at each side.
- Moving head up and down Standing in place, the employee shall slowly move his/her head up and down. The employee shall be instructed to inhale in the up position. (i. e., when looking toward the ceiling).
- Talking The employee shall talk clearly, with enough volume to be heard clearly by the test conductor. The employee can read from a prepared text or count backwards from 100. Grimace will be performed as well but the results are excluded.
- Bending over The employee shall bend at the waist as if he/she were to touch his/her toes, repeating this procedure, while breathing normally.
- Normal breathing In a normal standing position, without talking, the employee shall breathe normally.

**Note: Upon completion of the test protocol, the employee shall be questioned by the test conductor regarding the comfort of the face piece. If the face piece fit has become unacceptable at any point during the test, another size must be tried. The face piece shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test shall be repeated.**



## Helmet Attachments

### Scope and Purpose:

This policy details the equipment and brands of equipment that may be attached to your fire helmet. Only the specific items listed in this policy will be allowed to attach to CSFD issued fire helmets.

### General Guidelines:

#### Approved equipment:

Flashlight:

Stream Light Advantage helmet mounted light.

The fire department approves the use of this piece of equipment however the department will not pay for initial purchase of the light or the replacement of a damaged light. If you choose to mount approved equipment on your helmet, make sure that the mounting location does not interfere with the proper operation of protective features of the helmet.



## Key Box Rapid Entry System

### Scope and Purpose:

This policy is to establish guidelines for departmental security of Knox box key system. Key Padded Knox Box security systems shall be maintained in all CSFD first response units. All locations using a Knox Box shall be flagged by address in the CAD system.

### EMERGENCY RESPONSE:

- Knox Box keys will be maintained in a key pad activated security compartment on each first response unit.
  - When the need for the Knox Box master key arises, the responding unit will notify dispatch that they have removed the Knox Key.
  - Dispatch will record, in the note section, any use of the Knox Box Security system.

### KNOX BOX CONTENTS:

- Each Knox Box will contain a tagged set of keys for the given structure. Keys will be clearly marked with room number or area of the building with its controls. Master keys will be tagged "MASTER".
- An inventory sheet listing keys will be placed in the Knox Box and kept up to date. The inventory list will be provided by the Business to the College Station Fire Marshal's office.
- All keys in the Knox Box will be maintained on a common key ring.

### RETURNING KEYS TO KNOX BOX:

- Knox box keys used by the department will be checked according to the inventory list in the box before being returned to the box.
- Any lost Knox Box key will be reported through channels IMMEDIATELY. The on-duty Battalion Chief will conduct an IMMEDIATE investigation into the situation.
- Any lost keys will be reported to the Facility Manager and the Asst. Chief of Operations IMMEDIATELY.

### KNOX BOX KEY PLACEMENT:

- All requests for Knox Box key installations will be routed to the Fire Prevention Division.
  - Fire Prevention will schedule installations with Shift Officers or will do the install themselves.
  - When a key is installed in a Knox Box, Fire Dispatch will be advised of the name of the business and address via radio.
- Upon return to the fire station, the Station Officer will send via e-mail the following information to the Public Safety Communications Manager and the Fire Marshal:
  - Name of Business
  - Business Address
  - Physical Location of Knox Box
  - Number of Keys in Knox box
  - What the keys will open
- When the information is placed in the CAD the Public Safety Communications Manager will reply to the Station Officer and the Fire Marshal that the information has been entered.



## Foam Use and Maintenance

**Scope and Purpose:** To provide faster knockdown of fire, to enhance firefighter safety, reduce water damage, and to prevent re-ignition.

### Guidelines:

- The company officer shall make the determination if foam application is warranted by the type of fire encountered. Some examples of warranted applications:
  - Initial attack on structure, deep-seated fires, overhaul, protecting exposures, wild land fires and trash fires.

### Procedures for Foam Operation:

- Press red foam button. Light below will indicate unit is operating and will flash when foam is being discharged.
- Change and set foam percentages use –the up and down arrow keys.
- Gray button will display water flow, total water flowed, foam concentration, and total foam flowed. Push the up and down arrow keys together to reset total values.
- To shutdown, depress the red foam button.

### Proportioned Settings:

- Structure fires, initial attack: 0.5%
- Overhaul: 0.2%
- Exposures protection: 1.0%
- Wetting agent: 0.3%

### System Maintenance:

- Class A foam is not corrosive like Class B foams and does not require flushing the system after each use.
- Do not mix other types of foam in the foam tank and/or system.
- Check the oil in the foam pump gear case on the first day of each month. Refill with 30 weight non-detergent motor oil if needed.
- Remove and clean the foam strainer screens on the first of each month.



## Fire Department Operations at Buildings with Standpipe, Sprinkler or Combination Systems

### Scope and Purpose:

To provide basic operational guidelines to ensure proper use of sprinkler and standpipe systems.

### Fire Department Response:

The communications center shall dispatch units according to established written unit response procedures.

### Unit Responsibilities:

- First arriving engine company:
  - Proceed to the front of the structure.
  - The officer shall establish command, **give size up report** and initiate required action.
- Second arriving engine company:
  - Proceed to the water supply closest to the FD system connection.
  - Report to command the absence or presence of water flow from the system if able.
  - When directed, proceed to the connection laying a 5" line from water supply.
  - Supply system as needed or instructed using a minimum of 2- 3" lines.
  - Supply **Sprinkler & Combination systems** initially @ **150 PSI**.
  - Supply **Standpipe systems @ 150 PSI + 5 PSI** per floor until advised differently by officer or calculated based on actual fire flows obtained. Dry systems shall be charged before any firefighting operations begin.

### All Subsequent Units Shall:

- Position and/or stage apparatus as directed by policy or command.

**NOTE!** CSFD's Quint shall not be used for water supply unless approved by the Incident Commander.

### FIREFIGHTING OPERATIONS:

- Engine crews will pull standpipe packs and connect to the system at the most strategic location to the fire.

**NOTE!** Some buildings may require a 3" line pulled from an engine to supply attack lines.

- Under heavy fire conditions, fire-fighting operations will begin only after the 2nd line is in place.
- In high rise situations, the Incident Commander should consider an interior command sector 2 floors below fire floor. The Incident Commander shall establish Firefighter accountability and Safety Sector as soon as possible.



## **SCBA Compressor and Cascade Operations**

### **Purpose and Scope:**

This policy provides the proper procedures for operating the SCBA refilling compressors located at Stations 3 and 4.

**NOTE!** HEARING & EYE PROTECTION IS REQUIRED WHEN FILLING BOTTLES and OPERATING COMPRESSOR. All SCBA cylinders filled must comply with TCFP standard 435.3 and NFPA 1989.

### **MAKO COMPRESSOR BAC-06 (Station 3)**

#### **COMPRESSOR PRE-START CHECKLIST / CYLINDER FILLING**

- 1) Open side panel and check sight glass and make sure that oil level is within running limits.
- 2) Close all valves.
- 3) Switch on power and watch that oil pressure reaches 1000 psi and is maintained.
- 4) There are valves labeled on the control panel for the storage banks, indicating "TO BANK" and "FROM BANK". Open the valves labeled "TO BANK" when running the compressor and refilling the cascade system. Open the valves labeled "FROM BANK" when filling cylinders.
- 5) Compressor must run for a minimum of **30** continuous minutes once started. This is the minimum amount of run time required to "burn off" corrosive moisture in the compressor crank case.

#### **TO FILL FROM CASCADE SYSTEM:**

- 1) Open, only one cylinder at a time labeled "FROM BANK".
- 2) Dial up pressure on regulator to 2200 for low pressure cylinders or 4500 for high pressure cylinders.
- 3) Insert cylinder to be filled into fill station.
- 4) Connect fill whip to cylinder fitting, close bleeder valve, open cylinder valve and valve on fill whip. Close containment door.
- 5) Open fill valve on control panel, monitor outlet pressure and confirm that the cylinder is full at gauge panel.



- 6) Close fill valve when cylinder is MI. Open containment door and close valve on fill whip and cylinder. Open bleeder valve and release any pressure left in the line.
- 7) When "bank one" has been exhausted and can no longer fill bottles then close "bank one" and open "bank two". Continue this process in cascade sequence.

## POST FILLING OPERATION

- 1) After filling operation is complete, *close* all "FROM BANKS" and open all "TO BANKS" that need refilling. This will route air from the compressor directly to the storage cylinders, and pressure will then equalize in all storage banks. Monitor and allow the compressor to top off all storage banks to **6000** psi (compressor will shut off automatically at **6000** psi, and the high air indicator light will come on).
- 2) If compressor shuts off before it as run for **30** continuous minutes, open valve *one* "FROM BANK", open all three fill whip valves, close containment door, check regulator has been dialed back to zero, open fill valve on control panel. **SLOWLY** advance regulator **DO NOT EXCEED 500psi**. Compressor should restart. Close fill valve on control panel and "FROM BANK" after compressor has run for **30** minutes.
- 3) When all storage banks are full, close all valves on panel and fill whips. Shut off power switch. **DO NOT OVERTIGHTEN VALVES! ONLY LIGHT PRESSURE IS NEEDED.**
- 4) **IMPORTANT: DIAL REGULATOR BACK TO ZERO.**

## BAUER COMPRESSOR UNI-19E3 (Station 4)

### COMPRESSOR PRE-START

- 1) Open side panel and check sight glass and make sure that oil level is within running limits.
- 2) Close all valves.
- 3) Switch on power and watch that oil pressure reaches 1000 psi and is maintained.
- 4) Compressor must run for a minimum of 30 continuous minutes once started. This is the minimum amount of nm time required to "burn off" corrosive moisture in the compressor crank case.



## TO FILL FROM CASCADE SYSTEM

- 1) Open, only one cylinder at a time labeled "BANK".
- 2) Dial up pressure on regulator to **2200** for low pressure cylinders or **4500** for high pressure cylinders.
- 3) Insert cylinder to be filled into fill station.
- 4) Connect fill whip to cylinder fitting, close bleed valve, open cylinder valve and valve on fill whip. Close containment door and lock door.
- 5) Open fill valve on control panel, monitor outlet pressure and confirm that the cylinder is full at gauge panel.
- 6) Close fill valve when cylinder is full. Unlock and open containment door. Close cylinder valve. Open bleeder valve and release any pressure left in the line.
- 7) When "bank one" has been exhausted and can no longer fill anymore bottles then close "bank one" and open "bank two". Continue this process in cascade sequence.

## POST FILLING OPERATION

- 1) After filling operation is complete, close all "BANKS" Monitor and allow the compressor to top off all storage banks to **5500** psi (*compressor will shut off automatically at 5500 psi, and the high air indicator light will come on*).
- 2) If compressor shuts off before it has run for **30** continuous minutes, open valve on one "BANK", open all three fill whip valves, close containment door, lock door, check regulator has been dialed back to zero, open fill valve on control panel. Slowly advance regulator. Do not exceed **500**psi. Compressor should restart. Close fill valve on control panel and "BANK " after compressor has run for **30** minutes.
- 3) When all storage banks are full, close all valves on panel and fill whips. Shut off power switch. **DO NOT OVERTIGHTEN VALVES! ONLY LIGHT PRESSURE IS NEEDED.**
- 4) **IMPORTANT: DIAL REGULATOR BACK TO ZERO.**



## Evacuation Procedures

### **Purpose and Scope:**

The intent of this SOP is to help make evacuation as orderly as possible for those who are inconvenienced during the emergency. Better dissemination of information will keep the evacuees informed as the emergency progresses or concludes.

### **Decision to Evacuate:**

The decision to evacuate an area due to a public safety emergency will be made by the on scene Incident Commander. Once the decision to evacuate is made, the next decision that must be, what areas need to be evacuated first. The Incident Commander must divide the evacuation area into zones. The zones will be identified as follows:

- Immediate Evacuation
- Secondary Evacuation
- Possible Evacuation

**Once the decision is made to evacuate, several decisions must be made for the evacuation to be successful; these decision points are listed below:**

- How to notify those affected by the evacuation?
  - Emergency Broadcast System
  - Door to Door Notification
  - Brazos County Reverse Call-Back System (ADD)
- How will they be evacuated?
  - Private Vehicles
  - Walk out to staging areas
  - Public Transportation
- Where do evacuees need to go for further information?
  - Staging areas for shelter assignment and information.
  - Temporary staging areas until evacuees are cleared to return.
- Which shelters are open?

### **Information is Critical:**

When you ask someone to evacuate many questions will go through their minds. The amount of time emergency personnel can spend with each evacuee is very limited. The best way to speed the process is to give the evacuees a printed standardized information card that follows an all hazards approach. Below is an example of the evacuation card.



## **City of College Station Emergency Management Division**

- **You are Requested to Evacuate to a Place of Safety**
- **Do not waste valuable time only bring essentials**
- **Take necessary medications with you.**
- **Take your wallet, identification, checkbook, credit cards and purse with you**
- **Bring a Change of Clothing and Toiletries**
- **Bring essentials for your Baby**
- **Turn off your Air Conditioner or Heater**
- **Take your pets with you**
- **Follow evacuation routes as directed by Fire or Police Officials**
- **Report to a temporary staging area for additional information as directed by Fire or Police Officials**

### **Temporary Staging Areas:**

Temporary evacuee staging areas must be staffed with emergency personnel to give the evacuees additional information on the emergency situation and the location of shelters.



## **Aerial Apparatus Set Up**

### **Aerial Apparatus Set Up**

The purpose of this procedure is to minimize the time necessary to place an aerial apparatus into operation for rescue or master stream operation. Any personnel operating on an elevated aerial device will wear full protective equipment (**SOP 300.04**) and a ladder belt. Once personnel are in position on the aerial ladder the ladder belt will be secured to a rung or handrail.

### **Elevated Aerial Operations- Non Master Stream**

- The Ladder Officer should quickly size-up the scene upon arrival to ensure that the apparatus is placed in the most advantageous position.

**NOTE: The most desirable position would be off one corner of the structure. This allows the aerial to access two sides of the structure. Building corners are more stable and less likely to collapse. The Ladder Officer should also consider having the apparatus backed into position as the safest configuration for aerial operations with the aerial device operating toward the rear of the apparatus.**

- Once the apparatus is parked, the Driver will activate the aerial ladder power and/or engage the pump.
- Upon exiting the apparatus, the Driver will proceed to the rear of the unit and operate the left and right side stabilizers. The up-slope outrigger will be positioned first, then the down-slope outrigger.

**NOTE: A forward down-slope in excess of 4 degrees is too severe for aerial operations. Apparatus must be repositioned before safe aerial set up can be accomplished.**

- Upon exiting the apparatus, the Firefighter I will place the left and right side stabilizer pads in position and assist the Driver as required.
- If required, the Firefighter I will assist the Driver/Engineer in setting the apparatus stabilizers.
- Upon exiting the apparatus, the Ladder Officer will make a more thorough evaluation of the scene to determine the position to which the aerial device will be raised.
- In order to assist in positioning the aerial device, the Ladder Officer will assume a favorable vantage point to the side of the apparatus and act as a spotter for the driver.
- 

**NOTE: Direct line of sight must be maintained between the Ladder Officer and the aerial operator. Radio communications are definitely preferred, but if radio communications can not be used between the Ladder Officer and the aerial operator, standard hand signals, as adopted by the SOP 300.4.20, will be used.**

- Once the apparatus is stabilized, the Driver will mount the turntable and elevate the aerial device to the desired position.
- Once the apparatus is stabilized, the Firefighter I will mount the turntable in preparation of climbing the aerial once it is in position.



- Once the aerial device is in position, the Ladder Officer will mount the turntable and follow the Firefighter I, if required.

### **Elevated Aerial Operations- Master Stream**

- The Ladder Officer should quickly size-up the scene upon arrival to ensure the apparatus is placed in the most advantageous position.

**NOTE: The most desirable position would be off one corner of the structure. This allows the aerial to access two sides of the structure. Building corners are more stable and less likely to collapse. The Ladder Officer should also consider having the apparatus backed into position as the safest configuration for aerial operations with the aerial device operating toward the rear of the apparatus.**

- Once the apparatus is parked, the Driver will activate the aerial ladder power and engage the pump.
- Upon exiting the apparatus, the Driver will place the left side stabilizer pad and proceed to the rear of the unit and operate the left and right side stabilizers.
- Upon exiting the apparatus, the Firefighter I will proceed to take the supply line to the pump connections. Once the connections are made, the Firefighter will stand by to assist the Driver or Ladder Officer as required.
- Upon exiting the apparatus, the Ladder Officer will place the right stabilizer pad and assist the Driver as required.
- Once the apparatus is in a stable configuration, the Driver will move to the pump panel and operate the pump and aerial device as needed.
- Once the apparatus is in a stable configuration, the Ladder Officer will assume a favorable vantage point to direct the master stream delivery.

**NOTE: Direct line of sight must be maintained between the Ladder Officer and the aerial operator. Radio communications are definitely preferred, but if radio communications can not be used between the Ladder Officer and the aerial operator, standard hand signals, as adopted by SOP 300.4.20, will be used.**

**This Policy does not imply that the Ladder crew cannot ride the basket up into position. However if the crew does ride the basket up to position spotters must be in place on the ground to watch for obstacles that may be in the blind spots of the operators.**



## Standard Hand Signals for Aerial Apparatus Spotting

**Purpose and Scope:** The purpose of the standard hand signals is for all employees to have the same knowledge and use the same hand signals in order to assist when a fire department aerial device is placed in elevated operation. Personnel operating an aerial apparatus often require assistance to accurately spot the ladder tip. The operator and the person directing the spotting can be a very effective, safe team if communication is accurate. Radio communication or direct verbal communication is preferred, but if the situation arises where radio communication is not possible, we must resort to standard hand signals.

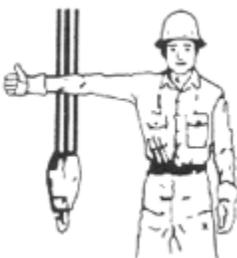
These signals are based on recommendations from the American Crane Safety Association and the American National Standards Institute Standard 30.B. and OSHA.

### General Guidelines

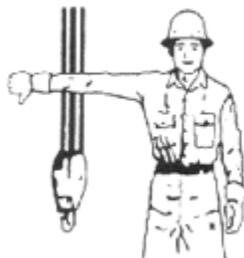
- The operator and spotter should make sure they both know and understand the hand signals before beginning the operation.
- Have only one signal person (spotter). More than one person giving signals will confuse the operator.
- A clear line of sight must be maintained between the spotter and the operator.
- During night operations scene lighting should be established so the operator can better see the spotter.
- The spotter should always watch the ladder tip. The operator will be watching the spotter.
- **When a ladder crew is in a situation where hand signals are necessary, all movements of the aerial device should be very slow and deliberate.**

### Standard Hand Signals

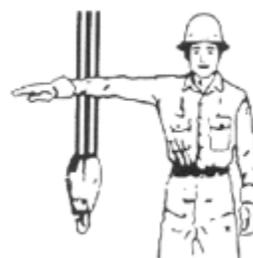
Raise Ladder



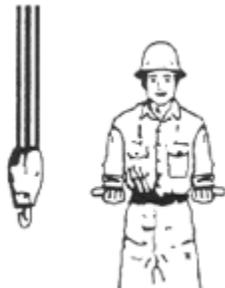
Lower the Ladder



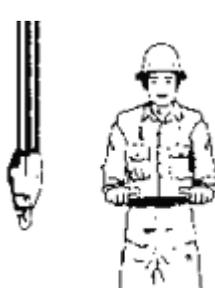
Rotate Ladder



Extend Ladder



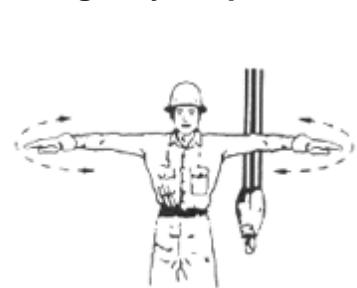
Retract Ladder



Stop



Emergency Stop





## Hose Testing Procedure

### Scope and Purpose

Hose testing is performed to ensure that our hose meets service requirement pressures and to identify any deficiencies/defects. Hose testing shall be performed annually and the information accurately documented and maintained.

### Supplies Needed

Pumper Apparatus  
Hose Tester  
Testing Gate valve  
Black Marker/Pen  
2 ½" – 5" Storz adapter  
Hose Testing Record  
Stop watch or other timing device

### Criteria for testing hose

- Hose length shall not exceed 300'.
- Hose length shall be of the same diameter.
- Test pressure for all double jacketed hose will be 400 PSI.
- Test pressure for 5" hose will be 200 PSI.
- Test shall be conducted for a period of 5 minutes at the required pressure.
- If hose fails test for any reason, the hose shall be tagged and removed from service.
- If test is stopped due to a failed hose, remove the failed section and start the test over.
- After the test, hose and couplings shall be thoroughly inspected for any damage, coupling slippage, etc.
- All double-jacketed hose shall be cleaned and dried if needed before reloading onto apparatus.
- Large Diameter Hose (LDH) shall be cleaned and wiped down if needed, and then reloaded onto apparatus.

### Testing Procedure for Double-Jacketed Hose using a Hose Tester

- Connect hose tester to water supply.
- Stretch the hose line out in one length not to exceed 300'.
- Attach one end of the hose to hose tester and attach a shutoff device at the other end of the hose.
- Make sure all couplings are tight and a line is drawn on the hose at the point it makes contact with the coupling.
- Flow the line to remove trapped air. Try to flow the line in a manner that the hose testing area remains dry.
- After the line has been shut off, increase the pressure to the required PSI.
- When the hose tester is set at the required pressure the time will start.
- After the test is complete, turn hose tester off and open shutoff device on each hose.



- Drain the hose of all water and check the couplings for any sign of separation from the hose.
- Disconnect hose tester from water supply.

### **Steps for testing Large Diameter Hose (LDH)**

- Attach apparatus to water supply.
- Stretch the hose line out in one length not to exceed 300'.
- Connect one end to the pumper discharge using the *testing gate valve* and the other end to a shutoff device.
- Make sure all couplings are tight and a line is drawn on the hose at the point it makes contact with the coupling.
- Flow water through the line at approximately 50 PSI until all air has been displaced and shut off.
- After the line has been shut off, increase the pump pressure to the required PSI.
- When the pump is set at the required pressure the time will start.
- After the test is complete, decrease the pump pressure, open the shut off and flow water to cool the pump.
- Drain the hose of all water and check the couplings for any signs of separation from the hose.
- Record the hose information on the hose testing form and forward to "A" Shift.
- Disconnect apparatus from hydrant.
- Clean and reload the hose back onto the apparatus, remember to rotate the hoses used and alternate folds.

### **Testing for Forestry (wild land) Hose**

- If the Forestry hose does not have a test pressure listed on it, do not pressure test it. All other Forestry hose will be tested at 300 psi.
- Use the nozzle from the reel line to test the Forestry hose.
- The hose shall be thoroughly inspected for evidence of damage during annual testing.

### **Testing Booster Line:**

- Test at 200 psi.
- Can be tested at the same time as 5" hose.

### **Personnel Safety**

- Safety is of the utmost importance when hose is being tested.
- Personnel shall wear at a minimum gloves, helmet, bunker pants, steel-toe footwear, and eye protection when working with or around charged hoselines.
- All personnel (except the pump operator) shall stand well away from the hose while it is being tested. No hose line shall be connected to a discharge on the pump panel next to the operator.







## **Nozzle / Appliance Testing Procedure**

### **Scope and Purpose:**

Nozzle and Appliance testing is performed to ensure nozzles and appliances used for fire suppression meet service requirements and identify any deficiencies or defects. This testing shall be performed as needed but not less than annually. All test data shall be accurately documented and maintained.

### **Personnel Safety:**

- Safety is of the utmost importance when testing nozzles and appliances
- Caution should be used to prevent injury from nozzles and appliances breaking under pressure.
- Personnel should wear at a minimum gloves, helmet and eye protection.
- Only personnel needed for testing should be in the immediate area.

### **Supplies needed:**

- Hose tester
- Fire Engine
- Pitot Gauge
- 2.5" -1.5" reducer
- 1.5" – 1" reducer
- Timing device
- Nozzle/Appliance Record Sheet
- 2.5" in line PSI gauge
- Caps and Plugs

### **Criteria for nozzle and appliance testing:**

- All nozzles shall be flow tested and hydrostatic tested.
- All appliances capable of stopping water shall be hydrostatic tested.(i.e. gated wyes, Siamese, gated valves, water thief's and intake valves).
- Flow testing shall only be done by approved CSFD Personnel.
- If a nozzle or appliance fails for any reason it shall be removed from service and tagged. Repairs should only be done by approved CSFD personnel.



- All nozzles and appliances that are damaged or do not pass the service test shall be forwarded to the project manager.
- Upon completion of testing, the record sheet shall be completed for each device and forwarded to the project manager.

### **Hydrostatic Testing Procedure for Nozzles:**

- Nozzle shall be inspected before test. If for any reason it fails the inspection it shall be removed from service before any testing is done. It shall also be tagged as OUT OF SERVICE and sent for repairs before being tested.
- Nozzle shall be hydrostatic tested to 300PSI or 1.5 times the manufactures operating pressure, or whichever is higher. This shall be done with the hose tester.

### **Flow Testing Procedure for Nozzles:**

- Flow test should be done using a fire engine.
- In-line Pressure gauge should be attached to the discharge being used.
- Bleed air from nozzle.
- Slowly increase pressure to a maximum pressure and hold for 1 minute.
- There should be no sign of leakage through the valve or shutoff.
- With the nozzle shutoff fully open the inlet PSI shall be adjusted to the rated PSI (+) or (-) 2%.
- Select gallonage nozzles shall be flowed no less than the rated flow at the rated PSI and no more than 10% over the rated flow at the rated PSI at each selected GPM setting. Flow shall be determined using a Pitot Gauge.
- The valve or shutoff and the pattern adjustment shall operate through their full range of motion at 100 PSI and not exhibit signs of leakage, binding, or other problems.

### **Testing Procedure for Fire Hose Appliances:**

- All appliances shall be hydrostatic tested.
- Appliances shall be inspected before hydrostatic testing. If for any reason it fails the inspection it shall be removed from service before any testing is done. It shall also be tagged as OUT OF SERVICE and sent for repairs before being tested.
- Appliances shall be tested to 300 PSI for 1 minute using the hose tester.
- All outlets should be capped with a device capable of holding 300 PSI.
- Appliances with relief valves shall have the relief valve closed and capped during testing.
- All shutoff valves shall not leak when closed. The valve shall be opened and closed 2-3 times at 100 PSI, while flowing water through the device. Operation should be smooth and without evidence of binding and or mechanical failure.



### **Record Keeping:**

- All nozzles and appliances covered under this policy shall have an inventory number issued to that device that will remain with it until discarded by the department.
- The inventory number shall be marked on the device as to not damage the nozzle or appliance.
- Firehouse software will be used to store records of each nozzle and appliance and shall include the following information:
  - Inventory number
  - Manufacturer
  - Product or model number
  - Vendor purchased from
  - Warranty
  - Hose connection size
  - Maximum operating pressure
  - Flow rate or range
  - Date received and date placed in service
  - Date and results of each service test
  - Damage and repairs done to device and who performed the repair
  - Date and reason removed from service

### **Replacement Plan:**

- All nozzles and appliances that do not pass the service test and cannot be repaired in house will be replaced.





## Equipment Inventory Procedures

### SCOPE & PURPOSE

To maintain accurate records pertaining to equipment purchased for the Fire Department and to provide a means for tracking the equipment's location.

### Criteria for Inventorying Equipment Purchases:

- Any equipment with a dollar amount above \$5000.00
- Inventory number required for record keeping purposes
- Special equipment requiring inventory tracking
- Administrative request for inventory number
- Required for annually testing

### Exception:

All of the following will be inventoried regardless of purchase amount:

- Fire Hose
- SCBA
- Nozzles /Appliances
- Ground Ladders
- Life Paks
- Gas Detectors (QRAE & Sensit)

### Procedure:

- Fill out inventory number request form completely
- Send form to Project Manager (Station 2 "A" shift Lieutenant),
- A number will then be issued and engraved or painted in an area that is easily seen if possible
- Hard copy of paperwork will be kept on file as backup and for reference
- SCBA – Contact Project Manager (Station 3, "B" shift Lieutenant)
- Gas Detectors – Contact Project Manager (Station 6, "C" shift Lieutenant)

Equipment shall be inventoried prior to being placed in service. It also needs to meet manufacture recommended standards in confirming the equipment is ready for use, before being placed in service.

### Tracking of equipment:

- There will be times when equipment will be moved around due to new purchases, maintenance, etc. When any equipment is moved an inventory form must be forwarded so the equipment location can be changed and updated in the inventory system.



## COLLEGE STATION FIRE DEPARTMENT INVENTORY NUMBER REQUEST FORM

REQUEST is FOR:

New purchase \_\_\_\_\_ Status/location Change \_\_\_\_\_ Dropped from Inventory  
\_\_\_\_\_

DATE PURCHASED: \_\_\_\_\_

ITEM PURCHASED: \_\_\_\_\_

BRAND/MAKE: \_\_\_\_\_

MODEL #: \_\_\_\_\_

SERIAL #: \_\_\_\_\_

VENDER: \_\_\_\_\_

P.O. # \_\_\_\_\_ COST: \_\_\_\_\_

LOCATION/PERSON OF ISSUED EQUIPMENT: \_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

INFORMATION ENTERED

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NUMBER ISSUED: \_\_\_\_\_

PLEASE FORWARD TO "A" SHIFT, STATION 2 LIEUTENANT



## Gas Leaks

### Scope and Purpose:

The purpose of this document is to establish guidelines for responding to natural gas and liquefied petroleum gas (LPG) leaks commonly referred to as "Gas Leak" incidents by the College Station Fire Department.

### General Guidelines

The College Station Police Department or other appropriate law enforcement or utility department will be notified to provide assistance as required. The Incident Command System will be implemented. PPE will be utilized as per Department SOP 300.2.10.

### General Information

Fire department units may encounter natural or LP gas in a variety of situations and incident types with each presenting a different set of hazards or problems. The following guidelines represent approaches that will be applicable in the majority of situations, but do not replace good sound judgment and the experience of dealing with any particular incident.

### Natural Gas:

- Natural gas is lighter than air and can dissipate rapidly in the outside environment. However, inside buildings natural gas tends to pocket, particularly in attics and dead spaces.
- Flammable limits are approximately 4% to 15% in air. Natural gas itself is nontoxic; however it displaces oxygen and can result in asphyxiation in a confined space. A combustible gas instrument can only determine the presence of a combustible gas, not the ranges and oxygen contents.

### LP Gas:

- LP gas is heavier than air and may accumulate in low-lying areas.
- Apparatus placement must take into consideration wind direction and speed, humidity, type of gas encountered, and size of leak.
- Generally, uncontrolled fires of natural or LP gas should be allowed to burn themselves out. The fire department will be responsible for controlling the burn by cooling with hose lines surrounding areas.
- Large vapor clouds may be controlled with water fog.
- In any case, all gas leaks require isolation and protection of responders and the public.

### Incidents at which an explosion has occurred

- Units arriving at the scene of a structure explosion must consider natural gas or LP gas as a possible cause.
- Explosions have occurred in structures that are not served by gas. Underground leaks may permit gas to travel considerable distances before entering through the foundation, around pipes or through void spaces.
- Until it can be determined that the area is safe from danger of further explosions, evacuate all civilians and keep the number of Fire Department and/or other emergency personnel in the area to an absolute minimum necessary to rescue victims or stabilize the situation.



- Do not rely on gas odor. Use combustible gas detectors to access the exterior and interior of structures.
- Check areas systematically using combustible gas detector. Start outside of the area of explosion, and move into the area until readings indicate detectable concentrations. Map the affected area.
- If gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area. Cut electricity from outside the affected area to prevent arcing.
- Ventilate buildings where gas is found to be above 10% LEL, before entry into a building other than for life safety (Rescue Mode).
- Natural ventilation is recommended, however, explosion proof devices may be utilized if necessary.
- The use of ground probes is essential to evaluate potential underground leaks. Local Gas Company representatives or other appropriate authorities must be on scene to assist Fire Department personnel. All readings obtained by gas detectors, probes, or other measuring devices should be recorded.

#### **Incidents involving a reported gas leak – no fire or explosion**

Calls for “odor of gas”, “gas leak”, “broken gas line”, and similar situations may range from minor to potentially major incidents. Each response should be considered a dangerous situation and fire department personnel shall use all safety precautions and monitor the area with a combustible gas detector.

- With gas company representatives on scene of the incident, it shall be standard procedure for the fire department unit to provide effective interaction between agencies.
- In all cases the fire department units will take whatever actions are necessary to provide for life and property safety.
- Evacuate any civilians in the area of escaping gas.
- Attempt to locate the source of the gas and any shut off devices available.
- Gas leaks in buildings with the source unknown should have the gas meter to the building turned off. If the source of the leak is known it may be possible to isolate the leak by turning the gas off to a particular appliance.
- Any indication of gas accumulation inside or outside of a building must be located, isolated, and appropriate personnel (Gas Company or other appropriate authority) must be on scene prior to fire department units returning to service.
- Structures within the vicinity of an exterior gas leak shall be monitored to insure occupants safety.
- If the gas company or other appropriate authority must excavate to shut off a leak, fire department personnel will provide (at the request of the gas company) standby protection, at a safe distance, with a charged 1-3/4” line with a minimum of two fire fighters in full PPE and SCBA. If necessary fire department personnel will establish a sustained water supply during excavation operations.



### **Incidents involving LPG/LNG tanks:**

LPG/LNG tanks can be found in many residential, commercial, and vehicle applications. Gas leaks from these tanks or any of its piping can result from mechanical damage or from over filling. The officer must determine the cause of the leak and what corrective actions need to be taken.

### **General Information**

- Liquid LPG leaks are more hazardous than a vapor leak due to the expansion rate of LP Gas.
- LPG is an extremely cold liquid and requires the use of special gloves when working around liquid leaks. Caution must be taken to prevent frostbite injuries.
- Personnel that have been exposed to the vapors/liquid gas should undergo decontamination to remove any contaminates/vapors.
- Contact local LPG Company to obtain assistance if needed.
- Remove any cylinder, if possible, that may be exposed to flame impingement or extreme heat. If unable to remove, cool the cylinder with water streams (unmanned if possible) to prevent excessive pressure build-up in the container.
- If the leak is caused by overfilling and vapor is escaping through the relief valve remove the cylinder to an open area and open the valve to reduce the quantity of gas in the cylinder. Use a hose line with a fog pattern to assist in vapor displacement.
- A fire burning from a relief valve should not normally be extinguished.

### **Mechanical Failure**

- Determine cause and extent of damage.
- Use hose line or unmanned master stream to disperse vapors.
- Turn off any supply valve (if possible) to control the leaks in piping. On bulk transport vehicles locate and turn off the emergency "shut off" valves.
- Piping and valves may be wrapped with moist towels and allowed to freeze over to assist in leak control.



## **ELECTRICAL SUBSTATION RESPONSE**

### **Purpose**

This guideline will provide a standard approach for company officer and incident commander at Incidents that require fire department personnel to enter electrical substations to rescue and remove persons in need of assistance. Electrical substations present very serious potential dangers and in order to operate safely in these situations, special precautions must be taken and rigidly enforced.

### **Response**

All reported fires or explosions in substations should receive a full structure fire response. The appropriate responsible utility company shall be immediately notified by the Dispatch. The Dispatch Center should also attempt to obtain information about the substation from the utility company that may be beneficial to site operations and obtain an ETA on the utility's response to the scene.

### **Substation Entry**

It shall be the policy of the College Station Fire Department that no fire department personnel will enter a substation unescorted by Utility worker when there is no immediate threat to life. The first arriving company must attempt to gather all available information about the nature of the situation. Reconnaissance should be performed by looking over block walls or through fences. If no victim is located, the fire company should stand by and control access to the area while waiting for the Electric Utilities Company to arrive on scene.

### **Emergency Substation Entry for Life Safety**

If a victim is located, personnel should attempt to evaluate the condition and position of the victim. If the victim appears to be stable, the crew should instruct the victim not to move and assume a stand-by posture to await for Utility resources to arrive. If the victim is savable, but in a critical position, the company officer may elect to cut the lock on the gate and enter, keeping in mind the extreme danger that the rescue personnel will be exposed to.

### **Safety**

Operations within substations shall be approached with extreme caution. Depending on the type of substation, maximum voltage ranges from 69,000 volts to 500,000 volts. The fire department has no equipment that can safely insulate personnel from these voltages. Direct supervision is required and all safety precautions and procedures shall be rigidly enforced.

- If fire or hazardous materials are involved, SCBA shall be worn with all proper PPE.
- Operations shall be conducted in a manner that avoids premature commitment to unknown risks.
- The minimum number of personnel needed to affect a rescue will be allowed to enter.
- Personnel must always keep in mind the reduced clearances and assume that all equipment inside fenced area is energized. Personnel must stay low, and carry tools horizontal with the ground and below waist level.
- If a victim is found to be in contact with electrical equipment, no attempt should be made to remove the victim until the representative from the utility deems it safe.
- If rescue is deemed possible, Command shall assign a RIC unit with a 1:1 ratio to provide emergency assistance to the personnel in the substation. The team shall be standing by the entrance to enter if needed.



**Accountability Officer:**

An "Accountability Officer" shall be assigned at the entrance/exit to control access to the Hot Zone.

- Accountability Sector personnel shall collect accountability passports and record the assignments and entry times of all personnel entering the substation.
- A primary function of the Accountability Sector is to control the number of personnel and prevent crowding at the entrance to the substation.

**Safety Officer:**

The fire department will establish a Safety officer on all incidents where a substation has been or may be entered. The Safety officer will act as a liaison with the utility company representative. He/she will consult with Command on the safety measures and precautions to be taken in each case. The Safety Officer and utility company representative shall evaluate the risks and make recommendations to Command. If the Safety Sector Officer judges that an operation is unsafe the operation shall be suspended.



## VEHICLE FIRES

**Purpose:** To provide basic guidelines for firefighting activities involving motor vehicles. For large cargo and transport vehicles refer to hazardous materials response guidelines.

### General Guidelines

College Station Police or other appropriate law enforcement agency will be notified to provide assistance as needed.

- The Incident Command System will be implemented.
- Any fire department personnel assigned to vehicular traffic areas will wear reflective vest or turnout coat.

### Fire Control Operations

Minimum level of protection for firefighters and officer is full protective clothing and use of SCBA.

- Minimum size of hose line for fighting vehicle fires is 1-3/4 inch.
- Vehicle fires in parking garages will receive a full structure fire assignment.
- Insure appropriate police response to provide safety for firefighting and rescue personnel.

### Apparatus Placement

Apparatus should be placed upwind and uphill of the incident whenever possible. Consideration must be given to using the apparatus as a barrier, to shield the incident scene from traffic hazards. Warning lights should be left operating and the use of traffic cones should be considered.

### Water Supply

If the water carried on the responding apparatus will not be sufficient, early consideration must be given to establishment of a water supply or calling additional units to the scene.

### Fire Attack

- At least one member of the attack team must have a forcible entry tool.
- Officer will select type of extinguishments action to be utilized. (hose line, foam, extinguisher)
- A fire involving the interior of a vehicle passenger compartment may damage the vehicle beyond repair. As such, the attack plan shall take into consideration the safety of firefighting personnel. Caution from airbags, curtains, and hidden interior dangers should dictate the attack.
- Engine compartment fires may require the use of a piercing nozzle with or without a foam application.
- Where patients are trapped in the vehicle, first water should be applied to protect patients and permit rescue.
- When rescue is not a factor, first water should be applied for several seconds to extinguish or cool the area around the fuel tank or fuel system. Some vehicles are equipped with LPG or LNG pressurized systems.



## Hazards and Safety Considerations

- **Extra caution should be used with fires involving Hybrid or Electric Vehicles. These vehicles contain very high voltages (some over 300 volts) and pose a hazard of electrocution to fire fighters.**
  - **On electric and hybrid vehicles the high voltage lines are usually covered in either blue or orange sheathing. Caution must be used not to puncture or cut these high voltage cables.**
- Fuel systems may be pressurized and present explosion hazard.
- Batteries can cause severe burns and also become ignition sources.
- Be alert to pressurized energy absorbing bumpers. Do not approach vehicle directly from front or rear.
- Suspension systems on buses may collapse within minutes and bring the bus within four inches to the ground.
- Do not put yourself between undeployed air bags and vehicle seats.
- Potential for LPG or NLG leaks without fire.
- Some vehicles may have tires that use split rims rims that can release when exposed to heat.
- Trunk/rear hatch/engine hoods may have “hold open” devices that when exposed to heat may rupture.
- Some vehicles may use flammable or combustible metal components. Water may intensify fires. Be prepared to use various types of extinguishing agents.



## HYDRAULIC RESCUE TOOLS

**Purpose:** To establish safety guidelines for the use of any hydraulic rescue tool within The College Station Fire Department.

### General Requirements

The rescue tools shall be inspected and checked daily to ensure proper operation. The rescue tools shall be cleaned, inspected, and refueled after each use.

### Protective Measures

- Apparatus shall be placed as to shield the scene and emergency workers from oncoming traffic. Warning lights shall be left on and the use of emergency scene signs shall be implemented.
- Full protective clothing shall be worn by those operating or working in the vicinity of an operating rescue tool. Face shields and/or eye protection and gloves must be worn. Hearing protection shall be worn when operating or working in close proximity to the rescue tool power plant.
- To the greatest extent possible personnel working inside of a wrecked vehicle will be in protective clothing. All required universal blood borne pathogen guidelines will be followed by crews assisting with patient care.
- Any fire department personnel assigned to traffic control duties will be required to wear reflective vests or turnout coat.
- Precautions shall be taken to protect the trapped and injured from further injuries during operation.
- When a rescue tool is in operation a charged hose line shall be in place.
- The rescue tool engine shall be kept away from the injured and placed downwind of the work area. Consider the rescue tool engine a source of ignition.
- Place apparatus as to shield the scene and emergency workers from oncoming traffic.
- Care must be taken when working in the proximity of air bags activated or undeployed.
- Do not place yourself between the bags and seats or doors of the vehicle. Disconnect the vehicle battery as soon as possible.
- Do not cut Orange or Blue cables on Hybrid or Electric Vehicles.



## THERMAL IMAGING CAMERAS

### PURPOSE

The purpose of this guideline is to identify the strategic and tactical approach for the deployment of thermal imaging cameras (also referred to as TIC's).

### SIZE-UP

The TIC may provide valuable information during size-up, which can assist the Incident Commander in determining the strategy and formulating the incident action plan. Early identification of tactical priorities can prove beneficial in placing initial and subsequent attack lines.

- When a company officer or incident commander arrives on the scene, one of the first challenges is to identify the location of the fire. A TIC can save a great deal of time by helping to pinpoint a concentration of heat within a particular area of the building, especially in large commercial or multistory structures. An incident commander, armed with this knowledge, can better direct firefighters regarding their point of entry and plan of attack so as to optimize their resources.
- Even before firefighters enter a burning structure, the incident commander or company officer can accomplish a great deal from the exterior with the aid of thermal imaging technology. Some factors that can be assessed from the outside include finding the seat of the fire, observing changing or spreading conditions, identifying critical building construction features and identifying conditions that could threaten structural integrity. A sector officer will also benefit from this information in assessing the operational objectives, progress and needs within the sector.

### DEPLOYMENT

The early and rapid deployment of the Thermal Imaging Camera (TIC), while operating in an Offensive Strategy, may enhance the visibility in a visibly diminished atmosphere, thus increasing firefighter safety and survival, as well as improving the survival potential of our customers.

- The TIC can also be deployed while operating in a Defensive Strategy. It can provide the Incident Commander or Company Officer with valuable information during size-up. Early identification of structural compromise, fire location in the structure, e.g. attic, and identification of severely threatened exposures would provide valuable information when determining the strategy. This information would also aid in identifying key tactical positions/needs.
- By deploying a TIC to the exposures, information could be obtained as to the extent of impingement to the exposed structure, early identification of avenues of fire spread and possibly any hot spots, which could cause extension.
- It shall be the responsibility of the Company Officer/Command to rapidly deploy the TIC in a visibly diminished atmosphere or in an atmosphere that may suddenly become visibly diminished.



## **PRIMARY APPLICATION**

The primary use of the TIC for the fire department is for conducting search/rescue and crew accountability tasks. The use of a TIC can prove to be a useful tool during search and rescue tasks by reducing the amount of time it may take using standard search techniques. This will lead to a more effective and organized search, while quickly identifying the fire. By locating the fire quickly, we will better be able to determine our tactical priorities and rescue priorities (do we remove the victims from the fire or remove the fire from the victims).

- The TIC will enhance the ability to maintain crew accountability by increasing the vision capabilities of the operator/Company Officer. This will ultimately lead to enhanced firefighter safety while working in a hostile environment.
- This does not replace the accountability tasks required of the Incident Commander and each individual operating on the fire ground. We must stay together in complex situations and/or structures in order to enhance our survival.
- While the TIC may enhance the operation of the crews on the fire ground, it is imperative to realize that with any tool, there are limitations. TIC deployment into the operation should not propagate a sense of security. Crews and TIC operators must be aware that the TIC may malfunction and sole reliance on the camera is not prudent firefighting.
- Additionally, it should not replace or violate the core of our experience, training, safety procedures, or standard firefighting practices/principles. As always, safety must be the top priority.



## **POSITIVE PRESSURE VENTILATION (PPV)**

### **SCOPE AND PURPOSE:**

This guideline identifies the tactical application of positive pressure ventilation during structural fire operations and other techniques for use.

### **BENEFITS:**

Positive pressure ventilation (PPV) has many benefits to fire operations, they include:

- PPV rapidly removes heat and smoke from the building, thus reducing the fires ability to propagate and advance.
- PPV causes an improving atmosphere--thus improving patient survivability profiles.
- Rapid removal of smoke improves fire fighters ability to conduct search and rescue operations as well as effective loss control operations.
- The improved atmosphere and visibility increases the fire fighters ability to conduct the attack/extinguishment operations.
- The improved atmosphere reduces fire fighter heat stress.
- PPV reduces loss caused by smoke and fire damage to the structure.
- PPV can reduce the need and risk of roof ventilation at many fires.

### **APPLICATION:**

All companies are equipped with positive pressure fans. All offensive fire operations qualify for early application of PPV. Command should order PPV where appropriate and early in the operation. Command shall communicate to personnel that PPV is being used to help coordinate efforts with the firefighting crews.

### **PLACEMENT OF FANS**

- Positive pressure fans should be placed at the points of entry from the unburned side of the fire.
- Fans should be positioned 12-15 feet back from the entry point. This position will also allow access for crews to enter the building.
- The objective is to create a pressure "cone" effect around the door.
- Where additional fans are required, placing two or more fans in "tandem"--one behind the other is more effective than side by side.

### **REQUIRE TACTICAL CONSIDERATIONS**

Positive pressure ventilation is effective only when applied properly. Two major items are required:

- An "exit" for the pressurized air must be provided and must be located in the fire area. This is generally a window, door or other opening.
- Positive pressure ventilation must be injected from the unburned side of the structure.
- It will be the company officers responsibility to ensure that these two requirements are completed prior to injecting positive pressure into the structure.



## **Interior Fire Attack Lines**

Fire attack lines shall be in place and charged prior to PPV being implemented.

## **CONTROLLING AIR FLOW**

Airflow from PPV must be controlled throughout the operation.

- Too many openings or exit points reduce the effectiveness of PPV.
- Windows and doors that are already open may need to be closed to direct the airflow into the fire area, or the most densely affected smoke area.
- As one area is cleared of smoke, that area may need to be sealed off and another exit created in another area of the structure to direct the air flow into the next area to clear.
- Company officers or sector officers will be responsible for coordinating this effort.

## **ATTIC FIRES**

Isolated attic fires can benefit from PPV. During initial attack, fire crews should use small openings in the ceiling for water application. This will prevent the clear environment below the ceiling from rapidly filling with smoke. Moving from one room to another and "punching" the nozzle through the ceiling and using a fog application is very effective. Use of penetrating nozzles is also recommended. Loss control measures should be initiated simultaneously with fire attack.

- An "exit" for PPV in the attic must be in place. Most roofs/attics have pre-existing vents typically at the end of the attic space in a vertical wall. These are often adequate for an "exit". Some structures may have a "sealed" attic space with no in place vent openings. In this case, opening a vertical wall on one end of the attic or cutting a vent hole in the roof may be required.
- If pre-existing vents are too small, they may need to be removed or enlarged.
- Once PPV is in place, large sections of the ceiling can be pulled. PPV will keep the environment below the ceiling clear. Salvage covers or black plastic should be applied first if possible before ceiling is pulled.

## **MULTI-STORY/HIGH-RISE**

Multi-story or high-rise fires require greater coordination and additional fans.

Stairwells should be used to direct airflow from PPV. A stairwell should be selected. An exit in the fire area (i.e., window) is a first choice. In some situations, a stairwell on the opposite side of the fire area can be used. An exit for the exhaust must be obtained. A roof door or scuttle hole is appropriate.

Multiple fans may be required. Two or more fans may be needed at the base of the building.

Additional fans may be needed on landings at various levels in the stairwell. A fan will be needed at the entry to the fire floor.

Multi-story and high-rise positive pressure ventilation is complex. A Ventilation Sector should be established to coordinate all aspects of PPV on all floors.



### **POSITIVE PRESSURE FOR EXPOSURE CONTROL**

In some cases, PPV can be used for exposure control. This is most effective with common attics. The objective is to introduce PPV ahead of a moving fire and force it back into the fire area.

#### **An exit point in the fire area is needed in most cases.**

- For exposure control, the fans(s) would be placed at an entry point at most severe exposure first.
- If a heavy smoke condition exists, it may be beneficial to create a temporary opening (i.e., door) to allow an exit for the pressure and smoke. Once smoke has cleared, the exit should be closed, the building sealed, so that it will "over pressurize" the exposure.
- An opening in the ceiling will be required to pressurize the attic area. Over pressurized air will force hot gases back across the breaches, or back down common attic spaces towards the fire area. This can prevent fire-spread extension.
- The second most critical exposure would then receive PPV in a similar manner.
- The next priority would be the fire occupancy.

### **LARGE BUILDINGS**

Buildings with large square footage may require multiple fans, perhaps at more than one location to effectively remove smoke. These situations are more complex and require close coordination of PPV with all sector officers. Command should consider a Ventilation Sector to coordinate all ventilation operations in large buildings.

### **PRECAUTIONS**

Positive pressure ventilation can create problems if not effectively managed, monitored, and coordinated. Be aware of the problems listed below and take appropriate corrective action.

- An exit must be in the burned area or the fire may be pushed into unburned portion.
- Because of positive pressure, a "blow torch" effect of fire blowing far out of the exit may occur.
- This is normal and predictable; adjacent exposures may need to be protected.
- Do not direct a fire stream into an operating PPV exit point.
- All concealed spaces need to be checked for extension.
- Company officers and/or sector officers will be responsible for monitoring and coordinating the application of PPV.
- The gas-powered fans do produce carbon monoxide and breathing apparatus may be required when PPV is used during overhaul operations.



## **POWER LINES/ENERGIZED ELECTRICAL EQUIPMENT**

### **Purpose and Scope:**

This guideline will establish a standard approach and response to the report of power lines down. Power lines can come in contact with the ground as a result of storm-related activity, fire, or vehicles striking power poles. In all cases, the potential for electrical shock/electrocution and secondary fire must be considered.

### **ELECTRIC SAFETY AWARENESS**

Electricity always seeks its lowest level or ground. It will travel any path it can as it seeks a ground. A direct path to ground is when contact is made between something energized and a portion of your body such as your hand, arm, head, or other body part. An indirect path to ground occurs when you are holding something or touching an object that is in contact with something energized. This could include tools or other equipment you may be holding or when touching a fence, vehicle, or other object that may be in contact with something energized.

### **Gradient Voltage (Step and Touch Potential)**

When power lines are down they will energize the ground around them. For Example: point of ground contact could be 700 volts. This voltage will lessen as it radiates out from this point; for example, 400 volts. If your feet are in areas where there is a voltage difference, you could complete the circuit and be the source to ground. This is called "step potential." This danger could be indicated by a tingling sensation in the feet and serve as a warning to back away from the area, but do not rely on this, your first indication could be your electrocution.

### **Key Points**

Lock out of down power lines generally occurs after three (3) operations or attempts to re-energize. Even though you may hear this, do not assume the line is dead or deenergized. Downed lines must always be considered energized with potentially lethal current.

- Lines can reset and become "hot" or "energized" again by manual operation of a switch, by automatic re-closing methods (either method from short or long distances away), by induction where a de-energized line can become hot if it's near an energized line, or through backfeed conditions.
- Power line tends to have "Reel Memory" and may curl back or roll on itself when down. Use caution when spraying water on or around energized electrical equipment. Hose streams conduct current! Never spray directly into the power lines. Use a fog spray at the base of the pole. Your primary responsibility is to protect the surrounding area. PCB hazards: Smoke potentially fatal; avoid and contain pools of oil around transformers.

### **RESPONSE TO POWER LINES DOWN**

- Request utility company to respond.
- Consider all down wires as "energized."
- Place apparatus away from "down lines and power poles."
- Locate both ends of downed wires.
- Secure the area/deny entry.
- In the event of multiple lines/poles down over a large area, call additional resources.



### **DOWN POWER LINES AND VEHICLES**

- Request utility company to respond.
- Do not touch vehicle.
- Have occupants remain inside the vehicle.
- Place apparatus a safe distance away from down lines normally two electrical pole span from incident.
- If occupants must leave the vehicle (fire or other threat to life) instruct them to open the door, not step out! They should jump free of the vehicle without touching vehicle and ground at the same time.

### **SUB-STATION, TRANSFORMER, ELECTRICAL VAULT AND MANHOLE FIRE**

- Request utility company to respond.
- Clear the area.
- Be aware of explosion potential.
- Place apparatus in a safe location away from overhead power lines.
- Protect exposures.
- Do not make entry until electrical equipment has been de-energized by utility personnel.

**Refer also to SOG 300.7.10**



## Life Safety Ropes Cleaning and Inspection

### Purpose and Scope:

NFPA defines **Life Safety Rope** (Rescue Rope), as any rope dedicated solely for the purpose of supporting people during rescue, fire fighting, other emergency operations, or during training evolutions. All Life Safety Ropes should be cleaned and inspected after each use or annually. This helps in extend the life of the rope.

### Type of Life Safety Ropes covered in this SOP:

- Life Safety Rope (Rescue Rope),
- Body Cords,
- Prusik Cords,
- All Webbing,

### Markings for Life Safety Ropes:

- Life Safety Rope (Rescue Rope): Labeled at each end of the rope;
- Life Safety Rope or Rescue Rope:
- I D Number:
- In Service Date:
- Body Cords: Labeled at one end of the Rope;
- Life Safety Rope or Rescue Rope:
- Prusik Cords & Webbing will not be marked.

### Proper way to wash rescue ropes, cords, and webbing:

- Put the Life Safety ropes, cords, and webbing in a daisy chain,
- Place the Life Safety ropes, cords, and webbing in a laundry bag to be washed,
- Use an Extractor to wash ropes. (*Note: Run extractor one cycle with just water before washing the Life Safety Ropes, to help remove any contaminant from the washer.*)
- Wash in Cold or Warm water, with only one cap full of **Dreft**,
- After it has been washed remove it from laundry bag and undo the daisy chain,
- Place the rescue ropes, cords, and webbing in a well ventilated area out of the sun light to dry.
- Must be completely dry before inspection and being placed back in service.

### Inspection of Rescue Ropes, Cords and Webbing:

NFPA 1983 requires the rope manufactures to supply the purchaser with information regarding maintenance procedures and inspections. After the Life Safety Ropes have been washed and dried completely, it shall be inspected before being placed back in service.

- You start at one end of the rope and slide it through your hand to the other end. While you are doing this you are looking to make sure there are no abrasions, fraying, glazing, discolorations, exposed core fibers, lack of uniformity, broken fibers, soft or hard spots, or variations in diameter of rope.
- If any of these do exist or the inspector has lost confidence in the rope it needs to be taken out of service and sent to Station #2, to be retired.



**Shock Loaded or Abused Life Safety Rope:**

Any Life Safety Ropes (Rescue Ropes, Cords or Webbing) that have been shock loaded or abused for any reason other than normal rescue training, should be taken out of service and sent to Station #2 to be retired.

**Rope Use & Maintenance Log:**

Log book is located at Station #2 for all Life Safety Ropes. Every Life Safety Rope has its own log sheet assigned to each rope. At each end of the rope it has an ID number so that the rope can be tracked.

- The log book is designed to show when it was placed in service, how it was used, when it was cleaned, and when it was inspected over its life time.
- Once the Life Safety Rope is retired the log sheet will be pulled out of the Life Safety Rope Use & Maintenance Log at Station #2.



## Search, Water and Utility Ropes Inspections and Cleaning

**Purpose and Scope:** This policy establishes guidelines for the inspection and cleaning and removal from service of search, water and utility ropes.

### Defined Use of Utility Ropes:

- Search Ropes: Ropes used to search areas with limited visibility,
- Water Ropes: Ropes used for water recovery of victims or rescuers,
- Utility Ropes: Used for anything that is non-life safety, example lifting equipment up to the next floor or to tie off a ladder.

Search and Utility Ropes should be cleaned and inspected when needed or at least once a year. Water Ropes should be cleaned and inspected after every use or at least once a year.

### Types of Ropes covered in this policy:

- Search Ropes
- Water Ropes
- Utility Ropes

### Markings for Life Safety Ropes:

- Search Ropes: Labeled at one end of the rope;
  - I D Number:
  - In Service Date:
- Utility Ropes: Will have one piece of black tape around each end of the rope,
- Water Ropes: Are not marked.

### Search Ropes:

Search ropes at the time of purchase meet the NFPA 1983, Standard on Fire Service Life Safety Rope and Components. Due to the nature of how we use search ropes they are not to be considered a Life Safety Rope by College Station Fire Department. The inspection of these ropes and returning them to service will be different than the Life Safety Ropes. These ropes do have their own assigned ID number so that they can be tracked, for inventory purposes. When these ropes are taken out of service, they need to be sent to Station #2 so they can be retired and removed from the Rope Use & Maintenance Log.

### Proper way to wash search, water and utility ropes:

- Put the rope in to a daisy chain,
- Place the rope in a laundry bag to be washed,
- Use an Extractor to wash rope. (Note: Run extractor one cycle with just water before washing the Life Safety Ropes.)
- Wash in Cold or Warm water, with only one cap full of **Dreft**,
- After it has been washed remove it from laundry bag and undo the daisy chain,
- Place the rope in a well ventilated area out of the sun light to dry,
- Inspect the Rope before placing it back in service,



### **Inspections of Search, Water and Utility Ropes:**

After the rope has been washed and dried completely, it needs to be inspected. You start at one end of the rope and slide it through your hand to the other end. While you are doing this you are looking to make sure there are no cuts, melted areas or variations in diameter of rope. These ropes are not to be used as Rescue Rope (Life Safety Rope) by CSFD. If the inspector has confidence that the rope can be used for its intended use, it should be returned to service. If the inspector has lost confidence in the rope for any reason it should be taken out of service and sent to Station #2, to be retired.



## Swiftwater/Flood Rescue Guidelines

### Scope and Purpose:

These guidelines are to serve as a template; they are by no means an “all inclusive” set of guidelines. Water rescue operations are high risk, low occurrence situations that require experience, good judgment, training, as well as coordination and teamwork. The Rescuers should be aware that the situation can and will deteriorate rapidly; they should always be aware and prepared for any changes that will occur during the rescue process.

The purpose of this document is to provide guidelines and procedures to rescuers responding to emergencies involving persons caught in Rising, Flood Water evacuation, High and Swiftwater situations to include (Class II, III, IV) water.

### Definitions

- ◆ **Non-Technical Water Rescues** - Are those that can be accomplished in standing water or water with minimal current where the victim can be easily accessed by the rescuers and walked or loaded on a flat bottom boat and evacuated from the threat of the standing or rising water. These types of call may be handled by the local jurisdiction or a single water squad.
- ◆ **Technical Water Rescues** - Are considered those that involve rescuers with advanced Swiftwater skills, situations that involve victims trapped in moving and or rising water and require the use of Inflatable Rescue Boats (IRB), Personal Water Craft (PWC) or Advanced Technical Skills. These calls require the response of a minimum of two boat Squads, depending on the complexity additional Strike teams may be requested.
- ◆ **Inflatable Rescue Boat (Motorized)** - The inflatable rescue boat or IRB is characterized as a soft-hulled boat made of buoyant tubes surrounding a semi-rigid hull. These highly maneuverable boats are typically powered by outboard motors. The standard multi-purpose IRB utilized by CSFD is the 15ft Zodiac F-420 IRB. It has a capacity of 5 adults and equipment and is powered by a 40 hp 4-stroke Mercury outboard marine engine.
- ◆ **Swiftwater Boat Squad**- Two Swiftwater Boat Operators, Two Swiftwater Bowmen and Two Squad Officers.
- ◆ **Swiftwater Boat Operator (Motorized)** - The team member in charge of the rescue boat crew. Responsible for all tactical decisions in a rescue operation. The Swiftwater Boat Operator or SBO, once trained, is qualified to operate the IRB in both the Static and Swiftwater environments.
- ◆ **Swiftwater Bowman/ Rescuer Swimmer (Motorized)** – The team member tasked with navigation and rescue responsibilities. Responsible for all victim rescue equipment that will be



utilized in an operation. Also responsible for scouting and communicating the safest path for the IRB to the SBO. The Bowman/Rescuer can take the role of the rescue swimmer if direct in-water contact is needed.

- ◆ **Static Water Boat Operations-** Operations where the rescue boat or flat bottom boat is in a non-moving body of water. While the body of water might be acted upon by winds, it is not considered swiftwater. Examples: Lakes and flooded neighborhoods.

### Swiftwater/Flood Rescue Training Evolutions

- ◆ All swiftwater/flood rescue training courses will be conducted with a qualified Swiftwater Squad Officer present.
  - An Incident Action Plan (IAP) should be completed for all in-water training scenarios prior to the start of the training session.
  - The maximum student to instructor ratio allowed for in-water exercise will be 5:1 (assistant instructors will qualify as instructional staff)
  - A complete medical pack and appropriate rescue/transport hardware and litters must be available on-site during field training evolutions.
  - All paperwork will be carried by the Squad Officer.
  - Two-way radio, cellular or satellite communications must be available during extended or night rescue training evolutions.
  - When verifying annual skills, the skills sheets must be completed by a Training Officer and Swiftwater Squad Officer to ensure the competencies of all boat squad members.

### Safety

- ◆ No personnel can work within 15' of the water without all of their PPE on including but not limited to, Helmet, PFD, water booties, and throw bag. (Wetsuit or Dry suit if indicated)
- ◆ **NOTE:** All personnel on-board the rescue boat should be equipped and prepared to exit the boat in the event of an emergency or accident.
  - Of Primary importance on all rescue scenes is the safety of the rescuers and bystanders.
  - All Personal Protective Equipment (PPE) shall be safety checked by the Swiftwater / Floodwater technician or the SBO and the Bowman/Rescuer prior to beginning of the rescue Evolution.
  - No Rescuer shall be deployed without a designated plan for self-rescue and assisted rescue.
  - All rescue systems should be inspected by the Squad Leader or Safety Officer if available prior to their use.
  - Safety Officer selection should be based upon that individual's technical background as well as his or her ability to maintain oversight of multiple operations concurrently.
  - When available, it is recommended that the Second Squad Officer be utilized as the on-scene Safety Officer.



## Scene Size-up

- ◆ Each Swiftwater / Flood rescue, whether simple or complex, shall first require an adequate size-up to determine what resources need to be utilized. Proper size-up should allow for multiple contingencies should the rescue evolution change after the initial rescue effort has begun. Listed below are the essential elements that shall be considered prior to initiating any rescue effort.
  - Safety of all responders.
  - Is this a Rescue or Recovery?
  - Weather conditions (improving or deteriorating)
  - Number of victims and location
  - Scene Assessment (Water level rising or falling, Class of Water, Hazards to navigation (Day vs. Night operations)
  - Low Head Dams, Bridges, Guardrails, Hydraulics, Strainers.
  - Access to the Victims
  - Egress-continue downstream or return to closest bank
  - Need for specialized resources (IRB, Highline Traverse, and helicopter, etc.)
  - Additional resources should be requested early, (most situations deteriorate rapidly)

## Accountability

- ◆ Accountability on the scene of water operations will be handled in compliance with policy 300.1.20. The following accountability procedure will be used during training and rescue situations.
  - Each Swiftwater Rescue Technician will have two name tags on their PFD upon time of deployment.
  - Two *Passports* will be on each deployable apparatus.
  - Once assigned to a Boat Squad, the members should fasten their name tags to that apparatus.
  - Prior to the deployment, one of the passports should be given to the Incident Commander and the other should stay attached to the apparatus until the evolution is complete.
  - Personnel accountability can be accomplished by having Command or his/her designee collect the system identification badges and verify the roles of those entering or exiting the rescue scene. Consequently, upon arrival at a water rescue scene it is imperative that all individuals check in with Incident Command prior to beginning any portion of the evolution.
  - In addition, noting the resource flow into and out of the rescue scene allows us to more easily track equipment location as well as to recognize the need to request additional equipment or resources. Simple steps such as these allow us the opportunity to



minimize the potential for personnel injury and equipment loss, two of the many variables on the rescue scene that remain within our control.

**\*NOTE:** The use of pre-printed tactical response guides, attached to the Incident Action Plan will help facilitate the tracking of field resources. Documentation should include the names, unit assignments, time in and time out of the water for all personnel operating on the rescue scene.

### Use of Incident Command System

- ◆ Rescue is not a proprietary responsibility of any one agency. It is a multi-discipline operation and requires the involvement of a variety of emergency response agencies to effectively and efficiently evacuate and care for a victim / patient. (Fire, EMS, Law Enforcement, Local Officials)
- ◆ Because of the dynamics of the rescue process, a well-integrated team approach using the national model for "Incident Management" (i.e., NIMS National Incident management System) is essential to a successful outcome for all participants.
- ◆ Upon arrival, the Senior Squad leader will check in with Command, if no local jurisdiction has established Command, He will assume the role of Command or Rescue Officer. This will occur during all Swiftwater / Flood Rescue incidents involving an injured person, until such time when the Water Manager, Assistant Manager, Safety Officer or other Chief Officer assuming the position arrives and takes over the scene.
- ◆ The Commanding Officer will request the appropriate additional resources Medical care or Air Rescue, additional Boat Squads or other assets if needed.
- ◆ Command will communicate these priorities to the ICP/Unified Command and adjust them accordingly, giving due consideration to the input and capabilities of the on scene support agency. The on scene commander in agreement with the ICP/Unified Command group will then designate the appropriate evacuation method for the patient.

**\*NOTE:** In Air Rescue, The Water Squad is responsible for all aspects of the physical operations. Command, in consultation with the Air Operations Officer, Flight pilot and rescue crews have final authority in the applications of all air rescue operations (FAA Rule 91.3).

**\*NOTE:** In all operations involving the use of helicopters, the establishment of an Air Operations Officer is strongly recommended. This should be a person familiar with helicopter operations. The senior squad leader will assume this role if no safety officer is present.

### Rescue Boat Operations

This area of rescue can be the most deadly to an inexperienced or careless IRB crew as well as the victim they are attempting to save. All other lower risk rescue options should be considered and evaluated before inserting an IRB and crew into this environment.

### Pre Deployment

- ◆ Can the Victims be safely moved by other means?
  - All personnel working within 15' of the water must have full PPE.



- Up and Down stream Spotters with throw bags.
- PPE for the victim
- Develop a backup plan
- Additional Boat crew on standby
- Pre Briefing of action plan prior to launching the boat
- Ensure radio communication operational channel
- Proper lighting for the environment and time of day

### **Deploying a Vessel in Swiftwater (Victim on a fixed object, vehicle, tree, rock)**

- ◆ SBO is in charge of all tactical decisions when the boat is in the water
  - SBO and Bowman will maneuver the boat into the current as to access the victim with the least amount of maneuvering
  - Bowman/Rescuer will direct the SBO through the clearest channel avoiding all obstacles
  - Upon reaching the victim, the Bowman/Rescuer will establish communications with the victim if possible
  - Bowman/Rescuer will make contact with the victim and place a PFD and helmet on him if possible. The Bowman/Rescuer will then assist the victim into the IRB and place him in the middle of the boat, sitting down and facing forward.
  - Bowman/Rescuer will then secure the bowline and communicate to the SBO that the boat is clear to depart
  - SBO will execute the necessary maneuver to safely exit the rescue operations area and return the launching point, or casualty collection point.

### **Deploying a Vessel in Swiftwater (victim in moving water)**

- ◆ SBO is in charge of all tactical decisions when the boat is in the water
  - Boat crew will immediately launch into the current and attempt to locate the victim
  - If the victim is downstream of the boat, the IRB crew will execute a peel turn and maneuver downstream of the victim, executing a "J" turn after placing the IRB a distance from the victim.
  - SBO will then put the IRB into a hover and maneuver the IRB at the Bowman/Rescuer's directions to make contact with the victim on the port / starboard tube of the IRB
  - Bowman/Rescuer will then call out to the victim to let him know the craft is going to rescue him. The moment that the victim comes alongside the tube, just amidships, the Bowman/Rescuer will securely control the victim either by grabbing the victim's PFD or reaching under the victim's arms.
  - Upon the Bowman/Rescuer making contact with the victim, the SBO will direct the tiller arm away from side the victim is on.
  - Bowman/Rescuer will then raise victim slightly in the water and the SBO will go to full, forward throttle keeping the tiller away from the victim. At the same time, the Bowman/Rescuer will pull the victim into the IRB\*.
  - The SBO will keep the throttle open until the IRB is pointing upstream in a hover, and the victim is in the IRB.
  - The Vessel will return to the launch area or the collection area. The patient will be medically evaluated and transported accordingly.



**\*NOTE:** If the Bowman/Rescuer is unable to get the victim in the IRB in the first 360 degree evolution, then the SBO may have to cut power to give the Bowman/Rescuer a chance to re-adjust his grip on the victim. The SBO shall always keep the tiller arm directed away from the side that the victim is on until the victim is in the boat.

- ◆ The IRB crew can consider the following other options in attempting to access a victim in swiftwater.
  - Deploying a Rescue Swimmer out of the IRB on a tethered line
  - Towing a rescue swimmer to the victim's location and then ferrying the rescue swimmer to the victim via a throw bag line (this method works well when the victim is in the water but the IRB crew is unable to reach him due to obstacles)
  - Deploying a rescue swimmer with a Carlson Rescue Board and fins (if available) to make initial contact.
  - 2 or 4 Point boat on a tether maneuver
  - Boat on a Highline maneuver
  - Two boats tethered together.

#### **Post Deployment Boat Operations:**

- ◆ **Boat Trailing**
  - Secure all loose equipment
  - Run the out board motor empty of all fuel in the carburetor
  - Inspect the engine/Propeller and tubes
  - Secure the boat to the trailer
  - Ensure the motor support arm is in securely fastened to the lower unit of the motor.
  - Insure the trailer hitch is locked, lights are working and chains are connected.

**\*NOTE:** The Vehicle driver is responsible for ensuring the trailer, motor and additional equipment are prepared for travel.

**\*NOTE:** Upon completion of all rescue responses the IRB should be completely disassembled and washed thoroughly with a mild soap and water and brush. The motor should be flushed and run dry of fuel. The vessel then should be reassembled, secured to the trailer.



# Dive Operations

## Scope and Purpose

The policy is to establish guidelines of a safe and efficient deployment of the College Station Fire Department (CSFD) Dive Operational Team during incidents with dive operations. CSFD Dive Team may be activated upon a request for any incidents within the Brazos Valley COG that is deemed necessary by the on-duty Battalion Chief.

## Definitions

### Dive Operational Team

Dive Operational Team will consist of at least four (4) members. These members will be assigned to one of the following positions; 1) Dive Officer, 2) Primary Diver, 3) Safety-RIT Diver, or 4) Line Tender. If additional resources are needed it will be coordinated by Dive Officer to CSFD on-duty Battalion Chief.

### Dive Officer

Dive Officer should be the most experienced diver of the responding dive team members. This individual will be the overall team leader during any diving operation incident and be responsible for all paper work associated with the incident.

### Primary Diver

Primary Diver will be conducting the underwater search.

### Safety-RIT Diver

Safety-RIT Diver is the diver that will respond to assist the Primary Diver if any problem occurs while they are doing underwater searches.

### Line Tender

Line Tender will direct the Primary Diver during underwater search by communicating with a search line. They will also declare Diver Down Emergency and direct the Safety-RIT Diver during the emergency. When using search lines the line tender will tie a single overhand knot on every pass to mark the distance of line that has been utilized.

**Rescue Mode** – Is to be used when there is a chance that a life may be saved. This involves quick decisions, brief witness interviews, and prompt search patterns. The water rescue incident shall be conducted in the Rescue Mode for one (1) hour from initial alarm time. After the initial hour has passed the Diver Officer will re-evaluate the situation and determine if Rescue Mode needs to change to Recovery Mode.

**Recovery Mode** – Is to be used when a rescue is not likely. This includes recovering articles or vehicles. The extended response times of getting personnel and equipment on scene most dive operations will be in Recovery Mode. However, Rescue Mode should always be considered.



## General Guidelines

### SAFETY

The first priority in any operation is safety. The risk vs. benefit factors should be considered before any operation is initiated.

All CSFD members should avoid wearing their bunker gear and fire helmet near water sources such as lakes, ponds, streams, rivers, and flooded areas. This could cause injury or death if you fall into the water.

All CSFD members assisting in diving operations, in or near the water, will wear a Personal Flotation Device (PFD) or Buoyancy Compensator Device (BCD).

The ultimate responsibility for safety rests with each diver. Divers may refuse to dive, if uncomfortable with dive conditions, without reprimand. The diver must not push themselves into an unsafe dive.

While deployed on dive operations all dive team members will wear only CSFD issued dive equipment while doing underwater searches, except for mask and fins.

A Safety Briefing covering all known and possible dangers that could be encountered during underwater searches will be conducted before any underwater searches begin.

When SCUBA tanks get below 500 psi the diver will stop searches and replace tanks with a full one.

Diving equipment will be maintained and in good working order prior to any dive. Deficiencies in equipment will be corrected prior to beginning a dive.

If surface communications are utilized and then lost, the dive will be terminated and the diver recalled to the surface until communications can be restored.

Primary Diver position should rotate with other diver positions on a 20 minute intervals.

### DIVE TEAM POSITION RESPONSIBILITIES

**Dive Officer** – as the official dive operational team leader they will coordinate with CSFD on-duty Battalion Chief for any pre-deployment needs such as personnel and equipment. Dive officer will provide the CSFD on-duty Battalion Chief with periodic situational updates of team's status. During the response, they will coordinate with the on-scene Incident Commander (IC) to develop the strategic search plan and prioritize task objectives. Dive Officer can refuse to allow any operational dive for any reason that has been deemed unsafe and is encouraged to do so.



**Primary Diver** - will be fully suited, while performing search pattern. Primary Diver will take commands from line tender, retrieve victim and bring to surface according to rescue or recovery mode.

**Safety Diver** - will be fully suited in the water while Primary diver is performing search patterns. They will take commands from the Line Tender. A Safety-RIT Diver will be readily available when a diver is in the water. Along with the safety diver, a spare SCUBA unit with regulator will be ready if needed.

**Line Tender** - communicates with the Primary Diver through line signals. Line Tender should record all dive information for diver to record in their dive log and for the incident report. Tenders do not move from their location unless a qualified tender takes his place during underwater searches. It is the line tender' responsibility to keep track of the diver(s) location at all times during underwater searches.

These standard line tender signals will be used between the diver and tender to communicate while performing any of the search patterns utilized. The number indicates tugs on the search line to/or from diver/tender.

**Line Tender to Diver**

- 1 - O.K.
- 2 - CHANGE DIRECTIONS
- 3 - RETURN TO ENTRY
- 4 - (or more) -STAY DOWN EMERGENCY

**Diver to Line Tender**

- 1 - OK.
- 2 - MORE LINE
- 3 - FOUND OBJECT/VICTIM
- 4 - (or more) SEND HELP EMERGENCY

## UNDERWATER SEARCHERS

**U. S. Navy “No Decompression Limits”** will be adhered to at all times

**River Based Shore Searches:** Due to the hazards that exist in river searches, many factors must be considered prior to diving. River current, water temperature, width or water, item search for, low-head dams, strainers (debris in the water), and accessibility to the water are the major factors determining manpower requirements and duration of searches.

**Swift water diving** will only be conducted under the discretion of the Dive Officer. Only divers with adequate swift water training will dive. Swift water is any water that is moving.

**Night dives** will only be conducted in a Rescue Mode incident. Recoveries will be postponed until the next day.

**Recovery of Human Remains:** When a body is to be recovered, it should be recovered as if the body is in a crime scene. Every effort should be made to preserve evidence. The Dive Officer will work with Incident Commander and Local Law Enforcement Officials on what would be the best



method to preserving evidence and removing the human remains from the water. Efforts should be taken to keep family members of victim and news media away during this process.

## SEARCH TECHNIQUES

The following underwater search patterns should be used to perform the rescue or recovery. These patterns are explained in detail in the "Dive Rescue Specialist Training Manual".

- a. Shore based sweep pattern.
- b. Shore based parallel pattern.
- c. Shore based snag search.
- d. Boat based circular pattern.

## DIVER DOWN EMERGENCY

What is considered a Dive Emergency?

- 1) Tender receives four (4) pulls or more on search line from the Primary Diver
- 2) Search line is released by the Primary Diver.
- 3) Any reason the Tender feels the Primary Diver is in trouble and needs assistance.

If an emergency occurs during an underwater search, following shall be done;

- 1) Tender, should not move from their location
- 2) Tender, should not let any more search line out, tie two (2) single overhand knots next to each other to mark the search line to mark the last know location the primary diver was at.
- 3) Tender, Declare Emergency with all CSFD Members
- 4) Tender, Direct the Safety-RIT Diver to follow the line toward the Primary Diver.
- 5) The Dive Officer will coordinate with Incident Commander in the rescue of the Primary Diver during the Diver Emergency.
- 6) When the Safety-RIT Diver finds the Primary Diver and corrects the situation, both Divers will surface.
- 7) Diver will be checked out by Medical Crews and the Dive Officer will determine if future medical treatment is needed.
- 8) Once the situation has been stabilized the Dive Officer will contact the on-duty Battalion Chief to update them and all information will be provided up the chain to the Fire Chief.

Dive Officer, can activate PHI (Medical Air) at (877) 435-9744 within the Brazos Valley COG if they determine any CSFD Diver needs immediate medical care from remote locations or possible injuries such as decompression sickness.



## High Rise Operations

### Scope and Purpose:

This SOG applies to emergency responses to a High Rise structure, for the purposes of this SOG a High Rise structure is defined as any structure four stories or more in height.

### Objectives:

1. Life Safety of Occupants and Fire Fighters
2. Support Fire Systems
3. Confine and Extinguish Fire
4. Property Conservation

### High Rise Considerations for Confirmed Fire:

- ◆ Assign a Safety Officer.
  - Many times more than 1 Safety officer will be needed.
- ◆ Assign Accountability Officer.
- ◆ All personnel operating in the building one floor below and all floors above the fire floor shall be in full PPE and ready to immediately go on air. PPE for all others shall be determined by Command or Safety.
- ◆ Assign an Operations Officer.
- ◆ Consider activating EOC, for large number of victims or large numbers of people being displaced or long term operations.
- ◆ Assign TAC Channel and perform roll call of units on scene.
- ◆ Sound a General Alarm
- ◆ The Incident Commander shall send a Staff Admin Page advising of the Fire. This page will notify CART and Rehab volunteers.
- ◆ **Elevator Use:**
  - ◆ Shouldn't be used if the Fire Alarm system is going off unless during the preplan of the building the elevator is found to be designed to allow for safe use during fire conditions.
  - ◆ If used the elevator must be stopped every three floors before arriving two floors below the fire emergency. This is a safety procedure.

### Initial Response:

- ◆ Initial Response to Water Flow Alarm, Report of Smoke in the Building, or Report of Fire in a Building, and any type of Collapse:
- ◆ The units listed in initial response assume the extra units are available from Bryan Fire Department.



Units	Recommended High-Rise Response
Command	2
Engines	4
Trucks / Ladder	2
Ambulance	1

**Second Alarm Response:**

Units	Recommended High-Rise Response
Engines	2
Ambulance	2
BFD / Heavy Rescue	1
Rehab	1

**Recommended Assignments for Initial Response Units:**

◆ **1<sup>st</sup> Battalion Chief Arriving on Scene:**

- Establish Command as the Incident Commander
- Confirm assignments with arriving units
- Assign Divisions as needed: (Operations, Rescue, Ventilation, Fire Attack, Lobby Control, RIT)
- Confirm what Stairways are going to be used for EVAC People and Crews Access

◆ **1<sup>st</sup> Engine Arriving on Scene:**

◆ **Lt. Driver/Engineer & Firefighter(s).**

- Reports to Command with your normal call sign
- Access the Emergency Floor (Fire Floor) to get an assessment of the Emergency, and start Evacuation Procedures of the (Fire Floor).
- Inform Command of which Stair Well you are using and its location
- You shall take the following tools and equipment to the emergency floor;
  - Flashlights
  - RIT Pack off of 711
  - Search Ropes
  - Thermal Imager (TIC)
  - Halligan & Axe (Forcible Entry Tools)
  - Pike Poles & Claw
  - High Rise Pack / Alternative Pack
  - Portable Extinguisher
- 1<sup>st</sup> Engine crew connects hose line to the closest stand pipe.
- Check the floor below the emergency to get a lay out of floor design if time permits,
- Give an assessment to command of the situation and resources needed to control to the emergency.



♦ **2<sup>nd</sup> Battalion Chief Arriving on Scene:**

**Lobby Control**

- Report to Command and confirm assignment
- Find a Manager / Security of the building to gather building information,
- Evacuate people from lobby areas to the outside of the building,
- Account for all Elevators,
- Determine the location of any occupant with disabilities,
- Direct later arriving firefighters to proper stairway for access to emergency,
- Determine any building resources that may help in the emergency,
- Request additional resources as needed for Lobby Control,

○ **2<sup>nd</sup> Engine Arriving on Scene:**

○ **Lt & Firefighter(s),**

- Reports to “Command” using your normal call sign,
- Command will confirm your assignment
- Access the floor above the fire and start evacuation procedure of the building,
- You shall take to interior tool staging area
- Tool Staging Area – Two floors below the emergency floor (Fire Floor);
  - Flashlights
  - SCBA / Trans fill hose
  - Search Rope Bags
  - Thermal Imager (TIC)
  - High Rise Pack / Alternative Pack
  - Consider Spare Air Bottles for SCBA (Leave in Tool Staging Area)

○ **Driver/Engineer,**

- Connect Water Supply to the FDC
- Advise command once connected to water supply and FDC.
- Request approval to charge system.

**Note:** Most buildings in the Cities of Bryan and College Station have a single FDC connection that supplies both the standpipe and sprinkler system at the same time. A lot of buildings on Texas A&M Campus have separate connections for Stand Pipes and Sprinkler Systems. When the systems utilize independent connections the priority of connections should be:

- **First Priority**– Sprinkler System (Helps keep the fire under control), Attach a 3-inch supply line.
- **Second Priority**– Stand Pipes System (For Attack Lines), Attach a 3-inch supply line.
- After you have connected a 3 inch supply line to both systems, you need to go back and connect a second 3 inch supply line to both systems then charge them if advised.



### **3<sup>rd</sup> Engine Arriving on Scene:**

- Lt, Driver Engineer & Firefighter(s),
  - Reports to "Command" using your normal call sign,
  - Command will confirm your assignment
  - Shall act as RIT.
  - Stage on floor below the emergency,
  - You shall take to emergency floor and/or, (Tool Staging Area – Two floors below the emergency floor);
    - Flashlights
    - SCBA / Trans fill hose
    - Search Rope Bags
    - Thermal Imager (TIC)
    - Halligan & Axe (For Forcible Entry Tools)
    - High Rise Pack / Alternative Pack
    - Consider Spare Air Bottles for SCBA (Leave in Tool Staging Area)
    - Take any Extra SCBA's

### **4<sup>th</sup> Engine Arriving on Scene: Report to Staging and wait for assignment**

- Lt, Driver/Engineer & Firefighter(s)
  - Reports to "Staging" using your normal call sign notify command of your status.
  - Command will confirm your assignment

### **1<sup>st</sup> Truck / Ladder Arriving on Scene: Locate with Best Tactical Advantage**

- Captain & Firefighter(s)
  - Reports to "Command" as your normal call sign,
  - Command will confirm your assignment
  - Access the Emergency Floor (Fire Floor) and assist crews in;
    - ◆ Evacuation of People
    - ◆ Search and Rescue
    - ◆ Forcible Entry
    - ◆ Ventilation / Stairwell Pressurization if needed
  - Tool Staging Area – Two floors below the emergency floor (Fire Floor).
    - ◆ Flashlights
    - ◆ SCBA / Trans fill hose
    - ◆ Search Rope Bags
    - ◆ Thermal Imager (TIC)
    - ◆ Halligan & Axe (For Forcible Entry Tools)
    - ◆ Power Tools (Chain Saw / K-12 / Sawzall)
    - ◆ PPV (Fans)
    - ◆ High Rise Pack / Alternative Pack
    - ◆ Attic Ladder or A-Frame, (Leave in Tool Staging Area)
    - ◆ Consider Spare Air Bottles for SCBA (Leave in Tool Staging Area)



- Driver/Engineer.
  - Report to Command as either “ College Station Ladder or Bryan Ladder”
  - Set up the Ladder / Truck in a advantageous position for Ladder Operations (Rescue / Ventilation/ Elevated Streams) Confirm with Command,

## **2<sup>nd</sup> Truck / Ladder Arriving on Scene: Locate with Best Tactical Advantage**

- Captain & Firefighter(s)
  - Report to Command for assignment, as your normal call sign,
  - Command will confirm your assignment
  - Access the floor above the fire and start evacuation procedure of the building,
  - Crew should be ready to perform any of the following assignments;
    - Search and Rescue
    - Forcible Entry
    - Ventilation
    - Evacuation
  - Tools to take to the tool staging area
    - Flashlights
    - SCBA / Trans fill hose
    - Search Rope Bags
    - Thermal Imager (TIC)
    - Halligan & Axe (For Forcible Entry Tools)
    - Power Tools (Chain Saw / K-12 / Sawzall)
    - High Rise Pack / Alternative Pack
    - Attic Ladder or A-Frame, (Leave in Tool Staging Area)
    - Consider Spare Air Bottles for SCBA (Leave in Tool Staging Area)
- Driver/Engineer.
  - Report to Command as either “ College Station Ladder or Bryan Ladder”
  - Set up the Ladder / Truck in a advantageous position for Ladder Operations (Rescue / Ventilation/ Elevated Streams) Confirm with Command,

## **1<sup>st</sup> Ambulance Arriving on Scene**

- Attendant Paramedic / Driver:
  - Report to “Command” as your normal call sign,
  - Command will confirm your assignment,
  - Care of any injured people on scene,
  - Determine if any additional resources are needed,
  - With no patient care responsibilities:
    - Begin accountability for IC
    - Serve as scribe for IC
    - Battalion Aide if necessary until 2<sup>nd</sup> alarm arrives on scene



- Ambulance should be parked in ready position to leave the scene in expeditious manner
- Crew should have their equipment on the stretcher, out of the ambulance and near their position, for immediate use.
- Equipment to have on stretcher:
  - Backboard
  - C Collar / Head Blocks
  - Jump Kit (CSFD) / Blue Bag (BFD)
  - Life Pak 12
  - Oxygen

### **Additional Items to Consider:**

Both Fire Departments are very busy and all units may not be available for response. With this in mind the Incident Commander must build flexibility into your plan. Remember the Volunteer Fire Departments can be called for mutual aid to assist at the scene or to cover calls in the city during the High Rise event.

If additional Ladder Trucks are needed consider that Brenham and Huntsville also have Ladder Trucks.

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# EMS Medical Incident Reporting

## Scope and Purpose

The purpose of this policy is to specify the requirements for the proper documentation of Emergency Medical calls. To have a comprehensive medical report system that will eventually phase out the use of paper forms, and decrease the time in filling out a patient care report. With ESO Solutions Medical Reporting Software, College Station Fire Department will be provided with an effective electronic based patient care reporting system.

## General Guidelines

### Definitions

1. **ePCR:** An electronic patient care report.
2. **ESO Pro Mobile:** ESO Solutions report system interface installed on the Tablet PC's which allow the completion of the ePCR while mobile.
3. **ESO Pro Web:** ESO Solutions report system interface that is accessible on the World Wide Web from any location, and any computer that allows access to the ESO Server. That website address is: <https://www.esosuite.net/esosuite/blank.html>
4. **ESO Solutions (ESO):** Current medical patient care report system used to complete and manage patient care reports within the College Station Fire Department.
5. **Lock/Locked:** Term(s) used when the ePCR is completed, and ready to be reviewed by the Station Officer, Quality Reviewed, and/or filed for Billing.
6. **Paperless:** A term used in referencing current EMS report completion guidelines. We will no longer be using other paper forms to complete the EMS patient care report.
7. **Sync, Synchronize, or Synchronized:** To send data from the Tablet PC to the web-based ePCR. Once the ePCR is synchronized, you will only be able to access the ePCR through the web-based software.
8. **Tablet PC:** A portable computer, similar to a laptop, used to complete the patient care report.

### Collection of Data

On scene data will be collected by the Company Officer and/or the In-Charge Paramedic.

### Syncing ePCRs

In order to comply with TDSHS Policy P 03-a, *Delivery of Patient Care Reports to Receiving Facilities*, ePCRs must be synced prior to leaving the hospital

### Completion of EMS Reports

The EMS report will be completed and submitted by the In-Charge Paramedic or in the case where no ambulance is on the scene, by the Company Officer and/or designee. In the cases where an engine crew is responsible for obtaining Patient Refusals, the Company Officer or designee will be responsible for that portion of EMS reporting. All Patient Care Reports will be completed in a timely



manner and prior to the end of the shift. Once the report is completed, it will be locked by the person writing the report.

## **Completion of NFIRS**

If the unit responds to an ambulance only call or county medical call, a NFIRS report will be completed by the ambulance crews.

## **Company Officer Verification**

All EMS Activity reports will be reviewed and verified by the Company Officer, or acting Company Officers within 72 hours after report completion. The Company Officers will review and verify reports compiled by the EMS crew assigned to them.

## **Quality Improvement Program**

All reports will be reviewed per SOP 400.1.12 *College Station Fire Department Quality Improvement Program*. In addition to the Company Officer reviews, all EMS reports will be reviewed by peer reviewers. If the need arises EMS Reports may be reviewed by the QI Committee and/or Medical Director. Peer reviews are to be completed within 10 days after being assigned.

## **Patient Refusal of Treatment and/or Transportation**

All patients will have an ePCR completed regardless if transport is given. In the event where there are more than five (5) patients where a refusal needs to be obtained, a "College Station Fire Department Public Contact Register" can be completed.

## **ESO Solutions Online Help Guide**

If help is needed, please see the "ESO Solutions Online Help Guide" at: <http://esosolutions.com/v4-training-materials/>

## **ESO Solutions Medical Reporting System**

All EMS Patient Care Reports will be completed using the ESO Solutions Medical Reporting Software. An ESO report will be completed for any ambulance response. This includes: patient transports, treatment only, no transports, patient contacts, no patient, and fire calls.

## **Incident Times:**

The ESO Software will input times that are entered by College Station Fire Dispatch, and through use of the Mobile Dispatch Terminal (MDT's). You must import these times from the CAD Function located on the "Home" Screen of the ESO Pro Software. When College Station Fire Dispatch handles the call, the times that are pulled into the EMS reporting system should be accurate and can be utilized. For Brazos County or Bryan calls, the MDT's must be used in order for the CAD Function on ESO to work properly. If there are any discrepancies, these must be noted in the Patient Narrative, and the Company Officer is to be notified via email.

## **Incident Narratives**

EMS Patient Documentation regardless of the format should contain, at a minimum:



- Location the unit responded from with a description of any delays
- The patient's chief complaint
- Pertinent information learned from the patient, bystanders, family members or others
- An objective reporting of the patient's condition and surroundings
- A factual report of care provided to the patient as well as any changes to the patient's condition
- Narrative shall be written in a standard format utilizing correct grammar, punctuation, and sentence structure. No abbreviations will be allowed.

## Key Elements of SOAP Format

### SUBJECTIVE – THE PATIENT'S STORY

1. Patient Description
2. Chief complaint
3. History of the Present Event: What happened? When did it happen? Where did it happen? Who was involved? How did it happen? How long did it occur? What was done to improve or change things?
4. Past Medical History (Pertinent)
5. Current Medications
6. Allergies

### OBJECTIVE INFORMATION – THE PARAMEDIC'S STORY

1. The Paramedic's Initial Impression: Description of the scene. What was your first impression of the scene and patient?
2. Vital Signs
3. Physical Exam findings
4. General Observations: Other noteworthy information such as environmental conditions, patient location upon arrival, patient behavior, etc.

### ASSESSMENT – THE PARAMEDIC'S IMPRESSION

1. Conclusions made based on chief complaint and physical exam findings
2. Often, this is the "narrowed-down" version of the differential diagnosis
3. It may be prefaced by the term "Rule Out" indicating this condition is most likely the cause of the patient's complaint. This provides an alert to the hospital personnel of a likely condition that should be investigated.

### PLAN – THE PARAMEDIC'S PLAN OF THERAPY

1. What was done for the patient? This should include what was done prior to your arrival as well as what you did for the patient.
2. Describe what you did with the patient – Disposition. This could be transported code 1 to CSMC ED, or "patient signed refusal of transport and was left at home with family"

### EN ROUTE – AN ADDENDUM TO THE PLAN

1. This is not part of the traditional SOAP format since this format was originally intended for physician use.
2. It should detail information regarding therapies provided during transport as well as changes in



the patient's condition during transport.

3. It may also include pertinent events surrounding the transfer of the patient at the hospital.

### **Additional Paperwork**

Any pertinent paperwork generated from the call, will be placed in a designated folder found at each station. This paperwork will be scanned in by the Asst. Chief or Training Captain until further noticed. The paperwork should include the following information written at the top of the page:

1. Run Date
2. Patient's First and Last name
3. Run Number

### **Report Changes and Amendments**

Once a report has been written it is to be amended only, not deleted. Any changes to the entry fields after the report has been completed must be documented in the form of a narrative amendment.

## **ESO Pro Mobile Software (Tablet PC's)**

### **Morning Start-Up:**

1. Tablet PC's are mounted on each unit allowing a place and source for recharging while not in use. Each location may vary depending on that unit's current equipment arrangement.
2. Each morning, the tablets are to be shut down and restarted to allow for any updates that may need to be completed. This process may take several minutes to complete.
3. Upon completion of the re-start, log on under the "ESO" user, and enter "ESO", without quotations marks, as the "ESO" user password.
4. Start up may take several minutes as the tablet has to complete any updates as mentioned earlier.
5. Once the tablet is logged on, you will be able to access the ESO Pro Mobile Software by double-clicking the icon or right-clicking the icon and clicking the "open" command.
6. You will then need to login to the software by entering the required fields and complete the update process. If help is needed at this point, please see the "ESO Solutions Online Help Guide" at:

<http://esosolutions.com/v4-training-materials/>

### **General Usage Guidelines:**

1. Complete all data required for the ePCR to be left at the receiving hospital. Utilize the CAD tool to import call information from Dispatch.
2. Import Vital Signs and Telemetry from the LifePak® 12 with the provided import cable.
3. Obtain Patient Signature (Billing Authorization and HIPPA Notification), Receiving Facility Signature, and Provider Signature if applicable.
4. Print the ePCR at the hospital with using the designated printer.
5. Synchronize all data as soon as the steps above are completed. This will decrease the chance of lost data due to unforeseen complications or tablet failure.



## ESO Pro Web (Web-Based)

### Start-up and General Usage Guidelines:

1. Access the ESO Pro Web Software by double-clicking the icon or right-clicking the icon and clicking the “open” command.
2. You will then need to login to the ESO server by entering the required fields. If help is needed at this point, please see the “ESO Solutions Help and Troubleshooting” section, or open the program located on the computer.
3. After logging onto the web-based version, all other ePCR information should be completed if not completed prior to synchronizing from the Tablet.
4. Once ePCR is completed, it is then ready to be verified and locked. If help is needed at this point, please see the “ESO Solutions Online Help Guide” at:  
<http://esosolutions.com/v4-training-materials/>

### Tablet Maintenance

1. If your tablet fails to operate and you cannot make contact with IT you can obtain another tablet from a back up unit not in service or by getting the spare tablet located in the Battalion Chiefs office.
2. All tablet problems shall be reported to the Officer-In-Charge as soon as possible.
3. If the tablet fails on scene and no replacement is accessible, complete a Patient Info sheet, print off a patient Code Summary from the LifePak 12, and complete the report upon arrival back to the station. You can then fax a completed report to the destination ER.
4. In the event of a tablet failure, some information will not be able to be gathered, i.e. signatures. This information should be included in the general narrative section in the ePCR.
5. All information needed to be scanned in will be done by the Asst. Chief or Training Captain until further notice.



## HIPAA REQUIREMENTS

**Purpose and Scope:** To meet **Health Insurance Portability and Accountability Act (HIPAA)** requirements for the safeguarding of patient medical records. This SOP outlines the procedures currently in place to insure patient privacy with regard to medical records.

**Note:** Quality patient care is the primary concern of CSFD and no portion of this document will take precedence over quality patient care.

### Things to Remember:

- Treat and protect all patient information as if it were your own.
- Patient information can be given to anyone necessary to aid in patient treatment.
- Patient information can be used for operational issues such as QI and training.
- Patient care comes first.

### During the EMS Call:

- Patient information may be shared with on scene CSFD personnel involved in patient care.
- CSFD members should take care to avoid bystanders from overhearing patient information. It is understood that due to noise and multiple care providers on scene information may be overheard by bystanders.
- Patient information may be transmitted as necessary to the hospital or to dispatch for relay to the hospital. The preferred method of transmitting patient information to the hospital is by cell phone. The reason for the use of cell phones is that cell phone transmissions are not as readily received by the general public.

### While at the Hospital:

- Patient report to hospital personnel should be done with patient confidentiality in mind.
- Take care to avoid incidental disclosure of patient information to non medical personnel, by giving the report in a manner that keeps patient privacy in mind.
- If patient is capable of receiving the CSFD Privacy Notice, this is the preferred time to give the privacy notice to the patient.
- Once the patient has received the privacy notice the Paramedic will attempt to get the Acknowledgement of Receipt of Privacy Notice form signed by the patient. If the patient is a minor the guardian may sign the form. If the patient refuses to sign or is not capable of signing the form an Adult Family member can sign or the Paramedic will sign in the proper spot indicating that the attempt was made.

### Returning to the Station:

- All patient report information will be placed in the EMS Report Clipboard while transporting it to avoid accidental disclosure. Reports will not be left in plain view inside the ambulance if stops are made along the way.



**At the Station:**

- Patient information will not be left out in the open for people not involved in the call to see.
- If you are sent on a call while completing the report, the report shall be secured before leaving on the call.
- The computer reporting system is password protected to avoid accidental disclosure of patient information.
- If you are filling out an EMS report on the computer system and you must leave the computer for any reason press the keys Control-Alt-Del and then choose the option "Lock Workstation". This will lock the computer; the only person that can unlock the report is the person who locked it, thus securing your report while you are away.

**Any EMS patient paperwork that is generated shall be handled in the following manner:**

1. Scan it
2. Attach it to the ESO report
3. Shred it.



## **Infection Control Employee Responsibilities**

It is the responsibility of the employee to read the Exposure Control Program found in the City of College Station Blood Borne Pathogen Program. It is also the responsibility of the employee to read the Infection Control Procedures found in the "Infection Control Plan in Appendix B" of the College Station Fire Department Medical Protocols.

### **If Exposed:**

In the event of an exposure it is the responsibility of the employee to notify the receiving hospital if he/she has been exposed to a patient who was transported to that facility.

- The employee shall notify his/her Officer of the exposure.
- The ER Physician will make recommendations to the employee for follow up and baseline testing requirements

### **The Employee and the Officer should then complete the following forms:**

- It is the responsibility of the employee and his/her Supervisor to complete paperwork as explained in the City of College Station Blood borne Pathogen Program.
- All completed paperwork and notification must be sent to Risk Management within 24 hours.



## EMS Duties

### SCOPE AND PURPOSE

The purpose of this policy is to specify the daily and weekly EMS Duties to be performed by College Station Fire Department personnel.

### DEFINITIONS

**Supply** – refers to any non-medicinal supplies. This includes, but not limited to, sterile water, saline, alcohol preps, iodine preps, and vacutainers. This does not refer to medications.

**Medication** – refers to any medication in ampule, tablet, tube, pre-filled syringe form, or vial; fluid; or premixed drip. Medication does not refer to sterile water or saline, alcohol or iodine preps, vacutainers, or other non-medicinal supplies.

**Attending EMS Personnel** – The in-charge EMS Person (usually a Paramedic) as assigned by the Company Officer.

**Approved Fire Administration Personnel** – This includes the Assistant Chief of Operations, Assistant Chief of Prevention and Safety, EMS-Safety Operations Captains, and Training Captains. In the event that one of these personnel is not available and a controlled drug is needed, Battalion Chiefs are approved Fire Administration personnel.

### DAILY EMS DUTIES

#### **Unit Check**

- All ambulances will be checked on a daily bases to verify that the ambulance is in compliance with Texas Department of State Health Services (TDSHS) guidelines.
- All medications will be checked as outlined in Policy 400.3.11 - Medication Usage, Replacement, and Exchange and Policy 400.3.12 Checking Controlled Drugs on CSFD Ambulances, Engines, and Ladders.

#### **Supply and Medication Usage**

The following duties will be performed after each call where EMS supplies were used.

- The crew assigned to that unit will be responsible for restocking the unit.
- Units will be restocked as soon as possible after each call from the supply cabinet at the station that the unit is assigned.
- An effort should be made to replace the items as soon as possible to bring the unit back into compliance for inventory purposes. The possibility of spot inspections from the Texas Department of State Health Services (TDSHS) does exist.
- Anytime you are unable to restock supply items from the station supply, you must go to Station 4 to restock the supplies.



- Anytime you are unable to restock a medication from the station supply, you must go to Fire Admin to restock the medication. An approved Fire Administration Personnel will need to assist with this.
- All oxygen cylinders are to be taken to Station 2 and replaced as needed. Empty cylinders (500 PSI or less) should be placed in the proper location in the oxygen cage at Station 2 to prevent re-use.

## **WEEKLY EMS DUTIES**

### **Inventory**

#### **Tuesday**

- All units, EMS bags, etc. will be inventoried using the appropriate inventory form. After inventory, stock the unit, EMS bag, etc. from the EMS supply cabinet located at the station.
- All medications will be checked weekly for monthly expiration dates. Medications will expire on the last day of the month unless otherwise indicated. Medications are to be replaced within 30 days prior to expiration.
- On the last Tuesday of the month, all medications and supplies will be checked for an expiration date and exchanged if expiring before the next weekly check. (This Tuesday is to catch any expiring medications that have not been exchanged.)
- Inventory the supplies in the EMS Supply Cabinet. If supplies are needed, fill out an EMS Supply Order Form, Scan and place in the appropriate folder on O drive (O:\Operations\EMS Supplies).
- Inventory the medications in the EMS Supply Cabinet. If medications are needed, submit your request in Blue Folder. If requesting medication due to expiration, make sure this is noted in request.

#### **Wednesday**

- The on shift personnel at Station 4 will fill the EMS supply orders prior to 10 a.m.
- The College Station Fire Department Quartermaster will pick-up all EMS supply and medication orders and deliver the supplies to each station. In the event that the Quartermaster is unavailable to pick-up and/or deliver the supplies and medications, then the on-duty Battalion Chief will pick-up the supplies and medications and deliver them to the appropriate stations.
- Medications and items with expiration dates will be restocked in a manner in which the items that will expire first will be used first.



## Medical Waste Removal and Management

Medical waste that is collected and stored at any College Station Fire Department facility or unit will follow the guidelines listed below for proper storage and removal.

### Collection of medical waste stored on Fire on EMS units

All "non-sharp" medical waste will be placed in the designated medical waste container with a red Bio-Hazardous liner bag.

- Medical waste containers will never be used without the proper liners.
- Extra Bio-Hazardous liners will be carried on every unit that carries medical equipment for providing patient care.

### Sharps:

- All "sharps" medical waste will be placed in an approved sharps waste container.
- "Sharps" medical waste will never be placed directly in a standard Bio-Hazardous waste bag or container without being in a approved sharps container.

### Disposing of medical waste that is collected on Fire and EMS units or at Fire Stations:

- "Non-Sharp" medical waste or "sharp" containers will be placed in one of the Bulk Biomedical collection waste containers located at every Fire Station when removed from the unit.
- "Sharp" containers will be closed and red Bio-Hazardous bags will be tied off, before being placed in the medical waste container.
- Fire Department personnel will wear disposal gloves at all times when disposing or handling medical waste or containers.

### Maintenance and care of Bulk Medical collection waste containers:

- Bulk medical waste containers will be located at every Fire Station.
- Waste containers will be located at least 3" inches off the ground at all times.
- Bulk medical waste containers will be properly marked and protected against rain, water, or contact by unauthorized personnel.
- At least one extra bulk medical waste container will be located at each Fire Station.
- All medical waste will be picked up by designated company every 4 weeks. The designated company to date is Stericycle. Their contact number is 936-441-8950.

### Disposal of Bulk Medical waste containers:

- Bulk waste containers will be collected on Tuesday once a month by the medical collection service.
- Early pickup can be requested by contacting the College Station Fire Department Quartermaster.



## Ordering, Receiving, Storing and Distributing Controlled Drugs

### Scope and Purpose:

This policy is to provide procedural guidance for ordering, receiving, storing and distribution of controlled drugs by College Station Fire Department personnel in order to verify and account for all controlled drugs assigned to College Station Fire Department personnel as required by Federal Law, Texas State Law, and College Station Fire Department policy.

### Definitions:

- **Controlled Drugs** – Any drug listed in Schedules I-V as defined by 21 CFR 1308 and the Texas Controlled Substances Act (HSC Chapter 481). Currently, College Station Fire Department uses Class II, Class III, and Class IV controlled drugs: morphine, fentanyl, ketamine, midazolam, and diazepam.
- **Attending EMS Personnel** - The in-charge EMS Person (usually a Paramedic) as assigned by the Company Officer.
- **Approved Fire Administration Personnel** – This includes the Assistant Chief of Operations, Assistant Chief of Prevention and Safety, EMS-Safety Operations Captains, and Training Captains. In the event that one of these personnel is not available and a controlled drug is needed, Battalion Chiefs are approved Fire Administration personnel.

### Distributor License (CSFD Fire Admin):

#### Ordering of Controlled Drugs

- Minimum stocks are to be established by usage.
- Controlled drugs are to be ordered by Control Substance Registration (CSR) Program Manager.
- Morphine and fentanyl are to be ordered with the DEA Form 222 or through the DEA Controlled Substance Ordering System (CSOS).
- Ketamine, midazolam, and diazepam are to be ordered directly from pharmaceutical supplier.

#### Ordering with the DEA Form 222

- DEA Form 222s are to be used in sequential order.
- All DEA Form 222s are to be completed and signed by the CSR Program Manager.
- Copy 3 (blue) of the completed DEA Form 222 is to be placed in the secure file cabinet at Fire Administration.
- Completed and signed DEA Form 222s are sent to pharmaceutical supplier.

#### Receiving of Controlled Drugs into the Main Supply Stock

- The third page of the DEA Form 222 is to be completed by receiving party plus an approved Fire Administration personnel. DEA Form 222 and receipt from pharmaceutical supplier are placed in a secured file.



- Received controlled drugs are added to the running Main Controlled Drug Inventory Log and witnessed.

### **Main Supply Stock**

- The main inventory storage is the secured storage room at Fire Administration

### **Access to the Main Supply Stock**

- ID cards will allow access to approved Fire Administration personnel.
- Controlled drugs are to be stored in the safes. Only approved Fire Administration personnel will be given the combination to the safes.
- All access to safes requires a minimum of one approved Fire Administration personnel and one witness. If this involves unit replacement, the witness is the staff that is being given custody of the medication.
- A complete inventory of that safe will be done each time the safe is accessed. This requires a minimum of one approved Fire Administration personnel and one witness. This will be logged in the running Main Controlled Drug Inventory Log.

### **Main Controlled Drug Inventory Log**

- All drugs are to be logged in and out of the running Main Controlled Drug Inventory Log. This requires a minimum of one approved Fire Administration personnel and one witness.
- Each controlled drug will have its own individual log.

### **DEA Required Inventory**

- The DEA requires an initial inventory of all scheduled drugs. Each drug schedule is to have its own inventory form.
- The DEA also requires biennial inventories of all scheduled drugs. Each drug schedule is to have its own inventory form.
- These inventories are to be maintained by the CSR Program Manager in a secured file.

### **Distributing of Controlled Drugs to Ambulances, Engines and Ladders**

- Controlled drugs are to be ordered and distributed through the use of the **Blue Folder system**. DEA Form 222 or DEA Controlled Substance Ordering System (CSOS) will be completed by the CSR Program Manager.
- Controlled drugs are only to be distributed based on completed Controlled Drug Usage Forms and or Damage Form for Controlled Drugs.
- A minimum of one approved Fire Administration personnel and the paramedic accepting the drug are needed for the distribution.
- All distributions will be logged in the Main Controlled Drug Inventory Log. Each distribution must be witnessed.
- Distributions are to be done during Fire Administration business hours. In the event usage requires a distribution outside of normal business hours, one of the approved Fire Administration personnel may be contacted.

### **Reconciliation of Controlled Drug Usage / Damage / Expiration**



- The Controlled Drug Usage Forms and Main Controlled Drug Inventory Log are to be cross checked to the ePCR (electronic patient care report) through the ESO reporting system.
- The results of this reconciliation will be maintained by the Controlled Substance Program Manager.

### **Disposal of Damaged or Expired Controlled Drugs**

- Disposal and destruction of a damaged or expired controlled drug can only be done through either a contract with a DEA licensed reverse distributor or through surrender to local law enforcement.
- Specific procedures and details will be outlined in the contract and shipping procedures of the reverse distributor.
- Copies of all documents regarding the disposal of controlled drugs will be placed in a secure file and maintained by the Controlled Substance Program Manager.

### **Mid-Level (EMS) Practitioner License (CSFD Fire Stations):**

#### **Ordering of Controlled Drugs**

- Minimum stocks are to be established by usage.
- Controlled drugs are to be ordered and distributed through the use of the Blue Folder system. DEA Form 222 or DEA Controlled Substance Ordering System (CSOS) will be completed by the CSR Program Manager for CII drugs.
- Copy 3 (blue) of the completed DEA Form 222 is to be placed in the secure file at the Fire Station.

#### **Disposal of Damaged or Expired Controlled Drugs**

- Disposal and destruction of a damaged or expired controlled drug can only be done CSFD Fire Administration through the reverse distributor or through surrender to local law enforcement.
- Specific procedures and details will be outlined in the contract and shipping procedures of the reverse distributor.
- Copies of all documents regarding the disposal of controlled drugs will be placed in a secure file and maintained by the Controlled Substance Program Manager.



## Medication Usage, Replacement, and Exchange

### Scope and Purpose:

This policy is to provide procedural guidance to College Station Fire Department personnel for the usage, replacement, and exchange of medications in order to verify and account for all controlled drugs assigned to College Station Fire Department personnel as required by Federal Law, Texas State Law, and College Station Fire Department policy.

### Definitions:

- **Medication** – refers to any medication in ampule, tablet, tube, pre-filled syringe form, or vial; fluid; or premixed drip. Medication does not refer to sterile water or saline, alcohol or iodine preps, vacutainers, or other non-medicinal supplies.
- **Exchange** – refers to any medication that is expired (or expiring) and/or damaged that is being traded for a new dose.
- **Replacement** – refers to any medication that has been used on a patient and is being obtained a.) from the Stations EMS supply cabinet or from main supply located at Stations 4 for all medications except controlled drugs or b.) from Fire Administration for controlled drugs.
- **Controlled Drugs** – Any drug listed in Schedules I-V as defined by 21 CFR 1308 and the Texas Controlled Substances Act (HSC Chapter 481). Currently, College Station Fire Department uses Class II, Class III, and Class IV controlled drugs: morphine, fentanyl, ketamine, midazolam, and diazepam.
- **Attending Paramedic** – The in-charge EMS Person (usually a paramedic) as assigned by the company officer.
- **Approved Fire Administration Personnel** – This includes the Assistant Chief of Operations, Assistant Chief of Prevention and Safety, EMS-Safety Operations Captains, and Training Captains. In the event that one of these personnel is not available and a controlled drug is needed, Battalion Chiefs are approved Fire Administration personnel.

### Medication List:

- A list of the medications in the ambulance must be present and within easy access inside the ambulance, according to Texas Department of State Health Services guidelines. This list only represents the minimum number of doses of each medication that is required for the ambulance to be in service. The list will be kept in the protocol book. This list will be approved or changed only with approval of the Medical Director.



## **Responsibility:**

- The attending paramedic is responsible for the inventory of medications, checking of the security system, and/or Knox Box System on the unit that they are assigned to.
- It is the responsibility of the attending paramedic to ensure the medications are checked on a daily basis and that the security system is in working order.

## **Medication Checks:**

### ***Daily Check***

- Each morning, the medications will be checked by the attending paramedic.
- Each time a new attending paramedic is assigned to the ambulance or engine during the shift, the attending paramedic will complete a medication check.
- Controlled drugs will be checked in accordance with Policy 400.3.12 Checking Controlled Drugs on CSFD Ambulances, Engines, and Ladders
- The check will be documented in the Controlled Substance Custody Log for that unit.

### ***Crew Change***

- Each time a new attending paramedic is assigned to the ambulance or engine during the shift, the attending paramedic will complete a medication check.
- Controlled drugs will be checked in accordance with Policy 400.3.12 Checking Controlled Drugs on CSFD Ambulances, Engines, and Ladders
- The check will be documented in the Controlled Substance Custody Log for that unit.

## **Medication Check and Exchange:**

- The medications will be checked for proper dose, quantity, expiration, and inspected for any damage and/or tampering. The quantity is listed in the inventory sheet for that unit.
- The drug check sheet will then be signed by the attending paramedic for that unit, thus verifying that all the drugs for that unit are present and accounted for.
- Controlled drug checks will be logged in the Controlled Substance Custody Log for that unit.
- All medications will be checked weekly for a monthly expiration date.



- On the last Tuesday of the month, all medications and supplies will be checked for an expiration date and exchanged if expiring before the next weekly check. (This Tuesday is to catch any expiring medications that have not been exchanged.)
- All medications must be exchanged 30 days prior to its expiration date.
- If a medication does not have a specific expiration date, the expiration date is the last day of the month (i.e. Jun 2011 is June 30, 2011).

### **Medication Damage:**

**Broken/Expired/Heat Damaged Controlled Drugs** – Controlled drugs that are discovered broken, expired, or heat damaged must be returned to the Fire Administration/Training Division. If anyone ever finds a controlled drug to be broken or expired:

1. Pull the affected vial/ampule from the vehicle.
2. Fill out the Damage Form for Controlled Substances. Check “Broke”, “Damaged”, or “Expired”, whichever is applicable.
3. If the circumstances of the breakage are known, write a small summary of the details on the bottom or back of the Damage Form for Controlled Drugs.
4. Attach the vial/ampule/syringe to the form, either by taping it to the form, or by some other method.
5. Exchange of controlled drug is done using both forms through the Fire Administration. Class II medications are transferred through the use of the DEA Form 222 or the DEA Controlled Substance Ordering System (CSOS).

**Broken/Expired/Heat Damaged Non-Controlled Medications** – Non-controlled medications that are discovered broken, expired, or heat damaged must be disposed of in a sharps container. If anyone ever finds a non-controlled medication to be broken or expired:

1. Pull the affected vial/ampule from the vehicle.
2. Dispose of medication in a sharps container
3. If the circumstances of the breakage are known, write a small summary of the details and email through your chain of command to the Assistant Fire Chief of Operations.
4. Exchange the medications from the station supply or from Fire Administration.

### **Missing Medications:**

#### ***Controlled Drugs***

- If a controlled drug is found to be missing, immediately notify the appropriate company officer.



- If a controlled drug is found to be missing, refer to Policy 400.3.13 Missing Controlled Drugs / Diversion Control
- Obtain another dose from Fire Administration during the next open business hours.
- Controlled drugs are to be ordered and distributed through the use of the Blue Folder system. DEA Form 222 or DEA Controlled Substance Ordering System (CSOS) will be completed by the Control Substance Registration (CSR) Program Manager.

### ***Non-Controlled Medications***

- If a medication is found to be missing, notify the appropriate company officer.
- Write a small summary of the details and email through your chain of command to the Assistant Fire Chief of Operations.
- Replace the medications from the station supply or from Fire Administration.
- 

### **Guidelines for Medication Usage:**

#### **Medication Usage**

- All medications are for single patient use.
- When nitroglycerin tablets are used, the remaining medication will be left at the hospital for the patient or disposed of if the patient is not transported.
- The usage and disposal of morphine, midazolam, fentanyl, ketamine and/or diazepam will be documented on the approved "Controlled Drug Usage Form.
- Unused portions of Controlled Drugs will be transported with the patient to the receiving facility. The attending Nurse and/or Physician will witness disposal of the unused portion.

#### **Controlled Drug Usage Form**

- The Controlled Drug Usage Form is to be completed in the ESO report for patients. In the event that the controlled drug was damaged, expired, lost, or in the event ESO is not working, a hard copy report is to be completed.
- Only one ampule/vial/syringe of a controlled drug is to be documented on a Controlled Drug Usage Form.
- The Controlled Drug Usage Form is to be completed including all appropriate signatures as soon as possible.
  - The attending Nurse and/or Physician will witness disposal of the unused portion.
  - The Physician must sign only if the controlled drug was given by direct order not protocols.



- Upon return to the station, the Controlled Drug Usage Form is to be printed and placed in the lock box on the unit from which the controlled drug was used.
- The Controlled Drug Usage Form is to be used to replace or exchange a controlled drug.

### **Controlled Drug Replacement**

- Controlled drugs are to be ordered and distributed through the use of the Blue Folder system. DEA Form 222 or DEA Controlled Substance Ordering System (CSOS) will be completed by the CSR Program Manager.
- Controlled drugs can be replaced at Fire Administration during normal business hours.
- In the event controlled drugs need to be replaced outside of normal business hours, one of the approved Fire Administration personnel can be contacted.
- The Controlled Drug Usage Form will be needed to replace or exchange a controlled drug.
- The replacement of a controlled drug requires the presence of an approved Fire Administration personnel and the attending paramedic.

### **Removal of controlled drugs from out of service units**

- In the event a unit is placed out of service and not at the station, the attending paramedic will remove the controlled drugs from that unit.
- Controlled drugs from units that are out of service will be secured in the Station's narcotic safe.
- These transactions will be documented on the Short Term Transfer and Storage Log.

### **Riders – Student or Non-Student**

- Under no circumstance are riders, including EMS students and non-student, allowed to possess, handle, or administer a controlled drug. This does not apply to Fire Department employees who are riding as students.



## Checking Controlled Drugs on CSFD Ambulances, Engines, and Ladders

### Scope and Purpose:

This policy is to provide procedural guidance to College Station Fire Department personnel for checking controlled drugs and determining who is responsible for checking those controlled drugs assigned to the units in order to verify and account for all controlled drugs assigned to College Station Fire Department personnel as required by Federal Law, Texas State Law, and College Station Fire Department policy.

### Definitions:

- **Controlled Drugs** - Any drug listed in Schedules I-V as defined by 21 CFR 1308 and the Texas Controlled Substances Act (HSC Chapter 481). Currently, College Station Fire Department uses Class II, Class III, and Class IV controlled drugs: morphine, fentanyl, ketamine, midazolam, and diazepam.
- **Attending EMS Personnel** - The in-charge EMS Person (usually a Paramedic) as assigned by the Company Officer.
- **Approved Fire Administration Personnel** - This includes the Assistant Chief of Operations, Assistant Chief of Prevention and Safety, EMS-Safety Operations Captains, and Training Captains. In the event that one of these personnel is not available and a controlled drug is needed, Battalion Chiefs are approved Fire Administration personnel.

### Responsibility:

Controlled drugs on all College Station Fire Department ambulances, engines, and ladders shall be checked and accounted for at the beginning of the shift and each time that the attending paramedic changes. The check shall be made by the individuals assigned as the attending paramedic from both the off-going shift and the on-coming shift. It is ultimately the responsibility of the company officer to verify that the controlled drugs have been checked.

### Procedures:

#### Ambulance/Engine/Ladder

- Open the locked box located in the unit.
- One off-going individual and one on-coming individual shall each verify the count of each controlled drug in the lock box. The condition of the controlled drugs shall also be checked.



- The controlled drugs will be checked for proper dose, quantity, expiration, and inspected for any damage and/or tampering.
- Note the quantity of each controlled drug and usage forms in the appropriate column on the Controlled Drug Custody Log – Ambulance or Controlled Drug Custody Log – Engine/Ladder. If there is still a discrepancy in the quantities of the controlled drugs, refer to Policy 400.3.13, “Missing Controlled Drugs / Diversion Control.”
- Both individuals shall record their signature and ID number in the appropriate columns.
- The box shall be re-locked and the key (if applicable) turned over to the oncoming individual.

### **Reserve Ambulances**

Personnel assigned to the ambulance at a station housing a reserve ambulance(s) shall be responsible for the checking of controlled drugs on said ambulance(s). If there is not an ambulance staffed at that station, then the attending paramedic assigned to the engine/ladder crew will be responsible for checking the controlled drugs.

- Controlled drugs on the reserve ambulance (s) shall be checked in the same manner as front line ambulances in accordance with this policy.
- If a reserve ambulance is placed out of service the controlled drug shall be removed and secured in accordance with Policy 400.3.11 Medication Usage, Replacement, and Exchange.

### **Controlled Substance Custody Log**

Completed forms are to be reviewed by the company officer for accuracy and completeness and then maintained in a secure file in the Fire Station.

### **Broken/Expired/Heat Damaged Controlled Drugs**

Controlled drugs that are discovered broken, expired, or heat damaged must be returned to the Fire Administration/Training Division. If anyone ever finds a controlled drug to be broken or expired:

- Pull the affected vial/ampule from the vehicle.
- Fill out the 53-F25 Damage Form for Controlled Drugs. Check “Broke”, “Damaged”, or “Expired”, whichever is applicable. One damage form and one usage form is to be completed for each ampule/vial/syringe.
- If the circumstances of the breakage are known, write a small summary of the details on the bottom or back of the 53-F25 Damage Form for Controlled Drugs.
- Attach the vial/ampule/syringe to the form, either by taping it to the form, or by some other method.



- Controlled drugs are to be ordered and distributed through the use of the Blue Folder system. DEA Form 222 or DEA Controlled Substance Ordering System (CSOS) will be completed by the CSR Program Manager.



## Missing Controlled Drugs / Diversion Control

### Scope and Purpose:

This policy is to provide procedural guidance to College Station Fire Department personnel for dealing with situations that involve missing controlled drugs in order to verify and account for all controlled drugs assigned to College Station Fire Department personnel as required by Federal Law, Texas State Law, and College Station Fire Department policy.

### Definitions:

- **Controlled Drugs** - Any drug listed in Schedules I-V as defined by 21 CFR 1308 and the Texas Controlled Substances Act (HSC Chapter 481). Currently, College Station Fire Department uses Class II, Class III, and Class IV controlled drugs: morphine, fentanyl, ketamine, midazolam, and diazepam.
- **Attending EMS Personnel** – The in-charge EMS Person (usually a Paramedic) as assigned by the Company Officer.
- **Approved Fire Administration Personnel** – This includes the Assistant Chief of Operations, Assistant Chief of Prevention and Safety, EMS-Safety Operations Captains, and Training Captains. In the event that one of these personnel is not available and a controlled drug is needed, Battalion Chiefs are approved Fire Administration personnel.

### Responsibility:

The attending paramedic assigned to the unit shall be responsible for following this policy. It is ultimately the responsibility of the company officer to ensure that this policy is followed.

### Procedures:

If a controlled drug is discovered missing, the following procedure shall be followed:

1. The person who discovers the missing controlled drug shall notify the Company Officer. The Company Officer will make every reasonable attempt to contact the last person who signed for the controlled drug.
2. The person who discovers the missing controlled drug shall complete *Incident Form Missing or Lost Controlled Drug*. One form is to be used for each controlled drug.
3. If that person cannot account for the drug, or that person has not been contacted within 3 hours, then the following people shall be notified:
  - Shift Commander
  - Control Substance Registration (CSR) Program Manager
  - Assistant Chief of Operations
4. If the controlled drug has not been accounted for after the above people have been notified, the College Station Police Department shall be notified, and a report shall be filed regarding



the missing controlled drug. It is the responsibility of the Assistant Chief of Operations or the Battalion Chief to contact the police department.

5. It shall be the responsibility of the Assistant Chief of Operations or the Battalion Chief to contact the Fire Department's CSR Program Manager and informs him/her of the missing controlled drug.
6. It shall be the responsibility of the Assistant Chief of Operations or CSR Program Manager to notify DEA, DPS, and TDSHS as necessary.
7. Replace the controlled medication through Fire Administration. An Incident Form: Missing or Lost Controlled Drug is needed for each controlled drug being replaced.
8. Controlled drugs are to be ordered and distributed through the use of the Blue Folder system. DEA Form 222 or DEA Controlled Substance Ordering System (CSOS) will be completed by the CSR Program Manager for CII drugs.



## **EMS Clinical Procedures**

### **Definitions:**

- Student refers to any person that rides on a CSFD ambulance for training and/or observation as part of an EMS training program.
- Nurse refers to a nurse who is actively employed by a local medical facility.
- Rider refers to a generic name for both Students and Nurses.

### **Infection Control:**

- **Infection Control Training**
  - Before any rider can be placed on an ambulance, the rider must have completed a CSFD approved infection control class.
  - An approved class can be Silent War (or equivalent), and OSHA approved class, or any substitute class that meets the approval of CSFD.
- **Exposure**
  - In the event an exposure occurs, the rider will immediately notify the EMS personnel in charge.
  - Riders must follow the CSFD policies related to exposure and post-exposure handling. This includes the completion of all necessary paperwork, and also must follow all EMS Program Policies.
- **Contaminated Materials**
  - Contaminated materials (clothing, stethoscopes, etc.) will not be taken off CSFD property before proper decontamination procedures are completed.

### **Responsibilities of Course Coordinators:**

- **Scheduling**
  - The Course Coordinator or that school's Clinical Coordinator will handle all scheduling for their students. The intended purpose is to have a single central contact person.
  - Scheduling is done on a first come first serve basis. Priority is given to CSFD personnel only.
  - Scheduling can be done through the CSFD Clinical Scheduler.
  - Scheduling of multiple persons must be done in writing or on the online system. Minor changes can be made by contacting CSFD training at 979-764-3705 if a clinical scheduler is not available.
  - No riders will be admitted after 22:00 hours (10 p.m.).
- **Approved Paperwork**
  - Course Coordinators must have a current agreement between their agency and College Station Fire Department before a student can be scheduled.
  - Course Coordinators must provide proof of valid liability insurance for each student prior to scheduling. A copy of the insurance facesheet and a course roster is sufficient. If an individual student has another source of insurance, documentation of proof of insurance must be provided to the College Station Fire Department.
  - The student must have a copy of specific skills they are to perform with them while they are doing ride-outs. Basic skills can be signed off by the Course Coordinator. Advanced



skills (including PASG, AED, Inhaler, Nebulizer and EpiPen) must be signed off by the Medical Director for the course.

- Must provide student with a copy of the EMS Program Exposure Plan for the student to give to CSFD personnel.

- **Availability**

- The Course Coordinator or the Course Coordinator's designee must be available for contact at all times by the College Station Fire Department to discuss scheduling and/or other problems that arise.
- Some of the problems that may occur need immediate attention (i.e. poor behavior, exposures). The College Station Fire Department requires the ability to contact the Course Coordinator or designate as soon as possible.

## **Responsibilities of the Rider**

- **Clothing**

- All riders must present a professional appearance while riding with CSFD.
- As a general rule, riders must wear a white collared shirt, dark pants, and a name tag at all times. Non-faded black jeans are acceptable.
- Exceptions to the dress code are as follows:
  - Fire and EMS uniforms may be worn as long as the shirts are not dark blue or black. The uniform shirts must not resemble CSFD uniforms.
  - Nurses may wear clothing as allowed under their employer's dress code (i.e. scrubs).
  - Name tags must be worn at all times. Student name tags must have name, school and student level (EMT Student, Paramedic Student, etc.)
  - No open toe style shoe may be worn. Boots are preferred but tennis shoes are allowed if neat, clean, and in good shape.
  - A spare change of clothing must be brought in case of contamination. Any type of conservative spare clothing may be worn while decontamination occurs.

- **Meals**

- Riders must make provisions for their own meals. Riders will not be allowed to leave for meals unless with the ambulance crew.
- Riders may join in with the shift on any planned meal. Do not plan on this because each shift varies due to personnel, duties, and calls.

- **Sleeping Arrangements**

- Riders must provide their own linens (pillow, pillow case, sheets and blanket). Sleeping bags are acceptable. It is highly recommended that a heavy blanket be brought.
- The rider will check with the ambulance crew they are assigned as to which beds are available.
- No sleeping is allowed before 17:00 (5:00 PM) except on weekends. This is a department policy.
- Anything that disturbs the sleep of shift personnel (alarm clocks, radios, etc.) is not allowed.



- **Attendance**

- Rider will report to the assigned station fifteen minutes prior to the scheduled time.
- If the rider is going to be late or not going to be in for the assigned time period, the rider must contact a CSFD officer at the station they are assigned to ride at.
- A rider that is late twice, or fails to notify the appropriate officer of tardiness or inability to make the scheduled time, will not be allowed to ride at CSFD.
- The Course Coordinator of a student will be notified of any tardiness and/or inability to attend scheduled times by the Battalion Chief or his/her designee.
- No rider will be admitted after 22:00 hours (10:00 PM).
- Based on the availability of beds and at the discretion of the Battalion Chief, the student may spend the night.
- Riders that stay past midnight must stay until 07:00 unless prior approval has been made with the Battalion Chief of the affected shift.

- **Responsibilities on Emergency Calls**

- Riders are to make all ambulance runs, the crew will not wait for the rider to get on the ambulance for a run. If the rider is not ready, the crew will leave without them.
- Riders that are observers may not participate in patient care.
- When reporting for duty, the student shall inform the ambulance crew as to the skill level of the class (EMT-Basic, Intermediate or Paramedic) and which procedures have been approved for that student to perform by the course coordinator and applicable medical director. The student may then perform skills to this level.
- **Under no circumstance will a student be in charge of patient care.** Students may perform skills only under the direction of the paramedic in charge of patient care. Students will not initiate a skill or treatment except under the direction of the paramedic.
- Riders may ask questions at the appropriate time, which is most often at the hospital or the station.
- During fire ground operations, the paramedics may get involved with related activities. At this time, riders will report to the command post. At no time will a rider engage in any fire ground activity.

- **Confidentiality**

- All patient information including patient name, address and the care of the patient is confidential and is to be treated as such.
- Keep information relating to patients confidential. Patients may be discussed with hospital staff, EMS personnel, preceptors, or classroom discussions as long as the patient's name, address, and other personal information is not disclosed. This is for educational purposes only. Students are not allowed to speak to other students, co-workers, layperson's, patients, patient family members, or ancillary personnel about any patient's condition, treatment, or demographic information.
- Students are not allowed to contact any patient and discuss his/her medical treatment or any other patient's medical treatment.



- **Responsibilities of the Ambulance Crew**
  - The paramedic assigned to the ambulance may, at his/her discretion allow an EMT-intermediate or EMT-Paramedic student to perform advanced procedures. The student must realize that this is at the discretion of the paramedic in charge of patient care and not a requirement.
  - At no time will the paramedic in charge allow educational opportunities to interfere with or supersede patient care.
  - The ambulance crew will give the rider a tour of the ambulance including Infection Control requirements.
  - The ambulance crew will assist the rider by answering questions at the appropriate time.
  - The ambulance crew will notify the shift officer of any exposure or contamination of a rider.
  - Under no circumstances will the rider handle, administer or account for controlled drugs.
  
- **Responsibilities of the Battalion Chief**
  - The Battalion Chief has the responsibility for all personnel working during that shift. The Battalion Chief has the authority to do whatever necessary to maintain order on that shift. This includes counseling and/or sending a rider home.
  - The Battalion Chief will contact the course coordinator to advise of problems and to resolve situation as soon as possible after incident occurs.
  - The Battalion Chief will notify the Assistant Chief in writing of any problems that occur regarding riders.
  - The Battalion Chief and/or the Assistant Chief will contact the course Coordinator to discuss the future of the rider using CSFD as a clinical site.
  
- **Visitor Waivers**
  - A "Visitor Waiver of Claims and Written Assumption of Risks" must be completed by a rider before the first ride-out begins.
  - The waiver can be obtained beforehand from CSFD or at the beginning of the ride-out period from the CSFD Station Officer.
  - Rider Waivers that are completed ahead of time can be sent to the CSFD EMS Coordinator, address:
    - CSFD Training  
College Station Fire Department  
300 Krenek Tap Road  
College Station, TX 77842



# Quality Improvement Program

## Scope and Purpose

To create procedures and guidelines for the quality management and quality improvement of patient care and patient care reporting for all College Station Fire Department personnel. This policy is designed to foster an environment for the improvement of patient care and documentation.

## Description of Service

College Station Fire Department prides itself in being a progressive Fire and EMS service. Through a Quality Improvement program, the fire department will be able to improve the quality of patient care through regular run review and by monitoring critical areas as defined by baseline evaluations, education, and peer review. The purpose of the quality improvement program is to improve the quality of patient care. College Station Fire Department provides EMS for the City of College Station and South Brazos County. College Station Fire Department also provides automatic aid to the City of Bryan and mutual aid to the Texas A&M Campus.

## Mission Statements

### College Station

On behalf of the citizens of College Station, the city council will promote safety, health, and general well-being of our community within the bounds of fiscal responsibility while preserving and advancing the quality of life for its citizens.

### College Station Fire Department

- To protect the lives and property of the citizens and visitors of College Station during all emergencies and disasters, whether natural or man-made,
- To maintain a high standard of training and education for our employees,
- To encourage our employees to serve as role models and participate in the community, and
- To utilize effectively and efficiently all available resources to provide service deemed excellent by the people.

Compassion      Service      Focus      Dedication

### QI Program

Through evaluating the EMS services provided to the community, the fire department will strive to constantly improve the quality of EMS service, in order to continually enhance the health and general well being of our citizens.

### Goals and Objectives of QI Program

- To further improve and maintain patient care and service.
- To improve documentation of patient care and services rendered.
- To reduce the risk and liability of patient care.
- To identify the educational needs of the department and the individual.



- To identify problem areas and provide a mechanism for corrective action and improvement.
- To observe and evaluate adherence to medical protocols and Standard of Care.
- To identify and recognize outstanding patient care and documentation.

### **Desired Performance Levels**

- College Station Fire Department will strive for compliance and adherence to the Medical Protocols and the Standard of care.
- College Station Fire Department will strive for all EMS reports to meet performance criteria as outlined in the Standard for Documentation.
- All other performance levels will be dictated by Department Policies and Procedures.

### **Data Sources to Be Reviewed**

- Patient run report
- Fire reports
- Incident/risk management reports
- Customer complaints
- Education records
- Skills Use Studies
- Incident Investigations
- Patient Outcome Follow-Ups
- Field Evaluations
- Hospital Charts

### **Information to Be Reviewed from Data Sources**

- Patient demographics
- Documentation of patient chief complaint
- Documentation of patient present and past history
- Documentation of primary & secondary survey
- Documentation of Treatment
- Treatment proper and correct
- Date and time for all ALS procedures
- Use of standing orders
- Use of on-line medical control
- Compliance with EMS operational and treatment protocols, standing orders, and medical control contact
- Reporting information to the receiving hospital/facility
- Documentation of refusal of treatment/transport

### **Evaluation Criteria**

#### **Chart Reviews**

1. Phase 1 (Documentation)
  - a. Purpose: To evaluate the reports for required information and to allow paramedics to see different ways of report writing and clinical care.



- b. Primary Review (Company Officer): Company Officers will review 100% of reports.
    - i. Train and educate personnel to meet the standard for documentation.
    - ii. Phase 1 checks documentation skills only.
    - iii. Problems, notes, and comments will be followed up.
    - iv. Review will be compiled and a report sent to the Paramedic that compiled the patient chart
    - v. The Paramedic will review the report and make comments to verify information
    - vi. The Paramedic can request that further information and explanations are returned to them
  - c. Results of Chart Review
    - i. Focused CE training
    - ii. Individual action plan
    - iii. Reviews become part of that individual's QI record
    - iv. May generate an incident investigation
2. Phase 2 (Compliance)
- a. Purpose: After the care giver demonstrates the ability to consistently write accurate reports, the review will then look at protocol and policy compliance.
  - b. Primary Review (Peer Review)
    - i. Reports will be checked for protocol and policy compliance
    - ii. Any deficiencies or outstanding care will be noted
    - iii. This review will generate a report to be given to the caregiver
  - c. Secondary Review (QI Review):
    - i. Reports will be checked for protocol and policy compliance
    - ii. Any deficiencies or outstanding care will be noted
    - iii. This review will generate a report to be given to the caregiver
  - d. Tertiary Review (MD Review):
    - i. If the report includes anything that needs a review by the Medical Director, the report and actual EMS report will be forwarded
    - ii. The Medical Director will review the report and return his review to QI
    - iii. The Medical Director will also review all Code 3 transport reports
  - e. Results of Chart Reviews:
    - i. Recognition of job well done
    - ii. Focused CE training
    - iii. Individual action plan
    - iv. Reviews become part of the individual's QI records
    - v. May generate an incident investigation

### **Patient Outcome Follow-Ups**

1. Purpose: To gather patient outcome information to help assess the impact of EMS assessment and treatment
  - a. Identify sample to be followed up
  - b. Request diagnosis and pertinent information from hospitals
  - c. Database information
  - d. Identify needs to be addressed
  - e. To insure patient confidentiality, hospital information will be kept inside the QI program



2. Results of Patient Outcome Follow-Ups
  - a. Focused CE training
  - b. Individual action plan
  - c. May generate an incident investigation
  - d. Improved working relationships with hospitals

## Testing

1. Purpose: To administer standardized testing to all personnel who will be performing patient care. Testing includes written protocol tests, TDSHS CE evaluation, skills verification and mega code activities.
  - a. Create standardized testing
  - b. Identify grades to be obtained
  - c. Give protocol test on an annual basis
  - d. Test skills on annual basis
  - e. Evaluate mega code scenarios on a 6 month basis
2. Results of Testing
  - a. Focused CE training
  - b. Individual action plan
  - c. Tests become part of the individual's QI records

## Skills Use Studies

1. Purpose: To provide skill use and proficiency for department and individuals.
  - a. Extract information from EMS Reporting System
  - b. Develop proficiency standards
  - c. Compare individual data to departmental data
  - d. Identify needs to be addressed
2. Results of Skills Use Studies
  - a. Develop database for decisions as to what medications and/or skills that might be added, require additional training or be deleted from use
  - b. Focused CE
  - c. Hospital or ambulance rotations
  - d. Database of individual and department skills proficiency

## Incident Investigation

1. Purpose: To allow for a QI based approach for dealing with problems. To investigate any complaints, problems or identified needs. Incident Investigations will be done through a coordinated effort of QI/Training, that individual's Lieutenant and/or Battalion Chief, Medical Director, and the Assistant Chief if needed.
  - a. Gather all pertinent information
  - b. Identify problem (training, skills, personnel)
  - c. Thoroughly research problem
  - d. Develop basis for individual action plan



## Field Evaluation and Training

1. Purpose: To allow for random evaluation of individual performance in the field setting. To allow for a field evaluation of individual performance as a cross check or other measurement tools.
  - a. Select preceptors – Paramedic’s on shift and RN’s at hospital. RN’s are for use at hospital only, not on ambulance
  - b. Have preceptors evaluate performance according to Evaluation Criteria set forth by QI Program
  - c. Use field setting as training as well as evaluation
  - d. Forward findings to QI/Training

## Employee Orientation

1. Purpose: To orientated all employees, new and experienced, to the EMS protocols, policies and procedures affecting EMS and the Quality Improvement Program. Address the following:
  - a. Assign an experienced Paramedic to assist the employee with orientation
  - b. Train the employee in EMS protocols, policies, and procedures, QI and the EMS Reporting System
  - c. Includes time as a third crewmember on ambulance ride outs
  - d. Includes, at a minimum, 5 A LS and 5 B LS runs being evaluated by a predetermined department Paramedic
  - e. Test the employee on these subjects prior to allowing them to be primary care givers:
    - i. Protocol written exam
    - ii. Mega code
    - iii. Skills verification
  - f. Orientation period will be no less than 3 months
  - g. Upon completion of orientation period and testing, all pertinent information will be referred to the Medical Director for approval or non-approval of Paramedic

## Evaluation of Response Data

1. Data Tracked
  - a. Response Time (From time of dispatch to time of on scene arrival of units)
  - b. On Scene Time (From time of on scene arrival to time of transport)
  - c. Transport Time (From time of transport to time of arrival at hospital)
  - d. At Hospital Time (From time of arrival at hospital to time of return to service)
  - e. Total Call Time (From time of dispatch to time of return to service)
2. Purpose of Evaluating Response Data
  - a. Limiting scene time for critical trauma patients
  - b. Determining performance measures
  - c. Reducing Total Call Time
  - d. Reducing the amount of time for definitive care (Hospital ED) for patients

## Medication Accountability

QI/Training will continuously monitor daily check sheets and storage procedures to insure that all medications are stored and maintained in accordance to manufacturer recommendations.



## Evaluation of Services

The data collected is obtained through the comparison of actual performance to protocol guidelines. Furthermore, trends in data will be evaluated and forwarded to the medical director for review. QI/Training will review problematic aspects of care initially with follow-up by the medical director. The medical director will make recommendations to QI/Training for improvements in patient care. QI/Training will then follow these recommendations with desired objectives for training, and these will be forwarded to CSFD Training Office with a projected date of completion for all personnel. The plan for retraining or re-education will follow the corrective action plan.

## Corrective Action Plan

1. Purpose: To resolve problems in an objective manner. To develop a plan to retrain and/or re-educate personnel to improve patient care, protocol and policy compliance, and documentation skills.
2. Comment: Under no circumstances, will the QI Program handle personnel discipline. The QI Program will only be involved in the development of Corrective Action Plans. Discipline will be handled in accordance with current College Station Fire Department policies and procedures. The QI Program may be utilized for assistance and information with the issue of the employee discipline only.
3. The plan will contain the following elements:
  - a. What the problem is
  - b. What is to be changed
  - c. What details are to be implemented
  - d. When and how the corrective action will be implemented
  - e. Who is responsible for implementation
  - f. What time interval is set for problem resolution

## Improvement

1. Problem areas:
  - a. If one individual is involved, the individual will be involved in intensive re-education by the medical director and training office.
  - b. If the problem is wide spread, all personnel will be involved in re-education and re-training.
2. Problems found in EMS protocols and standing orders, will be revised by the Medical Director.
3. Operational and administrative procedures may be the cause of problems. Chief Officers may revise or clarify the Standard Operating Procedures.
4. Patient care complaints will be forwarded initially to the Shift Commander, who will then notify the Operations Chief. If the problem concerns patient care, the complaint will be sent QI/Training and Medical Director for review. If the problem is operational in nature, the Operations Chief, in conjunction with that individual's officers, will act on the complaint with documentation of the action placed in the employee's file.
5. Vehicle preventative and routine maintenance records are maintained by the City of College Station Public Service Center personnel. Employees complete daily vehicle and equipment check sheets. These are retained by the fire department and any problems with vehicles or equipment are dealt with immediately.



6. Routine and preventative maintenance for EMS equipment is done by College Station Fire Department. Equipment may be sent to the manufacturer or an approved repair facility for maintenance or repair. Maintenance records are maintained by the fire department.

### **Recognition of Outstanding Patient Care and Documentation**

1. As Company Officers, Peer Reviewers, and Quality Managers identify incidents in which outstanding patient care was rendered, the individual(s) involved will be recognized through the ESO QM Module Clinical Review. This recognition will be sent to the both the individual(s) and their Company Officer.
2. As Company Officers, Peer Reviewers, and Quality Managers identify incidents in which outstanding documentation was done, the individual(s) involved will be recognized through the ESO QM Module Documentation Review. This recognition will be sent to the both the individual(s) and their Company Officer.

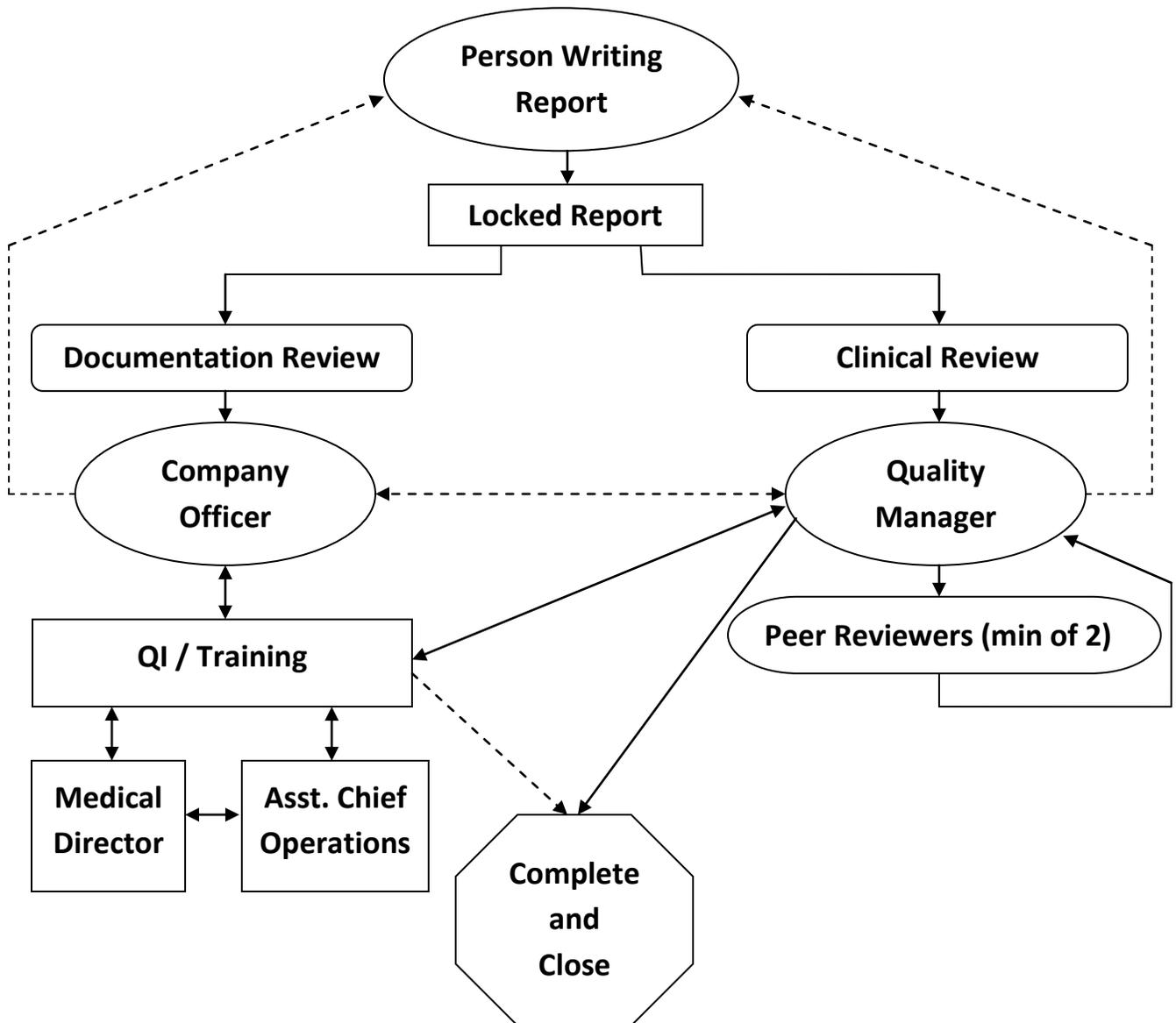
### **Assessment of the QI Process**

Once a year, or as required, QI/Training, Medical Director and Assistant Chief will meet to review the goals and determine the degree of success for each goal. The goals may change for the following year. The revised QI plan will reflect the recommendations of the Fire Department Administration, Medical Director, QI/Training, EMS personnel and the public.

### **Appendices**

1. Appendix A: Review Flow Chart
2. Appendix B: Standard of Documentation Review.docx
3. Appendix C: Standard of Clinical Review.docx
4. Appendix D: EMS Orientation.docx
5. Appendix E: EMS Field Evaluation.docx

## Appendix A: Quality Management Process



### Company Officer Roles and Responsibilities

- Uses Documentation Review module in ESO
- Assign the EMS reports of the personnel from that station to themselves
- Uses the Phase 1 – Documentation Review to review the EMS reports

- Complete the Documentation Review within 72 hours
- Works with the affected personnel to correct and/or improve the EMS reports
- Utilizes the assistance of the shift Quality Manager or QI/Training as needed

### **Quality Manager Roles and Responsibilities**

- Uses Clinical Review module in ESO
- Assigns Documentation Review to Company Officer if that Officer has not self-assigned
- Sends Clinical Review to the Peer Reviewers after 72 hours
- Reviews information provided by Peer Reviews and Company Officer to develop and plan of improvement
- Delivers plan of improvement to the Person writing the report and the Company Officer
- Coordinates with QI / Training as needed

### **Peer Reviewers Roles and Responsibilities**

- Uses Clinical Review module in ESO
- Utilizes Phase 1 – Documentation Review and Phase 2 – Clinical Review to review the incidents that are sent to them by the Quality Manager
- Provides feedback of the review to Quality Manager
- Refers incidents as needed to Quality Manager or QI / Training as necessary
- Completes all reviews assigned to them within 10 days.

### **QI / Training Roles and Responsibilities**

- Assist Company Officer and Quality Managers when needed
- Complete reviews when referred and as directed
- Coordinate with Medical Director and Assistant Chief of Operations as needed

### **Incidents to be Referred to QI / Training**

- Any respiratory or cardiac arrest
- Any patient with a Coma Score of 8 or less
- Any patient with a Revised Trauma Score of 9 or less
- Any incident in which RSI or Hypothermia was used
- Any trauma patient with scene time greater than 10 minutes
- Any helicopter activation
- Any incident deemed by Quality Manager, Peer Reviewer, or Company Officer to need further review

## Phase 2 – Clinical Review Template

The clinical review is to be conducted by the company officer (or acting company officer), peer reviewers, and shift Quality Manager. In conjunction with the Documentation Review Template, this review is to assess the quality of patient care.

### Clinical Feedback Categories

- None
- Airway Management
- Destination Decision
- Medication Dosing
- Medication Route
- Medication Selection
- Patient Refusal
- Protocol Selection
- Provider Impression
- Utilization of Medical Control
- Scene Management
- Treatment Selection
- Treatment Technique
- Other

### Destination Decision

On patients that are transported, the destination decision is to be reviewed for the following:

1. Chosen by
2. Appropriate facility
3. Closest facility (critical patients, no preference by patient/insurance)

### Treatment

On patients that are either transported or treated and not transported, the treatment is to be reviewed for the following:

1. Required by protocol
2. Needed per patient condition
3. Completed
4. Appropriate
5. Done safely

### Treatment Procedures

#### Airway Procedures

- Combitube
- CPAP
- Cricoid Pressure
- ETI Verification
- Heimlich Maneuver
- Nasogastric Tube
- Nasotracheal Intubation
- Needle Cryothyroidotomy
- OPA
- Orotracheal Intubation
- Oxygen
- Pleural Decompression
- Rapid Sequence Induction
- Suction

#### Defib/Cardio/Pace

- AED Defibrillation
- Cardioversion
- CPR
- CPR Discontinued
- Manual Defibrillation
- Pacing
- Vagal Maneuvers

#### IV Therapy

- IV Therapy
- Intraosseous
- Blood Draw
- IV Bolus
- IV Monitoring

### **Other Treatments**

- Bleeding Control
- 12 Lead EKG
- Bandaging
- OB Delivery
- Stretcher
- Burn Care
- MAST/PASG
- Consult/Order Requested
- Consult/Order Denied
- C-Spine Clearance
- Spinal Immobilization
- Splint FX/Dislocation
- Traction Splint
- Trendelenburg
- Cooling
- Helmet Removal
- Irrigation
- Patient Restraint
- Warming
- ALS Assessment

### **Medications**

Medications are to be reviewed for the following:

- Medication Selection
- Medication Route
- Medication Dosing
- Done safely
- Required by protocol
- Needed per patient condition

### **Vital Signs**

Vital signs are to be assessed and documented as needed per patient condition:

- Blood Pressure
- Pulse
- Respirations
- Glucose
- SPO2
- EtCO2
- CO
- Pain scale
- Temperature
- 3 Lead
- 12 Lead

### **Medical Necessity**

On transported patients, the medical necessity statement is to be reviewed to determine if the medical necessity was documented and accurate.

### **Medications / Allergies / History**

On patients to whom treatment was rendered, the SAMPLE history is to be reviewed to determine if the patient's medications, allergies, and history documented.

### **Provider Impression**

On patients to whom treatment was rendered, the provider impression is reviewed to determine if the provider's general impression documented and if enough information was documented to determine a general impression and/or differential diagnosis.

### **Specialty Patient Tab**

These areas are to be completed as applicable:

#### **Acute Coronary Syndromes**

Completed when patient complains of cardiac related chest pain or myocardial infarction is suspected

#### **Advanced Airway**

Completed when orotracheal or nasotracheal intubation is done

#### **Burns**

Completed when primary impression, secondary impression, and/or supporting signs and symptoms is from a burn

**Cincinnati Stroke Scale**

Completed when primary impression, secondary impression, and/or supporting signs and symptoms is indicative of a stroke, CVA, or TIA)

**CPR**

Completed anytime chest compressions are done

**Motor Vehicle Collision**

Completed when incident involves a motor vehicle accident occurs including cars, trucks, motorcycles, bicycles, all-terrain vehicles, aircraft, and watercraft

**Obstetrical**

Completed on all pregnant patients

**Spinal Immobilization**

Completed when one of the following conditions is met unless exclusion criteria is met:

- Patients who present with a suspicious mechanism of injury based on patient's history or presentation. This includes any abrupt accelerating, decelerating, or rotational forces.
- Motor vehicle crashes/collisions
- Vehicle - motorcyclist/bicyclist/pedestrian impact (> 20 mph)
- Ejection from a vehicle
- Vehicle rollover
- Explosion
- Struck by object falling > 1m
- Fall from > 1m (normally excludes "ground level falls", however patients with a high-risk history such as osteoporosis should be considered to have an increased suspicion)
- Significant injury (or mechanism of injury) above the clavicle including direct blunt or penetrating trauma to spine, head, or neck.

**Review Category**

Recognition of Outstanding Report or Care

Good Report / No Issues

Documentation Issue

Protocol Deviation

Protocol Error

**Rating**

Poor

Fair

Good

Very Good

Excellent

**Status**

In Progress – Assigned by Quality Manager and under review by Peer Reviewers

Closed – Completed by Quality Manager

College Station Fire Department  
Quality Improvement Program

**Phase 1 – Documentation Review Template**

The documentation review is to be conducted by the Company Officer (or acting Company Officer) and Peer Reviewers. This review is to verify completeness and accuracy of required information.

<b><u>Incident Tab</u></b>	<b>Transports</b>	<b>No Transport</b>	<b>No Patient / Fire Calls</b>
<b>Incident Information / Location</b>			
Date	✓	✓	✓
Incident Number	✓	✓	✓
Run Type	✓	✓	✓
Priority	✓	✓	✓
Shift	✓	✓	✓
Unit, Vehicle	✓	✓	✓
Location Type	✓	✓	✓
Address, City, State, County, Zip	✓	✓	✓
Zone	✓	✓	✓
<b>Personnel Information</b>			
Lead	✓	✓	✓
Driver	✓	✓	✓
<b>Disposition / Destination</b>			
Disposition	✓	✓	✓
Requested By	✓	✓	✓
Destination Type	✓		
Transported To	✓		
<b>Incident Times / Mileage</b>			
Call Received	✓	✓	✓
Dispatched	✓	✓	✓
En Route	✓	✓	✓
On Scene	✓	✓	✓
At Patient	✓	✓	
Depart Scene	✓		
At Destination	✓		
Incident Closed	✓	✓	✓
All times obtained from appropriate dispatch center			
Mileage: Scene, Destination	✓		
<b>Additional Agencies/Responders</b>			
Additional Agencies	If applicable		

<b><u>Patient Info Tab</u></b>	<b>Transports</b>	<b>No Transport</b>	<b>No Patient / Fire Calls</b>
<b>Demographics</b>			
Last Name, First Name	✓	✓	
Address, City, State, County, Zip	✓	✓	
Social Security Number	✓	✓	
Date of Birth, Age	✓	✓	
Gender	✓	✓	
Race, Ethnicity	✓	✓	
First and last name are in correct order and location			

<b><u>Vital Signs Tab</u></b>			
<b>Vital Signs</b>			
	Vital Signs (minimum 1 set)	✓	
	Glasgow Coma Score (all)	✓	
	Revised Trauma Score (trauma)	✓	
	Minimum vital signs to include pulse, respirations and blood pressure		

<b><u>Flow Chart Tab</u></b>		<b>Transports</b>	<b>No Transport</b>	<b>No Patient / Fire Calls</b>
<b>Treatment</b>				
	Treatment (as applicable)	✓	✓	
	If entry, treatment is to be completely documented			

<b><u>Narrative Tab</u></b>		<b>Transports</b>	<b>No Transport</b>	<b>No Patient / Fire Calls</b>
<b>Clinical Impression</b>				
	Clinical Impressions	✓		
	Supporting Signs / Symptoms	✓		
<b>Injuries / Other Factors</b>				
	Injuries (if trauma)	✓		
	Other Factors	✓		
<b>Narrative</b>				
	Narrative	✓ (SOAP)	✓ (SOAP)	✓ (brief)

<b><u>Specialty Patient Tab</u></b>		<b>Transports</b>	<b>No Transport</b>	<b>No Patient / Fire Calls</b>
<b>Specialty Patients</b>				
	Specialty Patients	✓		
	As applicable			

<b><u>Billing Tab</u></b>		<b>Transports</b>	<b>No Transport</b>	<b>No Patient / Fire Calls</b>
<b>Billing</b>				
	Demographics	✓		
	Medical Necessity	✓		

<b><u>Signatures Tab</u></b>		<b>Transports</b>	<b>No Transport</b>	<b>No Patient / Fire Calls</b>
<b>Signatures</b>				
	Authorization for Billing	✓	✓	
	Authorized Representative	✓	✓	
	EMS Personnel	✓	✓	
	Facility Representative	✓		
	EMS personnel signature only needed if patient was not capable of signing or no authorized representative was available to sign or was unwilling to sign.			



# College Station Fire Department

## EMS Orientation

Name: \_\_\_\_\_ EID: \_\_\_\_\_

Shift Assignment: \_\_\_\_\_ EMS Start Date: \_\_\_\_\_

Assigned to: \_\_\_\_\_ EMT-P

**(All EMS Personnel)**

Complete the following training:		Date
EMS Protocols		
EMS Policies and Procedures		
QI Policies		
EMS Reporting System		

**(All EMS Personnel)**

Completed the following testing:	Date	Grade	Date	Grade
Protocol Exam				
Megacode				
Skills Verification				

**(Paramedics Only)**

Complete evaluation runs:	Date
5 BLS	
5 ALS	

**(Paramedics Only)**

Completed service time:	Date
3 months	

Sign-off: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Assigned Paramedic: \_\_\_\_\_

Training/QI: \_\_\_\_\_

Medical Director: \_\_\_\_\_

College Station Fire Department  
Quality Improvement Program

**Field Evaluation**

Attendant: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Incident Number: \_\_\_\_\_

Incident Date: \_\_\_\_\_

N/A = Not Applicable or Not Observed

**Infection Control:**

- Was appropriate PPE used?  N/A  Yes  No  
Was appropriate PPE donned prior to patient contact?  N/A  Yes  No  
Was infection control procedures maintained throughout incident?  N/A  Yes  No

**Patient Assessment:**

- Was scene hazards identified?  N/A  Yes  No  
Was the patient's chief complaint identified?  N/A  Yes  No  
Was the assessment thorough for patient's condition?  N/A  Yes  No  
Was assessment completed in a timely manner?  N/A  Yes  No

**Treatment:**

- Was treatment adequate for patient condition?  N/A  Yes  No  
Was treatment appropriate for patient condition?  N/A  Yes  No  
Was treatment provided in a timely manner?  N/A  Yes  No  
Was treatment in compliance with protocols?  N/A  Yes  No

**Incident Management:**

- Did attendant remain in control of scene?  N/A  Yes  No  
Did attendant demonstrate adequate leadership skills? (i.e. delegation, authority)  N/A  Yes  No  
Did attendant remain calm throughout the incident?  N/A  Yes  No  
Did attendant demonstrate appropriate and effective bedside manners?  N/A  Yes  No  
Were communications with receiving hospital properly done?  N/A  Yes  No  
Was patient transfer to hospital personnel and verbal report adequate?  N/A  Yes  No  
Were all appropriate forms completed properly?  N/A  Yes  No  
Did attendant make sure that the ambulance was restocked?  N/A  Yes  No

**Skills:**

- Was correct differential diagnosis made?  N/A  Yes  No  
Was oxygen delivery properly selected and administered?  N/A  Yes  No  
Were BLS skills performed correctly?  N/A  Yes  No  
Was EKG interpretation correct?  N/A  Yes  No  
Was IV therapy performed adequately?  N/A  Yes  No  
Was medication administered in the correct dosage and route?  N/A  Yes  No  
Was defibrillation/cardioversion done properly?  N/A  Yes  No

**All areas that are marked "NO" are to be explained on the back of this form.**

**-Continued on Back-**

**Evaluator to complete:**

**List areas in which the attendant did well in or excelled at:**

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**List areas in which the attendant needs to improve:**

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**Additional comments:**

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**Attendant to complete:**

**List items that could improve your learning experience:**

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**Additional comments:**

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\_\_\_\_\_  
**Attendant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluator Signature**

\_\_\_\_\_  
**Date**



## **EMS Carbon Monoxide Detectors**

### **PURPOSE**

For the safe and effective use of the Carbon Monoxide detector on EMS calls. To provide clear direction in the event of a CO alarm on EMS calls.

### **Scope**

All College Station Fire Department Ambulances will carry a carbon monoxide detector. The device is portable and will be attached to the EMS blue bag. Proficiency in use of the CO detector shall be required prior to being released to drive or attend on the ambulance. Non-TCFP certified personnel or students shall not be permitted to reenter in the event of a CO alarm.

\*Situational awareness may dictate a hazardous environment prior to or upon entry and additional resources may be necessary prior to making patient contact.\* (examples: gas leak, fuel spill, fire)

### **DEFINITIONS**

#### **CARBON MONOXIDE (CO)**

Is a colorless, odorless gas produced as a product of incomplete combustion (examples: natural gas household heater, car exhaust, gas stove, water heater). CO is an asphyxiant and can rapidly lead to disorientation, unconsciousness and eventual death without treatment.

#### **CARBON MONOXIDE DETECTOR (CO Detector)**

An instrument used to detect the presence of carbon monoxide in the atmosphere. The devices in use by CSFD are factory-calibrated, maintenance-free units with long-life lithium batteries. They have a dual warning system, a loud audible alarm, and a visual alarm featuring a bright LED display. In addition, there is a 24-month countdown feature that tracks the service life of the unit.

**\*This unit does not monitor for LEL or O2 %.\***

#### **CONFINED SPACE**

For the purposes of this operational procedure, a confined space is an area with the following characteristics:

A space large enough and so configured that a person's body can enter and perform work.

- Limited or restricted means of entry or exit.
- Not designed for continuous human occupancy

**Note: Detailed explanation on confined space see CSFD Haz-Mat Operational Procedure #805.3 & City Safety Plan @ [http://citynet/doc/new\\_safety\\_plan.pdf](http://citynet/doc/new_safety_plan.pdf)**

#### **PARTS PER MILLION (PPM)**

A unit of measurement used to express the quantity or concentration of a gas in air. The EMS CO detectors have two alarm set points, low alarm at 35 ppm and high alarm at 100 ppm. Unit will display 0-500ppm.

#### **RESPONSIBILITY**

It will be the responsibility of each member to exercise situational awareness when encountering an alarm.

The responsibilities for each department member to ensure the proper use and function of the detector's are:



### **EMS MEMBERS:**

- Will carry the EMS CO detector on all EMS calls. For the EMS CO detector to be effective as an early warning device it must be carried on the EMS equipment bag (blue bag) whenever members enter a dwelling or confined space. CSFD attendants working on the ambulance will confirm the instrument is attached to EMS Bag (blue bag) with a security device and the device is operational.

### **COMPANY OFFICERS:**

- Will ensure the EMS CO detector is utilized on all ambulances. Arrange for replacement unit through the Battalion Chief if device is defective, lost or damaged.

### **BATTALION CHIEFS:**

- Will have access to a usable replacement for the crews and ensure the Company Officers provide the replacement to the EMS crews.

## **PROCEDURES**

### **LOW ALARM**

An atmosphere with at least 35 ppm of carbon monoxide will trigger the low alarm setting, which will activate the audio and visual warning alarms. Upon receiving a low alarm warning, members shall take the following steps:

- **Alert and ambulatory patient with CO less than 50ppm**
  - Assist the patient and evacuate the premise
  - Request from dispatch a fire response for CO investigation.
- **Not Alert or Non-ambulatory easily removable with CO less than 50ppm**
  - Assist or carry the patient to the nearest exit, if it can be done rapidly in a safe manner.
  - Request from dispatch a fire response for CO investigation.

### **Unconscious, unresponsive, non-ambulatory with difficult egress or CO greater than 50ppm**

- Evacuate premises immediately
- Request through dispatch the closest Engine or Ladder for ventilation
- Don SCBA
- **Must** notify Dispatch and responding Officer prior to reentering the premises
- Members will operate as a team and remove the patient through the safest most rapid means of egress

### **HIGH ALARM**

An atmosphere with at least 100 ppm of carbon monoxide will trigger the high alarm setting, activating the audio and visual warning alarms. Upon receiving a high alarm warning, members shall take the following steps:

- **Alert and ambulatory patient**
  - Assist the patient and evacuate the premise at nearest means of egress
  - Request through dispatch the closest Engine or Ladder for ventilation
- **Unconscious, unresponsive, non-ambulatory**
  - Evacuate premises immediately.
  - Request through dispatch the closest Engine or Ladder for ventilation
  - Don SCBA



- **Must** notify Dispatch and responding Officer prior to reentering the premises
- Members will operate as a team and remove the patient through the safest most rapid means of egress.

**If at any time during an EMS call the CO detector goes into alarm the PPM indicated on the detector shall be noted in the EMS report narrative.**

### Medical Exposure Table

Dose	Common Results
50 ppm	Permissible Exposure Level for 8 hours (OSHA)
200 ppm	Mild frontal headache in 2 to 3 hours
400 ppm	Frontal headache and nausea after 1 to 2 hours. Occipital after 2-1/2 to 3-1/2 hours.
800 ppm	Headache, dizziness, and nausea in 45 minutes. Collapse and possible death in 2 hours
1600ppm	Headache, dizziness, and nausea in 20 minutes. Collapse and death in 1 hour
3200ppm	Headache and dizziness < 5 to 10 minutes. Unconsciousness and death in 30 minutes
6400ppm	Headache and dizziness < 1 to 2 minutes. Unconsciousness and death in 10 to 15 minutes.
12,800ppm	Immediate unconsciousness. Danger of death in 1 to 3 minutes.

### CO Information

OSHA	Residential Alarm Limit	9 ppm
OSHA	Time Waited Average (TWA)	50ppm
NIOSH	Recommended Exposure Limit TWA	35ppm
NIOSH	Ceiling (Max for 15 min)	200ppm
LEL	12.5%	125,000 ppm
UEL	74%	740,000 ppm

**Sources:**

The information included in the tables are referenced by portions of 42 CFR 84 National Institute for Occupational Safety and Health (NIOSH) and has recommended exposure limits (RELs) and those with permissible exposure limits (PELs) as found in the Occupational Safety and Health Administration (OSHA) General Industry Air Contaminants Standard (29 CFR 1910.1000).

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SOP500.1.10 Emergency Response

SOP500.1.20 Vehicle Backing and Signals

SOP500.1.30 Drive Cam

SOP500.2.10 Unit Numbering System/Personnel & Units

SOG500.3.00 Vehicle Maintenance

SOP500.3.10 Fire Pump Testing

*SOP500.3.20 Tanker (Tender) Operations New (11/09)*



## Emergency Response

### **Purpose and Scope:**

College Station Fire Department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.

**The officer in charge and driver of the vehicle are responsible for the safety of all vehicle operations and managing compliance of this policy. The officer shall also be responsible for helping the driver assess the safety of all intersections.**

### **Prompt, Safe Response Shall be Attained by:**

- Knowing where you are going.
- Quickly mounting apparatus
- All personnel on board, seated and seatbelts on
- Station doors fully open
- Driving defensively and professionally at reasonable speeds.
- Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.

### **FAST RESPONSE SHALL NOT BE ATTAINED BY:**

- Leaving quarters before crew has mounted safely and before apparatus bay doors are fully open.
- Driving too fast for conditions.
- Driving recklessly or without regard for safety.
- Taking chances with negative right-of-way situations.
- Intimidating or scaring other drivers.

### **EMERGENCY RESPONSE CRITERIA**

- Maximum 10 mph over posted speed limit (under favorable conditions).
- Maximum speed limit in the Northgate area is the posted speed.
- Traveling in center lane maximum speed shall not exceed the posted speed limit. Center lanes within 250 feet of intersections maximum speed permissible 20 mph.
- Posted speed limit when entering intersections with green light.
- When approaching a school bus that is loading or unloading students, emergency vehicles shall stop until the bus resumes motion, the lights stop flashing, or the bus driver signals the emergency apparatus to proceed. School Zone speed limits shall be strictly observed.
- Complete stop at all red lights, stop signs, and blind intersections.

### **Emergency Vehicle Operations**

It is the responsibility of the driver of each fire department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with Chapter 546 of the Texas Transportation Code.



This code provides specific legal exceptions to regular traffic regulations that apply to fire department vehicles only when responding to an emergency incident or when transporting a patient to a medical facility.

**Emergency response (Code 3) does not absolve the driver of any responsibility to drive with due caution.**

- The driver of the emergency vehicle is responsible for its safe operation at all times.
- When responding Code 3, warning lights must be on and sirens must be sounded to warn drivers of other vehicles, as required by Chapter 546 of the Texas Transportation Code.
- The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle.
  - These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence.
  - Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.
- Fire department vehicles are authorized to exceed posted speed limits only when responding Code 3 under favorable conditions. This applies only with light traffic, good roads, good visibility and dry pavement. Under these conditions a maximum of 10 mph over the posted speed limit is authorized. Under less than favorable conditions, the posted speed limit is the absolute maximum permissible.
- When emergency vehicles must travel in center traffic lanes, the maximum permissible speed shall be 20 mph when within 250 feet of intersections. All other times, maximum permissible speed is the posted speed limit.
- When emergency vehicles must travel in oncoming traffic lanes maximum speed is 20 mph.
- Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way, drivers shall not exceed the posted speed limit.
- When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.
- When approaching a negative right-of-way intersection (red light, stop sign) the vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.
- When approaching a blind intersection (an intersection without clear visibility in all directions) fire department vehicles responding emergency traffic shall come to a complete stop.
- When approaching a school bus that is loading or unloading students, emergency vehicles **shall** stop until the bus resumes motion, the lights stop flashing, or the bus driver signals the emergency apparatus to proceed. School Zone speed limits shall be strictly observed.



**Code 3 response is authorized only in conjunction with emergency incidents. Unnecessary emergency response shall be avoided.**

- In order to avoid any unnecessary emergency response, the following rules shall apply.
- When the first unit reports on the scene with "nothing showing" or an equivalent report, any additional units shall continue Code 3, but shall not exceed the posted speed limit.
- The first arriving unit will advise additional units to respond Code 1 whenever appropriate.

**Drivers shall avoid backing whenever possible; where backing is unavoidable, spotters shall be used.**

- If no spotter is available, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing.

**All City of College Station employees are required to use seat belts at all times when operating a City vehicle equipped with seat belts.**

- Anyone riding as a passenger/attendant in a City vehicle is also required to use seat belts; i.e., ambulance, engine, ladder, staff vehicle, etc. The Company Officer/driver of the vehicle will confirm that all personnel and riders are on-board, properly attired, with seat belts on, before the vehicle is permitted to move.
- All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.

**During an emergency response, fire vehicles should avoid passing other emergency vehicles.**

- If passing is necessary, permission must be obtained through radio communications.
- The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.
- Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of or behind a moving vehicle.

**When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident.**

- At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene.
- All personnel working in or near traffic lanes shall wear high visibility vests.
- If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.
- Always be sure to operate under proper Highway Safety Guidelines.



## Vehicle Backing and Signals

**Purpose and Scope:** To make the backing of apparatus as safe as possible for persons and equipment. This policy shall apply to all fire department employees operating city equipment.

### VEHICLE BACKING AND SIGNALS:

- ◆ Backing of fire department vehicles should be avoided whenever possible. When backing is unavoidable spotters shall be used. In addition, spotters shall be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.
- ◆ Under circumstances where the vehicle is staffed by only the driver, that vehicle driver shall attempt to utilize any available fire department personnel to act as spotters. Where no personnel are available to assist, the vehicle driver shall get out of the vehicle and make a complete 360 degree survey of the area around the vehicle to determine if any obstructions are present.
- ◆ Where engine or ladder companies are backed, all crewmembers (except the driver) will dismount the apparatus and act as spotters, including the **Company Officer**. Spotters should be located at as many corners as possible with at least one spotter at the left rear corner of the apparatus. Where only a single spotter is available, the spotter should be located off the left rear corner, and will act as the primary spotter.
- ◆ **Spotters must wear a radio to maintain voice contact with the vehicle operator.**
- ◆ Spotters are not permitted to ride tailboard positions while backing fire apparatus.
  - Spotters will discuss the backing plan with the engineer/driver before proceeding. The Communication / warning process will be agreed upon prior to backing. Both door windows (driver and front passenger) will be in the down position to allow for maximum Communication / hearing between spotters and the engineer/driver.
  - The vehicle shall not be backed until all spotters are in position and communicate their approval to start the backing. Spotters will remain visible to the engineer/driver. Anytime the driver loses sight of the primary spotter, the vehicle shall be stopped immediately until the spotter is visible, and the communication to continue backing is received.
- ◆ When vehicles must be backed where other vehicle traffic exists, the vehicle's emergency lights (if equipped with such lights) shall be operating and all spotters shall wear orange safety vests, or full PPE (pants, coat and helmet).
- ◆ The **company officer** is responsible for compliance with this procedure and the safe backing of the apparatus.

### SIGNALS

**STRAIGHT BACK:** Both hands above the head with palms facing inward, waving back.

**TURN:** Both arms pointing the same direction with fingers extended (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing apparatus. The driver's intentions must be verbally communicated to the spotter).

**STOP:** Both arms crossed with hands in fist. Be sure to yell the stop order loud enough that the engineer/driver can hear the warning.



**Turn Right**



**Turn Left**



**Straight Back**

**Slowly**



**Stop**



# Drive Cam

## Scope and Purpose

This policy is to establish guidelines for the use of the Drive Cam system to promote driver safety within the College Station Fire Department. Drive Cam will be utilized to identify safe and unsafe driving practices, and to protect drivers and the city from fraudulent claims, thereby reducing wear and tear on city vehicles, reducing city liability and saving money.

## Definitions

### Drive Cam

Drive Cam consists of a vehicle mounted camera that is intended to monitor driving practices and will record any significant event. The Drive Cam camera views and records both to the front and to rear (inside the cab) and will record audio as well. Although the camera is continuously on, only information pertaining to a significant event will be recorded. Whenever there is a significant event the unit will display a red light and the unit will record the information for a period of (20) twenty seconds, (10) ten seconds prior to the event and (10) ten seconds after the event. The unit also contains a panic button that may be triggered by the driver or officer to record any event they feel should be documented.

**Note!** The camera is mounted on the top center of the windshield of the vehicle. Cameras are mounted in the vehicle in such a way that they cannot be tampered with. Should someone try to tamper with it or disconnect it, it will trigger a warning event. The camera's view shall remain unobstructed at all times.

### Significant Event

Is any event that the unit experiences outside of the preset g-forces. These events can include any evasive maneuvers, accidents, etc. These g-forces can and will be adjusted if they are determined to be triggering too often for small events.

### Hindsight 20/20

Is the software program that will be used to download and review the event information. Data pertaining to the incident can be logged and tracked using the program.

### Public Information

All recordings are subject to public information request for release and disclosure.



## General Guidelines

The camera can store approximately 30 events; however there is no way to determine how many events are stored unless you witness the camera flashing when you suspect that an event occurred. Because of this, the camera shall be downloaded as soon as possible or each morning when it indicates an event has been triggered. Cameras are downloaded at the docking station located at the rear of the fire administration building. (See download procedure on page three)

## Levels of Review/Rights

1. Administration Level
  - a. Assistant Chiefs
  - b. Program Battalion Chief
  - c. Training Captains
  - d. Program Assistant
  - e. IT Support
2. Supervisor Level
  - a. Battalion Chiefs
    - Will have the rights to add, edit, and delete events
3. Coaches
  - a. Company Officers
    - Will have rights to review all events, complete coaching if required, and resolve events as required by City or Department policies.
4. Drivers
  - All personnel will have the rights to review their own events, make comments, and assist in resolving them.
  - Drivers will not be able to review events until the event is specifically assigned to them by the event reviewer.

## Event review process

1. The Training Captain will review all new Drive cam downloads.  
**Events of no concern** – Events that were beyond the control of the driver such as road hazards (excluding driver behavior), maintenance work, etc will be deleted if applicable.
2. **Significant event video** will be emailed to the involved Driver, their Officer and the Shift Commander. The Training Captain will include in the email a form with pertinent information about the event. The Driver will make their comments on the form regarding the event and then email it to their Officer. The Officer will then make their comments on the form. The Officer will then forward the information to the training Captain (Event reviewer) for their review.
3. The Training Captain will maintain a file off all significant events.
4. Events in vehicles that are not involved in accidents shall be reviewed by the Training Captain (Event reviewer) within (7) seven working days.
5. A course of action will then be determined at the shift level based on the incident.



6. Events in which a vehicle is involved in an accident and/or near accident the driver shall contact his/her officer immediately of the incident. The event shall be downloaded as soon as possible and should be reviewed by the training Captain (Event reviewer) within 1 business day, Monday - Friday. Events occurring after 17:00 on Friday will be reviewed the next Administration work day. In addition the driver and any witnesses will be required to fill out a separate report (accident Statement) concerning the incident as soon as possible. Accident statement shall be forwarded to the city's Risk manager.
  - a. In the event of an accident where the vehicle cannot be moved under its own power, the camera will be removed and downloaded by the program Battalion Chief or program assistant.
  - b. For all accidents and near accidents the video will be forwarded to the chairman of the departments Accident Review Board (ARB). He/she will convene a meeting of the board to review the incident to determine preventability.
7. The individual's supervisor, based on the recommendations of the ARB, will then complete the event detail report as needed and set a course of action to resolve.

**Note!** Keep in mind that these videos are sensitive and all personnel should use discretion when viewing to protect the rights of others. Release or use of these videos without the approval of the Fire Chief is strictly prohibited.

### **Downloading Drive Cam Cameras**

Two things can happen while connecting the camera to the docking station.

1. All events will download into the system
2. Any updated info will be uploaded into the camera.

### **Procedure**

1. Vehicle will pull alongside docking station located behind fire administration building
2. Unwind cord and plug into camera ( Do not force plug, damage to pins can result )
3. Light on camera will flash red while downloading and change to green when complete
4. Unplug cord and place back in docking station.

**Note!** If the camera fails to download try the following two steps to correct the problem:

- Check to make sure that all connections on camera and in docking station are secured.
- Obtain access to building and make sure drive cam computer is on. If not, turn on and log onto computer using drive cam, drive cam as access code.
- If system still fails to download forward the information through the proper channel to the Assistant Chief of Operations.



## Fire Department Unit Numbering

### Purpose and Scope:

The following personnel and unit numbering system has been adopted by the College Station Fire Department. The numbering system will allow for our units to be compatible with other units in Brazos County.

### Fire Department Unit Numbering

First digit = Indicates Jurisdiction  
 Second digit = Indicates Type of Unit  
 Third digit = Indicates Station

#### First Digit

1 = Precinct 1 (Wellborn)  
 2 = Precinct 2 (Kurten)  
 3 = Precinct 3 (Harvey)  
 4 = Precinct 4 (Smetana)  
  
 6 = Bryan  
 7 = College Station  
 8 = TAMU EMS  
 9 = Health & Safety Office

#### Second Digit

0 = Chiefs/Asst  
 1 = Battalion Chiefs  
 2 = Engines  
 3 = Tankers  
 4 = Booster/Grass  
 5 = Trucks/Squads  
 6 = Ambulances  
 7 = Training/Services  
 8 = Prevention  
 9 = Special/Rescue

#### Third Digit

1 = Station 1  
 2 = Station 2  
 3 = Station 3  
 4 = Station 4  
 5 = Station 5  
 6 = Station 6  
 7 = Station 7  
 8 = Station 8  
 9 = Station 9

### Administration

#### **Unit No.      Description**

701 = Fire Chief  
 702 = Assistant Chief Operations  
 703 = Assistant Chief Prevention and Safety  
 704 = Public Information Officer / Research & Planning

### Fire and EMS Operations

711 = Shift Battalion Chief at Station 6  
 711 A,B,C = Shift ABC Off Duty Battalion Chiefs  
 716 = Reserve Shift Battalion Chief Vehicle  
 721 = First Run Engine at Station 1  
 722 = First Run Engine at Station 2  
 723 = First Run Engine at Station 3  
 724 = First Run Engine at Station 4  
 725 = First Run Engine at Station 5  
 726 = First Run Engine at Station 6  
 734 = ARFF Unit  
 735 = Tanker  
 745 = Wild Land Unit



- 751 = Reserve Ladder
- 752 = First Run Ladder at Station 2
- 761 = First Run Ambulance at Station 1
- 762 = First Run Ambulance at Station 2
- 763 = First Run Ambulance at Station 3
- 764 = Reserve Ambulance
- 765 = Reserve Ambulance
- 766 = First Run Ambulance at Station 6
- 776 = EMS - Safety Operations Captain

### **Training Fire / EMS**

- 771 = Training Captain
- 772 = Training Captain
- 774 = Medical Director

### **Fire Prevention**

- 781 = Fire Marshal
- 782 = Deputy Fire Marshal
- 783 = Deputy Fire Marshal
- 784 = Deputy Fire Marshal
- 785 = Deputy Fire Marshal
- 789 = Public Education Officer

### **Rescue and Utility**

- 790 = Utility Truck at Station 6
- 791 = Haz-Mat Trailer (Small)
- 792 = Haz-Mat Trailer (large)
- 793 = Rehab and Air Vehicle
- 794 = ARFF Unit Reserve at Station 4
- 795 = Flat Bottom Boat
- 795Z = Zodiac Boat

### **Portable Hand Units**

Administration Personnel and Shift Battalion Chiefs will use their designated unit numbers.

Personnel on Fire Apparatus; Officers will use their unit number followed by "A". Fire Fighter will use their unit number followed by "B" or "C". Drivers will use their unit number followed by "D". This applies to engine and truck company firefighters

Ambulance Attendant will be unit number followed by "A"  
Ambulance Driver will be unit number followed by "D"



**Examples:**

Individual radio designations for personnel on 721.

Lieutenant	=	721A
Driver/Engineer	=	721D
Firefighter 1	=	721B
Firefighter 2	=	721C

**Examples:**

Individual radio designations for personnel on 752

Ladder Officer	=	752A
Driver/Engineer	=	752D
Firefighter 1	=	752B
Firefighter 2	=	752C



## VEHICLE MAINTENANCE

### Scope and Purpose

Establish guidelines for maintenance of the department's emergency response vehicles which include all Suppression and Emergency Medical Units. It is imperative that fire department vehicles be kept in a **high** state of readiness at all times. It is the responsibility of all personnel who drive the fire department vehicles to drive carefully and cautiously at all times to avoid any unnecessary damage or wear and tear.

*Note: Remove all EMS drugs from FD equipment left at fleet to prevent over heating of the drugs.*

### TYPES OF MAINTENANCE:

**Preventative Maintenance** and **Equipment Repairs** are the two types of maintenance that need to be performed on Fire Department Vehicles. Each one will be handled in a different way.

### PREVENTATIVE MAINTENANCE (PM) :

PM ( A, B, or C ) will be scheduled by Fleet Services at the required intervals based on each vehicles hour or odometer reading that is recorded each time the vehicle is filled with fuel. (see definitions for explanation of service levels)

Periodically fleet services will furnish a list of units that need to be serviced and what level service required is sent out to the department's maintenance coordinator. The departments maintenance coordinator receives the list and schedules the required maintenance on the Fire Calendar around other Departmental activities notifying the on duty Battalion Chief and station officer.

**Special PM service:** All ambulance generators are scheduled to be serviced on the first Tuesday of each month. Maintenance will be performed on the units while the crew waits eliminating the need to change out to another unit.

It is the responsibility of the on duty shift commander for making sure vehicles are taken to fleet as scheduled. **NOTE!** Shift commander has discretion to reschedule PM if other units are in the shop for repairs reducing reserve capabilities.

All units scheduled for PM should be taken to fleet shortly after shift change to limit the amount of down time.



## **Standard Maintenance Schedules**

### **Level A:** (Every 250 Hours or 180 Days)

Time: 1-2 Hours to complete

Change: Oil, Lube, Filters,

Check: Coolant, Tires, Belts, Alternator, Motor Mounts, tie rods, U-Joints, wipers, etc.

### **Level B:** (Every 500 Hours)

Time: 2-4 Hours to Complete

Level A as well as:

Change: Hydraulic Fluid/Filter and Transmission Fluid/Filter

### **Level C:** (Every 1000 Hours)

Time: 4-6 hours

Level A & B as well as:

Drain, Flush and replace all coolants, Check Freon Levels, take and record samples of oil, transmission and Hydraulic Fluids. Rotate Tires, torque Head Bolts if needed, Service Air Dryer, Adjust Injectors if needed.

## **EQUIPMENT FAILURE:**

Any unit with a maintenance problem or a potential safety issue should be taken to fleet as soon as possible. The fleet supervisor should be contacted and advised of problem and the unit taken to the shop.

If the fleet supervisor deems the vehicle drivable and the maintenance can be scheduled for a later date, the unit will remain in service. If it is an issue that the supervisor deems urgent the unit will be taken out of service and left at fleet.

If a unit will not start, has a flat / blown tire, overheated or any other need for road service, contact fleet by telephone and they will respond a technician or a wrecker as needed.

After hours or on weekends, the fleet mechanic on call can be notified through Utility Dispatch if a unit is broke down on the road or blocks any bay for a first line unit.

## **REPORTING MAINTENANCE PROBLEMS:**

Any and all maintenance problems should be reported as soon as possible either directly to the fleet supervisor as stated above or through the department's maintenance coordinator.

Any maintenance need not deemed to be immediate should be reported to the departments



maintenance coordinator via e-mail. The maintenance coordinator will communicate with the fleet manager to schedule the needed service. F.D. personnel should refrain from communicating problems directly to fleet concerning a unit without first reporting it through the proper channels.

A reply to all e-mails will be made by the maintenance coordinator indicating the status of the maintenance request i.e. parts ordered, maintenance scheduled, etc.

### **RETURNING A UNIT TO SERVICE::**

Fleet will contact the F.D. when the unit is ready to be picked up.

The person(s) picking up the unit shall confirm what maintenance was performed.

Unit shall be fully inspected upon return to station from fleet. (per daily inspection to include inventory)

The officer in charge of the unit should notify the maintenance coordinator via e-mail that the unit was picked up and the status of the maintenance performed.

### **LOST, DAMAGED OR BROKEN ACCESSORIES, APPARATUS, EQUIPMENT, ETC**

All other problems concerning an item on the unit independent of the vehicle itself should be reported up through the chain of command. Maintenance of such equipment will be performed in house if possible or it will be sent out for repairs.

All missing equipment shall be reported through chain of command as soon as possible so it can be replaced.

Personnel shall complete a damage report any time apparatus or equipment are damaged or lost. The report shall be sent it to the Assistant Chief of Operations via the chain of command.

### **ARFF MAINTENANCE**

ARFF vehicles are the property of Texas A&M University and will be serviced through Easterwood Airport's maintenance schedule. Reporting Maintenance problems shall be done in accordance with the established SOP.



## **Fire Apparatus Pump Testing**

### **Scope and Purpose:**

Each pumping apparatus will be tested annually to ensure safe and efficient operation of all pumping capabilities.

### **Guidelines:**

Requirements for annual service tests for fire pumps will follow guidelines as established by NFPA Standards 1901 and 1911. Annual pump testing will be conducted every October. All reports documenting the pump tests must be properly completed and filed for future inspections.



# Tanker Operations

## Scope and Purpose:

This procedure applies to all members of the College Station Fire Department that may be responsible for tanker operations or driving a tanker. The purpose of this procedure is to provide a guideline for conducting tanker/tender operations.

## Tanker/Tender use:

Tanker may be requested for incidents as deemed necessary by the on-duty Battalion Chief.

## Definitions:

Water Supply Officer: (WSO) Person in charge of water supply during the incident. This individual will be appointed by the IC. This person will be in charge of setting up the dump site, fill site, and pump operation during the incident. The WSO will also coordinate with others arriving on the scene for water supply.

Code Three: Also known as emergency response. Fire Department vehicles equipped with visual and audible signals to aid units in responding to an emergency situation.

Code One: Normal driving of vehicles. No warning lights or sirens.

## Driving:

The driver of the tanker should always consider the weight of the vehicle and the weight transfer cause by dynamic loading as the water shifts during transitional movements.

## Excessive speed can create the following hazards and concerns.

1. Reduced turning capability.
2. Increased stopping distances.
3. Excessive weight shifting due to water movement that may cause the vehicle to skid or overturn in abrupt movements.
4. Control of the vehicle is reduced when hitting a potholes, speed bumps, or similar defect in the driving surface.
5. Control of the vehicle can be lost if the tires on one side of the vehicle leave the road. (Usually the right side)
6. Tire traction will be decreased on wet, icy, snowy, or unpaved roads surfaces.
7. Excessive speed causes unnecessary wear and tear on the vehicle and increase maintenance costs.



## **Responding to emergency incidents:**

**Note: When responding code three with other units do not try to keep up with the other units.** The water tank should be completely full or empty when driving. A half full or half empty water tank can pose a dangerous driving situation due to dynamic loading caused by excessive water movement.

### **Backing:**

If backing is necessary on a scene, other personnel should assist. The firefighter that is directing the driver will have a radio, traffic vest, and must stay in a line of sight with the mirrors of the truck. If no one is available to assist in backing of the tanker, then the driver shall get out of the tanker and perform a walk around of the unit looking for hazards. The camera should be used but focus should be on the mirrors when backing.

### **Tactical Considerations:**

**Incident Commander:** Responsible for determination to implement tanker/tender operation.

### **Implementation of Tanker Operations:**

Notify dispatch that tanker/tender will be needed. If the closest unit is known you may advise dispatch, if not, they will send the closest one by CAD. Early notification for additional water supply resources will be the key to an effective water supply. Appoint a water supply officer.

### **Water Supply Officer (WSO):**

The Water Supply Officer (WSO) will be appointed by the IC.

#### Responsibilities.

1. Determine the minimum water supply for the incident. The absolute minimum for structure fires shall be 3,000 gallons.
2. Will maintain good radio communications with the IC and other tankers that are being utilized for water supply.
3. May go to a secondary channel if needed. The WSO will be the only person that communicates with the IC from the water supply group.
4. Determine the fill site.
5. Determine the type of water supply for the attack engine at the scene. (Nurse tanker, dump tank operation, pump operations from tankers).



## Water Refill Sites:

- A. Possible location (s)
  - 1. Pressurized hydrants
  - 2. Dry Hydrants. ( drafting required)
  - 3. Swimming pools (drafting required)
  - 4. Streams, Ponds, Cisterns (drafting required)
  - 5. Ditches. (drafting required)
- B. To minimize refill times
  - 1. If personnel are available, assign one firefighter to each refill site.
  - 2. If personnel are available, staff each tanker with a crew of two.
  - 3. Use gate valves instead of turning the hydrant on each time. Hose clamps may be used if hydrant gate valves are not available.
  - 4. The portable manifold can also be utilized in the refill operations.
- C. Accessibility to Refill Site
  - 1. Should be accessible during all weather conditions.
  - 2. Consider traffic hazards.
  - 3. Consider drafting criteria.
  - 4. Consider Ingress and Egress routes for tankers.
  - 5. Utilize traffic cones for tanker placement at refill sites.

## Water Supply Operations on Scene:

There are three types of water supply operations that may be utilized for supplying the attack pumper.

- A. Nurse Tender Operations
  - 1. The tanker will supply the attack pumper with water from its tank.
  - 2. Other tankers/engines in the operation will fill the nurse tender with water.
- B. Dump Tank Operations
  - 1. The dump tank shall be utilized by the attack pumper. This will require drafting.
  - 2. If a fire flow is less than 300 gpm, only one dump tank is utilized. If a fire flow is greater than 300 gpm, a second or multiple dump tanks should be utilized.
  - 3. Placement of the initial attack engine will determine if a dump tank operation will be used. This is based on area availability and accessibility for dump tanks and tankers.
  - 4. The drafting equipment is located on the tanker. Equipment needed: dump tank, hard suction hose, low flow strainer, 5" storz x 6" male adapter, and tarps.
  - 5. An unimpeded drive-by set-up is preferred. A backing- in situation will cause time delays.
- C. Pump Operations from Tankers/Engines
  - 1. This operation shall consist of a 3" line connected to the attack pumper with a 2 ½" Siamese attached at the dump site to supply the attack pumper.



2. The first in tanker/engine will connect to one side of the siamese and off load their water.
3. The next arriving tanker/engine will connect to the un-used side of the siamese and increase their pressure. When the first engine/tanker is empty they will disconnect and leave to the fill site. The other unit will increase their pump pressure and supply the attack pumper.
4. The next awaiting engine/tanker will move up and connect to the siamese.
5. This operation should keep repeating itself.

This operation will require coordination between the WSO, the attack pumper operator, and the tanker drivers. Once a tanker has off-loaded water, proceed to the fill site. After refilling, return to the scene and report to the WSO and move into water shuttle rotation.

### **Dump Tank Set Up and Take Down:**

Unfolding tank on site.

Find the most level site available. Make sure that at least one drain is down hill.

Be sure to use a tarp. This will help to protect the tank bottom. Remove all objects that could penetrate the bottom of the tank.

Use the low flow strainer to maximize water usage and to prevent damage to the liner.

The low flow strainer also has a 1 ½" connection. This serves in priming the pump for drafting, and a recirculation line while lines are not flowing.

When folding the tank back up after use. Make sure the liner floor is pulled away from the folding hinges. Store the tank upside down. This will aid in drying.

### **Dump Tank maintenance:**

The liner can be cleaned with Mr. Clean or Pinesol.

Be sure to check for leaks when cleaning.

The tank should be cleaned after use, especially if draft water was from a lake or river.

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**600 - TRAINING PROCEDURES**

SOP600.1.10 Student Roster – Training

SOP600.2.10 NFPA 1403 Live Fire Training



## **Student Training Rosters**

**Purpose and Scope:** The intent of this SOP is to properly document training hours for all classes given by the Fire Department or taken externally from the Fire Department. Documentation of training hours is very important for certification maintenance and will be added to the employees training file.

**Guidelines:**

A training roster will be completed for any class that is conducted on-duty and lasts for one (1) hour or more. The training roster must be turned into the Training Coordinator.

Personnel attending a class outside of the fire department must turn in the course completion certificate along with a completed training roster to the training office upon return from the training for inclusion in the employee's file.



## NFPA 1403 Live Fire Training

### Scope and Purpose

The purpose of this standard is to provide a process for live fire training evolutions to ensure that they are conducted in safe facilities, and that the exposure to health and safety hazards for the firefighters receiving the training is minimized.

- ◆ The College Station Fire Department shall not conduct live fire evolutions in an acquired structure.
- ◆ All interior live fire training shall be conducted at a TCFP approved training facility.

### Live Fire Training General Guidelines

Note: A CSFD ambulance shall be present at all times during live fire training.

### Pre-burn

- ◆ Prior to training evolutions, the instructor in charge and training staff, (and personnel assisting the instructor in charge), shall conduct a survey of the site to identify and remove potential hazards from the exterior, and interior of the training structure.
- ◆ All instructors are responsible for completion of the live fire evolution checklist prior to training. A post burn checklist shall be completed.

(Refer to the Training Facilities pre and post burn checklists)

### Establishing Zones

- ◆ The Hot Zone is defined as the immediate area in which the actual training is to occur. These areas are designated by a painted line on the concrete.
- ◆ If not designated by a line, fire line tape shall be used to mark the Hot Zone.
- ◆ The Warm Zone is the area where apparatus are staged for training evolutions.
- ◆ The Cold Zone is the area beyond the Warm Zone as designated by the Officer in charge.

### Personal Protective Equipment (PPE)

- ◆ Full PPE for the designated training shall be worn in the Hot Zone when a hazardous environment exists.
- ◆ Full PPE for the designated training is defined as per policy # 300.2.10 and NFPA 1971 and 1981.
- ◆ All other PPE for the designated training shall be designated by the safety officer in the pre-burn briefing.

### Parking

- ◆ Areas for the staging, operating, and parking of fire apparatus that are used in the live fire evolution shall be designated.
- ◆ Non fire apparatus parking shall be designated.
- ◆ EMS parking shall be designated
- ◆ Press parking and staging shall be designated.



- ◆ When possible, reserve fire apparatus shall be dedicated to the training, to facilitate emergency response by the actual fire units, should the need arise.
- ◆ Ingress and egress routes shall be designated, identified and monitored to keep routes open.

### **Pre-Burn Briefing**

Prior to all actual live fire evolutions, a pre burn briefing shall be conducted for all participants.

- ◆ No personnel shall be used for victims.
- ◆ Location of simulated victims should not be disclosed during the briefing, other than the possibility that one may be present.
- ◆ All features of the training areas and structure shall be described in the briefing.
- ◆ Prior to live fire evolutions, a walk-through shall be conducted and attended by all participants.
- ◆ A building evacuation plan shall be established and demonstrated to all participants (i.e. evacuation tone and/or air horn blast(s)).

### **Visitors/Press**

- ◆ All spectators shall be restricted to an area outside the Hot Zone, as established by the safety officer.
- ◆ Control measures for the Visitor/Press areas such as ropes, signs and/or fire line tape shall be posted to indicate the Hot Zone.
- ◆ All visitors allowed into the Hot Zone shall be escorted at all times, and shall be in approved PPE for that zone.

### **Ignition Fuels**

- ◆ The instructor in charge shall document fuel loading, type of construction, and dimension of rooms.
- ◆ Only approved fuels and ignition devices approved by the training facility shall be utilized by the College Station Fire Department.

### **Ignition Officer**

- ◆ At least one person shall be appointed the ignition officer by the instructor-in-charge, unless multiple are required per the specific evolution.
- ◆ The ignition officer shall wear full PPE with SCBA.
- ◆ A charged hose line shall accompany the ignition officer(s) during ignition.

### **Safety Officer**

- ◆ A safety officer shall be appointed for all live fire training evolutions.
- ◆ The safety officer shall have the authority, regardless of rank to intervene and control any aspect of the operations when, in his or her judgment, potential or actual danger, accident or unsafe condition exists.
- ◆ The safety officer shall provide for the safety of all persons on the scene including: students, instructors, visitors and spectators.
- ◆ The safety officer shall not be assigned other duties.
- ◆ Additional safety personnel if needed by the safety officer may be located in the structure.



### **Instructor-In-Charge**

- ◆ The instructor in charge shall determine, prior to each specific evolution, the number of attack lines and back up lines that are necessary
- ◆ Each hose line shall be capable of delivering a minimum of 95 GPM.
- ◆ Back up lines shall be provided to ensure protection of personnel on training attack lines.
- ◆ One instructor per each functional crew, which shall not exceed 5 students.
- ◆ One instructor to each back up line.
- ◆ One additional instructor for each additional functional assignment.

### **Additional Precautions**

- ◆ Fires shall not be located in designated exit paths
- ◆ Training shall be postponed or cancelled due to extreme weather conditions and or lightning.
- ◆ All PPE shall meet NFPA 1971
- ◆ SCBA shall meet NFPA 1981
- ◆ Personal alarm devices or (PASS) shall meet NFPA 1982
- ◆ All instructors shall take a head count when entering and exiting the burn building during an actual attack evolution.
- ◆ Rehab shall be provided for all participants including food & fluid replenishment and relief from climatic conditions.



### Live Fire Accountability Checklist

Incident Commander: \_\_\_\_\_ SS#: \_\_\_\_/\_\_\_\_/\_\_\_\_

Instructor in Charge: \_\_\_\_\_ SS#: \_\_\_\_/\_\_\_\_/\_\_\_\_

Safety Officer(s): \_\_\_\_\_

Ignition Officer: \_\_\_\_\_

Accountability Officer: \_\_\_\_\_

Driver/Engineer (Primary Apparatus): \_\_\_\_\_

Driver/Engineer (Secondary Apparatus): \_\_\_\_\_

Incident Rehabilitation Officer: \_\_\_\_\_

Inside Instructors (Primary):

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

Outside Instructors (Secondary):

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

RIT Team(s):

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_



## Preburn Planning

- \_\_\_\_\_ 1. Preburn plans made, showing the following:
  - Site plan drawing, including all exposures
  - Floor plan detailing all rooms, hallways, and exterior openings
  - Location of command post
  - Position of all apparatus
  - Position of all hoses, including backup lines
  - Location of emergency escape routes
  - Location of emergency evacuation assembly area
  - Location of ingress and egress routes for emergency vehicles
- \_\_\_\_\_ 2. Available water supply determined
- \_\_\_\_\_ 3. Required fire flow determined for the acquired structure/live fire training structure/burn prop and exposure buildings:  
*Critical Flow = Building Length X Width X Height / 100 = \_\_\_\_\_ GPM*
- \_\_\_\_\_ 4. Required reserve flow determined (50 percent of fire flow): \_\_\_\_\_ GPM
- \_\_\_\_\_ 5. Apparatus pumps obtained that meet or exceed the required fire flow for the building and exposures
- \_\_\_\_\_ 6. Separate water sources established for attack and backup hose lines
- \_\_\_\_\_ 7. Periodic weather reports obtained
- \_\_\_\_\_ 8. Parking areas designated and marked:
  - Apparatus staging
  - Ambulances
  - Police vehicles
  - Press vehicles
  - Private vehicles
- \_\_\_\_\_ 9. Operations area established and perimeter marked
- \_\_\_\_\_ 10. Communications:  
Training ground radio channels shall be established.



### Preburn Procedures

- \_\_\_\_\_ 1. All participants briefed:
  - Building layout
  - Crew and instructor assignments
  - Safety rules
  - Building evacuation procedure
  - Evacuation signal (Demonstrate)
- \_\_\_\_\_ 2. All hoselines checked:
  - Sufficient size for the area of fire involvement
  - Charged and test flowed
  - Supervised by qualified instructors
  - Adequate number of personnel
- \_\_\_\_\_ 3. Necessary tools and equipment positioned
- \_\_\_\_\_ 4. Participants checked:
  - Approved full protective clothing
  - Self-contained breathing apparatus (SCBA)
  - Adequate SCBA air volume
  - All equipment properly donned

### Post-Burn Procedures

- \_\_\_\_\_ 1. All personnel accounted for
  - \_\_\_\_\_ 2. Remaining fires overhauled, as needed
  - \_\_\_\_\_ 3. Building inspected for stability and hazards where more training is to follow (*see Training Structure Preparation section*)
  - \_\_\_\_\_ 4. Training critique conducted
  - \_\_\_\_\_ 5. Records and reports prepared, as required:
    - Account of activities conducted
    - List of instructors and assignments
    - List of other participants
    - Documentation of unusual conditions or events
    - Documentation of injuries incurred and treatment rendered
    - Documentation of changes or deterioration of training center burn building
- 
- Student training records
  - Certificates of completion



## Responsibilities of Personnel

### Instructor-in-Charge

- \_\_\_\_\_ 1. Plan and coordinate all training activities
- \_\_\_\_\_ 2. Monitor activities to ensure safe practices
- \_\_\_\_\_ 3. Inspect building integrity prior to each fire
- \_\_\_\_\_ 4. Assign instructors:
  - Attack hoselines
  - Backup hoselines
  - Functional assignments
  - Teaching assignments
- \_\_\_\_\_ 5. Brief instructors on responsibilities:
  - Accounting for assigned students
  - Assessing student performance
  - Clothing and equipment inspection
  - Monitoring safety
  - Achieving tactical and training objectives
- \_\_\_\_\_ 6. Assign coordinating personnel, as needed:
  - Emergency medical services (EMS)
  - Communications
  - Water Supply
  - Apparatus staging
  - Equipment staging
  - Breathing apparatus (SCBA)
  - Personnel welfare
  - Public relations
- \_\_\_\_\_ 7. Ensure adherence to this standard by all persons within the training area

### Safety Officer

- \_\_\_\_\_ 1. Prevent unsafe acts
- \_\_\_\_\_ 2. Eliminate unsafe conditions
- \_\_\_\_\_ 3. Intervene and terminate unsafe acts
- \_\_\_\_\_ 4. Supervise additional safety personnel, as needed
- \_\_\_\_\_ 5. Coordinate lighting of fires with instructor-in-charge
- \_\_\_\_\_ 6. Ensure compliance of participants' personal equipment with applicable standards:
  - Protective clothing
  - SCBA
  - Personal alarm devices (PASS), where used
- \_\_\_\_\_ 7. Ensure all participants are accounted for, both before and after each evolution



## Responsibilities of Personnel continued

### Instructor

- \_\_\_ 1. Monitor and supervise assigned students (no more than five per instructor)
- \_\_\_ 2. Inspect students' protective clothing and equipment
- \_\_\_ 3. Account for assigned students, both before and after evolutions

### Student

- \_\_\_ 1. Acquire prerequisite training
  - \_\_\_ 2. Become familiar with building layout
  - \_\_\_ 3. Wear approved full protective clothing
- Wear approved self-contained breathing apparatus (SCBA)  
Obey all instructions and safety rules  
Provide documentation of prerequisite training, where from an outside agency



## Evolution Objectives

Objective 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective 3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective 4: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Student Group Assignments

### Group 1

Team Leader:

Student:

Student:

Student:

Student:

### Group 2

Team Leader:

Student:

Student:

Student:

Student:

### Group 3

Team Leader:

Student:

Student:

Student:

Student:

### Group 4

Team Leader:

Student:

Student:

Student:

Student:

### Group 5

Team Leader:

Student:

Student:

Student:

Student:

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**700 - PREVENTION/COMMUNITY ENHANCEMENT**

*SOP700.1.10 Radio Procedures-Prevention/Community Enhancement (Removed)*

SOP700.2.10 Weapons Policy

SOP700.2.20 Use of Force

SOP700.2.30 Pursuit Policy

SOP700.2.40 Body Armor

SOP700.3.10 TAMU Arson Investigation



## Weapons

### Purpose and Scope:

The very nature of police work requires officers and employees to carry and/or be proficient in the use of several lethal and non-lethal weapons. The use of any weapon by an employee imposes a grave responsibility on the part of the employee and the department alike. It is the policy of this department to provide guidance and direction through written procedures and proper training, designed to instill confidence and minimize exposure to litigation. Department personnel shall only use those weapons and ammunition authorized by the department. The purpose of this chapter is to describe the types of weapons and ammunition that may be carried and/or used by officers and the training and qualifications necessary to carry or use them.

### Guidelines:

- Management
  - The Fire Marshal shall authorize and approve all weapons and ammunition used by the department. The weapons coordinator is vested with the responsibility to make recommendations and determine if any weapon (s), ammunition, or related equipment used by sworn personnel meets departmental standards. The Fire Marshal shall appoint a person(s) within the Prevention Division to act in the capacity of Weapons Coordinator. The Weapons Coordinator shall be a qualified weapons instructor and armorer.
- The duties of the Weapons Coordinator:
  - Review and update the Approved Weapons List.
  - Weapons currently approved for use are those indicated on the CSFD Approved Weapons List. Requests for additions to the Approved Weapons List will be made by submitting a memo through the chain of command to the Fire Marshal. Approved requests will then be forwarded to the Weapons Coordinator for review. Recommendations will be provided to the Fire Marshal who will authorize or deny the weapon or ammunition for department use. Any weapon approved for use shall be added to the Approved Weapons List.
- Inspections:

All Department issued, approved, and personally owned weapons shall be inspected for safety and function by the Weapons Coordinator prior to being carried or used on-duty or off-duty.

  - All new weapons received by the department shall be inspected for safety and function by the Weapons Coordinator as soon after receipt of the weapon as possible.
  - A note will be made on the weapons inventory to document the inspection of the newly received weapon, and any weapons that appear to be defective will be returned or repaired before issue to any officer.
  - The Weapons Coordinator will inspect each weapon for safety and function at each weapons qualification session.
  - Any weapon found to be unsafe or otherwise not approved for use by the Weapons Coordinator shall not be used in any law enforcement capacity by any member of this department. Department weapons shall be repaired or replaced as necessary. Repair of personally owned weapons shall be the responsibility of the owner.



- **Records:** The Weapons Coordinator will maintain a record of each weapon approved for departmental use.
  - The record will include the make, model, and serial number of each weapon.
  - The last date of inspection of the weapon as well as any notes regarding the weapon shall also be recorded and maintained by the Weapons Coordinator.
- **Inventory:**
  - Monitor the inventory of all departmental weapons, ammunition, and related equipment which is kept by the Weapons Coordinator.
- **Issuance of Weapons:**
  - Direct the issue of department weapons to newly hired officers and other officers upon approved request.
- **Training:**
  - Coordinate and conduct weapons proficiency and qualifications for all sworn personnel.
  - Develop weapons qualification courses and criteria.
- **Maintenance and Repair:**
  - Maintain department weapons and related equipment.
  - Employees are responsible for the general maintenance of the weapons and equipment they are issued.
  - Anytime a department owned weapon is discovered to be damaged or in need of repair, or otherwise unsafe to use, the Weapons Coordinator will either repair that weapon or have a replacement issued to the officer carrying the weapon.
  - Anytime a personally owned weapon approved for Department use is discovered to be damaged or in need of repair, or otherwise unsafe to use, the Weapons Coordinator will direct that it be removed from service until repairs are made, and the weapon has been re-inspected for serviceability by the Weapons Coordinator. If repairs are not possible, the Weapons Coordinator will inform the officer that the weapon is no longer acceptable for duty use.

### **Approved Weapons:**

Weapons approved for use by employees in this department are sidearms, off-duty weapons, batons and chemical irritants. All weapons & ammunition used in law enforcement functions shall be department approved. Employees shall only carry and use weapons they have been trained to use and shown proficiency in their use. Employees shall use weapons as they were designed to be used and in accordance with the training received on the weapon.

- The department issued on duty sidearm is the Glock Model 23, .40 caliber handgun. This weapon will be issued to all newly hired officers and must be carried when worn as an open carry weapon on duty.
- All firearms used on duty must be approved by the Weapons Coordinator and loaded with department approved ammunition. Department issued weapons must be loaded with department issued ammunition.



- All on duty uniformed officers open carrying their weapon shall carry sufficient ammunition to reload their weapon at least twice. When carrying their weapon concealed the officer must carry sufficient ammunition on their person to reload their weapon at least once.
- The department shall provide a holster, belt, keepers, cuff case, and ammo holder for each officer. Officers have the option to wear a personally owned holster and/or magazine holder for on-duty uniformed use. The Officer must receive approval from the Weapons Coordinator and demonstrate proficiency with the equipment prior to on-duty use.
- Off duty weapons may be carried by sworn personnel as a secondary weapon. Officers working special assignments where the ability to conceal a weapon is a concern may carry the approved off duty weapon without having the primary duty weapon actually on their person following authorization for such carry by the appropriate supervisor.
  - These weapons must be concealed in a secure manner and should not be cumbersome given the nature of their use, i.e., in a life threatening situation where the officer's primary weapon is unavailable or non-functional.
  - An officer who wishes to carry an off duty weapon must demonstrate proficiency on the standard approved firearms course prior to receiving departmental approval.

#### **Off Duty Weapons:**

All sworn personnel shall have the option to carry their Police ID and a sidearm while off duty. The Police ID and sidearm shall be concealed.

- Off duty firearms must be approved by the Fire Marshal and must be at least .380 caliber. The officer must have qualified and demonstrated proficiency with the off duty weapon prior to carrying it.
- Sworn officers working extra duty jobs in uniform will carry the weapon approved for on-duty use.
- A list of weapons authorized for off-duty use shall be maintained by the Weapons Coordinator.
- Officers wishing to carry any side arm not on the approved list must request approval of that weapon by sending a written request, through the chain of command, to the Fire Marshal.

#### **Chemical Irritant:**

- The carrying of a chemical irritant by uniformed officers while open carrying a sidearm is mandatory.
- An employee shall carry only a chemical irritant approved by the department.
- Each employee who carries a chemical irritant shall receive training and show proficiency prior to being approved to carry it.

#### **Training and Qualifications:**

- All weapons training courses shall be approved by the Weapons Coordinator and a copy of the course forwarded to the Fire Marshal. Only Department employees certified as weapons or tactics instructors shall instruct or monitor weapons proficiency training, certification, and qualification. All weapons training and proficiency testing shall be documented.
- All newly sworn officers shall complete weapons training and meet proficiency requirements before being authorized to carry any agency approved weapon.
- All employees shall receive a copy of the *Use of Force* and *Weapons* policies and receive training in these policies prior to being authorized to carry a weapon.



- All employees shall demonstrate proficiency in the use of department authorized weapons according to department standards, before they are allowed to carry or use any approved weapon, whether personal or department issued. At a minimum, authorized employees shall receive annual training on the Use of Force policy, annually demonstrate proficiency with all approved lethal weapons and receive in-service training for less lethal systems biennially.
- The department shall provide .38, .380, .357, 9mm, .40 and .45 caliber ammunition for qualification with on- duty and off duty weapons. Officers using weapons of a different caliber are required to provide the necessary ammunition for qualification.
- Officers carrying the department issued Glock or other .40 caliber sidearm will be issued 50 rounds of department approved ammunition on an annual basis.
- The department will supply ammunition for qualification for no more than one off duty weapon.
- Department approved ammunition is standard factory first load ammunition. Specialty type ammunition such as armor piercing, Glazer Safety Slugs, exploding or fragmenting tip, projectiles containing shot or BBs, wad-cutters, hand loads, etc., are not considered as department approved ammunition. Any questions regarding the acceptability of a particular type of ammunition shall be addressed to the Weapons Coordinator.

### **Remedial Training:**

Any officer or employee who fails to demonstrate proficiency or attain a qualifying score with any department authorized weapon shall attend, on duty, a block of remedial instruction. Upon completion of the remedial instruction, the officer or employee shall attempt to qualify. Any officer or employee must qualify or demonstrate proficiency with authorized weapons prior to resuming official duties. In the event an officer or employee is unable to qualify, he shall:

- Have the privilege of carrying the weapon on or off duty revoked.
- Be placed in a position within the department which does not necessitate the carrying of the weapon.
- Be given the opportunity, on a voluntary basis, to receive additional instruction and qualify with the weapon on his off duty time within two (2) weeks. After being given the additional time and opportunity to qualify, if the officer or employee still fails to qualify, the weapons instructor will notify the Fire Marshal that the officer is not permitted to carry the weapon.
- The Rangemaster is responsible for ensuring that all personnel adhere to the safety regulations of the range.

### **Firearms Safety:**

- Holsters shall not be unsnapped or side-arms removed from the holster unnecessarily.
- Loaded shoulder weapons (shotguns, rifles, etc.) shall not be brought inside the building loaded unless a deadly-force emergency exists within the building. Under normal circumstances officers shall unload shoulder weapons outside the building and carry them into the building with the slide open and safety on.
- Crime scene, confiscated, and found weapons shall not be placed into the evidence or property room in a loaded condition.
- Officers shall follow standard firearms safety procedures both while on and off duty.
- To avoid loss or misuse of a firearm, all firearms will be kept secured in a manner that prevents unauthorized persons from having access to them on and off duty.
- All weapons stored at the Fire Department shall be unloaded and stored in a secure area.



- To ensure that firearms function properly after use or qualifying, all firearms shall be properly cleaned, as soon as practical, before being stored or carried by the officer on or off duty.

**Prohibited Weapons:**

- Such weapons include, but are not limited to the following:
  - brass knuckles
  - slappers
  - nunchaku
  - non-approved batons
  - weighted gloves
  - switchblade knives

**Recreational Weapons:**

The procedures in this chapter apply to weapons used for police purposes both on and off duty and do not apply to the use of weapons for recreational or hunting purposes.



## Use of Force

### Scope and Purpose:

The use of force by law enforcement personnel is an area of paramount concern to citizens, law enforcement employees, and Law Enforcement administrations. An employee's use of force must always be reasonable and necessary under the circumstances that exist and should be no greater than the least amount of force necessary to accomplish the law enforcement objective. As in all law enforcement activities, the use of force requires sound judgment on the part of officers and employees. Liability exists when employees fail to exercise sound judgment and exceed policy and legal guidelines. Split-second decision making and complex circumstances are frequently part of each situation in which an employee uses force. This policy will provide written procedures intended to provide rational and practical guidance in the use of force.

### Guidelines:

*It is the policy of this department that force may be used only to affect a lawful arrest, stop the violent behavior of an individual, or to accomplish a legally authorized law enforcement objective. Only the amount of force reasonable and necessary to accomplish the above stated purposes is to be used.*

### Definitions:

- The following terms are defined for purposes of this policy using the definitions from the glossary provided by the Commission on Accreditation for Law Enforcement Agencies, Inc.:
  - Reasonable Belief - The facts or circumstances that an officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.
  - Serious Physical Injury - A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

### Guidelines:

- Employees shall use only the amount of force reasonable and necessary to affect lawful objectives.
- Employees shall always endeavor to minimize the pain and injury that may result from the use of force. When the use of force results in injury or after the use of lethal or less lethal weapons, the employee shall seek appropriate medical assistance for the injured person as soon as practical. When an employee uses force not requiring medical assistance, they shall monitor the person in order to detect any changes in condition and non-visible trauma. When the health or condition of the person declines or is uncertain, employees shall seek medical assistance.
- Employees may prepare for the use and/or threatened use of force consistent with established policy. Preparation includes but is not limited to:
  - Verbal warnings.
  - Placing hand on firearm.
  - Releasing safety strap on holster.
  - Removing sidearm from holster.
  - Holding baton in a "ready" position.
  - Removal of chemical irritant from its holder.



- Due to the serious nature of using any degree of force including deadly force, employees shall receive annual training on the use of force policy and the authority to use force provided in the Texas Penal Code. Employees will receive the use of force policy and legal updates on the use of force as changes occur.
- All personnel shall be provided a copy and receive instruction on the use of force policy prior to being authorized to carry or use any lethal or less lethal weapon. The training unit shall document the issuance of policy and the instruction.
- Employees are responsible for their actions. Chapter 9 of the Texas Penal Code states that personal liability for actions is not abolished or impaired by the provisions of that chapter even when force is justified, if the use of that force causes injury to innocent third parties. Under such circumstances the employee can still be held liable.
- Warning shots pose a danger to officers and citizens alike and shall not be used.
- Shots fired at or from a moving vehicle are generally ineffective and are not to be fired.
- Neck restraints or similar weaponless control techniques with a potential for serious injury or death shall not be used.

#### **Options of Force:**

- Officer presence
- Verbal direction
- Empty hand controls
- Intermediate weapons
  - chemical irritant
  - baton
  - less lethal weapons
- Deadly Force

#### **An officer may use deadly force only when:**

- He reasonably believes that the action is in defense of human life, including the officer's life.
- In defense of any person in immediate danger of death or serious bodily injury.
  - Deadly force against a "fleeing felon" shall be used only when the conditions outlined above have been met and the officer has probable cause to believe that the escaping felon will pose a significant and immediate threat to human life should escape occur.

#### **Training:**

- All employees shall demonstrate proficiency in the use of department authorized weapons according to department standards, before they are allowed to carry or use any approved weapon whether personal or department issued.

#### **When Written Report Required:**

- Unless injury prevents it, before the end of the employee's shift, a Use of Force report will be submitted when an employee:
  - Takes an action that results in or is alleged to have resulted in injury or death of another person
- Applies force through the use of:



- Empty hand control (hard or soft)
- Drawing or pointing a firearm while in the presence of a person or group when the Officer's actions are focused on and in response to such person or group.
- Handcuffing a person who is released without arrest.
- Chemical irritant (oleoresin-capsicum spray)
- Impact weapon
- Firearms discharged on or off-duty (training and recreation are exempted);

#### **Calls Involving More than One Employee:**

- A Use of Force Report form can document the use of force applied to one subject by up to 3 employees. Involvement of more employees or subjects requires additional forms. Completion of the form on any dispatched call is the responsibility of the primary dispatched employee. In any other event, the first employee who uses force is responsible for completing the form. Each employee is responsible for assuring that their use of force has been correctly documented on a form. Each should complete their own narrative supplement to any arrest or offense report or an incident report to describe their actions.

#### **Routing and Review:**

- The Use of Force Report and any related reports will be routed through the chain of command to the Division Chief.
- If it is determined during the chain of command review that improper procedure or error occurred, appropriate action will be initiated.
- After the review, the Division Chief will forward the Report and any related reports to the Fire Chief.

#### **Investigations & Notifications:**

- Anytime an employee's use of force causes death or results in injuries likely to cause death the following shall be notified:
  - Fire Chief
  - Fire Marshal

#### **Death or Serious Physical Injury Caused by Employees:**

- Anytime an employee's actions or use of force causes the death or serious physical injury of an individual, that employee shall be reassigned and relieved of any line-duty assignment, or placed on Administrative Leave pending an administrative review of the incident. This action is to allow the employee time to adjust to the psychological effects of the incident and in no way implies any wrong doing on the part of the employee.

#### **Shooting Report**

- Any officer who discharges a firearm whether accidentally or intentionally shall complete a Shooting Report form in addition to all other required paperwork. Exceptions to this requirement are firearm discharges that occurs off-duty for recreational purposes or during department training.



- The officer shall complete the report as soon as practical after the incident and submit the report to his supervisor who shall review the report and forward the report to the Chief for his review.
- The Chief may refer the report to a review board for their review and recommendations.

**Records:**

- Copies of all use of force reports and shooting reports shall be kept in a secure file controlled by the Fire Marshal or designee for statistical and control purposes.

**Emergency Situations:**

Nothing in this policy should be construed as to prohibit using whatever means are necessary, including use of weapons or objects not on the Approved Weapons List to protect the life of an officer or other person.



## Pursuit Policy

**Purpose and Scope:** The Prevention Division is responsible for conducting criminal investigations involving fire or explosions. In the performance of these duties it may be necessary to follow a suspect.

**Definitions:**

- Pursuit is the following of a vehicle either involved in or associated with a violation of the law, at speeds greater than the posted speed limit.

**Guidelines:**

Vehicular pursuit is not condoned nor will it be tolerated by the College Station Fire Department. Violation of this policy will result in severe disciplinary action.



## Body Armor Policy

### Scope and Purpose:

It is the policy of this department to maximize Peace Officer safety through the use of body armor in combination with prescribed safety procedures. Body armor is designed to provide a significant level of protection for officers but is not a substitute for the observance of officer safety procedures.

### Definition:

- Peace Officer – for this policy, it refers to individuals that have their peace officer commission carried by College Station Fire Department.

### Field Activities:

Duty assignments and / or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.

### Guidelines:

#### (1) Issuance of Body Armor

- (a) All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
- (b) All Peace Officers shall be issued agency-approved body armor.
- (c) Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

#### (2) Use of Body Armor

- (a) Peace Officers shall wear only agency-approved body armor.
- (b) Body Armor will be worn by Officers:
  - i. When wearing duty gear
  - ii. When involved in an investigation where suspect interaction is apparent
  - iii. During firearms qualification and/or training
  - iv. When a weapon is worn in public view
- (c) Unless exempt as follows:
  - i. When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor and also requires approval from the Fire Chief.



- ii. When the officer is involved in undercover or plain clothes work that the Fire Marshal determines could be compromised by wearing body armor; or
  - iii. When the Fire Marshal determines that circumstances make it inappropriate to mandate wearing body armor that must have the Fire Chief's approval.
- (d) Personnel involved in the execution of high-risk tactical duties are required to wear body armor whenever discharging those responsibilities. Examples of high-risk tactical situations include planned warrant execution, tactical response situations, etc.
  - (e) Those Peace Officers not required to wear their body armor shall have their body armor available for use when on duty.

**(3) Inspections of Body Armor**

- (a) Fire Marshal shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
- (b) Annual inspections of body armor shall be conducted for fit, cleanliness, and signs of damage, abuse, and wear.

**(4) Care, maintenance and Replacement of body Armor**

- (a) Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
- (b) As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
- (c) Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
- (d) Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the Assistant Buyer.
- (e) Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

# STANDARD OPERATING PROCEDURE

## COLLEGE STATION FIRE DEPARTMENT

**SUBJECT:** Arson Investigations **SOP:** 700.3.10

**CATEGORY:** TAMU CAMPUS **PAGE:** 1 of 1

**APPROVED BY:**

E-Signed by David K. Giordano  
VERIFY authenticity with ApproveIt

**Chief, Fire Department**

**DATE:** 3/99

1. Incident Commander CSFD will determine if an Arson Investigator is needed and initiate response.
2. Incident Commander will notify UPD Officer on scene of above action.
3. UPD Officer will notify communications to call in a Detective.
4. CSFD and UPD will isolate the arson scene until the investigation is completed.
5. UPD will release the scene by notifying the Radio Room. **Then and only then** will Physical Plant personnel be allowed to enter the fire scene. Unless it is deemed necessary by the Fire Chief or his representative that action needs to be taken to further protect or lessen the loss of property and/or restore conditions which may have a direct negative impact on others outside the fire scene.
6. If University Personnel happen upon a fire in progress or an extinguished fire they are to notify the UPD immediately.
7. CSFD Arson Investigator will assist the UPD in the investigation, evidence gathering and testifying. Evidence gathered will be processed by the CSFD as necessary.
8. If the UPD ascertains that there is a pattern of fires on campus they will contact the CSFD Arson Division for assistance.
9. The College Station Fire Department shall provide normal fire investigation service to Texas A&M University at no additional cost; Provided the investigation is not unusual in nature. Texas A&M University shall assist the College Station Fire Department with any unusual or extensive costs associated with investigations conducted on University property.

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## Small Spills-Motor Vehicle Accidents

### Purpose and Scope:

The most common type of hazardous material spill that our department must deal with is a result of a motor vehicle accident. These guidelines define how the hazardous material spilled from vehicular accidents will be remediated.

### Guidelines:

#### Nonaggressive Materials:

- Materials involved in most motor vehicle accidents are usually hydrocarbon based and limited to gasoline, lubricating oils, fluids, and cooling liquids. These are classified as "nonaggressive" materials.
- It is the policy of this department to treat on site any small quantity of hazardous material generally associated with a motor vehicle accident and classified as a level I incident as described in chapter 3 of the Field Operations Guide, of the College Station Hazardous Material Incident Response System.
- In accordance with this policy all non-aggressive materials of the type associated with a motor vehicle accident shall be treated on scene with a micro-biological remediation process. This process shall be applied in accordance with manufactures recommendations, as well as proper training and experience.

#### Aggressive Materials:

- On occasion we have to deal with very limited amounts of battery acid, which is an "aggressive" material. State and Federal guidelines prohibit "washing down" any type of hazardous material. Therefore all hazardous materials shall either be treated on site or physically removed and disposed of in accordance with disposal guidelines.
- In addition all aggressive materials of the type generally associated with a motor vehicle accident shall be neutralized by diluting with copious amounts of water (several hundred gallons). Once diluted the battery acid is no longer considered an environmental threat.

#### New Road Types:

As TXDOT paves new roads they are using a different type of asphalt that allows the fluids to leach through the top layers of the roads surface. The fluids will leach through the surface and run along a substrate material and exit the paving surface at the edges of the road. This type of road surface may require large quantities of water to wash the fluids out of the edge of the pavement where it can be remediated at the edges of the roadway.



## Utility Control

### **Scope and Purpose:**

To safely conduct fire suppression activities electrical and gas utilities should be disconnected to stop the flow of dangerous utilities into the structure. This policy shall apply to all utility disconnections.

### **Guidelines:**

- The CSFD will not remove or "PULL" electrical meters.
- Electrical and gas utilities that are turned off (disconnected) during fire suppression activities will not be turned back on by Fire Department personnel.
- The dangers of restoring the utility will be explained to the owner or the manager by fire department personnel before the property is released.
- Restoring utilities prior to inspection by a qualified utility inspector increases the risk of a fire, that could be related to possibly fire damaged utilities.
- When the scene is released by the fire department, the owner or manager will be responsible for ensuring proper restoration of utilities to the involved structure.

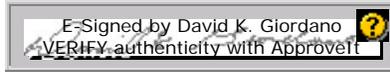
**Always complete a Property Release Form and have it signed by the person taking control of the property before leaving the scene. The property release form must be turned into the Fire Marshals Office.**

# STANDARD OPERATING GUIDELINE

## COLLEGE STATION FIRE DEPARTMENT

**SUBJECT:** GAURDIAN BIO-THREAT TESTER **SOG:** 800.1.30  
**CATEGORY:** Hazardous Materials **PAGE:** 1 of 2

**APPROVED BY:**



Chief, Fire Department

**DATE:** 09/04

### SCOPE & PURPOSE:

To provide guidelines for the proper use and operations of the Guardian Bio-threat test equipment. This test equipment is only to be used to provide one method of assessing the potential risk and/or hazard involved. To determine the real validity of the risk/hazard a sample should be sent to a recognized lab to verify or discount any evidence of a BIO-Hazard threat.

**WHEN TO USE:** Any time a substance is suspected to be a BIO hazard and a threat to the public health.

### PROCEDURE FOR EVALUATION OF AN UNKOWN MATERIAL

#### **Preparation for Test**

1. Prepare all equipment to perform test on a flat clean surface with good lighting. Remove test strips from sealed packages and mark as described in pre-dosing section. Test will be performed on all 6 strips at the same time.
2. Pre-Dosing -- Prior to dosing the test strips, mark the necessary information on each test strips. Information to be recorded on the strips will be:

Incident #- 300248, Sample #- 01, Test Strip #- 1 through 6 for all six strips, and Time of Dosing.

Example: First Unknown Substance test Second Unknown Substance test

Tularemia 300248 01 1 10:01 300248 02 1 10:41

#### **Performing the Test**

3. Sample Preparation --
  - **For dry /powdery /granular substances** -- Fill plastic vial with 1.0 ml buffer fluid, pre wet swab with buffer fluid or use small scoop and collect sample. Swirl swab or place granular in vial for 5 – 10 seconds and agitate vigorously. Allow large particles to settle (30-60 sec.)
  - **For liquid substances** -- use 0.5 ml buffer fluid with 0.5 ml test sample and agitate vigorously.

**\*NOTE\*** After preparing sample, check that pH is between 4 and 10. If not dilute sample (4:1 ratio) in new vial by adding 1 ml buffer fluid and use the bulb syringe to add 0.25 ml from old vial and shake vigorously. Recheck pH for range between 4 and 10.

**SUBJECT:** GAURDIAN BIO-THREAT TESTER **SOG:** 800.1.30

4. Dosing - Using bulb syringe, place 5-6 drops of prepared sample solution in the sample port of the test strip and start timer for 15 minutes.
5. 15 minutes after dosing, one line should appear under the “C” (Control) side of the test strip. If there is no line, the strip is invalid and new strip must be dosed again and timed for another 15 minutes.
6. If a second line does not appear under the “S” (Sample) side of the strip, preliminary results are negative.

**NOTE!** All negatives results will have a manual test done by the machine.

7. If a second line does appear under the “S” (Sample) side of the strip, preliminary results are positive.

**NOTE!** All positives must have a manual and automatic test done by the machine.

### **Preparing machine to run test**

\* Start up machine - plug in using 120V power source or press “on” for battery power (make sure battery pack is installed).

\* **NOTE** \* Prior to attempting to print and use machine make sure paper is above the tear line to prevent paper jams.

\* Using machine to run tests – The machine will operate in two modes, Manual and Automatic  
In the manual mode the machine will prompt you to run a test on the already prepared test strip.

In the automatic mode the machine will prompt the tester to perform another separate test from start to finish, which includes all timed events.

1. After turning on machine, you will be prompted to enter a User ID and Sample ID.

User ID will be assigned by agency and the last 4 digits of Social Security Number of the person performing the test.

User ID examples: College Station Fire Department – 01XXXX  
Bryan Fire Department – 06XXXX, Texas A&M Safety – 09XXXX

Sample ID will be Incident # (right arrow) Sample # (right arrow) Test Strip #. [ 300248 02 1]

2. All manual tests with the machine that return negative, on site testing stops there.
3. All manual tests that return positive must have an automatic test performed and contact Alexeter at 1-877-591-5571.
4. All automatic tests that return negative, on site testing stops.
5. All automatic tests that return positive contact Alexeter at 1-877-591-5571. Machine must be sealed in bio-hazard bag due to possible contamination. Sample of suspected hazardous substance must be sent to a certified lab for definitive testing. Contact TDH at 512-801-4684 (24hrs) or 512-458-7185 for assistance.

# STANDARD OPERATING PROCEDURE

## COLLEGE STATION FIRE DEPARTMENT

**SUBJECT:** Hazardous Materials

**SOP:** 800.2.10

**CATEGORY:** Technicians

**PAGE:** 1 of 1

**APPROVED BY:**

E-Signed by David K. Giordano  
VERIFY authenticity with ApproveIt

**Chief, Fire Department**

**DATE:** 11/02

### Scope & Purpose

When a hazardous materials incident requires an offensive approach to mitigate the incident, it shall be the responsibility of the Hazardous Materials Technician to perform the task(s).

The College Station Fire Department hazardous materials technicians may be assisted by hazardous material technicians from the Bryan Fire Department, and/or TAMU Health and Safety Office.

### Accountability

A hazardous materials team roster will be maintained by the College Station Hazardous Material Coordinator, and will be distributed to all agency representatives of College Station Fire Dept., Bryan Fire Dept., and TAMU Environmental Health and Safety.

# STANDARD OPERATING GUIDELINES

## COLLEGE STATION FIRE DEPARTMENT

**SUBJECT:** HAZARDOUS MATERIALS **SOG: 800.2.10**  
**CATEGORY:** Haz-Mat Technician and Certification Pay **PAGE: 1 of 1**

**APPROVED BY:**

E-Signed by David K. Giordano  
VERIFY authenticity with ApproveIt

**Chief, Fire Department**

**DATE: 08/04**

### **SCOPE & PURPOSE:**

When a hazardous materials incident requires an offensive approach to mitigate the incident, it shall be the responsibility of the Hazardous Materials Technician to perform the task(s). Technicians from the Bryan Fire Dept., and/or TAMU Environmental Safety and Health office may assist C.S.F.D. hazardous materials technicians as needed.

### **PERSONNEL ROSTER**

A hazardous materials personnel roster will be maintained by the College Station Hazardous Materials coordinator, and will be distributed to all agency representatives of C.S.F.D., B.F.D. AND TAMU, and Dispatch.

### **CERTIFICATION PAY**

The College Station Fire Department provides for 27 personnel to be eligible to receive certification pay.

Personnel are eligible to receive certification pay upon completion of a hazardous materials technician class and successful completion of the Texas Commission on Fire protection's certification exam.

#### Maintaining eligibility for Certification pay:

- 1) Training will be conducted quarterly on shift for hazardous materials technicians. Technicians will be required to attend when on duty. Failure to attend two of the four classes will result in removal of assignment pay.
- 2) Technicians will be required to make a minimum of 50% on callbacks for hazardous materials responses in a given year. The year will run concurrent with our fiscal year.
- 3) Technicians will be required to attend the annual hazardous materials training day.

#### Records Maintenance

It will be up to the Asst. Chief of Operations and the Training Officer to compile information needed to ensure compliance. Shift Commanders will be required to send an e-mail to the Asst. Chief Operations indicating the technicians that responded to the call back whether they were sent to the scene or not.

# STANDARD OPERATING PROCEDURE

## COLLEGE STATION FIRE DEPARTMENT

**SUBJECT:** Hazardous Materials

**SOP:** 800.2.20

**CATEGORY:** Response

**PAGE:** 1 of 2

**APPROVED BY:**

Chief, Fire Department

**DATE:** 12/2003

### SCOPE & PURPOSE

To provide guidelines for the response of Hazardous Materials personnel and equipment.

### RESPONSE

- 1) Within the City -- The on duty shift commander will have full authority to determine haz-mat response levels within the city.
- 2) Within Brazos County -- The hazardous materials response team is available to the incident commander of any first responding agency within the county, to assist with a hazardous materials emergency, on an as needed basis.
- 3) Out of County -- Approval is required by the Fire Chief or the Asst. Chief of Operations for the hazardous materials response team to respond to incident outside of Brazos county.
- 4) Activation of the hazardous materials response team personnel and equipment shall be made through the on duty shift commander.

### RESPONSE EQUIPMENT

Unit 791 and 793 are trailers equipped with hazardous materials response equipment and are available as special call units to respond to hazardous materials incidents as requested and approved. 790 and 792 are the only units equipped to move 791. Unit 790 is the only unit capable of moving 793.

No personnel shall attempt to transport unit 791 or 793 without first demonstrating to the satisfaction of the training division sufficient skills to do it safely.

### RESPONSE PERSONNEL

Due to the special requirements and nature of the equipment carried on 791 and 793 and the complexity of a hazardous materials incident, any request for its use also requires the activation and response of certified hazardous materials technicians and addition support personnel to perform needed task at an incident.

Any time the Special Operations trailers are dispatched to a hazardous materials incident within the county the minimum number of response personnel will be 7 plus 1 Engine Company. Of the 7 personnel the following specialties shall apply;

**RESPONSE PERSONNEL continued**

- 1) 1 Officer/ Acting Officer -- This person will fill the command role for Haz-Mat Operations/ liaison within the requesting agency's Incident Command system. The Officer /Acting Officer shall be Haz-Mat ICS trained. This person may also act as safety Officer for the Haz-mat team if trained.
- 2) 2 personnel to assist with the variety of support functions at a haz-mat incident. These roles can be Safety (if qualified), decontamination, resource, documentation, etc.
- 3) 4 Hazardous Materials Technicians - This will provide for 1 entry and one back up team.

Request for Hazardous materials response outside the county shall be made to the on duty shift commander through the CSFD communications center. The Shift commander shall obtain as much information as possible and then contact the Fire Chief or Assistance Chief of Operations and advise them of the request. A decision will be made as to the level of response C.S.F.D. will send.

The on duty shift commander will then;

- 1) Utilize on duty personnel to respond to the incident and call back personnel to backfill those positions needed.
- 2) Sound a general callback of all personnel to obtain the needed response level.

Personnel will report to Station 2 with their gear where they will be briefed on the situation and response.

- 3) After the team is assembled, the remaining personnel maybe released by the shift commander. Documentation of off duty response shall be forwarded to the Hazardous materials coordinator.

**RESPONSE TEAM RESPONSIBILITIES**

- 1) The team will respond to the incident location and the teams officer shall make contact with the requesting agencies Incident commander.
- 2) The team's officer will establish the Hazardous materials operation section as needed for the incident.
- 3) The team's officer shall stay in contact with the on duty shift commander on any call outside the city. The officer shall relay any information concerning the call including the need for extra off duty response.
- 4) All unit response information shall be relayed to the College Station communications center.
- 5) Upon returning from the incident the Officer shall insure that all required paperwork is completed and forwarded to the Hazardous Materials Coordinator.
- 6) Upon returning from the incident the Officer shall e-mail the on-duty shift commander of the personnel who need to be logged in for overtime.

# STANDARD OPERATING GUIDELINES

## COLLEGE STATION FIRE DEPARTMENT

**SUBJECT:** HAZARDOUS MATERIALS **SOG:** 800.2.20  
**CATEGORY:** RESPONSE **PAGE:** 1 of 3

**APPROVED BY:**

E-Signed by David K. Giordano  
VERIFY authenticity with ApproveIt

**Chief, Fire Department**

**DATE:** 09/04

**SCOPE & PURPOSE:**

To provide guidelines for the response of Hazardous Materials personnel and equipment.

**RESPONSE:**

- 1) Activation of the hazardous materials response personnel and equipment shall be made through the on duty Shift Commander. The on duty Shift Commander should complete hazardous materials response information form (see attached) with pertinent incident information.
- 2) Within the City -- The on duty Shift Commander will have full authority to determine haz-mat response levels.
- 3) Within Brazos County -- The hazardous materials response group is available on an as needed basis to the Incident Commander for any of the first responding agencies within the county. Any time the Special Operations trailer(s) is/are dispatched to a hazardous materials incident within the county the minimum number of response personnel will be 6 plus 1 Engine Company.
- 4) Out of County -- The on duty Shift Commander has the authority to respond 1 hazardous materials unit with 6 personnel to any agency within the Council of Government area (i.e. Brazos, Grimes, Robertson, Leon, Madison, Burleson, & Washington Counties). The group will not respond outside the Council of Government area. The Fire Chief and the Assistant Chief/Operations shall be notified of the response request.

Request for Hazardous materials response outside the county shall be made to the on duty Shift Commander through the CSFD communications center. The Shift Commander shall obtain as much information as possible, determine the level of response and then organize the response group to meet the request.

The on duty Shift Commander will either

- 1) Utilize on duty personnel if available, to respond to the incident and call back personnel to backfill positions needed.
- 2) If shift personnel are not available the Shift Commander will assemble a hazardous materials response crew.

Personnel will report to Station 2 with their appropriate personal protective equipment.

### **RESPONSE PERSONNEL**

Due to the special requirements and nature of the equipment carried on 791 and 793 and the complexity of a hazardous materials incident, any request for its use also requires the activation and response of certified hazardous materials technicians and additional support personnel to perform needed tasks at an incident.

Of the 6 personnel for Hazardous Materials response the following specialties shall apply;

- 1) **1** Officer/ Acting Officer -- This person will fill the command role for Haz-Mat Operations/ Liaison within the requesting agency's Incident Command System. The Officer /Acting Officer shall be Haz-Mat ICS trained. This person may also act as Safety Officer for the Haz-mat branch.
- 2) **1** person to assist with the variety of support functions at a haz-mat incident. These roles can be safety (if qualified), decontamination, resource, documentation, etc.
- 3) **4** Hazardous Materials Technicians - This will provide for 1 entry and one back up team.

### **RESPONSE EQUIPMENT**

Unit 791 and 793 are trailers equipped with hazardous materials response equipment and are available as special call units to respond to hazardous materials incidents as requested and approved. 790 and 792 are the only units equipped to move 791. Unit 790 is the only unit capable of moving 793.

No personnel shall attempt to transport unit 791 or 793 without first demonstrating to the satisfaction of the training division sufficient skills to do it safely.

### **RESPONSE GROUP FUNCTIONS;**

- 1) The response group will respond to the incident location and shall make contact with the requesting agencies Incident Commander.
- 2) A Hazardous Materials Operation Section shall be established.
- 3) The C.S.F.D. officer shall stay in contact with the on duty Shift Commander on any call outside the city. The officer shall relay any information pertaining to the incident to the on duty C.S.F.D. Shift Commander.
- 4) All unit response information shall be relayed to the College Station communications center.
- 5) Upon returning from the incident the officer shall insure that the incident report & all required Haz-Mat reports (per SOP #800.4.10) are completed and forwarded to the Assistant Chief Operations.
- 6) Upon returning from the incident, the officer shall e-mail the on-duty Shift Commander with the personnel needing to be logged in for overtime.

**SUBJECT:** HAZARDOUS MATERIALS  
**CATEGORY:** RESPONSE

**SOG:** 800.2.20

**PAGE:** 3 of 3

## HAZARDOUS MATERIALS RESPONSE INFORMATION

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ COUNTY: \_\_\_\_\_

REQUESTING AGENCY & CONTACT: \_\_\_\_\_

\_\_\_\_\_

NATURE OF EMERGENCY: \_\_\_\_\_

\_\_\_\_\_

HAZ-MAT GROUP ASSEMBLED: OFFICER: \_\_\_\_\_

TECHNICIANS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_

ENGINE SENT: (if applicable) \_\_\_\_\_

NOTES/COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ON DUTY SHIFT COMMANDER: \_\_\_\_\_

CHIEF/ASST. CHIEF NOTIFIED: Y\_\_\_ N\_\_\_

# STANDARD OPERATING PROCEDURE

## COLLEGE STATION FIRE DEPARTMENT

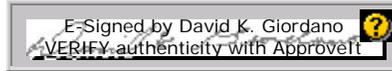
**SUBJECT:** Hazardous Materials

**SOP:** 800.3.10

**CATEGORY:** DECON Procedures

**PAGE:** 1 of 4

**APPROVED BY:**



**Chief, Fire Department**

**DATE:** 12/99

**PURPOSE:** At all Hazardous Materials incidences where personnel will be working in protective equipment around chemicals, a decontamination sector shall be established as a first priority. Decontamination is the process of removing contaminants from personnel protective equipment, personnel, or any injured person(s) which have been exposed to the chemicals.

**SITE SET-UP:** Several factors should be considered when establishing a decontamination site.

- 1) Establishment of Hazard zones (HOT, WARM, and COLD). DECON shall be established in the warm zone and shall be set-up uphill and upwind.
- 2) Accessibility - Located close to the site at the edge of the Hot zone.
- 3) Surface Material - Site is best established on a hard, non-porous material and should slope towards the hot zone if possible.
- 4) Drainage and waterways - Site should not be established near any drains, creeks, ponds, or any other waterways.
- 5) Lighting - Good lighting must be provided for all operation.
- 6) Water - Sufficient water will be required for DECON operations. This can be supplied via engine, hydrant, etc.

### **DECON PERSONNEL and CORRIDOR:**

1) **Personnel** - 1 person shall be designated as the DECON Officer and will be responsible for establishing the DECON area. The DECON officer will answer to either the Haz-Mat Operations officer or the IC depending on the size of the incident.

\* Sufficient personnel shall be made available to perform the DECON tasks as swiftly and efficiently as possible.

2) The DECON corridor should be identified by metal stakes with yellow barrier tape or cones and shall be a minimum of 20' wide. A separate but adjoining corridor should be established as an access corridor into the hot zone.

3) Place a plastic sheet on the ground the length of the corridor. Roll up all sides of the plastic to form a pool. Place cones on each side to keep the plastic from unrolling.

4) Equipment placement;

- A) At the entry to the DECON area from the hot zone, place a large trash can (1) lined with a large yellow haz-mat bag. This will be used for equipment drop when leaving the hot zone.
  - B) Place a small lined trash can (2) after the large can for disposing of boot covers and outer gloves.
  - C) After the small trash can, place a water pail (3) for washing gloves.
  - D) Set up 2 pools minimum (4 if secondary wash and rinse are needed) space along the length of the corridor with absorbent pillows (4) placed between each pool to catch runoff.
  - E) Each pool should have a water hose with a long handle wand. The first pool should also have a spray bottle or bucket with a soap solution and a long handle brush for cleaning PPE.
  - F) After the pools, place another large can lined with a yellow Haz-Mat bag for disposal of suits.
  - G) A clean sheet of plastic should be placed after the pools and used as an area for removing and placing suits and SCBA's if still in use. Chairs should be provided.
- 5) At the end of the DECON corridor, 1 tent should be set up to provide for Haz-Mat personnel rehab and medical monitoring after exiting the decon area. A second tent should be set up on the side of the access corridor for Haz-Mat personnel suiting and medical monitoring before entering the Hot zone. Each tent should be equipped at least with the following:
- 1 paramedic, 1 electric fan, two chairs, 1 EKG monitor, BP cuff and stethoscope, water cooler with ice water and cups, 1 large salvage cover, Rehab kit in Haz-Mat Rehab tent.

**DECON PROCEDURE:**

- 1) The DECON Officer with help from the Haz -Mat Safety Officer shall determine appropriate level of PPE for DECON personnel. The DECON officer will be responsible for recording all information pertaining to DECON and personnel assignments.
- 2) Entry personnel leaving the Hot zone shall leave equipment in the 1st large can before entering the DECON corridor.
- 3) Entry personnel will then remove boot covers and outer gloves and dispose of in small trash can.
- 4) Entry personnel will then rinse gloved hands in water bucket provided and then enter DECON corridor.
- 5) At pools 1 & 3, the entry personnel should be wash thoroughly with the soap solution and brush and then rinsed off.
- 6) At pools 2 & 4 the entry personnel will again be thoroughly rinsed.
- 7) Entry personnel will then be assisted out of their PPE and moved to the Haz-Mat rehab tent for fluid replacement and medical monitoring.
- 8) Entry personnel's PPE will be either discarded if determined to be unsafe or operation is over or it will be placed outside the tent at the end of the corridor so the same entry person can reuse it. PPE if to be used again shall be protected from contamination and the elements. **Note!** Level "A" suits will be tested after each use if damage is suspected and to ensure suits integrity prior to reuse at the scene.

9) Equipment which will be returned to service shall be thoroughly decontaminated and inspected prior to placing it back on vehicle. Any and all equipment which will be disposed of will be left at the DECON area for disposal by the cleanup company.

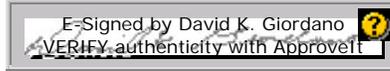
**(#) Indicate position as indicated on diagram.**

**Page 4 is Decon Setup example.**

# STANDARD OPERATING GUIDELINES

## COLLEGE STATION FIRE DEPARTMENT

**SUBJECT:** MASS & TECHNICAL DECONTAMINATION SOG: 800.3.20  
**CATEGORY:** HAZARDOUS MATERIALS PAGE: 1 of 5  
**APPROVED BY:**



Chief, Fire Department

DATE: 09/04

### SCOPE & PURPOSE

To provide guidelines for the Mass Decontamination and Technical Decontamination of victims from a chemical or other possible hazardous exposure.

Response personnel should be constantly aware of any situation where they are presented with a large volume of sick/ill people from the same location. The first arriving units shall size up the scene thoroughly and refrain from moving to quickly to attend to victims. First response personnel should immediately call for additional resources and don personal protective clothing (bunker coat & pants) initially with SCBA.

First response personnel should suspect a chemical exposure if all/most of the victims are presenting with the same signs and symptoms. One acronym, first response personnel can use to determine a possible chemical present with large volume of victims is **SLUDGEM**.

- S** - salivation
- L** - lacrimation (watery/ tearing eyes)
- U** - urination
- D** - defecation
- G** - gastric distress
- E** - emesis (vomiting)
- M** - miosis (pin pointed pupil)

First responder's who are confronted with a large volume of victims who present with the same signs and symptoms should immediately consider mass decontamination of the victims to prevent further spread of a possible chemical exposure.

### MASS DECONTAMINATION

This process is only intended for gross decontamination of victims. Victims should then be evaluated, treated and sent through a more thorough decontamination process before being transported to a medical facility.

### **ESTABLISHING MASS DECON**

A mass decon area should be established using the following criteria.

1. Setup upwind and uphill from suspected exposure location.
2. Site should be on a hard, non-porous surface.
3. Site should avoid drains, creeks, ponds, or any waterway. Containment of runoff should be accomplished as soon as feasibly possible.
4. Establish sufficient water supply

### **METHODS FOR MASS DECONTAMINATION**

Mass decon of victims can be accomplished in several ways.

- 1) Using a pre-connected hose line;  
With limited personnel and equipment on scene, establish a water supply and use a hose line with low pressure to wash down the victims.
- 2) 2 engines side by side;  
Using 2 engines side by side draped with salvage covers and using a hose line for the shower, Victims can be moved between the apparatus and kept out of view of the media and on lookers.
- 3) Using an aerial apparatus;  
An aerial apparatus can be setup as an overhead shower area for the deconing of victims who are non-ambulatory. The aerial apparatus can be draped with tarps to provide some degree of privacy should victims be required to remove some of their clothing due to chemical contamination.

Procedure for setting up aerial apparatus for mass decon

- Set up aerial upwind and uphill facing towards incident site
- Establish a water supply
- Setup apparatus to extend and elevate ladder
- Elevate ladder approx. 10 degrees from level and extend ladder the full length
- Use 4 tarps as drapes for the shower
  - using zipties located on 752 connect 2 tarps together to make a 24' X 20" drape
  - repeat process with remaining 2 tarps
- After connecting tarps, have 2 Firefighters climb ladder
- Starting at the furthest possible location, Firefighters should use zipties to secure tarps to ladder beam, 1- 24' X 20' drape on each side
- Stretch bottom of tarp out and secure using sections of hose from apparatus
- Charge ladder pipe using nozzle as a shower head, **Caution should be used to keep the pressure only as high as what's needed to provide for an effective shower.**

- Victims should be guided to shower. If victim's clothing is removed before decon, place contaminated clothing and personal effects in the bags provided with the pre-decon kit and attach identification labels on the appropriate bag.
- After leaving the mass decon shower, victims should be removed to a safe area for evaluation, treatment, technical decon and transport to a medical facility.

### **TECHNICAL DECON**

Technical decon is the process for a thorough cleaning of the contaminated victims. Decon can be set up as described in SOG # 800.310 and/or with the use of Decon shower tent if on scene.

- Ambulatory victims can be processed and cleaned by way of the decon shower.
  - This process is done in 4 steps and allows for only 1 person at a time to proceed.
    - Step 1 - Enter tent and disrobe
    - Step 2 - Enter 1<sup>st</sup> stage shower and wash with soap and rinse
    - Step 3 - Enter 2<sup>nd</sup> stage shower and rinse off thoroughly
    - Step 4 - Enter last stage and redress - Exit tent
- Non Ambulatory victims should be processed via Normal Decon procedure.
  - Establish a regular/normal decon area
  - Victims can be placed on backboard, stokes baskets, etc.
  - Use litter roller to move victim through Decon line
  - After victim goes through decon, re-assess, treat, and transport as needed

### **Deploying Decontamination Shower**

- 1) Open outer gray bag and unzip doors to remove parts bag from within shower.
- 2) Place rolled plastic on ground where shower is to be deployed.
- 3) Using 4 personnel, stand shower on heavy cardboard end as indicated by diagram on shower.
- 4) With one person at each corner, using yellow handles on tent to pull shower apart.
  - **Caution** – Shower will not deploy or compress unless all windows and doors are unzipped.
- 5) Place telescoping poles in both ends to support roof and secure with Velcro straps.
- 6) Secure shower to ground using guy ropes and stakes to prevent accidental movement.
- 7) Place black floor pallets into each shower compartment.
- 8) Connect water hoses to shower valves (2) using water manifold supplied by water source.  
**Note!** Hot Water Heater can be used if needed to warm water for shower.
- 9) Connect water pumps from shower containment to waste water bladder.
  - A. Pumps should be placed in each shower containment area.
  - B. Connect hoses into pumps and using **Y** faucet provided connect into large gray water bladder.
  - C. Pumps –
    - \* Pumps operate on 12 volt electrical power and can be run off any 12-volt battery system.
    - \* Do not run pumps until water level is above pump inlet. Only run pumps for amount of time necessary to remove water. **DO NOT** run pumps unsupervised.

### **PRE DECON KITS**

Pre decon kits are located in both special Ops. Trailers and contain bags and identification tags, for victims to place their personal belongings and contaminated clothing in. A disposable garment is provided for privacy. Each victim should be given a pre-decon kit and explained the directions for use.

- At least one (1) Fire Department representative and preferably 1 Peace Officer should hand out the kits.
- Victims should place personal effects and clothing in appropriate bags and secure with Identification tags provided. Victim shall secure 1 ID tag around their wrist.

Note!! Victims can chose to keep their belongings with them through the decontamination process or allow the Fire department to maintain chain of custody.

### **CHAIN OF CUSTODY**

A chain of custody shall be established for the victim's personal belongings if received by the FD. The chain of custody shall start when the victim receives the predecon kit and the information is recorded on the Chain of Custody Log and the personal belongings are received.

**Note!** Personal effects and clothing shall not be left unattended or unsecured while in FD possession.

- Personal belongings (i.e. Jewelry, wallets, etc.) shall be placed in the box containing the pre decon kits where it can be secured if needed. Clothing will be placed in an overpack drum where it can be sealed.
- If determined to be safe, clothing and personal belongings can be returned prior to termination of incident. **NOTE!** Have victim initial Chain of Custody log when reclaiming personal belongings and clothing.
- If it is determined that the belongings will be kept until further testing is done, custody of the personal belongings and clothing should then become the responsibility of the local law enforcement agency.
- Personal belongings and clothing then can be:
  - 1) Secured in the building until definitive test results are received.
    - a) Building will have to be secured as a crime scene to prevent entry.
  - 2) Moved to a secured location where they will remain in police custody.
  - 3) Law enforcement agency will be responsible for the release of personal belongings and clothing after they have been cleared.
- Chain of Custody log shall be attached with all documentation related to incident.



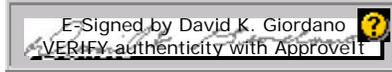
# STANDARD OPERATING PROCEDURE

## COLLEGE STATION FIRE DEPARTMENT

**SUBJECT: HAZARDOUS MATERIALS REPORTING**  
**CATEGORY: HAZARDOUS MATERIALS**

**SOP: 800.4.10**  
**PAGE: 1 of 9**

**APPROVED BY:**



**Chief, Fire Department**

**DATE: 09/04**

### SCOPE & PURPOSE

This policy is written to provide guidelines concerning required reporting procedures, to improve incident documentation and provide for the immediate dissemination of the information.

Documentation pertaining to a response to a Hazardous Materials incident is extremely important for several reasons including but limited to the following reasons:

- 1) It is required by law to keep incident information filed and accessible for possible future litigation and personnel health records.
- 2) It is required for billing purposes to reclaim expenses used at and incident.
- 3) It is required for chemical release, spill, or Hazardous Situation information for the Brazos County Inter-jurisdictional Emergency Management.

### REQUIRED HAZARDOUS MATERIALS REPORTS

In addition to the normal incident report, the following reports must be completed if applicable:

- 1) Brazos County Inter-jurisdictional Emergency Management Hazardous Reporting Form.
- 2) C.S.F.D.'s Hazardous Materials Incident Cost Recovery Reports.
- 3) Any checklist, injury reports, accident reports, damage reports, etc.

### REQUIRED HAZARDOUS MATERIALS INCIDENT REPORTING INFORMATION

- 1) Hazardous Materials Incident Responses
  - A) Complete and detailed incident report.  
**Note!** All associated incident paperwork must be kept and filed with report i.e. Safety report, copies of injury reports, cost recovery reports, incident checklist, etc.
  - B) Brazos County Inter-jurisdictional Emergency Management Hazardous Reporting Form.(See attached for specific reporting requirements.

**ROUTING OF REQUIRED REPORTS AND PAPERWORK**

- 1) All paperwork and reports pertaining to a Hazardous Materials Incident shall be forwarded to the Assistant Chief Operations.
- 2) The Assistant Chief Operations will work with the Hazardous Materials Coordinator to ensure that all paperwork is complete, cost information obtained and forwarded for billing and that all reports are filed.
- 3) The Brazos County Inter-jurisdictional Emergency Management Hazardous Reporting Form shall be completed and a copy faxed to the City of College Station's Emergency Management Coordinator.

**BRAZOS COUNTY INTERJURISDICTIONAL EMERGENCY MANAGEMENT  
ALL HAZARDS REPORTING PROCEDURES  
(979) 361-4140 Fax (979) 821-3407**

In compliance with FY 00 Cooperative Agreements CA-4, we are required to report all hazards that occur quarterly in our county. This also serves as the foundation for hazard mitigation and emergency preparedness actions. Listed below, is a basic guideline for reports.

**HAZARDOUS MATERIAL SPILLS/RELEASE:**

<u>Type of Spill/Release</u>	<u>Spills on Land</u>	<u>Spills on Water</u>
<b><u>Hazardous Substance</u></b>		
If CERCLA RQ = 1-100 lb.	CERCLA RQ	CERCLA RQ
If CERCLA RQ > 100 lb.	CERCLA RQ	100 lb.
<b>Crude Oil</b>		
Used oil/petroleum product	25 gal.	Enough to form sheen
At a PST-exempt facility	25 gal.	Enough to form sheen
All others	25 gal.	Enough to form sheen
<b>Oil other than crude oil, used oil Or petroleum product</b>		
	25 gal.	Enough to form sheen

**Other items to Report:**

- ❖ All Blowouts or Fires associated with oil, gas and geothermal activities.
- ❖ All Fires associated with a hazardous material.
- ❖ All gas or liquid pipelines breaks or ruptures.
- ❖ Any release of hydrogen sulfide gas.
- ❖ Any incident resulting in injury, death or property (or potential) damage from gas or liquid pipelines.
- ❖ Outdoor Burning of hazardous material.
- ❖ Illegal Dumping of hazardous waste.
- ❖ Transportation Accidents involving hazardous material (not to include maintenance fluids i.e. transmission, brake, etc; with exception of diesel/gas – use 25 gal rule).
- ❖ All Airplane incidents/crashes.
- ❖ Any Severe Weather to include flooding, hail, damaging winds of 50+ mph, funnel clouds, tornado, water on roads.

***IF AT ANY TIME, YOU ARE IN DOUBT ABOUT REPORTING INCIDENTS, PLEASE COMPLETE REPORT AND DELIVER TO EMERGENCY MANAGEMENT!***

In case of incidents (Fire, Spills, Leaks or Train Derailments) concerning Hazardous Materials, the following information should be obtained. Get as much of this information as possible.

1. Date: \_\_\_\_\_ Time of Notification \_\_\_\_\_

2. Name of person receiving call:  
\_\_\_\_\_

3. Name and telephone number of on scene contact:  
\_\_\_\_\_

4. Incident location:  
\_\_\_\_\_

5. Nature of Emergency (e.g. leak, explosion, spill, fire, derailment, container type and condition)  
\_\_\_\_\_  
\_\_\_\_\_

6. Name of material released:  
\_\_\_\_\_

7. Time and duration of release:  
\_\_\_\_\_

8. Amount and speed of release:  
\_\_\_\_\_

9. Total amount of material that may be released:  
\_\_\_\_\_

10. Direction, height, color, odor of any vapor clouds or plumes:  
\_\_\_\_\_  
\_\_\_\_\_

11. Medium or media into which the release occurred:  
\_\_\_\_\_

12. Characteristics of material (e.g. color, smell, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

13. Present status of material( e.g. gas, liquid):  
\_\_\_\_\_

14. Weather conditions:  
\_\_\_\_\_  
\_\_\_\_\_

15. Local terrain conditions:  
\_\_\_\_\_  
\_\_\_\_\_

16. Possible health effects/medical emergency information:  
\_\_\_\_\_  
\_\_\_\_\_

A. Precautions to take:

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B. Evacuation/shelter in place recommendations:

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17. Number of injured or dead:

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18. Nearby population:

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19. Personnel at the scene:

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**20. NOTE: Sources for this information in transportation incidents are identification numbers, shipping manifests, and placard info.**

1. For transportation incidents:

A. Shipper and shipping point:

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B. Carrier:

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C. Consignee and destination:

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2. Other hazardous materials in area:

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Remarks:

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Submitted by (print name/sign):

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Date/Time:

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# Hazardous Materials Incident Cost Recovery Report

Page \_\_\_\_\_ of \_\_\_\_\_

**College Station Fire Department**  
 300 Krenek Tap  
 College Station, Texas 77840  
 (979) 764- 3705 Fax (979) 764-3403

CSFD Incident # \_\_\_\_\_

Mutual Aid Incident # \_\_\_\_\_

ON SCENE OWNER/BUSINESS REPRESENTATIVE	RESPONSIBLE PARTY
Name: _____ Drivers License Number: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: (____) _____ - _____  Signature: _____	Owner/ Manager: _____ Business Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ - _____  Vehicle License # _____

DESCRIPTION	QTY.	UNIT COST	UNIT	SUBTOTAL	DESCRIPTION	QTY.	UNIT COST	UNIT	SUBTOTAL
CHEM SUIT LEVEL "A"			EACH		SORBANT BOOM			EACH	
CHEM SUIT LEVEL "A" W Flash protction			EACH		SORBANT BOOM			EACH	
CHEM SUIT LEVEL "B" ENCAPSULATED			EACH		SORBANT PILLOW			EACH	
CHEM SUIT LEVEL "B" W Hood & Booties			EACH		SORBANT MAT			PER YARD	
CHEM SUIT LEVEL "B" TYVEK (QC)			EACH						
					OVERPACK DRUM (20 GAL)			EACH	
GLOVES, NITRILE STANDARD (Blue)			PAIR		OVERPACK DRUM (55 GAL)			EACH	
GLOVES, NITRILE heavy (Green/Blue/yellow)			PAIR						
GLOVES (NEOPRENE)			PAIR		HAZ-MAT BAGS (LG)			EACH	
GLOVES, Cryogenic			PAIR		HAZ-MAT BAGS (SM)			EACH	
GLOVES, Silver shield			PAIR		ZIP LOCK FREEZER BAG			EACH	
			PAIR		EVIDENCE CAN			EACH	
BOOTS (CHEMICAL) ORANGE									
BOOTS (CHEMICAL) BLACK			PAIR		MICRO-BLAZE OUT			GAL.	
BOOTS (CHEMICAL) GREEN			PAIR		SODA ASH			50 lbs	
BOOT COVERS			PAIR		SAND			50 lbs	
RESPIRATORS (DISPOSABLE)			EACH		PERSONNEL (LIST ATTACHED)				
					APPARATUS (LIST ATTACHED)				
SAFETY GOGGLES			EACH		OTHER Information Attached				
SUBTOTAL 1					SUBTOTAL 2				

TOTAL DUE (Subtotal 1 & 2)	
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Incident Commander: \_\_\_\_\_ Date: \_\_\_\_\_

Haz-Mat Resource/Ops Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Hazardous Materials Incident Cost Recovery Report
PERSONNEL LIST <span style="float: right;">Page _____ of _____</span>







## Haz-Mat Training Requirements

### Scope and Purpose:

Hazardous Material Mitigation has specific training requirements mandated by State of Texas. These requirements are adopted from CFR 1910.120 outlined in appendix E. The College Station Fire department will comply with the State of Texas mandates for the training requirements as outlined in the Emergency Response Planning for Hazardous Materials Document published by Texas Division Workers' Compensation and Workplace Safety and portions of NFPA 472 Chapters 4-6.

### Definitions

**"Demonstration**- the showing by actual use of equipment or procedures.

**"Hands-on training**" training in a simulated work environment that permits each student to have experience performing tasks, making decisions, or using equipment appropriate to the job assignment for which the training is being conducted.

**"Initial training**" training required prior to beginning work.

**"Lecture**" an interactive discourse with a class lead by an instructor.

**"Proficient**" meeting a stated level of achievement.

**"Training hours**" the number of hours devoted to lecture, learning activities, small group work sessions, demonstration, evaluations, and or hands-on experience.

**"ERG- Emergency Response Guide**" All Levels shall be able to use this manual to establish evacuation zones and DOT markings.

**"Teir II Reports**"- These documents are records of all companies, and chemicals, where IDLH material exists in our response districts and requires annual updates.

### Training Requirements

- All hands on training in Level A or Level B PPE will require medical clearance prior to donning.
- Student to instructor ratio
  - Class room setting - recommend 30:1
  - Hands on – recommend 10:1
  - Level A or Level B PPE – Shall not exceed 5:1
    - All Haz-Mat training records will be kept up to 5 years as required.
    - No single person shall don Level A or Level B PPE alone, must use buddy system training in Level A or Level B PPE must have clearly identified "Stop" words.



- Hands on training shall equal at least 1/3 of the required training hours.
- CSFD Haz-Mat technicians shall complete a minimum of 10 hours per year.
- CSFD Haz-Mat team shall conduct a minimum of 1 team response exercise per year.

## **Training Levels**

### First Responder Awareness

This level trains employees to be aware of any release of hazardous substances and to alert the response team. This includes observation, reporting and evacuation training.

### First Responder Operations

This defensive training applies to employees who are not authorized to stop a release. This level trains them to contain a release, slow the spread of hazardous material, and prevent exposure.

Operations Level responders must know everything that Awareness personnel know and proper use of personal protective equipment, how to confine and control a simple spill, and basic decontamination procedures.

### Hazardous Materials Technician

This level teaches employees how to stop the release of hazardous material by patching, plugging, or repairing the vessel or container that is leaking.

In addition to covering the same topics as Operations Level, the hazardous material technicians must be trained to:

- implement the department's emergency response plan;
- identify specific substances through the use of special instruments;
- perform advanced containment operations;
- be able to identify personnel who exhibit exposure symptoms.

### On-Site Incident Commander

This person is in charge of the entire response, cleanup and disposal operation and OSHA requires a minimum of 24 hours of initial training.

- The department's Incident Command System (ICS);
- Emergency response plan;
- Local, state, and federal emergency response plans;
- Personal protective equipment; and decontamination of responders and equipment.

At each level, training must be certified and documented. Employees must demonstrate proficiency during annual refresher training.



If an emergency response team is obligated, under a mutual aid agreement, to respond to an incident, the 24-hour emergency training and response procedures are valid during the emergency period only, i.e., rescue, containment and control, etc.

### General Training

Texas Commission on Fire Protection requires all Firefighters to have a combined balance of 10 hours of Content and hands on training in Hazardous materials annually.

Each response unit within CSFD contains hazard mitigation equipment.

Personnel shall be trained annually and demonstrate proficiency on this equipment.

### Awareness Level Training Requirements

Training will be coordinated through the training division.

Topics of training shall include the following:

Rail Car Identification

Placard Identification

Use of Emergency Response Guide

### Operations Level Training Requirements

Training will be coordinated through the training division.

The topics of training shall include this equipment and the following:

Decon techniques

Mass Decon techniques

Air Monitoring & Gas detector usage

PPE

Defensive mitigation practices

Damming and Diking

Offensive mitigation on Flammable gases

Offensive mitigation on Flammable liquids

Rail Car Identification

Placard Identification

Use of Emergency Response Guide

### Haz-Mat Technician Level Training Requirements

Training will be coordinated through the training division.

The topics of training shall include this equipment and the following:

Decon techniques

Mass Decon techniques

Gas detector usage

PPE

Defensive mitigation practices

Damming and Diking

Offensive mitigation on Flammable gases

Offensive mitigation on Flammable liquids

Rail Car Identification



Placard Identification  
Use of Emergency Response Guide  
Public Safety Sample Collection  
Chemical & Hazard Identification

Haz-Mat Incident Command System- (Haz-Mat ICS) Training Requirements

Training will be coordinated through the training division.

Training and evaluation will be done with an Annual Exercise which shall rotate between table top and full scale, where the Incident commander will run the Planning, Research, and Operations Functions.

All College Station Fire Department Personnel shall be familiar with the Tier II reports and the Hazards they pose, for the responder, during a response.

Training and Capabilities are recommended to be consistent with NFPA 472 Chapter 4-6  
And CFR 1910.120 appendix E



## **Haz-Mat Notification and Response Procedures**

### **Purpose and Scope**

To ensure safe and consistent response to Hazardous Materials incidents by the College Station Fire department, who is the Regional Hazardous Response Team for the Brazos Valley Council of Governments (BVCOG). It is essential that we maintain a standard response for calls in the City of College Station, Brazos County, and the BVCOG.

### **Types of response**

- **Information/Consultation only** -When a caller does not know what or whom to call
- **Investigation** – Necessary when there is a potential hazard & needs to be confirmed.
- **Specific Equipment**- When a caller needs a specific piece of equipment
  - (Example pumps or over pack drum.)
- **Minor Haz-Mat**- small leaks/ spills less than 25 gallons with known hydrocarbons
- **Full Response**- a known leak or spill is present and a Haz-mat team is needed to mitigate

### **Calls within the City of College Station**

- Information/Consultation- Refer Caller to Station #6 Officer
- Investigation- Send a Single Engine
- Minor Haz-Mat- Send a Single Engine
- Specific Equipment- Send the equipment to the incident site from Station #6
- Major Haz-Mat – 1 Battalion Chief, 3 Engines, 1 Ladder, 2 ambulances, 1 Haz-Mat Unit  
The incident will be mitigated at the discretion of the on duty Battalion Chief

### **Calls within Brazos County**

- Information/Consultation- Refer Caller to Station #6 Officer
- Investigation- Refer to appropriate County unit/ Send a Single Engine if requested by the county agency.
- Minor Haz-Mat-Refer to appropriate County unit/Send a Single Engine if requested by county agency
- Specific Equipment- Send the equipment to the incident site from Station #6
- Full Response –1 Haz Mat Unit total 8 Personnel
  - **4 personnel must be technician level certified**
  - **The 8 positions are for:**
  - 1- Haz-Mat Operations (Shall be Haz-Mat ICS)
  - 1-Planning/ Research/Safety (Shall Be Technician)
  - 2- Entry /Rescue/ Recon (Shall Be Technicians)
  - 2- RIT/ Safety (1 shall be Technician / 1 May be Operations level)
  - 2- Decon (May be Operations level)



**All Calls within Brazos Valley Counties:**

Brazos County  
Burleson County  
Grimes County  
Leon County  
Madison County  
Robertson County  
Washington County

The on-scene Incident Commander of the incident shall provide 1 ALS ambulance and 1 engine with 1000 gallons of water to the site prior to arrival.

Texas A&M Health and Safety & Bryan Fire Department may be used to provide additional personnel if needed along with the requesting department.

The Assistant Fire Chief of Operations and the Fire Chief will be notified of this response.



## **Weekly Detector Inspection & Monthly Calibration**

### **Purpose and Scope:**

To ensure all Haz-mat equipment remains in a state of readiness, malfunctioning equipment is clearly identified, and to report/record any known deficiencies. It is the Company Officer's responsibility to ensure the weekly inventory and inspection of Haz-Mat equipment on their unit is completed. Station officers should coordinate with the on duty Station 6 officer to complete the monthly calibrations.

### **Inventory**

Gas detector weekly inventory shall be completed on Thursdays along with unit inventory.

### **Calibrations and Field Verification**

Gas detector calibrations shall be done:

- 1.) On the 1<sup>st</sup> Wednesday of each month
- 2.) Any time there is a loss of confidence in the equipment.
- 3.) As directed by manufacturer's guidelines

\* A field Verification test **shall** be performed prior to making entry into a confined space\*

### **Monthly Calibrations shall be completed on the following gas detectors:**

- Q-Rae II
- Sensit
- Area Rae
- Multi Rae
- Toxi Rae

### **Monthly Inspection/ Inventory**

Monthly inspection/ Inventory on Haz-Mat specific equipment shall be done

- 1.) On the 3<sup>rd</sup> Wednesday each month
- 2.) Any time after use

This shall be done in accordance to the Haz-Mat Inventory sheet.

### **Deficiencies, Damaged, and Malfunctioning Equipment**

All deficiencies, damaged, and malfunctioning equipment shall be clearly marked with an out of service tag and placed in the clean room at Station 6. The information should be forwarded through the chain of command and copied to the Haz-Mat Coordinator.



## Position Descriptions

### Purpose

When responding to hazard mitigation, CSFD personnel may or may not be involved in the command staff. It is essential to identify and standardize the minimum required staff for a hazard response. For larger events, more resources may be requested through the incident commander.

### Haz-Mat Operations:

**Personnel needed:** 1 member

**Training Required:** Haz-Mat ICS

**Description:** Haz-Mat Operation (Haz-Mat Ops) will coordinate the hazard mitigation and is responsible for the team. Haz-Mat Ops reports directly to incident commander. The Haz-Mat Ops position is responsible for completing all the appropriate cost recovery paperwork and reporting when outside of College Station, if it is a local Haz-Mat scene the CSFD Incident Commander shall complete it.

### Safety/Planning:

**Personnel needed:** 1 member

**Training Required:** Haz-Mat Technician required

**Description:** Safety shall address Safety concerns, make recommendations for proper PPE, will assist in research of hazard involved. Safety will address medical concerns and shall confirm pre-entry vitals are established.

### Entry Team:

**Personnel needed:** 2 members

**Training Required:** Haz-Mat Technician level required if Level A suit is required PPE

**Description:** Entry team performs Recon & Triage of victims, may mitigate Hazard if additional resources are not required. Entry team will report all findings to Haz-mat Ops.

### RIT Team

**Personnel needed:** 2 members

**Training Required:** Haz-Mat Technician level required if Level A suit is required PPE

**Description:** Back up crew, will be in equivalent PPE as entry team.

Respond to assist and remove entry team if entry team experiences an injury or becomes incapacitated.

### Decon Team:

**Personnel needed:** 2 members

**Training Required:** Haz-Mat Operations Level required

**Description:** May be 1 PPE level lower than Entry, responsible for cleaning exiting crews, responsible for run off control of the decon area.



## Haz-Mat Medical Evaluations

### Scope and Purpose:

The protection and safety of the entry team personnel is of utmost importance, entry into a level A or level B suit can be demanding on the body. This guideline shall outline medical requirements to be eligible for entry. This policy is effective for emergency response and training evolutions.

### Annual Physical

All CSFD Haz-Mat team members will have an annual physical (fit-life equivalent) to be eligible for entry team assignments.

The minimum testing shall consist of:

- Respiratory Function
- Blood work
- Cardiac Function
- Physician Signature for job description

### Pre- Entry Vitals

Baseline vital signs must be established prior to entry by medical personnel:

- Any blood pressure greater than 130/90
- Any pulse greater than 100
- Any Respiration greater 30

Will require further evaluation such as an EKG and 10 minutes of rest in a cool environment prior to retesting.

If possible, team members with borderline baseline values should be replaced with other entry personnel, and avoid entry.

**Personnel with vitals equal to or greater to the values listed below will not be permitted to be an entry team member or allowed into a Level A or Level B suit.**

- **Blood pressure greater than 135/90**
- **Pulse greater than 105**
- **Respiration greater than 32**

Note:

(Caffeine, tobacco, prescription medications can all affect the tests, tobacco and caffeine should be avoided prior to response or training evolution)

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### **900 - ARFF OPERATIONS**

SOP900.1.10 Aircraft and Airport Response

900.3.10 ARFF Training Requirements



## **AIRCRAFT AND AIRPORT RESPONSE**

### **Scope and Purpose**

Establish guidelines for the response to aircraft and airport emergencies by the designated ARFF vehicle and additional C.S.F.D. units as needed.

### **Definitions**

**ARFF Vehicle** - A vehicle specifically designed for the rapid response to aircraft emergencies.

Primary responsibilities are to:

- a. extinguish an incipient fire
- b. maintain at least 1 fire free path for self rescue/evacuation of passengers
- c. control a large fire until other units arrive to help extinguish

**Alert I (Precautionary Emergency)** - An aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing. Example: unsafe gear lights (gear is down),

**Alert II (Declared Emergency)** - An aircraft that is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. Example: smoke in aircraft, landing gear problems

**Alert III (Aircraft Accident)** - An aircraft incident /accident has occurred on or in the immediate vicinity of the airport.

**Note!!** All commercial air carrier aircraft emergencies will be treated at a minimum as an Alert II

**Airport Emergencies** – All other types of emergency not related to the operation of an aircraft. This includes but is not limited to structure fires, hazardous material emergencies, medical emergencies, terrorist threat, etc.

### **RESPONSE PROCEDURE**

#### **A. Aircraft Emergencies**

**NOTE!** All units must have clearance to access any airport movement area.

1. The ARFF vehicle will respond to emergencies within the jurisdictional bounds of Easterwood Airport. Emergencies outside the perimeter of the airport shall be handled by the jurisdiction having responsibility.



2. When notified of an aircraft emergency the ARFF vehicle will respond to the designated standby position that is best suited for the type of emergency reported. At a minimum all responses by the ARFF vehicle shall be made to the standby position of the intersection of taxiways Alpha and Bravo. (see attached map)
3. The vehicle operator shall ensure that dispatch is aware of the emergency and all subsequent information and that a run number has been generated. **The vehicle operator must advise dispatch to upgrade Alert Status if the aircraft involved is a commercial air carrier.**
4. The vehicle operator shall advise dispatch and other units (if applicable) of size up and command status.
5. The 1<sup>st</sup> arriving engine and 711 shall proceed onto the airport and make contact with ARFF vehicle operator and Airfield control personnel for additional information. All other responding 1<sup>st</sup> alarm units for Alerts I and II emergencies shall standby at the entrance to the airport (Station 4's ramp) and await instructions.
6. For all Alert III emergencies all 1<sup>st</sup> alarm units shall proceed directly to the incident site unless instructed otherwise.

#### **B. Fuel Spills -**

1. Upon notification of a fuel spill the ARFF unit will respond to mitigate the hazard. The ARFF operator will ensure that dispatch is advised of the response and all subsequent information and that a run number is generated.
2. The ARFF operator will mitigate the hazard using standard procedures, and if necessary contact the TAMU Environmental Health and Safety office for assistance with spill control and cleanup.
3. It will be the responsibility of Easterwood Airport personnel to report fuel spills to the appropriate state agencies.

#### **C. All Other Emergencies -**

1. When notified of any emergency other than an aircraft emergency, the ARFF unit shall respond as an investigating unit.
2. The ARFF operator will ensure that dispatch is notified and that other appropriate units are responding.
3. The ARFF operator will report all findings to the first arriving officer and transfer command.
4. The ARFF unit will be placed back in service for response to aircraft emergencies.
5. The emergency will then be handled by other responding units as per standard procedures.



## **COMMUNICATIONS FOR AIRPORT RESPONSE**

### **A. Receiving an alarm for Airport and Aircraft Emergencies**

Receipt of an alarm for airport and aircraft emergencies may be reported directly to the ARFF unit (Rescue 794), Station 4 or C.S.F.D. dispatch. They may be received via:

- 1) Direct call to dispatch -- Easterwood Tower, Houston Aircraft Control Center or a citizen 911 call, all may report aircraft and airport emergencies directly to dispatch.
- 2) Direct notification of station 4 by Easterwood Air Traffic Control Tower (08:00 - 21:00)
- 3) Direct report to the Fire Station (Walk in)

### **B. Dispatching of alarm**

Depending on how the call is received the following shall be performed:

- 1) Direct call to dispatch:
  - a. Dispatch will obtain as much information about the emergency as possible.
  - b. Dispatch will generate a run and dispatch appropriate units based on the type of emergency reported.

For all Aircraft Emergencies the following shall be the level of response:

**Alert I** (Precautionary Emergency) ---794

**Alert II** (Declared Emergency) --- 794, 724, Amb.

Alert II Commercial (All commercial aircraft declaring an emergency) -- 794, full structure response

**Alert III** (Aircraft Accident) --- 794, full structure response plus one additional ambulance.

- 2) Direct report by Easterwood Air Traffic Control Tower of an aircraft emergency will be accomplished via the Klaxon and ring down phone system at station 4. When an emergency is declared the tower will ring the phone and open the station speakers. The tower controller will verbally announce the emergency, which will be simulcast in the general aviation terminal building.

The emergency alerting system has a different and distinct sound than the regular fire department tones and is tested every morning at approximately 07:45. The test shall be acknowledged by picking up the phone and advising that the test was received.

Remember that when you answer the phone your voice will be overheard throughout the general aviation terminal.

- a. Upon notification, ARFF Vehicle will respond to airport.
- b. ARFF Vehicle operator will notify dispatch of response, Alert Level, or type of



- other emergency reported.
- c. Dispatch will generate a run and dispatch additional units in accordance with Alert Level or type of emergency declared.
- 3) Direct report to Fire Station – Walk In
- a. After obtaining information, Unit(s) will respond in accordance with Alert Level, or type of emergency reported.
- b. ARFF vehicle operator will notify dispatch of response, Alert Level, or type of other emergency reported.
- c. Dispatch will generate a run and dispatch additional units in accordance with Alert Level or type of emergency declared.

### **C. Communication Procedures**

- 1) Upon notification of an alarm, units shall notify dispatch using the primary C.S.F.D. radio frequency or MDT (if available) to advise they are responding.
- 2) Rescue 794 and any other units operating on the airport shall transmit any and all status information to dispatch as per current standard radio procedures. (I.e. on scene, in service, etc.)
- 3) Units entering the airport, must have clearance to proceed onto any movement area.
- a. During Easterwood Air Traffic Control Tower operations (08:00 - 21:00)  
Contact tower on Ground frequency 128.7 and make request.
- b. When Tower is not in operation use airport traffic advisory frequency 118.5,  
Units will be transmitting in the blind to advise air traffic of your intentions in accordance with airport radio procedures.
- 4) Radio procedures for airport operations differ slightly from normal C.S.F.D. radio procedures. For your safety and the safety of others strict adherence to these procedures shall be followed. When communicating with any and all airport entities the following process applies.
- a. Identify the unit you are calling
- b. Identify your unit , wait for response
- c. Make your request. Use simple phrases and common terminology
- d. After receiving an answer, repeat it back to make sure communication has been accomplished.
- e. If request is granted, proceed cautiously

#### **Example of radio traffic with Ground Control on 128.7**

**Rescue 794** - *“Easterwood ground, this is Rescue 794”*

**Easterwood Ground** – *“Rescue 794 this is Easterwood Ground”*



**Rescue794** - *"I'm on the ramp at taxiways Alpha & Bravo and would like to Proceed to the approach end of runway 4 via taxiways Bravo & Echo for training".*

**Easterwood Ground** – *"Rescue 794 proceed as requested"*

**Rescue 794** – *"Roger Ground, Rescue 794 proceeding to approach end of runway 4 via Bravo & Echo"*

### **Example of radio traffic on Airport advisory frequency 118.5**

**Rescue 794** - *"Easterwood airport traffic, Rescue 794 is at taxiways Alpha & Bravo proceeding to the Terminal bldg. via Bravo & Hotel, Any traffic in the area, Please Advise"*

**Note:** For effectiveness, repeat traffic three times before proceeding.

Wait for any response from aircraft that may be in the vicinity of the airport.

If no response is received, then visually scan the surrounding sky and movement areas for any aircraft movement, if nothing is seen, proceed with utmost caution.

After proceeding to your destination, advise that you are clear of any runways and taxiways.

**NOTE!** Units responding to the airport not equipped with an airport radio shall make sure they have clearance from a unit that does have a radio before proceeding onto any aircraft movement area.

## **D. Airfield Control**

During airport and aircraft emergencies Easterwood airfield control units (identified as Airport 1 through Airport 5) may use C.S.F.D.'S primary radio frequency to contact dispatch, Rescue 794, and/or the incident commander to relay any information pertaining to the emergency.



**E. Other Communications**

The Air Traffic Controller may communicate via the light gun system. This is accomplished by shining a light gun from the tower, at a vehicle. The color light, will indicate the following:

<b>Color &amp; Type of Signal</b>	<b>Movement of Vehicles, Equipment &amp; Personnel</b>	<b>Aircraft on the Ground</b>	<b>Aircraft in Flight</b>
Steady Green	Cleared to cross, proceed, or go	Cleared for takeoff	Cleared to land
Flashing Green	N / A	Cleared for taxi	Return for landing ( <i>to be followed by steady green at the proper time</i> )
Steady Red	STOP	STOP	Give way to other aircraft and continue circling
Flashing Red	Clear the taxiway / runway	Return to starting point on airport	Airport unsafe, do not land
Flashing White	Return to starting point on airport	Return to starting point on airport	N / A
Alternating Red and Green	Exercise with extreme caution	Exercise with extreme caution	Exercise with extreme caution

**MAINTENANCE PROCEDURES OF ARFF VEHICLES**

**A. Daily Apparatus Check**

1. It is the responsibility of the Assigned ARFF vehicle operator to check both vehicles each day at the start of their shift.
2. Daily check of each apparatus shall be performed as outlined on vehicle daily check sheet located in each vehicle.
3. All items on the check sheet shall be completed.
4. Each Thursday, the ARFF vehicles shall be inventoried and the compartments cleaned.
5. Each Saturday, the reserve ARFF vehicle (P-19) shall be driven.
6. Each Sunday, water shall be flowed from both the roof turret and the bumper turret of both ARFF vehicles and their water tanks refilled.

**B. Scheduled /Unscheduled maintenance**

1. Maintenance of the ARFF vehicles is the responsibility of TAMU Easterwood Airport.
2. Preventative maintenance of vehicles (oil changes, etc.) will be scheduled by the TAMU Airport Liaison, who shall notify the Assistant Chief of Operations of the date requested.



3. Unscheduled maintenance will be performed as arranged by TAMU Airport Liaison.
4. Any time maintenance is performed on either of the vehicles an E-mail shall be sent to the Assistant Chief of Operations for his records. The e-mail should contain a brief description of the maintenance performed and the time the vehicle was out of service.
5. It shall be the responsibility of the TAMU Airport Liaison to make the necessary notifications should the required equipment for the airport be out of service pursuant to CFR Part 139.319(g)(3).

### **C. Fueling vehicles and equipment**

1. ARFF Vehicles and equipment will be fueled using the fuel pumps located at Easterwood Airport.
2. Vehicles shall be fueled when they reach a minimum of 3/4 tank.
3. Contact Easterwood line service @ 845-4811 for fuel access.

### **D. Discharging Firefighting Agents**

1. Discharge of foam and/or dry chemical shall only be done during emergencies, authorized training, or at the request of an FAA inspector.
2. At a minimum the dry Chemical shall be discharged at least 1 time per year. This will usually occur during yearly live fire training.
3. Immediately, after use extinguishing agents on ARFF vehicle shall be replaced. Before refilling agents, make sure all lines and hoses have been purged of either foam or Dry Chemical.
4. Follow manufacturer's recommendation for re-servicing.
5. Safety precautions will be followed while working with the chemicals and high pressure systems.
6. Safety equipment such as dust mask, safety glasses and work gloves shall be used while servicing the vehicle.

### **E. Reporting Discrepancies and maintenance problems**

1. All deficiencies shall be noted in the discrepancy log book located in the fire station.
2. Any deficiencies that render the ARFF vehicle out of service shall be reported to the station officer immediately. The station officer shall ensure the reserve unit is placed in service and that the problem is reported to the TAMU Airport Liaison or Assistant Director of Operations @ 845-4811.
3. Any discrepancies concerning equipment inventory shall be reported via E-mail to the station officers and the TAMU Airport Liaison .
4. Any and all discrepancies with either the vehicles, equipment, and station must also be reported to the Assistant Chief of Operations..



## **ARFF TRAINING REQUIREMENTS**

### **A. Initial Training**

1. Training for ARFF shall be conducted at an approved training facility.
2. Training shall meet the current requirements as outlined by the Texas Commission on Fire Protection, Chapter 2 of the Certification Curriculum Manual.
3. Personnel must pass all required test and performance skills as required by the training facility and obtain State Certification upon successful completion of course.

### **B. Continuing Education Training**

1. All personnel who at any time are assigned primary responsibility for ARFF shall at the time of the assignment, meet the continuing education requirements described in the Code of Federal Regulations, Part 139 section 139.319, j 2 & 3. This training also satisfies the Continuing Education hours required by the Texas Commission on Fire Protection standards.
2. Personnel assigned to ARFF along with the station Officers shall assist in the development and implementation of the ARFF training program.
3. All personnel who hold a current ARFF certification shall be permitted to participate in all CE training related to ARFF in order to maintain continuing education hours as required by CFR 139. Failure to maintain CE hrs will preclude assignment to ARFF duties.
3. Personnel assigned ARFF responsibilities shall drive the airport daily (either day or night) and practice communications procedures to maintain proficiency.
4. Periodic response drills will be conducted by the TAMU Airport Liaison. Drill may include but not be limited to; the discharge of agent, airport familiarization, and communications practices.
5. Specialized training (i.e. aircraft Familiarization) shall be scheduled through the TAMU Airport Liaison.

### **C. Training Records and Inspections**

1. Training record originals for all certified ARFF personnel shall be kept at the Fire administration building with copies kept at Station 4. Training records will be available for inspection by FAA personnel upon request.



## **ARFF TRAINING REQUIREMENTS**

### **SCOPE & PURPOSE**

This policy is to establish guidelines for the initial and continuing education training for Aircraft Rescue and Fire Fighting personnel.

### **INITIAL TRAINING**

- Training for ARFF shall be conducted at an approved training facility.
- Training shall meet the current requirements as outlined by the Texas Commission on Fire Protection, Chapter 2 of the Certification Curriculum Manual.
- Personnel must pass all required test and performance skills as required by the training facility and obtain State Certification upon successful completion of course.

### **CONTINUING EDUCATION TRAINING**

- All personnel who are assigned primary responsibility for ARFF shall meet the continuing education hours and course content as described in section 441.9 of the Texas Commission on Fire Protection Standards manual.
- Training requirements are outlined in the Code of Federal Regulations, Part 139 section 139.319, j 2 & 3.
- All personnel who hold a current ARFF certification shall be permitted to participate in all continuing education training related to ARFF to maintain knowledge and performance skills.
- Personnel assigned ARFF responsibilities shall drive the airport daily (either day or night) and practice communications procedures to maintain proficiency.
- Periodic response drills will be conducted by the TAMU Airport Liaison. Drill may include but not limited to; the discharge of agent, airport familiarization, and communications practices. Drills will be conducted to maintain proficiency and for preparation of airport inspection by FAA personnel.
- Specialized training (i.e. aircraft Familiarization) shall be scheduled through the TAMU Airport Liaison.

### **TRAINING RECORDS AND INSPECTIONS**

- Training record originals for all certified ARFF personnel shall be kept at the Fire Administration Building with copies kept at Fire Station 4. Training records will be available for inspection by FAA personnel upon request.