

Eastampton Fire-Rescue Department Standard Operating Guidelines



**As Approved by the
Board of Fire Commissioners
Eastampton Fire District No. 1**

Eastampton Fire-Rescue Department Standard Operating Guidelines

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Eastampton Fire-Rescue Department

Standard Operating Guideline #01

General Definitions and Guidelines

Adopted/Revised: 5/24/2002

01.01 For purposes of these S.O.G.'s, all nouns and pronouns of one gender shall mean both genders. The following definitions will be used:

APPARATUS - Any vehicle operated by the fire department.

A CHIEF - The Chief, Deputy or Assistant Chief or any other officer of chief rank of a fire department.

THE CHIEF - The Chief of the Eastampton Fire-Rescue Department.

CLASS-A PUMPER - Fire apparatus with pumping capacity of at least 1000 GPM.

CREW - The personnel on the apparatus, other than the driver/operator, available to perform the activities on a particular incident.

EMS - Emergency Medical Service, this can refer to the emergency squad (service provider) or the type of incident.

FAST - Firefighter Assistance Search Team, personnel and equipment standing by to respond immediately to firefighters in need of rapid assistance on the fire ground.

FIRE APPARATUS - Any fire department vehicle with firefighting capability.

FIRE OFFICER - Any chief or line officer of the fire department.

HOT ZONE - The area of imminent hazard around a working incident, as established by the ISO.

ICS - Incident Command System, as mandated by New Jersey law.

INCIDENT - Any fire or other emergency, or any drill, to which the fire department has been dispatched, called or assigned.

INTERIOR FIREFIGHTER - A firefighter trained for SCBA use, designated as such on the Riding List, and physically capable of interior firefighting activity on an incident.

ISO - Incident Safety Officer, a temporary position in the Incident Command System.

LINE OFFICER - The Captain or Lieutenants of the fire department.

MUTUAL AID - Assistance given to, or received from, any other fire department.

OFF-ROAD - Off paved surfaces, and away from established drives, lanes or trails.

OIC - Officer-In-Charge, the member designated by the fire department chain of command as the incident commander in the Incident Command System.

PAR - Personnel Accountability Report

PAS - Personnel Accountability System (member ID tag control system)

PASS - Personal Alarm Safety System

PERSONNEL - Any member of the fire department.

POV - Privately Owned Vehicle (a member's vehicle).

PPE - Full turnout gear, including, where appropriate, helmet, hood, coat, pants, boots, gloves, eye protection, PASS device, blood-borne pathogen protection and SCBA.

QUALIFIED OPERATOR LIST - List of personnel authorized to drive or operate apparatus.

Standard Operating Guideline #01 (continued)

RIDING LIST - List of personnel authorized by the Chief to respond to incidents.

SCBA - Self-Contained Breathing Apparatus (air pack, Scott Pak)

STATION - Any fire station or other facility from which the fire department operates.

TURNOUT GEAR - Department-assigned protective clothing, including helmet, hood, coat, pants, boots, gloves, eye protection and PASS device.

- 01.02 Any SOG may be modified on an individual case basis by the Chief or OIC, when necessary in their judgement. Modifications by the OIC are subject to subsequent review by the Chief, after the incident.
- 01.03 The fire department chain of command shall be that which is designated in the Articles of Establishment of the Eastampton Fire-Rescue Department.
- 01.04 Personnel shall obey the orders and instructions of the OIC and other fire officers, unless in conflict with previous orders and instructions. In such an event, the member shall advise the second officer of the previous orders and who gave them, and then follow the instructions of the second officer.
- 01.05 Personnel shall show proper respect to the fire officers of other fire departments at an incident, and shall obey their orders and instructions unless otherwise directed by an Eastampton officer.
- 01.06 Under no circumstances shall turnout gear, apparatus or fire department equipment be removed from the station other than in response to fire department activities, without the permission of the Chief or Deputy Chief of that station.
- 01.07 In the event of a bomb threat, the department shall not assist in the search for any explosive devices related to a bomb threat, but shall assist in the evacuation of the area or structure if requested.
- 01.08 Personnel shall follow the radio procedures of Burlington County Central Radio.
- 01.09 Personnel contacted by the media or any other non-member for information concerning any fire department incident or activity shall refer that person to the Chief or OIC. Personnel shall not discuss fire department activities with non-members.
- 01.10 Any member not attending drills, calls or special assignments for a period of ninety days shall be removed from the Riding List and return any turnout gear and fire department radios and equipment.
- 01.11 Any personnel not complying with these SOG's, or otherwise insubordinate, shall be reviewed by the Chief and the Deputy Chief of that Station. The personnel shall be subject to disciplinary action that can range from a Verbal Warning to Written Warning to Suspension from the Riding List for up to Thirty Days, as appropriate. Any additional disciplinary action must be brought before the Chief's Council and be governed by the Articles of Establishment of the Eastampton Fire-Rescue Department.

Eastampton Fire-Rescue Department

Standard Operating Guideline #02

Personnel Response Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the safe and orderly response of fire department personnel to the scene of emergency incidents.

- 02.01 Only Personnel on the Riding List shall respond to incidents. The Chief, in consultation with the station Deputy Chief, may remove any Member from the Riding List at any time with cause. The OIC may remove a Member from the scene of an incident at any time with cause.
- 02.02 At the time of an incident, all personnel must respond directly to the station. The chiefs may respond to the scene. Line officers may respond to the scene in the absence of a chief, or when the incident is between them and the station.
- 02.03 All personnel shall respond to incidents in a safe manner, obeying all traffic laws and regulations.
- 02.04 For incidents in Eastampton Township, after the first apparatus has responded, and after waiting a reasonable amount of time for another operator, personnel who have responded to the station may pick up their turnout gear and respond by POV, provided that there is no operator for any remaining apparatus.
- 02.05 Other than chief officers, no personnel shall respond by POV to out-of-town incidents.
- 02.06 Personnel who respond to the scene of an incident in a POV shall stop and park it safely away from the immediate scene, put on turnout gear, and then report to the OIC.
- 02.07 Personnel shall not respond to incidents if under the influence of drugs or alcohol. Personnel shall not ride upon apparatus to an incident when under the influence of drugs or alcohol.
- 02.08 Full PPE must be worn at all incidents, and when riding to and from incidents on apparatus. Personnel shall only use PPE issued by the fire department, unless authorized by the Chief.
- 02.09 Upon completion of an incident, or when released from the scene, all personnel shall return to the station to place all equipment and apparatus back in service, unless released by their Senior Station Officer.

Eastampton Fire-Rescue Department

Standard Operating Guideline #03

Personnel Protective Equipment Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to identify fire department personal protective equipment and the manner in which it shall be worn.

- 03.01 These guidelines shall apply at all times to fire department personnel when responding to incidents and to all mutual aid personnel when operating within Eastampton Township.
- 03.02 All personnel shall wear complete PPE, including at a minimum: helmet, protective hood, coat, bunker pants, boots, gloves, eye protection, PASS device, PAS tag, and where required, SCBA. Non-interior firefighters may wear a full-length coat and hip boots in place of standard coat, bunker pants and boots.
- 03.03 The first-arriving line officer may perform initial size-up in street clothing, but then shall immediately don complete PPE before performing any additional duties.
- 03.04 Personnel not directly engaged in activities may remove PPE at the discretion of the OIC or ISO, provided they are outside of the Hot Zone as established by the ISO.
- 03.05 Apparatus operators may drive to and from calls without wearing PPE. Upon arrival at the scene of a working incident, the apparatus operator must don complete PPE.
- 03.06 Fire Police not working within the Hot Zone established by the ISO may wear PPE or other suitable safety equipment appropriate to the task.
- 03.07 On brush and woods fires in extreme heat, the OIC may permit personnel to remove any PPE except the helmet.
- 03.08 Except when responding to incidents or training, personnel shall not remove PPE from the station without the permission of the station Deputy Chief.
- 03.09 In the interest of uniformity, personnel shall not place any decals or other non-issued items on department PPE.

Eastampton Fire-Rescue Department

Standard Operating Guideline #04

Apparatus Response Guidelines

Adopted/Revised: 5/24/2002

The purpose of this guideline is to provide for the safe and orderly response of fire department apparatus to the scene of emergency incidents.

- 04.01 The Apparatus Response Order shall be posted by the Deputy Chief, with the approval of the Chief, and shall be followed by all apparatus operators.
- 04.02 Only qualified personnel shall operate any apparatus. Personnel involved in Driver Training may operate apparatus with the approval of the Deputy Chief, Driver Training Officer or OIC. The Deputy Chief shall post the Qualified Operators List.
- 04.03 Operators shall have control of their apparatus at all times, and obey all New Jersey traffic laws and regulations.
- 04.04 For incidents where a Class-A Pumper is first-out, the first responding fire apparatus shall wait a reasonable time for a crew of four. It shall not respond to any incident with less than two interior firefighters and an operator until after the fire department has been notified a second time by radio.
- 04.05 If to a structure incident, a Class-A Pumper responding with less than two interior firefighters in addition to the operator will respond on radio with "*limited crew*".
- 04.06 All personnel shall be seated on the apparatus at all times, and shall utilize available seat belts. No personnel shall ride on the outside or rear step of any apparatus.
- 04.07 For mutual aid Cover Assignments, only a Class-A Pumper with a minimum crew of four, with at least two interior firefighters, shall respond. **Monday through Friday, daytime (6 – 6), after waiting two minutes after the second dispatch, the cover engine may respond with a driver and two interior firefighters.**
- 04.08 Non-interior firefighters, including recruit and junior firefighters, shall not occupy an SCBA-equipped seat when an interior firefighter is available to ride in that seat.
- 04.09 In the event of an accident involving apparatus, or the POV of a member responding on an incident, the OIC and the Chief shall be notified as soon as possible. The apparatus personnel shall not continue to the incident, and shall notify Central Radio that the apparatus has been involved in an accident and will not be responding.
- 04.10 Members shall not smoke within the interior of any fire apparatus.
- 04.11 When responding, the apparatus radio operator will indicate the number of interior firefighters responding with full turn-out gear (including the driver if appropriate), as in "3412 responding with three" or "3421 responding with five".
- 04.12 All apparatus in the Station shall continue to respond even after a "Reduced Speed" order is given, until a "Recall" is transmitted. When dispatched as mutual aid to the fire ground, all properly crewed apparatus in the Station shall respond until recalled.

Standard Operating Guideline #04 (continued)

- 04.13 All but first arriving Engine shall report to Primary Staging at the closest hydrant or intersection to the incident, to insure that the apparatus can react to instructions from Command. This is particularly critical for incidents on dead-end streets or with limited driveway or parking capabilities, or when there is significant traffic blocking the scene. Only the first arriving apparatus shall approach the immediate scene unless instructed by Command. During working incidents, all manpower shall report to Division A with appropriate tools and equipment unless otherwise directed.
- 04.14 In accordance with Central Communications guidelines, only the first-arriving apparatus, regardless of Station, shall announce to Central arrival on location. The first arriving apparatus can request instructions from Command when approaching, but shall not announce "On Location" until at the incident scene. Subsequent arriving apparatus can advise Command when approaching their staging positions.
- 04.15 It is the ultimate responsibility of the driver/operator to determine the correct location and best route of travel before responding to an incident. Once en route, the senior officer of the apparatus shares a responsibility to direct the apparatus to the correct location and to position the apparatus according to fire department guidelines. The driver/operator retains the responsibility to operate the apparatus safely and according to fire department guidelines. The radio operator shall request confirmation of exact location if there is any question or confusion.
- 04.16 When the department's Fire Police have been dispatched for an assignment, the primary role of the department's Fire Police apparatus shall be to respond to that assignment.
- 04.17 When Fire Police apparatus respond to working fires or rescue incidents with a crew of one or more qualified firefighters in addition to the driver/operator, the Fire Police apparatus shall respond to the scene to deliver the firefighters and pick up any fire police at the scene before handling fire police assignments, unless otherwise directed by the Incident Commander.
- 04.18 Unless otherwise directed by the Incident Commander, when directed to send a crew forward, only the personnel available and qualified shall be sent forward. The driver/operator and any other personnel needed to assist the driver/operator or not qualified to enter a hot zone shall remain with the apparatus.
- 04.19 Unless otherwise directed by the Incident Commander, driver/operators of any department apparatus shall remain with their vehicles at all times. No driver/operator shall abandon their post without first securing an authorized driver/operator as their replacement.

Eastampton Fire-Rescue Department

Standard Operating Guideline #05

Emergency Medical Service Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for coordination of fire department activities with emergency medical services.

- 05.01 An emergency squad must be present at all working fire incidents, and at all drills having live fire or other conditions considered potentially dangerous by the OIC or Training Officer.
- 05.02 On any EMS incident, personnel shall obey the instructions and orders of EMS personnel unless otherwise directed by a fire department officer.
- 05.03 When personnel are requested to drive an EMS unit, or assist EMS en route to the hospital, they shall direct the person making the request to see the OIC, and shall not leave without the permission of the OIC. The OIC will make arrangements for return transportation for the personnel.

Eastampton Fire-Rescue Department

Standard Operating Guideline #06

Incident Safety Officer Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to describe the role and implementation of the Incident Safety Officer within the fire department incident command system.

- 06.01 The Incident Safety Officer (ISO) will be implemented on any working incident, and report directly to the OIC.
- 06.02 When available, the ISO will be filled by the department Safety Officer, a station Safety Officer, or an available chief officer.
- 06.03 The ISO shall advise the OIC of any unsafe acts or conditions, and shall take such action as is deemed necessary to correct or avoid these acts or conditions.
- 06.04 When acts or conditions are immediately Dangerous to Life or Health, the ISO shall have the authority to halt the operation(s). The ISO shall immediately notify the OIC of the situation and work with the OIC to correct the situation before the operation(s) shall resume.
- 06.05 The ISO shall be designated “Safety” for local radio communications, and “Safety 34” if communications with Central are required.
- 06.06 When available, the ISO shall wear the identifying vest provided by the fire department.

Eastampton Fire-Rescue Department

Standard Operating Guideline #07

Personnel with Medical Restrictions

Adopted/Revised: 5/24/2002

The purpose of this guideline is to provide for the safety of personnel with medical restrictions.

- 07.01 Any member that has been restricted from performing any of his or her regular fire department duties by a medical authority shall notify the Department Chief and the station Deputy Chief immediately. A copy of the medical restriction shall be made part of the member's personnel file.
- 07.02 Upon providing a notice restricting the member from all regular fire department duties, the member shall be removed from the riding list until written medical clearance has been provided to the Department Chief and the station Deputy Chief. A copy of the medical clearance shall be made part of the member's personnel file.
- 07.03 Any member thus restricted from the riding list may observe hands-on training exercises from outside the Hot Zone provided the member does not need to wear PPE and does not actively participate in the exercise.

Eastampton Fire-Rescue Department

Standard Operating Guideline #08

Personnel Accountability System

Adopted/Revised: 10/7/2002

The purpose of this guideline is to provide a system for accounting for fire department personnel at the scene of an emergency.

- 08.01 For consistency with mutual aid organizations, this fire department, except where indicated below, shall utilize the Personnel Accountability System guidelines established by the Burlington County Fire Chiefs Association and attached as Appendix A.
- 08.02 All personnel will be assigned and will wear two numbered accountability tags.
- 08.03 Accountability tags will contain the following information, at a minimum: Member name, station number, position or rank, allergies, medical conditions, blood type, and dates of last Hepatitis B and Tetanus shots.
- 08.04 When arriving at the scene of a working incident, personnel shall leave one tag with the operator of the apparatus upon which they arrived. Personnel arriving in POV shall leave one tag with the OIC.
- 08.05 When entering the Hot Zone at a working incident, personnel shall leave the second tag with the **Accountability Officer**. If no **Accountability Officer** is present, personnel shall leave the second tag at an obvious location next to where they enter the Hot Zone.
- 08.06 When the OIC or ISO requests a PAR, all Division Commanders **and Accountability Officers** shall account for all personnel in their respective divisions and report to the OIC on Channel 6. In the absence of a Division Commander for a division, the ISO shall be responsible for preparing the PAR for that division. Personnel that have not yet entered a Division control point shall report to the Manpower sector if one has been assigned, or otherwise to the Command Post.
- 08.07 To insure accountability under all circumstances, the concept of "Crew Integrity" shall be employed. Members arriving on an apparatus shall deploy together as a crew. Crews shall report to Manpower or Operations, receive tasks, enter the hot zone and exit the hot zone together. Upon completion of a task, crews must advise Operations of their location and not begin another task unless so instructed. Crews shall remain intact until relieved.
- 08.08 A deployable crew shall consist of two or three certified and properly equipped firefighters. When four or more available interior firefighters arrive on an apparatus, they shall deploy as two separate crews. One experienced firefighter - preferably a line officer - shall be designated the crew leader for each crew. Each crew must have at least one portable radio.
- 08.09 When individual interior firefighters arrive at an incident on an apparatus or via POV, they should report to Manpower or Operations and be attached to a crew of two firefighters as the third firefighter. Under some circumstances, single firefighters may be combined as additional crews, but must have a crew leader designated and a portable radio available. Once assigned to a crew, the firefighter shall remain with that crew for the balance of the incident, until the crew is relieved.

Eastampton Fire-Rescue Department

Standard Operating Guideline #09

Incident Command System

Adopted/Revised: 5/24/2002

The purpose of this guideline is to insure that the fire department utilizes an Incident Command System (ICS) as mandated by federal and/or state regulations.

- 09.01 All personnel shall complete an I-100 series course; all officers will complete an I-200 series course.
- 09.02 The ICS shall be utilized on every incident, but only the components necessary will be activated.
- 09.03 At a minimum, on every incident, the position of "Command" will be utilized. On larger incidents, additional ICS roles will be designated by the OIC.
- 09.04 Upon arrival, the ranking officer or member according to fire department policy shall establish command and advise Central Communications. If the OIC does not have an identifying radio number, the OIC shall use the apparatus radio number to maintain communications with Central. For local communications, the OIC shall always be designated "Command".
- 09.05 A later-arriving senior officer may assume command from the OIC. The arriving officer shall meet with the current OIC and be briefed before assuming command. Once briefed, the senior officer shall advise Central that he or she is assuming command. No officer shall assume command from an existing OIC without first being briefed.
- 09.06 In accordance with N. J. A. C. 5:75-2, the Eastampton Fire-Rescue Department has adopted the New Jersey Incident Management System as its Incident Command System.
- 09.07 The following guidelines will be used to "Pass Command", to reduce the number of times that Command will be changed. The hierarchy of command will be determined using the following chart, from lowest to highest. If a higher-ranking officer is first arriving, then the hierarchy of command will begin at that level.
 - 09.07.01 The first-arriving unit without an EFD line officer
 - 09.07.02 The first-arriving EFD company officer (Captain or Lieutenant)
 - 09.07.03 The first-arriving EFD chief officer (Chief, Deputy, Assistant)
 - 09.07.04 The senior EFD officer responding to the incident, upon his or her arrival
- 09.08 If mutual aid chief officers respond on an incident, the following guidelines shall be followed:
 - 09.08.01 In the absence of any EFD line officer, when one of the following mutual aid chiefs has responded (1710, 1900, 5000, 2700, 1300), the driver of the first arriving apparatus shall assign command to that chief officer. The use of lower ranking mutual aid chief officers is discretionary.

Standard Operating Guideline #09 (continued)

- 09.08.02 In the absence of any EFD chief officer, when one of the following mutual aid chiefs has responded (1710, 1900, 5000, 2700, 1300), EFD company officers are encouraged to use the mutual aid chief officer where appropriate. The use of lower ranking mutual aid chief officers is discretionary.
- 09.09** Under all circumstances, it is the responsibility of the incident commander to staff the incident properly. Request and use mutual aid when insufficient personnel are present to fill all of the roles required by the incident.

Eastampton Fire-Rescue Department

Standard Operating Guideline #10

Self-Contained Breathing Apparatus

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the safe and proper use of self-contained breathing apparatus in emergency situations.

- 10.01 Personnel must don SCBA on all incidents in which the possibility of exposure to toxins exists.
- 10.02 Personnel are responsible to understand and comply with all federal, state and local regulations that cover respiratory protection and the use of SCBA.
- 10.03 The standard fire department SCBA is of the positive-pressure type; an open-air circuit SCBA that has positive pressure inside the face piece during exhalation and inhalation. Both 2,200 psi thirty-minute-rated and 4,500 psi sixty-minute-rated SCBA shall be used.
- 10.04 Personnel shall learn to anticipate, recognize, and identify contaminated atmospheres and associated hazards.
- 10.05 Personnel shall recognize the possible existence of and warning signs of an oxygen deficient atmosphere.
- 10.06 Personnel shall recognize that after a fire has been knocked down, concentrations of toxic gases may actually increase during overhaul operations. For these reasons, personnel shall continue to use SCBA on incidents during all overhaul operations.
- 10.07 Personnel shall understand the limitations of SCBA when used in a high-heat environment, or during sub-freezing weather, as such conditions can lead to SCBA failure.
- 10.08 Personnel shall not utilize SCBA at any time without prior training and approval by a qualified instructor. Personnel must complete a written and practical exam on all aspects of SCBA use, including:
 - ✘ Establish the air supply
 - ✘ Donning the SCBA
 - ✘ Connecting and breathing operation
 - ✘ Working in SCBA
 - ✘ Doffing SCBA
 - ✘ Cleaning
 - ✘ Recharging
- 10.09 All personnel shall be trained in SCBA use at least once each year. Training shall place at the smokehouse, or, if unavailable, under monitored conditions at the Class A building.
- 10.10 Junior members shall only use SCBA in station drills.
- 10.11 SCBA shall be worn to all fire and potential fire calls except brush. It may be removed at MVA' s, at the direction of an officer, if not needed. Personnel assigned to a hose line

during a rescue call will remain in SCBA, with mask disconnected, until the rescue is complete.

Standard Operating Guideline #10 (continued)

- 10.12 SCBA shall be worn during all overhaul operations.
- 10.13 Personnel shall be assigned a personal SCBA mask. Each member shall clean it thoroughly after each use, and insure that all straps are pulled out and the face piece is checked for cracks, splits or other abnormal wear.
- 10.14 Personnel shall wear protective hoods on the outside of the mask straps.
- 10.15 Personnel shall be issued a PASS device, which shall be active before personnel enter the Hot Zone.
- 10.16 Personnel shall only enter the Hot Zone when accompanied by at least one other firefighter.
- 10.17 When wearing SCBA, personnel shall note any abnormalities, such as: constant flow of air, difficulty in inhaling, resistance in exhaling, and excessive regulator noise such as whistling, squealing, chattering or rattling.
- 10.18 After each SCBA use, the member using the unit shall clean and inspect it before returning it to service.
- 10.19 Personnel shall completely extend all straps when returning an SCBA to its storage position.
- 10.20 All SCBA's stored in vehicle seats shall be secured with a safety strap.
- 10.21 After each use of a regulator, a report shall be completed, noting the member last using the SCBA, the number of times the bottle was filled and the member completing the report. The member completing the report shall indicate that the SCBA was returned properly to service. Any failures or mechanical problems must be noted and immediately reported to the senior station officer.
- 10.22 SCBA bottles shall be hydro-statically tested per applicable regulations, and retired at the end of their service life. A record shall be kept on all bottles and their tests.
- 10.23 The station officer in charge of SCBA's will insure that each unit is tested monthly for operation of regulator supply bypass, straps, pack harness, bottle straps, leakage, general appearance and condition of hanging bracket.

Eastampton Fire-Rescue Department

Standard Operating Guideline #11

Rescue Operation Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for safe and efficient operation by fire department personnel at the scene of rescue incidents.

- 11.01 Only rescue-qualified personnel shall operate department rescue tools. Rescue-qualified personnel shall have first preference for manning apparatus responding to a rescue incident.
- 11.02 The department Rescue Coordinator, in consultation with each station's Deputy Chief, shall maintain a list of rescue-qualified personnel in the department.
- 11.03 The OIC shall designate a Rescue Operations Officer at each rescue incident. The OIC or the Rescue Operations Officer shall perform a size-up as soon as possible after arrival.
- 11.04 The Rescue Operations Officer shall establish a hot zone at every rescue incident. Only properly equipped personnel with assigned tasks shall enter the hot zone.
- 11.05 Full PPE will be worn on all rescue incidents, including rubber gloves while working on or near the victim. SCBA shall be worn when required by the OIC. Face shields shall be down at all time when in the rescue hot zone.
- 11.06 The OIC shall insure that a 1¾ hosed line shall be manned, charged and vented during any vehicle extrication. The hose crew shall have full protective clothing, including SCBA, and will not become involved with other duties while the extrication is under way. The apparatus operator must remain with the engine supplying the hand-line.
- 11.07 Fire Department personnel shall be responsible for securing the rescue scene, providing for the safety of all parties on location, protecting against fire hazards, stabilizing the immediate rescue area (including appropriate cribbing) and extricating the victim(s). Where sufficient personnel have responded, properly trained fire department personnel shall assist EMS with medical treatment.
- 11.08 A tarp will be placed on the ground and all rescue tools shall be placed on it. No personnel are to walk on this tarp.
- 11.09 For record-keeping purposes, advise Central when victims have been extricated and record the time of extrication.
- 11.10 The OIC shall document all fire department activity at each rescue incident, including fire, rescue and EMS services provided, as well as factors such as the weather, the nature of the rescue, location and condition of victims upon arrival, and any input from fire personnel.

Eastampton Fire-Rescue Department

Standard Operating Guideline #12

Emergency Evacuation Plan Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the immediate evacuation of all personnel from a structure in the event of an emergency that renders the structure unsafe. (*Need County Plan.*)

- 12.01 For consistency with mutual aid organizations, this fire department, except where indicated below, shall utilize the Emergency Evacuation Plan guidelines established by the Burlington County Fire Chiefs Association and attached as Appendix B.
- 12.02 This plan will be implemented whenever the OIC or ISO has determined that the building or area has become unsafe for firefighters to occupy.
- 12.03 When the fire building has been classified as unsafe for firefighter occupancy the OIC will notify Central to announce that the Fireground Emergency Evacuation Plan is now in effect.
- 12.04 Once announced, all apparatus drivers should immediately begin sounding apparatus air horns and continue steadily for at least twenty (20) seconds.
- 12.05 When interior personnel hear the radio announcement or the air horns they will immediately exit the building in the quickest and safest way possible.
- 12.06 Each sector or crew leader shall account for all assigned personnel and provide a PAR to the OIC as soon as possible on Channel 6.
- 12.07 The OIC and ISO will gather all PAR's and take appropriate action to locate all unaccounted for personnel.
- 12.08 No one will re-enter the evacuated building again without permission of the OIC.

Eastampton Fire-Rescue Department

Standard Operating Guideline #13

Aircraft Landing Zone Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the safe establishment and operation of temporary landing zones for helicopters providing emergency services. *(Need SouthStar Plan)*

- 13.01 For consistency with mutual aid organizations, this fire department, except where indicated below, shall utilize the Burlington County Fire Chiefs Landing Zone Procedures and attached as Appendix C.
- 13.02 The response to a Landing Zone Assignment shall consist of one properly crewed Engine, assisted where available by a Fire Police unit.
- 13.03 The fire officer assigned to the engine shall be designated the Landing Zone Coordinator (LZC). In the absence of a fire officer, the driver shall either assume the role of LZC or designate a senior member to handle that function.
- 13.04 Upon arrival, the LZC shall notify Central and switch to radio channel F6. The radio designation shall be "Eastampton LZ" when in Eastampton or "Name of Municipality LZ" when the landing zone is located in another municipality.
- 13.05 The engine crew shall establish a landing zone area in accordance with Appendix C. The minimum safe area shall be at least one hundred by one hundred feet. Flares shall mark the corners of the landing zone or traffic cones in the daytime, or flares or non-blinking red lights at night.
- 13.06 Upon contact with the helicopter, the LZC will supply the location of the landing zone (including latitude and longitude if known). The LZC shall identify any obstructions in the area by compass point (such as high-tension wires ¼ mile to the north or trees 100 yards to the east) and any other factors that might be useful.
- 13.07 Upon making visual contact with the helicopter, the LZC will advise the pilot of the landing zone location relative to the helicopter either by clock point (we are at your ten o'clock position) or by reciprocal compass heading, if available.
- 13.08 The LZC shall advise Central when the helicopter is on the ground. No firefighters shall approach the helicopter unless directed to do by the helicopter crew, nor approach it without full PPE, including face shield down.
- 13.09 After helicopter departs, the LZC will advise Central. The engine crew shall break down the landing zone markers. The engine should switch back to the operations channel and determine from the OIC if it should return to the station.

Eastampton Fire-Rescue Department

Standard Operating Guideline #14

SCBA Bottle Recharge Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the safe recharging of SCBA bottles.

- 14.01 Only trained personnel shall refill SCBA bottles.
- 14.02 The operator shall always check every bottle for the most recent hydrostatic test date. Steel bottles with dates older than five years or composite bottles with dates older than three years shall not be filled and shall be taken out of service until tested.
- 14.03 The operator shall place the bottle in the fragmentation container, connect it to the cascade system and determine the current pressure of the bottle to be filled. The operator shall never stand over the SCBA bottle or fragmentation container during recharging.
- 14.04 The operator shall determine the current pressure of each supply bottle in the cascade system. The operator shall only use supply bottles that have a pressure higher than what exists in the SCBA bottle to be filled. The operator shall start with the supply bottle with the lowest pressure that exceeds the SCBA bottle, and move to the next highest bottle in turn, as needed.
- 14.05 The operator shall open the supply bottle slowly while filling. The SCBA bottle will overheat if the supply bottle is opened completely and the SCBA bottle is filled too quickly. When the SCBA bottle has stopped taking air from the current supply bottle (because their pressures have equalized), the operator shall shut down the supply bottle and move to the next supply bottle. The operator shall stop filling the SCBA bottle when it reaches its rated pressure, or when all supply bottles have been used.
- 14.06 Upon completion, the operator shall shut down all bottles and bleed off air in the fill hose before disconnecting.
- 14.07 The operator shall always use the supply bottles from lowest to highest pressure, to insure that the supply bottles do not all end up with the same pressure. The operator must only use supply bottles that have pressures higher than the SCBA bottle, to prevent the SCBA bottle from back-filling a low supply bottle. The cascade system is based upon pressure differentials - once all supply bottles fall below the SCBA bottle's rated pressure, it is impossible to completely fill the SCBA bottle.
- 14.08 When supply bottles are refilled, they should always be rearranged so that the supply bottles are in order by pressure - lowest to highest.

Eastampton Fire-Rescue Department

Standard Operating Guideline #15

Electrical Energy Guidelines

Adopted/Revised: 5/24/2002

The purpose of this guideline is to provide for the safety of fire department personnel when working around electricity, including electrical appliances, machinery, outlets or wires.

- 15.01 Only personnel trained by the utility company or other designated organization in the correct procedures shall shut off electrical service to a building.
- 15.02 When electrical power is switched off at a source, a firefighter shall be designated to remain at the switch to insure that the electrical power is not restored until it has been authorized by the OIC.
- 15.03 When electrical power cannot safely be restored, the OIC shall advise the building owner or occupant to contact a licensed electrical contractor. Where possible, the OIC shall secure the switch so that the owner or occupant cannot restore power. The OIC shall notify Central of the status and actions taken.
- 15.04 Personnel shall not handle downed utility lines of any type unless a electric utility representative as notified Command that the lines are not energized. Even telephone and cable lines can be energized, and commercial buildings can have more than one source of power. If a victim's life is in danger, Command may authorize an attempt to remove utility lines using accepted practices, but shall not put personnel at risk without taking all appropriate precautions.

Eastampton Fire-Rescue Department

Standard Operating Guideline #16

Rest and Rehabilitation Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to enhance the health and safety of all personnel.

- 24.02 The rehabilitation plan shall be activated on “All Companies in Service” calls and on hazardous materials incidents. The OIC shall also activate it when needed during any other prolonged operations.
- 24.02 The OIC shall designate an appropriate Rehab site, with consideration for shelter from the weather and comfort of the personnel. The OIC will request EMS Command to assign an EMS member as the Rehab Officer.
- 24.02 Personnel shall report to Rehab under the following conditions:
- ✘ When a firefighter has used two (2) SCBA bottles of air.
 - ✘ When a firefighter has been involved in prolonged strenuous physical exertion.
 - ✘ When an officer directs a firefighter to report.
 - ✘ When a firefighter personally determines the need.
 - ✘ When firefighters have been exposed to extreme weather conditions.
- 24.02 All personnel shall take all PPE with them to Rehab, including SCBA.
- 24.02 Upon arrival at Rehab, personnel shall check in with the Rehab Officer for evaluation. The Rehab Officer will track personnel while in Rehab, insure that personnel receive rest, fluids and any necessary medical attention before releasing personnel for additional duty. Upon being released from Rehab, personnel shall report to the OIC or to the designated manpower staging area/officer.
- 24.02 When required by the condition of the firefighter, the Rehab Officer, Safety Officer or OIC can place the firefighter out of service for the duration of the incident.
- 24.02 Personnel with minor injuries not requiring hospital evaluation may return to limited duty.
- 24.02 Personnel requiring hospital evaluation shall be out of service until a doctor’s note is presented clearing them for duty.

Eastampton Fire-Rescue Department

Standard Operating Guideline #17

Hose Loading Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the safe loading of supply hose onto apparatus.

- 17.01 Accept when necessary, hose shall not be loaded with the apparatus backing. Only supply hose shall be loaded onto a moving vehicle.
- 17.02 While loading hose on a moving vehicle, personnel shall not stand on the rear step or tailboard. Fire fighters shall either be on the ground or in the hose bed while loading hose on a moving apparatus.
- 17.03 Apparatus shall not exceed five miles per hour (5 MPH) while loading hose.
- 17.04 Where possible, a firefighter at the rear of the apparatus shall utilize a communications headset to provide directions to the driver. Otherwise, a firefighter shall remain visible to the driver in the driver's side mirror and use appropriate hand signals:
 - ✘ One forward waving hand - move forward
 - ✘ Two pulling hands - move backward
 - ✘ Two crossed arms with fists - stop

Eastampton Fire-Rescue Department

Standard Operating Guideline #18

Carbon Monoxide Response Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the safe and proper operation of fire department personnel when responding to carbon monoxide emergencies.

- 18.01 Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobile, etc. can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present.
- 18.02 Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, and may include headache, nausea, fatigue, bright red skin, blue lips and dizzy spells. OSHA has established a maximum safe working level for carbon monoxide at 35 parts per million (ppm) over an 8-hour period, in the general workplace. The U.S. Environmental Protection Agency has established that residential levels are not to exceed 9 ppm over an 8-hour average.
- 18.03 Upon dispatch, determine from Central if any medical symptoms were reported. If symptoms were reported, or they are unknown, the incident response should be a "Fumes" emergency. If the occupant does not report any medical symptoms, the incident response should be an alarm system investigation.
- 18.04 The initial apparatus responding from each station shall bring its CO meter. The meter can be warmed up and zeroed while en route. Do not expose it to exhaust fumes or cigarette smoke.
- 18.05 Interview the occupant(s) upon arrival and verify that it is a CO detector activation. Determine the location of the detector, how long it has been activating, and confirm any medical symptoms.
- 18.06 Begin the investigation by making sure that the meter has been zeroed in fresh air. At the entrance to building, while in appropriate PPE, take a reading.
- 18.07 First, check the O₂ (Oxygen). If it reads less than 19.5 percent, then it is a potentially oxygen-deficient atmosphere that must not be entered without SCBA. Immediately evacuate the building and notify OIC. The alarm will sound if the reading is less than 19.5 percent.
- 18.08 Next, check the LEL (Lower Explosive Level). If it reads 10.0 percent or more, then it is a potentially explosive atmosphere that should not be entered. Do not use radios or other electronic devices in the atmosphere. Evacuate the building and notify OIC. The alarm will sound if the reading is ten percent or more. An oxygen-deficient atmosphere can result in an artificially low LEL.

Standard Operating Guideline #18 (continued)

- 18.09 Finally, check the CO (Carbon Monoxide). If it reads more than 35 ppm (parts per million), then it is considered a potentially hazardous atmosphere that must not be entered without SCBA. Evacuate the building and notify OIC. If it reads between 10 and 35 ppm, the building should not be occupied unless it is kept ventilated. The alarm will sound if the reading is more than 35 ppm.
- 18.10 If any measurable CO is encountered, keep the building closed up. Begin a systematic check of the entire building, checking each room and source of combustion. If the source is located, advise OIC, who will notify utilities or maintenance as appropriate. Once the investigation is complete, ventilate the building if any CO reading was 10 ppm or greater.
- 18.11 No one will enter the building without full PPE, and SCBA as indicated. Confined space entry guidelines shall be followed.
- 18.12 For findings of less than 10 PPM (residential) or 35 PPM (non-residential):
- ✘ Inform owner or occupant that our meter did not pick up any elevated levels of CO.
 - ✘ Have owner or occupant review their CO detector instructions.
 - ✘ Attempt to reset the activated CO detector.
 - ✘ Advise occupants to call 9-1-1 if any symptoms develop.
 - ✘ Advise owner or occupant to contact the proper utility or contractor for service.
- 18.13 For findings of at least 10 PPM (residential) or 35 PPM (non-residential):
- ✘ Immediately evacuate all occupants from building.
 - ✘ Attempt to determine source while building is closed.
 - ✘ If identified, notify utility company or contractor and shut down item in question.
 - ✘ Ventilate the building.
 - ✘ Inform owner or occupant of findings.
- 18.14 Once the building has been ventilated to a safe level advise the owner or occupants that they may re-enter the building at their discretion.

Eastampton Fire-Rescue Department

Standard Operating Guideline #19

Confined Space Entry Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the safe operation of fire department personnel at the scene of confined space emergencies.

- 19.01 No personnel shall enter a confined space unless directed to do so by the OIC.
- 19.02 Only appropriately trained personnel shall enter a confined space. Any personnel entering a confined space shall have necessary PPE, including SCBA and any required tools.
- 19.03 For all confined space incidents with the exception of structural fire fighting, if the confined space is below ground or in a tank, personnel shall also wear a full-body harness and enter with a lifeline, light and a radio. The OIC shall request confined space mutual aid resources as appropriate.
- 19.04 All entry into and egress from confined space shall be in groups of at least two firefighters, with at least two properly equipped firefighters standing by outside the confined area.
- 19.05 One firefighter shall be stationed at the entrance to the confined space as the Control Officer. The CO shall collect accountability tags for interior personnel and maintain radio communications with the OIC.
- 19.06 When the entry crew utilizes a rope, one firefighter will be assigned to monitor the rope at the entrance. Three tugs on the rope shall be the signal by the entry crew it requires help.
- 19.07 If it becomes necessary to evacuate the entry crew, the fire department's Emergency Evacuation Plan Guidelines shall be implemented.

Eastampton Fire-Rescue Department

Standard Operating Guideline #20

Hazardous Materials Response Guidelines

Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for the safe operation of fire department personnel at the scene of hazardous materials incidents.

- 20.01 Only personnel with current Hazardous Materials Awareness and Operations courses shall respond to an identified hazardous materials incident.
- 20.02 Upon identification of a hazardous materials incident, personnel shall refer to the *New Jersey Emergency Response Awareness First Responder Handbook* and take appropriate actions.
- 20.03 When ever possible, the first-arriving apparatus shall approach the incident from uphill and upwind. The first arriving apparatus crew shall utilize binoculars to survey the scene and provide Central with a size-up before approaching. All personnel shall wear appropriate PPE, including SCBA where required, before approaching.
- 20.04 The first-arriving apparatus or officer shall establish a Level 2 staging area and have all other units report to staging. The first arriving chief officer in staging shall be designated the Staging Officer.
- 20.05 Upon beginning operations, the OIC shall establish a Hot Zone, Warm Zone, Decon area and Rehab area. Only appropriately trained and equipped personnel shall enter the Warm or Hot Zones.

Eastampton Fire-Rescue Department

Standard Operating Guideline #21

Firefighter Assistance Search Team Guidelines Adopted/Revised: 9/9/1999

The purpose of this guideline is to provide for effective emergency response to interior firefighters requiring immediate assistance.

- 21.01 For consistency with mutual aid organizations, this fire department, except where indicated below, shall utilize the Burlington County Fire Chiefs FAST Guidelines and attached as Appendix D.
- 21.02 All firefighters shall be familiar with the duties and responsibilities of the FAST team.
- 21.03 On “All Companies in Service” calls, and on other incidents as appropriate, the OIC shall insure that a FAST assignment is dispatched.
- 21.04 The OIC shall determine the appropriate number and composition of the FAST team(s) required for the incident.

Eastampton Fire-Rescue Department

Standard Operating Guideline # 22

Vehicle Fires

Adopted

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

- 22.00 All firefighters / Officers operating in the fire attack function will wear full PPE and SCBA.
- 22.01 Although scene conditions will dictate the specific hoseline to be utilized, a 1 ¾" handline should be given first consideration.
- 22.02 Apparatus should be placed upwind and uphill of the incident at a distance of at least seventy-five (75) feet to afford protection to the apparatus from hazardous liquids and vapors and to reduce smoke in the area of operation.
- 22.03 Consideration should be given to using the apparatus as a barrier, to shield the incident scene from traffic hazards. Warning lights should be left operating, in conjunction with the use of other traffic control devices, giving consideration to the potential for flammable liquids and vapors.
- 22.04 At all working incidents, the first due apparatus shall attempt to locate and establish their own water supply. This will include Hydrant operations and/or Tanker Task Force assignments as needed.
- 22.05 Where patients are trapped in the vehicle, first water should be applied to protect the patients and permit rescue.
- 22.06 At least one member of the attack team should have forcible entry tools in his/her possession to provide prompt and safe entry into the vehicle. Use of hydraulic tools may be used but only as a last resort or if required in a rescue effort.

Eastampton Fire-Rescue Department

Standard Operating Guideline # 23

Fire Ground Operations

Adopted

The purpose of this guideline is to

- a. Set forth standard company operations that assign basic fire ground functions and activities to companies based upon the capabilities of the unit and its crew.
- b. Reduce the amount of detailed orders required to get companies into action on the fire ground

CLARIFICATION – It shall be made clear that this guideline does not limit a crew or company to the listed functions. Every company will be expected to perform all basic firefighting functions safely within the limits of their crew.

23.00 GENERAL ORDERS

1. The Incident Command System will be utilized on all Fire Ground Operations.
2. First due apparatus responding to a structure should stop short of or proceed past the structure to allow for placement of an aerial device to the front of the structure.
3. The officer of the apparatus will ensure all members on that unit have turned in one of their accountability tags.
4. At all working incidents, the first due apparatus shall attempt to locate and establish their own water supply. This will include Hydrant operations and/or Tanker Task Force assignments as needed.
5. Scene conditions will dictate the type and size of supply line to be utilized however, five inch (5") Large Diameter Hose (L.D.H.) shall be deemed the standard supply hose for incidents.
6. Scene conditions will dictate the type and size of primary attack line to be utilized however, the 1 ¾ inch hose line shall be deemed the primary attack line for all incidents.
7. Upon arrival of units at all live hazard incidents (with the exception of brush fires) all members should have SCBA donned prior to leaving the vehicle. Connecting the regulator to the mask can be delayed until just prior to the individual entering the live hazard area.
8. All members should be in possession of appropriate tools and equipment necessary to effect efficient operations at an emergency scene when exiting the arriving apparatus. Consideration should be given to the following priority items:
 - a. Portable Radio (Officer's Seat)
 - b. Hose-Lines
 - c. Hand tools and/or Hand-Lights
 - d. A detector (i.e. TIC, CO detector, Heat Gun – depending on the requirements)

9. At no time should firefighters enter a structure at a working incident until the following has been accomplished.
 - a. Initial plan of action order has been given and/or amended.
 - b. Two in and two out standard has been established.
 - c. The second accountability tag is left with the accountability officer at the point of entry into the structure.
 - d. Hand-Lines being used are charged with water.
 - e. SCBA regulators are properly connected to the mask and air is flowing.
10. The Incident Commander or his/her designate should continually evaluate the incident's progress to properly maintain safety, resources and manpower.
11. Portable ground ladders or aerial devices should be raised and secured to create a second form of egress whenever interior crews are operating. Placement of said equipment should be at the direction of the Operations Chief, Incident Commander or the person designated by the Operations Chief or Incident Commander.
12. Upon completion of an assigned task or depletion of SCBA cylinder, the entire crew will exit the hazardous area, collect their second accountability tags and report to the Operations Officer, Decontamination Area, Rehabilitation Area or Manpower Area as appropriate and ordered, to receive instructions for the next assignment.

23.01 FIREGROUND STRATEGY

The Incident Commander is responsible for determining the appropriate fireground strategy. Once the appropriate strategy is initiated, it becomes the Incident Commander's job to ensure that all personnel are operating within the strategy. By controlling the fireground strategy, the Incident Commander is providing overall incident scene safety. The proper strategy will be based on the following:

- a. Avoiding simultaneous OFFENSIVE and DEFENSIVE strategies in the same fire area.
- b. Matching the appropriate strategy to the fire conditions of the structure, and minimizing risk to firefighters.

23.02 OFFENSIVE STRATEGY

24.02 Within the framework of the Risk Management Plan, the structure must first be determined to be safe to enter and operations are centered on RESCUE. The following are guidelines for offensive fire attacks:

- a. Initial attack efforts must be directed toward supporting a primary search.
- b. Determine fire conditions and extent before starting fire suppression operations.
- c. Avoid exterior application of water during offensive operation.
- d. Command should give significant consideration to the most critical direction and avenues of fire extension, plus its speed, particularly as they affect:
 1. Rescue Activities
 2. Level of risk to firefighters
 3. Confinement Efforts

4. Exposure protection

WRITE-OFF PROPERTY THAT IS ALREADY LOST and go on to protect exposed property based on the most dangerous direction of fire spread. Do not continue to operate in positions that are essentially lost.

The basic variables relating to attack operations involve:

1. Location / position of attack
2. Size of attack
3. Support functions

Command should abandon marginal attacks when:

1. A primary search of negative is obtained and the situation is still marginal.
2. The roof is unsafe or untenable. Especially working fires in large unsupported or lightweight trussed attic spaces.
3. Interior forces encounter heavy heat and cannot locate the fire or cannot make any progress on the fire.
4. Heavy smoke is being forced from the building under pressure and is increasing.

Command needs to constantly evaluate conditions while operating in marginal situations. This requires frequent and detailed reports from Sector Officers.

23.03 DEFENSIVE STRATEGY

The announcement of a change to a defensive strategy will be in the form of the following announcement from Central Communications.

The Fireground evacuation plan is now in effect for (address of incident) - this announcement should be preceded by an alert tone over all operating channels on the fire scene and followed by all vehicles sounding their air horns for three consecutive 3 to 5 second blasts.

All personnel will **IMMEDIATELY EVACUATE** the structure with their hose lines (if safe to do so, if retreat is being delayed because of hose lines and it's unsafe to stay in the building, hose lines should be abandoned) and **MAINTAIN A SAFE DISTANCE FROM THE BUILDING**. A Personnel Accountability Report will begin by the Accountability Officer with the results given to Command.

Fire under control means the forward progress of the fire has been stopped and the remaining fire can be extinguished with the on-scene resources; it may not mean the fire is completely out. When the fire is brought under control, Command will notify Central Communications and the following announcement should be made.

Fire is under control in Eastampton Township (incident location) at (time announcement)

23.04 COMMUNICATIONS

When possible and appropriate, communications on the fire grounds should be done face to face. If/ when radio communications are required, appropriate procedures, as set forth by Central Communications will be utilized.

All communications should be brief and to the point with relevant information being relayed.

Eastampton Fire-Rescue Department

Standard Operating Guideline # 24

Fire Ground Rescue

Adopted

The purpose of this guideline is to provide the following standards pertaining to

Size up

Command considerations

Removal of victims

Other operations

24.00 The term “SEARCH” should be used when structuring a primary search over the radio; “ALL CLEAR” should be used only as a completion report.

24.01 Command should structure initial operations around the completion of the primary search. “Primary search” means companies have quickly gone through all affected areas and verified the removal and/or safety of all occupants. The completion of the primary search is reported utilizing the standard radio reporting term “ALL CLEAR”. It is the responsibility of Command to coordinate primary search assignments, secure completion reports from interior companies and to transmit the “ALL CLEAR” report to Central Communications.

24.02 Command may consider the following factors in developing a basic rescue size-up:

1. Number, location and condition of victims
2. Affect the fire has on the victims
3. Capability of the control forces to enter the building, remove/protect victims and control fire.

24.03 Command must make the basic rescue decision: Do we remove victims from the fire?

Rescue efforts should usually be considered in the following order:

1. Most severely threatened
2. The largest number (groups)
3. The remainder of the fire area
4. The exposed area

The most urgent reason for calling additional alarms is for the purpose of covering life safety. Command must develop a realistic (and pessimistic) rescue size-up as early as possible.

The rescue functions that follow fire control activities will be regarded tactically as presenting a secondary search. “Secondary search” means that companies thoroughly search the interior of the fire area after initial fire control and ventilation activities have been completed.

Eastampton Fire-Rescue Department

Standard Operating Guideline # 25

Hazard Communication Program

Adopted

The purpose of this guideline is to identify the hazardous substances in the Stations and the measures to protect the fire fighters from the hazards.

25.00 Policy and Administration

This notice is to inform you that our agency complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7, which New Jersey adopted with amendments, on May 3, 2004. We provide information about the hazardous chemicals in our workplace, their associated hazards, and the methods for controlling these hazards. We have put in place the following required elements of the Standard:

- (1) A list of hazardous chemicals in each Station;
- (2) Material Safety Data Sheets (MSDSs) and Hazardous Substance Fact Sheets (HSFSs) for hazardous chemicals;
- (3) Labeled containers; and
- (4) A training program for employees who work with or have a potential for exposure to hazardous chemicals.

This written program applies to all work operations in our facility where employees are exposed or may be exposed to hazardous chemicals or conditions under normal working operations or during foreseeable emergency situations.

The Safety Officer is the program coordinator who has overall responsibility for the written program and responsibility for the annual review and update of the written program. The Safety Officer also makes available the written program to employees upon their request within three days of the request.

As required under the PEOSH HCS, employees will be informed of the contents of this program, the location and availability of health and safety information about hazardous chemicals, the hazardous properties of chemicals with which they work, safe handling procedures for the hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals. This information will be provided during employee training sessions and/or safety meetings. Employees will also be informed of the hazards of non-routine tasks such as hazardous materials assignments.

25.01 List of Hazardous Chemicals

The list of the hazardous chemicals in each Station is prepared by the Assistant Chief of that Station or his designee. The list is continually updated and is included at the back of this program. Although not required by the PEOSH HCS, a separate list is available for each work area.

25.02 Material Safety Data Sheets (MSDS) and Hazardous Substance Fact Sheets (HSFS)

MSDSs and HSFSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the MSDSs are made readily accessible during each work shift to employees when they are in their work area. The Assistant Chief for each Station or his designee obtains MSDSs on all products containing hazardous chemicals and HSFSs on all hazardous chemicals, places copies of the MSDSs in a binder in each Station of this Department, and maintains a master file of all the MSDSs and HSFSs in his/her office. If additional information is needed about a hazardous chemical or product, if an MSDS is missing, or if an MSDS has not been supplied with the initial shipment, the Assistant Chief for each Station or his designee will contact the manufacturer or supplier. The people listed below will ensure that the MSDSs kept in each Station are updated as needed and the MSDS binder is kept intact, and that HSFSs are updated as needed. As a policy of this facility, an MSDS and HSFS hard copy will be provided to the requesting employee immediately upon request, or within 3 working days of the request if the MSDS or HSFS is not immediately available.

Chief
Safety Officer
Assistant Chief – Station 341
Assistant Chief – Station 342
Assistant Chief – Station 349

Any new procedures or products that are planned to be used in this workplace must be approved by the Assistant Chief of each Station before use to make sure that MSDSs and HSFSs are obtained before use.

25.03 Labels and Warning Systems

The Assistant Chief of each Station or his designee ensures that each container of hazardous chemicals in this workplace is properly labeled as required by the PEOSH HCS, and updates the labels as necessary if they should become illegible, fall off the container, or are obscured in any manner. Containers not bearing a PEOSH HCS label are not accepted by our Department.

- ◆ Stationary containers in an area with similar contents and hazards have signs posted on or above them to convey the hazard information.
- ◆ Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable

container. If the portable container is stored beyond the employee's shift, or will be used by other workers, the employee labels the portable container with the PEOSH HCS information from the properly labeled larger container.

25.04 Hazardous Non-Routine Tasks

Periodically, our employees are required to perform hazardous non-routine tasks such as:

Hazardous Materials Assignments

When employees are required to perform the above hazardous non-routine tasks, a special training session is conducted to inform them about the hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure. This special session is conducted by the Incident Commander or his designee prior to employees beginning the task. Employees who perform these non-routine tasks are notified about the training by their supervisor, and are required to attend the training.

25.05 Employee Training

Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies will receive initial and refresher training under the PEOSH Hazard Communication Standard on the safe use of those hazardous chemicals. The Safety Officer or his designee is responsible for providing the training. A training program that uses both audiovisual materials and classroom instruction has been prepared for this purpose.

- ◆ The trainer meets the definition of a technically qualified person.
- ◆ Whenever a new hazard is introduced into the work area, an **additional training session** is provided for workers in a scheduled safety meeting conducted by the Assistant Chief or his designee prior to beginning work with the new hazardous material. Supervisors notify employees about the safety meetings.
- ◆ **Refresher training**, an abbreviated version of initial training, is conducted every two years. Area supervisors notify employees when the training session is scheduled, and a notice is placed on the bulletin board inside the break room.
- ◆ **Attendance is mandatory at all training sessions** for those workers identified as exposed or having the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies.

- ◆ Training is provided at no cost to the employee and is provided during working hours. The training is appropriate in content and vocabulary to the educational level, literacy and language of the employees.
- ◆ The documentation of training required by PEOSH HCS is maintained in the Assistant Chief's office of each Station.

As a policy of this Department, Line Officers receive supplemental training from selected manufacturers' representatives when specialty equipment is purchased and when non-routine hazards arise due to a new operation. They then can answer employee questions and provide daily monitoring of safe work practices.

The **initial training session** includes the following discussion items:

1. **An explanation of the PEOSH Hazard Communication Standard and this written program;**
2. Chemical and physical properties of the hazardous materials (e.g., flash point, reactivity) and methods used in this workplace to detect the presence or release of hazardous chemicals (including the chemicals in piping systems);
3. Physical hazards of chemicals such as the potential for fire and explosion;
4. Health hazards (both acute and chronic) associated with exposure to hazardous chemicals, signs and symptoms of exposure, and any medical condition that may be aggravated by exposure to the chemical, using MSDSs and HSFs;
5. Methods to protect against exposure to the hazard such as engineering and administrative controls, proper work practices, use of personnel protective equipment (PPE), and procedures for emergency response to spills and leaks;
6. Standard operating procedures to assure protection when cleaning hazardous chemical spills and leaks;
7. The location of and responsible person for maintaining MSDSs, HSFs, RTK Survey, RTK Hazardous Substance List (HSL), and other hazardous material information;
8. An explanation of the applicable provisions of the Worker and Community Right To Know Act;
9. How to read and interpret the information on PEOSH HCS and RTK labels, HSFs and MSDSs, and how employees may obtain additional hazard information using the RTK Survey and RTK HSL;
10. A copy of the RTK brochure is handed out during training.

The initial and refresher training programs for employees are reviewed annually by the trainer, who will notify area supervisors of the training needs of their employees. As part of the assessment of the training program, input from employees regarding the training they have received and suggestions for improving the training are obtained through training evaluation forms.

Employee **refresher training** is an abbreviated version of the initial training, and includes a discussion of the following information:

1. An explanation of any changes in the written program, PEOSH HCS, or RTK Act.
2. Changes in products used or work processes that may cause exposure to hazardous chemicals.
3. A review of health hazards, chemical and physical properties of the hazardous chemicals, and control methods of any routinely used hazardous materials and any new hazardous materials to which the employees may be exposed. The MSDSs and HSFs will be used to review information on the hazardous chemicals.
4. A review of the facility's health and safety policy and procedure manual.
5. A copy of the RTK brochure is distributed.

25.06 Contractor Employees

The Assistant Chief or his designee advises outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the site, the labeling systems in use, protective measures to be taken, the location and availability of MSDSs, HSFs, and other health hazard information, and the safe handling procedures to be used for these materials.

It is our policy that each outside contractor who brings hazardous chemicals on the site will provide the Assistant Chief or his designee with copies of appropriate MSDSs for the hazardous chemicals, information on any special labels used, and precautionary measures to be taken while working with or around their hazardous chemicals or products.

All employees, or their designated representative, can obtain additional information on this written program, the PEOSH HCS, applicable MSDSs and HSFs, and other chemical information from the Safety Officer or his designee.

(Signature of Owner/Manager Representative)

Title

Date

Resources for Additional Information

**New Jersey Department of Health and Senior Services
Public Employees Occupational Safety and Health Program**

PO Box 360
Trenton, NJ 08625-0360
(609) 984-1863
<http://www.nj.gov/health/eoh/peoshweb>

New Jersey Department of Labor
Division of Public Safety and
Occupational Safety and Health
PO Box 386
Trenton, NJ 08625-0386
(609) 633-2587
<http://www.nj.gov/labor/lse/lspeosh.html>

U.S. Department of Labor
Occupational Safety and Health Administration (OSHA)
<http://www.osha.gov>

For information about the Right to Know law, contact:

New Jersey Department of Health and Senior Services
Right to Know Program
PO Box 368
Trenton, NJ 08625-0368
(609) 984-2202
<http://www.nj.gov/health/eoh/rtkweb>