

NORTHSIDE

FIRE DISTRICT

STANDARD OPERATING GUIDELINES

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UPDATED 01/18/2021

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NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

SECTION 1



INTRODUCTION

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	1
SOG#	Section	Title
100-1	Introduction	Acknowledgement of Authority

Acknowledgement of Authority

The standards and policies herein take effect on the date posted above each guideline and will remain in effect until amended, suspended, or cancelled by the issuing authority. These standards and policies are to become a permanent part of the Northside Fire District Standard Operating Guidelines.

Authorization: _____

Ray Yaw, Chairman

Authorization: _____

Vern Roof

Authorization: _____

Nancy Piatt

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
12/07/20	12/07/20	1
SOG#	Section	Title
100-2	Introduction	Purpose & Scope

Purpose

These Standard Operating Guidelines (SOG's) are a set of organizational guidelines that establish a standard of practice and a suggested course of action for emergency response and rescue services as well as creating responsibilities during non-emergency duties, to increase the effectiveness and efficiency of the fire department.

All items covered herein are to be considered guidelines. The Northside Fire District Standard Operating Guidelines are not designed, nor intended, to limit any employee in the exercise of his/her judgment or initiative in taking the action a reasonable person would take in extraordinary situations based on facts and experiences. Under certain circumstances it may be necessary to supersede these guidelines and if so, that person must be prepared to explain and accept responsibility for their actions. However, a blanket or intentional suspension, countermanding, or reckless disregard of a procedure is unacceptable. Violations of these guidelines could result in disciplinary action up to and including termination.

These operating guidelines shall not supersede any federal, state, or local law/statute.

References include, but are not limited to: National Fire Protection Association (NFPA) Standards, Idaho Statutes, and the Northside Fire District Personnel Manual.

Scope

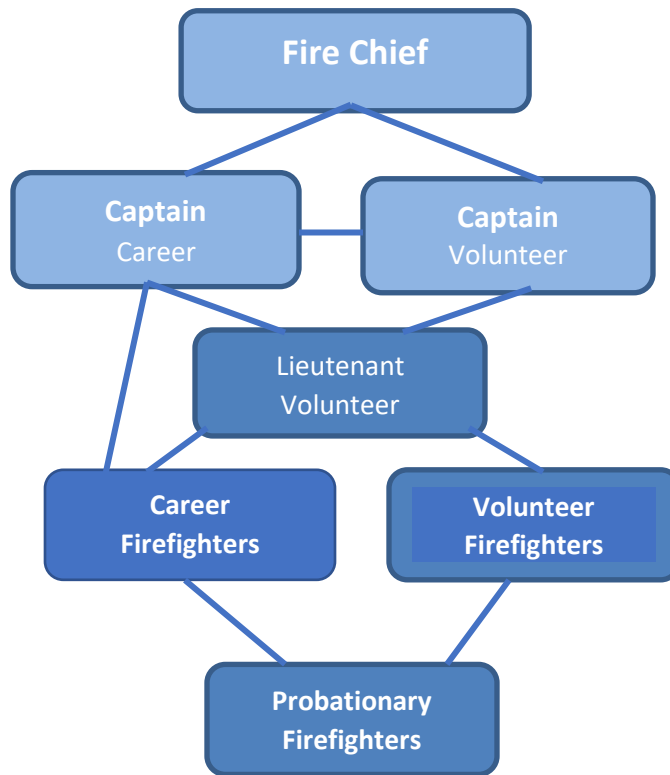
These Standard Operating Guidelines apply to all employees of the Northside Fire District.

The Fire Chief may amend the Standard Operating Guidelines according to the section Purpose, above. Active statements by the Fire Chief may supersede the most current revision of the SOG's. If no revised SOG's are submitted, the most current SOG's, as approved by the Board or issued by the Fire Chief, will remain in effect until an updated version is submitted and approved.

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01/18/21	01/18/21	1
SOG#	Section	Title
100-4	Introduction	Chain of Command



This Chain of Command shall be used at all times for all activities, duties, operations, and administrative items of the

*District. Firefighters report to a Lieutenant, Lieutenants report to a Captain, the Captains report to the Fire Chief. Personnel must report to their direct supervisor first and **NOT** circumvent the Chain of Command. A violation could result in disciplinary action.*

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STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	1
SOG#	Section	Title
100-5	Introduction	General Orders

The following ***GENERAL ORDERS*** are in effect at all times:

- The Fire Department “Chain of Command” prescribed herein shall be used and followed at all times.
- All calls for service of the Northside Fire District will be handled by the operations prescribed herein, in a timely manner. All personnel shall display the highest level of professionalism with firefighter safety in mind at all times.
- For every incident, the Northside Fire District shall implement and follow the National Incident Management System (NIMS) as required by NFPA 1561. The first arriving unit, firefighter or officer at any incident, shall initiate NIMS and assume Incident Command and remain in command until he/she transfers Command to a more senior firefighter or officer. The Incident Commander may do this at any time at his/her discretion. Command shall be assumed to be assigned to the first arriving unit if not formally established over the radio. If there is just a single resource with no further need for additional resources a formal command does not have to be implemented. If the scene has multiple resource response a formal command will be established.
- All vehicles and equipment must be maintained and considered to be in service and ready to respond at all times, unless there is a malfunction. In the event that equipment or a vehicle is deemed to be out of service, an officer must be notified. The equipment or vehicle shall be serviced or replaced as soon as possible.
- All vehicles, equipment, property, and facilities shall be kept secure and accounted for at all times. Department vehicles and equipment must be secure and guarded from theft, vandalism, tampering or other security issues at all times.
- The security and integrity of the station must be constantly maintained. Only authorized personnel are to have the code to enter.

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STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages
01/18/21	01/18/21	1
SOG#	Section	Title
100-6	Introduction	Use of Tobacco Products

Purpose

To establish a guideline for all District Employees and the public regarding the use of tobacco products.

Scope

This guideline shall apply to all employees of the Northside Fire District.

Guideline

- Smoking/vaping is strictly prohibited in any District owned vehicle or building.
- Smoking/vaping, or the use of any tobacco products and/or substitutes is prohibited in the presence of the public while in District uniform or anything else identifying you as an official of the Fire District (turn out gear, rescue jacket, etc.). This applies to all department vehicles, emergency scenes, training areas, public relations events, public education events, etc.
- Smoking/vaping or the use of tobacco products and/or substitutes will be permitted only in designated smoking/tobacco use areas. These areas will be kept clean and free from tobacco materials.
- All tobacco materials shall be disposed of in an appropriate container.
- The use of chewing tobacco, snuff, pouches, etc. is permitted in the upstairs crew quarters **ONLY**. "Spit" containers will be an obscure sealable container that will be put away when not in use. Absolutely no clear containers, cups, or drinking glasses will be used. Failure to abide by these rules will result in the offending employee losing permission to use any tobacco products while on duty.

The designated smoking use area is outside the building at the door to the rear apparatus bay on the northwest side of the fire station. This is the only designated smoking area on site.

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Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	3
SOG#	Section	Title
100-7	Introduction	Personal Hygiene & Facial Hair

Purpose

This guideline establishes District standards for the grooming and professional appearance of all employees while representing the Northside Fire District.

Scope

This guideline shall apply to all District employees while considered “on-duty” performing normal job duties as an employee of the Northside Fire District.

Guideline

The face shall be kept clean-shaven in accordance with NFPA standards and the District Respiratory Program, **Section 300-02** of the Northside Fire District Standard Operating Guidelines if employee is to enter an IDLH (immediately dangerous to life or health) environment.

Grooming

- Employees shall keep themselves clean. Good health habits shall be observed.
- Individuals are expected to shower or bathe and to use deodorants. Cologne or perfume will not be permitted while on duty.
- Fingernails will be kept clean and will be groomed so as not to extend beyond the tips of the fingers.
- Wearing makeup that portrays other than natural skin colors and a natural look are not permitted. Makeup should not draw undue attention to the employee or look unprofessional.

Mustaches

Mustaches are permitted but shall conform to the following:

- A non-eccentric, close-cropped mustache may be permissible and must be closely trimmed.
- Mustaches shall not extend one-quarter inch (1/4”) beyond a line perpendicular to the corner of the mouth, and a full upper lip must be readily visible.

- Must not extend more than one inch (1”) below the corners of the mouth and not below any part of the upper lip.

Sideburns

Sideburns are permitted but shall conform to the following:

- They shall be cropped close to the face to avoid any possibility of losing a face seal on an SCBA.
- The sideburns shall not extend below the lowest part of the ear.
- They will be neatly trimmed.
- They will be even width, not flared, and will end in a clean shaven horizontal line.

Beards & Goatees

District policy does allow for beards or goatees. However, an employee will not be allowed to enter an IDLH environment with facial hair that contacts the face seal of an SCBA mask. Note: career personnel are not allowed beards or goatees due to the job requirements of the position.

Hair

Hair will be clean, neat and groomed. The length and the style of the hair shall not be excessive, eccentric or extreme as to draw unnecessary attention or look unprofessional in uniform. Hair coloring must look natural (unnatural hair coloring such as green, purple, blue, etc.) are not permitted. Hair sculpting and “carving” is not allowed. Hair, when combed, brushed, picked, blown, teased, styled or otherwise worn, will not exceed two inches (2”) in height. It shall not interfere with the safe and proper use and operation of an SCBA, respirator, proper use of PPE, head gear or the operation of any equipment at any time.

Males

Hair shall be worn to the general shape of the head and may be worn to the top of, but may not extend beyond the top of the collar

Females

The style of grooming will present a neat appearance. Hair ornaments such as ribbons shall not be worn. Pins, combs or barrettes may be worn as long as they are of black or dark blue color.

Jewelry/Tattoos/Body Art

Tattoos/Body Art

- Visible tattoos shall not be offensive in nature as determined by consensus of the officers and Fire Chief.

Jewelry

- Uniformed personnel are permitted to wear earrings. Large hoops, dangling, or other types of piercing that may cause injury in the course of duty, or compromise the SCBA face-piece are not allowed.
- The wearing of finger rings are allowed as long as they are of such design that under no circumstances will they interfere with the operation of any equipment, cause undue attention or look unprofessional.
- Necklaces or chains worn about the neck are permitted as long as they are of such design that under no circumstances will they extend out of the clothing, cause undue attention or look unprofessional.

Each employee is responsible to uphold the professional image of the District to the community and will be held individually accountable for continuous compliance. Enforcement is incumbent upon the firefighter's immediate supervisor.

Anyone who is not compliant with this policy will not be allowed to be involved with any interior firefighting or any other situation that would require the use of an SCBA or respirator per the Respiratory Program, [section 300-02](#) of the Northside Fire District SOG's

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STANDARD OPERATING GUIDELINES

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SOG#	Section	Title
100-8	Introduction	Harassment & Discrimination

Sexual Harassment

The Northside Fire District strives to achieve excellence through its members. As such, the Northside Fire District prohibits sexual harassment; or other harassment of any type and strictly adheres to the Sexual Harassment Policy as listed in the Northside Fire District Personnel Policy.

Nondiscrimination

The Northside Fire District adheres to the nondiscrimination policy and admits qualified individuals to its membership without regard to gender, sexual orientation, marital status, age, race, color, religion, national or ethnic origin, or disability.

Violations

Any discrepancies in adherence to this policy should be brought to their immediate supervisor, or if the problem is with that particular supervisor, the next highest ranking officer in the chain of command who will investigate the matter.

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STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	2
SOG#	Section	Title
100-10	Introduction	Photography & Electronic Imaging

Purpose

To establish a guideline for the management of photographs and electronic images taken by Northside Fire District employees to guarantee professionalism, privacy rights of department employees, patients, fire victims, and the public that we serve.

Scope

This applies to all Department employees and all Department owned photography, audio and/or video recording equipment, recording media device or any other electronic imaging and/or recording equipment at the scene of any incident, including mutual aid calls for service, and/or any training, official Department function, or activity. Violations of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.

Guideline

- An employee may use a personal phone, camera, recording device, etc. at an incident scene, training, or department function. Images or recordings taken will not violate anyone's privacy or HIPAA rules. Documentation of an incident scene may have information of value and will be made available to any investigation of that incident. Any recordings done while on duty (career or volunteer) will not be shared to social media, or disseminated to any other parties without permission of the Fire Chief and/or Public Information Officer (PIO).
- All scene photography/video shall be for clinical, documentation, investigation, or training purposes only. Use of this material will be at the direction of the Fire Chief and/or PIO.
- All photographs and images containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation. Any images with this identifying information may **NOT** be released by the district to the public or news media in accordance with HIPAA privacy laws.
- Images with address numbers/information, vehicle plate numbers, mailboxes with identifying information, or any other material that could have names, addresses, phone

numbers, or any other identifying information should be avoided unless it is within the course and scope of duties of the employee during an official department investigation.

- Any and all on scene images and/or any other images taken by an employee in the course and scope of their employment are the sole property, and under the control of, the Northside Fire District. This includes any and all images taken inadvertently with an employee's personally owned camera, cell phone, PDA or any other recording media or imaging device.
- No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, emailed, posted, shared, reproduced, or otherwise distributed in any manner other than official department business.

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

SECTION 2



EMPLOYMENT

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	1
SOG#	Section	Title
200-1	Employment	Hiring Process

APPLICATIONS:

The Northside Fire District has an open application process and is continually accepting applications. An employment application may be obtained from the main office during regular business hours Monday through Friday or on regularly scheduled training nights. Completed applications can be returned to the same place.

PROCEDURE:

1. Once an employment application is received, the officer in charge shall check to make sure the applicant can fulfill department response and standards.
2. If the applicant is able to meet department response and training standards the applicant will be contacted to set up an interview with the interview panel.
3. After the interview, a criminal and employment background check is initiated. The results are forwarded to the officer in charge and the Fire Chief for review.
4. *The fire department shall develop a policy that candidates be tobacco-free upon appointment and throughout their length of service to the department. * NFPA 1500 12.2.3.2 2021 Edition.**
5. Upon approval from a captain and the Fire Chief, the applicant is offered conditional employment.
6. A physical exam will be required within the first 3 months of active participation with the department. The department will cover the cost of the exam if done through the physician/physician's assistant the department has contracted with. A volunteer may use their own physician, the exam must cover all components of the assessment covered in the department's exam, the department will reimburse the cost of the exam up to the current cost of the exam with department's provider. An employee covered by the CBA will abide by terms of that agreement, using the department's contracted physician/physician's assistant.
A candidate or employee that fails the exam will need to work out a solution with admin on a case by case basis.

Probationary Period

After passing the above steps, an employee is hired on a probationary status for the period of one (1) year from the official date of hire. This probationary period may be extended for any reason at the discretion of the Fire Chief or designee at any time, unless employee is covered by the Collective Bargaining Agreement.

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STANDARD OPERATING GUIDELINES

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SOG#	Section	Title
200-2	Employment	Conduct

INDIVIDUAL EXPECTATIONS OF CONDUCT:

- All employees must abide by the guidelines of this Department and the Personnel Policy.
- Employees must not be involved in any criminal activity of any kind, directly or indirectly.
- It shall be the responsibility of all personnel to meet and maintain minimum attendance requirements for trainings, shift work, and emergency calls to keep status as **active**. If you are unable to meet the minimums you will be designated as **support** status (see section 200-5). Active and support statuses will each have benefits as determined by the department and can vary at times and between the status levels.
- No employee shall appear at a meeting, training, or alarm, under the influence of a controlled substance and/or alcohol. This is grounds for discipline and/or immediate termination.
- No employee shall wear official Department uniforms or emblems in an inappropriate manner and not wear anything that will deter from the efficiency, good conduct, wellbeing or reflect upon the Department in a negative way. Employees must be dressed appropriately while responding to calls.
- Employee honesty, conduct, and appearance are a very important part of the Department and the image that we extend to the community at large. Poor professional conduct, being dishonest, or having a poor appearance has a negative impact on professionalism that erodes the relationships we have with the community and the fire service industry. Conduct should always be governed by treating all persons in a manner that one would want to be treated in any given circumstance that reflects positively on the individual employee as well as the entire organization at all times.
- Employees are held to a higher standard of conduct and professionalism. Since the conduct of an employee, on or off duty, may reflect directly upon the Department, an employee must at all times conduct themselves in a manner which does not bring discredit to themselves or the District. All members of the Department are expected to conduct themselves in a professional manner so as to reflect positively on the Department at all times.

Weapons

Under no circumstances is any employee, while on duty, allowed or authorized to carry a weapon without the consent of the Fire Chief in writing. Employees are allowed to carry a knife or utility knife to facilitate a rescue.

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STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	2
SOG#	Section	Title
200-3	Employment	Employee Discipline

PURPOSE

This guideline is to establish a standard for discipline of all employees of the Northside Fire District. This will establish a basis to deliver discipline when deemed necessary and to define the disciplinary actions available by the Northside Fire District.

SCOPE

This guideline will apply to all employees of the Northside Fire District including administrative and support staff.

GUIDELINE

Discipline of all District employees is explained in the Northside Fire District Employee Manual. This employee manual governs all Employees. Below are the options of discipline that the Fire Chief, or designee, could exercise if deemed necessary. The District utilizes a progressive system of discipline which may start at any point and progress to more serious steps at the sole discretion of the District. The types of discipline utilized are as follows:

Oral Warning

The problem shall be discussed with the employee, including the expected corrective action. The employee shall be informed the discussion is an oral warning . The availability of the employee assistance resources should be identified at this time. Documentation must be maintained in the employee file of the specifics of the problem and the employee's agreed-upon corrective action. This documentation shall be signed and dated by both the employee and the Chief or designee. The Chief or designee must state anticipated action if no improvement is seen within a specific time period and must follow up with the employee.

Written Reprimand

A written statement of the problem(s) and corrective action shall be prepared and discussed with the employee. The availability of employee assistance resources should be identified at this time. Documentation must be maintained in the employee file of the specifics of the problem and the employee's agreed-upon corrective action. This documentation shall be signed and dated by both the employee and the Chief or designee. The Chief or designee must state anticipated action if no improvement is seen within a specific time period and must follow up with the employee. A copy of the written statement is to be provided for departmental records and the employee's personnel file.

Suspension without pay

An employee may be suspended without pay for a period determined by the Chief or designee in their sole discretion. Employee assistance resource participation as a condition of continued employment may be appropriate at this time. Documentation must be maintained in the employee file of the specifics of the problem and the employee's agreed-upon corrective action. This documentation shall be signed and dated by both the employee and the Chief or designee. The Chief or designee must state anticipated action if no improvement is seen within a specific time period and must follow up with the employee. A summary of the problem including all pertinent facts, documentation and a return-to-work date will

be filed in the employee's personnel file.

Demotion

This action may be used when performance is significantly deficient, but other traits and skills are acceptable in another position. Documentation must be maintained in the employee file of the specifics of the problem and the employee's agreed-upon corrective action. This documentation shall be signed and dated by both the employee and the Chief or designee. The Chief or designee must state anticipated action if no improvement is seen within a specific time period and must follow up with the employee.

Discharge

This disciplinary action will be used when deemed necessary by Northside Fire District Commissioners, or a designee of their choosing per Idaho code*.

*Idaho Code 31-1417 CORPORATE POWERS AND DUTIES OF BOARD OF FIRE PROTECTION COMMISSIONERS, subsection (6): *To hire, pay, promote, discipline and terminate district employees, contractors and agents, or delegate such powers.*

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	1
SOG#	Section	Title
200-4	Employment	Alcohol/Controlled Substances

PURPOSE

To establish a guideline to ensure no employee is under the influence of any effects of alcohol, controlled substances, or medications that may impair ability to function any time while on duty.

SCOPE

This guideline shall apply to all Department employees while on duty.

GUIDELINE

Alcohol, Controlled Substances, and Medications

All alcoholic beverages or other controlled substances/medications are not allowed to be consumed under any circumstances on, or in any District property, facility, or vehicle. Alcohol used for cooking purposes, e.g. wine, can be used in such a manner that through the cooking process the alcohol content itself will have evaporated off.

Employees should be well rested and not under the influence of any substance that would impair judgement and reaction skills. A blood alcohol level of .03 and above will be considered *impaired* for the purpose of emergency response to fire/medical calls.

Any employee, who acts in an official capacity while perceived to be under the influence of a drug, including alcohol, will be relieved of their duties and be suspended from active duty until the incident is reviewed by the Fire Chief and/or designee.

No person shall be permitted to drive, operate, or ride in any District owned vehicle while impaired.

Non-compliance will be grounds for disciplinary action up to dismissal

Any employee that is found to be possession of any illegal drugs, paraphernalia, or other contraband, or convicted of any related crime(s), shall be subject to discipline up to and including termination.

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Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	3
SOG#	Section	Title
200-5	Employment	Employment Requirements

PURPOSE

This guideline is to establish minimum requirements of all employees in order to be eligible for employment with Northside Fire District. Each employee shall meet these minimum requirements as listed in this guideline.

SCOPE

These requirements shall apply to all employees of Northside Fire District.

MINIMUM REQUIREMENTS

- Possess and maintain a valid driver's license
- Be at least 18 years of age
- Graduated high school or equivalent.
- No felony criminal record and be able to pass an employment/criminal background history check
- Completion of Department Orientation Packet.
- Ability to speak, read and write the English language

Certifications Required Within the First Year

- State of Idaho Fire Essentials*
- Current CPR certification
- FEMA IS-700: NIMS, An Introduction
- FEMA ICS-100: Introduction to Incident Command System
- Hazardous Materials Awareness or higher

*If a class is available within the time frame, course must be completed at the first available time offered within the county.

Valid Driver's License

Each employee shall possess and maintain a current and valid Driver's License for the duration of his/her employment. If an employee has the driver's license suspended, revoked, or expired, he/she may be suspended from all duty and training until the driver's license becomes valid. Employees are required to notify the Fire Chief or designee immediately if this occurs.

Personal Information Packet

Each employee is required to have a current Personal Information Packet on file for the duration of his/her employment. Only the Emergency Contact Form of this packet is mandatory. Employees must have a list of contacts on file in the event of an emergency or an on-duty injury. If this should happen, the Fire Chief or senior Fire Officer of the Department shall notify the contacts listed in the order listed of the situation. This list shall be reviewed annually, or updated when information changes, to keep the most current information on file. The rest of the packet is optional, however highly recommended. The information provided to the Department will be of extreme comfort to the family, and this agency, in fulfilling the employee's wishes in case of a line of duty serious injury or death.

MINIMUM ATTENDANCE REQUIREMENTS

Individual performance shall be evaluated each quarter to show participation in training attendance, shift work, and call attendance. This evaluation offers a periodic status check of individual performance. Based on this information, the individual can see if he/she needs to increase performance to meet the minimum annual requirements to be designated **active status**.

The minimum attendance requirements for active status are:

All personnel shall attend **50%** of the scheduled monthly training annually

All volunteer personnel shall complete 12 hours of shift work a month with a minimum of 4 hours per session.

Training Attendance

Personnel must maintain a minimum attendance to all twice monthly scheduled training of at least **50% annually**.

- At the end of each quarter, a review of volunteer activity shall be conducted. This review is to be a status check of individual attendance to trainings and performance. Those with less than **50%** attendance of training, or poor performance will be considered for a change in status.

If at the end of thirty (30) days beyond the quarter there is no contact from the volunteer they will be automatically moved from active service to support status. It is up to the volunteer to be proactive in this regard to keep active status. It is the discretion of the fire officers and/or Fire Chief if the individual shall continue to be eligible to respond after this time.

Excused Absences

If unable to attend scheduled trainings personnel must notify a fire officer to be excused.

The following are considered excused absences:

- Sickness (family/children included)
- Work (full-time job)
- Vacation or out of town
- School meetings/functions

- Family emergency or activity
- Higher Education classes (other than fire/EMS related)
- Approved Department training (out of town, special classes, etc.)
- Any other special circumstance approved by the Fire Chief and/or captains.

When an individual gives notification of an excused absence, it shall be noted on the Roll Call Sheet next to their name so it can be recorded. If an individual does not properly notify a fire officer that they will not be attending training for any reason listed above, it shall be recorded as an **UNEXCUSED** absence.

NOTE: It is possible for an individual to have several excused absences and be below the minimum attendance requirements for training. Any individual who is below 50% attendance and has excused absences for those trainings missed due to the circumstances listed above, shall be considered in compliance. The Fire Chief and/or captains shall determine on a case-by-case basis how many excused absences are acceptable. If attendance is not at an acceptable level, an employee may be placed on a leave of absence or placed on suspension until that person can improve their attendance levels.

Proof of Attendance

Proof of attendance is required to receive credit for required training hours. Employees must submit a copy of the license, diploma, certification or completion certificate for proof of attendance. The amount of training hours must be on the paperwork. Any submitted proof of training hours shall be placed in his/her training file.

Some outside training, if approved, may qualify for partial payment by the Department depending on circumstances and available funding. Usually, the Department will pay for part of the cost such as wages, tuition or lodging expense but not the entire cost. The decision of what part the Department shall pay for, if any, is at the discretion of Fire Chief or designee.

Non-Compliance of Training Attendance Requirements

If an employee fails to give notice for three (3) or more consecutive absences, the employee shall be considered to have voluntarily resigned from active status and shall be moved to support status.

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

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09/15/21	08/21/21	2
SOG#	Section	Title
200-5.1	Employment	Support Status

PURPOSE

This guideline is to establish minimum requirements of compensated employees/volunteers in order to be eligible for **Support Status** employment with Northside Fire District. Each employee shall meet these minimum requirements as listed in this guideline.

SCOPE

These requirements shall apply to compensated employees/volunteers of Northside Fire District.

MINIMUM REQUIREMENTS

- Possess and maintain a valid driver's license
- Be at least 18 years of age
- Graduated high school or equivalent.
- No felony criminal record and be able to pass an employment/criminal background history check
- Completion of Department Orientation Packet.
- Ability to speak, read and write the English language

Certifications Required

Certification will be dependent upon the support job you would like to perform.

- EMS Support:
 - Must possess and maintain a valid Idaho EMT-B license*
 - Must be signed off to respond, this process will vary per individual, but you will be required to do ride along time with the crew.
 - Must attend ongoing EMS based training with Northside Fire, minimum of 4 trainings per year. Computer based CE credits do not apply for required annual didactic training.
- Tender Support:
 - Initial approval, need to complete 60 documented hours of driver training with Northside Fire.
 - Ongoing approval, need to have 12 documented hours of driver training annually.
 - Must be able to operate all components, including operating the pump for discharge and drafting, of the tender you are requesting approval to operate.
 - Must perform a minimum of 5 complete rig checks annually per apparatus you are requesting approval to operate.
 - Must attend tender shuttle training with Northside Fire.
- Engine Operator:

- Initial approval, need to complete 60 documented hours of driver training with Northside Fire, and successful completion of IFSAC Driver Operator/Pumper course.
- Ongoing approval, need to have 12 documented hours of driver training annually.
- Must be able to operate all components, including operating the pump for discharge and drafting, of the engine you are requesting approval to operate.
- Must perform a minimum of 5 complete rig checks annually per apparatus you are requesting approval to operate.
- Must attend engine operations training with Northside Fire.
- Wildland Firefighter:
 - Initial approval, successful completion of S-130, S-190, and L-180 course, and pass arduous work capacity test.
 - Ongoing approval, complete annual refresher RT-130, and pass arduous work capacity test.

Valid Driver's License

Each employee shall possess and maintain a current and valid Driver's License for the duration of his/her employment. If an employee has the driver's license suspended, revoked, or expired, he/she may be suspended from all duty and training until the driver's license becomes valid. Employees are required to notify the Fire Chief or designee immediately if this occurs.

Maintaining Support Status

It is the employee's/volunteer's responsibility to maintain the minimum requirements to be considered an active Support Status member.

Excused Absences

If unable to attend scheduled trainings pertaining to the category of your support status designation, it is the responsibility of the employee/volunteer to notify a fire officer to be excused.

Non-Compliance of Training and Maintenance Requirements

If the compensated employee/volunteer fails to attend required trainings and/or maintenance requirements the compensated employee/volunteer will be considered to have voluntarily resigned from Support Status and Northside Fire District, and will be required to return all issued gear within 7 days of departure. The support status of the compensated/volunteer employee will be reviewed quarterly by an officer(s) and/or chief per individual. However, any compensated employee/volunteer that goes 90 days without attending any training, performing required rig checks, or contacting an officer or chief as to their status will be considered to have voluntarily resigned and be required to return all issued gear within 7 days of departure..

*If licensed at EMT-A or EMT-P due to our licensure you can operate at EMT-B level only when responding as a Northside compensated employee/volunteer.

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	1
SOG#	Section	Title
200-6	Employment	Performance Evaluations

PURPOSE

This guideline is to establish a minimum standard of performance to be an employee of the Northside Fire District. This will establish minimum competency levels to maintain in order to continue to be an employee in good standing.

SCOPE

This guideline shall apply to all members of the Northside Fire District up to and including the Fire Chief. Evaluations shall be performed annually, typically in the beginning of the year as to set goals and standards for the individual firefighter to accomplish. Firefighters shall be evaluated every three (3) months while on probation.

GUIDELINE

Evaluations are performed to give each firefighter an idea and a comparison of their performance and compliance with minimum standards set by the Department. These evaluations are a tool to counsel and motivate firefighters to meet/exceed the minimum standards and reach individual achievements. These performance evaluations are to improve on department goals, as well as individual goals, to become an outstanding firefighter.

Volunteer probationary firefighters will have a performance review every three months for their first year by their assigned mentor or officer. All employees will be evaluated annually. Career personnel shall be evaluated by the Fire Chief. The Commissioners shall evaluate the Fire Chief.

Copies of the Evaluation Form will be given to the firefighter for his/her records and personal motivation. A copy shall also be placed in his/her permanent personnel file.

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	2
SOG#	Section	Title
200-7	Employment	Orientation

PURPOSE

This guideline is to establish a uniform standard of training for new employees of the Northside Fire District. This standard creates a foundation from which the new employee can build on and become familiar with District policies and procedures.

SCOPE

This guideline shall apply to all employees of Northside Fire.

GUIDELINE

All Department employees shall be involved in ongoing training and education. All personnel shall have a complete understanding of Department equipment and be competent in their operations, for their designated position. Each person shall be responsible to keep proficient in all duties as applicable for their status. All personnel shall be responsible to attend regular trainings and scheduled higher education classes and seminars to do this. From time to time, competency checks will be done to help assure a safe and smooth operating department.

Mentoring Program

The Department has established a mentoring program that pairs all new recruits with a senior firefighter or officer to mentor them, typically during the time of their probationary period. The assigned mentor has the role of guiding and assisting the recruit. One of the tasks is to see that the new employee become familiar with Department policies and procedures by completing the Orientation Packet. Another task is to guide and oversee the recruit through the Probationary Packet. The mentor can assign other crew members to work on skills or training evolutions with the recruit, but it is the mentor's responsibility to make sure that the Probationary Packet is being completed properly. The mentor is there to answer any questions and to help the new employee along the way in the first few months to adjust to the Department and introduce the recruit to the rest of the personnel. This helps the new employee to fit in and encourages team building. It is also a good review for the mentor.

Mentors shall be assigned to new employees by an officer. Mentors should lead by example, be very familiar with policies and procedures, and be in good standing with the Department. The mentor shall also accept some personal responsibility to assist the new employee in the adjustment of becoming a firefighter.

Evaluations

Recruits shall be evaluated after three (3) months of employment by their assigned officer and/or mentor. This evaluation shall serve as a status check for the recruit to show what progress has been made since he/she started and to establish goals for the recruit to strive for. The assigned mentor should be a part of this evaluation process to provide information as to the status of the recruit.

ORIENTATION PACKET

Each new member will be given an orientation packet that highlights sections of the Standard Operating Guidelines and will familiarize the recruit on policies, equipment, procedures, and housekeeping topics that are not covered in the SOG book. The orientation packet shall be read through, acknowledged and signed by the recruit prior to issuing any logins to our internet-based programs, gear, equipment, and uniforms.

This packet will cover the following information, but not limited to:

- Chain of Command – both in station and on an emergency scene
- Housekeeping Items
 - Training schedule
 - Station tour
 - Traffic patterns, entrance and exit to parking lot
 - Door combinations and any keys needed
 - Phone numbers and phone procedures
 - Station cleaning (actual housekeeping)
- Conduct
- Firefighter Safety

PROBATIONARY PACKET

The probationary packet is comprehensive packet designed for the cadet's first year to provide proper and in depth training to be able to promote from the rank of cadet to rank of firefighter after the successful completion of the packet.

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	6
SOG#	Section	Title
200-10	Employment	Uniforms

PURPOSE

To establish a set of standards for the issuance and wearing of the Northside Fire District uniform to facilitate the best possible public image while on-duty, and when conducting all other official Department business. The intent of this guideline is to outline the appropriate uniform requirements for all employees. All Department supervisory personnel are responsible for the enforcement of these guidelines.

SCOPE

This guideline shall apply to all employees of the Northside Fire District. There shall be no variations to this policy without permission from the Fire Chief or designee.

GENERAL

- All uniforms shall be kept clean, neat and professional at all times. Each employee shall be responsible for cleaning and general care of the uniform. If Department issued items are getting worn or are in need of repairs or replacement, an officer should be notified ASAP.
- All clothing and equipment furnished to employees shall remain property of Northside Fire District and returned upon leaving the Department with the exception of personalized items. Employees may be held liable for any items lost or destroyed.
- Uniforms shall only be worn for the official Department functions while on duty, or when representing the Department during fire prevention, inspections or other public functions, or any other time specified by Northside Fire District.
- There will be no additions, subtractions or alterations to the uniform without approval of the Fire Chief or designee
- Uniform shirts shall not be worn in taverns/bars unless your presence is required by your duties
- Only the approved materials listed in this policy are allowed to be worn on the uniform. No extra pins, patches, emblems, or insignias are allowed without prior approval of the Fire Chief
- The Fire Department issued badge and identification, or any misrepresentation of such will be grounds for immediate dismissal. This applies to all t-shirts, jackets, hats or any other clothing with the Northside Fire District identification of any kind issued or purchased by the employee.
- The Fire Chief, or designee, must approve BEFORE the department name and/or logo is used in or applied to any poster, billboard, fire prevention and or public education materials, or clothing.

DRESS

Business or casual dress uniform worn for public education, events, meetings or any other activity ordered by the Fire Chief or designee

- Dress uniform shirt-long sleeve or short sleeve
 - Navy Blue Long Sleeve – October 1 – March 31
 - Light Blue – April 1 – September 30
 - White-Chief of Department, Assistant Chief
- Uniform pants-EMS pants are not allowed (cargo pockets)
 - Navy blue-Firefighters, Lieutenant, Captain
 - Black-Chief of Department, Assistant Chief
- Station/work shoes or duty boots
- Socks
- Badge, nametag, appropriate collar pins/insignias

DUTY

Class C Uniform-Casual duty uniform worn for duty details or station events as ordered by the Fire Chief of Designee.

- Short or long sleeve shirt, sweatshirt, or job/work shirt or polo shirt
- Shirt shall have the Department logo sewn, silk screened, or embroidered on left chest
- “Northside Fire District” sewn, silkscreened, or embroidered on back is optional
- Uniform pants-EMS pants are optional (cargo pockets)
- Station/work shoes or duty boots

Department Issued Items

The Department shall issue the following items:

- Badge-appropriate to rank
- Nametag – color and style appropriate to rank
- Uniform Shirt - color appropriate to rank
- Department and American flag patches
- Collar pin-insignia – appropriate to rank
- Duty Boots
- Uniform Belt

REQUIREMENTS

Badges

- Only the Department issued badge will be worn unless approved by the Fire Chief or designee
- Color appropriate to rank
 - Silver – Firefighter, Lieutenant, Captain
 - Gold – Assistant Fire Chief, Chief of Department
- Shall be worn above the left pocket of the Dress.
- Shall not be used or displayed in any other capacity other than official Department business.
- Shall only be worn on the dress uniform shirt.
- Employees are not allowed to carry a badge in their wallet or by any other means without prior approval of the Fire Chief or designee
- Employees are not allowed to purchase their own badges without approval of the Fire Chief.

Patches

- Only the Department issued patch will be worn unless approved by the Fire Chief or designee. The Fire Department patch should be sewn on the left shoulder ½ inch from the top of the shoulder seam and centered from front to back
- An American Flag shall be worn on the right shoulder ½ inch below the shoulder seam and centered from front to back. The proper flag orientation shall be the blue field of stars shall be in the upper right corner, or as if the flag is being carried.
- The Department and American flag patches shall be worn on the dress uniform
- No other patches can be sewn onto the uniform without approval of the Fire Chief or designee

Collar Pins

- Only Department issued collar pins will be worn unless approved by the Fire Chief or designee.
- Appropriate rank insignia is to be on the front edges of the collar, at a right angle to the bottom of the collar.
- Single and double bugles are to be worn at a 45 degree angle to the bottom of the collar with the wide end of the bugles pointing down towards the point of the collar.

The collar pin rank insignia of the Department is as follows:

Fire Chief	-5 gold bugles (scramble)
Assistant Fire Chief	-4 gold bugles (scramble)
Captain	-2 silver bugles (not crossed)
Lieutenant	-1 silver bugle
Fire Inspector	-Fire Inspector Insignia
Firefighter	-No collar insignia

Nametag

Only the Department issued nametag will be worn unless approved by the Fire Chief or designee

- Nametag size of 3/8 inch height x 2.25 inch length
- Color should be appropriate to rank:
 - Gold – Chief, Assistant Fire Chief
 - Silver – Staff Officers, Firefighters
- Nametag should have employee's fire initial of first name and full last name in black lettering
- Nametag shall be worn centered at the top of the right pocket on the Dress uniform.

Uniform Shirt

- Only the Department approved uniform shirt shall be worn unless approved by the Fire Chief.
- Uniform shirts shall be one solid color throughout, standard pocket style, cotton/polyester blend.
- Additional shirts may be purchased at the employee's expense
- Uniform shirts must be kept clean and free of tears, stains and must not be faded
- Shirt tails shall be tucked in at all times
- All buttons shall be fastened except for the collar button unless a necktie is worn
- Shirt color shall be in accordance to rank:
 - White – Chief of Department, Assistant Fire Chief
 - Grey - Lieutenant, Captain
 - Navy Blue-Firefighters

Undershirts

- Shall be white in color, if worn. No other colors are allowed.
- Shall not be visible outside the uniform shirt except at the collar
- The sleeves of the undershirt must not be lower than the uniform shirt sleeves
- No patterns or colors shall be visible through the uniform shirt or at the collar area.
- The collar of the undershirt shall not be stained, faded or stretched out

T-Shirts/sweatshirts/duty shirts

- The shirt shall be black with the department patch heat transferred to the front left chest area and "Northside Fire District" heat transferred on the upper back of the shirt
- The shirt may be worn during calls for service for identification and scheduled trainings/meetings
- T-shirts/sweatshirts may be worn with the uniform pants as the Class C uniform, or in-station uniform, for casual dress for certain activities that do not require the dress uniform shirt

Uniform Pants

- Pants color shall be appropriate to rank
 - Navy Blue-Chief, Assistant Chief, Lieutenant, Captain, Firefighter
- Dress uniform pants shall be worn with dress uniforms. Jeans are not acceptable

- EMS pants with cargo pockets are optional for the Class C uniform and must comply with this policy
- Pants must be kept neat and free of holes or tears and cannot be in disrepair
- Pant cuff must hang over the top of the shoes when standing

Shoes

- Shoes should be solid black in color, not be lower than the pants cuff, and shall be polished.
- Duty boots can be worn for Class B and C uniforms
- Socks are required

Belts

- Belts are provided by the District and shall be worn while in uniform.

Uniform Jackets

- Uniform jackets must be navy blue in color for all ranks
- A department patch and an American flag will be sewn on the shoulders in compliance with the listing above
- The department issued badge will be worn in compliance with the listing above
- The department issued name tag will be worn in compliance with the listing above
- No other pins, patches, insignias or labels are allowed unless approved by the Fire Chief

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	8
SOG#	Section	Title
300-02	SAFETY	RESPIRATORY PROTECTION PROGRAM

PURPOSE

Northside Fire District recognizes that occupational respiratory hazards may exist during routine and emergency operations. These hazards can be in the form of harmful dusts, fogs, mists, vapors, fumes, gases, smoke, and airborne diseases. In some cases these hazards may represent an Immediately Dangerous to Life or Health (IDLH) condition.

SCOPE

This guideline shall apply to all Department employees while on duty working in or near an IDLH atmosphere, or any other time the Incident Commander, Incident Safety Officer, fire officer, crew chief or designee determines respiratory protection is required.

GUIDELINE

The goal is to utilize any or all of the following to ensure proper respiratory protection throughout an incident.

- Engineering controls.
- Administrative controls.
- Respirators.

Engineering controls, such as forced ventilation can be utilized to remove the contaminated air from the work area; however, engineering controls are not always feasible for some of our operations.

Administrative controls are to limit the persons' exposure time in the contaminated area and require accurate monitoring of exposure levels.

In situations where engineering controls have not completely controlled the identified hazards, or the administrative controls do not sufficiently reduce exposure levels; respirators and other protective equipment must be used.

DEFINITIONS

Breathing Air Compressor: (BAC) breathing air compressor system utilized to fill breathing air cascade bottles and cylinders.

Fit Test: To qualitatively or quantitatively evaluate the fit of a respirator on an individual with the same make, model, style and size respirator that will be used.

High Efficiency Particulate Air: (HEPA) filter, which is at least 99.97% efficient in removing mono-disperse particles of 0.3 microns in diameter.

Immediately Dangerous to Life or Health: (IDLH), an atmosphere concentration of any toxic, corrosive or asphyxiates substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.

Inhalation: The introduction of a chemical or toxic product of combustion into the body by way of the respiratory system.

Oxygen Deficient Atmosphere: An Atmosphere that contains oxygen content less than 19.5% by volume.

Qualitative Fit Test: (QLFT), checks leakage in the respirator through the use of nontoxic substances that the user can taste if the respirator doesn't fit properly.

Quantitative Fit Test: (QNFT) uses instrumentation to test the fit of the respirator.

Respiratory Protection: Equipment designed to protect the wearer from the inhalation of contaminants. Respiratory protection includes positive pressure self-contained breathing apparatus (SCBA), positive pressure airline respirators (SARs), and air purifying respirators.

Self-Contained Breathing Apparatus: (SCBA). A positive pressure atmosphere-supplying respirator in which the breathing air source is carried by the user.

Tuberculosis: TB, a lung infection spread by aerosolized droplets in the air, usually the result of coughing and sneezing.

GENERAL USE PROCEDURES

- A firefighter shall not wear a beard or have facial hair that comes in contact with a face piece seal if the firefighter's duties require him/her to use a SCBA.
- If a firefighter wears glasses, the firefighter shall use frames that do not pass through the seal area of the face piece.
- Respiratory equipment shall be used following the manufacturer's recommendations.
- Department personnel shall only use respiratory protection equipment issued, or otherwise approved by the Department.

Firefighters using SCBA shall operate in teams of 2 or more members who are:

1. In communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities; and
2. In close enough proximity to each other to be able to provide assistance in case of an emergency.

RESPONSIBILITIES

Employee Responsibilities

- All employees have the responsibility to learn and follow this guideline.
- It shall be the responsibility of each individual employee to wear or use the proper personal protective equipment (PPE) and clothing when and where it is appropriate to do so while on-duty. "*On-duty*" is defined as any time an employee is doing normal duties such as responding to calls, doing maintenance, public education, training, public service, or any other official Department business; or when the employee is acting in any other official capacity of Northside Fire District.
- The individual employee shall keep this equipment in good working order and be ready for immediate use at all times.
- Each firefighter is responsible for cleaning and disinfecting his/her face piece.
- The employee shall notify a superior as soon as possible if the equipment, either issued or supplied, is missing, broken, worn out, expired, in disrepair, or otherwise not working properly for repair or replacement.
- Each employee is responsible to make sure the protective equipment or clothing is worn/used in the proper manner according to Department guidelines as well as manufacturer's recommended guidelines. A failure to not wear/use the equipment properly could result in injury or even death.

Department Responsibilities

- It shall be the responsibility of the district to provide employees who work in dangerous environments with personal protective equipment.
- Assure that an effective fit testing program is in place and fit testing is conducted a minimum of once a year for all firefighters whose responsibilities require them to wear SCBAs and/or SARs.

- Provide training that is understandable to personnel who are required to wear respiratory protection.
- The Department shall furnish its personnel with the appropriate level of respiratory protection equipment to meet the anticipated respiratory hazard:
 1. Provide self-contained breathing apparatus (SCBA) and require firefighters to use that apparatus in any area where the atmosphere is hazardous, is suspected of being hazardous or may become hazardous.
 2. Provide all firefighters working below ground level or inside any confined space with SCBA and require them to use that apparatus unless the safety of the atmosphere can be established by testing and continuous monitoring.
 3. Assure that all sources of compressed gaseous breathing air, such as compressors, used for filling SCBAs are tested to assure their compliance with air standards.
 4. Hydrostatically test each breathing air cylinder/tank within the time limits specified by the manufacturer of the apparatus and by federal, state or local agency with jurisdiction over the possession and use of the apparatus.
 5. For protection against TB, H1N1, Cov-Sars-2 (Covid-19), or other airborne pathogens, the Department shall provide a High Efficiency Particulate Air (HEPA) filter, an N-95 respirator mask or other approved respirator device and requires personnel to use these items to help minimize significant exposure to TB and other airborne diseases when responding to and caring for patients with suspected or known airborne diseases.

COMPLIANCE

ALL SCBA placed into service after April 1, 1991, shall meet NFPA 1981 and shall be of the positive pressure type only.

1. All SCBAs must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification.
2. All supply air tanks for SCBAs shall have a minimum NIOSH Service Life Rating of 30 minutes.

3. Compressed breathing air in a self-contained breathing apparatus cylinder or a supplied air respirator cylinder shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989
4. Compressed air cylinders must be hydrostatically tested in accordance with *NFPA* regulations by a qualified contractor. (*NFPA 1852-25 Annex C.2.2*)
 - Every five (5) years for aluminum and steel bottles, for an unlimited lifetime for as long as the bottle is able to pass the test.
 - Every five (5) years for composite bottles manufactured AFTER 1-1-01, for a maximum lifetime of fifteen (15) years from original test date.

FIT TESTING

A qualitative fit test shall be used to determine the ability of each employee to obtain a satisfactory fit with a negative pressure respirator. These tests should be done annually according to 29 CFR 1910.134 and records of these tests shall be kept on file. The Fire Chief has responsibility to enforce the facial hair policy as it relates to the use of the respirator. If an employee has corrective lenses, glasses, or goggles, it shall be worn in such a manner that it does not interfere with the seal of the face piece to the face of the user. An option is Department supplied prescription lenses in a spectacle kit to fit inside the face piece.

- Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere.
- Only members with a properly fitting SCBA shall be permitted to function in any area where the atmosphere is hazardous, is suspected of being hazardous or may become hazardous.
- The face piece seal capability of each member qualified to use SCBA shall be verified by qualitative or quantitative fit testing on an annual basis and:
 1. Upon request.
 2. When there are changes in the employee's physical condition that could affect respiratory fit (e.g. body weight, facial features, etc.)

3. Anytime new types of SCBA are issued.

- Personnel will be fit tested with the same make, model, style and size of respirator that they will use in performing their assigned duties. Qualitative Fit Testing (QLFT) and Quantitative Fit Testing (QNFT) procedures shall comply with OSHA 1910.134

TRAINING

- Training shall be provided a minimum of once a year to personnel who are required to wear respiratory protection.
- Respiratory protection training shall be provided to all personnel prior to being assigned duties that require respiratory protection.
- Retraining shall be provided anytime:
 1. A new make, model, style, size or type of respirator is issued.
 2. A need has been identified to ensure safe respirator use.
 3. Respiratory training shall be considered effective when personnel can demonstrate knowledge of:
 - Why the respiratory protection is needed
 - Limitations and capabilities of the respirator
 - How to inspect, don, check the seals, and doff the respirator
 - Use of respirator in emergency situations
 - Maintenance and storage procedures
 - Reporting damaged or defective respiratory equipment
 - Familiarity with the Department Respiratory Protection Program

MAINTENANCE

- Complete maintenance and repair records for each self-contained breathing apparatus and all air cylinders must be kept in accordance with the requirements of *NFPA* regulations.
- Each SCBA and bottle shall be cleaned and inspected after each use.

- A maintenance card shall be filled out with information on who used it and inspected it.
- SCBA face pieces shall be cleaned after each use as well as inspected for defects.
- Any defective or damaged equipment shall be reported, tagged and removed from service until repaired or replaced.
- Replacement or repairs shall be done only by experienced persons with parts designed for the respirator.
- HEPA masks shall be replaced after each use.
- This respiratory protection program will be reviewed periodically to ensure it is effective and properly implemented.

STORAGE

- All respirators shall be stored to protect against dust, sunlight, temperature extreme, excessive moisture, and damage from chemicals. They shall be packed or stored to prevent deformation of the face piece.
- Each firefighter shall be responsible for insuring the face piece is stored properly. HEPA masks shall be stored in a plastic bag or plastic container as not to cause deformation in accordance with manufacturer's recommendations.

RECORD KEEPING

- Fit Test Records shall be retained for respirator users until the next fit test is administered. The record will indicate name of person tested, make of mask, model, style and size, type of fit test, pass/fail results, and test date.
- Records shall be kept on individuals not qualified to wear respirators in their personnel files only to the extent that the individual is not respirator qualified.

- All maintenance performed on breathing apparatus shall be documented and retained for the length the breathing apparatus is in service. Reoccurring maintenance problems shall be investigated and documented.
- All hydrostatic test records of breathing apparatus cylinders shall be retained for the length the cylinder is in service.
- All maintenance performed on breathing air compressors owned by the Department will be retained for the length the BAC is in service. Results from all breathing air analysis performed on BACs will be retained for the length the BAC is in service.

FACIAL HAIR

Current designs of today's self-contained breathing apparatus face pieces have been tested and proven that it is impossible to maintain a satisfactory seal on a person with facial hair (NFPA 1500 & OSHA 1910). The face shall be kept clean-shaven in accordance with NFPA regulations and section 1-7, Facial Hair & Personal Hygiene, of the Northside Fire District standard operating guidelines.

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	4
SOG#	Section	Title
300-3	Employment	Blood Borne Pathogen Exposure Control

PURPOSE

To establish a procedure, for all Department employees, to deal with the potential exposure to a blood borne pathogen or communicable disease. Since medical history and examination cannot identify patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients, especially those that the risk of blood exposure is increased and the infectious status of the patient is unknown.

SCOPE

This policy applies to all Department employees that could be involved in any incident dealing with patient handling in any manner; cleaning of equipment used in patient care, or any other incident or circumstances where an employee could come into contact with bodily fluids. Each employee shall be familiar with this policy and shall have required annual refresher training. Training will be made available to department employees on an annual basis or when significant new information becomes available. All new members will receive training prior to being placed online.

GUIDELINE

Universal Precautions

Universal Precautions are recommended by the Center for Disease Control as a means of protection for Health care providers. Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and use of gloves to prevent gross microbial contamination of hands.

Hand washing facilities may not always be readily available. In such cases, an appropriate antiseptic hand cleaner in conjunction with clean towels or antiseptic towelettes may be used and

hand washing should be done as soon as possible. Universal precautions apply to blood and other body fluid containing visible blood.

Blood is the single most important source of HIV, hepatitis B virus and other blood pathogens. Universal precautions also apply to tissues, semen, vaginal secretions and the following fluids: cerebral spinal, synovial (joints), pleural (chest), peritoneal (abdominal), pericardial (heart), and amniotic (fluid around an unborn infant). Universal precautions do not apply to feces, nasal secretions, sputum, saliva, sweat, tears, urine and vomitus, unless they contain visible blood. However, the proper PPE shall be worn if the possibility of coming in contact with any bodily fluids exists.

Universal precautions should be the minimum precautions for all procedures in an emergency or major traumatic injury. Routine use of appropriate barrier precautions such as gloves and surgical mask should be worn as needed and protective eyewear with face shield should be worn if splashing/spraying of blood or body fluid is likely. Appropriate protective barriers shall be used to prevent exposure to blood, body fluids containing visible blood and other fluid to which universal precautions apply. From the exposure determination, the appropriate protective equipment such as, but not limited to, gloves, gowns, face shields or mask and eye protection; mouthpieces; resuscitation bag masks; pocket masks or other devices should be used.

If an employee temporarily and briefly declines to use personal protective equipment under rare situations, it must be the employee's judgment in that instance that its use would prevent or delay the delivery of health care, which could cause a negative outcome.

UNIVERSAL PRECAUTIONS PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT

Gloves

- Will be worn when contact with blood and/or body fluids, mucous membranes, or non-intact skin of any patient is anticipated
- Will be worn when handling items or surfaces soaked with blood or body fluids
- Will be worn when cleaning equipment used in-patient handling
- Shall be changed between patients
- Should be changed as promptly as possible, if tearing or puncture occurs.
- Hand washing should be done after removal of gloves
- Should be discarded in a red biohazard container if contaminated with bodily fluids

Masks & Protective Eyewear

- Should be worn when the possibility of splashes or sprays of blood or body fluids are likely to occur

Cover Gowns or Aprons

- Should be worn when the possibility of a splash or spray of blood or body fluid may occur.

Hand washing shall be done

- After removing gloves
- Between patients
- After accidental contact with skin contaminated with blood or body fluids
- After each call that an employee has contact with a patient
- After cleaning equipment that was used in patient care

Needles, Syringes, or other “Sharps”

- Needles and sharps should never be recapped, manipulated, bent or broken
- Should be disposed into a puncture resistant container

Resuscitation Equipment (includes ventilation as well as suction devices)

- These devices should be cleaned and disinfected with an Environmental Protection Agency approved disinfectant

EXPOSURE CONTROL TRAINING

Northside Fire District shall ensure that training on Exposure Control is provided to the personnel of their department where occupational exposure may occur. This training shall be required within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employees. The training shall cover the following:

- A copy of the standard and an explanation of its content;
- A general explanation of the epidemiology and symptoms of blood borne diseases;
- An explanation of the mode of transmission of blood borne pathogens
- An explanation of the department exposure control plan and the means by which employee can obtain a copy

- An explanation of the appropriate method for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious material;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- Information on the types, proper use, location, removal, handling
- Decontamination and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment
- Information on the hepatitis B vaccine, including efficacy, safety method of administration, benefits, and that will be offered free of charge
- Information on the appropriate action to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color-coding systems

Cleaning and Decontamination of Equipment

Chemical germicides that are registered with the U.S. Environmental Protection Agency as “sterile” may be used either for sterilization or high-level disinfections. Medical devices that require sterilization or disinfections should be thoroughly cleaned before being exposed to the germicide and the manufactures’ instructions for use of the germicide should be followed. In addition to commercially available chemical germicides, a solution of sodium hypochlorite (house bleach) prepared daily can be used at a mixture of 1:10 dilution of water and bleach.

- Visible materials should be removed with a germicide, then decontaminate with fresh germicidal chemical after cleaning
- Gloves should be worn during cleaning and decontamination procedures.

Cleaning of Contaminated clothing

All clothing materials that are grossly contaminated with blood or body fluids are to be placed in a bag and identified as to the type of contamination. The bag should be either properly disposed of, or contents laundered in the department’s extractor or other proper laundering facility.

Environmental waste disposal

Infectious waste should be either incinerated or should be decontaminated before disposal in a sanitary landfill. Infectious waste should be placed in plastic garbage bags in the container

marked “infectious waste-biohazard”. When the container is full, the bag should be taken for disposal.

- Gloves
- Disposable equipment
- Blood or body fluid soaked materials

HEPATITIS B VACCINATION/POST-EXPOSURE EVALUATION

Northside Fire District shall make available the Hepatitis B vaccine to all employees. This vaccine is to be made available to all employees who have the potential for exposure at no cost to the employee within 10 days of employment with such duties or when the vaccine becomes available prescreening is not require. Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. Post Exposure Evaluation and follow up for all exposed employees shall be provided at no cost to employee. This should be done by a licensed health care professional. This should be done as soon as possible after an exposure. Any cost associated with post-exposure prophylaxis, counseling and evaluation of reported illnesses must be paid by Northside Fire District.

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STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	2
SOG#	Section	Title
300-04	Employment	Significant Exposure Reporting

PURPOSE

To establish a procedure for reporting a significant exposure to any blood borne pathogen and/or contact with bodily fluids.

SCOPE

This guideline shall apply to all department employees that could come in contact with body fluids either through patient care, cleaning or using equipment that was used in patient care, or contact with fluids while performing official duties.

GUIDELINE

AIRBORNE BACTERIA

In the case of possible exposure to AIRBORNE BACTERIA, Bonner General Hospital (BGH) and/or Panhandle Health District (PHD) has a mechanism in place to initiate an appropriate tracking of all exposed personnel both in the hospital and pre-hospital care providers. The infection Control Nurse from BGH or PHD will initiate this tracking mechanism upon receipt of any positive bacteriology or serology reports received from the laboratory, as deemed necessary and where applicable by law.

The Infection Control Nurse shall contact the Department of the possible exposure, who shall notify the affected employee(s). The nurse shall advise the appropriate treatment, so medical care can then be initiated at the hospital or by the personnel of their choice.

Exposure Reporting

In the case of a significant exposure to BLOOD or BODY FLUIDS, the employee shall upon recognizing the hazard, follow one of the below procedures:

- ✓ A significant exposure should be reported immediately after it occurred, or as soon as possible within 24 hours of the incident.
- ✓ An officer or senior firefighter in charge of the incident shall be notified, who in turn shall notify the Fire Chief of the situation.
- ✓ A significant exposure report form should be filled out as soon as possible so medical care can be initiated immediately
- ✓ If at the scene, the employee(s) shall initiate action by notifying the ambulance staff to notify the receiving physician at the hospital to initiate blood testing procedures of the patient for a significant exposure (if allowed by law). The employee(s) shall consider themselves and equipment out of service until decontamination is completed.
- ✓ If at the station the employee(s) should notify the officer in charge of the situation, they along with the equipment shall be out of service until decontamination of both is completed.
- ✓ If at the hospital, the employee(s) should notify the emergency room staff as soon as possible to request blood testing procedures of the patient for a significant exposure and notify the officer in charge, so that employee(s) are logged as “out of service” until decontamination if completed.

In all cases of suspected exposure..... The affected member, with the help of the officer in charge will fill out:

- The Worker’s Compensation Employers First Report of Injury of Disease.
- Northside Fire District Significant Exposure Report shall be filled out

A total of four (4) copies of the Exposure Report Form will then be generated with copies going to the following:

- The Worker’s Compensation Form
- Employee Confidential Medical Record
- Treatment Facility Medical Records
- The Employee(s)

All medical records of employees shall be retained by the department for the duration of employment, plus 30 years.

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STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	4
SOG#	Section	Title
400-01	Vehicle & Equipment	PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

To establish a guideline for the proper use and care of Department owned personal protective equipment (PPE) and/or clothing to comply with National Standards and organizations (NFPA, OSHA, etc.), State Statutes, and applicable County and City ordinances.

SCOPE

This guideline shall apply to all employees of Northside Fire District whenever they are working or considered on duty for the Department.

GUIDELINE

It is the policy of this Department to:

- Provide fire, rescue and emergency medical services to the public without regard to known or suspected diagnoses of communicable disease in any patient.
- Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material (body substance isolation).
- Provide all employees with the necessary training, immunizations, and personal protective equipment (PPE) needed for protection from communicable diseases in compliance with NFPA 1581.
- Recognize the need for work restrictions based on infection control concerns.
- Encourage participation in employee assistance and critical incident stress debriefing (CISD) programs.

Responsibilities

It shall be the responsibility of each individual employee to wear or use the proper personal protective equipment (PPE) and clothing when and where it is appropriate to do so while on duty. "*On duty*" is defined as anytime an employee is doing their normal duties such as responding to calls, doing maintenance, public education, training or any other official business.

It shall be the responsibility of the district to provide employees who work in dangerous environments with personal protective equipment. It is the responsibility of the individual employee to keep this equipment in good working order and be ready for immediate use at all times. If the equipment, either issued or supplied, is

missing, broken, worn out, expired, in disrepair, or otherwise not working properly, it is the responsibility of the employee to report this to a superior as soon as possible for repair or replacement.

Each employee is responsible to make sure the protective equipment or clothing is worn/used in the proper manner according to Department guidelines as well as manufacturer's recommended guidelines. A failure to not wear/use the equipment properly could result in injury or even death.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The criteria used to determine the use of required PPE will be as follows:

- Anytime an employee is working in a hazardous environment.
- Eye or face protection shall be used when there is a hazard of flying particles, molten metal, liquid chemicals, acids or caustic liquids, harmful or irritating gases or vapors, or potentially injurious light radiation.
- Head protection shall be used when working in areas where there is a potential for injury to the head from falling objects.
- Protective footwear shall be used when working in areas where there is a danger of foot injury due to falling or rolling objects, or objects piercing the sole, and where there is foot exposure to electrical hazards.
- Hand protection shall be used when there is a hazard of skin absorption of chemicals, dermatitis, chemical burns, punctures, abrasions, thermal burns, or harmful temperature extremes.

SCBA

Self-contained breathing apparatus, including regulators, must be serviced and repaired by qualified persons. Inspection of compressed air cylinders must be done in accordance with *NFPA 1852 Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)*.

RESPIRATORS

The Department shall provide each employee with the necessary respirators required as per *section 300-02 of the Northside Fire District Standard Operating Guidelines*. Any personal respirator or other personal protective equipment must meet NFPA requirements and have prior approval for use by the Fire Chief.

TURNOUT GEAR

Each employee shall be issued turn out gear by the Department that is compliant with NFPA regulations. Any alterations or changes to this gear are strictly prohibited. Each employee is responsible for the care and maintenance of this gear. If gear is missing or broken it should be reported immediately to the Quartermaster for repair or replacement. The Quartermaster shall take immediate action to have the repair made, or new equipment ordered.

HEARING PROTECTION

The Department will provide hearing protection where necessary in accordance with OSHA 29 CFR 1910 and NFPA regulations. This may include hearing protection provided for each employee, or providing hearing protection in various areas or environments for employees to utilize. Areas/tasks where hearing protection may be needed include, but are not limited to, riding apparatus, operating power equipment, maintenance areas, etc.

All personnel shall utilize hearing protection when noise levels exceed, or could exceed, **85 dB** (TWA-time weighted average).

The Department issues hearing protection, to reduce ambient noise levels. Hearing protection shall be used according to manufacturer's instructions. Each employee is expected to maintain hearing protection and have it available when needed.

The Department will provide, when necessary, hearing protection for vehicles and apparatus in the form of intercom system/ear protectors, or other means to provide hearing protection while riding on the apparatus. Where hearing protection is provided on the apparatus it shall be utilized by employees in each position where the hearing protection is provided, unless otherwise prohibited by traffic regulations. This includes both non-emergency and emergency conditions when riding on the apparatus. If the apparatus does not have hearing protection provided, members may utilize their other hearing protection methods.

Exceptions to wearing intercom system/ear protectors or hearing protection:

- While performing auscultation procedures upon a patient.
- While verbally communicating with a patient in the module portion of an EMS medic unit.
- When reduced hearing capability in an emergency operations setting creates a greater hazard.

EYE PROTECTION

Definitions

Primary Protector: A device that may be worn alone or in conjunction with a secondary protector.

Protective Goggle: A protective device intended to fit the face immediately surrounding the eyes. Goggles shall constitute **primary** eye protection.

Safety Glasses: A protective device, which provides complete eye coverage including side protection intended to shield the eyes from certain hazards. Safety glasses are considered **secondary** protectors.

Eye shields: A protective device that is attached to the helmet. Eye shields give limited eye and face protection. Eye shields are **not** considered adequate eye protection.

SCBA Face Piece: The full SCBA face piece shall constitute **primary** protection.

Eye or face protection shall be used when there is a hazard of flying particles, molten metal, liquid chemicals, acids or caustic liquids, harmful or irritating gases or vapors, or potentially injurious light radiation.

BODY SUBSTANCE ISOLATION

The Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response, including in-station operations. The health and welfare of each employee is a joint concern of the employee, the chain of command, and the Department. Although each employee is ultimately responsible for his or her own health, the Department recognizes a responsibility to provide as safe a workplace as possible. The goal of this program is to provide all employees with the best available protection from occupationally acquired communicable disease.

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Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	3
SOG#	Section	Title
400-02	Vehicle & Equipment	Equipment Issued

PURPOSE

This guideline establishes standards for Department owned equipment issued to individual employees.

SCOPE

This guideline shall apply to all Department employees.

GUIDELINE

Employees may be issued Department owned equipment for the purpose of performing his/her job duties. Each individual employee is responsible for the care, maintenance, proper operation and security of any Department owned equipment issued to them. Upon termination of employment, the employee shall return all Department owned property.

Pagers

- All personnel shall be responsible for the pager and charger that are issued to them.
- Under all circumstances the pager remains the property of Northside Fire District and no modifications or changes will be made unless approved by the Department.
 - If a pager malfunctions, report it at once to an officer.

Radios

- All personnel who are issued portable radios shall be responsible for the radio, charger, and accessories.
- Under all circumstances the portable radio remains the property of Northside Fire District and no modifications or change will be made unless approved by the Department.
 - If the radio should malfunction, report it to a fire officer at once.
- Improper use of the radio will not be allowed and anyone doing so may lose the privilege of having the two-way radio.
- All radio transmissions shall be in accordance with FCC regulations. Vulgar language, unnecessary or unprofessional traffic will not be permitted.
- Northside Fire District is licensed on 154.325, 154.355 and 156.0375 MHz. Northside Fire District has been granted permission to use the other frequencies only when absolutely necessary in an emergency situation.
- Those who own personal radios must be granted permission by the Fire Chief or designee to use them as long as there is room on Northside Fire District's radio license. The Department will not pay for costs of this radio (programming, maintenance, etc.)

Turnout Gear

Department issued gear shall consist of the following:

- Helmet
- Turnout coat
- Bunker pants
- Boots
- Gloves
- Hood
- Suspenders
- Goggles
- Webbing, 10ft. long
- Accountability name tags (3)

Employees may not wear or use personally owned gear without the permission of the Fire Chief or designee.

Employees may be issued more or less gear than listed above depending on rank.

Department issued turnout gear shall be kept at the fire station unless special permission is granted to take the gear out of the station for classes, cleaning or maintenance. Special permission may be granted by the Fire Chief for officers or certain firefighters to be able to take turnout gear home and respond directly from home to calls.

Employees are responsible for the maintenance and care of their assigned equipment. Your life may depend on how you take care of your equipment. Equipment must be maintained and cared for as to not cause damage and to ensure long life. Gear should be washed by an approved cleaning facility, or the Department's extractor after exposure to products of combustion or every six (6) months, whichever comes first. The Department will issue replacement gear during this time if it is available.

All personnel will be assigned a storage area to store gear. This area shall be kept neat and not interfere with other gear stored in the same area. Only issued items or approved items shall be displayed or hung in the storage area. Gear will be hung in the assigned storage area as to be used in a timely manner. Gear needs to be organized and taken care of. Store it so it is easy to access in a standard manner so it can be put on quickly. Damaged items or missing items need to be reported to the Quartermaster as soon as possible for repair or replacement.

Textbooks/Workbooks

Due to rising costs of educational and classroom materials, each employee cannot be issued their own books and materials needed for class. To be cost effective, the Department shall keep a limited number of materials on file for use by all employees. All department owned materials such as textbooks, workbooks, binders, folders, notebooks, etc. need to be checked out using this policy.

Books and materials used in classes such as Entry Level Firefighter, Firefighter I, Firefighter II, Driver/Operator, Hazardous Materials, Fire Officer, or any other certification class through an accredited technical college or university shall be tracked for accountability.

Firefighter responsibilities

-District owned books and materials should not be written in, highlighted, folded, altered, cut or ripped, or otherwise altered at any time. (Photocopying is allowed as long as it does not cause damage to the materials or infringe on copyrights.)

-Employees shall accept full responsibility and agree to pay for the full replacement costs for these materials in case of being lost, stolen, damaged, altered, or given to an unauthorized person. Employees must ensure the safe return of all borrowed items.

-Employees may not transfer possession of these items to another employee for use. All items must be checked back in and inspected for damages prior to being issued to someone else.

CHECK OUT/CHECK IN PROCEDURE

1. Any firefighter needing materials for class shall contact a Fire Officer for access.
Only the Fire Officers have authority to issue these items.
2. The firefighter shall fill out the sign out sheet noting the book number(s), date issued, issuing party, and to whom they were issued to. This information shall be noted and kept up to date by the issuing Fire Officer.
3. Both parties should inspect the materials and make note of any existing damage or missing materials **PRIOR** to being issued.
4. Materials shall be returned to a Fire Officer upon completion of use, noting the date of return and who received them.

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Effective Date	Last Revision	Pages in this Section
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SOG#	Section	Title
400-03	Vehicle & Equipment	Vehicle Maintenance

PURPOSE

This guideline establishes minimum standards for the proper care and maintenance of all Department owned vehicles and equipment.

SCOPE

This guideline shall apply to all Department employees when using Department vehicles and/or equipment.

GUIDELINE

All vehicles, equipment, tools, and pumps will be checked in accordance with NFPA Standards. Some equipment is required to be checked on a daily basis while other equipment is required to be checked on a weekly or monthly basis. All deficiencies shall be documented and repaired as soon as possible. This equipment may save your life so it must be kept in good working order. A maintenance schedule has been established for the maintenance and care of equipment and vehicles on a daily, weekly, and monthly basis. The duty crew is ultimately responsible for making sure all equipment and vehicles are in proper working order, kept in service, and ready to respond. Any repairs or deficiencies that are needed and can be done by the duty crew shall be done in a timely manner. If a repair or deficiency that is needed and does not affect the response and carrying out of emergency response duties, the apparatus shall remain in service. If any repair or deficiency that will affect the response and carrying out of emergency response duties, that apparatus shall be deemed out of service (OOS). If an apparatus is deemed OOS a notice shall be sent out to the members of the department to notify them of the status. Any repairs or deficiencies that cannot be done in-house the duty crew shall notify the Fire Chief of the situation.

After Operations Checks

After each emergency operation all vehicle will be placed back into service and ready to respond. This includes doing the following:

- *Making sure vehicle has adequate fuel, above $\frac{3}{4}$.
- *All equipment carrying water will be re-filled as necessary.
- *All equipment cleaned, and/or replaced
- *Apparatus hosed off or washed if necessary. Rinsing vehicles off is mandatory during months that ITD is spraying de-icer on the roadways. This should be done on a daily basis if the apparatus has been out on the roads. However, this is not always practical for the outlying stations (2, 3, and 4). When possible, dependent upon crew resources and weather conditions, apparatus at the outlying stations that have been on the road during the de-icing application should be rinsed off.

Weekly Vehicle/Equipment Checks

Every week the vehicle and the equipment carried in the vehicle will be checked, ~~and~~ maintained, and exercised to be sure it is in proper working order. A *Weekly Vehicle Checklist* is accessible from Northside Fire's online account with Emergency Reporting. This checklist shall be followed and completed by the crew that is responsible for each vehicle/equipment assigned during their shift.

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Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	7
SOG#	Section	Title
400-04	Vehicle & Equipment	VEHICLE OPERATIONS AND RESPONSE

PURPOSE

This guideline is to establish minimum standards required by Northside Fire District for any employee that drives a Department vehicle. Certain minimum requirements must be met before entering the driver seat required by the Idaho Department of Transportation, NFPA, and Idaho State Statutes as they pertain to emergency vehicles and emergency response. Northside Fire District has developed this guideline in addition to the requirements of the law. Every driver/operator must meet these requirements and understand the risk a driver/operator accepts to ensure safe operation of Department vehicles. A policy must be in place to establish a procedure of training driver/operators before they get in the driver seat.

SCOPE

This guideline shall apply to any employee who may be in a position to drive or operate Department vehicles in both an emergency mode and non-emergency mode. Every employee shall comply with this guideline before driving or operating any vehicle for any purpose unless under specific and direct orders of a fire officer, Incident Commander or senior firefighter in charge.

GENERAL RULES

- No Department vehicle shall be taken out of the response district unless on official business or for maintenance. Prior approval of the Fire Chief or designee is required ***before*** taking a vehicle out of the response district.
- Only employees are authorized to ride in Department vehicles. Non employees may ride with prior approval of the Fire Chief or designee for parades, special details, or special circumstances.
- No Department vehicle may be used for personal use.
- A vehicle should be staffed with minimum personnel whenever possible. This cannot always happen with driver training, maintenance, etc.
- All personnel on board must be seated with seat belts fastened at all times when the vehicle is in motion.
- All vehicles must be maintained to be “in service”, ready to respond to emergency calls at all times and in accordance to the maintenance standards.
- Any damage or maintenance problems must be reported immediately to a fire officer.

DEFINITIONS

CODE III- Emergency response with visual lights and audible siren warning systems activated, exceeding the speed limit ONLY when it is safe to do so, with due regard to other drivers and traffic laws.

CODE I- Non-emergency response with no visual lights or audible siren warning systems activated, normal driving obeying all traffic laws and speeds.

For the purpose of this guideline, “Emergency Response” is defined as a response to an incident that is a true emergency where there is an increased likelihood of injury or property loss and requires immediate action. It would be considered a **CODE III** response.

For the purpose of this guideline, “Non-Emergency Response” refers to all other incidents in which Department vehicles are utilized. It would be considered a **CODE I** response.

EMERGENCY RESPONSE

Idaho State law allows authorized emergency vehicles certain privileges while driving in emergency mode. Emergency vehicles may deviate slightly from the traffic law. According to State of Idaho Code Title 49-623, emergency vehicles or their operators may:

- Stop, stand, or park irrespective of the provisions of traffic (park opposite side of street or travel against the flow of traffic)
- Proceed past a steady red signal, a flashing red signal, or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the maximum posted speed limit so long as they do not endanger life or property.
- Disregard regulations governing directions of movement or turning in specified directions. (traveling against one way streets or make a U-turn on an interstate marked no U-turn)

These provisions shall not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons and property, nor shall such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others.

SCHOOL ZONES *Idaho Code 49-658*

Regardless of the emergency, when children are present at any time in a School Zone, the **posted speed limit will be followed** even when visual and audible warning devices are activated.

All vehicles, including emergency vehicles, regardless of lights & siren, must stop for school buses with flashing red lights and/or activated stop sign and remain stopped until the lights and stop sign are deactivated.

GENERAL REQUIREMENTS OF DRIVER/OPERATORS

Personnel who drive Department vehicles must meet the following regardless if driving in emergency or non-emergency mode:

Minimum requirements

- Must be 18 years of age
- Must have a valid Idaho driver’s license (*out of state or military driver’s license may qualify on case by case basis*)
- Complete the minimum required hours of observed driver training with an authorized Department driver training instructor per vehicle (*some vehicles may vary*)
- Must be approved by an Officer or Mentor (*Mentors are approved by the Fire Chief or designee.*)
- Must be familiar with vehicle pump operations

- **ABSOLUTE SOBRIETY IS REQUIRED--NO EXCEPTIONS!** (See Section 200-04)
(This will be strictly enforced. Non-compliance will be grounds for immediate discipline.)

Preferred requirements (strongly recommend but not mandatory)

- Certified 40 hour Emergency Vehicle Operations Course (EVOC)
- Certified 40 hour Driver/Operator class
- Take the CDL test for an Idaho Commercial Driver's License
(no requirement to have CDL)

No employee may drive or operate Department vehicles if they do not meet these minimum standards unless directed by the Incident Commander, officer in charge, or senior firefighter in charge. To do so could result in disciplinary action up to and including termination.

Driver's License Suspension/Revocation

Employees shall immediately inform their Lieutenant/superior officer in the event their driver's license is suspended or revoked for any reason. Maintaining a valid driver's license is required for employment. Upon such suspension or revocation, the approval to drive shall automatically be revoked and status as a member in good standing with the Department shall be reviewed.

DRIVER RESPONSIBILITIES

- *Safe operation of the vehicle at all times*
- *Be proficient with each individual apparatus driving and pumping characteristics*
- *Make sure all occupants of the vehicle are seated and seat belted before moving vehicle*
- *Be sure all doors are closed and items are secured before moving vehicle*
- *Know the location of the incident and the best possible route to get there BEFORE leaving the station*
- *Safe placement of the vehicle on scene, preferably on the same side of street if available or to protect the scene if applicable*
- *All drivers shall stay with their vehicle, unless otherwise ordered by Incident Commander or Officer in Charge*
- *Keep track of all equipment removed from the vehicle at an incident and make sure it gets replaced*
- *Keep track of amount of water used (estimate)*
- *Notify the Incident Commander/Officer in Charge immediately if there is a mechanical failure of any kind with the vehicle or any equipment carried in the vehicle.*
- *Make sure vehicle is washed, equipment is checked and is back in service for the next call*

DRIVER/OPERATOR TRAINING

Any employee, who meets the minimum requirements and wishes to be an approved driver/operator of any Department vehicle, must make a request to their Lieutenant/superior officer. Perspective driver/operator trainees shall receive approval by the Fire Chief or designee before training begins. Once approval has been granted, the trainee may begin the training program. This program shall be done only by Department authorized driver instructors. Each driver instructor shall review the trainee and individually grade them on their performance using a "Driver/Operator Training Form" for each individual vehicle. Once the trainee completes this form, the instructor shall sign it and submit it to the Fire Chief or designee for final approval.

Trainees shall be evaluated on their performance in two parts, driving, and operating the pump if so equipped. Trainees must show proficiency in both driving and pumping before being approved. Trainees shall take as much time as necessary to accomplish this.

Driver Training

New hires shall go through sixty (60) hours of driver training as required by *ISO Regulations* before being turned over to operate apparatus solo. The officer or crew chief that is overseeing the training shall document each activity and time involved in the training.

For any personnel that is qualified as a driver/operator he/she shall do 12 hours of driver training annually as required by *ISO Regulations*. These training hours shall be documented as to the activity and time involved in the training.

Each trainee must show competency in the following with each vehicle:

- Left and right hand turns
- Braking reaction times/following distance
- Up shifting/downshifting
- Starting/stopping on a hill
- General steering reactions
- Acceleration and speed control
- Load factors
- Highway driving
- Backing (straight and around corners)
- Night driving
- Diminishing alley
- Serpentine

Pump Training

Each trainee shall show proficiency in each apparatus pumping operations. It is highly recommended for each trainee to attend the 40 hour course of Driver/Operator class to learn the fundamentals of pump operations and basic pumping skills.

A trainee has to know the following information of each individual apparatus:

- Vehicle positioning and how to secure vehicle
- Engaging the pump
- Pump intakes and water supply
- Pump discharges, sizes and uses
- Pump panel layout
- Pump capacity
- Basic pumping math
- Drafting

Each trainee must work with their instructors on a one-on-one basis to become proficient with the pumping operations on each apparatus. Trainees must understand that more hours per apparatus may be necessary to become comfortable to operate at an incident. The period of training time before being approved is the time to get familiar with the apparatus and the equipment on it. The above listed hours are a minimum time requirement; however, trainees are expected to take the time necessary to be comfortable operating the

apparatus before taking their road test. In the case of engines and tenders, time should be equally divided between each apparatus since each vehicle drives and pumps differently from each other.

VEHICLE BACKING

The passenger shall be the spotter whenever a vehicle needs to back up. Sometimes, this cannot be done due to certain circumstances. Drivers should wait for a spotter whenever possible. If a driver has to move a vehicle immediately, prior to the backing of any Department vehicle, the driver/operator should perform a 360-degree circle safety check by walking around the entire vehicle to visually inspect for obstructions at or above ground level that the vehicle may strike. This 360-degree survey may be done from inside the cab if the driver is able to see the entire area behind the vehicle (staff cars or smaller vehicles).

Spotter

Prior to the actual backing of the apparatus, at least one person should be deployed to the rear of the vehicle as a spotter if available. The spotter shall stand on the left side (driver side) of the apparatus so the driver and the spotter have eye-to-eye contact via the left outside mirror. Additional spotters may be necessary in certain situations (driver confidence, large crowds, close proximity of obstructions, etc.) If for some reason a spotter is not available, the driver deems it is unsafe or impractical for the vehicle to remain where it is until a spotter is available shall take whatever means he/she deems necessary, according to training and experience, to safely back up the vehicle.

Spotters are responsible for:

- Direction of vehicle while in motion
- Must be aware of obstructions high and low
- Must constantly be looking and listening for people/vehicles that may enter the path of the vehicle and stop the hazard
- Shall maintain visual contact with the driver at all times
- Use standard hand signals to the driver to signal vehicle movement
- At night, shine a flashlight or a rear spotlight on themselves so the driver can see them. **DO NOT** point the flashlight directly in the mirror of the driver.

Drivers are responsible for:

- The driver is responsible for the movement of the vehicle. Do not move the vehicle until directed to do so by the spotter.
- The driver side window shall be rolled down as to hear verbal commands if necessary
- Activate the rear warning lights and/or four-way flashers
- Move the vehicle **ONLY** after being directed to by the spotter
- If the driver loses sight of the spotter, **STOP** the vehicle until the spotter becomes visible again
- Check the opposite mirror/opposite front corner frequently for obstructions
- If at any time the driver feels uncomfortable or feels that situation is unsafe, stop the vehicle and make another 360-degree check of the area
- Back only at idle speed while keeping a foot on the brake at all times

Vehicle backing signals

There has to be a standard for backing signals to avoid any confusion as to what the driver should do. The signals should be animated and exaggerated in a way that it is easily visible to the driver. These signals are:

Straight back- One hand above the head with the palm toward face, waving backwards. Other hand at your side. (left or right hand optional)

Turn- Both arms pointing in the direction the vehicle should turn with index fingers extended

Stop- Both arms crossed over the head with hands in a fist.

(If at all possible use voice communications and supplement it with hand signals)

REPORTING OF CRASHES WITH DEPARTMENT VEHICLES

Whenever a Department owned vehicle is involved in a motor vehicle crash or collides with property, stationary objects, or persons, no matter how minor, has to be reported. This is the responsibility of the Crew Chief to make sure this report is made.

The following needs to be done in the event of a Department owned vehicle crash:

- ✓ Take care of any injuries as a result of the crash and request appropriate resources if required
- ✓ Contact Law Enforcement to respond to crash for a report
- ✓ Notify the Incident Commander or officer in charge
- ✓ Notify the Fire Chief

The driver of the apparatus involved may be ordered to do an immediate drug/urine test at the discretion of the senior fire officer, Incident Commander, or law enforcement officer investigating the crash.

Any vehicle that becomes damaged or disabled, regardless of how it occurred or how minor, has to be reported to a fire officer immediately at any time. If necessary, the vehicle shall be taken out of service as long as is required to correct the damage or to repair the vehicle.

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
01/18/21	01/18/21	5
SOG#	Section	Title
400-05	Vehicle & Equipment	VEHICLE PARKING ON ROADWAYS

PURPOSE

To establish safe parking practices for Department apparatus on roadways and highways that will provide maximum scene protection and safety for personnel operating in or near moving vehicle traffic. This guideline will also identify several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment of moving traffic.

SCOPE

This guideline will apply to all Department employees working at a vehicle related incident in or near moving traffic.

GUIDELINE

It shall be the policy of Northside Fire to position apparatus and other emergency vehicles at a vehicle related incident on any street, road or highway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, ambulance crew and the general public from the hazards of working in or near moving traffic.

GENERAL TERMINOLOGY

Advance Warning- Notification procedures that advise approaching motorists to transition from normal driving to what is required by the temporary traffic control measures from emergency personnel. This is usually a warning sign, sign board, or emergency vehicle.

Upstream- The direction that traffic is moving as it travels *toward* the incident scene.

Downstream- The direction that traffic is moving as it travels *away from* the incident scene.

Block- Positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes “block to the left” and “block to the right.”

Buffer Zone- The distance or space between personnel and vehicles in the protected work zone nearby moving traffic.

Shadow- The protected work area at an incident that is shielded by the block from apparatus and other emergency vehicles.

Temporary Work Zone- The physical area of a roadway within which emergency personnel perform their fire, EMS and rescue duties at a motor vehicle incident.

Taper- The action of merging several lanes of moving traffic into fewer moving lanes.

Transition Zone- The lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an emergency scene.

SAFETY

All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken by each individual and kept in mind at all times to protect yourself on scene:

- *NEVER* trust approaching traffic
- Avoid turning your back to approaching traffic
- *ALWAYS* look before you move
- Always have an acute awareness of the high risk of working in traffic and consider closing roadway.
- Always wear your helmet
- Always wear full PPE plus the class III highway safety vest
- Work only in the shadow of blocking vehicles and keep all personnel and equipment within this safe working area
- Always consider moving vehicles a threat to your safety and do not trust that motorists will always do what you want them to do. Don't assume oncoming traffic can see you.
- Always look for and keep in mind an "out" to a safe area you can go to in an emergency if a vehicle breaks through the traffic control measures and comes into the work area.
- Always look for traffic before opening any door. Avoid stepping out into traffic whenever possible.
- Firefighters in the crew cab should always exit using the protected "shadow" side of the vehicle.

Apparatus and Emergency Vehicles

There should only be enough emergency vehicles on the roadway as necessary to handle the incident. The more vehicles on the roadway the more risk there is to emergency personnel. More vehicles than necessary could also confuse motorists and create a worse situation. Do the job properly with the minimum amount of vehicles and equipment to limit your exposure time. Once the job is done, Command should release vehicles to get off the roadway as soon as possible.

The apparatus used to block should be large enough to protect the entire scene, preferably an engine or a tender. There also should be sufficient emergency lighting, with a traffic advisor if possible, on the vehicle.

Considerations for Driver/Operators when parking on the roadway:

- Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
- Be sure the work zone is big enough to include all damaged vehicles, roadway debris, patient triage and treatment area, extrication work area, personnel and tool staging area, and the ambulance loading zone. It is always easier to pull up closer than backing up.

- Angle apparatus on the roadway with a “block to the left” or “block to the right” to create a physical barrier between the incident and approaching traffic.
- Allow apparatus placement to slow approaching motorists and redirect them around scene.
- When practical, position the apparatus in such a manner to protect the pump panel and operator from being exposed to approaching traffic.
- Turn off all sources of vision impairment to approaching motorists from either direction during darkness such as headlights and spotlights. This could require turning off emergency lighting such as front light bars, strobes, and wig wag headlights.
- Set up scene lighting as soon as possible but not to cause oncoming traffic to be blinded.
- All personnel, equipment and patients should be kept within the “shadow” created by the blocking apparatus.
- Ambulances should be parked within the protected work zone with the rear patient loading doors angled away from the nearest lanes of traffic.
- At intersections, or where the incident may be in the middle lane of the roadway, two (2) or more sides of the incident may need to be protected.

Considerations for Incident Command:

- Whenever possible, all emergency vehicles should stage on the same side of the road as the incident. If the incident occurs on a divided highway, vehicles should park on the same side as the incident as well as block the closest lane for the safe zone. *(If the incident is in the median, park on that side and block the left lane. If it occurs on the right side of the road, park on that side and block the closest right lane.)*
- Stage all unneeded emergency vehicles off the roadway on a ramp, crossover, or parking lot.
- Assure that all emergency vehicles on scene are placed within the protected work area.
- Establish sufficient advanced warning and transition area traffic controls upstream of the incident to reduce travel speeds of approaching motorist.
- Use traffic cones, or cones illuminated by flares when appropriate, as soon as possible for traffic control and direction.
- Consider requesting Idaho Transportation Department (ITD), from Dispatch, to the scene for traffic control.

DIRECTING TRAFFIC

Fire Department personnel should avoid directing traffic. This is a law enforcement responsibility and whenever possible, police should direct traffic. Depending on the availability of officers that are on duty and what their

job duties are on scene, firefighters could be called on to assist with directing traffic. If firefighters are asked to help, use the following guidelines:

Follow the guidelines in the previous section on *SAFETY (safety vest, attitude & awareness, etc.)*

- Always leave yourself an “out” or a safe area you can jump to if a vehicle does not see you or does not do what you want them to do.
- Never trust that motorists will always do what you want them to do.
- Traffic cones should be placed at 15ft. intervals upstream of the blocking apparatus with the furthest cone approx. 75ft. upstream to allow adequate advance warning to drivers.
- Use the highway direction (Northbound, Southbound, Eastbound, and Westbound) and mile post markers whenever possible to describe relationship or reference points.
- Direction of “right” or “left” are considered from the approaching motorist’s point of view.
- On multi-lane highways, lanes of traffic should be identified numerically starting with “Lane 1” from the right and working left (outside working towards the median).
- All flaggers or personnel directing traffic must have a portable radio.

Hand Signals

- Stand in the roadway to be visible yet not in the way of the traffic flow.
- Drop one or two flares or hand lantern near the person directing traffic for illumination.
- Only one person should be giving hand signals. Multiple people confuse drivers. Stay away from the person directing traffic.
- Over exaggerate your hand signals and be very obvious of what you want the vehicle to do. Use your whole arm to point to a particular direction. Keep your arm in motion until the vehicle acknowledges your request by turning on their turn signal or they make the turn.
- Do not shine flashlights in driver’s eyes. Use the flashlight on the ground to show which direction to turn. Use a flashlight cone or traffic wand whenever possible.
- Keep traffic moving. Do not let vehicles stop and ask you questions or look at what is going on. This will cause more problems such as other crashes and create more risk to personnel on scene.

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

SECTION 5



Emergency Response

NORTHSIDE FIRE DISTRICT

STANDARD OPERATING GUIDELINES

Effective Date	Last Revision	Pages in this Section
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SOG#	Section	Title
500-01	Emergency Response	STANDING ORDER OF RESPONSE

GENERAL RESPONSE RULES / STANDING ORDERS

- All employees must comply with the ALCOHOL/CONTROLLED SUBSTANCE Standard Operating Guideline. (*see SOG 200-4*)
- All employees shall respond to the station unless authorized to respond directly to the scene by the Fire Chief. Use of any emergency lighting is prohibited. Driving with hazard lights, flashing headlights, using the horn, or tailgating is not allowed and against the law.
- All Employees **MUST** obey all traffic laws while responding to the station.
- All Employees **MUST** yield to emergency vehicles while responding to the station.
- Upon arrival on scene, the crew shall stay with their vehicle until given an assignment by the crew chief or Incident Commander. Once given an assignment, the crew should stay together as a company unless otherwise assigned by the IC. Upon completion of an assigned duty, the crew shall return to their vehicle or to a designated staging area.
- All District owned vehicles have maps &/or map books in them. Take the time to look up the address location **before** leaving the station. It takes less time to look up the correct location, before you leave the station than to try to find it when you are lost.
- The first senior person at the station will have to determine from the information received what type of response is necessary.

RESPONDING TO AN ALARM

BE PREPARED

- Dress appropriately. Clothing with offensive, obscene material, or that is in disrepair is not acceptable.
- Dress for the weather. Have extra socks, gloves, hats etc. for extended periods of time out in the elements.
- Listen to the dispatch information carefully. Be sure to understand the address and main problem and start thinking about how to handle the situation.

INSIDE THE STATION

- Get into your turnout gear and staff vehicles in an orderly manner.
- Be prepared for sudden changes or orders from officers or senior firefighters
- Be ready to respond to another alarm.
- All personnel shall have all of their turnout gear with them when responding with Department vehicles.

VEHICLE STAFFING

- Staff vehicles in the proper order for the type of call, per Department Standard Operating Guidelines.
- Don't play favorites. Fighting and/or stalling over a position will not be tolerated.
- You shall have completed the driver/operator training if responding solo.
- You may respond as the driver/operator without having completed the driver/operator course as long as a driving instructor approves and accompanies you in the apparatus.
- All personnel shall be seated and belted in before the vehicle leaves the station.
- If you can't operate the pump, you don't belong driving.
- Know where you are going ***before*** you leave the station.
- An officer shall be in the right hand seat whenever possible and/or available. In the absence of an officer, the most senior firefighter should take over.
- Do not overload vehicles with personnel. Staffing shall only be enough for each seat belted riding position.

BEFORE LEAVING THE STATION check the following:

- Fasten your seatbelt.
- Fuel, Oil Pressure, Air Pressure gauges look ok. Vehicle completes automatic checks.
- Emergency lights on and working.
- Turn headlights on.
- Check the personnel, doors, and equipment on the vehicle. Make sure there is not an "***OPEN DOOR***" indicator light flashing for the vehicle.
- Front seat passenger watches clearance of apparatus bay door.
- Tell Dispatch that you are responding on the radio.

AT THE SCENE

- Park vehicle in a safe place. Parking shall be in a manner so as to not interfere with incoming emergency vehicles. Park close to the emergency, but far enough away so it won't have to be moved in case of a wind change or be damaged in a sudden collapse. Don't park under power lines.
- Locate your vehicle so a water supply can be hooked up with minimum effort. Set parking brake and have the vehicle's wheels chocked.
- If first at the scene, advise all incoming units of the situation (scene size up), conditions, actions, needs (CAN) with a first in radio report. (*Senior firefighter may assume command*)
- Responders shall evaluate the situation, and advise incoming units if more help is needed or to be cancelled as soon as possible.
- All personnel not needed shall be released immediately.

AFTER THE CALL

- Make sure all disposable equipment is replaced if not already replaced on scene.
- Make sure all Department vehicles and equipment are stored properly, cleaned, put away and ready to respond to the next call.
- Complete necessary reports and paperwork; replace paperwork for the next call.
- Ensure all overhead doors and entry doors are secured and lights are shut off.

VEHICLES WITH MECHANICAL FAILURE

Any Department vehicle that becomes disabled and not able to proceed will not be left in any manner without advising the officer in charge. If there is no fire officer present, an attempt shall be made to make contact with the duty officer and advise them of the situation.

STANDBY PERSONNEL

When all of the vehicles required for the situation are properly staffed and responding, and if there is no other need for further units on the scene, the remainder of the personnel will stand-by at the station.

Responsibilities of the stand by personnel:

- Be prepared to staff the next vehicle due to respond in case it is needed on the current incident.
- It is the responsibility of the stand-by crew to respond to another call. Personnel should be ready to handle a second call that may come in.
- Standby personnel shall be responsible to remove and roll hose in the hose dryer and prepare to lay out dry hose to replace what is being used at the current incident.
- Standby personnel will wash, clean, re-supply, and put back into service all returning vehicles and equipment as soon as possible.
- Remain at the station within radio contact and be ready to respond until released.

No One is excused unless released by the senior officer at the station or, in the absence of an officer, the officer in charge at the scene.

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500-02	Emergency Response	ALARM TYPES

EMS	First Due Engine				
Structure Fire – Hydrant	Engine	Engine	Engine	Engine	
Structure Fire- Non-Hydrant	Engine	Tender	Engine	Tender	Tender
Alarm/Smoke	Engine		Engine		
Brush/Grass Fire	Brush	Tender	Brush	Engine	
Vehicle Fire	Engine		Engine		
MVC – Injuries or extrication	First Due Engine		Engine	Rescue or Rescue Pumper	
MVC – Non Injury	First Due Engine		Engine	Rescue or Rescue Pumper	
Haz Mat / Fluid Spills	First Due Engine		Rescue	Engine -Notify EM	
Atmospheric Detection	Engine				
Water Rescue	Boat 1491	Rescue	Engine		
Ice Rescue	Boat 1491	Rescue	Engine		
Special Rescue	Rescue/Rescue Engine		Mutual Aid		
<i>Mutual Aid</i>	Per Request				
Other Fire Service Calls	Engine = Per Officer/Senior Firefighter in Charge				

The type of response shall be determined by the nature of the call, officer, or senior firefighter at the station until Incident Command has been established. The following is a guideline for response starting with the first due vehicle listed from **LEFT TO RIGHT**. This is general guideline, circumstances may require more or less, based on the decision of the officer in charge.

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SOG#	Section	Title
500-04	Emergency Response	RADIOS

PURPOSE

This guideline establishes Department radio procedures to allow the safest and most efficient communications possible.

SCOPE

This guideline shall apply to all employees regarding all radio communication equipment used by the Department.

GUIDELINE

Northside Fire District is licensed to operate on a repeated radio frequency, designated by the FCC, to use to communicate for official business only. The Department has been granted permission to use other frequencies by the agencies holding the licenses for them. We can use these frequencies held by other agencies for **emergency use only**. In the interest of interoperability between agencies, several common frequencies have been issued by the State to use in mutual aid situations or where multiple agencies are working together so they can have a common channel to use.

All radios (vehicles and portables) shall be programmed the same as much as possible.

Radio Users

All radio users are expected to know the basics of talking on the radio. Good communication and listening skills are essential. All employees are expected to be proficient in working with radio equipment. The radio is very important. Your life or the life of a fellow firefighter may depend on your radio skills.

BASICS -The radio operator shall.....

- Be familiar with all radio procedures, protocols, language, and terms.
- DO NOT use slang or inappropriate language at any time.
- Speak in a clear, calm, and normal voice with normal speaking tone and volume. No yelling into the radio!
- Be professional at all times, avoid radio feedback.
- Report any malfunction, damage, or missing parts to a supervisor immediately.

Vehicle Radios

Employees using the radio in any vehicle shall be required to know the above plus.....

- Use the vehicle headsets if equipped.
- Be familiar with the radio operations such as the scan, how to change the scan list, and changing frequencies.
- Monitor the main radio frequency at all times for any traffic.

Employees that use a portable radio shall be held responsible for the all of the above plus:

- Maintain constant contact with the radio. Do not leave it in a vehicle, outside, in a public place, or in any area where it may be lost, stolen, or damaged. Make sure it is ready to be used if needed.
- Do not allow the radio to get wet. Most are water resistive but not water proof.
- Avoid extreme temperatures. Freezing and extremely high temperatures may damage the radio components.
- Maintain a rotation with charging the batteries.
- Treat the radio with respect. Do not drop it. Keep the outside clean and free of dirt, debris, and scratches.
- Radios must not be altered electronically or on the outside in any way without prior approval of the Fire Chief or designee.

Ten Codes vs. Plain Language

NFPA suggests using plain language when talking on the radio. Northside Fire District uses ***plain language for all radio traffic.*** (*On scene, available from...., enroute to..., in service, etc.*) Personnel shall identify which unit they are and what they are doing. For example when a unit is responding to a call they will advise on the radio "Engine 1 enroute/responding." When a unit arrives on scene they will advise, "Engine 1 is on scene." When cleared of the scene they will advise Engine 1 clear/available/. If clearing scene, but the apparatus is out of service (OOS) they will advise Engine 1 clear, out of service to (state the nature of the issue if relevant). This reduces the chances for confusion in using 10-codes, especially with mutual aid companies. When you respond to mutual aid agency personnel shall advise the agency as well.

NORTHSIDE FIRE DISTRICT **COMMUNICATIONS PLAN**

PURPOSE

It is the intent of this department to establish a standard for radio frequency assignments to make communications on the fire ground as safe and efficient as possible. By using this frequency assignment guideline, the Incident Commander can assure each function has good communications throughout the incident. This plan is and needs to stay flexible to grow or reduce in size as the incident changes.

SCOPE

This guideline shall apply to all fire related incidents that are within the first due response area of NSFD. It **is not** a requirement to use this guideline on all incidents. It is up to the sole discretion of the Incident Commander to initiate, modify, use in part, or omit this plan based on circumstances of the incident and the information available.

FIREGROUND-----TAC 14
STAGING-----TAC14-2

WATER SUPPLY/

WATER RESCUE-----TAC 14-2

EMS OPERATIONS-----TAC 35

HELICOPTER LZ-----EMS 2

HAZMAT OPERATIONS—TAC 14

LOGISTICS, PIO, &

SUPPORT FUNCTIONS---TAC 14-2

EVACUATION-----TAC14

(Should be coordinated with law enforcement)

Additional channels-----VTAC 1, 2, 3, 4, NATSAR, and VCALL

NORTHSIDE FIRE DISTRICT

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Effective Date	Last Revision	Pages in this Section
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SOG#	Section	Title
500-05	Emergency Response	HAZARDOUS MATERIALS

PURPOSE

This guide is intended to establish guidelines for response, authorization, and a procedure for a method of handling a hazardous materials incident in a safe, effective, and timely manner.

SCOPE

This guide covers all employees of the Department involved in a Hazardous Material response.

GUIDELINE

LEVEL A: A Level A response is a response in which the chemical substance release or potential release has been identified and require the highest level of protection based on the degree of hazard to the skin, eyes, and respiratory system.

OR

The chemical substance is unknown.

LEVEL B: A Level B response is a response in which the chemical substance release or potential release has been identified and requires maximum respiratory protection and lesser impermeable protective clothing for skin and eye protection.

LEVEL C: A Level C response is a response in which the chemical substance release or potential release has been identified and the atmospheric contaminants, liquid splashed, or other direct contact will not adversely affect any exposed skin but respiratory protection is still required.

LEVEL D: A Level D response is a response in which the chemical substance release or potential release has been identified and requires no respiratory protection and minimal protection against splash or contact. Normal structural firefighting gear is considered “Level D” protection.

RESPONSE

Northside Fire District shall respond to all hazardous material incidents in the district, for the purpose of evaluation and determining which outside agency needs to be notified to respond. Northside Fire District shall establish an Incident Command System and be responsible for the incident command on scene.

The Incident Commander, as per 29CFR 1910.120, the Incident Commander must be trained to the “Operations Level.” It is a suggestion and preference of Northside Fire District for the Incident Commander to be trained.

If the incident or materials involved are outside the operational scope of the Department, the Incident Commander shall notify Bonner County Emergency Management (BCEM).

- County Response Teams – Bonner County Emergency Management (BCEM) is the contact agency in Bonner County for any level release or spill that has the potential to contaminate any waterways, wells, or otherwise cause an environmental concern. It will be the responsibility of BCEM to order further resources to mitigate the scene.

Northside Fire District shall secure the area by isolating the incident and denying access to the area except by qualified responders. Incident Command shall set-up a safety zone and prepare to assist the incoming hazardous materials response team. The main purpose is to secure the scene and gather information. Upon request, trained employees could assist with decontamination or other duties with the Level A team.

NOTIFICATIONS

In the event of a hazardous materials incident requiring an outside agency(ies), the Incident Commander shall notify the following as soon as possible:

- Bonner County Emergency Management
- Fire Chief

Other informational resources are:

- CHEMTREC 1-800-424-9300 –when product is known
- National Response Center 1-800-424-8802
- Shipping Company

As soon as possible the IC shall fill out the HAZARDOUS MATERIAL INFORMATION SHEET and be ready to provide to the State Regional Hazardous Materials Response Team with the information obtained. They will initially respond with a Chemical Assessment Team (CAT) to obtain information of product(s) and containers involved to start on an Incident Action Plan.

Response Equipment

Responding vehicles shall be in accordance to the emergency response procedure in this policy. Always remember the safety of the vehicle and the crew is top priority. The first vehicle responding shall have atmosphere detection equipment and initial spill containment equipment. Check the wind direction and speed while responding.

Arrival on Scene

- Approach uphill and upwind of incident.
- Establish incident command.
- Evaluate the scene from a distance. Identify the product using binoculars with placards on the vehicle, bill of lading/shipping papers, or the driver of the vehicle involved.
- Isolate the scene; deny the public access to the scene, limit the number of Fire and EMS personnel in

the control area to those only with a reason for being there.

- Establish work zones
- Hot Zone (*exclusion zone*)
- Warm Zone (*decontamination zone*)
- Cold Zone (*support zone/clean zone*)
- Use atmospheric detection equipment to establish safe zones.
- Obtain all available information about the product(s).

Personnel

The only properly trained personnel will be allowed to respond and participate in the incident site activities. All other personnel will be used for off-site support service.

Personnel that are trained in hazardous materials will assist in the operation only to the level of their training. Individual's level of training will determine what their role will be on scene.

HAZARDOUS MATERIAL TECHNICIAN

Personnel trained to the Technician level can work in any of the 3 different work zones.

Technicians could be called upon by the Regional Level A team to assist in several different aspects of the incident including wearing all levels of protective clothing up to level A for monitoring, spill control/confinement, research, or any other duties. **NOTE:** Northside Fire trained personnel and equipment are at the Operations level.

HAZARDOUS MATERIAL OPERATIONS

Personnel trained to the Operations level can work in only the WARM or COLD work zones. All personnel trained to hazardous material operations level, shall report to the scene, in full turnout gear including SCBA. These people will assist the hazardous material response team and will work in pairs. The State Regional Hazardous Materials Team will be expecting about 5 teams if possible. These personnel will be expected to set up and operate the decontamination line and processes.

HAZARDOUS MATERIALS AWARENESS

Personnel trained to the Awareness level can work in only the COLD zone. All personnel trained to awareness level will be used to assist in the perimeter security, evacuation, firefighting activities, setting up zones, and assisting in setting up decontamination. (Decon will be set up *before* any entry is made.)

Medical Monitoring

Provisions for emergency treatment of all personnel shall be established. All personnel involved in site activities shall have base line vitals recorded. All individuals that are in direct contact with the hazardous materials shall be decontaminated before entering the medical treatment area. A Medical Officer shall be established and be responsible for personnel monitoring, patient treatment and decontamination and rehabilitation.

The Medical Officer shall:

- have be trained to least the "Awareness Level"
- Be at least trained to the Emergency Medical Technician level.
- Obtain baseline screening of all personnel involved.
- Obtain periodic medical exams, during the incident.
- Establish a treatment area in the COLD zone.

Responding to Transportation Fires

When an alarm is received for this type of fire/accident, the following will be used:

- In case of railroad car fires, the first due unit shall try and identify contents of units on fire. If the rail car is within a train or block of cars, contents of cars coupled on either end of fire car will also have to be identified.
- In the case of truck or trailer fires, the waybill/shipping papers will be obtained from the driver or driver's door. If the driver cannot provide the necessary information, or the information is unobtainable, contact the trucking company for information.
- If at all possible, note the placard.

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SOG#	Section	Title
500-06	Emergency Response	WATER RESCUE & RECOVERY

PURPOSE

To provide a guideline for safe operations and uniform approach for both the rescuers and the victims involved in the removal of a victim(s) from water using rescue equipment and techniques.

SCOPE

This policy shall apply to all Northside Fire District personnel working at a water rescue/recovery operation. Northside Fire District shall follow all National and State standards in relation to the purchase and use of water rescue equipment.

DEFINITIONS

PFD- Personal Floatation Device

Throw Bag- Special bag of rope, generally 75' of buoyant rope intended for water rescue. After securing one end, the bag can be thrown to a conscious victim.

Mustang Suit- A cold-water rescue suit that has an outside dry-suit layer with a removable insulated inner layer.

INITIAL RESPONSE

1491

- A portable radio designated for water ops should accompany the boat.
- Mutual Aid will be called if needed

TRANSPORTATION TO THE SCENE

The terrain, launching site, and distance will govern the towing vehicle of the boat. The driver shall stay with the vehicle whenever possible. It can be towed by **1401, 1402, 1403, 1460, and 1461**

STAFFING

Minimum/maximum staffing of personnel in the boat shall be strictly followed for safety and to prevent the overloading of the boat. Personnel responding will be committed until a relief crew can be organized.

<u>River and Lake Operations</u>	<u>Minimum</u>	<u>Maximum</u>
<u>1491</u>	→ 2	3

Lake or River operations:

Complete crew, if available, consists of:

INCIDENT COMMANDER..... *ON SHORE*

DRIVER..... *VEHICLE*

OPERATORBOAT
CONTACT.....BOAT
BACK-UPS.....ON SHORE

Personal Protective Equipment

- Depending on the temperature, clothing will be as lightweight as possible.
- Turn out gear will be left on shore.
- Personal floatation device (PFD) shall be worn at all times when on the water, unless a Mustang suit is worn.

Qualifications

- Everyone on the rescue team should be a strong swimmer.
- Have department training on boat operations and rescue procedures.
- Be familiar with boat operations and familiar with local geography.

Water Access

Lake Pend Oreille
Ponder Point
Pack River-Station 3
City Beach
Bike Path – For Popsicle Bridge

River Operations

- Back up personnel will be on both sides of the river if accessible.
- A lifeline shall be used when appropriate.
- The Incident Command will stay on shore at all times and in sight of operations.
- PFDs must be worn at all times, unless Gumby or Mustang suit is worn
- No private boats will be allowed in the area without obtaining permission from Incident Command.

ICE/COLD WATER OPERATIONS

As with the lake or river operations, the Incident Command shall remain on shore.

General

- Department vehicles are **not** to be taken on the ice for any reason any time
- Anyone within 10 feet of the water shall be wearing a PFD
- Anyone working within 10 ft. of open water shall be secured by a lifeline
- Anytime a rescue sled or Stoke’s Basket is used it shall be secured to the shore with a dedicated rope tender
- EMS crews should be ready to receive a victim and have any and all equipment necessary ready for use. There should be a warm area ready to receive a victim.

Primary Rescuer

- Only personnel trained in Ice Rescue shall don rescue suits
- Shall be secured with a carabineer and rope to the suit and maintained by dedicated rope tender
- Shall have a dedicated spotter and rope tender at all times

- Shall always have a backup rescuer ready to go at all times

Back up Rescuer

- Only personnel trained in Ice Rescue shall don rescue suits
- Shall be secured with a carabineer and rope to the suit and maintained by a dedicated rope tender
- Shall have a dedicated spotter and rope tender at all times
- Shall be ready to go to assist in rescue if needed

Spotters

- At least two (2) spotters from different vantage points should be watching the victim at all times to guide the rescuers into the proper location.

Other items can be used such as an extension ladder placed on the ice, an air filled hose or another device or operation, which will be at the discretion of the Incident Commander.

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SOG#	Section	Title
500-07	Emergency Response	CARBON MONOXIDE ALARMS

PURPOSE

This guideline establishes a standard of response for atmospheric testing and monitoring at incidents involving carbon monoxide (CO) or any other atmospheric alarm.

SCOPE

This guideline shall apply to all Department employees who respond to atmospheric alarms.

GUIDELINE

All atmospheric alarms and reports should be considered life threatening to both the occupant and the response team until verified otherwise. Initial responders should take precautions prior to entering a structure. The response to carbon monoxide condition requires specific actions, recommendations, observations and documentation. The primary concern of course is the safety of the occupants and of emergency response personnel.

Response

Carbon Monoxide (CO) is an odorless, colorless, and tasteless gas that can be deadly. It is a by-product of combustion. CO reduces the oxygen-carrying capacity of hemoglobin by binding to hemoglobin and preventing the binding of oxygen. The affinity with which CO binds to hemoglobin is more than 200 times that of oxygen.

CO Gas: 0.968 (air = 1.000)

Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc., can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to that of the flu, which may include headache, nausea, fatigue and dizzy spells for low levels and convulsions, unconsciousness, and death for high levels.

Determine severity of call. If it is a detector alarm only, an **ENGINE** will respond initially to assess the situation. If there is any indication of illness, Incident Command should request EMS respond immediately.

First arriving unit assumes command and evaluates the situation. Interview the occupant(s) to find information of the following:

- ✓ Check to see if everyone is out.
- ✓ Check to see if anyone has any sudden illness (headache, nausea, flu symptoms, etc.). If so, contact EMS.

- ✓ Check to see if the residence doors and windows are closed or open.
- ✓ If open, close for 15 minutes before checking for CO.
- ✓ Try to reenact what was happening at the time the Carbon monoxide detector sounded. Turn on the furnace, stove, gas water heater, gas fireplace, gas dryer, etc. that might have been on when the alarm sounded. Also, turn on any type of equipment that exhausts air to the outside. (Exhaust fans, dryers, stove fans, etc.)
- ✓ Advise incoming units of situation and make sure that the test equipment is turned on en route.
- ✓ Use the CO checklist to help with scene and patient assessments.

Procedure

OPERATE AS IF IT IS AN EXPLOSIVE ENVIRONMENT UNTIL PROVEN OTHERWISE.

- Turn on the gas meter and let it ZERO in clean air.
- Take initial reading just inside the door. If readings are 25ppm (parts per million) or higher, SCBA is required to enter building.
- Begin monitoring the lower levels of the building and then proceed to the higher levels.
- Be sure to check all areas, especially areas that include utility spaces, kitchens, and attached garages.
- Use the Carbon Monoxide Checklist to record CO levels found

The Environmental Protection Agency has established that residential levels are not to exceed 9 ppm over an 8-hour average. If reading is over 9 ppm and the cause is not determined; the owner should be notified that the levels of CO are potentially dangerous. Recommend that all persons leave the residence and begin ventilating. Inform the owner to contact the gas company or heating contractors to determine the exact cause for the CO level in the residence.

If the reading is over 100 ppm:

- Inform the owner that the levels detected are potentially lethal.
- Order the occupants to leave the premises immediately.
- Inform owners that immediate action needs to be taken and that the residence should remain unoccupied until the CO levels decrease to a safe level.

It is not the responsibility of the Department to correct or repair the problem, only to confirm to the occupants that a dangerous condition exists. Advise them to open windows and if they choose to leave the structure assist them in doing so.

Utility Company Response

Avista Utilities will respond to the scene if requested. Contact Dispatch for the request if there is any situation where you are unsure of the cause of the elevated CO levels, you might believe your gas detection equipment is not working properly, or if the homeowner/business owner is an Avista customer. Avista will also respond to a CO alarm, if requested by the Fire Department, for homeowners/business owners that are not Avista customers as a service to the community.

QUESTION/PROBLEMS

First Alert has a 24 hours customer service hotline that can be called by owner as well as Fire Departments and they will help answer any technical questions. **1-800-323-9005**

In the event of high readings forcing the occupants to leave their residence for the night, contact the Red Cross for alternate lodging.

RANGE OF TOXICITY	
Mild Toxicity	
100 ppm	Tightness across forehead, slight headache Pupil dilation, slight redness of the face
100-200 ppm	Headache, throbbing in temples Face flushed
Moderate Toxicity	
400-600 ppm	Severe headache, weakness & dizziness, nausea & vomiting, collapse
700-1000 ppm	Increased tendency to collapse & syncope Increased pulse and respiratory rate
Severe Toxicity	
1000-1500 ppm	Increased pulse and respiratory rate, Coma with intermittent seizures
1500-3000 ppm	Coma with intermittent seizures, Depressed heart action & respirations, Death possible
5000-10,000 ppm	Weak pulse, depressed respirations, Respiratory failure and death

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SOG#	Section	Title
500-09	Emergency Response	“MAY DAY” FIREFIGHTER DOWN

PURPOSE

To establish the training, use, and operation of a uniform way of notifying the Incident Commander and all persons working at a training or incident that a firefighter is in serious trouble and needs immediate help. This policy can reduce the possibility of firefighter deaths and serious injuries by notifying others that a firefighter is in extreme danger and needs assistance before it becomes too late to act.

SCOPE

This policy shall apply to all Department employees working in and around an emergency incident or training ground. To minimize misunderstandings and confusion, the terminology used below is mandatory.

ALL employees must be completely familiar with this terminology and use it exclusively for its intended purpose.

MAY-DAY

This is an attention getting emergency radio transmission called on the radio by a firefighter that is in imminent danger of serious injury or death and is to be used with serious discretion. The term “MAYDAY” must only be used as indicated herein. A “MAYDAY” is intended for use in situations where immediate communication is necessary to protect life or prevent serious injury. Whenever a “MAYDAY” is called, all communications on that frequency are to cease, only those transmissions between the member initiating the emergency, the Incident Commander or his designee, and the Communications Center are allowed. This is extremely important to relay vital information for a firefighter rescue or to obtain information on the location of a trapped firefighter. Normal radio traffic may resume after the “MAYDAY” **ONLY** after it has been cleared by the Incident Commander.

A “MAYDAY” call is an indication that a life-threatening situation has developed. It may **only** be used in the following situations:

- A structural collapse or partial collapse has occurred
- A firefighter has become unconscious or suffers from a life threatening injury
- A firefighter becomes lost or is trapped
- An officer becomes aware that a firefighter under his/her supervision is missing (if the officer is missing the crew can transmit this message)

A MAYDAY should be given in the following format:

The firefighter declaring the emergency shall call the Incident Commander on the radio as soon as he/she determines that the situation warrants a MAYDAY. Once this is realized, it is important that the firefighter

declare it as soon as possible. The firefighter should use the attention getting phrase “MAYDAY” three times if possible to ensure the emergency traffic is heard.

A MAYDAY should include the following information using the LUNAR acronym:

- **L**ocation of emergency – Where is the distressed firefighter?
 - ✓ What Floor
 - ✓ What Room (*bedroom, kitchen, bathroom*)
 - ✓ Location by direction (*North/South/East/West*)
 - ✓ Side of building (*Side A, B, C, or D*)
 - ✓ Initial entrance point

- **U**nit – What unit on the fireground is the firefighter assigned to?

- **N**ame – What is the name of the firefighter that is in trouble?

- **A**ir Supply – How much air does the firefighter have?

- **R**esources – What is the problem firefighter is experiencing and what is need to help?

=====

Example: “*Division 1 to Command – MAYDAY-MAYDAY-MAYDAY*”

The Incident Commander will respond “*This is Command, go ahead with your MAYDAY*”

The member declaring the MAYDAY will respond with their situation...

”MAYDAY-MAYDAY-MAYDAY--- Command, Division 1, I am in the kitchen area, first floor Side Charlie, I am assigned to Division 1, Firefighter Johnson. I have 2200lbs. of air left and fell through the floor. I will need a ladder to get out of the hole I fell through...no other entrapment.

=====

The Incident Commander shall immediately assign specific crews to assist the location of the emergency and whatever resources are needed to perform a firefighter rescue.

Personnel that declare a MAYDAY should keep calling Command using the word MAYDAY until they get a response. **Radio transmissions are to be kept to an absolute minimum or the rescue efforts should switch to another channel.** During the time a MAYDAY is called, it is imperative that all firefighters put forth their best efforts to bring a safe and quick ending to the incident. This will only be accomplished by calm, coordinated efforts by all personnel. All personnel must be prepared to respond to any command necessary to fulfill this mission.

During a MAYDAY, all fireground activities should continue. Firefighters need to use the highest discipline to ensure ongoing suppression activities continue unless otherwise directed. Suppression efforts and other activities may benefit the firefighters involved in the emergency and may buy time for the rescue efforts.

The worst case scenario is for all firefighters on the scene stop what they are doing and respond to where a MAYDAY was called. This creates freelancing and could result in multiple MAYDAY's declared and further firefighter injuries or death.

CLEARING A MAYDAY

The firefighters involved shall be taken to the rehab area, checked by EMS personnel and transported to the hospital for evaluation, if needed. The Incident Commander, Safety Officer or designee may require transport to the hospital and can order it at anytime.

The Incident Commander should immediately conduct a personal accountability report (PAR) as per the Personal Accountability Guideline and re-evaluate suppression efforts. The Incident Commander shall also make a radio announcement that normal radio traffic may resume:

Example: *“Command to all units, the MAYDAY is cleared, resume normal radio traffic.”*

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01/18/21	01/1/21	5
SOG#	Section	Title
500-10	Emergency Response	PERSONAL ACCOUNTABILITY

PURPOSE

To establish a uniform accountability guideline for all employees that will provide the Incident Commander (IC) with a comprehensive roster of all emergency response personnel present at an emergency scene. This procedure will also allow the IC to continuously track the location and assignment of all personnel within the emergency incident perimeter. (NFPA 1500-6-3-1, 1561)

SCOPE

This guideline shall apply to all Department personnel involved in any incident or training. This Personnel Accountability System shall be initiated whenever firefighters prepare to enter an immediate danger to life and health (IDLH) atmosphere, or any time the IC feels that personnel tracking and accountability is necessary. It shall be the policy of NSFD to account for the location and safety of all personnel within an EMERGENCY INCIDENT PERIMETER at an emergency incident.

GUIDELINE

Personal Accountability

Crew members **MUST ALWAYS** remain in contact with each other and their Company Officer utilizing one of the following methods:

- Direct voice contact (no radio)
- Direct visual contact
- Touch

Where constant awareness of a position or function is known by the remainder of the crew, radio contact is acceptable for jobs such as the apparatus operator, hydrant person, or Incident Command Staff and Officers. (*Safety, Staging, PIO, etc.*)

The success of this system will depend on the personal commitment of all Department personnel. All personnel are responsible and therefore accountable for their own safety as well as the safety of others. Each individual must ensure they are assigned to a supervisor. Individual team members report directly to their team leader.

Each Incident Commander is responsible for the implementation of this system and shall utilize this system to account for all personnel working at the scene. Incident Commanders, Sector/Division/Group Officers, and Staff Officers shall maintain constant awareness of the location and function of all personnel assigned to their direct control.

Crews working in a hazard area or at an emergency scene shall comply with the following:

- No firefighter is to participate in, nor be assigned, to a hazardous tactical duty except as a member of a team of at least two (2) firefighters.
- Each team of firefighters shall have a designated team leader. Each team will have at least one (1) portable radio which shall be assigned to the team leader.
- At all times, Total team integrity (*i.e., all firefighters assigned to an apparatus or crew and working as a unit*) shall be maintained whenever possible.

Nametags

1. The Department issues each employee three (3), 3/8" x 2" plastic accountability tags.
2. Each Nametag shall include the following:
 - a. Last Name (*first initial and last name if two or more firefighters share the same name*)
3. Each nametag shall have Velcro attached to the back (hook side) to be placed on the passports.
4. Each firefighter shall store their nametags on the bottom brim of their helmet attached by Velcro and will keep these tags ready to use and in good condition.

Loss of these tags may result in the employee paying for the replacement cost of the lost tag(s).

Passports

1. All Department vehicles are required to have 2" x 4" plastic passports. This passport is used to attach the nametags of firefighters riding in the vehicle.

These passports shall be in the cab of each vehicle attached to the dash near the Officer position on the dash.

2. Each passport shall have the following information:
 - Vehicle number or designation

Each passport shall have Velcro on the front (loop side) to attach nametags and Velcro on the back side of the passport (hook side) to be attached to the dash of a vehicle, Status Board or Command Board.

Each Command vehicle shall have a make-up kit containing blank nametags and passports with grease pens to "make up" or create the necessary nametags/passports of mutual aid crews if they don't already have them or for lost items.

IMPLEMENTATION

All Personnel

1. Passports shall reflect the crew currently assigned to the apparatus. Each firefighter shall be responsible to ensure that they give the Officer/Driver their nametag to be placed on the company passport.

2. It will be the responsibility of each firefighter to reclaim their nametags from the Officer/Driver once they are reassigned to another crew or arrive back at the station.
3. If a firefighter is directed individually to an emergency scene he/she shall provide the appropriate Incident Commander, Staging Officer, or Company Officer his/her Velcro nametag which in turn shall be placed on the appropriate passport as part of a working crew.

Company Officers/Chiefs

1. It shall be the responsibility of the Officer/Driver to make sure each firefighter in the vehicle uses the accountability system.

The order of nametags attached to the passports is as follows, from top to bottom:

- a. Company Officer/Driver
 - b. Apparatus driver – UPSIDE DOWN (*regardless if at the pump or part of the crew*)
 - c. Crew nametags
2. When a firefighter is detailed elsewhere and is no longer part of a team's operational assignment, the Officer/Driver shall return the nametag to the firefighter.
 3. Companies who have adequate personnel and portable radios may split the team into two or more teams of firefighters. If a company is split into two working teams of at least two (2) firefighters, each team shall have at least one portable radio and be given a call sign designator.
 4. It will be the responsibility of the Officer/Driver of each vehicle to reclaim his/her primary crew passport from the Sector/Division/Group Officer and the back-up passport from Incident Commander upon clearing the scene. Once back at the station, the Officer/Driver shall ensure each firefighter's nametags are returned.

Emergency Incidents

Incident Commander

The Incident Commander shall maintain a Command Board of all individuals, apparatus and crews on the scene as well as their presently assigned duties at all times. A Status Board may be used to attach crew passports for ease of keeping track of crews.

Incident Commanders shall create nametags and passports for crews who have lost them or for mutual aid companies who do not use the same system.

Sector/Division/Group Officers

Each Sector/Division/Group Officer is responsible to maintain the passport of the teams assigned under his/her direct supervision.

When a team is detailed elsewhere or is no longer part of the Division/Group's operational assignment,

the Division/Group Officer shall return the passport to that Officer/Driver.

Staging Officer

The Staging Officer shall collect the passport from each crew/vehicle as they report to the staging area and place the passport on a Status Board. Using the passports, the Staging Officer shall organize and maintain a resource list for the Incident Commander. When resources are assigned from or leave the staging area, the passport is returned to the crew/vehicle for later assignment.

At incidents in other jurisdictions

The Company Officer/Driver shall maintain the passports as listed above and keep them in his/her possession until noted below.

1. Upon arrival at the staging area, the passport shall be transferred to the Staging Officer. When the vehicle is detailed out of staging for an assignment or to return to quarters, the Officer/Driver shall reclaim their primary passport before leaving the staging area.
2. In the cases where no Staging Officer has been established and the vehicle arrives on scene, the Officer/Driver shall deliver the passport to the Incident Commander for accountability as soon as possible.
3. Once units have been cleared from the scene, the Officer/Driver shall reclaim his/her primary passport from their assigned Sector/Division/Group Officer.

PERSONAL ACCOUNTABILITY REPORT (PAR)

The Incident Commander shall conduct a personal accountability report (PAR) at the following times:

- Any report of a missing or trapped firefighter
- Any change from an offensive to defensive mode
- Any sudden hazardous event at the incident such as flashover, back draft, collapse, etc.
- At **20 minute** intervals during the incident
- At the start/end of an operational period
- Any time a new Incident Commander takes Command
- Any time the Incident Command or Safety Officers feels necessary

This system will be used continuously until all units have returned to the station.

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SOG#	Section	Title
500-12	Emergency Response	LOCK BOX KEYS

PURPOSE

This guideline is to establish the proper use of residential and commercial lock box systems and the keys that access them.

SCOPE

This guideline shall apply to all employees of Department that would be responding to these types of calls.

GUIDELINE

Some building designers and owners have decided to install a secure lock box into their building to ensure access to that building by the Fire Department after hours of operation. This is a secure “box” that is accessible from the outside with a key, typically installed in or near the main entryway, commonly referred to as a Knox Box. Each box should contain all the keys necessary to access that entire building for emergency purposes. These boxes are all keyed the same so one key will open all the boxes in town.

Vehicle key boxes have been installed in certain vehicles. This box is a secure combination lock box. Inside each key box is a lock box key. This lock box key needs to be secure at all times.

If a lock box key is used, the following must apply:

- The lock box key must be accounted for at all times.
- The Fire Chief can issue keys to officers at his/her discretion.
- The combination of the vehicle key boxes shall be strictly confidential.
- Only the Fire Chief is able to change the combination.

If a lock box key is used, it is the responsibility of the Officer in Charge or the driver to make sure the lock box is secured and the key is secured after use and it shall be documented in the written report.

Be aware that there may be Knox locks on FDC’s within our district and Knox padlocks on gates. The Idaho Club has a Knox bypass by the keypad for opening the gates.

If a key is lost or damaged, it must be reported to an officer immediately.

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SOG#	Section	Title
500-13	Emergency Response	THERMAL IMAGING CAMERA

PURPOSE

The purpose of this policy is to establish a guideline to facilitate the most effective method for deploying the Thermal Imager.

SCOPE

This guideline shall apply to all employees who use the Thermal Imager at all structure fires or any other incident where investigation by using the camera would be beneficial to the outcome of the incident.

POLICY

The Thermal Imaging Camera (TIC) detects heat and infrared images through an environment that cannot be seen with the naked eye and transmits them on a screen to show “white hot” or “black hot” images. It also has a feature to colorize the heat image to make it contrast more with the background. The TIC shall be used on all structure fires and/or any other time the Incident Command feels necessary. These could be fire alarms, smoke investigations, hazmat situations, search and rescue, etc. There are two thermal imagers located in **1431**, and one each 1421, 1422, and 1425. All personnel shall be familiar with the location of the cameras and the operations of it. Each interior team should have one camera per team, depending on the availability of the cameras.

Care must be taken to use the TIC according to the tactical priorities. The following are the tactical priorities as it relates to camera use:

- 1st Priority- Search and Rescue Team
- 2nd Priority- Fire Attack Team
- 3rd Priority- Rapid Intervention Team
- 4th Priority- Salvage and Overhaul Team

Officers should use good judgment in assigning the TICs to get the most beneficial use from them.

Camera Operation

In moderate to heavy smoke conditions, the camera allows firefighters to quickly search a smoke filled area. The camera operator must remember not to move too quickly so that the rest of the team does not get lost in the smoke filled environment. Stay in contact with your team just as you would without the camera.

The camera has the potential to inspire overconfidence because it allows firefighters to see in an environment that in reality has zero visibility. Firefighters should remember to stay low even if the camera shows you that most of the heat is at the ceiling level. The possibility of flashover is still very real and very possible.

Remember to use the same search techniques as without a TIC.

The TIC allows a two dimensional view of a smoke filled environment. Depth perception is limited. Firefighter operating the camera should remain low to the ground, scanning the entire area before them. When scanning an area with the TIC begin at the ceiling and end at the floor immediately in front of them. Walking with TIC is discouraged as trip hazards and missing floors may be overlooked.

Thermal energy does not have “x-ray vision” and travel through walls. A TIC does not allow an area to be viewed, which is behind a wall. If fire is present inside a wall, the camera will only be able to detect it if the fire has increased the temperature of the wall itself. Fire inside wooden clad walls will be picked up much more quickly than a wall made of concrete. Normal overhaul procedures must be followed in order to locate fire extension.

A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is reinforced that while conducting a search, rescuers must look under and around beds, sofas, and other objects where victims may have hidden to escape the fire.

Water, plastic, window screens and glass are all barriers for the TIC and may cause a reflective image. The team operating the camera must remember that the image present on the TIC could be a “mirror image” of themselves or fire behind them being reflected off of glass, plastic, or water. To test suspicious images, the crew should wave their arms and determine whether they are seeing their own image.

“White out” is a condition caused by aiming the unit at a very hot object or flame which caused the TIC’s sensor to become overloaded and the display to show all white, rendering the TIC useless for a few seconds. To correct the problem, aim the camera away from the hot source.

When responding to mutual aid calls, only Northside Fire District personnel shall operate the camera. DO NOT give the camera to another agency to use. If they need a camera, it will come with an operator from Northside.

CARE AND MAINTENANCE

When performing routine apparatus checks, the TIC operation should be checked in the following:

- Check for cleanliness. If any part of the camera is dirty it may be wiped with a clean, moist cloth. Be careful to use a soft, non-abrasive cloth to clean the lens.
- Turn the camera on and check for proper operation.
- After each use the TIC should be cleaned and the battery should be charged using the USB adaptor provided.
- Be sure the camera is secured again in the holder.
- Any problems with operation or the batteries should be reported immediately.

The camera is designed to be used by firefighters in a hostile environment and is very durable. Take care not to excessively abuse the camera by hitting it against things or dropping it. The camera is also water resistive; however, avoid submerging it in water or directly spraying the camera with water.

Remember the TIC is a tool just like all the other equipment and may not be suitable for use in each and every situation.

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SOG#	Section	Title
500-15	Emergency Response	NATURAL DISASTERS

PURPOSE

To establish standards of response in the event of a large scale disaster in the Northside Fire District.

SCOPE

This guideline shall apply to all Department employees for any natural disaster or major incident response.

WATCH

Weather conditions in the area are capable of producing severe weather ***or*** there is a potential for severe weather to develop in the area.

WARNING

Severe weather has been confirmed in the area by weather information gathering procedures and is capable of producing damaging winds, heavy rain, hail, lightning, tornadoes, etc.

In the event of a ***SEVERE THUNDERSTORM WARNING*** or ***TORNADO WARNING*** issued for Bonner County that includes the Northside Fire District, any available personnel may standby at the fire station to prepare for any possible responses in the City. Personnel at the station during this time will be on the payroll.

Depending on the situation and the information available at the time, if a tornado touchdown is imminent, the senior officer/firefighter in charge, at his/her discretion, may stage units in different areas of the District in preparation to respond to a disaster and to avoid vehicles becoming damaged or obstructed from having all resources in one area.

Command Post

A command post shall be established. The command post for the Northside Fire District shall be at station 1 if possible. Access should be restricted to the Command Post to maintain control unless it is an emergency.

The command post shall be staffed with the following personnel:

- Most senior firefighter/senior officer (*Chief Officer if possible*)
- IC aide/information tracking (*another fire officer if possible*)
- Radio operator
- Call taker/additional aide (*optional*)

Staging Area

The staging area shall be at the fire station if available. Staging for personnel, vehicles and supplies shall be at the fire station unless otherwise designated by the Incident Commander.

Sectors

The Incident Commander shall use the pre-planned sector maps that divide the District into four geographic working areas called a SECTOR. These sectors may be combined to create larger geographic working areas but may not be divided to make smaller areas.

A sector shall have a designated SECTOR OFFICER who is responsible for all personnel, vehicles and operations within a sector as well receiving calls of service from the IC. An engine staffed with at least two (2) personnel shall respond to an assigned sector. The crew chief shall be the Sector Officer unless otherwise designated by the IC. Any other vehicles may respond as necessary. The Sector Officer shall have two individual radios; one radio to maintain contact with personnel in his/her sector, and one to maintain contact with the Incident Commander. Only the Sector Officer is allowed to communicate directly with IC except in the case of a MAYDAY or other life-threatening emergency.

If staffing levels are inadequate to have full coverage of the four sectors Incident Command can have the hardest hit areas covered or combine sectors for one team to cover.

Communications

The NSFD main frequency (F-1) shall be the Command Channel, Tac 14 unless otherwise designated by the IC. This channel shall be used for:

--Radio traffic between the IC and Sector Officers.

Each Sector shall operate on a separate frequency from the Command Channel. Only Sector Officers are allowed to communicate directly with the IC on the Command Channel. Other frequencies shall be assigned to individual sectors by the IC when required. Keep in mind the radio channels for Sector operations should be available on our portable radios as well.

Priority Calling

While operating in the major incident plan, calls for service may come in several different ways. Walk up complaints, dispatched by the Comm.Center, through the Police Dept., or by phone into the fire station just to name a few. As these calls come into the Command Post, the IC shall receive those calls and prioritize them according to life and property endangerment. Then after categorizing the call, the IC shall dispatch the call to the appropriate Sector Officer to handle it.

These calls shall be prioritized by the following:

- GREEN---Lowest Priority
- YELLOW---Medium Priority
- RED--High Priority

Example: *“Command to Sector 4 officer, I have a code RED response for a man trapped at (address)”*

The Sector Officer shall receive the call from IC and assign units in that Sector to handle the call. If the Sector Officer needs more resources, he/she can ask for more units. Only the IC may call for mutual aid.

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01/18/2021	01/18/21	6
SOG#	Section	Title
500-17	Emergency Response	RIT (Rapid Intervention Team)

PURPOSE

The purpose of this guideline is to establish an attack team, a back-up team, and an Incident Commander on every scene that firefighters enter an atmosphere that is “Immediately Dangerous to Life and Health” (IDLH). This guideline also establishes the need to have a fully equipped rescue team on scene, in a ready state, to immediately respond to rescue an injured or trapped firefighter throughout an incident. To establish a back-up team or identify operational considerations relating to the provision of Rapid Intervention Teams (RIT) when deemed necessary by the Incident Commander and/or Safety Officer. This includes, but not limited to: structural firefighting, technical rescue, hazardous materials, or any incident where personnel are operation in an IDLH atmosphere. This guideline also meets the scope and intent of NFPA 1561 for minimum requirements for an incident management system for all emergency incidents.

SCOPE

This guideline shall apply to all employees of the Northside Fire District operating at any emergency incident or training exercise.

GUIDELINE

Terms and Definitions

Attack Team: A team assigned to enter into a structure or hot zone to locate, confine, and extinguish a fire. This team conducts offensive fire activities including search and rescue operations.

Back-Up Team: A team assigned to support the attack team. The back-up team will be fully prepared for emergency rescue, including fully donned protective clothing and SCBA and remain outside the structure or hot zone with a charged hose line to protect the escape route of the attack team. This team also will serve as a rescue team for the attack team prior to the establishment of a RIT.

RIT: A Rapid Intervention Team is a dedicated rescue team whose duties are to assist and/or rescue firefighters in distress on an emergency scene. The RIT shall be on standby, fully prepared for emergency rescue, including fully donned protective clothing and SCBA.

IDLH: An Immediately Dangerous to Life and Health atmosphere is any atmosphere that poses an immediate threat to life, would cause irreversible health effects, or would impair an

individual's ability to escape from a dangerous atmosphere. Interior structure firefighting beyond the incipient stage is considered an IDLH atmosphere.

GENERAL

Fire service personnel are often required to operate in extremely hazardous conditions requiring safety measures that are equal to the hazards encountered. Therefore one simple fact that must be understood is that our personnel may need to be rescued. It is the policy of this Department to provide our personnel adequate safety measures when personnel are operating in IDLH atmospheres. The Incident Command shall designate a back-up and/or RIT when members are exposed to this environment.

Assignment of the Back-up Team

No entry shall be made into an IDLH atmosphere unless a minimum of five (5) firefighters have assembled on scene.

The only exceptions to this rule are:

- 1. When there is a life hazard where immediate action could prevent the loss of life. OR,**
- 2. When the fire is in the incipient stage.**

Assignments and responsibilities of the first five (5) firefighters on scene:

During interior firefighting operations beyond the incipient stage, the following shall be observed:

- Firefighters shall utilize self-contained breathing apparatus (SCBA) during all interior structure fire operations.
- Firefighters shall operate in a team (buddy system) of two or more in conditions that may be IDLH, unknown hazardous or potentially hazardous atmospheres.
- Teams must maintain either have direct voice contact, visual or tethered contact with a signal line to one another. Radios are NOT an acceptable substitute.
- Two equally equipped and trained firefighters shall be available prior to the first team's entry to monitor, account for and assist the entry team. (One of the outside team members may be assigned other tasks as long as they are available for immediate back-up operations.)
- The back-up team shall operate utilizing the buddy system if required for entry.
- If the back-up team is activated for an assignment into the hazardous atmosphere, another team shall be assigned as the next back-up team.
- At least one additional member shall be assigned to remain outside the structure fire and monitor the operation. (This duty may be assigned to the pump operator.)

NOTE: *In cases where immediate action is necessary to save lives, firefighters may enter IDLH environments in an effort to rescue occupants in variance to the above conditions. Such deviations from this guideline shall be the exception, not the rule and must be documented as part of the final fire report.*

While waiting for a back-up, on-scene personnel may complete the following as appropriate:

- Do a full 360-degree walk around assessment of the site,
- Pull both primary and back-up lines to the entry point,
- Assess water supply locations,
- Bring appropriate tools to a staging location,
- Ready positive pressure fans for deployment, and
- Other appropriate tasks that do not place the firefighters within the IDLH environment until the back-up team is established and in place.

Proper two-way communications is paramount for successful operations. The first arriving officer or crew chief shall assume Incident Command and, after submitting a quality size-up, shall keep responding personnel informed of their needs and actions.

- Establishing a Rapid Intervention Team (RIT)

As additional resources arrive on the scene, the Incident Commander may assign a dedicated rescue team whose major function is the rescue of distressed firefighters, if needed.

- Basic Concept:

To have at least one dedicated team, back-up and/or designated RIT available when the need is identified by the Incident Commander and/or Safety Officer. During the early stages of an incident, the back-up team assumes the duties and responsibilities of RIT until the designation of a RIT is made by Command once additional resources arrive on scene. Additional RIT's may be necessary due to the complexity and/or size of the building or incident.

- A structure fire is the most common IDLH where a RIT would most likely be established. There will be other incident types where the Incident Commander may identify the need for a RIT.
- The RIT must be in a state of readiness, including fully donned protective clothing and SCBA, capable of making a rapid entry to an environment to respond to a **MAYDAY** call and be ready to provide rescue efforts to personnel who are injured, trapped, or missing.

The Team:

- The RIT will be made up of no fewer than two (2) firefighters who are capable of operating without direct supervision.
- The RIT will operate within the Incident Command structure and will be included in the fire ground accountability system, typically designated as "RIT" on the radio.
- Personnel assigned to a RIT shall be equipped with full structural fire protective clothing including SCBA. Each member must have his/her face piece with him/her at all times, and it

must be in a condition capable of being donned immediately. For incident types other than structure fires, the protective clothing and equipment shall be appropriate for the hazards.

- The Incident Commander will assign a team leader with a radio for each RIT.
- The RIT will report directly to the IC or designated Division Officer.

Responsibilities:

- The IC shall assign personnel to form the RIT.
- The IC shall brief the RIT on the chosen strategy for the incident, what has occurred during the attack, operating crew's locations, other resources available and any pre-plan information.
- The RIT will need to perform its own "walk around" size-up related to their duties. The team should be looking for potential problems, avenues of escape, points of entry, building construction type, scene conditions, safety hazards, as well as obtaining any other information that contribute to a successful outcome.
- Perform duties to aid in RIT and/or increase scene safety including but not limited to:
 - Placing ladders for secondary escape routes from upper floors and roofs
 - Forcing doors to provide secondary egress
 - Placing emergency lighting at points of entry
- The RIT will need to assemble essential equipment at a designated location. This equipment must not be used for any other purpose other than to be in the state of readiness for the RIT. The following equipment is suggested to be assembled:
 - RIT pack air supply bag containing a complete SCBA set up including mask
 - 1 ½" charged hose line
 - Portable hand lanterns for each team member
 - Set of irons....Flat head axe and Halligan tool
 - RIT rope bag, as a guide for searches
 - Wire cutters
 - Portable saw
 - Blue plastic tarp as the assembly point for tools and equipment
 - Thermal Imaging Cameras (TIC)

Activation of the RIT:

Whenever a firefighter(s) is injured, trapped, unaccounted for, or in any other life threatening situation, the Incident Commander must be notified. Notification shall occur through the of the MAYDAY procedures.

NOTE: An absent member of any crew will be automatically assumed lost or trapped until otherwise determined to be safe.

Upon such notification the Incident Commander shall request the next greater level alarm, up to and including a mutual aid request, and initiate a PAR (Personnel Accountability Report).

- The RIT will be sent to the last working area of the crew or firefighter.
- When activated, the RIT shall operate on the initial fire ground channel. All others shall switch to a new fire ground radio channel determined by the Incident Commander. Only mission essential units should remain on the initial fire ground channel.
- All other companies and crews on the fire ground will hold their positions and switch radio channels when the IC assigns it. Personnel should not abandon their position unless conditions or orders from the IC require. *(While the need for firefighter rescue is paramount, other fire scene operations must continue so viable conditions can be maintained to support the firefighter rescue operation. For obvious reasons then, crews **cannot** freelance.)*
- Crews in the immediate area of the firefighter emergency that may be able to make a rescue MUST communicate with the Incident Commander.
- The RIT will operate using the “AWARE” principle. The AWARE acronym represents critical needs associated with a firefighter rescue. These are:
 - A – Air Provide a redundant air supply.
 - W – Water Create a defensible space with water using hose-lines, water cans, etc.
 - AR – A radio Getting a radio to the victim will help to assess the conditions.
 - E – Extrication Extricate the distressed firefighter and treat injuries as appropriate.

The first two components are the most important. Provide a redundant air supply and create a defensible space with water using hose-lines, water cans, etc. Meeting these two basic requirements will buy valuable time for extrication. The next two letters stand for a radio. Getting a radio to the victim will allow you to assess the condition of the firefighter and to know if they were able to self-extricate. Finally, the last letter stand for extricate, by any means necessary.

- RIT will continue to operate in a rescue mode until firefighter(s) are located, assessed, evacuated from the danger, and transferred to medical care, unless conditions prohibit further reasonable rescue attempts or if it is obvious that a successful rescue attempt is not possible. The decision to switch to a recovery mode will only be made by the Incident Commander or the Safety Officer.

Deactivation of RIT:

RIT may be deactivated:

- After incident stabilization and when there are no existing IDLH atmospheres.
- After consensus is reached between RIT and the Incident Commander.

The IC shall make the final determination and announce to all companies working on the fire ground that RIT has been deactivated. After deactivation, RIT may be assigned to other normal duties.